

**WAUPACA COUNTY HIGHWAY
SPECIAL BUILDING COMMITTEE**

JUNE 19, 2015

Chair Dick Koeppen called the meeting to order at 9:00 a.m. and confirmed the open meeting law requirements were met.

Roll Call: Chair Dick Koeppen, Supr. Fleese, Federwitz, Jonely, Penney, Barrington and Hwy. Commissioner Dean Steingraber, County Clerk/Admin. Coordinator Mary Robbins, DERM Director Roger Holman, Finance Director Heidi Dombrowski, and Sheriff Brad Hardel-excused. Supr. Johnson was excused.

Review and approve agenda. Motion: Supr. Fleese moved and Supr. Barrington seconded the motion to approve the agenda as mailed. The motion carried without a negative vote.

Public Comment. None.

Review and approve minutes – May 22, 2015. Motion: Supr. Jonely moved and Supr. Federwitz seconded the motion to approve the previous minutes. Motion carried without a negative vote.

Presentation by Norman Barrientos from Barrientos Design and Consultant. They have done several other county Highway Shops, about 13. He reviewed their experience with the process of starting a county highway shop project. Visualize the End in Mind; Leadership Drives the Process; Site Plans To Date; Initial Building Concept; Planning Process; Interlocking Team Structure; Design Team Roles; Design Team Organization; Performance Driven Design; Sized for the Future & Flexibility; The Budget is Organically Developed; Design Phases Process; Review & Input Periods; Sequential Design Development; Schedule of Events; Bidding & Construction; Required Design Services; Building Design Phases; Schematic Design; Design Development; Construction Documents; Bidding & Construction;

Key Performance Issues: Highway Garage's Main Function and The Value Proposition for a New Garage; Main Components of Facility ; Network of Relationships; Fleet Composition as Key Driver; New Truck with V-Bodies; Optimal Plan Relationships, Industry Benchmarking; Facility Sizing Ratios; Applying Ratios by Lane Miles; Designing for the 70-Year Solution; Key Design Drivers; Design Features; Interior Environment and What Does a New Facility Look Like – shared other county experiences; Effective Building Design and Sizing Your Building.

He emphasized that the first thing you need to do is define decision making process – who's in charge. Things will go much easier if you don't have too many bosses working with the project manager. They need one person to make the final decisions, while keeping everyone else in the loop.

Public Relations is key, you need to get the communication out, you are protecting your very expensive investment; Visioning Kick Off Day; Input Workshops with staff and stakeholders. You will need a schedule of Events – Design of phases takes approx. 1 year. Need to check on City/County Zoning requirements.

If you would do a deficiency analysis it would cost approx. \$15,000 for the study. They would be able to help with selected RFP Bids.

Committee suggested that the County Board do a tour of the existing facility after county board on July 21st. Discussion by the committee that Chair Koeppen would be the spokesperson for the project progress.

Executive Committee is June 26th at 10 a.m.

Adjourn: Motion: Supr. Fleese moved and Supr. Barrington seconded the motion to adjourn the meeting at 11:00 a.m.

Mary A. Robbins
County Clerk/Administrative Coordinator