

**Joint Meeting  
Infrastructure Committee  
and  
Highway Committee**

**AGENDA**

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

April 10, 2013

10:30 a.m.

**Infrastructure Committee Members**

Richard Jones, Rick Kuhlman, Russ Kutz, Donald Reese, Chair, Dick Schultz

**Highway Committee Members**

Glen Borland, Ron Buchanan, Chair, 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. Approval of the May 30, 2012 Joint Highway & Infrastructure Committee Minutes
7. Communications
8. Review and possible action on proposals from architectural and engineering firms on the final building design; site plan; and construction administration services for the Highway Department's new main facility
9. Review and possible action on proposals from architectural and engineering firms on the final building design; site plan; and construction administration services for the Highway Department's satellite facilities in Lake Mills and Concord
10. Status report on purchase of old Countryside Home property
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*

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

**Wednesday, May 30, 2012**

The Jefferson County Highway Committee and Infrastructure Committee met on Wednesday, May 30, 2012, at 10:30 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  
Gary Petre, County Administrator  
John Molinaro, County Board Chairperson  
Brian Udovich, Highway Department  
Ann Jenswold, Highway Department  
Erik Coonen, Highway Department  
Matt Wolfert, Bray Architects  
Nathan Stark, Bray Architects  
James Braughler, County Board Supervisor  
Jim Mode, County Board Supervisor  
Phil Ristow, Corporation Counsel  
Ed Morse, County Board Supervisor  
Walt Christensen, County Board Supervisor  
John Kannard, County Board Supervisor  
Carlton Zentner, County Board Supervisor  
Mike Kelly, County Board Supervisor  
Greg David, County Board Supervisor  
Amy Rinard, County Board Supervisor  
Scott Zimmerman, Land & Water Conservation  
Bill Buglass, Payne & Dolan  
Mark Rapant, Graef-USA  
Corey Lapworth, Continuum Architects  
Falamak Nourzad, Continuum Architects  
Karyn Spory, Daily Jefferson County Union

Purpose of the meeting was to hear a presentation from Bray Architects 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.

**PUBLIC COMMENT**

- County Board Supervisor, Walt Christensen, expressed his concerns regarding the Land & Water Committee not present at this meeting.

**HIGHWAY & INFRASTRUCTURE COMMITTEE MINUTES:** The minutes from the January 24, 2012 Highway Committee/Infrastructure Committee and Land & Water Conservation joint meeting, having been distributed in advance, it was moved by Mr. Reese and seconded by Mr. Kuhlman from the Infrastructure Committee to approve the minutes as printed. Schultz and Kutz Abstain. Motion Carried. It was moved by Mr. Poulson and seconded by Mr. Jaeckel from the Highway Committee to approve the minutes as printed. Borland and Counsell Abstain. Motion Carried.

**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.**

Highway Commissioner Kern reported that the DOT salt shed project will be let on June 12, 2012, and a purchase price on the adjacent parcel was settled on with the current owners. Barrientos Design fee is \$18,760.00 for the architectural/engineering planning services for the Lake Mills satellite shop annexation and site plan approval.

It was moved by Mr. Reese and seconded by Mr. Kuhlman from the Infrastructure Committee to move forward with Barrientos Design.

Carried by the following roll call:

AYES: Reese, Jones, Kuhlman, Kutz, Schultz

NOES: None

ABSENT: None

ABSTAIN: None

It was moved by Mr. Buchanan and seconded by Mr. Poulson from the Highway Committee to move forward with Barrientos Design.

Carried by the following roll call:

AYES: Buchanan, Borland, Counsell, Jaeckel, Poulson

NOES: None

ABSENT: None

ABSTAIN: None

**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 Resolution 2011-80 and 2011-84 respectively.**

Highway Commissioner Kern reported that Site A (Junction Road) property is for sale by a realtor. There is no final purchase price. A full appraisal would need to be completed with the authorization by the Committees, if it comes to that point.

Matt Wolfert and Nathan Stark, Bray Architects, briefly reviewed their previous 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 addressed the County Board action in Resolution 2011-84 reviewing techniques for efficient use of outdoor space; use of county property south of Woolcock Street, and the potential use of county property to the north of the current highway shop; cost of repairing the roof and bringing the property up to code with regard to HVAC, electrical services, etc; remodeling options presented in the SEH study in 2008; removing fuel storage from site by contracting through Farmco or other; decrease square footage more in line with the SEH study, considering the potential of satellite shops; potential multi-story area for offices; and any other solutions.

They also addressed the County Board action in Resolution 2011-80 reviewing detailed conversation with the City of Jefferson related to utility extension costs needed to occur for Sites A & C; discussion with Site A landowner to determine interest in land sale; and further evaluation of Site C master plan to determine suitability of highway department and final location of 40 acre parcel.

The final recommendation by Bray Architects was to proceed with the acquisition of one of two new sites under consideration – Site A (Junction Road) and Site C (County Farm). The consideration/rationale is that both sites equally meet the operational needs of the Highway Department. The final decision should be based on which of the sites most cost effectively support a new highway department facility.

Following the presentation, Bray Architects addressed questions and concerns from those in attendance. Questions arose regarding the rental of the farm land by Mr. Zimmerman; demolition and site clean-up costs from Mr. Schultz; stockpile questions from Mr. Kannard and Mr. Zentner; asking price of the Junction Road land by Ms. Rinard; Mr. Zimmerman requested an appraisal of Site C as well as Site A; and Mr. Christensen was addressed with questions and comparisons regarding the SEH studies verses the current studies.

**10. Discussion and possible action on a recommendation to the County Board regarding optional sites for a new Highway Department main facility.**

A motion was made by Highway Committee Chairman, Mr. Buchanan, and seconded by Mr. Poulson to recommend Site C (County Farm) for the new Highway Facility based on current interest rates and study findings and recommend starting as soon as possible. Ayes: Buchanan, Borland, Counsell, Poulson. Noes: Jaeckel. Motion passed.

Discussion by the Infrastructure Committee: Mr. Kuhlman and Mr. Schultz agree with the comments regarding low interest rates. Mr. Jones supports Site C based on information provided. Mr. Kuhlman stated that the City of Jefferson has alternate plans for the Puerner Site and would like to have the department moved, as well as allowing the Highway Commissioner to use his professional knowledge and efficiently run his department – he will be supporting Site C. Mr. Reese stated that Site C is the best site. There will be some loss of income, but will gain by the sale of the property as well.

A motion was made by Infrastructure Committee Chairman, Mr. Reese, and seconded by Mr. Schultz to recommend to the County Board Site C for the main facility of the Highway Department. Ayes: Reese, Kuhlman, Schultz, Jones, Kutz. Noes: None. Motion passed.

There will be a Resolution from each Committee going to County Board.

**11. Set next joint meeting date and possible agenda items.**

There was no future meeting date set at this time.

It was moved by Mr. Buchanan and seconded by Mr. Kuhlman to adjourn at 11:59 a.m.  
Motion Carried.

Approval:

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