

**Jefferson County Board
Committee Minutes**

**June 5, 2013
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, Russell Kutz, Don Reese and Dick Schultz.

Others Present: Phil Ristow – Corporation Counsel;-John Molinaro – County Board Chairman; Tammie Jaeger – Administrative Secretary; Supervisor Walt Christensen; Larry Meyer – Central Services; Ryan Scheel – Central Services; Lydia Statz – Reporter, Jefferson Daily Union; Captain Jerry Haferman; Roland Welsch – Information Technology Manager; John Rageth – Systems & Applications Manager; Kathi Cauley – Interim County Administrator.

3. Certification of compliance with the Open Meetings Law

Staff reported that the meeting agenda was properly noticed in compliance with the law.

4. Review of the Agenda

No changes were made.

5. Public Comment

Supervisor Christensen commented on the joint committee meeting between the Infrastructure and Highway Committees.

6. Approval of the May 1, 2013 Infrastructure Committee meeting minutes

Motion made by Supervisor Schultz; Second by Supervisor Kutz to approve the May 1, 2013 Infrastructure Committee meeting minutes as corrected. Ayes-All (Motion Carried).

7. Communications

- Agreement between the owner and structural engineer of record for professional services
- Security Assessment quotes from MIS
- Barrientos Proposal for satellite facilities
- Information regarding Lake Mills satellite facility

8. Update on security of public websites

John Rageth told the committee that a contract was signed and everything should be set up in August. Encryption security on the iSeries should be completed by the end of the month.

9. Update and possible action on HIPAA security review

Roland Welsch distributed quotes on HIPAA security assessments for the committee to review. The County has until September 23, 2013 to comply with the HIPAA law. He would like to contract with Experis Financial in Madison.

Motion made by Supervisor Jones; Second by Supervisor Kuhlman to contract with Experis Financial in Madison to complete a HIPAA security review and forward to the Finance Committee for their consideration. Ayes-All (Motion Carried)

10. Status report on courthouse bathroom remodeling project

Larry Meyers informed the committee that the bathroom remodeling project is complete. The project came within the budgeted amount. No action taken.

11. Status report on the courthouse security entrance project

Larry Meyers explained that the General Contractor has pushed the security entrance project back to June 17th. The project should be completed within 120 working days. The security station will be moving to door #4 on June 15th. Phil Ristow explained that there is a change order regarding the water main in place that reduces the project cost by \$12,850. No action taken.

12. **Discussion and possible action on Sheriff Annex Building bids on RFP**

Phil Ristow explained that the contract is signed with GMA. Bid documents will be reviewed at the July meeting. No action taken.

13. **Discussion of courthouse drop box**

Larry Meyers told the committee that Pete Weston from Design Alliance is revising the plan to include a drop box in the security entrance. Phil Ristow had concerns that certain court related items would be placed in the drop off box and it may cause problems. John Jensen and Barb Frank discussed the use of the drop box. They thought it would be useful. The committee felt that proper signage would have to be placed near the box. The committee discussed the size of the drop box. Phil Ristow suggested that a camera be used to monitor the drop off area. This topic will be discussed again at the next meeting. No action taken.

14. **Discussion and possible action on architectural engineering for main Highway Facility**

The Committee discussed the language in the contract addressing size alternatives for the highway facility. Kathi Cauley asked the committee for their input on what language they would like used in the highway facility contract. The committee supported adding the language "another smaller option that fits the needs" to the architectural engineering contract.

The next joint committee meeting of the Infrastructure and Highway Committees was originally scheduled for June 12th at 6:30 p.m., but the committee asked Kathi Cauley to reschedule this meeting to a later date to allow time for tours of other highway facilities. Staff is looking at offering tours of other county highway facilities on June 20th.

15. **Discussion and possible action on architectural and engineering on the final building design; site plan; and construction oversight for the Highway Department's satellite facilities in Lake Mills and Concord.**

A cost proposal and additional information were provided for the committee to review. Phil discussed some design options for the highway satellite facilities and the main facility for the committee to consider. The committee supports holding off on the satellite facilities until the main facility design is final. The committee would like to include tours of some satellite facilities along with the tours of the highway main facilities if possible. No action taken.

16. **Discussion and possible action on construction management contract bids**

Phil Ristow discussed construction management issues. He felt that an owner's rep would be beneficial to the County while the design is being completed. The committee directed Phil Ristow to issue an RFP for the owner's rep. After the final plans are completed the committee will discuss hiring a construction manager. No action taken.

17. **Discussion and possible action to seek proposals for professional services for the demolition of the 'Old Countryside Home' buildings**

Phil Ristow discussed the professional services for the demolition of the buildings at Old Countryside Home. Phil suggested that we put out an RFP for an engineer to draw up a proposal for professional services for this demolition. The engineer will need a final site plan to complete this proposal.

Motion made by Supervisor Kuhlman; Second by Supervisor Schultz to hire an engineer to draw up a proposal for professional services documents needed to prepare the RFP for demolition of Old Countryside Home Ayes-All (Motion Carried).

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

- Approval of the June 5, 2013 Committee meeting minutes
- Discussion and possible action on Sheriff Annex Building bids on RFP
- Discussion and possible action on architectural engineering for main Highway Facility
- Discussion and possible action on architectural and engineering on the final building design; site plan; and construction oversight for the Highway Department's satellite facilities in Lake Mills and Concord.
- Status report on the courthouse security entrance project

19. **Set tentative next committee meeting time and date:**
Tentative Tour date June 20, 2013; July 3, 2013 8:30 a.m.

20. **Adjourn**
Supervisor Kuhlman made a motion to adjourn; Second by Supervisor Jones at 10:16 a.m. Ayes – All
(Motion Carried).