

**Jefferson County Board  
Committee Minutes**

**September 17, 2009**

**Infrastructure Committee**

**Call to order**

Meeting called to order by Supervisor Kannard at 8:32 a.m.

**Roll call**

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

Others Present: Roland Welsch, Mark Miller – Maintenance Supervisor; John Rageth - MIS, Phil Ristow – Corporation Counsel; Supervisor Yachinich; Supervisor Borland; Supervisor Molinaro; Brian Wellsfry – WM Corporation; Boyd Coleman – Strucrite Design; Gary Petre – County Administrator.

**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**

There was a suggestion to move #6 to #12. No changes were made, based on this suggestion.

**Public Comment:** None

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

Much discussion took place regarding the need for a policy/procedure for vendor presentations. The Committee would be open to obtaining information from any other firms who are interested in providing it to them. This will be discussed further at a future Infrastructure Committee meeting. No action taken.

**Presentation from WM Corporation and Strucrite Design regarding Highway Shop**

WM Corporation and Strucrite Design presented their information regarding the benefits of design/build construction to the Committee. Both Brian Wellsfry with WM Corporation and Boyd Coleman with Strucrite Design advised that the SEH report appears to have an error in the cost to remain on the existing site at the current location. Both agreed Jefferson County would realize a savings of at least \$5 million to stay at the current location and do a mix of rehab and new construction. They also advised the insulation in the buildings needs to be upgraded and the County could realize significant savings on their energy costs.

**Approval of the August 19, 2009 Infrastructure Committee meeting minutes**

Motion made by Supervisor Knox; Second by Supervisor Braughler to approve the August 19, 2009 Infrastructure Committee meeting minutes. (Ayes – All)

**Consider possible rules and requirements for use of County property**

Presentation was given by Phil Ristow on the County's ability to set rules for use of County facilities.

Issues to consider: 1) Fees for Use 2) Restrictions 3) Cost of clean-up 4) Where will it be permitted?

5) Who is responsible?

The Committee will review materials from other Counties that were distributed by Phil, and also will look over our current Fair Park Rules and Park Rules. After reviewing this information the Committee will work on developing a county-wide general written policy and rules for the use of County facilities.

No action taken. This item will be discussed at a future meeting.

### **Report from the Highway Commissioner on potential cost estimates for the Highway facility planning design**

The County Administrator reported that the Highway Commissioner does not have any estimates at this time. Estimates will be pursued when the County decides to move forward on the Highway Facility project. No action was taken.

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

Mark Miller presented bid process for these two projects.

ADA Design 1) Strucrite \$3,850; 2) Design Alliance \$2,000. Design Alliance was awarded contract to develop bid specs

Jail Reroofing – Bids are due on October 5, 2009 at 4:30 p.m.

Staff will write up a resolution proceed with low bid.

Motion made by Supervisor Reese; Second by Supervisor Braugher to forward a resolution County Board to proceed with low bid (Ayes-All)

### **Discussion and possible action on 2008 County Audit of internal controls at MIS**

Gary Petre met with John Rageth and Roland Welsch from MIS and went through the 2008 County Audit recommendations. The audit recommendations were reviewed with the Committee. Responses will be provided to Dave Ehlinger and he will incorporate them in the County wide response. No action was taken.

### **Review and possible action on MIS Operational Audit report and recommendations**

Gary Petre told the committee that they are continuing to work on these recommendations. He will put together an update on this it will be provided at the next Infrastructure Committee. No action was taken.

### **Tour of MIS Facility**

The Committee toured the MIS facility. No action was taken.

### **Potential items for the Committee's next meeting**

- Discussion and possible action on the Committee's process for soliciting presentations by outside vendors
- Review and possible action on MIS Operational Audit report and recommendations
- Consider possible rules and requirements for use of County property
- Discussion and possible action on Final Response to the 2008 County Audit of internal controls.

### **Set future Committee meeting dates**

October 22, 2009 – 10:30 a.m. at UW Extension

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

December 16, 2009 – 8:30 a.m.

### **Adjourn**

Supervisor Knox made a motion to adjourn; Second by Supervisor Reese at 10:27 a.m. (Ayes-All)

Note: Supervisor Jones left the meeting after the tour of MIS and was not present for adjournment.