

Jefferson County Board
Committee Minutes

#6

October 4, 2011
Infrastructure Committee

1. Call to order

Meeting called to order by Supervisor Reese at 9:10 a.m.

2. Roll call of Committee Members

Richard Jones, Donald Reese, Mary Delany, Jim Schroeder, and Rick Kuhlman.

Others Present: Gary Petre – County Administrator; John Molinaro – County Board Chairman; Tammie Jaeger – Administrative Assistant-Confidential; Phil Ristow – Corporation Counsel; Joan Daniel – Administrative Services Manager; Terry Gard – Human Services Maintenance Supervisor.

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 made

5. Public Comment

None

6. Approval of the September 6, 2011 Infrastructure Committee meeting minutes

Motion made by Supervisor Kuhlman; Second by Supervisor Delany to approve the September 6, 2011 Infrastructure Committee meeting minutes as printed. Ayes-All (Motion Carried)

7. Discussion and possible action on Workforce Development rental rates

Joan Daniel told the committee that the new rate is \$16.92 per square foot. This is a 7.6% increase over the current rate. They would also like to try and adjust the contract language so that it renews on a calendar year. Staff will review the contract language and bring it back to the Committee, if necessary.

Motion made by Supervisor Jones; Second by Supervisor Schroeder to approve the rate of \$16.92 per square foot for 2012. Ayes-All (Motion Carried)

8. Discussion and possible action on ordinance for "Gun Free Buildings" on County property

Phil Ristow distributed a draft ordinance regarding "Gun Free Buildings" on County Property, reviewed it and addressed questions from the committee.

Motion made by Supervisor Jones; Second by Supervisor Schroeder to approve this ordinance as written and forward it to the County Board for their consideration at the October meeting. Ayes-All (Motion Carried)

9. Update on 2012 Capital Projects

Gary Petre provided information on the 2012 Capital Projects that are included in the 2012 Recommended Budget and discussed the Finance Committee amendments. No action taken.

10. Discussion and possible action on Highway Facility Project

No action taken.

11. Discussion and possible action on a Jefferson County Grounds Use Policy

The Committee was given a draft Grounds Use Policy to review.

Motion made by Supervisor Kuhlman; Second by Supervisor Delany to approve the Jefferson County Grounds Use Policy as written. Ayes-All (Motion Carried)

#9

Gary Petre

From: Terry Gard
Sent: Monday, December 12, 2011 11:11 AM
To: Gary Petre
Subject: FW: Book1 (3).xlsx

I did get prices from Roland back in October.

From: Roland Welsch, Jr.
Sent: Wednesday, October 05, 2011 9:22 AM
To: Terry Gard
Subject: FW: Book1 (3).xlsx

fyi

From: Roland Welsch, Jr.
Sent: Wednesday, October 05, 2011 8:30 AM
To: Joan Daniel
Subject: RE: Book1 (3).xlsx

Main Human Services Xirrius access points \$11000
Hillside \$11000
WFD \$11000
Leuder House \$4500
Management Software \$5900
Software Hardware and software maintenance \$1990 per building, 4 buildings, \$7960
Wiring \$1000
Total \$52,360

From: Joan Daniel
Sent: Tuesday, October 04, 2011 1:10 PM
To: Roland Welsch, Jr.
Cc: Kathi Cauley; Barb Mottl
Subject: RE: Book1 (3).xlsx

Also need the cost for our building to go wireless?

Thanks for your help.

Joan

From: Joan Daniel
Sent: Tuesday, October 04, 2011 1:05 PM
To: Roland Welsch, Jr.
Subject: Book1 (3).xlsx

**Courthouse Parking Lot
Engineering Proposals**

			<u>Not To Exceed</u>
Gunnar Malm & Assoc.	Madison	7.3%	\$33,500 (8.06%)
Arnold and O'Sheridan	Madison	4.2%	\$17,800
WJE Assoc.	Northbrook, IL	8.0%	\$32,800
Bloom Companies	Milwaukee	7.5%	\$31,425

2012 Budget = \$33,534 (8%) of \$419,178 for a total budget of \$452,712

**JEFFERSON COUNTY
CENTRAL SERVICES DEPT.**

TO: Infrastructure Committee
FROM: Mark Miller, Maintenance Manager
Date: February 5, 2012
SUBJECT: Update on Green Initiatives

- 1. Underground parking garage.
Replace (15) High pressure sodium 150 watt fixtures with 4 tube 4 ft. T8 fixtures. (project completed)
\$3,875.00
- 2. Replace (125) T12 4tube fixtures with 2and 3 tube parabolic T8 fixtures in various locations of the Courthouse.
\$12,500.00 (project about 50% completed)
- 3. Add motion sensors for lighting control in various locations such as meeting rooms, restrooms, etc. (Will complete in 2012)
\$1,900.00
- 4. Replace (2) 15HP 3 phase 30 year old HVAC motors with 95% energy efficient motors. (Will complete in 2012)
\$4,200.00
- 5. Replace old obsolete toilets at Drug Task Force Facility with Mansfield water saver fixtures at 2.5 gallons per flush instead of the old 4.5 gallon. (Project completed) \$2,200.00

2012 Projects

- 1. Replace 32 exit lights in various locations that are currently using 7-13 watts of energy to LED 3 watt fixtures. \$3,200.00
- 2. Replace 6 old original water coolers in the Courthouse with high energy efficient compressors, which will reduce energy cost by about 50%
- 3. Replace T12 lighting fixtures in 3 of the meeting rooms with parabolic T8, 2 and 3 tube fixtures. Rooms 112, 202, 203
- 4. Replace all of the T12 fixtures in the lower level hallway with T8 fixtures.
- 5. Finish up with the punch list from 2011. This has been work in progress with the majority of the work being completed with in house staff when time allows.

Thank, you
Mark Miller
Maintenance Manager

Central Services Department

Green Initiatives

2011 Budget	\$20,000
2011 Actual	\$ 8,759 *
2012 Budget	\$20,000

* 2011 Expenditures: \$3,875	Replace (15) High pressure sodium 150 watt fixtures with 4 tube 4 ft. T8 fixtures. (<u>project completed</u>)
2,684	Replace (125) T12 4tube fixtures with 2and 3 tube parabolic T8 fixtures in various locations of the Courthouse. (<u>project about 50% completed</u>)
2,200	Replace old obsolete toilets at Drug Task Force Facility with Mansfield water saver fixtures at 2.5 gallons per flush instead of the old 4.5 gallon. (<u>Project completed</u>)
	<hr/>
	<u>\$8,759</u>

2012 Projects:

\$2,000	Replace (125) T12 4tube fixtures with 2and 3 tube parabolic T8 fixtures in various locations of the Courthouse. (<u>complete from 2011</u>)
1,900	Add motion sensors for lighting control in various locations such as meeting rooms, restrooms, etc.
4,200	Replace (2) 15HP 3 phase 30 year old HVAC motors with 95% energy efficient motors.
3,200	Replace 32 exit lights in various locations that are currently using 7-13 watts of energy to LED 3 watt fixtures.
3,200	Replace T12 lighting fixtures in 3 of the meeting rooms with parabolic T8, 2 and 3 tube fixtures. Rooms 112, 202, 203.
1,500	Replace all of the T12 fixtures in the lower level hallway with T8 fixtures.
4,000	Any additional projects.

\$20,000

Gary Petre

From: Terry Gard
Sent: Monday, February 06, 2012 12:20 PM
To: Gary Petre
Cc: Joan Daniel; Kathi Cauley; Mark Miller; Tammie Jaeger
Subject: Energy up-grades

Good afternoon Gary, here is the up-date on green initiatives.

To date we have completed all of the lighting up-grades in the 1980 section of Human Services. Our next goal is to complete the lighting up-grades in Hillside Building which was started late last year. All of the necessary fixtures have been purchased and are on-site. After Hillside we will move to Lueder Haus/CSP and replace all T12 fixtures to T8 as well as the remaining incandescent ceiling fixtures. All of this work is being done in-house and as time allows.

One project I am working on is costing out the replacement and up-grade of all parking lot lights from High Pressure Sodium LU400 and LU 250 bulbs to LED, this has the potential of cutting our outdoor lighting costs by two thirds according to the estimates I received. Additionally, replace all exit light fixtures in the buildings from fluorescent to LED, mainly in the older buildings.

I plan to change the automatic handicap door at Human Services from the right side as you approach the building to the left side, I find that the public uses this door even if not needed and our cooling/heat loss can be substantial as the doors remain open to allow wheel chair access. Code allows us to do this and I believe it very worthwhile. The cost of this change will be in the \$3,000.00 range based on past quotes.

This year we would like to tune-up three Fulton boilers, something we do not do annually due to cost, I have asked Joan to carryover \$4,000.00 to accomplish this.

Please call if you need anything additional.

T. Gard
Jefferson County Health/Human Services
1541 Annex Road
Jefferson, WI
53549
920-674-8179 Cell 920-723-0585

Human Services Department
Green Initiatives

2011 Budget	\$34,000
2011 Actual	\$23,721 *
2012 Budget	\$0

* 2011 Expenditures were made for the purchase of T8 fixtures to replace all T12 fixtures in the Human Services Department's buildings. Remaining unexpended funds of \$10,279 will be requested for carryover to 2012 and applied towards the cost of 2012 projects.

2012 Projects:

1. Replacement of fluorescent exit lights with LED exit lighting.
2. Additional insulation in the main Human services building.
3. Replace all sodium parking lot lights with LED lighting.
4. Reverse location of handicap doors at the main entrance to the Human Services building.
5. Tune-up the three Fulton boilers.

#12



Jefferson County Guide to MIS Services

October 2011

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Our Goal

Our goal is to maintain a high level of customer service with limited staff and make sure we get the tasks that you and your department need completed in a cost effective and timely manner.

Management Information Systems (MIS)

(920) 674-2303

Office Fax: (920) 674-6892

Office Hours: 8:00 a.m. - 4:30 p.m.

The MIS Department is responsible for installation, upgrade, maintenance, support, networking and training on approximately 501 desktop computers, 96 laptop computers, 34 Windows file servers, 594 networked telephones, 187 centrex telephones lines, and one IBM AS400 model 820 and one AS400 model I520. The MIS Department serves Jefferson County's computing needs, including: One-on-One Technical Assistance, Computer Software Training Classes, On-site Hardware and Software 7 x 24 hour on-call for Sheriff's Office and various other departments, Needs Assessment, PC/Network Setup and Design, Web support, and Form Design. The MIS Department performs software maintenance and custom enhancements to the following: PeopleSoft (JD Edwards), Land Records, Register of Deeds, Human Services, Zoning, UW-Extension, Highway, and Treasurer.

Help Desk 2010

Employees started using our web based Track-IT Help Desk System (see Page 2 of this guide) effective March 8, 2010.

You may still call our department for *serious outages and urgent problems*. Obviously, if your County computer is down you should call us on the telephone. All of our MIS telephones are setup with voicemail. If you call, please leave a message, rather than calling from telephone to telephone and not leaving a message. If you have an urgent matter, press 0 during our voicemail greeting and you will be transferred to a general telephone number that is answered 8:00a.m.-4:00p.m. If you have a serious problem outside of normal work hours or on the weekend, please call our cell phone at 920-723-3040. We do not monitor the help desk 24 x 7. So, if you experience a serious problem outside of normal work hours or on a weekend, then please call the cell phone as the help desk ticketing system will not have anyone monitoring it.

Our Best Practices MIS Help Desk Prioritization spreadsheet is available within the Jefferson County computer network via this link;



Help desk
priorities.xls

(Otherwise, if looking at a printed copy of this guide, see Insert behind this page)

As other jobs are completed, we assign your ticket to the most qualified person to do the work. Your patience during this process is appreciated! The work order tickets are evaluated with the Help Desk Priorities to help us determine what is more important and where to focus our limited staff resources.

Help Desk Ticketing System

Employee/ Personnel access to the MIS Help Desk Ticketing System, Track-IT is available within our network at the link below;

<https://helpdesk.jeffersoncountywi.gov/TIWEB/scripts/trackit.asp>

*****Note; When using the Track-IT system, please use the aforementioned Help Desk Priorities spreadsheet (on Page 3 of this document) when determining priority of your issue.**

Our Best Practices Numera TrackIt Help Desk Instructions network user document is available within the Jefferson County computer network via this link;



Numera TrackIt
Help Desk Instr...

(Otherwise, if looking at a printed copy of this guide, see Insert behind this page)

MIS Newsletter

Jefferson County MIS maintains a regular monthly/ quarterly newsletter that is posted online for regular viewing at the Jefferson County Employee Page link below;

<https://www.jeffersoncountywi.gov/jc/employee/>

Once at the Employee Page, look under the MIS area on the left, and then click on the drop down triangle to the left of the MIS link. From there, click on the Newsletter link below.

Phone System Voicemail

Jefferson County utilizes a Cisco-based network phone system for all of its locations within the county. The interface at any given desk phone is relatively easy for the average user to acclimate themselves to. To have a better understanding of your office phones voicemail and other useful features, MIS offers a document on how to customize your settings via our Instructions sheet via this link;



Unity 7 Voicemail
Instructions...

Reminders: Most all users in the Highway, Courthouse, Sheriffs, Human Services, Lueder House, Hillside, Health, UW Extension, can all be reached by dialing the 4 digit extension. Sheriff's Annex, Fair, and the Parks building are the exception to this rule. If you have other questions about capabilities of the phone systems, please contact Roland Welsch at 5958

(Otherwise, if looking at a printed copy of this guide, see Insert behind this page)

Microsoft Office

In 2012 we will be switching the network at large and all user workstations over from previous versions of the Microsoft Office Suite to Office 2010. As most have noticed by now, the user interface (e.g. the utilities that one uses) within Office, and its most commonly used Word and Excel document and spreadsheet creators, will be evolving and changing again from Office 2003 (XP), 2007, and now with version 2010.

Here are some of the features coming for Office 2010.

1. Enhanced document saving features in Word and Excel
2. Enhanced Power Point features
3. Quick Step functions within Outlook
4. A built-in PDF writer that comes with Office versus a download with Office 2007.
5. A built-in desktop Screen Capture function
6. Better integration in Office for opening documents and creations from other office document generation products (like OpenOffice).

Here is an example of what a Word 2010 window will look like;



Password Policy

Jefferson County requires personnel to have secure, easy to remember passwords that meet expectations of the county and especially MIS.

With that said, here are some items to consider towards the creation and/or maintenance of your user password if you are using a county-owned PC or laptop remotely or in your office space;

What are the requirements for a "secure" password? Here are some recommendations.

- Contain both upper and lower case characters (e.g., a-z, A-Z)
- Have digits and punctuation characters as well as letters e.g., 0-9, !@#%&*()_+|~-=\`{ } [] : ; ' < > ? , . /)
- Are at least eight alphanumeric characters long.
- Is not a word in any language, slang, dialect, jargon, etc.
- Are not based on personal information, names of family, etc.
- Create passwords that can be easily remembered. One way to do this is create a password based on a song title, affirmation, or other phrase. For example, the phrase might be: "This May Be One Way To Remember" and the password could be: "TmB1w2R!" or "Tmb1W>r~" or some other variation.

NOTE: Do not use either of these examples as your own passwords!

Do not use the same password for Jefferson County accounts as for other non-Jefferson County access (e.g., personal internet account, option trading, benefits, etc.). Where possible, don't use the same password for various Jefferson County access needs.

For a more detailed description of system-wide Jefferson County password policy, please refer to the Password Policy document link list below;



Jefferson County
Network Passw...

(Otherwise, if looking at a printed copy of this guide, see Insert behind this page)

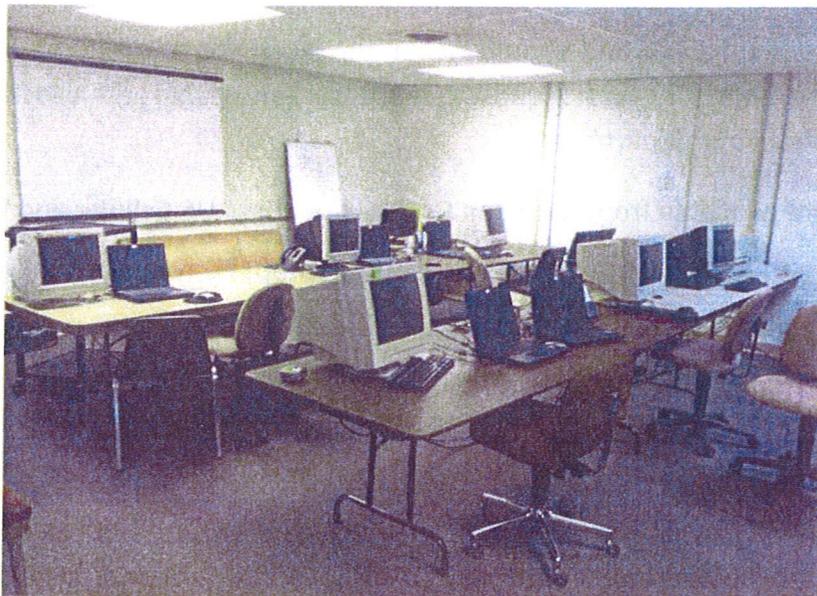
Computer Internet Policy

Jefferson County provides its personnel and authorized affiliates access to and use of information technology resources to allow its users to be more efficient, productive, and have access to perform their duties for the county. For more information on our internal policies, open the content at the link below;

<https://www.jeffersoncountyiwi.gov/jc/employee/documents/HR0410ComputerInternetTelephonePolicyFeb2010.pdf>

Training Room

MIS maintains a Training Room in the lower level of the Jefferson County Courthouse. This room is also available for group use.



For more information please contact;

Roland Welsch, 5958,
rolandw@jeffersoncountyiwi.gov

Available Current Training

Current training is available during scheduled and customized periods for smaller groups. A list of the available training topics is available online at the link below;

Currently available training classes that can be scheduled:

<https://www.jeffersoncountywi.gov/jc/employee/documents/MISCourseOfferingList.pdf>

Upcoming training classes are posted inside our latest newsletter. On a previous page, we have discussed where to find the MIS Employee newsletter.

Cell Phones, Laptops, and Portable Devices

Wireless device use is a privilege and should never be taken for granted. Use of these machines within Jefferson County is by necessity and request. Clearance for usage and allocation of these devices are controlled via the head of your department.

Cell Phone discounts are available from Jefferson County providers US Cellular and Verizon.

Use of County Email on a personal smart device or tablet (laptop) PC requires a license.

All users that take HIPAA or other personal, confidential data away from the four walls of the facilities should have an encrypted thumb drive to store the data on if you do not have a laptop from the County. Device needs will again be dictated by the users request to their corresponding department head who will then determine further action.

Contact your department head for more information on additional policies and expectations surrounding use of the devices mentioned above.

Encrypted Email

It is important that all confidential email communication is kept private, especially if those involve HIPAA, financial or medical data. If you type the word ENCRYPT in the subject, you can force your email to be encrypted. If you do nothing but send an email out of Outlook, the automatic lexicon scanning system will look at text inside the email and look for things like DRG codes, social security numbers, or personally identifiable financial information, credit card numbers, or anything medical, and encrypt anything that even looks like HIPAA or personally identifiable financial information. All email with approved State agencies has been turned on so we are communicating using TLS communication.

Training for secure Email is available from the Jefferson County Secure Email User Awareness Program. The tabs within the site (located near the upper left of the page go over a brief explanation of the services MIS and Jefferson County use in the network, Employee, and Email Recipients responsibilities in using the system. Below is the link to access the information;

<http://userawareness.zixcorp.com/sites/index.php?b=05fe135586ef34efb3532d9a58db3041&type=0&p=2>

Disposal of e-Waste

Electronic waste, e-Waste, e-scrap, or Waste Electrical and Electronic Equipment (WEEE) describes discarded electrical or electronic devices.

Disposal of Jefferson County CDs, thumb drives, disposal of old equipment, copiers, printers, faxes, PCs, servers, and other e-Waste are disposed of through URT, Universal Recycling Technologies, LLC, Janesville, WI.

Copy Center Information

The Jefferson County Copy Center is responsible for maintaining inventory and stocking limited office supplies for all County departments. They provide high speed, high volume printing and have printers, a binding machine, as well as other machines including a hydraulic cutting, electric collator, and automatic folder.

Current hours (until further notice) are;

8a.m.-12:30p.m. - Monday, Tuesday, Thursday, and Friday

Kathy Hart is our Central Duplicating clerk. She manages two copiers that can do many jobs automatically. Users can contact Kathy at;

Central Duplicating

320 S. MAIN STREET, ROOM 100

JEFFERSON, WI 53549

PHONE (920) 674-7134 (or extension 7134)

KathyHa@jeffersoncounty.gov

If you contact Kathy she will be happy to re-arrange her work schedule to accommodate any upcoming print jobs that require immediate attention. Current price structure for Central Duplicating is available by clicking on the link below;



2011 RATE
SHEET.xls

(Otherwise, if looking at a printed copy of this guide, see Insert behind this page)

Network Connectivity

MIS assists and creates, then maintains all internal computer network connectivity and its related resources used by Jefferson County.

Jefferson County MIS Department also manages the County's fiber optic network that connects most of the County Buildings in the Jefferson City limits.

MIS Advisory Board

The MIS Advisory Committee consists of Department Heads or their designees that help the MIS Department identify projects and issues that affect the County and its work flow and upcoming events. The Advisory Committee consists of Andy Erdman, LIO, Todd Lindert, Sheriff's Department, Sararina Stolar, Child Support, Barb Mottl, Human Services, Tammie Jaeger, Administration, John Rageth, MIS, and Roland Welsch, MIS.

If you need additional information about the MIS Department, please contact your Departmental MIS Contact Person, your MIS Advisory Board member, if you have one, your Department Head, or Roland Welsch, 5958, Rolandw@JeffersonCountyWI.gov

RESOLUTION NO. 2011-59

Resolution adopting a County Grounds Use Policy

WHEREAS, the County receives various requests from time to time for use of portions of county grounds or buildings, and

WHEREAS, development of a uniform procedure and terms applicable to authorizing use of county grounds or buildings is desirable, and

WHEREAS, the Infrastructure Committee has reviewed a number of the issues involved and recommends the adoption of the attached Grounds Use Policy,

NOW, THEREFORE, BE IT RESOLVED that the Grounds Use Policy as recommended by the Infrastructure Committee is hereby adopted.

BE IT FURTHER RESOLVED that any prior policies adopted in conflict herewith are hereby repealed.

Fiscal Note: The use of county grounds has tended to decrease over the years as security concerns have increased. As a result, no significant revenue is expected to be generated from this process.

AYES ___26___

NOES _____2___ (Torres, Zentner)

ABSTAIN _____

ABSENT ___2___

Requested by
Infrastructure Committee

10-11-11

Philip C. Ristow: 10-05-11

GROUNDS USE POLICY

The Jefferson County Board of Supervisors has adopted the following policies and procedures for non-governmental use of courthouse grounds and other county facilities in order to protect the interest of Jefferson County government, the courthouse, citizens of Jefferson County and the public.

Use. Primary use of courthouse and other county facilities is for the conduct of county government business. Consequently, groups that are part of Jefferson County government will have the sole use of most facility space, and priority to use meeting rooms and other public facility space. Such priority shall be determined by the County Administrator on a case by case basis. Any disputes between various branches of county government shall be resolved by the Infrastructure Committee, time permitting. Otherwise, the determination of the Administrator shall be final.

Non-governmental Use. Nonprofit Jefferson County citizen groups may be allowed to use public areas as long as their use does not interfere with county government functions, operations or business.

Permits. Any person who wishes to use public space must apply for a permit at least four weeks prior to the proposed use. Scheduling is on a "first come, first serve" basis. The applicants are encouraged to apply as far in advance as possible. Applications shall be in a form approved by the Infrastructure Committee and must explain the nature of the proposed activity, display or event. An application fee of \$50 shall be submitted with the application.

All permits shall be subject to the following terms of use:

- (1) The use of any county facility by profit-making groups or for profit-making purposes is generally prohibited. No business, non-profit, or personal organization shall be allowed to solicit business or sell items for profit without the prior permission of the Jefferson County Infrastructure Committee.
- (2) No admission or use fee can be collected by a non-Jefferson County entity for any event conducted on county property.
- (3) No alcoholic beverages shall be served, or consumed in county facilities listed in this policy. No person(s) impaired by alcohol shall be permitted in county facilities.
- (4) Smoking of tobacco products is prohibited in any enclosed building as provided in Wisconsin Statutes §101.123. In addition, the smoking of tobacco products and the use of smokeless tobacco products is prohibited by the Jefferson County Smoke Free Air Act.

(5) Weapons and firearms are prohibited in all county facilities except as otherwise permitted by the County Weapon Policy.

(6) Functions occurring in county facilities shall not violate any applicable City of Jefferson, Jefferson County, State of Wisconsin or federal laws, ordinances or regulations.

(7) The permit holder is responsible for paying all costs in connection with a proposed activity, display, or event, including any costs incurred by the County for services that are in excess of the costs that would be incurred by the County in the absence of the activity, display or event.

(8) The permit holder assumes responsibility for all activities conducted in connection with the permitted use, including supervision and control to prevent injury or damage; maintenance of the premises in connection with the permitted use; and coordination with the County Administrator.

(9) The permit holder agrees that any unattended display will be accompanied at all times by a sign clearly stating the name of the permit holder and that the display is a private display that is not sponsored, maintained, or funded by Jefferson County.

(10) The permit holder agrees that it will not in any way, directly or indirectly discriminate against any person because of ancestry, age, color, creed, disability, family status, handicap, income, marital status, national origin, race, religion, sex, sexual orientation or any other status protected by federal, state, county, and city ordinances, policies, procedures, regulations, rules and statutes.

(11) The permit holder agrees to indemnify, hold harmless, and defend Jefferson County and its agents, employees, officers, and officials against any and all damages or claims that arise because of the issuance of a permit, the permitted use, or the placement of any display, equipment, or other item in connection with the permitted use.

(12) The permit holder must meet with the County Administrator prior to the commencement of the permitted use to determine the specific placement of any display, equipment, or other item.

(13) The permit holder is responsible for any damage to the courthouse, courthouse grounds, or county property that arises in connection with the permitted use. The County Administrator will notify the permit holder of any such damage and the cost of repairs.

(14) The permit holder shall supply a Certificate of Insurance to the County at least three weeks in advance of the permitted use showing coverage of at least \$1,000,000 per occurrence for bodily injury and \$250,000 per occurrence for property damage.

(15) The permit holder shall pay any extra personnel costs incurred by the County in connection with the permitted use including cleanup after the permitted use ends, or security

during the period of use. A \$50 deposit will be required in addition to the application fee to guarantee payment for cleanup costs.

(16) No signs, emblems, banners, pennants, etc. may be affixed to any building surfaces, steps, walls or light fixtures.

(17) The County Administrator or Committee may establish other permit conditions as may be, in their discretion, necessary to protect the County's interest.

ADDITIONAL RULES

(1) Parks shall be rented/used in accordance with the Parks Ordinance.

(2) Rooms at the Workforce Development Center may be rented at the rate of \$41 per day to local non-profit citizen groups.

(3) Large gatherings outside at the courthouse will be assigned a particular area within which to congregate. No electric power will be supplied. No amplified sound systems will be permitted.

(4) Notwithstanding the issuance of a permit, the County reserves the right to cancel, move or preempt scheduled use of a county facility and further reserves the right to access and enter the reserved space at any time.

(5) The Fair Park Committee may establish alternate rules for use of its buildings or grounds.

Adopted by Jefferson County Board of Supervisors on 10/11/2011

Date of Application:	
----------------------	--

Permit No.	
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Jefferson County Courthouse
 320 S. Main St, Rm 111
 Jefferson, WI 53549
 920-674-7101

County Facility and Grounds Permit Application/Approval

The Jefferson County Board of Supervisors has adopted (Resolution No. 2011-58) a Jefferson County Grounds Use Policy governing the non-government use of County facilities and grounds. A copy of this policy is made part of this application/permit form. (see reverse side). By signing this form, the applicant agrees that he/she and any group of people being represented by the applicant shall adhere to all of the terms of use in the Policy. Applications are due at least four weeks prior to the event date.

Applicant Name:	
Represented Group Name:	
Applicant Address (Street):	
(City, State, Zip)	
Applicant Phone Number:	
Group Tax Exempt Number:	
Name of Event:	
Facility Requested:	
Room Requested:	
Expected Number of People:	
Date(s) of Event:	

Time of Event:	From:	a.m./p.m.	To:	a.m./p.m.
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Application Fee: \$50.00

The application fee is due upon submission of this form. Application forms will not be accepted without payment of the fee. Checks should be made payable to: Jefferson County Treasurer. All fees are non-refundable unless application is withdrawn in writing at least 10 calendar days in advance of the event date.

Security Deposit: \$50.00

The security deposit is due upon approval of the permit application form. A separate check is required for this fee and should be made payable to: Jefferson County Treasurer. The security deposit may be refunded in part or in its entirety, after the event is held.

Applicant and represented group agree to indemnify and hold harmless Jefferson County, its officers, employees and insurers from any and all claims for bodily injury, disease, personal injury, property damage or loss of use from damage resulting thereto arising out of or in any way connected with the applicant's/group's use of the property and/or building(s), unless such claim is based on the sole negligence of Jefferson County or its employees. The applicant's security deposit check will be held until after the event ends. The amount of refund will be determined by the County, based upon the cost of any repair for damage caused by the event or for any extra personnel costs incurred, including cleanup or security.

Applicant Signature _____

Permit Approval: _____

Phone: _____

Gary R. Petre
County Administrator

Date: _____

Date Permit Approved: _____

GROUNDS USE POLICY

The Jefferson County Board of Supervisors has adopted the following policies and procedures for non-governmental use of courthouse grounds and other county facilities in order to protect the interest of Jefferson County government, the courthouse, citizens of Jefferson County and the public.

Use. Primary use of courthouse and other county facilities is for the conduct of county government business. Consequently, groups that are part of Jefferson County government will have the sole use of most facility space, and priority to use meeting rooms and other public facility space. Such priority shall be determined by the County Administrator on a case by case basis. Any disputes between various branches of county government shall be resolved by the Infrastructure Committee, time permitting. Otherwise, the determination of the Administrator shall be final.

Non-governmental Use. Nonprofit Jefferson County citizen groups may be allowed to use public areas as long as their use does not interfere with county government functions, operations or business.

Permits. Any person who wishes to use public space must apply for a permit at least four weeks prior to the proposed use. Scheduling is on a "first come, first serve" basis. The applicants are encouraged to apply as far in advance as possible. Applications shall be in a form approved by the Infrastructure Committee and must explain the nature of the proposed activity, display or event. An application fee of \$50 shall be submitted with the application.

All permits shall be subject to the following terms of use:

- (1) The use of any county facility by profit-making groups or for profit-making purposes is generally prohibited. No business, non-profit, or personal organization shall be allowed to solicit business or sell items for profit without the prior permission of the Jefferson County Infrastructure Committee.
- (2) No admission or use fee can be collected by a non-Jefferson County entity for any event conducted on county property.
- (3) No alcoholic beverages shall be served, or consumed in county facilities listed in this policy. No person(s) impaired by alcohol shall be permitted in county facilities.
- (4) Smoking of tobacco products is prohibited in any enclosed building as provided in Wisconsin Statutes §101.123. In addition, the smoking of tobacco products and the use of smokeless tobacco products is prohibited by the Jefferson County Smoke Free Air Act.
- (5) Weapons and firearms are prohibited in all county facilities except as otherwise permitted by the County Weapon Policy.
- (6) Functions occurring in county facilities shall not violate any applicable City of Jefferson, Jefferson County, State of Wisconsin or federal laws, ordinances or regulations.
- (7) The permit holder is responsible for paying all costs in connection with a proposed activity, display, or event, including any costs incurred by the County for services that are in excess of the costs that would be incurred by the County in the absence of the activity, display or event.
- (8) The permit holder assumes responsibility for all activities conducted in connection with the permitted use, including supervision and control to prevent injury or damage; maintenance of the premises in connection with the permitted use; and coordination with the County Administrator.
- (9) The permit holder agrees that any unattended display will be accompanied at all times by a sign clearly stating the name of the permit holder and that the display is a private display that is not sponsored, maintained, or funded by Jefferson County.
- (10) The permit holder agrees that it will not in any way, directly or indirectly discriminate against any person because of ancestry, age, color, creed, disability, family status, handicap, income, marital status, national origin, race, religion, sex, sexual orientation or any other status protected by federal, state, county, and city ordinances, policies, procedures, regulations, rules and statutes.
- (11) The permit holder agrees to indemnify, hold harmless, and defend Jefferson County and its agents, employees, officers, and officials against any and all damages or claims that arise because of the issuance of a permit, the permitted use, or the placement of any display, equipment, or other item in connection with the permitted use.
- (12) The permit holder must meet with the County Administrator prior to the commencement of the permitted use to determine the specific placement of any display, equipment, or other item.
- (13) The permit holder is responsible for any damage to the courthouse, courthouse grounds, or county property that arises in connection with the permitted use. The County Administrator will notify the permit holder of any such damage and the cost of repairs.
- (14) The permit holder shall supply a Certificate of Insurance to the County at least three weeks in advance of the permitted use showing coverage of at least \$1,000,000 per occurrence for bodily injury and \$250,000 per occurrence for property damage.
- (15) The permit holder shall pay any extra personnel costs incurred by the County in connection with the permitted use including cleanup after the permitted use ends, or security during the period of use. A \$50 deposit will be required in addition to the application fee to guarantee payment for cleanup costs.
- (16) No signs, emblems, banners, pennants, etc. may be affixed to any building surfaces, steps, walls or light fixtures.
- (17) The County Administrator or Committee may establish other permit conditions as may be, in their discretion, necessary to protect the County's interest.

ADDITIONAL RULES

- (1) Parks shall be rented/used in accordance with the Parks Ordinance.
- (2) Rooms at the Workforce Development Center may be rented at the rate of \$41 per day to local non-profit citizen groups.
- (3) Large gatherings outside at the courthouse will be assigned a particular area within which to congregate. No electric power will be supplied. No amplified sound systems will be permitted.
- (4) Notwithstanding the issuance of a permit, the County reserves the right to cancel, move or preempt scheduled use of a county facility and further reserves the right to access and enter the reserved space at any time.
- (5) The Fair Park Committee may establish alternate rules for use of its buildings or grounds.

#17

Tammie Jaeger

From: Gary Petre
Sent: Monday, November 28, 2011 8:56 AM
To: Donald Reese
Cc: Tammie Jaeger
Subject: FW: Sheriff creating his own weapons policy for the county courthouse

Hi Donny,
I just wanted to forward to you a copy of the email below and let you know that the Infrastructure Comm. will need to put this item on an agenda before the February County Board meeting. We can put it on either a December or January agenda.

Thanks, Gary.

Gary R. Petre
Jefferson County Administrator
www.jeffersoncountywi.gov

From: Gary Petre
Sent: Monday, November 28, 2011 8:46 AM
To: 'Hugh McMahan'
Cc: Jeff Parker; Paul Milbrath; Duane Scott; John Molinaro; Sharee Behm; Jerry Haferman; Paul Wallace
Subject: RE: Sheriff creating his own weapons policy for the county courthouse

Mr. McMahan,
The Sheriff's Chief Deputy Jeff Parker has informed me that the Sheriff's Office procedure of not permitting any size of knife into the Courthouse will continue to be followed in order to ensure the safety of the general public and employees. The County will proceed with reconsidering the language in the policy to remove the exclusion of knives under 2.5 inches in length. A change to this policy cannot be considered by the County Board until its meeting in February, since the Board does not meet in January.
I trust that this addresses your concern about the inconsistency between the County's policy and the Sheriff's Office procedures. Thank you for bringing this issue to our attention and again thank you for your patience in waiting for a response from the County.

Sincerely, Gary.

Gary R. Petre
Jefferson County Administrator
www.jeffersoncountywi.gov

From: Gary Petre
Sent: Monday, November 28, 2011 7:56 AM
To: 'Hugh McMahan'
Cc: Jeff Parker; Paul Milbrath; Duane Scott
Subject: RE: Sheriff creating his own weapons policy for the county courthouse

Mr. McMahan,
You are correct that the policy allows for pocket knives with a blade less than 2.5 inches long. I don't know why a different policy is being followed but I will discuss this with the Sheriff's Office today. I will get back in contact with you as soon as I have an answer. Thank you for your patience, Gary.

Gary R. Petre
Jefferson County Administrator

www.jeffersoncountywi.gov

From: Hugh McMahon [<mailto:hcmahon@compufort.com>]

Sent: Friday, November 25, 2011 10:37 AM

To: Gary Petre

Subject: Sheriff creating his own weapons policy for the county courthouse

Dear Mr. Petre: It came to my attention recently that the Sheriff was not following the Jefferson County Weapons Policy as posted on your website. The policy allows pocket knives with blades less than 2.5 inches yet per the Sheriff no knives are allowed in the courthouse. I contacted the Sheriff and he said he would look into it. Then contacted John Molinaro who also said he would look into it. So far I have not heard back from anyone as to why the posted weapons policy is not being followed and I would like an answer. Thank you! Hugh McMahon, hcmahon@compufort.com

RESOLUTION NO. 2011-58

Resolution adopting County Weapon Policy

WHEREAS, Wisconsin Act 35 known as the Concealed Carry Law, becomes effective November 1, 2011, and

WHEREAS, persons with licenses issued by the Department of Justice and those with out of state concealed carry licenses will be able to carry weapons throughout the State with a number of exceptions such as the Sheriff's Office, the Courthouse, the Jail, schools, and

WHEREAS, local governments including the County have the option to prevent the carrying of concealed weapons in other buildings owned or occupied by the governmental unit, and

WHEREAS, the Infrastructure Committee has reviewed the new law and the County's options and recommends that the Board establish the policy to prohibit the carrying of concealed weapons in county buildings, and further prohibit non law enforcement employees from carrying weapons in county owned vehicles, and

WHEREAS, the Infrastructure Committee recommends adoption of the attached policy effective November 1, 2011,

NOW, THEREFORE, BE IT RESOLVED that the County Board adopts the Weapon Policy recommended by the Infrastructure Committee, which shall be effective November 1, 2011.

Fiscal Note: The estimated cost of a sufficient number of signs to post at all building entrances is between \$1,000 and \$1,500.

AYES ___19___

NOES ___9___

(Braugher, Morris, Kuhlman, Peterson, Poulson, Jaekel, Torres, Zentner, Borland)

ABSTAIN _____

ABSENT ___2___

Requested by

Infrastructure Committee

10-11-11

Philip C. Ristow: 10-05-11

JEFFERSON COUNTY WEAPON POLICY

I. Preamble

This policy was prompted, in significant part, by 2011 Wisconsin Act 35. It is intended to preserve and promote public protection and safety, public peace and good, and workplace safety and health.

II. Definitions

- A. "Law Enforcement Officer" means a Wisconsin law enforcement officer, as defined in Section 175.46(1)(g) Wisconsin Statutes or a federal law enforcement officer, as defined in Section 175.40(7)(a)1. Wisconsin Statutes.
- B. "Licensee" means an individual holding a valid license to carry a concealed weapon under Section 175.60 Wisconsin Statutes or an out-of-state licensee per Section 175.60(1)(f) 1.-2. Wisconsin Statutes.
- C. "Motor Vehicle" means a vehicle which is self-propelled, including but not limited to a passenger car, truck, and van, bus, taxi, commercial motor vehicle, motorcycle, moped, motor bicycle, snowmobile, and all-terrain vehicle.
- D. "Placard" means a small card or plaque.
- E. "Sign" means a sign that states a restriction imposed hereunder and that is at least 5 inches by 7 inches.
- F. "Special Event" means an event that is open to the public, is for a duration of not more than three (3) weeks, and either has designated entrances to and from the event that is locked when the event is closed or requires an admission.
- G. "Weapon" includes, without limitation, any firearm (including a handgun), an electric weapon (as defined in Section 941.295(1c)(a) Wisconsin Statutes), a knife (~~except a pocket knife with a blade less than 2.5 inches~~), a switchblade (as defined in Section 941.24(1) Wisconsin Statutes), a billy club, oleoresin capsicum (OC) spray devices (also known as pepper spray or pepper mace), Metallic knuckles, nunchaku, shuriken, cestus, manrikigusari, or any device designed or used as a weapon and capable of producing great bodily harm or death. **The Sheriff may prohibit any other device not defined in this section as a weapon, that the Sheriff deems in violation of this Policy.**

III. Prohibitions

- A. County employees are prohibited from carrying or possessing a concealed weapon (or a weapon that is not concealed) in the course (or during any part) of their employment.

This prohibition does not apply to:

- 1. Certified law enforcement officers, entitled to carry a weapon, while acting in their official capacity and with lawful authority.

2. An employee, who is a Licensee, properly storing a weapon or ammunition in the employee's own motor vehicle, regardless of whether the motor vehicle is used in the course of employment or whether the motor vehicle is driven or parked on property used by the County.
- B. Persons are prohibited from carrying or possession of a concealed weapon (or a weapon that is not concealed) while operating or being a passenger in any County owned or leased motor vehicle.

This prohibition does not apply to certified law enforcement officers, entitled to carry a weapon, while acting in their official capacity and with lawful authority.

- C. No person may, while carrying or possessing a weapon, enter or remain in any part of a building that is owned, occupied, or controlled by the County

This prohibition does not apply to:

1. Certified law enforcement officers, entitled to carry a weapon, while acting in their official capacity and with lawful authority.
 2. A person who leases residential or business premises in the building.
 3. A person *if* a firearm is in a vehicle driven or parked in the parking facility, or to any part of the building used as a parking facility.
- D. Organizers of any "special event" may prohibit any persons carrying or possessing a weapon from entering or remaining at the "special event".

This prohibition does not apply to:

1. Certified law enforcement officers, entitled to carry a weapon, while acting in their official capacity and with lawful authority.
2. If the firearm is in a vehicle driven or parked in the parking facility, or to any part of the special event grounds or building used as a parking facility.

IV. Notice

- A. For purposes of *III. Prohibitions A.* above:

County employees will be notified, either orally or in writing, of the restriction.

- B. For purposes of *III. Prohibitions B.* above:

1. A placard may be posted, that is located in a prominent place within or on the motor vehicle, such that any person who is an operator or occupant of the vehicle can be reasonably expected to see the placard.

Suggested language for the placard:

ENTRY TO THIS VEHICLE WHILE CARRYING OR POSSESSING A CONCEALED FIREARM OR OTHER WEAPON (OR A FIREARM OR OTHER WEAPON THAT IS NOT CONCEALED) IS FORBIDDEN.

or

2. Any motor vehicle operator or occupant will be notified, either orally or in

writing, of the restriction.

C. For purposes of *III. Prohibitions C.* above:

1. A sign will be posted that is located in a prominent place near all of the entrances to any building to which the restrictions apply, where any individual entering the building can be reasonably expected to see the sign.
2. Suggested language for a sign:

"NO PERSON MAY ENTER OR REMAIN IN THIS BUILDING WHILE CARRYING OR POSSESSING A FIREARM OR OTHER WEAPON"

D. For purposes of *III. Prohibitions D.* above:

1. A sign will be posted that is located in a prominent place near all of the entrances to the special event, such that any individual attending the special event can be reasonably expected to see the sign.
2. Suggested language for a sign:

"NO PERSON MAY ATTEND THIS INSERT NAME OF SPECIAL EVENT WHILE CARRYING OR POSSESSING A FIREARM OR OTHER WEAPON"

V. Miscellaneous Provisions

- A. This policy is intended to be consistent with, and cannot supersede, state law/ or federal law.
- B. If any provision or clause of this policy or its application to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of this policy that can be given effect without the invalid provision or application, and to this end the provisions of this policy are severable.
- C. Reference to the Wisconsin Statutes herein include as such statutes now exist or are hereafter amended.

VI. Penalties for Violation

- A. If applicable, referral to law enforcement or the district attorney for prosecution as applicable under Wisconsin Statutes, including Section 943.13 Wisconsin Statutes; *and/or*
- B. For County employees, discipline up to and including discharge from employment.

VII. Effective Date

This Weapon Policy becomes effective November 1, 2011.

Adopted by the Jefferson County Board of Supervisors on 10/11/2011.

JEFFERSON COUNTY SHERIFF'S OFFICE

#17

POLICY & PROCEDURE

SUBJECT: UNAUTHORIZED ITEMS

NUMBER: 414

POSTING DATE: 11/09/2006

PAGE 1 OF 3

EFFECTIVE DATE: 11/19/2006

AMENDS:

PURPOSES

- ° The intent of this policy is to increase the safety of county and state employees as well as the public who work or conduct business in the Jefferson County Courthouse by identifying types of items that will not be allowed into the courthouse.

POLICY

Unauthorized items will not be allowed past the security station of the Jefferson County Courthouse. At the discretion of the deputy sheriff, additional items other than those listed below may be disallowed into the courthouse. Those items used by law enforcement officers, jail staff and prison officials while on duty at the courthouse are exempt.

PROCEDURES

A. **DEFINITIONS**

- 1. Unauthorized items include but are not limited to the following:
 - x a. Guns of any kind, including pellet, BB, replica, and toy
 - b. Ammunition
 - c. Explosives
 - d. Electric weapons
 - e. Martial Arts weapons
 - f. Batons
 - g. Knives of any kind
 - h. Brass Knuckles
 - i. Mace

- j. Pepper Spray
- k. Sharp objects
- l. At the discretion of the deputy, additional items may be disallowed.

2. Illegal items

- a. Items that are a type of unauthorized item and are against the law to possess or conceal.

B. UNAUTHORIZED ITEMS

1. Deputy will inform people who are in possession of unauthorized item(s) that they are not allowed to proceed past the security station.
2. Deputy will inform people in possession of unauthorized item(s) that are not considered to be illegal, to return the item to their vehicle.
 - a. Special exceptions may be made at the discretion of the deputy. The item(s) may be checked in at the security station, and the item(s) will be returned upon exiting the courthouse.
3. Check in of unauthorized item(s)
 - a. The deputy will take the item(s) and will place the item(s) in a paper envelope.
 - b. Deputy will document on the envelope the date the item(s) was taken, name and phone number of property owner, item description, and deputy who received the item(s)
 - c. Deputy will document on the security check point log form, name of property owner, date item(s) was taken, item(s) description, deputy who received the item(s), and the deputy that returned the item(s).
4. People, who refuse to dispose of their item(s) by any one of the two options listed above (#2 or #3), will be denied access to the courthouse.
5. Item(s) checked in at the court security station and not claimed at the end of the day will be held at the security station for a period of 30 days. After 30

days, the item(s) will be discarded.

C. ILLEGAL ITEM(S)

1. If a person approaches the court security station and states they have a weapon or some type of illegal unauthorized item, or if such an item is located, the person and the item will be detained at the station.
 - a. The deputy will notify the sheriff's office communication center and/or other deputies in the courthouse of the situation and request assistance.
 - b. Arrests will be made or citations issued if appropriate.
 - c. An incident report will be generated in these instances.

February 8, 2012

Highway Facility
Committee Motion

Motion to postpone the Puerner Street site and the two industrial sites from further consideration and to keep sites A and C as options. In addition, staff is requested to get the following information as recommended by Bray Architects under the Considerations/Rationale section of their presentation, and to report their findings back to the Infrastructure Committee at its March 21, 2012 meeting:

1. Detailed conversation related to utility extension costs 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.
4. Commitment to further exploration of two new sites allows County to proceed with more detailed analysis.

RESOLUTION NO. 2011-__

Postponing 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 thoroughly examining all of the 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 be postponed from further consideration and keep Sites A and C (as identified in the Bray Architects Report dated January 24, 2012) as the two remaining 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 and Finance 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.

4. Commitment to further exploration of two new sites allows County to proceed with more detailed analysis.

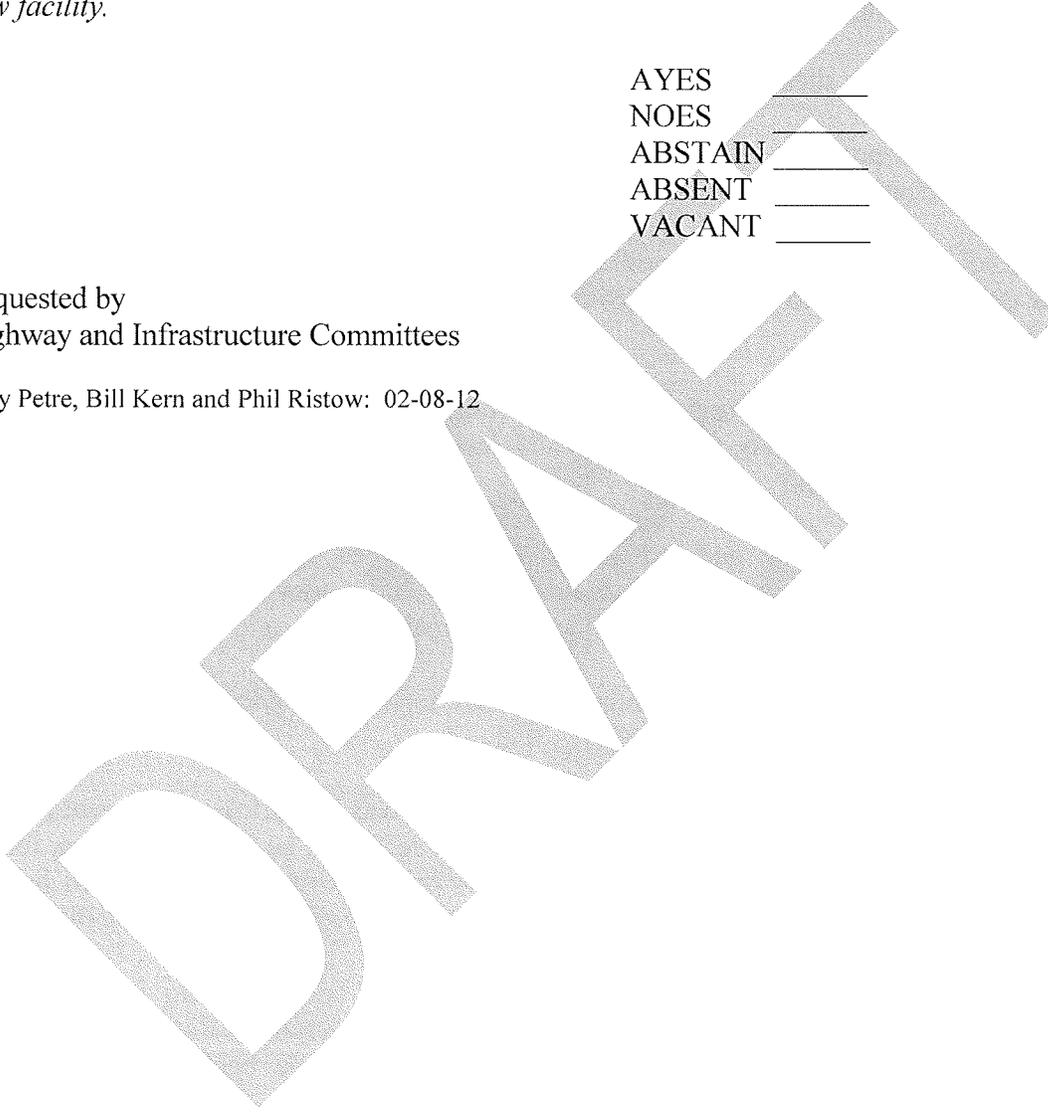
Fiscal Note: Adoption of this resolution will not result in any additional cost to the County. Staff time will be expended in gathering additional information on the two remaining site options. The Highway department's budget includes approximately \$182,500 in remaining funds for facility site location expenses, should they be needed to cover future costs in determining the best location for a new facility.

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____
VACANT _____

Requested by
Highway and Infrastructure Committees

02-14-12

Gary Petre, Bill Kern and Phil Ristow: 02-08-12



Jefferson County Highway Department

January 25, 2012

Facility Condition Report

Summary of Recent Highway Department Studies (12 year period 2000-2012)

2000 Building Evaluation & Feasibility Study

Consultant: Omni Associates

Recommendation: Replace current facilities with a new facility, the study noted numerous deficiencies and conditional problems in the facility (See building condition review on the following pages).

2004 Highway Department Operations Study

Consultant: Eclipse

Recommendation: Replace fleet maintenance facility with a new, modern facility and upgrade and modernize fuel and fleet management systems (Study was based more on operations than facilities).

2008 Highway Facility Study

Consultant: Short Elliott Hendrickson

Recommendation: Replace current facilities with a new off-site facility. The new location was not part of this study.

2011 Highway Facility Site Study

Consultant: Barrientos Design

Recommendation: Replace current facilities with new off-site facilities on county property (Site C) located on the south side of the City of Jefferson.

2011 Highway Facility Site Study (Addendum)

Consultant: Barrientos Design

Recommendation: After review of multiple additional sites around the City of Jefferson, recommendation remains to build new off-site facilities on (Site C) on the south side of Jefferson.

2012 Highway Facility Study

Consultant: Bray Architects

Recommendation: After review of multiples sites around the City of Jefferson, including re-use/remodel of existing or commercial properties, the recommendation was to build a new facility on either of the vacant sites in the study (Site A or Site C).

Highway Commissioner Recommendation (January, 2012): Based on the conditions of the highway department buildings outlined in all the previous studies that include numerous building deficiencies, health and safety concerns of employees, code violations, and operational inefficiencies, I would recommend the County Board approve the construction of a new highway facility on vacant land near the STH 26 Jefferson Bypass. If the County Board does not approve a new facility, I would recommend an architect be retained to design plans for the repair of all current health, safety, and security concerns at the existing facility. Several health and safety concerns are still unaddressed from previous studies dating back 12 years.

Facility Summary

The Vehicle Maintenance Facility and Office was built in 1938. Additions to the main shop and other buildings were added in the 1950's and 1960's. Another addition was added in the 1970's.

Facility Condition Review (January 24, 2012)

Roof Conditions (Major failures, Leaking) – Repairs, Replacement needed on multiple buildings

Repairs Completed: County forces annually, \$53,000 contract work in 2005

Repairs Completed: County forces 2006, 2007, 2008, 2009, 2010, 2011

Condition: Major Repairs Needed, Major water leaks in office areas and shop welding areas

Condition reported by: 2000 Omni Study, 2008 SEH

Interior Water/Moisture Damage – Repairs needed in multiple areas

Repairs: County forces annually

Condition: Repairs Needed

Condition reported by: 2000 Omni Study, Staff observations

Ventilation/Air Quality Systems (Fleet Maintenance and Administration Building)

▫ Mechanical System undersized (Not in compliance with state building codes)

▫ Shop and Office Areas - Ventilation (Not in compliance with state building codes)

Condition: Repairs and Installation Needed

Condition reported by: 2000 Omni Study, 2008 SEH Study

Shop Office and Mezzanine Areas – Repairs needed

▫ Including complete new HVAC upgrades to shop office and mezzanine

▫ Multiple life safety and building code violations

Condition: Repairs/Upgrades Needed

Condition reported by: 2000 Omni Study, Staff observations

Exhaust/Ventilation system in truck storage area (Improve system - Reduce fumes)

Storage combined with mechanic work area

Condition: Repair/Install Needed, Immediate attention needed

Condition reported by: 2000 Omni Study, 2008 SEH Study

Storage Building (Metal, yellow building) - Ventilation System (None)

▫ Does not meet building code requirements, install new systems

Condition: Installation Needed

Condition reported by: 2000 Omni Study

Storm Water Discharge/Separation (Not in compliance with state building codes)

Condition: Repairs/Installation needed immediately

Condition reported by: 2000 Omni Study

Vehicle Wash Bay (None, hazardous condition)

Condition: Repairs/Installation needed immediately, Improve equipment life

Condition reported by: 2000 Omni Study, Staff observations

No sanitary break or lunch areas for employees (Sanitation code violation)

Condition: Repairs/Upgrades Needed (Sanitary code violation)

Condition reported by: 2000 Omni Study, Staff observations

Facility Condition Review (Continued, page 2)

Accessibility of Buildings (ADA compliance, not properly accessible – all buildings)

Condition: Repairs/Upgrades Needed, very poor access for all public

Condition reported by: 2000 Omni Study

Lighting Quality (Very poor, upgrades needed)

Condition: Repairs, Upgrades Needed

Condition reported by: 2000 Omni Study, Staff Observations

Oil Storage Room (Expansion needed)

Condition: Undersized, does not likely meet environmental/safety standards

Condition reported by: 2000 Omni Study

Concrete Floor (Failures and spalling of concrete)

Conditions: Spalling concrete in multiple buildings, drainage grates tenting, trip hazards

Condition reported by: Staff observations

Automated Fire Alarm System (Multiple malfunctions)

Condition: Repairs Needed, multiple failures and false alarms, major concerns

Condition reported by: Staff observations

Electrical Systems (Undersized for fleet maintenance facility)

Condition: Repairs Needed, major concerns

Condition reported by: 2000 Omni Study, Staff Observations

Electrical System - Needs replacement (Heated Storage Building)

Condition: Repairs/Upgrades Needed

Condition reported by: 2000 Omni Study

Shop Storage Mezzanine

(Load bearing concerns, poor lighting, poor ventilation)

Condition: Repairs/Upgrades Needed

Condition reported by: 2000 Omni Study

Tractor Area (Storage Mezzanine)

(Does not meet building code requirements for clearance and stairway)

Condition: Upgrades Needed

Condition reported by: 2000 Omni Study

Heating Units Failures (Heated Storage) – Failed units in heated storage building

Condition: Repairs, Replacement Needed (Units continue to fail, numerous problems)

Condition reported by: Staff observations

Door Conditions (Damage, failures, key system problems)

Condition: Repairs Needed, Possible replacement needed

Condition reported by: 2000 Omni Study, Staff observations

Overhead Door Conditions (Damage, multiple failures)

Condition: Repairs Needed, Replacement needed for most doors and mechanics

Condition reported by: Staff observations, multiple failures in the last few years

Inventory Control

Condition: Upgrade needed, poor facility and grounds layout, poor physical security control

Condition reported by: Staff observations

Facility Condition Review (Continued, page 3)

Exterior/Interior Building Materials (In disrepair – multiple buildings)

Condition: Repairs Needed

Condition reported by: 2000 Omni Study, Staff observations

Steel Framing on 1938 Vehicle Maintenance Building

- Needs cleaning and painting to prevent further corrosion

Condition: Repairs Needed

Condition reported by: 2000 Omni Study

Vehicle Maintenance Bays

- Cumbersome, dangerous, inefficient

- Lack of overhead cranes in several work areas

Condition: Installation, Updates, hazardous working conditions

Condition reported by: 2000 Omni Study, Staff observations

Scale (System Failed, needs replacement)

Condition: Replacement Needed

* Repaired annually, recently failed

Condition reported by: Staff observations

Fuel System (Poor condition, no control-security)

Condition: Replacement/Upgrades Needed (Numerous system problems), major security concern

Condition reported by: 2004 Operations Study, Staff observations

Masonry Walls (Deterioration, need repairs on several walls)

Condition: Repairs Needed

Condition reported by: 2000 Omni Study, Staff observations

Storage Buildings (In need of structural repairs)

Condition: Repairs Needed

Condition reported by: 2000 Omni Study, current observations

Salt Shed Doors (Failing, replace)

Condition: Repairs/Replacement Needed

Condition reported by: Staff observations

Toilet Room Facilities (Poor Condition, Repair and upgrade)

Condition: Repairs/Upgrades Needed

Condition reported by: 2000 Omni Study, Staff observations

Security (Multiple security issues at buildings, almost no grounds or building controls)

- Parking and Fencing improvements, major circulation issues

Condition: Repairs/Upgrades Needed, liability concerns, drive-thru issues

Condition reported by: 2000 Omni Study, Staff observations

Site Paving (Fair to Poor Condition)

Condition: Repairs Needed

Condition reported by: 2000 Omni Study, Staff observations

No adequate meeting or training facilities for employees

Condition: Repairs/Upgrades Needed

Condition reported by: Staff observations

Facility Condition Review (Continued, page 4)

Summary

The facilities were reviewed in a 2000 Facility Study by Omni Associates and the recommendation was to replace the current facility with a new facility, a new facility was not approved at that time by the County Board. Another study of Highway Department operations was completed in 2004, and even though it was not specifically targeted for reviewing department facilities, recommendations of the study included building a new fleet maintenance facility and installing new fuel and vehicle management systems into the department. A third study was completed in 2008 by Short Elliott Hendrickson, the facility study after reviewing several options regarding the repair or replacement of the existing structure, recommended replacing the existing facility with a new off-site complex.

A fourth study was completed by Barrientos Design in 2011. The recommendation of the study is to build a new off-site facilities on county property (Site C) on the south side of the City of Jefferson. At the conclusion of the study, and additional contract was agreed to with Barrientos Design to look at other potential sites to build the new highway facilities. Barrientos Design contract was extended multiple times by board members requesting additional information and additional sites to study, in all, nine sites were studied in detail by Barrientos Design. The final recommendation was for the county to build a new facility on Site C2 on the south side of the City of Jefferson.

A fifth study of the Highway Department was authorized of the County Board in August 2011. After another request for proposals was issued, the county contracted with Bray Architects to complete a new study regarding Highway Department facilities and sites. Bray Architects reviewing the current highway shop along with the Briggs & Stratton facility and Schweiger facility, and also reviewed the vacant property on the north and south side of the City of Jefferson. After a three month review of all sites and buildings, Bray Architects recommended the county build a new facility on one of the two vacant sites. The recommendation including pursuing further information and costs at both the County Farm site (Site C) and the Junction Road site (Site A).

County Highway Department Facility Comparison County A vs County B

#20

10/25/10

Issue: County A and County B had original Highway Department facilities built in the 1930's. As highway operations evolved, the existing 1930's buildings used for fleet maintenance, highway operations/offices, and fleet storage became non-functional and obsolete. Most of the original Wisconsin highway department facilities were built within the largest central city, but by the 1970's, the cities had grown and the facilities were locked in residential neighborhoods in the central part of the city. The decision County A and County B both faced in the late 1970's was a similar decision faced across the state by most county highway departments, relocate a new facility outside the city (or in an industrial park) that is more suitable for the operations and accessible to major highways, or stay within the city and try to remodel or add-on to existing facilities. The following example below is the data obtained from the financial reports of two counties that made different decisions when faced with the above scenario, County A chose to add an addition onto the existing facility and to remain in the city, and to continue to use the 1930's building for most operations (Fleet, Operations, Offices). County B chose to build a new precast highway facility that included all new offices, fleet maintenance areas, and fleet storage. A review of the historical data of County A and County B follows:

County A

Project	Year	Cost	Description
Original Facility	1938	xxxxx	
Main Facility - Addition (Heated Vehicle Storage)	1977	\$938,000	Addition
Capital Improvements	1977	\$10,000	Office
	1980	\$16,000	Office
	1985	\$18,000	Insulation
	1988	\$7,000	Shop
	1990	\$42,000	Roof
	1990	\$25,000	Welding, Office
	1994	\$18,000	Office/Lights
	1997	\$91,000	Entrance
	1998	\$93,000	Parking Lot
	1998	\$15,000	Entrance
	1999	\$243,000	Parking Lot
	2005	\$59,000	Roof, Curbing
	2005	\$100,000	Parts Area
	2007	\$21,000	Landscaping, Parking
	2007	\$20,000	Roof
	2009	\$25,000	Roof
Total		\$803,000	
Total Facility Capital Costs	1980-2010	\$1,741,000	
*Total Energy Costs (Heat, Water, Light)	30 Years 1980-2010	\$1,710,000	
Remaining Design Life of Main Facility		0 Years	

County B

Project	Year	Cost	Description
Original Facility	1930	xxxxx	
Precast Concrete New Off-site Facility (Parking Lots/Grounds)	1983	\$1,545,000	New Facility
Capital Improvements	1983-2009	None	
	Main Facility Capital Costs	1980-2010	\$1,545,000
*Total Energy Costs (Heat, Water, Light)	30 Years 1980-2010	\$900,000	
Remaining Design Life of Main Facility		50 Years	

County A (Data 2010)

- County A main facility (1938) is surrounded by city residential property
- County A main facility access to main highways is through the city
- County A fleet maintenance/welding area still in the 1938 building
- County A main operations and offices are still in 1938 building
- County A no modern facilities for training, work orders, operations
- County A no indoor equipment wash facilities
- County A does not have an automated and secure fuel system
- County A has poor access for the public and poor traffic flow
- County A is limited in outdoor space for material storage
- Remaining Life of existing facility: 0 Years

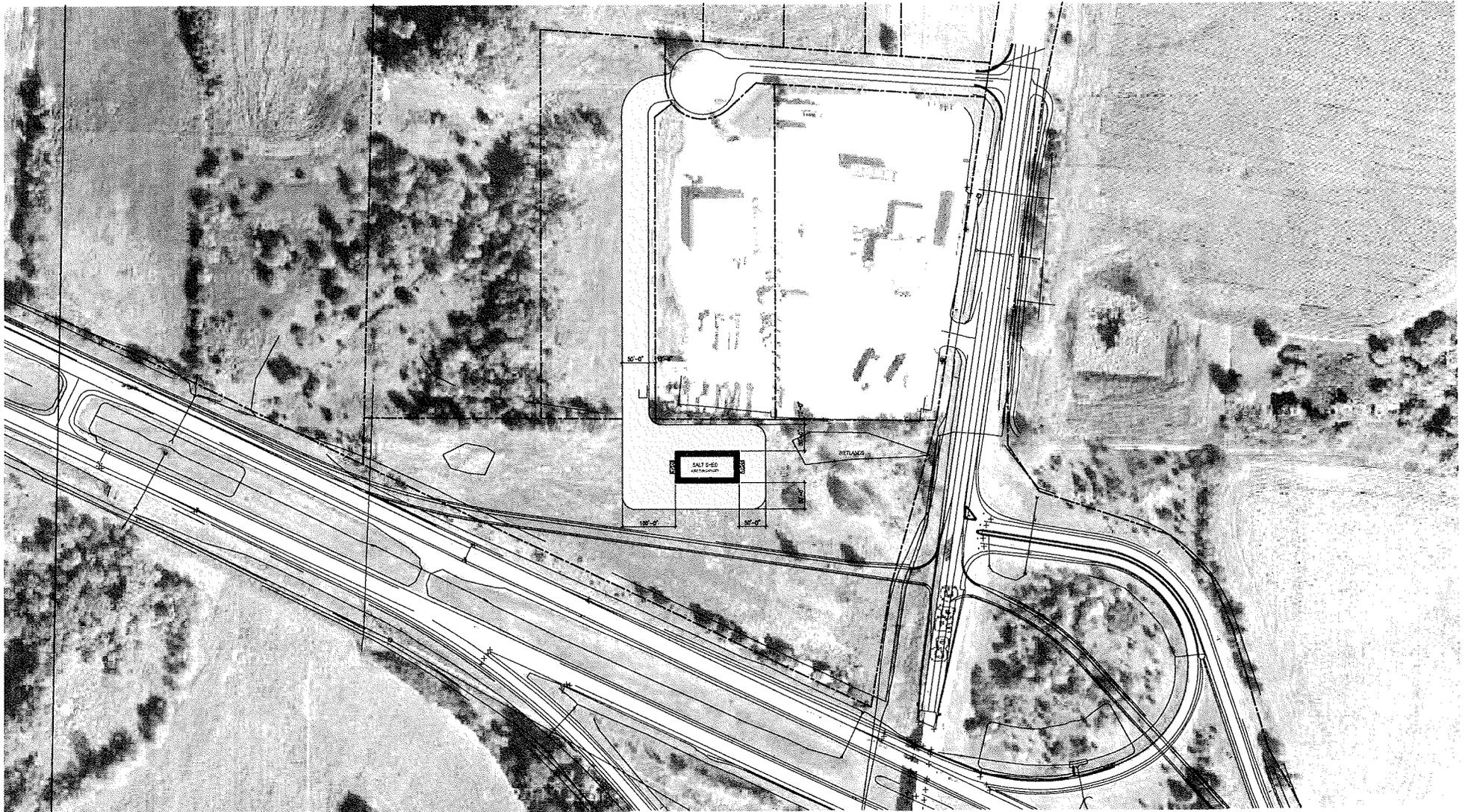
County B (Data 2010)

- County B has a (1983) precast main highway facility in an industrial park
- County B main facility is located with quick access to interstate
- County B has a modern fleet maintenance area for mechanics/welders
- County B has modern offices, training/break room, etc.
- County B has modern and more efficient HVAC systems
- County B has an indoor equipment wash bay
- County B has a modern, automated fuel management system
- County B has good access for the public, separate from employees areas
- County B has good outside space for material storage and expansion
- Remaining Life of existing facility: 50 Years

Questions

- ▶ Which county board would you rather be?
- ▶ County A is facing a 13 to 15 million dollar facility replacement decision
- ▶ County B is facing only general maintenance facility costs for the next 40 to 50 years

Notes: The energy cost data was extrapolated from comparing energy costs reported from 1999 to 2004, the average costs for County A were \$57,000 per year and County B were \$30,000 per year, the average difference in energy costs were about \$27,000 per year. In the last five years energy costs have increased significantly, and the average cost difference may have changed, recent data would need to be looked at to see if the average cost difference today is different. Also, building and grounds maintenance costs were reviewed and it was determined that County B had lower average buildings and grounds costs for maintaining the facility, but that data was not included in the overall analysis.



01 SITE PLAN
LAKE MILLS SATELLITE SHOP



JEFFERSON COUNTY HIGHWAY DEPARTMENT
LAKE MILLS SATELLITE SHOP

Friday, December 16, 2011



01 SITE PLAN
 LAKE MILLS SATELLITE SHOP
 1" = 80'-0"

JEFFERSON COUNTY HIGHWAY DEPARTMENT
 LAKE MILLS SATELLITE SHOP

Tuesday, December 13, 2011

THE UNDERSIGNED APPRAISER CERTIFIES THAT:

To the best of my knowledge and belief, the statements contained in the appraisal report are true and the information upon which the opinions expressed herein are based is correct, subject to the limiting conditions herein set forth:

This appraisal has been made in conformity with appropriate Wisconsin Statutes and Regulations.

The statements contained in this report are true and correct.

The reported analyses, opinions and conclusions are limited only by the reported assumptions and limiting conditions, and is my personal, unbiased professional analyses, opinions and conclusions.

I have no present or prospective interest in the property that is the subject of this report, or to the parties involved with this assignment.

Neither my compensation nor my employment are contingent upon the reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of the appraisal.

My analyses, opinions and conclusions were developed; and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice.

No one provided significant professional assistance to me in making this report. I have not revealed the findings and results of this appraisal to anyone other than the client and I will not do so until authorized by said client, or until I am required to do so by due process of law, or until I am released from this obligation by having publicly testified as to such findings.

On January 30, 2012 I made a final personal inspection of the subject property. I have made a field inspection of the sales relied upon in making this appraisal.

It is my opinion that as of January 30, 2012 the fair market value of the land herein described is \$327,615.00.

J.C. Johnson

February 1, 2012

J.C. Johnson, WI Certified General Appraiser #1383-010

Date

