



634 State Road 19 PO Box 37, Marshall, WI 53559
www.Townofmedina.org

Town of Medina
July 19, 2017 -- Town of Medina Garage
Meeting of the Facility Needs Committee

The meeting was called to order at 6:00 PM by Committee Chairman Ron Jacobson

Present were Committee Chairman Ron Jacobson, Committee members Sam Anderson, Phillip Braithwaite and Scott Reed. Also present was Patrolman Jim Hellenbrand.

The Pledge of Allegiance was recited.

Meeting was posted Friday July 14, 2017 Town Garage, Townofmedina.org

Chairman Jacobson supplied some information and photos on the Town of Vienna facilities built in 2013 and the Town of Lodi just completed. A visit to the Town of Vienna facilities is scheduled for Friday July 21, 2017 in the afternoon and possibly the Town of Lodi facilities.

Chairman Jacobson informed the committee that he spoke with Village of Marshall representatives and they would be interested in meeting with the committee to discuss the possibility of a joint project. Chairman Jacobson also indicated to the Village representatives that the Town could be interested in leasing the Village building adjacent to the Town Hall. Follow-up discussion on potential sites was also brought up including exploring the availability of the Dane County/Socha property off Cherry Lane.

Discussion on how to utilize the existing Town facility and potential additional facilities: Existing facilities were discussed with the following consensus on each area.

Town Shop:

- 1.) The Town Board should review the existing equipment to determine if any should be disposed of to free up space.
- 2.) The Town Board should evaluate what equipment will be in place in the future and supply that information to committee for inclusion in the planning of space.
- 3.) The Village of Marshall building adjacent to the Town Garage should be considered for potential leasing to supply additional space for the Town.
- 4.) Other area private buildings should be considered for leasing additional space.
- 5.) **The committee does not deem the existing shop as being feasible to serve the Town residents in the long term.**

Town Salt Shed:

- 1.) The committee questions whether the existing salt shed is even usable short-term due to the structural issues.
- 2.) The safety issues with the existing salt shed need to be addressed by the Town Board. The Town Board should determine if the salt shed walls can be reinforced.



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- 3.) The Town Board could consider replacing the existing salt shed with a temporary salt shed in the current location. The structure could then be relocated to a new site.
- 4.) The Village of Marshall salt shed does not have the capacity to store salt for the Town.
- 5.) **The committee does not deem the existing salt shed as being feasible to serve the Town residents in the long term.**

Town Recycling/Waste Collection site:

- 1.) Current site will suffice for the short term except for the limited ability to take in items considered universal waste or medical waste.
- 2.) The recycling/waste collection operation could be relocated without the need for the other Town facilities being in place.

Scott Reed left at 7:05 PM.

Town Meeting/Voting Room:

- 1.) Additional lighting should be considered for the short-term use of the meeting room.
- 2.) Although the bathrooms are not ADA compliant it is not a short-term issue.

Office Space/ Storage:

- 1.) Convert current file room to small office space and convert one of the baths to storage area or develop other storage area in the building.
- 2.) Construct an office in the shop area; this would be contingent on finding additional shop space as identified above.
- 3.) Lease office site space: Village offices, private rental.

Set next committee meeting date: The next meeting date will be set once committee calendars are available.

ADJOURNMENT: Motion to adjourn by Sam Anderson, 2nd by Phillip Braithwaite motion carried 3-0.
Adjourn 7:35 PM.

Respectfully submitted by Committee Chairman Ron Jacobson

Approved August 9, 2017