

**Jefferson County Board
Committee Minutes**

October 22, 2009

Infrastructure Committee

Call to order

Meeting called to order by Supervisor Kannard at 10:30 a.m.

Roll call

James Braughler, Richard Jones, John Kannard, Donald Reese, Carol Ward Knox

Others Present: John Rageth – MIS; Phil Ristow – Corporation Counsel; Gary Petre – County Administrator; Andy Erdman – Land Information Director.

Certification of compliance with the Open Meetings Law

The County Administrator reported that the meeting was properly noticed in compliance with the law.

Review of the Agenda

No changes made

Public Comment: None

Discussion and possible action on the Committee's process for soliciting presentations by outside

No action taken.

Approval of the September 17, 2009 Infrastructure Committee meeting minutes

Motion made by Supervisor Jones; Second by Supervisor Braughler to approve the September 17, 2009 Infrastructure Committee meeting minutes as amended. (Ayes – All)

Consider possible rules and requirements for use of County property

Phil Ristow provided examples of grounds use policies from other municipalities for the committee to review. Ristow was asked to review the County's insurance policy for liability coverage, check with area municipalities to review their grounds use policies, draft a grounds use policy for Jefferson County and e-mail it to the committee for their review. The policy should include conference room usage fees and guidelines for the use of county grounds.

Update and possible action on Sheriff's Department bids for ADA and Reroofing projects in the jail

Gary Petre told the committee the Pete Weston is working on the ADA designs. The final specifications for bids should be available by the end of the week. The reroofing project is in process.

Discussion on Numara Track-It software

John Rageth explained the features included with Numara Track It software and how it would benefit the County and MIS staff.

Motion made by Supervisor Jones; Second by Supervisor Knox to approve the purchase of Numara Track It software in the amount of \$19,000. (Ayes-All)

Discussion and possible action on consolidating the Infrastructure Committee with the Highway Committee

Gary Petre told the committee that this item was placed on the agenda because of discussions that the Administration & Rules Committee meetings had regarding the census, redistricting, downsizing of the board and consolidating committees, boards and commissions. The Administration & Rules Committee wanted committees to begin discussions on this subject. The Infrastructure Committee would like to see examples of what other Public Works Committees are in charge of. No action taken.

Review and possible action on MIS Operational Audit report and recommendations

An updated information sheet of the MIS audit recommendations was provided for the committee to review. The committee will be updated again at a future meeting.

Tour of UW Extension Facility

The Committee toured the UW Extension and Workforce Development facility. No action was taken.

Potential items for the Committee's next meeting

- Approval of October 22, 2009 Infrastructure Minutes
- Discussion and possible action on MIS Building & Security upgrades
- Discussion and possible action on a Jefferson County Grounds Use Policy
- Update and possible action on Sheriff's Department ADA bids
- Discussion and possible action on consolidating the Infrastructure Committee with the Highway Committee
- Discuss the review of cell phone plans
- Tour of Human Services Facility

Set future Committee meeting dates

November 18, 2009 – 8:30 a.m. at Human Services

December 16, 2009 – 8:30 a.m.

January 20, 2009

February 17, 2009

March 17, 2009

April 21, 2009

Adjourn

Supervisor Braughler made a motion to adjourn; Second by Supervisor Knox at 12:23 p.m. (Ayes-All)