

**Jefferson County Board
Committee Minutes**

August 7, 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, Russell Kutz, Don Reese and Dick Schultz. Rick Kuhlman – Excused.

Others Present: Ben Wehmeier – County Administrator; John Molinaro – County Board Chairman; Tammie Jaeger – Administrative Secretary; Lydia Statz – Reporter, Jefferson Daily Union; Ryan Scheel – Central Services; Bill Kern – Highway Commissioner; Joe Nehmer – Parks Director.

3. Certification of compliance with the Open Meetings Law

Staff reported that the meeting agenda, revised on August 2, 2013, was properly noticed in compliance with the law.

4. Review of the Agenda

No changes were made.

5. Public Comment

None

6. Approval of the July 17, 2013 Infrastructure Committee meeting minutes

Motion made by Supervisor Schultz; Second by Supervisor Jones to approve the July 17, 2013 Infrastructure Committee meeting minutes as printed. Ayes-All (Motion Carried).

7. Communications

Drawings of the highway facility site were provided for the committee to review. The drawings included possibilities for a future mini master plan for the property. The Highway Committee approved these drawings. Barrientos Design will make a presentation to the Board at Tuesday's County Board meeting. Supervisor Schultz would like to see more options to compare costs on the use of different building materials and options for using geothermal in the highway facility. Bill Kern explained that those concerns will be addressed in future presentations. A resolution will be considered at the County Board meeting.

8. Status report on the courthouse security entrance project

Ryan Scheel reported that the security entrance project is on schedule. Roofing and HVAC contractors will begin soon, with drywall to follow. Bullet proof glass will not be used for the entire project due to cost. No action taken.

9. Discussion and possible action on final recommendation to award contract for engineering design work and onsite management during demolition of Old Countryside Home

Ben Wehmeier explained that staff interviewed three firms. Cost information was provided for the committee to review. Staff recommends Symbiont.

Motion made by Supervisor Schultz; Second by Supervisor Jones to award bid of Symbiont for a price not to exceed \$61,800 for demolition bid docs and over site of Countryside demolition and forward a resolution to the County Board for their consideration. Ayes-All (Motion Carried).

10. Discussion and possible action on recommendation to award contract for Owner's Representative to help with Design Development phase and potential representation during construction; discuss scope to include construction manager selection versus general contractor.

Ben Wehmeier explained that staff recommends Sigma to serve as our Owner's Rep. The committee discussed contracting for different phases as the project progresses. There was discussion on using a construction manager vs. a general contractor. With Sigma as our Owner's Rep, staff is comfortable with using a general contractor for this project.

Motion made by Supervisor Schultz; Second by Supervisor Kutz to award bid to Sigma Group in an amount not to exceed \$135,000. The contract shall be structured to obligate the County solely for Design Development Work in the amount of \$13,000 initially. The remaining \$122,000 will be contracted for only if the County determines to use Sigma Group for Construction Management preparation services in

the amount of \$16,000 and/or proceed with construction of the Highway Facility resulting in Owners Representation services in the amount of \$101,400 for that time frame. Ayes-All (Motion Carried).

11. **Consider local nonprofit fundraiser links on the county website**

A not for profit organization has inquired about posting information on our county website. Ben Wehmeier explained that the committee needs to think about what kind of policies the county needs to have in place for allowing posting of not for profit information. The committee will allow Tour de Fort to be included on our website until a policy can be put in place addressing future requests. A draft policy will be brought back to the committee in September.

Motion made by Supervisor Jones; Second by Supervisor Schultz to approve linking Tour de Fort information on our website. Ayes-All (Motion Carried).

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

- Approval of the August 7, 2013 Committee meeting minutes
- Status report on the courthouse security entrance project
- Award bid for Sheriff Annex Building project- August 13th agenda

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

August 13, 2013 at 6:30 p.m.

September 4, 2013

14. **Adjourn**

Supervisor Jones made a motion to adjourn; Second by Supervisor Schultz at 9:31 a.m. Ayes – All (Motion Carried).