

**Jefferson County Board
Committee Minutes**

September 22, 2010

Infrastructure Committee

1. Call to order

Meeting called to order by Supervisor Reese at 8:30 a.m.

2. Roll call of Committee Members

Richard Jones, Rick Kuhlman, Donald Reese, Mary Delany, and Jim Schroeder

Others Present: Gary Petre – County Administrator; John Molinaro – County Board Chairman; Mark Miller - Maintenance Manager; Terry Gard – Human Services Maintenance Manager, Phil Ristow – Corporation Counsel, Tammie Jaeger – Administrative Assistant-Confidential

3. Certification of compliance with the Open Meetings Law

The County Administrator reported that the meeting was properly noticed in compliance with the law.

4. Review of the Agenda

No changes were made.

- 5. Public Comment:** John Molinaro informed the Committee that the 175th Anniversary of Jefferson County was coming up. He has contacted Heidi Johnson, the Ag Agent at UW Extension, to see if the Master Gardner Program would be interested in taking on a project for this event. He will continue to explore different possibilities and report back to the Committee.

6. Approval of the August 18, 2010 Infrastructure Committee meeting minutes

Motion made by Supervisor Kuhlman; Second by Supervisor Schroeder to approve the August 18, 2010 Infrastructure Committee meeting minutes as printed. (Motion Carried)

7. Open bids for HVAC – Human Services

The following bid results were considered:

Southern Lakes	\$39,544
HVAC Specialists	\$38,525
Sure Fire	\$37,990
Grunau Co.	\$35,460
J.F. Ahern Co.	\$30,780

Motion made by Supervisor Jones; Second by Supervisor Kuhlman to accept the low bid from J.F. Ahren Co. in the amount of \$30,780. (Motion Carried)

8. Update on Human Services sidewalks

Terry Gard updated the committee on the problems they were having with the sidewalks at Human Services. A portion of the repairs were authorized by Gary Petre and have already been completed.

The remaining sidewalk repairs between the Hillside Building and Human Services would cost approximately \$8,000. A Class I Notice would be done to get bids for this project. Terry will also contact the Operations Manager at our Highway Department to see if they could complete the work.

Motion made by Supervisor Schroeder; Second by Supervisor Delany to move forward with bids for the sidewalk repairs and authorize Terry Gard to proceed with the work upon receipt of bids. (Motion Carried)

9. Discussion and possible action on process and date for opening bids for the Courthouse parking lot resurfacing project

Mark Miller told the committee that the bid opening will take place at the Highway Office on September 30th at 9:00 a.m.

Motion made by Supervisor Schroeder; Second by Supervisor Jones to award the contract to the lowest responsible bidder for the Courthouse parking lot resurfacing project. (Motion Carried)

10. Discussion and possible action on a Jefferson County Grounds Use Policy

Phil Ristow discussed some reasons that the committee may want to develop a Grounds Use Policy. He would like the committee to provide him more direction as to what this policy would include. The committee requested sample policies to review and will discuss this at their next meeting. No action taken.

11. Status report on engineering and planning of Center Street parking lot

Gary Petre provided drawings showing the committee two different options. The engineering firm will be meeting with the City of Jefferson to clarify the setbacks. The Committee will discuss this at their next meeting. No action taken.

12. Update on Renewable Energy & Efficiency Alternative Upgrades for County Buildings

Gary Petre distributed a list of 2011 potential lighting and motor upgrades for the courthouse and the Human Services Building for the committee to review. No action taken.

13. Discussion and possible action on phone usage reimbursement and monitoring

At the Committee's August 18th meeting, this item was referred to the Human Resources Committee for a recommendation. The HR Committee will meet on October 18th. The recommendation will be brought back to the Infrastructure Committee at their next meeting.

14. Potential items for the Committee's next meeting

- Approval of September 22, 2010 Infrastructure Committee meeting minutes
- Update on 175th Anniversary Celebration
- Discussion and possible action on a Jefferson County Grounds Use Policy
- Update on Renewable Energy & Efficiency Alternative Upgrades for County Buildings through committee recommendations
- Status report on Center Street parking lot
- Update on HVAC project at Human Services
- Tour of Highway Department
- Discussion and possible action on phone usage reimbursement and monitoring
- Possibility of a joint meeting with the Highway Committee to discuss Highway Department facility needs

15. Set next meeting date

October 20, 2010 @ 8:30 a.m. Highway Office

16. Adjourn

Supervisor Kuhlman made a motion to adjourn; Second by Supervisor Delany at 9:30 a.m. (Motion Carried)