

MEETING MINUTES

Meeting Location: Amery City Hall

Project No.: 08-1935.00

Date/Time: Sept. 23, 2020 at 2pm

Re: Amery City Center Project

Notes By: Jodi Nelson

Attendees:

Paul Isakson, Mayor, [REDACTED]
Tim Strohbosch, City Council, [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]
Heather Hegarty, PD Office Manager, [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]
Braxtyn Meyer, M&J Project Manager, [REDACTED]
Steve Hoecherl, Ayres Project Manager, [REDACTED]
Jodi Nelson, Ayres Project Architect, [REDACTED]

Absentees:

Sarah Flanum, City Council/ Library Board, [REDACTED]
Tom Marson, Police Chief, [REDACTED]
Kipp Harris, Police Officer, [REDACTED]
Carl Klinkenberg, Apex- Electrical, [REDACTED]
Heath Mathews, Apex- Plumbing, [REDACTED]
Dan Peterson, Apex- HVAC, [REDACTED]
Anne Peterson, Ayres Interior Designer, [REDACTED]

A meeting was held at Amery City Hall with representatives from the City, Police and Library to review three options for conceptual floor plans and discuss the strengths and weaknesses of each version. A lengthy discussion revolved around each option before one option was unanimously selected by the group. A summary of the discussion is as follows:

1. Comments received after last meeting
 - a. Historical society may not be able go elsewhere because they subsidize on grants, meager membership dues and can't afford rent
 - i. Mayor to confirm
 - b. Women's City Club possibly out, but need to confer with them first
 - c. Library Booksale room- existing is 2,300sf, reduction to 300 sf is too drastic, need to provide more room for them to function at current capacity
 - d. AEDC office should remain at current location
 - i. Need to confirm
 - e. Judge's office- locate off chambers instead of located in City Hall
 - f. Intox. area needs to be climate-controlled room, not just a closet if in the garage

- g. Library provided Ayres with revised square footages for some areas
- h. Incorporate Makers' space into meeting space or add to Storytime area

2. Concept Diagrams

- a. Option 1 – Combined Council Chambers and Meeting Room on Main Level
 - i. Preferred Option by all
 - ii. Like that all Departments have access to daylight
 - iii. Like how existing rooms are repurposed/ utilized as much as possible for budget purposes
 - iv. City Hall
 - 1. Like City Hall on ML
 - 2. Like City Hall near Council Chambers/ Courtroom
 - 3. Would like more room in open office area
 - 4. Would like conference room accessible from hallway
 - v. Public areas- Meeting rooms
 - 1. Like the combined meeting rooms with an operable wall between the two rooms
 - 2. Meeting Room will be used frequently by public and library programs
 - 3. Council Chambers/ Courtroom will only be used by City Hall/ Council
 - vi. Police
 - 1. Like Police on UL and secured hallway from garage- completely secure
 - 2. UL has more area than the programmed square footage for the Police; looking at options to capture "extra" square footage for storage
 - vii. Library
 - 1. Family Resource Center storage needs to be next to Storytime
 - 2. Move Adult Services Office to LL next to Adult Stacks/ Seating
 - 3. Move Women's City Club storage to LL next to Adult Services Office
 - 4. Move Study Room to LL next to Adult Services Office
 - 5. Increase Work Room area and decrease Director's Office size
 - 6. Need level of security near Circulation desk to stairwell to LL
 - 7. Relocate Historical Society from LL to ML where the Friend's Booksale room is currently
 - 8. Move Friend's Booksale room to Study Room near entry vestibule (or potentially to LL?)
 - 9. Potentially keep room with high-density storage system for library use
 - 10. Existing restrooms- potentially eliminate one restroom at south end, keep the other for Children's restroom
- b. Option 2 – Separate Council Chambers and Meeting Room on Main Level
 - i. Like relationship between City Hall and Police on LL
 - ii. Police Garage location was discussed- look at placing addition against existing wall since rooms on other side do not need windows along that portion of the wall, plus it gains more space for additional storage in the garage
 - iii. City Hall
 - 1. Would like conference room accessible off hallway so visitors don't need to enter City Hall for meetings
 - 2. City Hall offices are too far away from Council Chambers/ Courtroom and no easy access between the two without going through Library or Police
 - iv. Library
 - 1. Like location of Children's Areas on ML for easy access by parents with strollers, young children
- c. Option 3 – Council Chambers on Main Level and Meeting Room on Lower Level
 - i. Prefer UL layout of Library more than Option 2 layout
 - ii. Option was eliminated without much discussion

3. Misc. items/ comments
 - a. New position of Receptionist for the building needs further discussion and clarification
 - i. Answer phones
 - ii. Service counter
 1. City Hall
 2. Police too? Need clarification from PD.
 - iii. Info/ Help Desk for visitors
 - b. Storage space
 - i. Make sure to provide ample storage for all departments
 - ii. Provide storage in Garage
4. Next Steps
 - a. Ayres to refine Option 1 concept plans into more detailed floor plans
 - b. An updated Space Program will be provided at the next meeting
 - c. Surveyor will be conducting field work Oct. 8/9
 - d. Site plan diagramming to commence as soon as survey is complete

***** Next Building Committee Meeting will be held on October 7th, 2020 at 2 pm.*****