

INFORMAL MINUTES

May 24, 2010

2:00 p.m.

Oval Office

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

Staff: Laura Tschabold, Chuck Vesper, John M. Gray Jr., Pat Anderson, Ted Smietana, Ron Huber, Chris Johnson, and Silas Halloran-Steiner.

Guests: Hannah Hoffman, News-Register.

* indicates item forwarded to formal agenda

Kathy called the meeting to order at 2:14 p.m.

* Personnel - Pat presented personnel requests from various departments. See agenda for details.

Department Updates

HHS: Chris Johnson stated that he and Silas Halloran-Steiner are focusing heavily on Silas' orientation and are working long hours. He noted that some issues have come up that have provided them with good opportunities to talk.

Community Corrections: Ted Smietana reviewed personnel changes related to Silas' move to HHS.

Administrative Services: Chuck Vesper reviewed the 2010-11 Capital Improvement Projected Facilities Needs (see Exhibit A). Chris stated that the Moore Building elevator is a safety issue and he has the responsibility under federal grants to see that it is handicapped-accessible. He recommended that HHS pay to have that project done right away with its fund balance, which has traditionally been used for building improvements. He noted that his fund balance has grown rapidly, mainly due to unexpected staffing changes. He suggested adding \$100,000 in expenditure authority to the budget at the adoption process. Laura advised getting some assessments done before that time in order to provide a better cost estimate. She expressed appreciation to Chris for being willing to help with the growing list of deferred maintenance.

* Approve the following capital improvement projects for the 2010-11 fiscal year:

- a. Replace Fenton House roof and gutters and install bird netting, \$30,000;
- b. Replace 3 unused exterior doors in the Ticor and Romaine Buildings, \$5000;
- c. (If funds available) Replace Courthouse Telephone Room water source air conditioner with air source air conditioner, \$5000;
- d. (From HHS fund balance) Upgrade Moore Building elevator controls and lift piston system, \$100,000.

* Contracts/Grants - See agenda for details.

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2:00 p.m.

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* Budget Transfers - Approve the following transfers of appropriation authority and funds for asbestos mitigation:

From 10-92-950.01 \$9360 Contingency

To 80-38-380.91 \$9360 Insurance Reserve

From 10-92-950.01 \$7721 Contingency

To 40-27-380.91 \$7721 Capital Improvement

The meeting adjourned at 2:55 p.m.

Anne Britt

Secretary

2010 - 2011

Capital Improvement Projected Facilities Needs

Compiled by
Brian Dunn

Projects Requested

2010	\$30,000	Replace White House roof, gutters and install bird netting.
2010	\$5,000	Replace 3 unused exterior doors at HHS south and north.
2010	\$5,000	Replace CH Telephone Rm water source AC with air source. Energy Project
2010	\$27,000	Refurbish Juvenile Department, carpet and paint cabinets
2011	\$5,000	Upgrade Annex domestic hot water loop.
2011	\$35,000	Replace water piping and water heaters in Jail
2011	\$20,000	Refurbish CC I carpet.
2011	\$50,000	Refurbish Annex , offices, blinds, and replace flooring.
2011	\$27,000	Refurbish Annex Rest Rooms
2011	\$35,000	Addition of 2 employee rest rooms at Annex.
2011	\$40,000	Various Courthouse campus sidewalk replacements Safety Project
2011	\$25,000	Removing CH Evans st. trees, repair sanitary sewer line. Safety Project
2012	\$18,000	Replace Annex controls with digital. Energy Project
****	\$35,000	Replace Moore Bld. Boiler and piping, Energy Project
****	\$100,000	Replace Courthouse Boiler and heat exchange system. Energy Project
****	\$5,000	Remodel SO reception.
****	\$55,000	Install fire alarms in Courthouse, Annex . Safety Project
****	\$20,000	Re-coat Courthouse roof elastomeric coating
****	\$15,000	Re-coat Health roof with elastomeric coating
****	\$15,000	Re-coat Annex roof with elastomeric coating
****	\$15,000	Re-coat Romain roof with elastomeric coating
****	\$15,000	Re-coat old Ticor roof with elastomeric coating
****	\$20,000	Replace Stern Bld rooftop HVAC Unit. Energy Project
****	\$800,000	Replace Courthouse fan motors, re-heat, system controls. Energy Project
****	\$175,000	Reseal south windows and resurface CH Evans st. side of building
****	\$150,000	Upgrade old Jail electrical system.
****	\$100,000	Upgrade Courthouse Elevator controls and lift piston system.
****	\$100,000	Upgrade Moore Bld. Elevator controls and lift piston system.

Ex. A 1/1