

**Jefferson County Board  
Committee Minutes  
February 8, 2012  
Infrastructure Committee**

**1. Call to order**

Meeting called to order by Supervisor Reese at 10:30 a.m.

**2. Roll call of Committee Members**

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

Others Present: Gary Petre – County Administrator; Tammie Jaeger – Administrative Assistant-Confidential; Phil Ristow – Corporation Counsel; Terry Gard – Human Services Maintenance Supervisor; Mike Marasch – Central Services; Sharee Behm – Support Services Sgt; Jerry Haferman – Administrative Captain; Steve Sharp, Reporter – Watertown Daily Times; Supervisor Ron Buchanan; John Molinaro – County Board Chairman; Bill Kern – Highway Commissioner; Roland Welsch – IT Manager; Karyn Spory, Reporter – Jefferson Daily Union.

**3. Certification of compliance with the Open Meetings Law**

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

**4. Review of the Agenda**

Move up the discussion of the County Weapons Policy to accommodate Sheriff's Office Staff in attendance.

**5. Public Comment**

None

**6. Approval of the October 4, 2011 Infrastructure Committee meeting minutes**

Motion made by Supervisor Jones; Second by Supervisor Delaney to approve the October 4, 2011 Infrastructure Committee meeting minutes as printed. Ayes-All (Motion Carried)

**7. Communications**

- Sheriff's Office Policy & Procedure 414
- Courthouse Parking Lot Engineering Proposals
- Updates to green initiatives for Central Services Department and the Human Service buildings
- Highway Facility Committee Motion
- Highway Department Facility Condition Report
- County Highway Department Facility Comparison Report

**8. Review and possible action on proposals for engineering services for the courthouse parking lot/ underground facility reconstruction project**

The following proposals were received:

		Not to Exceed
Gunnar Malm & Associates, Madison	7.3%	\$33,500
Arnold and O'Sheridan, Madison	4.25%	\$17,800
WJE Associates, Northbrook, IL	8.0%	\$32,800
Bloom Companies, Milwaukee	7.5%	\$31,425

Motion made by Supervisor Kuhlman; Second by Supervisor Delaney to select Gunnar Malm & Associates of Madison to provide engineer services for the parking lot reconstruction project. Ayes-All (Motion Carried)

**9. Discussion and possible action on wireless internet service at the Human Services building**  
Kathi Cauley didn't feel that there was enough demand at the Human Services building for wireless internet. John Molinaro suggested looking into installing wireless connections into the meeting rooms at Workforce Development. The Health Department is interested in installing wireless at the Health Department to accommodate the Rock River Free Clinic. Roland will obtain costs to install wireless at these locations and the committee will discuss this at the next meeting. No action taken.

**10. Status report on new county website design**  
Gary Petre gave a status report on the new website design. No action taken.

**11. Update on green initiatives in the Courthouse and Human Services buildings – 2011 and 2012**  
A list of green initiative projects for Central Services and the Human Service buildings was provided for the committee to review. Mike Marasch and Terry Gard went over the information and addressed questions. No action taken.

**12. Review and Discussion of MIS Guide to Services**  
A copy of the "MIS Guide to Services" was provided for the committee to review. An additional section addressing County Board applications will be added to this guide in the future. No action taken.

**13. Status report on connecting to the State WISCNET system**  
Roland Welsch gave the committee an update on WISCNET. Jefferson County connected to WISCNET in November and county users are currently operating on this system. The entire project, including web services, should be completed by the end of the month. No action taken.

**14. Discussion and possible action on the Courthouse bathroom remodeling projects**  
Mike Marasch informed the committee that contractors looked at the project. They discovered issues with the original construction design of the walls. The cost for the women's bathroom would be \$14,707.60 (no tear out) or \$19,707.60 (with tear out). Cost for the men's bathroom would be \$17,800 (no tear out) or \$23,800 (with tear out). The group supported the idea of completely tearing out the existing bathrooms. The committee will wait for information on the carryover funds and final cost estimates and discuss this at their next meeting. No action taken.

**15. Discussion and possible action on an amendment to the County's Grounds Use Policy addressing public gatherings**  
A copy of the resolution, the application and the policy were provided for the committee to review. Gary Petre discussed the need for clarification regarding public gatherings. Phil Ristow explained that people are allowed to come and go from a public building. If they are not interfering with public access to the building and are not disturbing the peace there is not much we can do to control these situations. Phil will work with the Sheriff's Department to update the policy. The committee will discuss this at their next meeting.

**16. Review and approve County Facility and Grounds Permit Application/Approval form**  
The committee reviewed the application/approval form.

Motion made by Supervisor Kuhlman; Second by Supervisor Schroeder to approve the County Facility and Grounds Permit Application/Approval form. Motion amended by Supervisor Kuhlman and seconded by Supervisor Schroeder to include an additional line on the form to state the purpose of the gathering. Ayes-All (Motion Carried)

**17. Discussion and possible action on amendments to the County Weapons Policy**  
Sgt. Behm and Capt. Haferman distributed information for the committee to review. Phil Ristow told the committee that Child Support staff requested permission to carry pepper spray. The Sheriff's Office staff

will look into the issue of allowing pepper spray for Child Support staff and will also compare the County Weapons Policy to their Policy & Procedures 414 for other possible revisions. This will be discussed at the next meeting. No action taken.

**18. Convene in closed session pursuant to § 19.85 (1)(e), Wisconsin Statutes, to deliberate the purchase of public property interests for a satellite highway facility**

Motion made by Supervisor Reese; Second by Supervisor Kuhlman to convene in closed session at 12:15 p.m. followed by a roll call vote. (Ayes-All) Motion carried.

**19. Reconvene in open session to take action if necessary on items discussed in closed session concerning public property interests for a satellite highway facility**

At 12:35 p.m. a motion was made by Supervisor Kuhlman; Second by Supervisor Jones to reconvene into open session. Ayes-All (Motion Carried)

Motion by Supervisor Jones; Second by Supervisor Schroeder to recommend to the County Board to acquire the subject property. Ayes-All (Motion Carried)

**20. Discussion and possible action on the two latest consultant reports on the new highway facility and county land values**

A handout was provided for the committee to review.

Motion made by Supervisor Jones; Second by Supervisor Delaney to support the Highway Committee in forwarding a resolution to the County Board regarding the highway facilities recommendations "Postponing Further Consideration of Certain Site Options for a New Highway Department Main Facility and Authorizing Staff to Obtain Additional Information on the two remaining Site (A and C) Options". Ayes-All (Motion Carried)

**21. Potential items for the Committee's next meeting**

- Approval of February 8, 2012 Infrastructure Committee meeting minutes
- Discussion and possible action on Highway Facility Project
- Discussion and possible action on wireless internet service at the Health Department and the Workforce Development meeting rooms
- Discussion and possible action on the Courthouse bathrooms remodeling projects
- Discussion and possible action on an amendment to the County's Grounds Use Policy addressing public gatherings
- Discussion and possible action on amendments to the County Weapons Policy

**22. Set next meeting date**

Next tentative meeting for March 21, 2012 @ 10:30 a.m.

**23. Adjourn**

Supervisor Kuhlman made a motion to adjourn; Second by Supervisor Jones at 12:40 p.m. Ayes - All (Motion Carried)