

CITY OF DELAFIELD COMMON COUNCIL MINUTES

CALL COMMON COUNCIL MEETING TO ORDER

Mayor McAleer called the meeting to order at 7:00 P.M.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL for the December 8, 2008 Common Council meeting:

Present

Mayor Ed McAleer
 Jeff Krickhahn, Ald.
 Beth Leonard, Ald.
 Michele DeYoe, Ald.
 Gerald MacDougall, Ald.
 Lynn Morrison, Ald. (Arrived at 8:15 p.m.)
 Ron Miskelley, Ald.
 Tim Schuenke, Administrator
 Gina C. Gresch, Clerk-Treasurer

Absent

Erv Sadowski, Ald.

1. Citizens' comments for items on the agenda.

There were no citizens' comments for items on the agenda.

R. MISKELLEY MOVED TO CLOSE CITIZENS' COMMENTS AT 7:01 P.M. M. DEYOE SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

2. Request by Alderperson Jeff Krickhahn for a presentation by the Friends of the Library for incorporating a patio into the Civic Center Building plans that could later become the Library addition if funds become available.

J. Krickhahn stated the Friends of the Library contacted him about their ideas for the patio area / possible addition. They made their presentation; Carol Reise-Schouten, Char Hall and Marty Wiley were present. C. Hall stated the Friends of the Library have expanded their membership, have an ambitious agenda and a healthy bank account. The Friends of the Library is very interested in doing their part for the new library and requested that they have an opportunity to make a claim for the additional 7,000 square feet of possible library expansion land through private donations. The Friends of the Library feel that they have enough funds to pay for the footprint for the patio. This patio will be used for Library programs and other City uses. C. Reise-Schouten stated the patio will be very beneficial without any extra cost to the taxpayers. The patio will be used for community groups, children's programs, and incorporating new Library programming.

R. Miskelley asked if this area is going to be a full patio. C. Reise-Schouten stated the Friends of the Library are not sure yet, but they would like this spot delegated for the future. C. Hall stated the Friends of the Library have over \$25,000 in the treasury and an ambitious fundraising agenda for the next calendar year. The Friends of the Library want to make the patio as pleasing as possible. They are not talking about a slab of concrete only. Flower beds, picnic tables and planters will be included so that it is usable and pleasant. M. Wiley stated the Friends of the Library are looking to do this in the most cost efficient way. If a concrete patio is too expensive, then maybe it could be a grassy area. G. MacDougall asked about the cost and feasibility. This area is intended to be expanded upon, and is that wall designed to accommodate that. Also, there are costs for a water system, footings and slabs as a permanent base; has that been thought about. C. Hall stated there have been some conversations about that, but the Friends of the Library needed to come to the Common Council first to make their request. E. McAleer asked if the area is grass only, which would be less expensive than the blacktop parking lot that is currently planned. He suggested the Friends of the Library reserve the area first, not install the blacktop, but grade the area and put in grass. The area can be worked on from there. R.

CITY OF DELAFIELD COMMON COUNCIL MINUTES

Miskelley stated he agrees the Friends of the Library should reserve the space. G. MacDougall stated money will have to be spent to work on the plans for the patio area.

J. Krickhahn stated the Friends of the Library are here tonight because their plans affect what is already designed. Once this is incorporated into the plans, the plans won't have to be changed as much. Also, they are offering it to the community, not just reserving it for Library use. G. MacDougall stated the success for private Library fundraising hasn't been successful in the past. J. Krickhahn stated if the expansion never happens, then the City will have a nice patio area for community usage. G. MacDougall asked if there will be enough parking spaces with those spaces eliminated. B. Leonard stated there are about 20 total parking spaces that would be eliminated. G. MacDougall stated he's all for this plan, but if parking spaces are taken away, were they really needed in the first place. Also, he wants to make sure there is a follow-through plan if the Friends of the Library are going to do this. E. McAleer stated the parking discussion will always be on the table. J. Romanowski stated per code about 103 spaces are needed for Phase I. If spaces are removed for this possible expansion, that reduces the parking spaces by 17 and he is not sure where those can be made up.

B. Leonard stated the area on Genesee Street at one time was designed to be used for a gathering place for the Library programs, to have picnics on, etc. E. McAleer stated the expansion depends on many variables, costs, size, donations and parking, etc. The City needs to ask the architects if this can be designed around not losing so many parking spaces. There was discussion on the possible expansion and that questions couldn't be answered due to the amount of unknown variables. C. Hall stated the intention of the Friends of the Library is to bookmark a place that signifies intent to help the Library grow.

3. Presentation and review of plans and cost estimates for the Public Safety Building, Public Works Addition and Downtown Civic Center Building.

Matt Wolfert of Bray Architects was present and reviewed the planning process for the two new buildings. Bray has had a series of meetings with staff, administration and department heads planning the new buildings. Those people deserve a lot of credit for working hard to be conscious of the budget and to give up as much as they did without jeopardizing the core functions of the departments. Bray is at the point where they are asking the Common Council for approval to complete the construction documents to prepare for bidding.

M. Wolfert reviewed the Public Safety Building floor plan. The building is centered on shared functions in the core center of building. In the first floor of the Fire Department there are staff offices, rooms for investigation, support, inspections, restrooms, four bays for vehicles, a hose drying/training tower/stairs, and a shared fitness center for all City staff to use. There is a shared lobby/reception area with bulletproof windows, shared conference room and shared training room. In the Police Department, there are administration offices, squad rooms, locker rooms, break room, processing room, visitors' room, sally port, interview rooms, evidence storage, squad bag area and the police garage with spaces for six vehicles, including a chain link fence area for processing vehicle evidence. The outside Police Department windows will not be bulletproof due to the expense but they will be tinted, which is very common. The second floor of the Fire Department has the living quarters, bunks, showers, toilets, mechanical space, elevator, day room, kitchen, storage, and the support mezzanine which overlooks the apparatus bay.

M. Wolfert reviewed the DPW Expansion. This building had different challenges. The initial concept had two additions which were simplified by keeping the addition to one location. The building has administration offices, GIS room, secured lobby with receptionist area, conference room, break room, locker rooms, and the garage bays. There is some planning for future potential use of lifts to do vehicle maintenance. Also, two new garage doors will be added.

R. Miskelley asked the Police and Fire Chiefs and DPW Director if they agree with the new plans and if they are getting the space they need. Police Chief Scott Taubel stated the Police Department lost about 5,000 square feet. It will be tight, but it gives them the space that they need. DPW Director Tom

CITY OF DELAFIELD COMMON COUNCIL MINUTES

Hafner stated some of spaces did need to be reduced but the final plans were accomplished in a matter to keep the building functionality. There is one exception to the plans due to budget constraints, which is the salt shed. If the department needs to, they could live without it for a few years. It will be bid as an alternate item, at approximately \$85,000. Fire Chief Jack Edwards stated he agrees with Chief Taubel that it will fulfill their needs and be functional. He stated as the City builds out, there could be a need for another station on the other side of the lake.

Brad Folkert, Construction Executive and Steve Ressert, Senior Preconstruction Manager from Mortensen reviewed the cost estimates with the Common Council. B. Folkert stated we are here tonight to review the costs so bids can be put out and that real numbers can be associated to materials. S. Ressert reviewed the costs spreadsheet with the Common Council. Currently, the Public Safety Building budget is over budget by \$466,287. The DPW Building Expansion and Downtown Civic Center is under budget. They are not sure how the bids are going to come in, but at this time with the market the way it is, it is a good time to be getting bids. R. Miskelley asked what these costs do not include, like furniture. S. Ressert stated these costs are for bricks, mortar, electrical, etc. T. Schuenke stated the Common Council has already approved those additional items in the budget and that about \$470,000 will be needed for a turnkey building. B. Folkert stated the Public Safety site was a challenge and is mainly why it is over budget. There were soils issues and a high water table that were not known at the time of referendum. The market is good to take the building to bid because contractors are looking for work; commodity prices are helping right now. Also, bidding in winter is a good thing.

G. MacDougall asked if the bids will include materials for all buildings. B. Folkert stated yes, so that work can start sooner on the Downtown Civic Center building. G. MacDougall asked what happens if there is still a shortfall after the bids are awarded. B. Folkert stated Mortenson has a Plan B in case that happens. B. Leonard asked how you decide what to deduct. B. Folkert stated they work with Bray on that. G. MacDougall asked if the path/walkway was included in the Plan B plans. T. Schuenke stated that came up at the Plan Commission it can be taken out if it needs to. The bids will be sent out as a complete package. Once bid recommendations are made, they will be brought back to the Common Council for action. The City can work with low bidders to fashion a package that meets our costs. If Bray and Mortenson are correct about the market, and bids come in as they say they will, we could save some money to make up the \$400,000 shortfall. T. Hafner stated a walking path was originally intended to connect the Public Safety site to the Fish Hatchery complex for overflow parking. Currently, the path is not intended to be paved; it will be grass, graded to be five feet wide. B. Leonard asked if we know what the deductions will be. B. Folkert stated they are not sure until the bids come in. E. McAleer stated if the bids don't come in low enough, then we'll have to look at the plans again.

M. Wolfert stated Mortenson has done a great job with this project. He then reviewed the Downtown Civic Center. The library is very functional and works best as a one story space. The site has grading challenges; grading is higher on the south side of the property. The design is focused around a small plaza area by existing streetscape bringing people into a shared lobby space. Outside patrons will come up stairs instead of a ramp. The existing sidewalks will serve as the ramp. There will be trees along with western face of the building. Patrons will enter into a shared lobby. To the right is the Library; to the left are City Hall Administration and Council Chamber. The basic library functions have not changed. The library has a main access entry point, staff services area, library director's office, circulation desk, teen and children's area with visibility of all areas. There is also a children's library, fiction area, nonfiction area, breakout rooms, study rooms. There is also a room for periodicals with a sitting room and a small fireplace which will serve as the hearth of the library. Bathrooms are accessed from the lobby. R. Miskelley asked what the final square footage of the new library is. M. Hacker stated about 10,000 square feet. R. Miskelley asked Library Director Terry Zignego if she is comfortable with the new space. T. Zignego stated yes; she is concerned about collection growth but there is plenty of seating. She stated the library received what they asked for and Matt Wolfert and his staff has been very good to work with.

M. Wolfert reviewed the Council Chamber and City Hall functions. The Council Chamber is on the lower level, which people will go down stairs to enter that space. The Council Chamber will have a

CITY OF DELAFIELD COMMON COUNCIL MINUTES

raised dais, about 6" with a small ramp. There is an open area for about 100 chairs, a conference room, storage room, Building Inspector's office, staff lounge with a small rollup window for serving refreshments at events, Cable TV /Data room, Judge's Office, and room for mechanicals. J. Krickhahn asked if the conference room can be used for closed session, even though it has two doors. M. Wolfert stated that is done regularly and it can be used for closed session meetings. The City Hall Administration offices are upstairs with stair and elevator access. There is a public reception area which is similar to what we have now, a working area behind the staff area, bathrooms, storage, a conference room off the lobby, and staff offices. This building is laid out reasonably well, there is a good amount of storage and it will work really well.

Brad Folkert, Construction Executive and Steve RSSERT, Senior Preconstruction Manager from Mortensen reviewed the cost estimates with the Common Council. B. Folkert stated the site does have its own challenges with grading; it requires a retention pond and the retaining wall eliminated. J. Krickhahn asked Mortenson their thoughts on the Friends of the Library's presentation. B. Folkert stated some space has already been allotted for that use, to some extent. Parking will be a concern.

R. Miskelley asked what can be done to cut down the shortfall from the Public Safety Campus and what will the furnishings costs for this building be. B. Folkert stated both campuses have their own set of funds and you cannot take funds from one to pay for another. G. MacDougall asked if the City can use any unused money from City Hall towards a future library expansion. T. Schuenke stated he thinks that is correct as long as it is being used on this site. G. MacDougall questioned the builders being bonded and asked if the City is covered if anything like that happens. B. Folkert stated yes, all builders will be bonded. The cost for their bond is written into the bid, which is about ¾ of a percent. There was discussion about how the bids will be packaged. B. Folkert stated to make the bid attractive, they will be packaged as a group to get the most bidders to do the most work. T. Schuenke answered R. Miskelley's earlier question; the furnishings for City Hall and Library will be very different than the Public Safety building. We are not adding a lot above what we already have. Almost everything we have will be moved into the new facility. The phone system costs are already in the Public Safety numbers, a new computer server isn't (it is necessary because we already have one), and no station alerting or bunks are needed. There will be some costs for security and AV. R. Miskelley stated the Common Council needs to deal with this. T. Schuenke stated the Common Council won't need to address this until the 2010 budget. There was discussion about using any saved money from the bids to pay for furnishings. T. Schuenke stated if we can use building fund money for furnishings, we will.

E. McAleer stated we are at a point where we need to give permission to the Architect to finish designing the buildings and put it out for bid. J. Krickhahn asked if we should direct Bray and Mortenson to work with the Friends of the Library. There was further discussion about the Friends presentation, how far we are into this process and that it would cost more money to change the plans. Common Council members commented that a decision on the patio can't be made now and that the Friends would have to pay for Bray and Mortenson's time to change the plans. At this time, there would be a lot of expense to see if the Friends proposal can be done or not. M. Wolfert stated at this time, he would hate to see the Friends spend money on services to design something that is so far out in the future. He understands where they were going with this and hopes to have ability to work with them on this project in the future. Common Council members agreed.

4. Request authorization to complete plans and bid documents so as to be able to seek bids for the Public Safety Building, Public Works Addition and Downtown Civic Center Building.

B. LEONARD MOVED TO APPROVE THE REQUEST FOR AUTHORIZATION FOR BRAY AND MORTENSON TO COMPLETE THE PLANS AND BID DOCUMENTS SO AS TO BE ABLE TO SEEK BIDS FOR THE PUBLIC SAFETY BUILDING, PUBLIC WORKS ADDITION AND DOWNTOWN CIVIC CENTER BUILDING. M. DEYOE SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

CITY OF DELAFIELD COMMON COUNCIL MINUTES

5. Adjournment

M. DEYOE MOVED TO ADJOURN THE DECEMBER 8, 2008, COMMON COUNCIL MEETING AT 8:30 P.M. B. LEONARD SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

Minutes Prepared By:

Gina C. Gresch, MMC/WCMC/WCPC
City Clerk/Treasurer