

## MEETING MINUTES

Meeting Location: Amery City Hall

Project No.:

Date/Time: Sept. 2, 2020 at 2pm

Re: Amery City Center Project

Notes By: Jodi Nelson

### Attendees:

Paul Isakson, Mayor, [REDACTED]  
Tim Strohbosch, City Council, [REDACTED]  
Patty Bjorklund, Interim City Admin./Clerk-Treasurer [REDACTED]  
Ben Jansen, Deputy Clerk/Treasurer, [REDACTED]  
Linda Kuhn, Executive Asst./ Utility Clerk [REDACTED]  
Deb Trandum, City Hall, [REDACTED]  
Tom Marson, Police Chief, [REDACTED]  
Heather Hegarty, PD Office Manager, [REDACTED]  
Kipp Harris, Police Officer, [REDACTED]  
Amy Stormberg, Library Director, [REDACTED]  
John Thompson, IFLS Library System, [REDACTED]  
Wendy Dietrich, Library Board President, [REDACTED]  
Jeremy Drake, M&J Project Manager, [REDACTED]  
Dean Griffith, M&J Precon, [REDACTED]  
Carl Klinkenberg, Apex- Electrical, [REDACTED]  
Heath Mathews, Apex- Plumbing, [REDACTED]  
Dan Peterson, Apex- HVAC, [REDACTED]  
Steve Hoecherl, Ayres Project Manager, [REDACTED]  
Jodi Nelson, Ayres Project Architect, [REDACTED]

### Absentees:

Sarah Flanum, City Council/ Library Board, [REDACTED]  
Chad Lenard, City Council, [REDACTED]  
Braxtyn Meyer, M&J Project Manager, [REDACTED]  
Anne Peterson, Ayres Interior Designer, [REDACTED]

A meeting was held at Amery City Hall with representatives from the City, Police and Library to discuss the proposed space program and review the existing deficiencies with the building systems at the Bremer Bank building. A summary of the discussion is as follows:

1. Project Goals
  - a. Guiding Principles
    - i. Add City mission statement- "With integrity and in partnership with our community, we provide quality services and manage growth while supporting families and business."
2. Draft Space Program
  - a. Overall proposed square footage exceeds building size- need to reduce by approx. 3,000sf
  - b. Public/ Shared Areas
    - i. Add Storage Room for Meeting room



- ii. Existing Council Chambers/ Courtroom is approx. 850sf
- iii. Friends of the Library Book Sale room should be located near the Library
- iv. Family Resource Center needs a storage closet, not a room. Reduce from 100sf to 50sf.
- v. Women's City Club storage can go elsewhere. Eliminate from space program.
- vi. Move all Staff Break Rooms to one central shared break room at 150sf.
- vii. Add Staff Restroom near break room.
- viii. The Historical Society might be able to move somewhere else such as the Senior Center. Will need more discussions to determine if this is feasible.
- ix. The Meeting Room and Council Chambers/Courtroom may be combined into one larger room with options to close off the dais end of the room. Ayres will study options to see if this can be achieved.

c. City Hall

- i. Judge's office is used a few times per month. Need space for small desk and a few chairs. Locate adjacent to courtroom.
- ii. Comments provided after the meeting:
  - 1. AEDC Office – eliminate? Has nice space in current location.
  - 2. City Hall needs more storage space
  - 3. Add conference room for up to 10 people; used daily

d. Police

- i. Interview Viewing room → Use adjacent office instead of separate room?
- ii. Interview Room – Child → Wishlist item
- iii. Future office for 2<sup>nd</sup> in command at 120sf
- iv. Move Intox counter to Garage to eliminate need to bring people through main lobby/ elevator
- v. Add restroom in garage, included with Decon shower
- vi. Add Long-term storage to garage addition, separate entry from Police area

e. Library

- i. No comments during meeting.
- ii. Comments provided after the meeting:
  - 1. Circulation Desk- may need two service points which will require increase in desk size
  - 2. Self-check station- increase size to 45sf for future station
  - 3. Public Computer Area – increase size to 410sf for adequate privacy at each workspace
  - 4. Staff work room- increase size to 750sf- need space for work area, storage, counter/island workspaces, book trucks, equipment on counters
  - 5. Secure Storage Area – increase size to 300sf to store items currently in basement
  - 6. Children's Area - Seating: Consider adding more space for activity area
  - 7. Children's Area – Storytime: add youth maker space to this area, provide divider wall to separate spaces as needed
  - 8. Children's restroom – not a wishlist item, needs to be included

3. Building Systems Review

- a. Apex gave an overview of the current conditions of the HVAC, Electrical and Plumbing systems at the bank building.
- b. Most of the equipment/ fixtures are original to the building and need replacement.
  - i. Air handlers need to be replaced plus potentially will need 3 separate units for each of the groups in the building
  - ii. Boilers for heating system are 80% efficient; new boilers can be 95% or more efficient which saves on operating costs
  - iii. Electrical service and electrical panels need to be replaced

- iv. Lighting fixtures and controls need to be brought up to code
- v. Plumbing fixtures do not meet ADA codes
- c. Some items are not currently in the building and need to be added per current codes
  - i. Emergency lighting
  - ii. Fire alarms & fire protection
  - iii. Hot water recirculation loop & pump
- d. A backup generator was discussed. Sizing and coverage will need to be discussed further.
- e. Apex and M&J to start a prioritization list for the committee to review.

**\*\*\* Next Building Committee Meeting will be held on September 23rd, 2020 at 2 pm.\*\*\***