

## **Scotts Bluff County**

### **Building Utilization Committee (BUC)**

Members: Lisa Rien, Management Accountant  
Jay Steinle, Building Director  
Heather Hauschild, Elected Official  
Mark Harris, Commissioner  
John Erny, IT Representative

Meeting: February 11, 2025 at 10:00am

Guests: Amanda Strong and Robert Simpson  
Curt Richter and Steve Baird

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#### Topics of discussion:

- Mapping Department Move
- Former Health Department Status
- Tri-City Roadrunner space request at Roads Department
  - o Administrative Staff and Bus storage

#### **Mapping Department Move:**

In September 2024, Scotts Bluff County Commissioners made the decision to merge the Mapping Department with the Assessor's office. Scotts Bluff County Assessor, Robert Simpson would manage both departments. Robert's department spent time during the fall of 2024, moving files and making room in the area West of the Assessor's office, as you enter the department. Scotts Bluff County Surveyor was located in this space in early 2010 and before, but as GIS operations began, the Surveyor/GIS (Mapping) department moved to the Roads building. The department moved back to the Administration Building in 2022. The move to the Assessor's office involves two employees, Amanda Strong and Tim White.

Amanda and Tim configured a work set-up in this new area with the Mapping office equipment and furniture in their area. They will be unable to bring everything with them, so we need to plan the best options for their space, and determine if the space can accommodate their IT needs. We will also discuss potential remodel needs.

#### **Decisions:**

- The BUC asked the necessity of this move. The office in which they are currently located has worked for them, and the County does not need this space for anyone else. Robert Simpson explained he wanted the Mapping employees in the Assessor's office, so he would have all his employees together, as roles may adapt to assist in each other's areas.
- Robert shared the furniture and equipment plan. Some items that do not fit in the Mapping area will be placed in the Assessor's office or moved to the Old Jail storage: Cadastral Map Cabinet, supply cabinet, 4- file cabinets, Map Storage cabinet, Map Roller Storage and bookcase.
- Some rolling tables, bookcases, file cabinets and desks can be auctioned or disposed.
- John Erny discussed the IT requirements for the computers and equipment. He felt he could accommodate with the assistance of Jay Steinle's department.

- Jay Steinle discussed the current shape of the office. Two walls are blue, and two are brown. Robert volunteered to repaint the walls, if necessary, with the paint Jay has available. Jay will check his budget to see if he can accommodate carpeting, as it was not budgeted last summer.
- BUC questions have been answered, and the committee does not oppose this move. It is requested that the move happen after the IT updates and remodeling duties are completed.
- Robert's Mapping or Assessor budget will be responsible for outside expenses necessary to accommodate this move.
- Some mention was made of items that would move to the Old Jail Building. We have concerns with maps holding historical value being stored in an area that is not climate-controlled. At this time, BUC recommends leaving the map cabinet and any historical maps be left in the current location at this time.

#### **Former Health Department Space:**

The Health/Relief Aid Department closed, effective November 1, 2024. Health Department supplies and files are still located in this office. We will need to sort through and box up what is necessary to keep. The Emergency Manager will be asked to look at some supplies that could be useful for EM situations, if they are not considered out-dated.

A few ideas were brought up concerning this space.

- Jay Steinle suggested an employee lounge
- Jay and John suggested moving the Probation classroom back to this space, as some evenings the probation juveniles run the basement unattended, causing concerns for county property. Damage was done to the basement bathroom several months ago. Commissioner Harris suggested if problems continue, a letter should be sent to Darren Duncan, cc-ing the Commissioners, asking for better oversight when the kids are in the building.
- Last suggestion, ask Rob Crowder if he would be interested in relocating to this area. Main objective is cell phone connectivity. It is hard to get a signal if you do not have an AT&T cell phone, and it is a potentially better location.

#### **Tri-City Roadrunner Space Issues:**

Curt Richter requested a BUC meeting. The bus service is busier than ever. His office is compact. With a director, 3-4 Dispatchers, Clerk, Transit supervisor and bus maintenance coordinator all located in this area, the area can get loud and chaotic, especially for the clerk trying to reconcile, count money, or complete administrative tasks. The Roads building has two map areas to the east of Roadrunner office. Steve Baird was asked if the two areas could be merged, and the large table replaced with a smaller flat top roller table from the Mapping Department. Steve was agreeable. Bus will assume the additional office space. Curt will check with NDOT to see if we can develop a space lease agreement between Roads and Tri-City Roadrunner, rather than the current sharing utilities system. It is difficult for Roadrunner staff to file claims for federal reimbursement to NDOT using the shared cost system.

We visited the bus barn and discussed future alternatives for the Dispatchers. Maybe a raised mezzanine level above the break area, but concerns were brought forward regarding ADA compliance. A suggestion of an off-site office, or container building that could be set up next to the bus barn on the south side. Jay found one in Greeley Colorado currently selling for \$33,000. This is an interesting alternative to review.

Curt and I discussed storage of the older buses with Steve. Curt requested just enough covered parking in the Roads shelters to park four out-of-service buses. Curt anticipates receiving 4 new buses in the next 4 months. The out-of-service buses would be used if a normal bus is taken out of rotation for maintenance and repairs, or potential body work. Steve is hesitant to provide space outside in the covered spaces to the bus service. He said they have a significant pigeon problem, and once the buses are parked, they will be covered in pigeon poop in days. Steve has offered an option in the bridge warehouse. Roads Department is selling old sign posts in the near future. Once the old posts are sold and removed, the new sign posts will be stored under the awning, and additional sign posts bundles will be removed from the bridge warehouse and stored outside under the awning, as well. Once these are moved from the inside, he can make room for a couple buses in the bridge warehouse. We also discussed potential options for buses storage in the Detention Center Horse Barn, and the Sheriff storage at the airport. Curt was not interested in the faraway options, as when the need arises, he needs quick access to the out-of-service buses.

Addendum – Steve Baird: As I am reading the minutes of the building committee, I have a couple concerns or questions. First is I was under the impression the office space is “temporary”, and the storage in the bridge building will depend on the room we have after we reorganize. When I read the minutes, I don’t take it that way.

Lisa Rien  
Management Accountant