

The January Term held on 31th day of January 2011

The County Commission convened at 9:00 a.m., pursuant to adjournment January 25th, 2010 Present Dan Colbert-Presiding Commissioner, Jim Mayes-Associate Commissioner District 1, Matt Bass-Associate Commissioner District 2, Rick Wilcockson-County Clerk, Kimberly Ingersoll-Chief Deputy County Clerk, the following proceedings were had:

**Highway Department:** Don Lilley

- Preparing for storm
- Discussion on road grader maintenance
- Discussion about proper procedures for charging on a daily basis, key personnel having the use of county vehicles.

**Prosecuting Attorney:** Leah Askey

- Discussion on prisoner housing. Additionally the Prosecutors Office will look into not waiving restitution fees.
- Office policy on how to handle the media should be addressed in the updated personnel policy handbook.
- Service agreement with Pitney Bowes needs to be reviewed and consolidated and postage needs to be prepaid.

**Courthouse:** Sam Clary

- Boiler was inspected by the State Fire Marshall and passed inspection.
- Discussion about venting heat from server room in Complex 1 into the front lobby.

**Jail:** Butch Watkins

- Eye wash stations were installed
- General maintenance

**Justice Center:** Randy Siebert

- Rolling file cabinets being installed in prosecutor's office
- General maintenance

By affirmation the courthouse will be closing at noon due to deteriorating weather conditions.

---

Presiding Commissioner

---

Associate Commissioner District 1

---

Associate Commissioner District 2