

Infrastructure Committee

MINUTES

Jefferson County Courthouse
311 S. Center Avenue, Room 112
Jefferson, WI 53549

Wednesday, June 6, 2018

9:00 a.m.

Committee Members

Greg David, Gregg Patrick, Laura Payne, Mary Roberts, Alyssa Spaanem

1. Call to Order

Meeting was called to order by Schroeder at 9:00 a.m.

2. Roll Call

Greg David, Laura Payne, Mary Roberts & Gregg Patrick

Absent: Alyssa Spaanem

Others Present: J. Blair Ward, Corporation Counsel; Roger Kylmanen, Fair Park Supervisor; Ryan Mundt, Human Services Maintenance Supervisors, Ryan Scheele, Central Services, Larry Meyers, Central Services and John Rageth, IT Director.

3. Certification of compliance with the Open Meetings Law

Wehmeier 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

None

6. Communications

None

7. Election of Chair, Vice Chair and Secretary

Motion by David; Second by Roberts to nominate Laura Payne as committee chair; Motion by David; Second by Roberts to close nominations and elect Laura Payne by acclamation as chair of the Building and Grounds Committee. (Ayes-All) Motion Carried.

Motion by Roberts; Second by David to nominate Gregg Patrick as committee Vice Chair; Motion by Roberts; Second by David to close nominations and elect Gregg Patrick by acclamation as Vice Chair of the Building and Grounds Committee. (Ayes-All) Motion Carried.

Motion by David; Second by Payne to nominate Mary Roberts as committee Secretary.

Motion by Payne; Second by David to close nominations and elect Mary Roberts by acclamation as Secretary of the Building and Grounds Committee. (Ayes-All) Motion Carried.

8. Overview of Open Meetings Law

Ward reviewed the two key points of the open meetings law. He talked about events that are not properly noticed. If there is a quorum present at an event related to county government it would be in violation of the open meetings law. It is up to the supervisors to leave to eliminate the quorum. He also mentioned the walking quorum. This can also be a violation via phone calls and emails. No action taken.

9. Introduction of policy oversight department heads

Staff introduced themselves. No action taken.

10. Approval of the April 4, 2018 Infrastructure Committee meeting minutes

Motion by David; Second by Payne to approve the April 4, 2018 Infrastructure Committee meeting minutes as presented. (Ayes-All) Motion Carried.

11. Discussion and possible action on bids for the following projects at Human Services:

Resolutions were provided for review. Mundt discussed the projects.

○ Maintenance Shed Concrete

Mundt recommended Eagle Enterprise Excavating in the amount of \$8,135 to replace concrete in the Human Services maintenance shed.

Motion by David; Second by Patrick to accept the bid from Eagle Enterprise Excavating in the amount of \$8,135 and forward to county board for their consideration. (Ayes-All) Motion Carried.

○ Maintenance Shed Construction

Mundt recommended London Lumber and Construction in the amount of \$36,205 to install new steel, insulation and interior lining in the maintenance shed at Human Services.

Motion by Roberts; Second by Patrick to accept the bid from London Lumber and Construction in the amount of \$36,205 to install new steel, insulation and interior lining in the maintenance shed at Human Services and forward to the County Board for their consideration. (Ayes-All) Motion Carried.

○ Parking Lot Install, Seal and Stripe

Mundt recommended Parking Lot Maintenance, Inc. in the amount of \$22,324 to expand, seal and stripe the Human Services parking lot.

Motion by David; Second by Patrick to accept the bid from Parking Lot Maintenance, Inc. in the amount of \$22,324 to expand, seal and stripe the Human Services parking lot and forward to the County Board for their consideration. (Ayes-All) Motion Carried.

12. Review 2018 Human Services Capital Projects

A list of capital projects was provided for review. Mundt reviewed the projects. No action taken.

13. Discussion and possible action to purchase tile/floor scrubber

Ward discussed the purchase of the tile/floor scrubber. The Law Enforcement and Emergency Management Committee supports this purchase.

Motion by Roberts; Second by Patrick to approve the purchase of the tile/floor scrubber for the jail in the amount of \$14,000. (Ayes-All) Motion Carried.

14. Discussion and possible action to ratify professional services agreement to overhaul chiller for jail air conditioning system

Ward provided a draft resolution for review. The Law Enforcement and Emergency Management Committee supports this agreement.

Motion by Patrick; Second by Roberts to approve the ratification for this agreement and forward it the County Board for their consideration. (Ayes-All) Motion Carried.

15. Discussion on swine barn

Kylmanen provided handouts for review. He discussed the need for the wash rack and future restroom building. No action taken.

16. Discussion and possible action on the Jefferson County Smoke Free Air Act

Ward discussed the issue with people smoking outside the entrance. The committee made some suggestions including moving the ash tray to another location further away from the main entrance and also adding signage. This will be discussed at a future meeting. No action taken.

17. Discussion on Strategic Planning action steps related to Building and Grounds

A copy of the Strategic Planning goals were provided for review. The committee will discuss how to move forward to achieve these goals at their next meeting. No action taken.

18. Financial Reports (Jan-April 2018)

Financial Reports for Central Services and Management Information Systems (MIS) were provided for review. No action taken.

19. Discuss future meeting schedule. Set next meeting date (Tuesday, July 3rd at 8:30 a.m.

20. Discuss potential agenda items for the Committee's next meeting

- Approval of the June 6, 2018 Infrastructure Committee minutes
- Discussion and possible action on courthouse parking lot reconfiguration / storm water plan
- Discussion and possible action on the Jefferson County Smoke Free Air Act
- Discussion on Strategic Planning action steps related to Building and Grounds

21. Financial Reports (Jan-April 2018)

- Central Services
- MIS

Financial reports were provided for review. No action taken.

22. Adjourn

Motion by Patrick; Second by David to adjourn at 10:27 a.m. (Ayes-All) Motion Carried.