

# Infrastructure Committee

## AGENDA

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

September 10, 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 13, 2013 and September 4, 2013 Infrastructure Committee meeting minutes
7. Communications
8. Discussion and possible action on awarding bid for Hillside roof bids
9. Discussion and possible action on awarding bid for demolition of former Countryside Home
10. Potential items for the Committee's next meeting
11. Set tentative next committee meeting time and date
12. Adjourn

2013		
October 2 <sup>nd</sup>	November 6 <sup>th</sup>	December 4 <sup>th</sup>

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 13, 2013

## Infrastructure Committee

**1. Call to order**

Meeting called to order by Supervisor Reese at 6:17 p.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; Phil Ristow – Corporation Counsel; Lydia Statz – Reporter, Jefferson Daily Union; Bill Kern – Highway Commissioner; Brian Lamers – Finance Director; Chief Jeffrey Parker; Supervisor Paul Babcock; Ron Bernhagen – GMA Engineers; Sheriff Paul Milbrath; Supervisor Ed Morse.

**3. Certification of compliance with the Open Meetings Law**

Staff reported that the meeting agenda, revised on August 12, 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 August 7, 2013 Infrastructure Committee meeting minutes**

Motion made by Supervisor Schultz; Second by Supervisor Kutz to approve the August 7, 2013 Infrastructure Committee meeting minutes as printed. Ayes-All (Motion Carried).

**7. Communications**

- Revised Resolution “Authorization to contract for professional services for the construction of a new highway facility
- Resolution #1 – Award Sheriff’s Annex repair contract
- Resolution #2 – Award Sheriff’s Annex repair contract

**8. Discussion and possible action to review bid results and make recommendation to the County Board to award contract for Sheriff Annex building project**

Two versions of a resolution were provided for the committee to review. Ben Wehmeier discussed the Sheriff Annex building project bids. The bids came in over budget. The Finance Committee met to discuss a Contingency Fund transfer and approved a transfer to cover the base bid plus AB-02(Wall Reinforcement) in the amount of 335,800.

Ron Bernhagen from GMA Engineers discussed the problems with the building and explained why the alternate bids should be considered. Alternate Bids AB-01 – Drain Tile System, AB-02 Wall Reinforcement and AB-03 New Windows were discussed.

Motion made by Supervisor Schultz; Second by Supervisor Jones to award the contract to J.H. Findorff & Sons, Inc. for the base amount of \$332,000 plus \$3,800 for Alternative Bid AB-02 for a total of \$335,800.

Motion made by Supervisor Reese; Second by Supervisor Schultz to recommend that the Finance Committee fund Alternate Bids AB-01 and AB-03 and authorize the County Administrator to approve change orders accepting Alternate Bids AB-01 and AB-03 for a total amount of \$58,800. Ayes-All (Motion Carried).

**9. Discussion and possible action on highway facility planning and development**

A draft resolution was included in the County Board packet along with a site plan drawing for the highway facility development for the committee to review.

Motion made by Supervisor Jones; Second by Supervisor Kutz to forward this resolution to the County Board for their consideration. Ayes-All (Motion Carried).

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

- Approval of the August 13, 2013 Committee meeting minutes
- Status report on the courthouse security entrance project
- Discussion and possible action on trees in the MIS parking lot.

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

September 4, 2013

12. **Adjourn**

Supervisor Schultz made a motion to adjourn; Second by Supervisor Jones at 6:51 p.m. Ayes – All (Motion Carried).

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**Jefferson County Board  
Committee Minutes**

**September 4, 2013  
Infrastructure Committee**

1. **Call to order**  
Meeting called to order by Supervisor Reese at 9:00 a.m.
2. **Roll call of Committee Members**  
Richard Jones, Rick Kuhlman, Russell Kutz, Don Reese and Dick Schultz.  
Others Present: Ben Wehmeier – County Administrator; John Molinaro – County Board Chairman; Tammie Jaeger – Administrative Secretary; Phil Ristow – Corporation Counsel; Terry Gard – Human Services Maintenance Supervisor; Mark Miller – Maintenance Supervisor; Roland Welsch - IT Manager; Brian Lamers – Finance Director.
3. **Certification of compliance with the Open Meetings Law**  
Staff reported that the meeting agenda, revised on September 3, 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 August 7, 2013 Infrastructure Committee meeting minutes**  
The August 7<sup>th</sup> minutes were already approved. The minutes from August 13<sup>th</sup> will be approved at the next meeting. No action taken.
7. **Update on demolition of Old Countryside Home**  
Ben Wehmeier explained that there was a walk-through of the Countryside Home buildings with potential bidders. The bids are due on September 9<sup>th</sup>. The committee will meet to review the bids before the County Board meeting on September 10<sup>th</sup>. No action taken.
8. **Discussion and possible action on bids for replacement of 5 air conditioners at the Hillside building**  
Information was distributed for the committee to review. Terry Gard discussed the bids that were received for replacement of 5 air conditioners. Two bids were received: Jensen Heating - \$17,985 and Lake Country Heating and Cooling \$16,175.  
  
Motion made by Supervisor Jones; Second by Supervisor Kuhlman to accept the bid of Lake Country Heating and Cooling in the amount of \$16,175. Ayes-All (Motion Carried).
9. **Recommend awarding bid for Hillside Roof**  
Information was distributed for the committee to review. Terry Gard discussed the bids that were received for replacing the roof on the Hillside building. Four bids were received: Royalty Roofing \$27,735; CJ Contracting LLC \$34,850; Neiman Central WI Roofing Company, Inc. \$41,000; and Pioneer Roofing \$43,487. Phil explained that we need to award the bid to the lowest responsible bidder. Terry Gard will check the references and make a recommendation. The committee will take action on this at their meeting on September 10<sup>th</sup>. No action taken.
10. **Recommend awarding bid for 24 Region workstations**  
Information was distributed for the committee to review. Terry Gard discussed the bids that were received for 24 Region workstations. Three bids were received: Affordable Office Interiors \$22,691.04; M&M Office Interiors \$29,141.52; Jonas Office Products \$33,710.  
  
Motion made by Supervisor Jones; Second by Supervisor Schultz to accept the bid of Affordable Office Interiors in the amount of \$22,691.04. Ayes-All (Motion Carried).

11. **Discussion of 2014 Human Services Requested Capital Projects**  
A list of requested capital projects was provided for the committee to review. Terry Gard reviewed the list of requested capital projects for Human Services and addressed questions from the committee. No action taken.
12. **Discussion of 2014 Central Services Requested Capital Projects**  
A list of requested capital projects was provided for the committee to review. Mark Miller reviewed the list of requested capital projects for Central Services and addressed questions from the committee. No action taken.
13. **Discussion of 2014 MIS Requested Capital Projects**  
A list of requested capital projects was provided for the committee to review. Roland Welsch reviewed the list of requested capital projects for MIS and addressed questions from the committee. No action taken.
14. **Status report on the courthouse security entrance project**  
Blueprints of the security entrance roof area and drawings showing placement of eifas screening were provided for the committee to review. Ben Wehmeier gave the committee an update on the security entrance project. Mark Miller discussed some issues with the air handlers/ AC /heating units and the security station. The committee went outside to look at the security entrance and supported the idea of using eifas screening to conceal the roof units. The committee agreed that the lettering should be placed on the main overhang and not on the eifas screening. Mark explained that the cost for the security station is more than originally allowed for in the estimate. Staff discussed different material options that could be used for security station.  
  
Motion made by Supervisor Kuhlman; Second by Supervisor Schultz to add eifas screening to conceal the AC/heating units on the roof and forward to Finance Committee for their consideration. (Ayes-All)  
Motion carried.
15. **Discussion and possible action on the removal of trees located near the Center Street parking lot**  
Mark Miller explained that the trees located in the Center Street parking have a lot of sap that attract bees and are causing issues with the county vehicles. If the trees are removed the Parks department will replace the trees with something that won't cause these problems.  
  
Motion made by Supervisor Reese; Second by Supervisor Kuhlman to remove the trees from the Center Street parking lot. Ayes-All (Motion Carried).
16. **Update on Sheriff Annex building**  
Mark Miller gave the committee an update on the Sheriff Annex Building project. A progress meeting will be held on September 16<sup>th</sup>. No action taken.
17. **Discussion and possible action on fiber expansion**  
Two options were provided for the committee to review. Roland Welsch discussed the issues that we have with our current fiber. He discussed two options for fiber expansion. John Molinaro told the committee that the Jefferson County Economic Development Consortium (JCEDC) is currently working on a broadband project in Jefferson County that may be helpful to the county in the future. Roland discussed cost savings that could be achieved if our phone lines were placed on the internet. The problem is if the internet goes down, the phone system would not work. Ben would like to get additional information and discuss this with the Department Heads to get their input and report back to the committee. This item will be discussed at a future meeting. No action taken.
18. **Discussion and possible action on new county highway facility**  
Ben Wehmeier explained that staff met with the architect in order to provide various material and heating alternative options that might be used in the construction of the highway facility for Supervisors to analyze. A final design development will be presented by Barrientos at the County Board meeting. No action taken.

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

- Approval of the August 13, 2013 and September 4, 2013 Committee meeting minutes
- Recommend awarding bid for Hillside Roof bids
- Recommend awarding bid for former Countryside Home Demo Bids

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

September 10, 2013 at 6:15 p.m.; October 2, 2013 9:00 a.m. (Rick Kuhlman Excused). The Courthouse Securities & Facility committee meets quarterly at the same time as the Infrastructure Committee.

Motion made by Supervisor Kuhlman; second by Supervisor Schultz to move the Infrastructure Committee meeting time to 9:00 a.m. on the 1<sup>st</sup> Wednesday of the month.

21. **Adjourn**

Supervisor Kuhlman made a motion to adjourn; Second by Supervisor Reese at 10:52 a.m. Ayes – All (Motion Carried).