

Infrastructure Committee

AGENDA

Jefferson County Courthouse
311 S. Center Avenue, Room 202
Jefferson, WI 53549
November 20, 2013

8:30 a.m.

Committee Members

Richard Jones, Mike Kelly, Russell Kutz, Vice Chair, 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 November 6 2013 Infrastructure Committee meeting minutes
7. Review and approve bid for demolition of Old River's Edge barn
8. Discussion and possible action on public art for Main Street side of courthouse
9. Potential items for the Committee's next meeting
10. Set tentative next committee meeting time and date
11. Adjourn

December 4, 2013	February 5, 2014
January 6, 2014	March 5, 2014

All meetings in Room 112 at 9:00 a.m. unless noted

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

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**

**November 6, 2013
Infrastructure Committee**

1. Call to order

Meeting called to order by Supervisor Reese at 10:29 a.m.

2. Roll call of Committee Members

Richard Jones, Mike Kelly, 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; Bill Kern – Highway Commissioner; Chris Rakowski – The Sigma Group; Joan Daniel – Accountant, Human Services; Brian Udovich – Highway Operations Manager; Brian Lamers – Finance Director; Supervisor Walt Christensen, Lydia Statz - Reporter, Jefferson Daily Union; Mark Miller – Maintenance Manager; Captain Jerry Haferman – Sheriff's Office.

3. Certification of compliance with the Open Meetings Law

Staff reported that the meeting agenda, revised on October 30, 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 September 10, 2013 Infrastructure Committee meeting minutes

Motion made by Supervisor Jones; Second by Supervisor Schultz to approve the September 10, 2013 Infrastructure Committee meeting minutes as printed. Ayes All (Motion Carried).

7. Approval of the October 2, 2013 Infrastructure Committee meeting minutes

Motion made by Supervisor Jones; Second by Supervisor Schultz to approve the October 2, 2013 Infrastructure Committee meeting minutes as printed. Ayes-All (Motion Carried).

8. Review and recommend accepting bid for demolition of buildings at 705 S. Main Street, Jefferson

The following bids were received for demolition of the building at 705 S. Main Street: Ross Grading, Mukwonago - \$12,955.77; Hausz Bros, Inc., Fort Atkinson - \$13,175; S&L Underground, Merrimac - \$13,465; Walton Enterprises, Inc. Whitewater - \$14,000; CC Works, Cambridge - \$15,200; Robinson Bros Env., Waunakee - \$15,500; Dirty Ducts Cleaning Env., Madison - \$1,960 (Abatement Only). Phil Ristow informed the committee that the Economic Development Director would normally handle this, but that position is currently vacant. Phil explained the process for moving forward with the demolition project. Ross Grading, Inc. of Mukwonago had the low bid of \$12,955.77. If Ross Grading, Inc. is not a qualified bidder the bid will then go Hausz Bros., Inc. in Fort Atkinson. Staff will review the purchasing policy and address the issue of selecting a local bidder versus the low bidder for county projects.

Motion made by Supervisor Jones; Second by Supervisor Kutz to accept the bid from Ross Grading, Inc. in the amount of \$12,955.77 providing they are a qualified bidder for demolition of buildings at 705 S Main. Ayes-4 Schultz No (Motion Carried)

9. Review and recommendation concerning bids for demolition of old River's Edge Barn

Phil Ristow gave the committee some background information on this demolition project. A resolution will need to go to the County Board to authorize the Infrastructure Committee to award the bid for the demolition of the River's Edge Barn. An RFP will go out by the end of the week.

Motion made by Supervisor Jones; Second by Supervisor Kutz to forward a resolution to the County Board authorizing the Infrastructure Committee to award the bid for demolition of the River's Edge Barn. (Ayes-All) Motion Carried.

10. **Discussion and possible action on agreement with Workforce Development Center on rental space at Human Services**

Joan Daniels provided a summary of the rental-lease agreements for the committee to review. She reviewed the rental agreements with the committee. Joan asked the committee for their recommendation on how to proceed with rental agreements such as UW Extension and Economic Development. The Committee supports the rental agreement as presented. Phil Ristow will draft a resolution for the December County Board meeting authorizing the lease agreements as described.

Motion made by Supervisor Kutz; Second by Supervisor Jones to accept the Human Services Department rental-lease agreements as presented. Ayes-All (Motion Carried)

11. **Update on demolition of Old Countryside Home**

Ben Wehmeier informed the committee that the demolition project is in progress. The project should take 105 days to complete. No action taken.

12. **Status report on the courthouse security entrance project**

Mark Miller updated the committee on the security entrance project. He is waiting for drawings and a cost estimate for signage on the new front entrance of the building and the old Main Street entrance. No action taken.

13. **Update on the removal of trees located near the Center Avenue parking lot**

The trees and stumps have been removed. New trees will be planted in the spring. No action taken.

14. **Discussion and possible action on county highway facility**

a. **Owner's Representative contract revision**

Phil Ristow updated the committee on the Owner's Representative Contract. A resolution will have to go to the County Board authorizing these funds to cover the work completed by Sigma.

Motion made by Supervisor Schultz; Second by Supervisor Jones to approve an additional \$40,000 for the owners representative. Ayes-All (Motion carried)

b. **Architect's Contract for construction drawings**

Phil Ristow and Ben Wehmeier gave the committee some background information on the architect's contract for construction drawings. A resolution needs to go to the County Board to approve funds to proceed with the drawings. The committee approved the grand total needed to move forward with this project and gave the County Administrator authority to complete the project in stages. Chris Rakowski, from The Sigma Group addressed questions from the committee.

Motion made by Supervisor Jones; Second by Supervisor Schultz to approve the grand total and authorize the County Administrator to complete this project in stages. Ayes-All (Motion Carried)

Supervisor Reese inquired about the satellite facilities. Staff recommends finishing the main highway facility first and then they will bring back recommendations for the satellite facilities in early 2014. No action taken.

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

- Approval of the November 6, 2013 Committee meeting minutes
- Update on demolition of Old Countryside Home
- Review and approve Bid for Old River's Edge Barn
- Status report on the courthouse security entrance project
- Discussion and possible action on new county highway facility
- Public Art for Main Street side of building

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

December 4, 2013 at 9:00 a.m.; January 6, 2014 at 10:30 a.m.

17. **Update and Tour of Sheriff Annex Building**

Mark Miller told the committee that the project is on schedule. The committee toured the Sheriff Annex Building.

18. **Adjourn**

Supervisor Jones made a motion to adjourn; Second by Supervisor Kutz at 12:10 p.m. Ayes – All (Motion Carried).