

Infrastructure Committee

AGENDA

Workforce Development
874 Collins Rd, Rm 103
Jefferson, WI 53549

Wednesday, April 14, 2015

10:30 a.m.

Committee Members

Greg David, Richard Jones - Chair, John Kannard, Mike Kelly - Secretary, Russell Kutz - Vice Chair

1. Call to order
2. Roll call
3. Certification of compliance with the Open Meetings Law
4. Review of the Agenda
5. Public Comment
(Members of the public who wish to address the committee on a specific agenda items must register their request at this time)
6. Approval of the April 1, 2015 Infrastructure Committee meeting minutes
7. Communications
8. Discussion and possible action on proposals for architectural & engineering services for the Highway Department Satellite Facilities
9. Potential items for the Committee's next meeting
10. Set next meeting date (May 6, 2015)
11. Adjourn

All meetings in Room 112 at 9:00 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/visit at 920-674-7101 so appropriate arrangements can be made.

Jefferson County Board Committee Minutes

April 1, 2015
Infrastructure Committee

1. Call to order

Meeting was called to order by Jones at 9:00 a.m.

2. Roll call of Committee Members

John Kannard, Russell Kutz, Mike Kelly, Richard Jones and Greg David

Others Present: Ben Wehmeier, County Administrator; Chris Raykowski, The Sigma Group; Bill Kern, Highway Commissioner, Staci Hoffman, Register of Deeds; Brian Lamers, Finance Director and Amy Smith, Reporter, Jefferson Daily Union.

3. Certification of compliance with the Open Meetings Law

Staff 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 None

6. Approval of the March 4, 2015 Infrastructure Committee meeting minutes

Motion by Kutz; Second by Kannard to approve the March 4, 2015 Infrastructure Committee meeting minutes as presented. (Ayes -All) Motion Carried.

7. Communications

- Highway Construction Budget Spreadsheet
- Project Status Facility Project

8. Presentation – City of Jefferson future concepts for the old highway facility

Wehmeier displayed various maps showing the City of Jefferson's redevelopment vision for the old highway site and reviewed the possible future concepts. Wehmeier addressed questions and comments from the committee. This will be discussed at the next meeting. No action taken.

9. Update on old highway facility site

Wehmeier said that not much additional work has been done on the old highway facility site since last time. A lot of time has been spent on finishing the new highway facility. Wehmeier discussed extending The Sigma Group's contract or putting out an RFP for an Owner's Rep to oversee the demolition and environmental issues for this project. The committee supports extending The Sigma Group's contract. The cost for The Sigma Group to prepare the demo package and bidding would be approximately \$12,000 and an additional \$20,000 for overseeing the project.

Motion by Jones; Second by Kelly to continue working with The Sigma Group on this project. (Ayes-All) Motion carried.

10. Update on new highway facility

A project status update and budget spreadsheet was provided for the committee to review. Raykowski went over the progress, upcoming construction activities and budget with the committee and responded to questions. No action taken.

11. Discussion and possible action for open house for the new Highway Shop

Wehmeier recommended scheduling an open house for the public on Tuesday, June 9th from 4-7:00 p.m. before the County Board meeting. No action taken.

12. Discussion and possible action on charging a fee for the use of conference rooms

A current resolution regarding meeting fees was distributed for the committee to review. Wehmeier explained that charging for conference rooms in county facilities is not consistent. This will be discussed again at the next meeting. No action taken.

13. Central Services Financial Report

A financial report was provided for the committee to review. No action taken.

14. MIS Financial Report

A financial report was provided for the committee to review. No action taken.

15. Potential items for the Committee's next meeting

- Approval of the April 1, 2015 Infrastructure Committee minutes
- Update on new highway facility
- Update on the old highway facility
- City of Jefferson presentation of future concepts for the old highway facility
- Presentation – City of Jefferson future concepts for the old highway facility
- Discussion and possible action on charging a fee for the use of conference rooms
- Mark Miller – Central Services Project

16. Set next meeting date:

- Wednesday, April 14, 2015 at 10:30 a.m. at the Workforce Development Building and May 6, 2015 at 9:00 a.m.

17. Adjourn

David made a motion to adjourn; Second by Kelly at 9:58 a.m. Ayes – All (Motion Carried)

DRAFT