



634 State Road 19 PO Box 37, Marshall, WI 53559
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Town of Medina
August 9, 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, Scott Reed and Jim Hellenbrand.

The Pledge of Allegiance was recited.

Meeting was posted Friday August 4, 2017 Town Garage, townofmedina.org

The Committee Minutes from July 5, 2017 and July 19, 2017 were presented by Ron Jacobson. Motion by Phillip Braithwaite to approve the minutes as presented, 2nd by Scott Reed. Motion carried 5-0.

Discuss and Develop Section II of the Committee Report "Review of Existing Town Facilities".

The committee discussed the issues relating to the five divisions of the existing facilities and what would be included in the report to the Town Board.

Information in the final report should include a property description with the sketches and photos of the existing facilities. The map showing the estimated setbacks and the lot lines will be included. An additional map should be developed of the flood plain on the parcel because the building was under significant water in 2008.

Town Shop

The existing town shop has numerous deficiencies in both space needs and functionality. The depth of the building does not allow for vehicles and equipment to be placed two in a row. Some of the equipment needs to be maneuvered sideways or at an angle. The existing overhead doors are inadequate for the existing vehicles. The space limitations allow for minimal work space in the shop area. There is a need for proper storage of chemicals and hazardous materials. There are space limitations for organized storage of items such as signs, posts, barricades, etc. Some of the plow equipment and the trailer are stored outside in the elements part of the year. The existing furnaces are older and one currently has issues functioning properly. The shop insulation status needs to be reviewed and a Focus on Energy audit should be considered. There is leaking occurring in some of the skylights. There is limited office space and sanitary facilities for the staff.



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Report information for the Town Shop should include a condition description, photos of equipment, sketches of the buildings showing equipment positioning winter and summer, a list of the existing equipment and the history of past space rental for shop equipment.

Town Salt Shed

The salt shed was not designed for use as a salt shed. The interior height of the structure limits access. The building is showing severe deficiencies due to age and use as a salt shed. The building walls have structural failure and are a safety concern. The shed is located within 150' of the Maunasha River with a potential of salt run-off entering the water way.

Report information for the salt shed should include a condition report, photos, sketch of the building including use, information on the current activities regarding the shed and the list of DOT Material Storage Site Inspection requirements.

Town Recycling/Waste Disposal Site

The recycling/waste disposal area is located within 100' of the Maunasha River. Materials from the collection site often blow into the river. The setup of the various collection dumpsters can become somewhat cluttered at certain times of the year and at times the area is unsightly. The interior storage area does not allow for proper collection of Universal Waste. There is inadequate space for the attendant. There is little to no security of the facility and illegal dumping and scavenging have occurred at the facility.

Report information for the recycling site should include a condition report, photos and a sketch of the current layout identifying seasonal use.

Town Meeting Room

The current meeting room space has been adequate for most town meetings. There are limitations on additional uses the town board could utilize such as on-screen presentations at the meetings. The meeting room area when used for some elections could be larger to assure privacy at the voting booths and for traffic flow. There are some lighting issues in the space. The bathrooms that serve the meeting room are not ADA compliant.

Report information for the meeting room should include a condition report, photos and a sketch of the current use.

Town Offices and Record Storage

There is currently no office space in the facility for town officers, that space has been supplied by those individuals themselves. The facility does not have internet service now. Record storage space is limited to a 7' by 7' room and storage in the loft above the meeting room. There is inadequate fire proof space



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for vital records such as the minutes dating back to 1848. Town records have historically been scattered at multiple locations: clerk's location, treasurer's location, the building inspector's location, the bathroom, the cabinets, the small file room and in the loft above the meeting room. The records need to be reviewed for proper disposal under Wisconsin Statutes and centralized as best they can be. The records stored in the loft are subject to environmental and rodent damage.

Report information for the offices and records should include a condition report, photos, a sketch of the current layout identifying uses and a description of how/what records are being stored.

Action on the Facility Needs Committee Recommendation Regarding the Existing Town Facilities.

Motion by Ron Jacobson that the issues with the current facilities need to be addressed and that the committee move forward in the development of options to address those issues, 2nd by Sam Anderson. Motion carried 5-0.

Discuss What Additional Information Needs to be Gathered for Continued Use of the Existing Town Facilities and Future Facility Needs.

The committee discussed the next steps to be taken and determined that the committee should develop a list of options to address future needs. This would include short term and long-term solutions. Phillip Braithwaite indicated that the committee needs to define long-term. The committee developed the following options to consider regarding each division of the facilities.

Town Shop

1. Do Nothing
2. Add on space to the shop
3. Lease outside space
4. Reallocate existing space use
5. Build a new facility
6. Share equipment with other municipalities
7. Lease equipment
8. Eliminate the Town Public Works function and contract for services
9. Contract for additional services to supplement our public works

Town Salt Shed

1. Do Nothing
2. Remodel the existing facility
3. Replace the salt shed at its current location
4. Lease outside space or share with another municipality
5. Build a new facility



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Town Recycling/Waste Disposal Site

1. Do Nothing
2. Relocate the operation to a new facility
3. Reallocate the existing space
4. Move to contacted curbside pickup

Town Meeting Room

1. Do Nothing
2. Build a new facility

Town Offices and Record Storage

1. Do Nothing (Is an issue if clerk is appointed or the elected clerk does not supply space)
2. Add office space onto the building
3. Reallocate existing interior space
4. Lease outside space
5. Build a new facility

The committee requested that these lists be presented to the Town Board and that the Town Board prioritize the options or eliminate any option they would not want to pursue. Ron Jacobson will prepare these lists to be presented to the Town Board at the August 16, 2017 meeting with that request.

The committee discussed viewing additional municipal facilities in the future. Those viewed to date were helpful in the concepts of the public works needs but all had extensive office space the committee does not feel would be needed. Ron Jacobson presented an aerial and showed a rough layout of the Town of Hustisford facility which is 3000 square feet but the layout could be downsized. The Town of Christiana would be one facility committee members expressed interest in viewing.

Set next committee meeting date: The next meeting date was set for August 23, 2017 at 6:00 pm.

ADJOURNMENT: Motion to adjourn by Scott Reed, 2nd by Jim Hellenbrand motion carried 5-0. Adjourn 8:46 PM.

Respectfully submitted by Committee Chairman Ron Jacobson

Approved August 23, 2017