

## MEETING MINUTES

Meeting Location: Amery City Hall

Project No.: 08-1935.00

Date/Time: Oct. 21, 2020 at 2pm

Re: Amery City Center Project

Notes By: Jodi Nelson

### Attendees:

Paul Isakson, Mayor, [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]  
Amy Stormberg, Library Director, [REDACTED]  
John Thompson, IFLS Library System, [REDACTED]  
Wendy Dietrich, Library Board President, [REDACTED]  
Sarah Flanum, City Council/ Library Board, [REDACTED]  
Jeremy Drake, M&J Project Manager, [jdrake@market-johnson.com](mailto:jdrake@market-johnson.com)  
Dean Griffith, M&J Precon, [REDACTED]  
Braxtyn Meyer, M&J Project Manager, [REDACTED]  
Jodi Nelson, Ayres Project Architect, [REDACTED]

### Absentees:

Tim Strohbosch, City Council, [REDACTED]  
Chad Lenard, City Council, [REDACTED]  
Tom Marson, Police Chief, [REDACTED]  
Kipp Harris, Police Officer, [REDACTED]  
Heather Hegarty, PD Office Manager, [REDACTED]  
Carl Klinkenberg, Apex- Electrical, [REDACTED]  
Heath Mathews, Apex- Plumbing, [REDACTED]  
Dan Peterson, Apex- HVAC, [REDACTED]  
Anne Peterson, Ayres Interior Designer, [REDACTED]  
Steve Hoecherl, Ayres Project Manager, [REDACTED]

A meeting was held at Amery City Hall with representatives from the City and Library (Police representatives were not in attendance) to review the schematic floor plan and updated building program, discuss current cost estimate and review next steps.

A summary of the discussion is as follows:

1. Schematic Design Update by Ayres
  - a. Floor Plan updates
    - i. Meeting room revisions
      1. Move operable wall to directly in front of dais
      2. Everyone agreed the room will be scheduled for "both sides" of the room rather than trying to hold two meetings at once
      3. Question was raised as to whether the council dais could be designed higher and use stools instead of elevating the floor. Would eliminate the need for a ramp. Ayres to review options.

- ii. City Hall Storage
  - 1. Discussed alternative locations inside the existing building to save cost of building space in garage addition
    - a. Above capped rooms (restrooms, staff break room) was discussed but structurally this wouldn't work
    - b. Mezzanine in garage? Potentially, but need to confirm roof height and consider added cost of stairs to mezzanine
    - c. Relocate high-density storage in lower level?
      - i. Ayres to measure existing units
        - 1. Update: the existing shelving units are (1) single-sided 18" deep unit and (3) double-sided 30" units, all 11 ft long.
      - ii. If relocated, needs to be on slab on grade due to weight of system.
  - b. Updated building program was distributed to group.
    - i. No comments during meeting
  - c. Site Plan – preliminary plan only at this point
    - i. New addition location is approximately same width as drive-through. Ayres waiting on boundary information to confirm site constraints.
- 2. Budget Update by Market & Johnson
  - a. A high-level summary of current costs was discussed with the group.
  - b. Current estimates are at the high range of the budget.
  - c. M&J and Ayres team are strategizing on potential cost savings.
- 3. Next Steps
  - a. Library group would like to present current plans, building program, etc. to Friends group, Historical Society, etc. prior to Community Meeting. Will hold zoom meeting in next week or so.
  - b. Community Open House – changed to Tuesday, November 10<sup>th</sup> in the evening
  - c. Finance Committee – changed to November 17<sup>th</sup>
  - d. Council Meeting – changed to November 18<sup>th</sup>
  - e. User Groups Round #1 – December 1<sup>st</sup> or 2<sup>nd</sup> – Ayres to compile list of meetings to confirm day and time
  - f. User Groups Round #2 (if needed) – December 15<sup>th</sup> or 16<sup>th</sup>

**\*\*\*Next Building Committee Meeting will be held in January 13<sup>th</sup>, 2021\*\*\***