

Infrastructure Committee

***Revised 08-03-2012**

AGENDA

Jefferson County Courthouse
320 S. Main Street, Room 112
Jefferson, WI 53549

August 7, 2012

1:30 p.m.

Committee Members

Richard Jones, Rick Kuhlman, Vice Chair, Russell Kutz, 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 July 18, 2012 Infrastructure Committee meeting minutes
7. Communications
8. ***Closed Session per §19.85 (1)(e) Deliberating the purchase of public property**
9. ***Reconvene in open session to take possible action on item discussed in closed session**
10. Discussion and possible action on a resolution authorizing that an offer be submitted on the purchase of the old Countryside Home property.
11. Discussion and possible action on design of the Lake Mills Highway Satellite Facility.
12. Courthouse Parking Structure Project update.
13. Courthouse Security Entrance design update.
14. Discussion and possible action on 2013 Requested Capital Projects.
15. Potential items for the Committee's next meeting
16. Set tentative next committee meeting time and date.
17. Adjourn

2012	2013
September 19 th (Reschedule)	January 16 th
October 16 th	February 20 th
November 21st	March 20 th
December 19 th	April 17 th

All meetings in Room 112 at 10:30 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**

**July 18, 2012
Infrastructure Committee**

1. Call to order

Meeting called to order by Supervisor Reese at 8:30 a.m.

2. Roll call of Committee Members

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

Others Present: Gary Petre – County Administrator; Phil Ristow – Corporation Counsel; John Molinaro – County Board Chairman; Karyn Spory, Reporter – Jefferson Daily Union; Tammie Jaeger – Administrative Assistant-Confidential; Mark Miller – Central Services Supervisor; Supervisor Walt Christensen; Donna Haugom – Emergency Management Director; Supervisor George Jaeckel; Supervisor Greg David; John Rageth – MIS Systems & Application Manager; Bill Buglass - Payne & Dolan; Tim Frietag - City of Jefferson Administrator; Sheriff Paul Milbrath; Roland Welsch – MIS Information Technology Manager; Cory Lapworth – Continuum Architects.

3. Certification of compliance with the Open Meetings Law

The County Administrator reported that the meeting agenda was properly noticed in compliance with the law.

4. Review of the Agenda

No changes were made.

5. Public Comment

Supervisor Jaeckel encouraged the committee to consider the old countryside site for the new highway shop.

6. Approval of the June 19, 2012 Infrastructure Committee meeting minutes

Motion made by Supervisors Schultz; Second by Supervisor Jones to approve the June 19, 2012 Infrastructure Committee meeting minutes as printed. Ayes-All (Motion Carried)

7. Communications

- Budget Materials
- Highway Facility building cost estimates
- Countryside Home property appraisal and marketing materials

8. Discussion and possible action on Resolution No. 2012-22 amending the County Grounds Use and Weapons Policy

Phil Ristow provided information for the committee to review and discussed the resolution. Sheriff Milbrath agreed with the ordinance as it relates to the courthouse building and felt that Parks and Fair Park should be considered separately. The committee discussed their options and agreed with the revisions that Corporation Counsel presented.

Motion made by Supervisor Kuhlman; Second by Supervisor Jones to send the resolution back to County Board with the additional language that was discussed. Ayes-All (Motion Carried)

9. Discussion and possible action on Highway Facility Project

Gary Petre provided handouts and discussed the information regarding Highway Facility building cost estimates for the two sites: Old Countryside and the County Farm. He also provided the committee with marketing materials for the former Countryside Home property and an executive summary of a November, 2010 appraisal. We are waiting for asbestos results for the site. Tim Frietag, from the City of Jefferson, told the committee that if the City Council would consider a rezoning request, the process could take 45-75 days to get rezoned. The committee will discuss this again when all of the information is available for their consideration. No action taken.

10. Courthouse Parking Structure Project Update

Mark Miller reported that the project is on schedule. There was a change order in the amount of \$7,000 to bring an entrance door handicap ramp up to ADA Code compliance.

Motion made by Supervisor Schultz; Second by Supervisor Kutz to approve the change order for the ADA ramp relocation. Ayes-All (Motion carried)

11. Discussion and possible action on addition of new courthouse security entrance

Gary Petre updated the committee on the status of the new courthouse security entrance. John Molinaro explained that there was concern at the Finance Committee meeting regarding the closing of the main front entrance to build a new courthouse security entrance. The committee will continue to receive updates on the security entrance project. No action taken.

12. MIS Audit Update

An updated status report of the audit recommendations were provided for the committee to review. Gary Petre discussed the report. No action taken.

13. Discussion and possible action on Resolution 2012-18 "Establishing policy for commemorative personal signs or plaques on county property"

Phil Ristow reviewed the intent of this resolution with the committee. He researched whether or not other counties had any policy on this. He did not find any other counties that had policies that addressed this issue. No action taken.

14. Discussion and possible action on the purchase of services and software for the updating of the MIS Disaster Recovery Plan and integration with the County's Continuity of Operations Plan

Roland Welsch and Donna Haugom discussed the MIS Disaster Recovery Plan. Roland Welsch informed the committee that our current plan is completely out of date. This project went out for bids. Contingency Planners, Inc. is a very experienced company and came in with the lowest bid. Donna Haugom explained that she relies heavily on MIS to help integrate this project as part of the Continuity of Operations Plan.

Motion made by Supervisor Kuhlman; Second by Supervisor Jones to forward a resolution to the County Board to approve Contingency Planners, Inc. to complete this project in the amount of \$31,000. Ayes-All (Motion Carried)

15. Discussion and possible action on 2013 MIS Department Budget

MIS Budget information and spreadsheets were provided for the committee to review. Gary Petre, Roland Welsch, and John Ragenth went over the information and explained the spreadsheets. No action taken.

16. Discussion and possible action on 2013 Central Services Department Budget

Gary Petre provided information on the 2013 Capital Outlay Requests for the committee to review. Mark Miller went over his requests with the committee. No action taken.

17. Discussion and possible action on 2013 Capital Projects

Gary Petre will bring a list of Capital Projects back to the committee. The committee will review them at their August 15th meeting. No action taken.

18. Potential items for the Committee's next meeting

- Discussion and possible action on Highway Facility Project
- Discussion and possible action on Highway Satellite facilities
- Discussion and possible action on the Courthouse bathrooms remodeling projects
- Discussion and possible action on addition of new courthouse security entrance
- Courthouse Parking Structure Project Update
- MIS Audit Update
- Discussion and possible action on 2013 Capital Projects

19. Set tentative next committee meeting time and date (August 15, 2012)

20. Adjourn

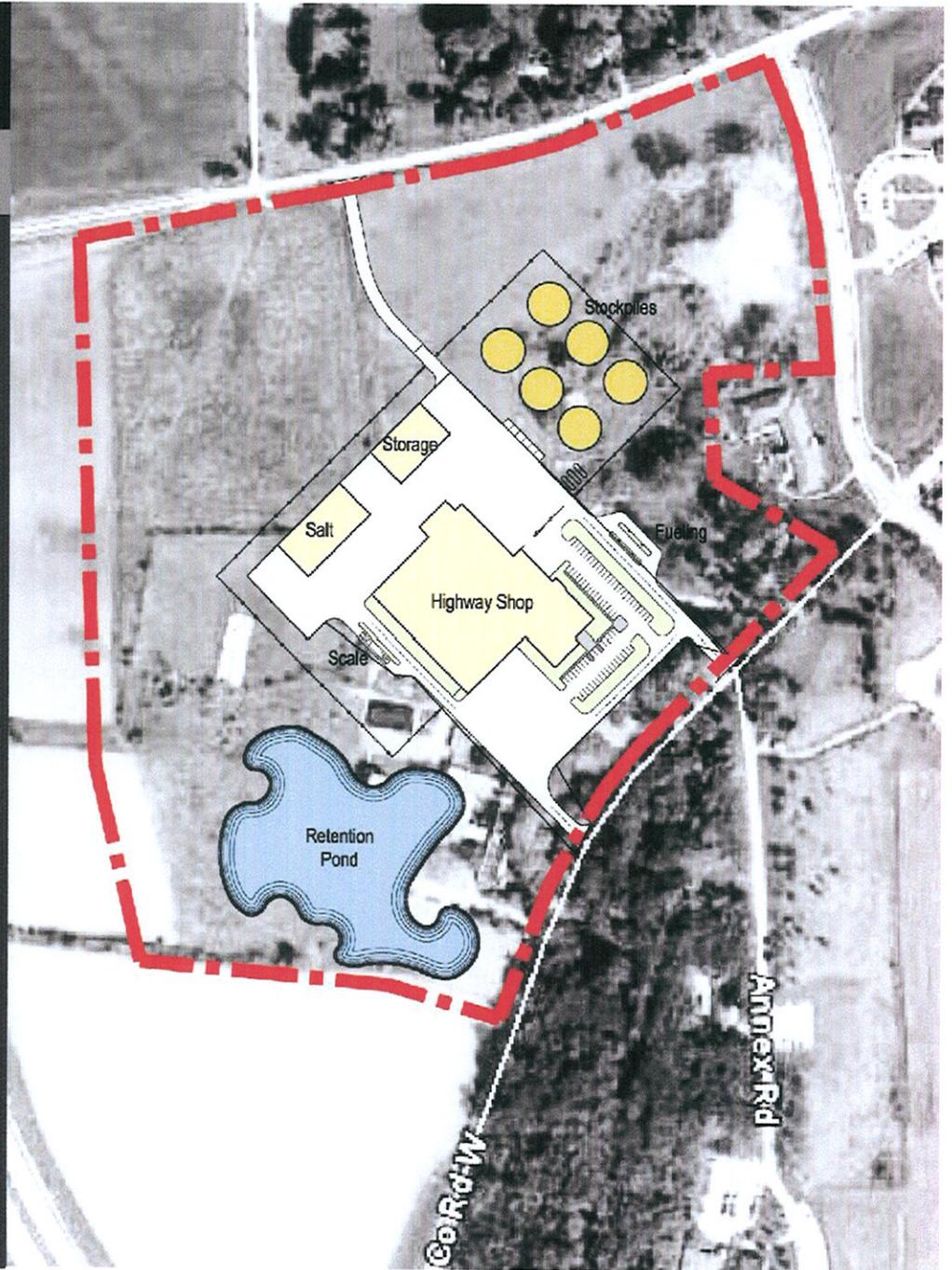
Supervisor Kuhlman made a motion to adjourn; Second by Supervisor Schultz at 12:15 p.m. Ayes - All (Motion Carried)



BARRIENTOS
DESIGN. ARCHITECTS. ENGINEERS.

Site G – Old Countryside Home

- 60 acres more than sufficient
- Not compatible with City Land Use
- Site elevation is crowned higher toward street, requiring terracing and retaining walls
- Utilities available
- 2 curb cuts on Wisconsin Ave will need acceleration lanes
- 1.4 Mi. to STH 26





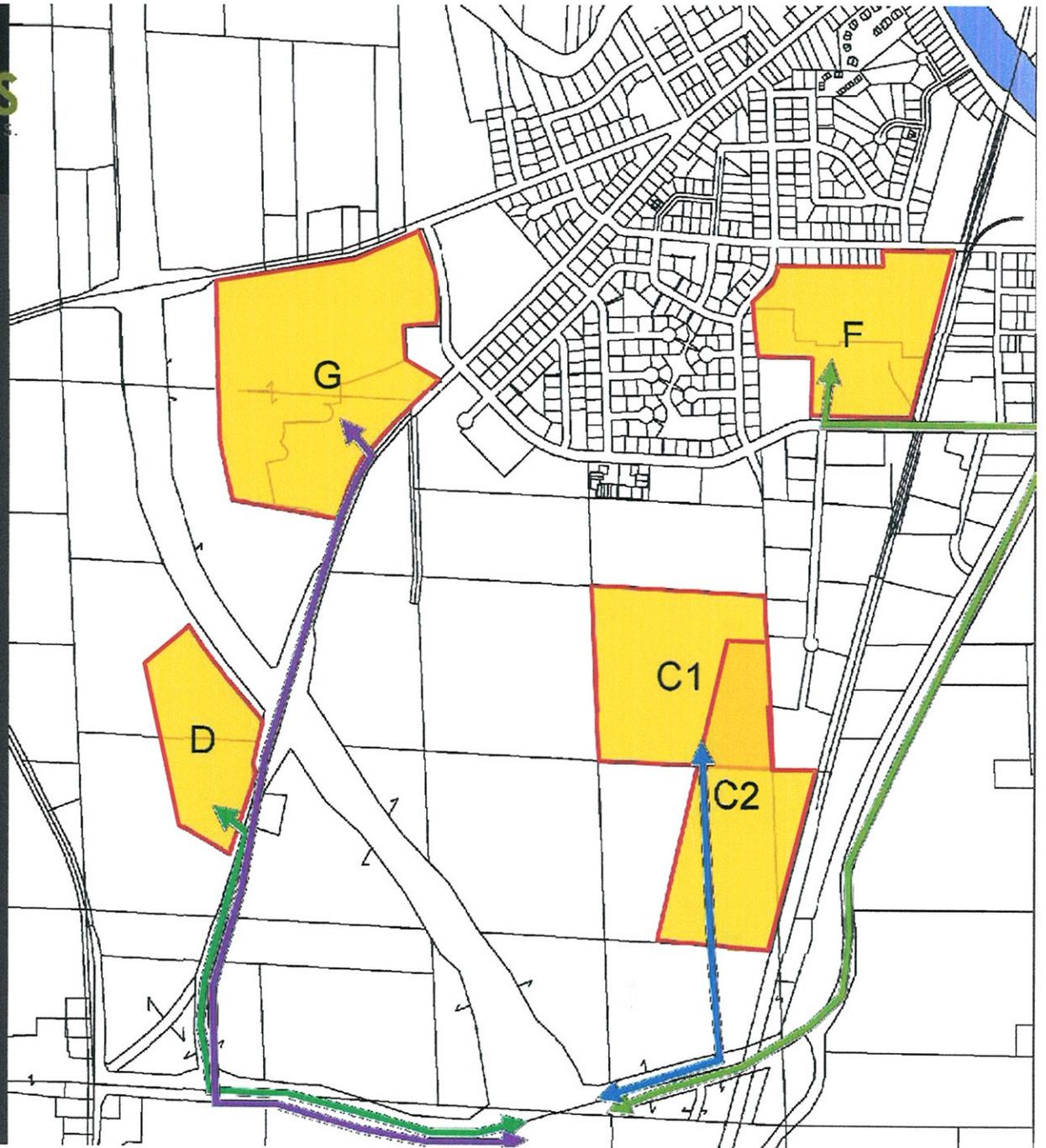
BARRIENTOS
DESIGN. ARCHITECTS. ENGINEERS.

Distance to STH 26

- C1 – .4 mi
- C2 – .25 mi
- D – .9 mi
- F – 1.6 mi
- G – 1.4 mi

Secondary access
routes to downtown
Jefferson

C2 is closest
F is farthest



SITE G DEVELOPMENT COSTS – Old Countryside Home

Division	Description	Quantity	Unit	Cost	Total Cost
Division 31	Earthwork				
	Contractor mobilization	1	allow	\$25,000.00	\$25,000.00
	Earthwork - Site preparation	1	allow	\$45,000.00	\$45,000.00
	Earthwork - Stripping and Stockpiling	135,000	sy	\$1.61	\$217,350.00
	Earthwork - Finish Grading	135,000	sy	\$0.85	\$114,750.00
	Gas, Power services from ROW	1	allow	\$10,000.00	\$10,000.00
	subtotal				\$412,100.00
Division 32	Exterior Improvements				
	Drainage and containment	1	allow	\$128,000.00	\$128,000.00
	Paving - Asphalt	32,070	sy	\$6.50	\$208,455.00
	Private Access Road	100	LF	\$125.00	\$12,500.00
	Site improvements - fencing, gates, signage	1	allow	\$125,000.00	\$125,000.00
	Site Lighting	1	allow	\$32,000.00	\$32,000.00
	Landscaping	1	allow	\$15,000.00	\$15,000.00
	subtotal				\$520,955.00
Division	Site Specialties				
	Vehicle scale (above grade)	1	ea	\$64,000.00	\$64,000.00
	Fueling Station	1	allow	\$180,000.00	\$180,000.00
	Fueling station canopy	1	allow	\$45,000.00	\$45,000.00
	Salt Storage Shed (Gambrel Style)	18,000	sf	\$31.00	\$558,000.00
	subtotal				\$847,000.00
	Sitework Total				\$1,780,055.00



SITE G DEVELOPMENT COSTS – Old Countryside Home

Site Summary Costs			
Building Construction Cost Total	112,025 sf	\$99.80	\$11,179,615.00
Site Work and Site Specialties			\$1,780,055.00
Construction Contingency (5%)		5%	\$647,983.50
Site Total Construction Costs			\$13,607,653.50
Other Project Costs			
Survey & Soils Exploration	0	0	\$15,000.00
Demolition Puerner St	0	0	\$100,000.00
Demolition of Nursing Home, Site	0	0	\$800,000.00
Purchase of Land			\$750,000.00
Temporary Quarters	0	0	\$0.00
City Utility Improvements			\$5,000.00
Architectural/Engineering Fees		5%	\$680,382.68
City Building Permit Fees	LS		\$56,005.81
Planning Application Fees	LS		\$15,000.00
Sale of Puerner St Site Offset			-\$700,000.00
Other Project Costs			\$1,721,388.48
Site A Total Project Costs			\$15,329,041.98
Green Option Add Ons			\$ 780,207.10
Total Costs with Add Ons			\$16,109,249.08

RESOLUTION NO. 2012-____

Resolution authorizing Offer to Purchase 60 acre Old Countryside property

WHEREAS, on June 12, 2012, the Board adopted Resolution 2012-19 providing in part "NOW, THEREFORE, BE IT RESOLVED that Site C or Old Countryside Home be the approved location for a new Highway Department main facility, as recommended by the Highway and Infrastructure Committees", and

WHEREAS, the Old Countryside Home property is for sale at an asking price of \$200,000 for the 60 acre parcel; it appears that most if not all of the asbestos on the property has been removed, which reduces the cost of demolition of the existing structures; and

WHEREAS, the property is about 1.4 miles to the State Highway 26 bypass interchange on the south side of Jefferson, and

WHEREAS, it has access on County Trunk Highways W and J, city water, sewer and electric service and is of sufficient size to support expansion in the future if that is necessary,

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to submit an Offer to Purchase said property at a price not to exceed \$_____, which offer shall include appropriate contingencies for rezoning by the City allowing the County Highway Department use on said site and confirmation of the status of the asbestos abatement and disposal.

BE IT FURTHER RESOLVED that the Infrastructure Committee shall approve the final offer and be the committee assigned to complete the purchase.

Fiscal Note: The Highway Department budget for 2012 contains funds in excess of \$500,000 to hire consultants to draw plans for a new Highway Department facility. It is anticipated that the Finance Committee will authorize use of a portion of said funds for the purchase price of this property.

AYES _____

NOES _____

ABSTAIN _____

ABSENT _____

Requested by
Infrastructure Committee

08-13-12

Philip Ristow: 08-06-12

Jefferson County

Capital Outlay Request

2013 Budget

For Capital Assets Over \$5,000 Per Unit

Department: **Human Services Department**

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Priority	Replacement or New Item	Item Description/Project	Quantity	Unit Price	Total Cost	Account Number	Funding Source	Administrator Approve/ Disapprove
1	New Item	Software - Electronic Medical Records	1	\$20,000	\$20,000	5210-594801	Levy	
1	Replacement	Five Ton A/C units at Hillside	2	\$7,000	\$14,000	5210-594820	Levy	
1	Replacement	Four Ton A/C units at Hillside	3	\$6,000	\$18,000	5210-594820	Levy	
1	Replacement	Flooring at Lueder Haus/CSP	1	\$10,000	\$10,000	5210-594820	Levy	
Note: Software change is additive to IS Chargeback amount of \$69,628 for capital so total amount then is \$89,628.								
		Total			\$62,000			

Please list requests in account number order
 Priority: Prioritize the items listed above with One (1) being highest priority, Two (2) next highest, etc.
 Round all amounts to nearest whole dollar.

