

**Joint Meeting  
Infrastructure Committee  
and  
Highway Committee**

**AGENDA**

Jefferson County Courthouse  
311 S. Center Avenue, Rm 202  
Jefferson, WI 53549

November 6, 2013

9:00 a.m.

**Infrastructure Committee Members**

Richard Jones, Mike Kelly, 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 July 17, 2013 Joint Highway & Infrastructure Committee Minutes
7. Communications
8. Update on Highway Facility site plan and building plan
9. Discussion on construction management verses general contractor
10. Set next joint meeting date and possible agenda items
11. 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, July 17, 2013**

The Jefferson County Highway Committee and Infrastructure Committee met on Wednesday, July 17, 2013, at 6:00 P.M. for a joint meeting at the Jefferson County Courthouse, Room 205.

**ROLL OF THE HIGHWAY & INFRASTRUCTURE COMMITTEES:**

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

Members Absent: Blane Poulson

Also Present: William Kern, Highway Commissioner  
John Molinaro, County Board Chairperson  
Ben Wehmeier, County Administrator  
Ann Jenswold, Highway Department  
Erik Coonen, Highway Department  
Timm Punzel, Highway Department  
Randy Kuhl, Highway Department  
Phil Ristow, Corporation Counsel  
Walt Christensen, County Board Supervisor  
Greg David, County Board Supervisor  
Ed Morse, County Board Supervisor  
Matthew Foelker, County Board Supervisor  
Paul Babcock, County Board Supervisor  
Carlton Zentner, County Board Supervisor  
Norman Barrientos & Staff, Barrientos Design  
Daily Jefferson County Union

Purpose of the meeting was to review and discuss the Highway Department main facility site plan (including the buildings, building placements, grading plan, driveway/access, storm water, utilities, wetlands, and city approval process)

**PUBLIC COMMENT**

- NONE

**HIGHWAY & INFRASTRUCTURE COMMITTEE MINUTES:** The minutes from the May 30, 2013 Highway Committee/Infrastructure Committee 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. 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**

- Barrientos Design & Consulting – Jefferson County Highway Department Maintenance Facility Programming Document – (Hard copies are available at the County Clerk’s office)
- Barrientos Design & Consulting – Jefferson County Highway Department Main Facility Power Point Presentation
- Barrientos Design & Consulting – Jefferson County Highway Department Main Facility Preliminary Estimate of Probable Costs

## **8. Review and discuss the Highway Department main facility site plan (including the buildings, building placements, grading plan, driveway/access, storm water, utilities, wetlands, and city approval process).**

Norman Barrientos and Ryan Thacker gave a power point presentation on the new Highway Department Main Facility. This presentation revolved around the following facility areas: Site Plan & Details; Site Adjacencies; Fueling Sequence; Salt Filling Sequence; Cold Storage; Grading Plans; Wetland Plans, and Facility Entrance Area.

During the presentation, they showed an overall building plan of the facility. They high-lighted each individual area, stating the square footage of each, such as the parking garage, repair garage, welding and fabricating area, carpentry area, wash bay, parts department, crew services, and administration areas. The overall square footage of the facility was 98,825 sf. During the presentation, a reduced parking layout was shown for consideration.

Barrientos Design & Consulting also discussed with the Committees the pros and cons to precast concrete construction versus a pre-engineered metal building.

The Committee debated on the placement of the facility on the land, and the impact that possible changes would have on future development of the area. In the end the Committees approved by roll call vote to have Barrientos slightly move the facility further to the Northwest and begin with soil boring tests.

There was discussion regarding wetland mitigation in the area as well as grants available to clean up the site.

The Committees also stated that the City of Jefferson should be included in a discussion regarding emergency access along CTH “J”.

## **9. Review and discuss the Highway Department main facility building plans and preliminary cost estimates**

The Barrientos Team broke apart the estimated costs for the construction project between the site work & site specialties; building; shop equipment; furniture, fixtures & equipment, and construction contingency. The total estimate was \$14,923,985.45. 33.02% of this cost, or \$4,927,896.50, was for site work & site specialties. The Preliminary Estimate of Probable Cost handout listed costs in detail for each component of the project.

The Committees debated over the heated storage building's square footage, and by roll call vote the two Committees approved the larger square foot storage building.

Furthermore, by roll call vote, the two Committees also approved that the budget for the Highway Facility should be \$15 million or under.

The Committees requested to have a cost comparison with pre-cast versus metal building for the entire facility.

**10. Discuss the Lake Mills and Concord satellite shop design resolution**

Discussions evolved stating that the Finance Committee should look at bond issues, and then the determination will come whether to tie the satellite shops with the main facility. The design resolution will come back to the Committees at a later time.

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

There was no meeting scheduled at this time.

It was moved by Mr. Buchanan and seconded by Mr. Reese to adjourn at 8:00 p.m.  
Motion Carried.

Approval:

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