

# Infrastructure Committee

## AGENDA

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

Tuesday, March 14, 2017

6:15 p.m.

### Committee Members

Glen Borland, Greg David-Chair, Dick Jones, John Kannard-Vice Chair, Laura Payne-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  
(Members of the public who wish to address the committee on specific agenda items must register their request at this time)
6. Communications
7. Approval of the March 1, 2017 Infrastructure Committee meeting minutes
8. Discussion and possible action on Resolution authorizing capital funds of \$85,000 in the Human Services budget originally budgeted for replacement of roofing to be transferred for upgrade and replacement of alarm system and authorization to issue an RFP for the project t
9. Discuss future meeting schedule. Set next meeting date (April 5, 2017)
10. Discuss potential agenda items for the Committee's next meeting
11. Adjourn

A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

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

**Jefferson County Board  
Committee Minutes  
March 1, 2017  
Infrastructure Committee**

**1. Call to order**

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

**2. Roll call of Committee Members**

Greg David, John Kannard and Laura Payne

Excused: Dick Jones & Glen Borland

Others Present: Kevin Weismann, Parks Supervisor; Ben Wehmeier, County Administrator; Mark Miller, Central Services and Carla Robinson, Clerk of Courts.

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

Staff reported that the meeting agenda was properly noticed in compliance with the law.

**4. Review of the Agenda**

Items will be taken out of order to accommodate staff.

**5. Public Comment**

None

**6. Communications**

- Bathroom Plan Drawings
- Sustain Jefferson Poster and a book called "Prosper" were distributed for review

**7. Approval of the February 14, 2017 Infrastructure Committee meeting minutes**

Motion by Kannard; Second by Payne to approve the February 1, 2017 Infrastructure Committee meeting minutes as presented. (Ayes -All) Motion Carried.

**8. Discussion and possible action on designating employee parking areas**

Kannard discussed his concerns about parking at the courthouse. The Courthouse Security & Facilities Committee is asking for 8 reserved parking spaces in our current lot. The committee discussed the number of spots needed.

Motion by Kannard; Second by Payne to create 5 4-hour spots, 8 judicial spots and 25-30 short term parking spots. (Ayes-All) Motion Carried.

**9. Discussion and possible action on courthouse signage plan**

Miller discussed installing professional signage in the courthouse. The committee supports the idea of moving the Clerk of Courts kiosk to the main lobby. No action taken.

**10. Discussion on D4 Energy Group waste disposal solutions**

The committee discussed the D4 Energy Group presentation. They like the idea, but there are a lot of unknowns at this time and it is very expensive without a proven track record. They are not comfortable moving forward with a project like this at this time. David will discuss the idea with Vicki Pratt, JCEDC Director. No action taken.

**11. Update on remodeling courthouse employee break room, bathrooms and outdoor space**

Wiesmann showed a power point presentation on picnic table replacement. The Solid Waste department received a grant to fund this project. Currently the plan shows the installation of two recycled picnic tables, but there was a recommendation to add an additional picnic table for a total of 3. Two styles of picnic tables were shown. One style is handicap accessible. The maple tree on the north side of the tree was damaged from trenching in a new water main and will have to come down. Wiesmann will reach out to Modern Woodman to seek a donation for a replacement tree.

Motion by Payne; Second by Kannard to authorize staff to proceed with the outdoor space plan. (Ayes-All) Motion carried.

Bathroom design plans were provided for the committee to review. Three options were presented. The recommendation is to look at option 3 with the family bathroom included as an alternate bid option. Staff will look into swapping the location of the women's and men's restroom. The committee would like to tour the south end of the courthouse at their next meeting.

Motion by Payne; Second by Kannard to move forward with option 3 with the option of the family bathroom included as an alternate. (Ayes-All) Motion Carried.

**12. Financial Reports (December)**

- Central Services
- Management Information Systems (MIS)

Financial reports were provided for review. No action taken.

**13. Discuss future meeting schedule. Set next meeting date (April 5, 2017)**

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

- Approval of the March 1, 2017 Infrastructure Committee meeting minutes
- Tour of Courthouse – South End
- Update on the outdoor space plan
- Update on the restroom remodeling

**2. Adjourn**

Motion by Kannard; Second by Payne to adjourn at 10:40 a.m. (Ayes – All) Motion Carried.

DRAFT

**RESOLUTION NO. 2016-\_\_\_**

**Authorizing capital funds of \$85,000 in the Human Services Department budget originally budgeted for replacement of roofing to be transferred for upgrade and replacement of alarm system and authorization to issue an RFP for the project**

Executive Summary

In the 2017 Human Services Budget there was \$85,000 allocated for purposes of installing a new roof on the Health and Human Services Building. In preparation for developing a scope of work for the project, it was determined that the existing roof could last up to five more years with minimal cost, and immediate replacement of the roof was not necessary. During this time, an analysis of the fire alarm systems for the four buildings that make up the south campus (Hillside Office, Health and Human Services Building, Lueder Haus and the Workforce Development Center which houses UW-Extension and Jefferson County Economic Development Consortium as well), indicated that significant upgrades were needed in all four buildings for proper protection of persons and property. The initial estimated cost is approximately \$120,000.

At the Human Services Board meeting on February 14th, this was brought forward as a potential issue and the recommendation was for staff to bring back a resolution for review at the March 14<sup>th</sup> Human Services Board meeting that would authorize the transfer of \$85,000 from the roof project to the fire alarm project, and in accordance with the County Purchasing Policy, provide authorization to issue a Request for Proposals as this fire alarm project was not originally in the FY 2017 Budget. The Finance Committee reviewed this on March 9<sup>th</sup> and the Infrastructure Committee and Health and Human Services Board reviewed this resolution on March 14<sup>th</sup> and recommended forwarding to the County Board for approval. Required funds for this project in excess of \$85,000 will come from 2016 carryover funds pending approval by the County Board.

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WHEREAS, the Executive Summary is hereby incorporated by reference into this resolution, and

WHEREAS, Jefferson County staff have determined that the roof on the Health and Human Services building does not require immediate replacement as originally thought, and

WHEREAS, it has been identified that additional work is needed on the fire alarm systems of all four buildings referenced above, and

WHEREAS, the Human Services Board has recognized in the interest of public safety that work on the alarm system should be a priority project, and

WHEREAS, deferring the Health and Human Services Building roofing project will provide \$85,000 toward replacing fire alarm systems with the remaining funds being available via the FY 2016 to FY 2017 Budget Carryover request upon approval by the County Board.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors authorizes the transfer of \$85,000 in the FY 2017 Budget from the Health and Human Services Roofing Project to the South Campus Fire Alarm Project.

BE IT FURTHER RESOLVED that the County Administrator is authorized to publish a Request for Proposals (RFP) for the South Campus Fire Alarm project in accordance with the Jefferson County Purchasing Policy Ordinance.

*Fiscal Note: The estimated cost of the project is \$120,000. With the transfer of \$85,000 from the roofing project to the fire alarm project and pending approval of \$45,000 in carryover funds from FY 2016 to 2017, adequate funds will be available in the Human Services Budget to execute the project. As this is a Budget Amendment 20 votes are required.*

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_ Vacant \_\_\_\_\_

Requested by Human Services Board, Infrastructure Committee, Finance Committee 03-14-17

Ben Wehmeier: 03-08-17 REVIEWED: Administrator \_\_\_\_\_; Corp. Counsel \_\_\_\_\_; Finance Director \_\_\_\_\_