

**WAUPACA COUNTY HIGHWAY
SPECIAL BUILDING COMMITTEE MINUTES**

November 3, 2016

Chair Dick Koeppen called the meeting to order at 10:00 a.m. and confirmed the open meeting law requirements were met.

Roll Call: Chair Dick Koeppen, Supr. Fleese, Federwitz, Jonely, Penney, Johnson, Barrington and Hwy. Commissioner Casey Beyersdorf, County Clerk/Admin. Coordinator Mary Robbins, Finance Director Heidi Dombrowski, Kris Carlin and Corporation Counsel Diane L. Meulemans were present.

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.

Review and approve minutes – June 23, 2016. Motion: Supr. Fleese moved and Supr. Johnson seconded the motion to approve the previous minutes. Motion carried without a negative vote.

Public Comment. No public present.

Highway Commissioner Casey Beyersdorf gave an update on the progress of the plan for the new County Highway Facility and recapped the RFP's. Received 8 proposals from Architectural Firms and would like to review and make a selection of at least 3 to 5 proposals to call in for interviews.

First Interview date would be November 28th and second interview date to be December 5th.

Proposals were opened in Open Session.

1. Angus Young, Janesville, WI
2. Barrientos, Milwaukee, WI
3. Bray & Associates, Milwaukee, WI
4. CBS squared, Chippewa Falls and Appleton
5. Jewell
6. Kueny Architects
7. McMahon & Associates
8. Omni & Associates

Selection of the following firms for interviews: Angus Young, Barrientos, Bray & Assoc., Jewell and Omni. Discussion on questions for the Interview Selection Process. 45 min. for total interview. The Committee will need to obtain an appraisal of the existing Facility.

Financial Update by Finance Director Heidi Dombrowski. Financial Update by Finance Director Heidi Dombrowski. Heidi reported that she has talked with Todd Taves, our Financial Advisor from Ehlers concerning the Initial Resolution for the borrowing. She explained that there would be two options for the initial resolution by either taking an initial resolution to the County Board authorizing the borrowing for the New Highway Facility in December prior to Phase 1 of the architectural work being completed. The down side to this option, is that we will not know the amount of the initial resolution until Phase 1 is complete. The second option would be to hire the Phase 1 of the project using Fund Balance in the Highway Operations Fund. Once the total amount of the project is determined, the initial resolution would be brought to the County Board authorizing the debt for the New Facility, including the costs of Phase 1. We would anticipate 90% of the Fund to be borrowed in November of 2018, with the remaining 10% at the completion of the project.

In addition, the auditors have recommended that since the Highway Operations Enterprise Fund will be holding the Asset, that they would also hold the debt service. This would create a Debt Levy in the Highway Operations Fund to pay off the debt over the period of 20 years. The financial statements would then reflect the debt service offsetting the capital asset of the building.

NEXT COMMITTEE MEETING: Friday, December 2 at 9 a.m.

Adjourn: Motion: Supr. Johnson moved and Supr. Jonely seconded the motion to adjourn the meeting at 12:30 p.m. The motion carried the meeting was declared adjourned.

Mary A. Robbins
County Clerk/Administrative Coordinator