

**Jefferson County Board  
Committee Minutes**

**July 17, 2013**

**Infrastructure Committee**

1. **Call to order**  
Meeting called to order by Supervisor Reese at 8:04 p.m.
2. **Roll call of Committee Members**  
Richard Jones, Rick Kuhlman, Russell Kutz, Don Reese and Dick Schultz.  
Others Present: Phil Ristow – Corporation Counsel; Ben Wehmeier – County Administrator; John Molinaro – County Board Chairman; Tammie Jaeger – Administrative Secretary; Lydia Statz – Reporter, Jefferson Daily Union; Supervisor Carlton Zentner, Bill Kern-Highway Commissioner.
3. **Certification of compliance with the Open Meetings Law**  
Staff reported that the meeting agenda, revised on July 15, 2013, was properly noticed in compliance with the law.
4. **Review of the Agenda**  
No changes were made.
5. **Public Comment**
6. **Approval of the July 3, 2013 Infrastructure Committee meeting minutes**  
Motion made by Supervisor Schultz; Second by Supervisor Jones to approve the July 3, 2013 Infrastructure Committee meeting minutes as printed. Ayes-All (Motion Carried).
7. **Communications**
  - Countryside demolition bid document and Highway Project Owner’s Representative bid information
8. **Status report on the courthouse security entrance project**  
Ben Wehmeier gave the committee an update on the security entrance project. Staff and the contractor continue to hold construction meetings to discuss progress reports and scheduling. It was suggested that the Parks Department may be able to assist with the landscaping project at the front entrance. No action taken.
9. **Discussion and possible action on short term parking at the courthouse**  
Phil Ristow explained that the Parking Ordinance allows the County Administrator to establish short term parking with the consent from the Infrastructure Committee. He explained the plan for short term parking. The committee supported the request for the short term parking changes and authorized the County Administrator to make future changes as necessary.  
  
Motion made by Supervisor Kuhlman; Second by Supervisor Kutz to approve the additional temporary parking at the courthouse and authorize the County Administrator to make any future changes to the parking lot as necessary. Ayes-All (Motion Carried).
10. **Update on Sheriff Annex Building**  
The final bid documents are posted. Bids are due on August 7<sup>th</sup> at 2:00 p.m. The committee will meet before the County Board meeting on August 13<sup>th</sup> to review the bids. No action taken.
11. **Discussion and possible action on Highway Facility Owner’s Representative Proposals**  
Ben Wehmeier explained that staff reviewed the proposals and would like to interview three firms. Staff will contact Mannedge, RMCC and Sigma for interviews and bring a recommendation back to the committee for their consideration. No action taken.
12. **Discussion and possible action to seek proposals for professional services for demolition of the ‘Old Countryside Home’ buildings**  
Phil Ristow discussed the demolition of Old Countryside Home. Three proposals were received for bid documents. 1) Symbiont \$9,800, 2) Aeg \$8,500-10,000 and 3) Sigma \$9,860. The committee discussed the need for continued bid management throughout the project.  
  
Motion made by Supervisor Jones; Second by Supervisor Kutz to accept the bid from Sigma in the amount of \$9,860. The motion was rescinded. Staff will get additional quotes from these contractors for

continued bid management throughout the project. The committee will discuss this at their next meeting. No action taken.

13. **Potential items for future Committee meetings**

- Approval of the July 17, 2013 Committee meeting minutes
- Status report on the courthouse security entrance project
- Award bid for Sheriff Annex Building project- August 13<sup>th</sup> agenda
- Discussion and possible action on Highway Facility Owner's Representative Proposals
- Discussion and possible action to seek proposals for professional services for demolition of the 'Old Countryside Home' buildings

14. **Set tentative next committee meeting time and date:**

August 7, 2013 Regular meeting

August 13, 2013 Special meeting before County Board

15. **Adjourn**

Supervisor Kuhlman made a motion to adjourn; Second by Supervisor Schultz at 8:28 p.m. Ayes – All (Motion Carried).