

Infrastructure Committee

AGENDA

Jefferson County Courthouse
320 S. Main Street, Room 112
Jefferson, WI 53549

August 13, 2013

*REVISED 08-09-2013

*6:15 p.m.

Committee Members

Richard Jones, Rick Kuhlman, Vice Chair, Russell Kutz, Don Reese, Chair, Dick Schultz, Secretary

1. Call to order
2. Roll call
3. Certification of compliance with the Open Meetings Law
4. Review of the Agenda
5. Public Comment
6. Approval of the August 7, 2013 Infrastructure Committee meeting minutes
7. Communications
8. Discussion and possible action to review bid results and make recommendation to the County Board to award contract for Sheriff Annex building project
9. Discussion and possible action on highway facility planning and development
10. Potential items for the Committee's next meeting
11. Set tentative next committee meeting time and date
12. Adjourn

2013	
September 4 th	November 6 th
October 2 nd	December 4 th

All meetings in Room 112 at 8:30 a.m. unless noted

The Committee may discuss and/or take action on any item specifically listed on the agenda

A quorum of the members of Land and Water Conservation Committee and the Highway Committee may attend this meeting. No action will be taken by these two Committees.

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made

**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 for the various phases as they pertain to the construction of the new highway facility. Phases not to exceed \$119,000. 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).

RESOLUTION NO. 2013-

Site plan approval for the new Highway Department facility

WHEREAS, the County Board authorized Barrientos Design to proceed with design development of the new Highway Department facility on the 'Old Countryside Home' property on May 14, 2013; and

WHEREAS, county staff has met numerous times with the design architect to review building programming information and site layouts; and,

WHEREAS, the Highway Committee and Infrastructure Committees met on May 30th, 2013 to review and provide input on preliminary design drawings for the new facility; and,

WHEREAS, on June 20, 2013 several members of the County Board toured new highway department facilities in Waukesha County, Columbia County, and Dodge County; and,

WHEREAS, the Highway Committee and Infrastructure Committees met again on July 17th, 2013 to review the updated site plan and building layouts from Barrientos Design; and,

WHEREAS, county staff and the design architects have met with City of Jefferson staff to discuss the draft site plan and city planning requirements; and,

WHEREAS, the Highway Committee met on August 6, 2013 and the Infrastructure Committee met on Aug 13th to review the adjustments made to the site plan and approved the new site plan layout.

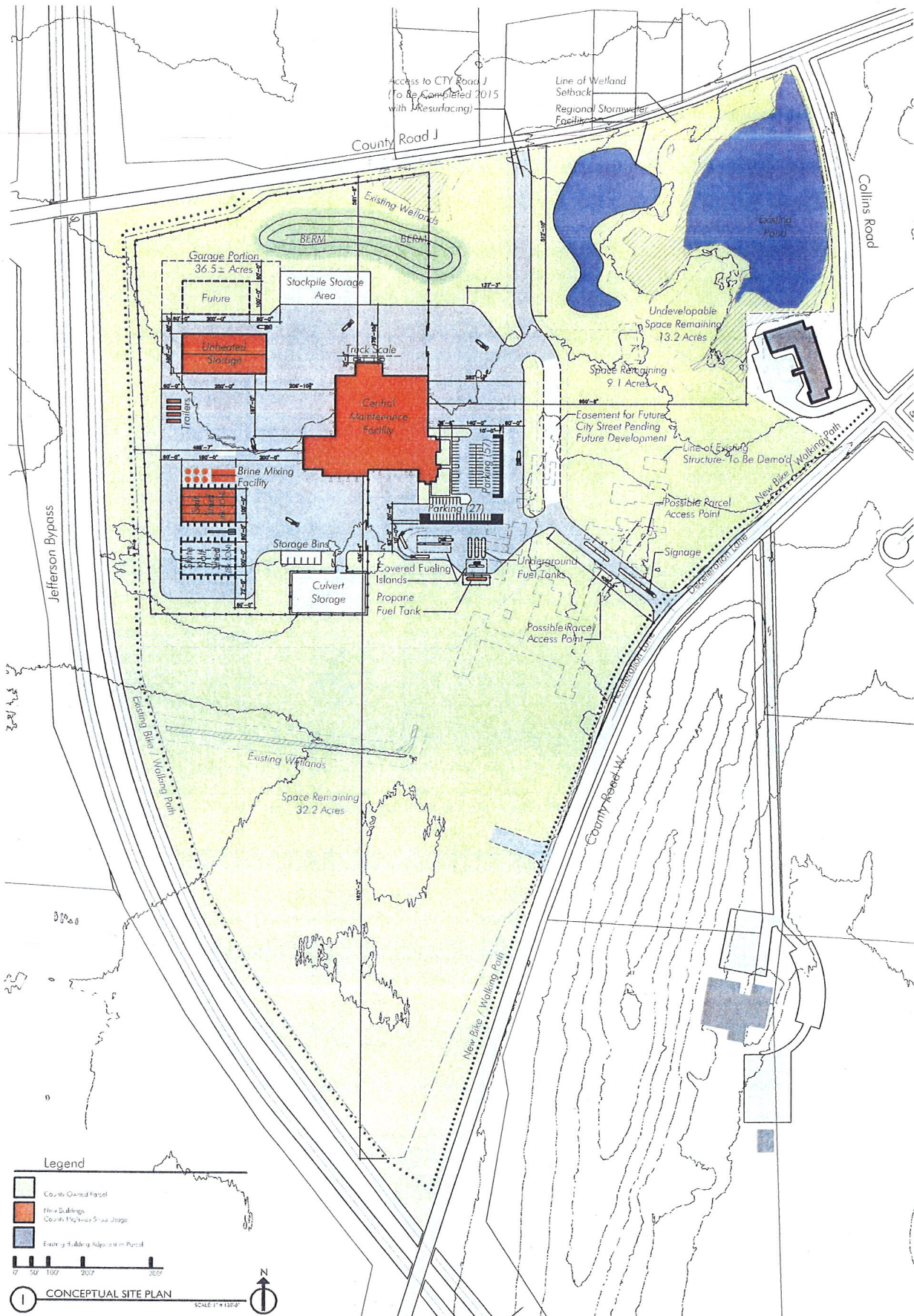
NOW, THEREFORE, BE IT RESOLVED the existing site layout is approved as provided in Exhibit A and the site plan and additional required documents will be submitted to the City of Jefferson for approval. This resolution approves a limit on construction costs of the new facility to not exceed \$15,000,000.

Fiscal Note: The design development contract was previously approved and no additional funds are authorized by this resolution.

AYES _____
 NOES _____
 ABSTAIN _____
 ABSENT _____

Requested by
 Highway Committee & Infrastructure Committee
 Bill Kern: 8-7-13; Ben Wehmeier: 08-08-2013

08-13-13



JEFFERSON COUNTY HIGHWAY DEPARTMENT CENTRAL MAINTENANCE SHOP SITE PLANNING