

**WAUPACA COUNTY HIGHWAY  
SPECIAL BUILDING COMMITTEE**

**November 15, 2017**

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, Sorensen and Hwy. Commissioner Casey Beyersdorf, County Clerk Jill Lodewegen, Finance Director Heidi Dombrowski, Corporation Counsel Diane L. Meulemans, IT Director Brent Wyland, Sheriff Hardel and Highway Accountant/Office Manager Kris Carlin. Others present: Supr. Craig, Mandy Welch, Human Resource Director/Administrator Coordinator and Michael Hacker, Bray Architects.

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

**Review and approve minutes – August 2, 2017. Motion:** Supr. Federwitz moved and Supr. Johnson seconded the motion to approve the previous minutes with one correction of the adjournment time to 11:05 a.m. Motion carried without a negative vote.

**Public Comment.** None.

Highway Commissioner Casey Beyersdorf and Bray Architects Michael Hacker presented a Process Organization & Structure sheet. They reviewed the Phase 2 process of the contract with Bray Architects, budget expectations, and annexation process. They gave details on the duties of a Construction Manager and provided a sample of the advertising and request for qualifications that would be submitted.

The committee set a meeting for Wednesday December 6 at 10 a.m. to review the applications and Monday December 18 at 8 a.m. to interview the applicants.

**Adjourn: Motion:** Supr. Sorensen moved and Supr. Federwitz seconded the motion to adjourn the meeting at 11:25 a.m. The motion carried the meeting was declared adjourned.

Jill Lodewegen  
County Clerk