# Infrastructure Committee

## AGENDA

Jefferson County Courthouse
320 S. Main Street, Room 202
Jefferson, WI 53549

May 30, 2012

Immediately following the joint committee meeting with
the Highway Committee scheduled for 10:30 a.m.

## Committee Members

Richard Jones, Rick Kuhlman, Russell Kutz, Don Reese, Dick Schultz

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 May 23, 2012 Infrastructure Committee meeting minutes
7. Communications
8. Discussion and possible action on Resolution 2012-17 "Establishing a decision making procedure for selecting the site for new Highway Department Facility"
9. Discussion and possible action on County Highway facility project
10. Adjourn

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

## May 23, 2012
## Infrastructure Committee

1. **Call to order**
   Meeting called to order by Supervisor Reese at 10:30 a.m.
2. **Roll call of Committee Members**
   Rick Kuhlman, Russell Kutz, Don Reese, and Dick Schultz. Richard Jones, Excused.

   Others Present: Gary Petre – County Administrator; Tammie Jaeger – Administrative Assistant-Confidential; Phil Ristow – Corporation Counsel; Sheriff Paul Milbrath; John Molinaro – County Board Chairman; Karyn Spory, Reporter – Jefferson Daily Union; Bill Kern – Highway Commissioner; Supervisor Walt Christensen; Mike Marasch – Maintenance; Mark Miller – Maintenance Supervisor; Supervisor Carlton Zentner; Meg Kelly – High Meadows Farm; Terri Palm-Kostroski – HR Director; Ron Bernhagen – GMA Engineers; Mark Rapant – Graef Engineers.
3. **Certification of compliance with the Open Meetings Law**
   The County Administrator reported that the revised meeting agenda dated May 18, 2012 was properly noticed in compliance with the law.
4. **Review of the Agenda**
   The committee will discuss Item 9 when the consultant arrives.
5. **Public Comment**
   None
6. **Election of Committee Officers**
   Supervisor Kuhlman nominated Don Reese for Chairman. Supervisor Schultz moved to close the nominations; Second by Supervisor Kutz to approve Don Reese as Chairman. Ayes-All (Motion Carrie

   Supervisor Reese nominated Rick Kuhlman as Vice Chairman. Supervisor Schultz moved to close the nominations; Second by Supervisor Kutz to approve Rick Kuhlman as Vice Chair.

   Supervisor Kuhlman nominated Dick Schultz for Secretary. Supervisor Kutz moved to close the nominations; Second by Supervisor Reese to approve Dick Schultz as Secretary.
7. **Approval of the March 21, 2012 Infrastructure Committee meeting minutes**
   Motion made by Supervisor Kuhlman; Second by Supervisor Reese to approve the March 21, 2012 Infrastructure Committee meeting minutes as printed. Ayes-3 (Kuhlman, Reese and Molinaro) (Motion Carried).
8. **Communications**
   - Information from Chief Deputy Parker regarding Items 11-15
   - Information on a quote from Morton Buildings
   - Amended Resolution 2012-03 "Resolution amending County Grounds Use and Weapon Policies"
   - Bid Sheets from GMA Engineering
9. **Discussion and possible action on bids for Courthouse Parking Lot Project**
   Gary Petre reported that the bids were opened on May 16th with four County staff members present. Ron Bernhagen, from GMA Engineering discussed the project bids

   Tri North Builders was the low bidder.

   The Base Bid of $221,000, and the Alternate Bid #1 of $29,000 were recommended. Alternate bids #3, #4, and #5 will be determined by field conditions.

Ron Bernhagen stated that he would inform the bidders of the Committee's recommendation and the State's responsible low-bid requirement.

Motion made by Supervisor Kuhlman; Second by Supervisor Schultz to recommend the Base Bid, Alternate Bid #1, and other alternates as needed from Tri North Builders for the Courthouse Parking Lot Project. Ayes-All (Motion Carried)

10. **Discussion and possible action on utilizing High Meadow Farm on a trial basis in 2012 for a Community Supported Agriculture (CSA) program at the County's Courthouse**
Supervisor Christensen introduced Meg Kelly from High Meadows Farm. She explained how CSA programs work.

Phil Ristow discussed some insurance and ethic issues for the committee to consider. Molinaro would like to use a farm within Jefferson County. HR was asked to send out an email to see if there is any employee interest in participating in this type of program.

Motion made by Supervisor Schultz; Second by Supervisor Kuhlman to support the CSA program. Ayes-All (Motion Carried)

11. **Update on the current status and condition of the Sheriff's Office Annex Building, the proposed study for recommendations on how to repair or replace existing building**
Chief Deputy Parker provided information for the committee to review. Sheriff Milbrath discussed the condition of the Sheriff's Office Annex Building.

Motion made by Supervisor Schultz; Second by Supervisor Kuhlman to hire GMA Engineers to conduct a study and establish a cost estimate for the Sheriff's Office Annex building project. Ayes-All (Motion Carried)

12. **Discussion and possible action on the Storage Building located on site at the Annex building**
Sheriff Milbrath suggested that the Committee table this item until information is available concerning the condition of the Sheriff's Department Annex Building. No action taken.

13. **Discussion and possible action on addition of a new courthouse security entrance**
Gary Petre provided the committee with the October 9, 2008 Infrastructure Committee minutes and previous drawings of a new courthouse security entrance that were designed by Design Alliance.

Motion made by Supervisor Kuhlman; Second by Supervisor Schultz to request contingency funds, if needed, from the Finance Committee to proceed with updating the security entrance plans from Design Alliance and get a cost estimate for this project. Ayes-All (Motion Carried)

14. **Update on county staff bringing Oleoresin Capsicum (OC/Pepper Spray) into the building for personal protection**
Gary Petre was in contact with Child Support and Human Services regarding employee use of OC/Pepper Spray. Employees are no longer bringing this into the courthouse or using it while on County business.

15. **Discussion and possible action on amendments to the County Weapons Policy**
Phil Ristow provided a draft of the resolution for the committee to review. He went over the revisions.

Motion made by Supervisor Kuhlman; Second by Supervisor Kutz to approve the amendments to the Resolution regarding the County Weapons Policy and the County's Grounds Use Policy and forward it to the County Board for their consideration. Ayes-All (Motion Carried)

16. **Discussion and possible action on amendments to the County's Grounds Use Policy**
This item was acted on with Item 15. No further action taken.

17. **Update on Highway Facility Project**
Bill Kern updated the committee on the Highway Facility Project. No action taken.

18. **Update on purchase of land for Highway Satellite Shop**
Phil Ristow told the Committee that there is a signed offer to purchase on the property in Lake Mills, contingent on the Department of Transportation (DOT) putting up a salt shed and access road. No action taken.

19. **Discussion and possible action on Resolution 2012-17 "Establishing a decision making procedure for selecting the site for new Highway Department Facility"**
A copy of the resolution was provided for the committee to review. Supervisor Schultz explained his motivation for the resolution. The committee discussed the decision-making procedure. This item will be placed on the May 30th Infrastructure Committee agenda. No action taken.

20. **Discussion and possible action on Resolution 2012-18 "Establishing policy for commemorative personal recognition signs or plaques on county property"**
Supervisor Zentner explained his reasons for supporting this resolution and requested the support of the Committee. The Committee would like Phil Ristow to find out if other counties have similar policies regarding commemorative personal recognition signs or plaques on county property. This will be discussed at a future meeting. No action taken.

21. **Discussion and possible action on wireless internet service at the Health Department and the Workforce Development meeting rooms**
Gary Petre explained that they are proceeding with providing wireless access in the Health Department.

The Human Services Department did not want wireless access at this time.

The County is taking over the wireless infrastructure from the Workforce Development Center. We will be using that, plus some additional wireless access points, to provide wireless internet service throughout the building. We will be working on this project during the month of June, but have no estimated completion date at this time. No action taken.

22. **Discussion and possible action on the Courthouse bathroom remodeling projects**
Mark Miller informed the Committee that an issue has come up with the Americans Disability Act (ADA) laws which affect the current plans for the bathroom projects. Gary Petre has been in contact with Norm Barrientos for some direction on this project. No action taken.

23. **Set future committee meeting dates and times**
The Committee will continue to meet on the 3rd Wednesday of the month at 10:30 a.m.

24. **Potential items for the Committee's next meeting**
    - Approval of May 23, 2012 Infrastructure Committee meeting minutes
    - Discussion and possible action on Highway Facility Project
    - Discussion and possible action on the Courthouse bathrooms remodeling projects
    - Parking Structure Project Update
    - Discussion and possible action on addition of new courthouse security entrance

25. **Set next meeting date**
Next tentative meeting: May 30, 2012 following the 10:30 a.m. Joint meeting with the Highway Committee

26. **Adjourn**
Supervisor Kuhlman made a motion to adjourn; Second by Supervisor Schultz at 12:43 p.m. Ayes – All (Motion Carried)

# RESOLUTION NO. 2012-17

**Resolution establishing a decision making procedure for selecting the site for a new Highway Department facility**

WHEREAS, consideration of improvement or replacement of the obsolete Highway Department main facility has been ongoing for several years, and

WHEREAS, over the years, several studies of various alternatives have been done involving significant cost, and

WHEREAS, current low interest rates and an advantageous bidding environment make it an opportune time to move forward with the needed construction, whether at the current location or a new site, and

WHEREAS, establishing a decision making procedure to resolve the site issue expeditiously is desirable to take advantage of the current economic environment,

NOW, THEREFORE, BE IT RESOLVED that should the site issue remain undecided at the end of the June Board meeting:

1) The site issue will be placed on the July Board agenda for a full debate of all options.

2) At the end of the debate, a ballot shall be prepared listing the 5 most recently reviewed sites (A - Junction Road, B - Puerner Street, C - County Farm, E - Briggs and Stratton, F - Schweiger) and any other alternatives board members wish to add to the ballot.

3) Board members shall vote for one site. Ballots must be signed. The site receiving the fewest votes shall be deleted from the ballot, and the process shall be repeated until only two sites remain. Ties for removal from the ballot shall be decided by a vote between those two sites only.

4) The two remaining sites shall be the subject of a debate and vote by signed ballot at the August Board meeting, with the site obtaining the most votes being selected.

*Fiscal Note: No fiscal impact.*

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

Requested by
Supervisors Richard Schultz, Glen Borland, Pam Rogers,
Ed Morse, Paul Babcock & Jennifer Hanneman

05-07-12 Co. Bd. Chair
referred to Infrastructure Committee

Supervisor Schultz: 04-26-12, 05-01-12; Phil Ristow: 05-01-12

Reader Poll

Poll Result

Do you agree with six supervisors that a decision on where to site a new Jefferson County highway shop essentially should be given a deadline?

63%

Yes.

22%

No.

2%

Not sure.

14%

I don't know enough about the issue to make an informed decision.