

**Highway Facility Evaluation Committee**  
**Minutes**  
**September 12, 2014 9:00 am**

**Members present:** David Hintz—Chair, Scott Holewinski, Robb Jensen, Bob Mott, Sonny Paszak and Jack Sorensen.

**Staff present:** Freeman Bennett, LuAnn Brunette, Lisa Charbarneau, Brian Desmond, Mike Romportl and Margie Sorenson and Dan Gleason.

**Others present:** None.

**Call to order:** Chairman Hintz called the meeting to order at 9:00 a.m. in Committee Room # 2 of the Oneida County Courthouse noting the meeting had been properly noticed and posted, is in accordance with the Wisconsin Open Meeting Law, and is ADA accessible.

**Approve agenda:** Motion to approve the agenda by Sorensen, second by Jensen. All ayes; motion carried.

**Election of Vice-Chair:** Paszak moved to nominate Supervisor Jensen. Motion to close nominations and a unanimous ballot to be cast for Supervisor Jensen by Sorensen, second by Paszak. All ayes; motion carried.

**Evaluation Areas (timing and responsibility):** Hintz described the purpose of the meeting as organizational and suggested getting 2 people assigned to each of the areas and then report back to the committee with the results of their efforts. Hintz continued the next area would address any additional items and prioritizing the items to time and importance before the February 1, 2015 response due date.

Contract Terms: Hintz commented on terms in the contract that will need to be negotiated and worked through in regard to closing dates, financing etc. with Kwik Trip. Desmond recommended the conversation take place in closed session after other issues have been addressed. Sorensen commented that he had not seen the contract so Hintz suggested distributing it to the committee but still to keep it confidential at this point. Hintz assigned a timing of “3” to the issue and both Hintz and Sorensen agreed to work with Desmond to address the area.

Need for appraisal: Hintz commented that there had been discussion of the need for an appraisal of the property and should be a relatively easy thing to get done. Hintz stated that a cost of \$5,000 was mentioned, but was unsure if it would be an accurate quote. Sorensen expressed that an appraisal was essential to get an accurate value before moving forward. Romportl commented that the \$5,000 cost was arrived at in the context of the Heal Creek Property which came in at \$2,000 at that time. The appraiser used for that property would not be available do to a conflict of interest, but has made a recommendation of an appraiser from the Wausau area. Romportl added there would likely be a 2 month lead time needed. Motion to have Mike Romportl pursue a recommendation of an appraiser along with the cost and the timing of an appraisal by Mott, second by Paszak. Mott asked if the motion

could be amended to proceed if the cost was between specific amounts. Desmond commented that if it is not in the budget and is more than \$5,000 then it would need to go to the County Board for approval. Hintz stated that if the quote is \$5,000 or greater then a resolution could be brought forward at the next County Board meeting. Mott suggested just including it if it is \$5,000 or more then it will need to go to the County Board in the motion. Hintz recommended postponing a vote until Desmond returned with the ordinances.

Cost to upgrade current facility: Hintz stated he felt the cost to upgrade would be difficult to determine, as well as deciding what upgrades are needed and the timing for the cash requirements. Holewinski questioned if it required an engineering company to determine costs. Mott stated he would be interested in helping to determine the cost with Holewinski and Bennett. Hintz assigned the item a timing priority of "1".

Cost of a new facility: Hintz suggested talking to both engineering firms and construction companies and inquire how to get better numbers on a new facility. Additionally seek out comparable facilities such as Campbellsport in Fond du Lac County. Sorensen stated that WPS built a state-of-the-art facility to "Green Standards" right in the area with outdoor storage, parking for equipment and offices and they would be happy to have the committee come through and tour the facility. Sorensen raised the issue of obtaining access to Hwy 8 from the property. Bennett stated that he had spoken with the DOT about the curb cutouts and had brought the permits along. Preliminary meetings with the property owner indicate he would allow an easement to get through there. Desmond stated any offer would be contingent on a signed easement and access permits. Romportl commented that the Campbellsport satellite facility built in 2013 which houses 4 to 8 people lead to an evaluation of the current main shop facility, and the future comprehensive main shop facility that will additionally house the Park and Recreation and the Conservation Department. Jensen, Mott, and Romportl volunteered to take on the area and Hintz assigned the item a priority of "1". Holewinski commented that prices could be estimated based on square footage and questioned the need to incur the cost of detailed drawings. Romportl that Campbellsport will provide a lot of information. Desmond stated the range of numbers will vary until you put it up for bids.

Financing options and costs: Hintz stated the area was likely a "category 3" since the cost of a new facility is still unknown. He offered to help examine the options and cost with Sorenson. Sorensen made the recommendation that even though it is not required a referendum on the issue should be considered and would like to be part of the group.

TIF District/Role of City/Impact on area: Hintz recommended combining "TIF District" and "Role of City" into one category assigning it a priority of "2". Paszak, Hintz, and Romportl volunteered to research the items. Paszak stated he would set up a meeting with Blaine Oborn. Hintz stated given the effect this would likely have on the city, "Impact on area" should be combined as well. Sorensen commented that it could have an adverse effect on existing businesses, however, Hintz pointed out that property values of those surround businesses could increase if infrastructure was improved through the tax dollars that Kwik Trip would pay.

Facility Consolidation: Hintz stated that moving the some of the Forestry business to a new facility should be considered assigning a timing of “2” to the issue. Holewinski commented that it would help justify the cost of the new facility. Sorensen noted that the Forestry warehouses are on land that is part of a park that cannot be sold and must be maintained as public land. Jensen and Sorensen volunteered to address this issue. Hintz classified the area as a “1-2”. Desmond commented that Brunette could likely help with other buildings and storage facilities that could be reviewed. Jensen questioned if there would be a need to eliminate any other possible existing sites. Hintz commented that although it is the primary site but they are always open to ideas. Bennett stated that there is a wetland on the property and he is currently working with the DNR for a general permit which would be necessary so the site can be considered. Mott questioned if there could be other environmental concerns for salt and diesel fuel storage that could significantly increase costs. Bennett stated that the DNR and the DOT monitor both closely and money will be needed to bring the current facility into compliance.

Other: None

Need for appraisal—continued: Mott withdrew the previous motion, Paszak withdrew the second. Motion to authorize staff to seek commercial appraisal of the existing Highway property and if cost is less than \$5,000 to authorize staff to enter into a professional services contract with the appraiser with the date of completion to be approximately December 1, 2014 with Administration Committee approval by Sorensen, second by Paszak. All ayes; motion carried. Sorensen recommended Desmond draft a resolution to go to the September County Board if the cost is \$5,000 or greater. Hintz reviewed assignments and timings:

- Contract Terms—3: Brian Desmond, Jack Sorensen, Dave Hintz
- Need for appraisal—1: In process
- Cost to upgrade current facility—1: Scott Holewinski, Bob Mott, Freeman Bennett
- Cost of a new facility—1: Robb Jensen, Bob Mott, Mike Romportl, Freeman Bennett
- Financing options and costs—3: Dave Hintz, Jack Sorensen, Margie Sorensen
- TIF District/Role of City/Impact on area—2: Sonny Paszak, Dave Hintz, Margie Sorensen
- Facility Consolidation—1/2: Robb Jensen, Jack Sorensen, LuAnn Brunette, Lisa Charbarneau

Sorensen questioned if subcommittee groups would get per diem. Sorensen responded if authorized by a committee then per diem and mileage are paid. Motion to pay per diem and mileage for subcommittee team meetings by Sorensen, second by Mott. Roll call vote: Jensen aye; Paszak aye; Mott aye; Sorensen aye; Holewinski aye; Hintz aye. Motion carried.

**Develop evaluation approach:** Hintz stated the evaluation approach had already been addressed when covering the evaluation areas.

**Future meeting dates:** September 22, 2014 1:30 p.m.

**Future agenda topics:** Progress on areas of evaluation, closed session on contract terms.

**Public Comments:** None

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**Adjournment:** Motion by to adjourn by Paszak at 10:13 am, second by Jensen. All ayes; motion carried.

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David Hintz, Committee Chair

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Dan Gleason, Recording Secretary