

**WAUPACA COUNTY HIGHWAY  
SPECIAL BUILDING COMMITTEE MINUTES**

**December 2, 2016**

Chair Dick Koeppen called the meeting to order at 8:30 a.m. and confirmed the open meeting law requirements were met.

**Roll Call:** Chair Dick Koeppen, Supr. Fleese, Federwitz, Jonely, Penney, Johnson, Barrington, Sorensen and Hwy. Commissioner Casey Beyersdorf, Highway Office Manager/Accountant Kris Carlin, Highway Office Specialist Jill Lodewegen, Finance Director Heidi Dombrowski, IT Director Brent Wyland and Corporation Counsel Diane L. Meulemans were present.

**Review and approve minutes** – November 3, 2016. **Motion:** Supr. Barrington moved and Supr. Sorensen seconded the motion to approve the previous minutes. Motion carried without a negative vote.

**Public Comment.** No comments from the public

Highway Commissioner Casey Beyersdorf gave a general guideline for the interview process and noted the interview question and rating sheets that were handed out to each member. He indicated that he would try to ask questions that may not have been addressed in the 30 minute presentation, during a 15 minute question/answer section. Other members would then be able to ask any additional questions they may have if time allowed.

Interviews were in the following order and each company provided the committee with a handout and discussed their qualifications including projects that they have worked on and experiences.

9 a.m. Jewell Associates Engineers, Inc. of Spring Green WI  
10 a.m. Barrientos, Milwaukee, WI  
11 a.m. Angus Young, Janesville, WI  
11:45 a.m. – 12:45 p.m. Lunch Break  
1 p.m. Bray Associates-Architects, Inc, Milwaukee, WI  
2 p.m. Omni & Associates, Appleton WI

Questions were asked of each such as: if there was an item that was not addressed or needed clarification such as experience with annexation, billing process, willingness to attend County Board to give presentations, contracting/buying locally etc.

At the end of the interviews, the committee discussed the pros and cons of each firm. It was noted that they felt any one of the firms could do the job, but a firm would need to be selected to start phase one of the design, which would help determine square footage and essential needs so that an estimated cost to build could be determined.

Each committee member noted who their top two candidates were.

**TALLY**

2 - Jewell Associates Engineers, Inc. of Spring Green WI  
8 - Barrientos, Milwaukee, WI  
4 - Angus Young, Janesville, WI  
14 - Bray Associates-Architects, Inc, Milwaukee, WI  
0 - Omni & Associates

The committee determined that a second interview would not be needed due to the strong number of voice vote cast for Bray Associates-Architects, Inc.

**Motion:** Supr. Johnson moved and Supr. Sorensen seconded the motion to hire Bray Associates-Architects, Inc as the Architectural firm for the Waupaca County Highway Department Facility for Phase One design services. Motion carried without a negative vote.

Meulemans noted that the next step would be to approve at the Highway Committee at their December 15 meeting and if approved at that committee, the County Board on December 20.

**Adjourn: Motion:** Supr. Flease moved and Supr. Barrington seconded the motion to adjourn the meeting at 3:30 p.m. The motion carried the meeting was declared adjourned.

Jill Lodewegen  
Highway Office Specialist