

**WAUPACA COUNTY HIGHWAY  
SPECIAL BUILDING COMMITTEE**

**MAY 22, 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 and Hwy. Commissioner Dean Steingraber, County Clerk/Admin. Coordinator Mary Robbins, DERM Director Roger Holman, and Sheriff Brad Hardel. Supr. Johnson was excused.

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

Public Comment. None.

Overview of Current Facility. High Commissioner Dean Steingraber gave an update on the current status of the county facilities.

- 1936 the Waupaca Facility was built. Several additional were made since.
- Continues repairs to old shop.
- Storage of winter plow trucks is difficult and dangerous (four rows deep).
- Potential environmental issues.
- Location is difficult and dangerous for trucks navigating residential area.
- Insufficient vehicle storage.

Vision of Future Facility Needs.

- One primary repair site – still keep satellite sites.
- Architect should be on board for design and needs.
- Committee would like to do onsite of other highway facilities.
- Good public relations (communication of facts).
- Discussion on new efficiencies and technologies.
- Safer work environment.
- Large facility with greater storage capacity.

Planning Process

- Check with neighboring County for process.
- Request for proposal.
- Financial Planner.
- Informational package.
- Tours & Visits.
- Plan Development.
- Construction Plans.
- Project Manager – committee agreed this is a must.

Highway Commissioner Dean Steingraber said that he will put together and distribute an informational sheet on facility needs.

Highway Commissioner Dean Steingraber will discuss the optimum planning process with other counties that have gone through similar projects.

Next Meeting date: Friday, June 19, 2015 at 9 a.m.; Executive Committee is June 26<sup>th</sup> at 10 a.m.

Adjourn: **Motion:** Supr. Fleese moved and Supr. Penney seconded the motion to adjourn the meeting at 10:20 a.m.

Mary A. Robbins  
County Clerk/Administrative Coordinator