

## MEETING MINUTES

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Meeting Location: Amery City Hall

Project No.:

Date/Time: Aug. 12, 2020 at 2pm

Re: Amery City Center Project

Notes By: Jodi Nelson

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Attendees:

Paul Isakson, Mayor, [REDACTED]  
Sarah Flanum, City Council/ Library Board, [REDACTED]  
Chad Lenard, 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]  
Amy Stormberg, Library Director, [REDACTED]  
John Thompson, IFLS Library System [REDACTED]  
Wendy Dietrich, Library Board President, [REDACTED]  
Braxtyn Meyer, M&J Project Manager, [REDACTED]  
Jeremy Drake, M&J Project Manager [REDACTED]  
Dean Griffith, M&J Precon, [REDACTED]  
Steve Hoecherl, Ayres Project Manager, [REDACTED]  
Anne Peterson, Ayres Interior Designer, [REDACTED]  
Jodi Nelson, Ayres Project Architect, [REDACTED]

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A kick-off meeting was held at Amery City Hall with representatives from the City, Police and Library to discuss the project goals, schedule and budget. A summary of the discussion is as follows:

1. Project Goals
  - a. Guiding Principles
    - i. Respect the past, build for the future.
    - ii. Family and Business Friendly
    - iii. Serving the community in the best possible way
    - iv. The design process shall include open and transparent decision-making for community buy-in.
      1. City website will post documents from this design process
    - v. The building shall be a showcase for the City of Amery
  - b. Design Criteria
    - i. Police need a separate entrance and garage for security
    - ii. Technology must meet needs for each entity
    - iii. Maximize shared spaces to be efficient with square footage
    - iv. Provide a central location for receptionist to provide personal level of service (for phones too)
    - v. Provide accessibility for all visitors and staff
  - c. Community Spaces
    - i. Council chambers & Courtroom



1. raised dais desired
    2. storage
    3. recording equipment in secured room
    4. sound system, microphones
    5. professional environment
  - ii. Community Room
  - iii. Historical society
  - iv. Friends of the Library Book Sale room
2. Project Schedule
  - a. A draft schedule was distributed to the group.
  - b. Need to add Community Open House at the end of schematic design
  - c. Bremer bank building will be vacated by May 1, 2021
    - i. Lower level is already empty, and work can begin earlier at this level if needed
  - d. Building Committee meetings will be held on Wednesdays from 3 to 5 pm
  - e. Representatives from this committee will need to present updates to their corresponding boards/commissions/committees.
  - f. Presentations from the building committee will first go to the Finance Committee and then ultimately to City Council for final approval.
3. Project Budget
  - a. Original cost estimate by SHE
    - i. \$2.577M for full renovation (project cost)
    - ii. Cost/sf prices used were \$76/sf on the low end and \$85/sf on the high end
4. Misc. information
  - a. Police use antenna at hospital
  - b. Library would like to continue with curbside pick-up/drop-off even after COVID restrictions are lifted
  - c. City and Police purchased furniture from Bremer Bank. Patty will send Ayres inventory list.
5. Next Steps
  - a. Ayres design team will tour existing spaces and Bremer Bank building in order to generate a space program.

**\*\*\* Next Building Committee Meeting will be held on September 2, 2020 at 3 pm.**