

**INFORMAL WORK SESSION MINUTES**

**April 25, 2007**

11:00 a.m.

Oval Office

PRESENT: Commissioners Kathy George, Mary P. Stern, and Leslie Lewis.

Staff: John Krawczyk, Laura Tschabold, Brian Dunn, and Chris Johnson.

Guests: None.

Topic: 2007-08 Capital Improvement Projects

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Kathy called the meeting to order.

The group discussed the 2007-08 Capital Improvements Projects and time lines as recommended by Brian Dunn (see attachments).

The meeting adjourned at 11:38 a.m.

Anne Britt

Secretary

**John Krawczyk**

**From:** Brian Dunn  
**Sent:** Tuesday, April 24, 2007 10:47 AM  
**To:** John Krawczyk  
**Subject:** Cap Imp Projects 2007-08.doc

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**2007-2008**  
**Capital Improvement Projects**  
 And recommended time lines  
 Brian Dunn

Time Line	Cost	Project description
Summer 2007	\$ 25,000	Replace west portion of Stern Bld roof
Summer 2007	\$ 15,000	Replace sidewalks along Evans st. at Romain / Ticor
Summer 2007	\$ 15,000	Security camera upgrades in Courthouse
Fall 2007	\$ 30,000	Expansion of new card lock and fire alarm systems into Romain / Ticor
Fall 2007	\$ 30,000	Refurbish Romain / Ticor office and hall areas
Winter 2008	\$ 5,000	Remodel SO receptionist.

**Projects requested, but not recommended completing at this time.**

2008	\$ 15,000	Replace concrete driveways at White/ Brick houses on Evans st.
2008	\$ 12,000	Replace White House gutters and install bird netting.
2008	\$ 8,000	Design Handy-cap ramp and parking at Stern/White House
2008	\$ 20,000	Replacing Moore Bld boiler and controls
2008	\$ 5,000	Upgrading Moore Bld card lock system to network.
2008	\$ 30,000	Refurbish Health Dept. office, break, hall areas and rest rooms
****	\$ 25,000	Upgrade Health Dept. air delivery / heating system.
****	\$ 25,000	Various Courthouse campus sidewalk replacements
****	\$ 8,000	Replace Annex AC compressor.
****	\$ 20,000	Removing CH Evans st. trees, repair sanitary sewer line and sidewalk
****	\$ 75,000*	Install HC ramp, remove tank, replace parking at Stern & White House
****	\$ 5,000	Replace Courthouse stair treads
****	\$ 20,000	Refurbish Annex offices, halls and meeting areas
****	\$ 35,000	Install fire alarms in Courthouse, Annex and Health Dept.

4/25/2007

**EXHIBIT A 1/1**

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**April 25, 2007**

11:00 a.m.

KG\_\_MS\_\_LL\_\_

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YAMHILL COUNTY COMMISSIONERS

TABLE 12  
2007-08 CAPITAL PROJECT REQUEST FORM

REQUESTING DEPARTMENT HHS

DESCRIBE THE NATURE OF THE PROJECT INCLUDING THE BUILDING(S) AND THE OFFICE(S) AFFECTED BY THE PROJECT: Public Health Building (412 N Ford) is in need of upgrade - paint, carpet, ceiling tiles, HVAC, exterior.

Will this project involve office space currently used by another department? YES \_\_\_ NO X  
Will this project use resources from another department? YES \_\_\_ NO X  
If the answer to either question is yes, is the department head agreeable to the change? YES \_\_\_ NO X  
Please have the other department head(s) countersign the form below.

Estimated project cost: \$ \_\_\_\_\_

Who will provide the labor needed to complete this project?

County Maintenance Crew X Percent 2  
Inmate Labor Crew X Percent 2  
Outside Contractor \_\_\_\_\_ Percent \_\_\_\_\_  
Other (Describe) \_\_\_\_\_ Percent \_\_\_\_\_

If county maintenance or inmate labor will be used to complete the project, has the project been evaluated by Brian Dunn or Ron Huber? Needs Brian's assessment YES \_\_\_ NO X

Is this project necessary to protect the health or safety of county employees or the public? (If Yes please describe the health or safety issues and how the project will address them.) YES \_\_\_ NO X

No

Is this project necessary to preserve the integrity of a county building or structure? (If YES please describe how the project will prevent building deterioration) YES X NO \_\_\_  
Building in need of full upgrade including HVAC rewire

What resources can the requesting department offer to assist in completing this project? \$ \_\_\_\_\_  
How much Money is requested from the Capital Improvements Fund? \$ Brian D. to estimate

Who will serve as the project manager?

Contact Person? G. Tolington

DEPARTMENT HEAD APPROVAL (Signature)

COUNTERSIGNED (If other department involved) \_\_\_\_\_ ext. \_\_\_\_\_

Reviewed by facilities maintenance \_\_\_\_\_

Approved by BOC for Funding YES \_\_\_ NO \_\_\_ Initial \_\_\_\_\_

NOTE: This form is required for all capital improvement projects in excess of \$2,000

2007-08 CAPITAL PROJECT REQUEST FORM

REQUESTING DEPARTMENT Sheriff's Office-Records/Civil Division

DESCRIBE THE NATURE OF THE PROJECT INCLUDING THE BUILDING(S) AND THE OFFICE(S) AFFECTED BY THE PROJECT:

The project is to remodel the Sheriff Patrol Record's area, to be more ergonomically equipped for staff; improve security in the records area, by minimizing the traffic through this area; and to more feasibly meet customer needs without foot traffic interfering at the entrance door. As per attached drawing, entrance to Sheriff's Office would be at the far end of the counter, routing entry in the Sheriff's Office around the work area of records and civil.

Will this project involve office space currently used by another department?

YES \_\_\_ NO X

Will this project use resources from another department?

YES \_\_\_ NO X

If the answer to either question is yes, is the department head agreeable to the change? N/A

Please have the other department head(s) countersign the form below. N/A

Estimated project cost: \$5,000 (per Brian Dunn)

Who will provide the labor needed to complete this project?

County Maintenance Crew <u>X</u>	Percent <u>70</u>
Inmate Labor Crew _____	Percent _____
Outside Contractor _____	Percent _____
Other (Describe) <u>X</u>	Percent <u>30</u>
Inmate wokers	

If county maintenance or inmate labor will be used to complete the project, has the project been evaluated by Brian Dunn or Ron Huber? YES X Both \_\_\_ NO \_\_\_

Is this project necessary to protect the health or safety of county employees or the public? YES X NO \_\_\_

(If Yes please describe the health or safety issues and how the project will address them.)

EXHIBIT C 1/2

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April 25, 2007

11:00 a.m.

KG \_\_\_ MS \_\_\_ LL \_\_\_

This area houses current records and civil documentation of the Sheriff's Office. The materials held in these areas are vital to our mission of providing for the safety and security of the public. Our failure to adequately maintain these records and provide a secure environment would be a violation of our agreement with LEDS and would result in a breakdown in the Criminal Justice system in Yamhill County.

Another concern in the current setup is the lack of ergonomically correct workstations, and the inability to adjust these stations to our various employees, also the stairs in the middle of this work area.

**Is this project necessary to preserve the integrity of a county building or structure?**  
YES\_\_ NO\_X\_\_

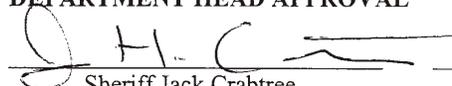
**What resources can the requesting department offer to assist in completing this project?** In kind via Inmate work labor. The workstations are being purchased now and are able to be moved and adjusted to meet the attached drawing.

**How much Money is requested from the Capital Improvements Fund?** \$5,000

**Who will serve as the project manager?** Brian Dunn/ Kellye Fetters

**Contact Person?** Kellye Fetters

**DEPARTMENT HEAD APPROVAL**

  
Sheriff Jack Crabtree

  
Date

**REVIEWED and SUPPORTED BY FACILITY MAINTENANCE**

\_\_\_\_\_  
Brian Dunn

\_\_\_\_\_  
Date

**EXHIBIT C 2/2**