

**JEFFERSON COUNTY
HIGHWAY COMMITTEE &
INFRASTRUCTURE COMMITTEE
JOINT MEETING MINUTES**

Wednesday, May 1, 2013

The Jefferson County Highway Committee and Infrastructure Committee met on Wednesday, May 1, 2013, at 8:30 A.M. for a joint meeting at the Jefferson County Courthouse, Room 202.

ROLL OF THE HIGHWAY & INFRASTRUCTURE COMMITTEES:

Members present: Ron Buchanan; George Jaeckel; Al Counsell; Blane Poulson; Glen Borland; Donald Reese; Richard Jones; Russell Kutz; Rick Kuhlman; Dick Schultz

Also Present: William Kern, Highway Commissioner
John Molinaro, County Board Chairperson
Brian Udovich, Highway Department
Ann Jenswold, Highway Department
Erik Coonen, Highway Department
Greg Winter, Highway Department
Timm Punzel, Highway Department
Kathi Cauley, Interim County Administrator
Walt Christensen, County Board Supervisor
Phil Ristow, Corporation Counsel
Carlton Zentner, County Board Supervisor
Brian Lamers, Finance
Carla Robinson, Clerk of Courts
Norman Barrientos, Barrientos Design
Lydia Statz, Daily Jefferson County Union

Purpose of the meeting was to discuss and select final site selection of either the “Site C” property or the “Old Countryside Home” property for the new Highway Department central facility in Jefferson, discuss advantages of a construction manager for the facility project, and review proposals from architectural and engineering firms on the final building design; site plan; and construction oversight services for the Highway Department’s satellite facilities in Lake Mills and Concord.

PUBLIC COMMENT

- NONE

HIGHWAY & INFRASTRUCTURE COMMITTEE MINUTES: The minutes from the April 10, 2013 Highway Committee/Infrastructure Committee joint meeting, having been distributed in advance, it was moved by Mr. Kuhlman and seconded by Mr. Reese from the Infrastructure Committee to approve the minutes as printed. Motion Carried. It was moved by Mr. Buchanan and seconded by Mr. Borland from the Highway Committee to approve the minutes as printed. Motion Carried.

7. Communications

There was discussion on the letter/survey that Supervisors Schroeder, David, Christensen, Nass, and Rinard sent to Commissioner Kern regarding facility project and operations.

8. Discussion and final site selection of either the “Site C” property or the “Old Countryside Home” property for the new Highway Department central facility in Jefferson.

The Committees discussed this agenda item and chose to take no action. Mr. Schultz stated that in his opinion the intent of the board was very clear to pursue Countryside, and there was no justification to change our mind now. No Motion

9. Discussion and possible action on advantages of construction management contracts

Corporation Counsel, Phil Ristow, spoke on different options with concern to construction management contracts. He discussed issues regarding facility design, process, fees, size, bond issues, and estimates. He stated that at the July or August County Board meeting would be the timeline for the construction manager.

10. Discuss Request for Proposal (RFP) information on the selection of a Construction Manager for the Highway Department facility project

Following the information supplied by Corporation Counsel, Phil Ristow, and Committee questions being answered:

It was moved by Mr. Kuhlman and seconded by Mr. Schultz to obtain proposals from construction managers (at risk) with guaranteed price, and to allow the construction manager to bid on parts of the project separately.

Carried by the following roll call:

AYES: Reese, Jones, Kuhlman, Kutz, Schultz
NOES: None
ABSENT: None
ABSTAIN: None

11. Review and possible action on proposals from architectural and engineering firms on the final building design; site plan; and construction oversight services for the Highway Department’s satellite facilities in Lake Mills and Concord

Commissioner Kern discussed how the selection process and points were awarded to architectural and engineering firms that sent in proposals. There were nine firms who submitted bids for the projects, with fees ranging from \$101,250 to \$212,000. He discussed the top two selections, their proposed project approach and qualifications. He answered questions from the Committees, and there was discussion regarding touring other highway or public works buildings for comparison.

It was moved by Mr. Reese and seconded by Mr. Kuhlman to approve and award Barrientos Design of Milwaukee the bid on the basis of qualifications at a cost of \$114,400 for both satellite facilities.

Carried by the following roll call:

AYES: Reese, Jones, Kuhlman, Kutz, Schultz
NOES: None
ABSENT: None
ABSTAIN: None

It was moved by Mr. Poulson and seconded by Mr. Borland to support the recommendations and motion made by the Infrastructure Committee regarding Barrientos Design of Milwaukee.

Carried by the following roll call:

AYES: Buchanan, Borland, Counsell, Jaeckel, Poulson

NOES: None

ABSENT: None

ABSTAIN: None

12. Discuss questions received regarding the Highway Department operations and facilities

Commissioner Kern further spoke on the letter/survey that Supervisors Schroeder, David, Christensen, Nass, and Rinard sent to him regarding facility project and operations. He stated that hard copies will be given to all County Board members by the May board meeting for their review. The Commissioner answered questions from the Committee, no action was taken.

13. Set next joint meeting date and possible agenda items.

There was no further meeting set up at this time. The decision was made to discuss and set up as needed

It was moved by Mr. Buchanan and seconded by Mr. Jaeckel to adjourn at 10:11 a.m.

Motion Carried.

Approval:

