

May 16th, 2022

Town of Medina
634 State Road 19
Marshall, WI 53559

Reference: Town of Medina – Village Hall/Garage Committee Meeting Minutes
Subject: New Town Hall/Garage information for next steps

1. Introduction, open discussions by Committee Chair (John Stuntebeck); Co-Chair (Steve Nampel) assigned during meeting. Other committee members in attendance and acknowledged. Presenting for NCI: Bernie Lange, Andy Weisensel.
2. Discussion and feedback by committee members about proposed floor plan, building needs for existing facility rehabilitation. Consensus to table the plan and re-focus on new building at Missouri Road site for one location and all township operations/business. Scaled down version of other plans to accommodate minimum needs.
3. Committee to confirm amenities as follows: size of office/garage space; level of interior/exterior finishes; electrical needs; meeting space size; ceiling height of garage; footprint orientation.
4. Items discussed as minimum design criteria by NCI: two office spaces; no mezzanine; no shop bathrooms; no kitchen; single slope pitched roof; no in-floor heat; garage infrared heat with fan; 75' width garage with 25' bays; garage 18' wide OH doors with minimize ceiling height; wash bay for truck; future expansion capabilities for office and / or maintenance bays.
5. Committee to provide list of preferred subcontractors / vendors
6. Committee to finalize minimum needs of items 3, 4, and 5 to NCI by 5/20/22.
7. Next collaborative Town Hall Committee meeting will be on June 6th, 2022 – 6 pm during the Board of Supervisors monthly meeting: review discussion of consultative evaluation of NCI revised floor plan.
8. Next steps
9. Closing.

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