

Joint Meeting

Infrastructure Committee and Highway Committee

AGENDA

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

May 30, 2012

10:30 a.m.

Infrastructure Committee Members

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

Highway Committee Members

Glen Borland, Ron Buchanan, Al Counsell, George Jaeckel, Blane Poulson

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. Approve minutes from January 24, 2012 joint meeting of the Highway, Land and Water Conservation and Infrastructure Committees
7. Communications
8. Status report and possible further action on the purchase of land and continuation of planning and design work for a satellite Highway facility in Lake Mills
9. Presentation by Bray Architects on their findings regarding potential future Highway main facility sites (A and C) and other options for the current Puerner Street site, as requested by County Board action in Resolutions 2011-80 and 2011-84, respectively
10. Discussion and possible action on a recommendation to the County Board regarding optional sites for a new Highway Department main facility
11. Set next joint meeting date and possible agenda items
12. Adjourn

A quorum of the Jefferson County Board of Supervisors may be in attendance at this joint meeting

The Committees 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

#6

**JEFFERSON COUNTY HIGHWAY COMMITTEE
INFRASTRUCTURE COMMITTEE
LAND & WATER CONSERVATION COMMITTEE
JOINT MEETING MINUTES**

Tuesday, January 24, 2012

The Jefferson County Highway Committee, Infrastructure Committee, and Land & Water Conservation Committee met on Tuesday, January 24, 2012, at 8:30 A.M. for a joint meeting at the Jefferson County Courthouse, Room 205.

ROLL OF THE HIGHWAY & INFRASTRUCTURE & LAND & WATER COMMITTEES:

Members present: Ron Buchanan; George Jaeckel; Craig Peterson; Blane Poulson; Glen Borland-
Excused: Donald Reese; Richard Jones; Mary Delany; Rick Kuhlman; Jim Schroeder;
Mike Burow; Walt Christensen; Ed Morse; Carlton Zentner; Scott Zimmerman
Also Present: William Kern, Highway Commissioner
Gary Petre, County Administrator
John Molinaro, County Board Chairperson
Brian Udovich, Highway Department
Ann Jenswold, Highway Department
David Wagner, Ehlers & Associates
Dawn Gunderson, Ehlers & Associates
Matt Wolfert, Bray Architects
Nathan Stark, Bray Architects
James Braughler, County Board Supervisor
Jim Mode, County Board Supervisor
Phil Ristow, Corporation Counsel
Mark Watkins, Land and Water Conservation Director
Karyn Spory, Daily Jefferson County Union

Purpose of the meeting was to hear presentations from Ehlers & Associates regarding analysis of opportunity costs, and Bray Architects regarding plans and related cost estimates for a main facility location.

PUBLIC COMMENT

- None

HIGHWAY & INFRASTRUCTURE COMMITTEE MINUTES: The minutes from the October 4, 2011 Highway Committee and Infrastructure Committee joint meeting, having been distributed in advance, it was moved by Mr. Reese and seconded by Mr. Buchanan to approve the minutes as printed. Motion Carried.

8. Presentation by Ehlers & Associates of an analysis of opportunity costs for the use of the Highway Department's current Puerner Street location and also vacant county-owned land.

David Wagner, Ehlers & Associates, presented building site alternatives, evaluating building on C-1 or C-2 versus building on the Puerner Street site.

Building on C-1 or C-2 (County Farm Land) showed potential lost land revenue of \$1,104,600.00, based upon comparable land for HWY 26 bypass and sale of 40 acres at \$27,615.00/acre. The potential lost taxable property value of \$24,000,000.00 was based on 40 acres at \$4,000.00/acre with housing units of \$200,000.00 per unit built over a period of 20 years. The potential loss of property tax revenue, based on 1% appreciation and a County tax rate of \$3.95/thousand over 20 years was \$1,131,347.00. A 20 year farm rental amount of \$235,887.00 was also stated as an offset to the above. The 20 year lost opportunity on this land was stated as \$2,000,060.00.

Building on the Puerner Street Site showed potential lost land revenue of \$600,000.00 (net of demo) per Barrientos Report. The potential lost property value of \$700,000.00 was based on a redevelopment plan by the City of Jefferson showing 38 condo units and 8 duplex units at \$200,000.00 per unit built over a 5 year period. The potential loss of property tax revenue, based on 1% appreciation and a County tax rate of \$3.95/thousand was \$177,407.00 over 4 years of collection based upon build-out assumptions. The 20 year lost opportunity on this land was stated as \$777,407.00. An illustration for Puerner Street Site with no TID: 20 year lost opportunity of \$1,240,401.00.

9. Presentation by Bray Architects on plans and related cost estimates to use the Highway Department's current Puerner Street location or other industrial sites that would meet the needs for a Highway Department main facility location.

Matt Wolfert and Nathan Stark, Bray Architects, gave a presentation based on a 3-phased study approach to a Highway Department Facility. Phase I reviewed the Highway Department's existing building use and yard operations and generated a current and emerging need space program. Phase II evaluated the existing building and yard deficiencies in meeting the needs identified in Phase I. Phase III generated an extensive list of potential development options on each of the candidate sites and related costs; enabling the county to make an informed decision on the most appropriate path for the future facility.

Matt and Nathan reviewed the six sites: Site A – Junction Road; Site B-1 – Puerner Street New; Site B-2 – Puerner Street Remodel; Site C – County Farm; Site E – Briggs & Stratton; Site F – Schweiger Furniture, stating positives and challenges to each site.

The final recommendation from Bray Architects was to proceed with acquisition of one of two new sites under consideration – Site A – Junction Road or Site C – County Farm. Considerations to think of are having detailed conversation related to utility extensions cost needs to occur for sites A and C; discussion with Site A land owner to determine interest in sale; further evaluation of Site C master plan to determine suitability of Highway Department use and final location of 40 acre parcel; and commitment to further exploration of two new sites allows County to proceed with more detailed analysis.

Bray Architects stated the next steps would be for a Joint Committee recommendation to County Board to pursue 1 of 2 new sites for the Highway Department main facility; direction to staff to further investigate availability and cost of Junction Road site; issue architectural/engineering request for

proposal for design of new facility and site; and develop a project schedule of meet 2013 budget cycle with a target bid timeframe of late 4th quarter 2012/early 1st quarter 2013.

10. Discussion and possible action on information presented by the consultants in the previous two agenda items.

A motion was made by Highway Committee Chairman, Mr. Buchanan, and seconded by Mr. Peterson to narrow down the main facility location to two sites, Site A – Junction Road and Site C – County Farm, and eliminate all other sites. Ayes: Buchanan, Peterson. Noes: Poulson, Jaeckel. Motion failed.

A motion was made by Land and Water Conservation Committee Chairman, Mr. Burow, and seconded by Mr. Zentner to keep all sites and options open for selection. Ayes: Burow, Zentner, Christensen. Noes: Zimmerman. Abstain: Morse. Motion passed.

A motion was made by Infrastructure Committee Chairman, Mr. Reese, and seconded by Mr. Kuhlman to eliminate the Puerner Street Site – B, Briggs & Stratton Site – E, and Schweiger Furniture Site - F, and retain Site A – Junction Road and Site C – County Farm. Ayes: Reese, Kuhlman, Delany, Jones, Schroeder. Noes: None. Motion passed.

An amendment to the Infrastructure Committee motion was made by Mr. Schroeder, and seconded by Mr. Kuhlman to accept the motion made, in addition to proceeding with Bray Architects Considerations/Rationale details as stated during the presentation and listed on the final pages of the presentation handout. Ayes: Reese, Kuhlman, Delany, Jones, Schroeder. Noes: None. Motion passed.

The original motion, as amended, by the Infrastructure Committee was passed with a 5-0 vote.

Resolutions to those motions passed will be forwarded from the Committees to County Board.

11. Discussion and possible action on a site location for a new Highway Department satellite facility.

Highway Commissioner Kern updated the Committees on the satellite location in Lake Mills by STH 89 and Interstate 94. The pursuit to acquire land in that area continues, and the deadline is approaching soon for the plans to be incorporated with the State of Wisconsin DOT plans. No Motion.

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

There was no future meeting date set at this time.

It was moved by Mr. Reese and seconded by Mr. Buchanan to adjourn at 10:30 a.m. Motion Carried.

Approval: _____

RESOLUTION NO. 2011-79

Determination of necessity to acquire property and budget transfer

WHEREAS, the current plan for the upgrade of the Jefferson County Highway Department facilities includes closing old satellite shops in Waterloo, Lake Mills, Ixonia and Palmyra and replacing them with one satellite shop in Lake Mills and one in Concord, and

WHEREAS, the Wisconsin Department of Transportation (WISDOT) has included a 4,000 ton salt shed and access road at an estimated value of \$500,000 to \$600,000, as part of a state project, which salt shed would be located on state right of way near the intersection of Highway 89 and I-94, made available to Jefferson County, and probably deeded to Jefferson County eventually, and

WHEREAS, a 3.6 acre piece of property immediately north of the WISDOT right of way where the salt shed would be built is a good location for the County's Lake Mills satellite shop, and

WHEREAS, the Highway and Infrastructure Committees recommend locating a Highway Department satellite shop on said 3.6 acre parcel, and

WHEREAS, such parcel is described as Lot 4, CSM #2400, and is currently owned by K. Topel Enterprises, LLC, and

WHEREAS, the Finance Committee recommends a budget amendment to fund purchase of the 3.6 acre parcel,

NOW, THEREFORE, BE IT RESOLVED that the Board determines it is necessary to acquire Lot 4 as designated on Certified Survey Map #2400 recorded in the Office of the Register of Deeds for Jefferson County and directs staff to undertake such actions as are required to obtain title on behalf of Jefferson County.

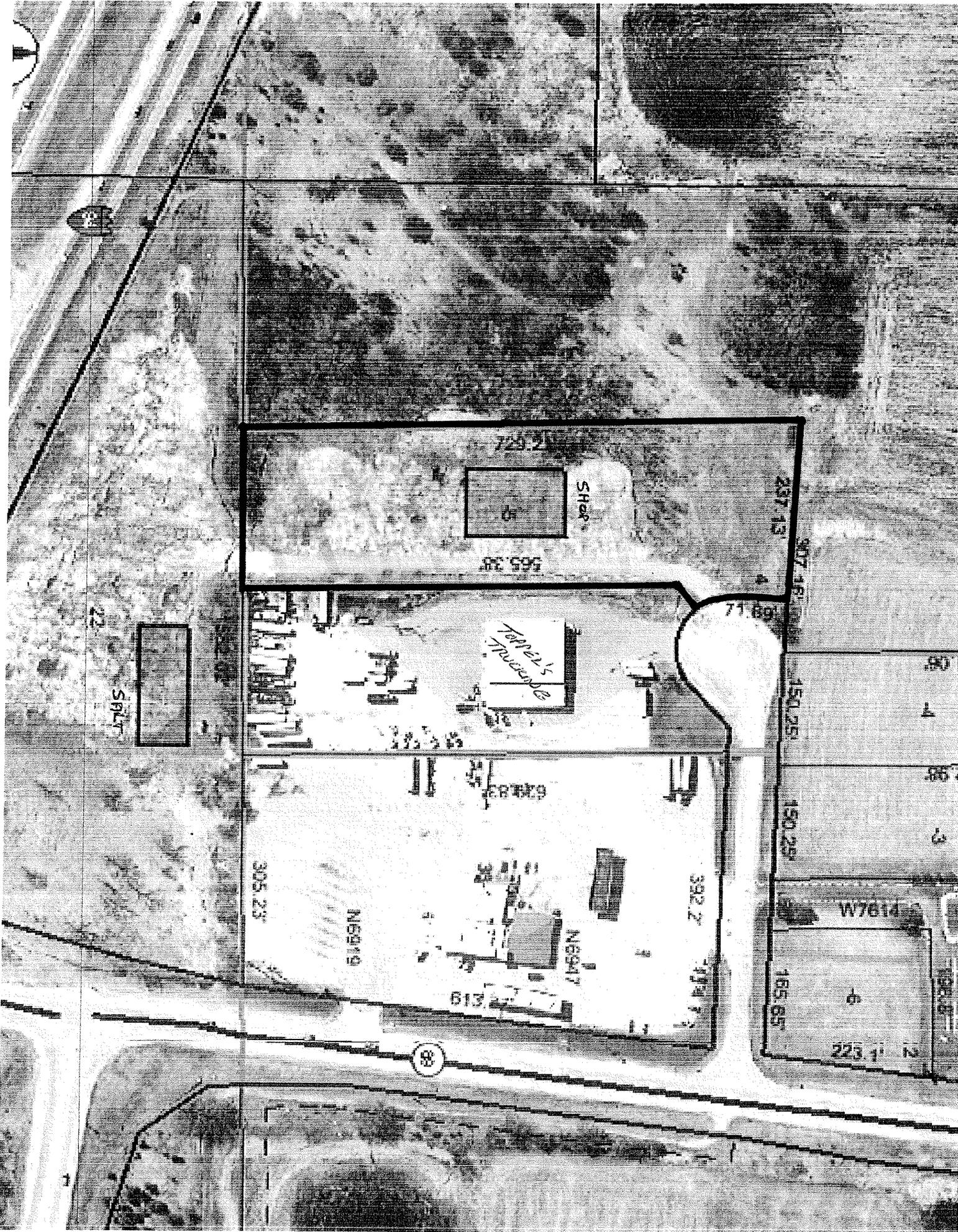
BE IT FURTHER RESOLVED that the sum of \$325,000 shall be and is hereby transferred from the General Fund to the 2012 Highway Department budget.

Fiscal Note: The budget transfer should fund most if not all of the transaction costs, which were not included in the 2012 Highway budget. In March, the General Fund will be replenished by the lapse of an estimated \$500,000 unspent in the 2011 county budget. As a budget amendment, 20 affirmative votes aer required for passage.

AYES	<u>24</u>	
NOES	<u>2</u>	ROOV, PETERSEN
ABSTAIN	<u>0</u>	
ABSENT	<u>3</u>	BORELAND, SCHROEDER, BURROW
VACANT	<u>1</u>	

Requested by
Highway, Infrastructure and Finance Committees

02-14-12



729.2'

SHED

165.34'

287.13'

307.18'

71.65'

Tanner's
Truckable

150.29'

150.29'

N6919

N6917

W7614

165.65'

223.1'

88

SALT

May 14, 2012

Mr. William Kern
Highway Commissioner
Jefferson County Highway Commission
141 W. Woolcock Street
Jefferson, WI 53549

**RE: LAKE MILLS SATELLITE SHOP ANNEXATION & SITE PLAN APPROVAL
Architectural/Engineering Planning Services**

Dear Bill;

In following with the County's planned purchase of the Topel parcel in Lake Mills for a Satellite facility, Barrientos Design & Consulting, Inc. is providing this proposal to provide services for the Annexation and Site Plan Approval by the City.

DEVELOPMENT PROGRAM

The County will be constructing a 11,800 SF Satellite Shop on this parcel along with a Fueling Station, Stockpile Bins and paved parking areas. Sitework will involve grading, paving, utilities, stormwater, site lighting, landscaping and signage. The site is located off Highway 89 and I-94.

The subject parcel is in the Town of Lake Mills but due to an annexation agreement this parcel will be annexed over to the City of Lake Mills once developed. The zoning of the parcel will be PB – Planned Business

SCOPE OF WORK

This scope of this work will focus on obtaining annexation and the City's Site Plan approval as stipulated in the City's Administrative Code Chapter 10. The Annexation and Site Plan review will be submitted together to the City for approval.

The Annexation request is a letter request while the Site Plan review involves the submittal of site design documents per Ordinances 10.7.2.6 Site Plan Approval and 10.7.2.8. I Development Design Standards.

These items will be documented in the application documents provided by Barrientos Design and will cover these topics:

1. Lot area and coverage
2. Setbacks
3. Development intensity
4. Building materials and quality
5. Overall building design

6. Screening and fencing
7. Loading area
8. Building colors and logos
9. Building entranceway
10. Site access and traffic impact
11. Parking lot design
12. Stormwater and erosion control, compliance with the City's requirements
13. Utility connections
14. Landscaping
15. Building and site signage
16. Pedestrian and bicycle access
17. Off-street parking

The Site Plan package that Barrientos will provide will include these preliminary drawings:

1. Overall Site Plan
2. Landscape Plan
3. Building Floor Plans
4. Exterior Elevations, with materials and colors
5. Sign plans and elevations
6. Grading Plan
7. Stormwater Management Plan, for City Approval
8. Utility & Site Lighting Plan

In addition to the drawings, Barrientos Design will provide these tasks:

1. Advise the County on the annexation process. Assist the County if need be, on coordinating these efforts with the current land owner, Topel.
2. Expedite the procurement of a topographic and boundary survey.
3. Research potential environmental issues and identify any wetlands.
4. Expedite the procurement of geotechnical investigation to determine soil bearing capacity for building footings and pavement design.
5. Prepare a draft of the Petition for Annexation and letter to the City of Lake Mills. The petition will be finalized by the current owner of the property and submitted to the City of Lake Mills along with the Site Plan Approval application.
6. Develop cost estimates for the building and site work.
7. Attend up to two City hearings
8. Provide up to two technical presentations to the County.

CONSULTANTS

Barrientos Design will provide architectural, landscape architecture, structural engineering and planning services in-house. For civil engineering services, including grading, utilities, stormwater and plan documentation, we will be engaging the services of Kapur Engineering, with Tim Anhueser, PE, being our project engineer.

SCHEDULE

Barrientos Design will complete the above work over a three months period,

FEE

Barrientos Design will provide this work for a lump sum of \$18,760.

Reimbursables will include printings and mileage to the site and meetings.

We look forward to the County's acceptance and to moving forward on this essential project.

Sincerely,

BARRIENTOS DESIGN & CONSULTING, INC.



Norman Barrientos, AIA, LEED AP
President

ACCEPTED

Jefferson County Highway Department

Bill Kern, Commissioner

Date

AMENDED
RESOLUTION NO. 2011-80

**Further Consideration of Certain Site Options for a New Highway Department Main Facility
and Authorizing Staff to Obtain Additional Information on the Two Remaining Site (A and
C) Options**

WHEREAS, several committees have been involved with the assistance of a consultant in looking at location of a new Highway Department facility, and

WHEREAS, multiple sites including the current location have been considered, and

WHEREAS, two previous studies by consulting architectural and engineering firms have recommended a new location for the Highway Department's main facility at a different site, and

WHEREAS, a third study by another architectural and engineering firm has again recommended either one of two new sites (Site A or C) for a new location for the Highway Department's main facility, and

WHEREAS, the current economic climate affecting architects, engineers, builders and the taxpayers may offer the opportunity to economically meet the essential needs of the Highway Department at a new location, and

WHEREAS, the Highway and Infrastructure Committees agree that the County has expended an extensive amount of County Board and staff time and money in examining potential locations for a new Highway Department main facility, and

WHEREAS, this project needs to continue to move forward in order to take advantage of favorable construction cost and bond financing rates, and

NOW, THEREFORE, BE IT RESOLVED that the Highway Department's current Puerner Street site and the two studied industrial sites in the City of Jefferson remain under consideration and keep Sites A and C (as identified in the Bray Architects Report dated January 24, 2012) as two optional sites for a new Highway Department main facility.

BE IT FURTHER RESOLVED staff is directed to get the following information as recommended by Bray Architects, as identified under the Considerations/Rationale section of their presentation, and to report their findings as soon as possible back to the Highway, Infrastructure, Finance, and Land & Water Conservation Committees:

1. Detailed conversation (with the City of Jefferson) related to utility extension cost needs to occur for Sites A and C.
2. Discussion with Site A landowner to determine interest in land sale.
3. Further evaluation of Site C master plan to determine suitability of Highway Department use and final location of 40 acre parcel.

AMENDED
RESOLUTION NO. 2011-84

**Resolution requesting further information gathering concerning
existing Highway Department site options**

WHEREAS, on August 9, 2011, the Jefferson County Board adopted Resolution 2011-40 directing that proposals be requested from “individuals or companies to develop creative plans and cost estimates to use the Puerner Street site or other industrial sites in a fashion that would meet the essential needs of the County Highway Department”, and

WHEREAS, Bray & Associates was hired to do this study, and

WHEREAS, on January 24, 2012, Bray & Associates presented their work to the Highway, Infrastructure and Land & Water Conservation Committees meeting jointly, and

WHEREAS, the study prepared and presented by Bray & Associates does not fully reflect the intent of Resolution 2011-40, tending to repeat past studies, and

WHEREAS, the Land & Water Conservation Committee believes that Bray & Associates, if willing, should continue the analysis, with the intent of developing a creative and innovative plan for the current Puerner Street site designed to fit the site, further addressing:

1. Techniques for the efficient use of outdoor space;
2. Use of the county property south of Woolcock Street, and the potential use of the county property north of the current Highway Shop;
3. Cost of repairing the roof and bringing the property up to code with regard to HVAC, electrical service, etc.;
4. The remodeling options presented in the SEH study in 2008;
5. Removing fuel storage from the site by contracting through Farmco or others;
6. Decreased square footage more in line with the SEH study, considering the potential of satellite shops;
7. Potential multi-story area for offices;
8. Any other possible solutions on that site, and

WHEREAS, such information will assist the Board in making the best decision possible as stated in Resolution 2011-40.

NOW, THEREFORE, BE IT RESOLVED that the County Administrator approach Bray to continue the study to develop creative and innovative plans for the possible continued use of the Puerner Street site, including gathering the information as set forth above and to compare efficiency of operations at sites A, B and C and evaluate operating costs at those sites.

BE IT FURTHER RESOLVED that if Bray & Associates is unable or unwilling to complete the project as described above, a different suitable vendor be engaged for the purpose of gathering that information.

BE IT FURTHER RESOLVED that the Land & Water Conservation Committee receive a copy of a further request for proposals at least one week before such documents would be circulated.

Fiscal Note: Some additional funds will undoubtedly be necessary to fulfill the directive of this resolution. An estimated \$180,000 remains in the Highway Department budget for location studies.

AYES ___18___

NOES ___8___ (Tietz, Buchanan, Kuhlman,
Reese, Morse, Rogers, Peterson, Schultz)

ABSTAIN _____

ABSENT ___3___ (Burow, Schroeder, Borland)

VACANT ___1___

Requested by
Land & Water Conservation Committee

02-14-12

Mike Burow & Philip Ristow: 02-08-12