

CITY OF DELAFIELD PLAN B COMMITTEE

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present

Noel Aicher
Jerry Dunnick
Jim Hayne
Gerry Holton
Kean Kemnitz
Beth Leonard (Alderman)
Cate Rahmlow
Tim Turnock

Absent

Gerry Mac Dougall (Alderman)

1. APPROVE MINUTES OF MEETING OF MAY 25, 2007

J. DUNNICK MOTIONED TO APPROVE THE MINUTES FROM THE MAY 25, 2007 MEETING. T. TURNOCK SECONDED THE MOTION. K. KEMNITZ STATED THAT HE RECEIVED A NUMBER OF GOOD COMMENTS FROM THE PUBLIC. THE CITY OF GREENDALE'S FIRE DEPARTMENT AND THE CITY OF GREENFIELD WERE LOOKED AT. HE CAUTIONED THAT WHEN LOOKING AT OTHER COMMUNITIES TO KEEP POPULATION SIZES IN MIND. ALL WERE IN FAVOR. MOTION CARRIED.

2. CITIZEN COMMENTS ON AGENDA ITEMS

No citizens wished to speak.

3. OLD BUSINESS

- A. ANY ISSUES THAT THE MEMBERS FEEL APPROPRIATE TO BRING UP FROM LAST WEEK'S MEETING.

No comments were made.

4. NEW BUSINESS

- A. DRAFT WORK GROUPS

- (1) LIBRARY – CATE RAHMLOW AND NOEL AICHER

The library is looking at the space need requirements and tax payer expenses in relation to the library. An analysis of actual square footage is hoped to be determined by the middle of next

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week. The library board is reviewing possible fund raising activities and past fund raising results. The Friends of the Library have expressed interest in assisting. Discussions took place with all three major groups associated with the Library. C. Rahmlow sent an email to D. Vrakas regarding a capital funding proposal. Figures regarding how the City of Delafield Library compares with other libraries in terms of square footage, population, mill rates, operating costs, etc. were just received. A positive attitude has been expressed about what the Plan B Committee's charge is; the library is very open and very willing to explore possible solutions. K. Kemnitz stated that all of the entities are working hard on getting better library facilities and the library realizes that the Plan B Committee is willing to work with them. It will be this Committee's attempt to pass on to the Council something that is signed by everyone on this Committee, by Department Heads, and by Library Board, etc. before it goes back to the public. C. Rahmlow stated that The City of Delafield, Hartland, and Mukwonago libraries all net more circulation books outside their community than inside their community. The County average for true non-resident (TNR) use is 18%. Fifty-seven percent of Delafield's books are checked out by TNR. How the library is used by the City of Delafield taxpayers is what should be asked for and not how it is used by the service area at large. However, the service area at large is critical to address because it is approximately five times larger than the city. This should be addressed by a group such as the Federated Library System and the County. The Act 150 Committee does have specific recommendations. Part of what the library board needs to do is review this and become strategically involved in creating equity. The Town of Delafield and the Town of Summit are the largest TNR users in the City of Delafield and together check out more books than the City of Delafield does. Their municipal mill rates are approximately one-quarter that of the City's. The library board has explored many possibilities that are being shared.

- (2) ST. JOHN'S NORTHWESTERN MILITARY ACADEMY. GERRY MAC DOUGALL

No report.

- (3) DPW STUDY. GERRY HOLTON AND TIM TURNOCK

G. Holton and T. Turnock met with T. Hafner, Director of Public Works and Jim Jendusa, Jendusa Engineering, on May 30, 2007. Requests for an updated DPW building were discussed. The current building is in need of upgrades: vehicle storage addition, conference room, office space, men's and women's locker rooms,

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an electronics room, plan room, and a secured lobby. The DPW space requirements are: a four bay garage with rack storage of approximately 7,000 sf at approximately \$400,000; office space of approximately 4,500 sf at approximately \$550,000; mezzanine storage over the office space of approximately 1,200 sf at approximately \$36,000; existing office remodeling of approximately 1,200 sf at approximately \$90,000; and mezzanine storage in the new garage facility of approximately 1,600 sf at approximately \$48,000. The total DPW office/garage addition was approximately \$1,124,000. The sf figures were provided by Jendusa Engineering. There is room to the west and south of the office additions for the office additions and to the northwest corner of the building for the garage addition. Adding at least three garage doors to the north elevation of the existing garage would help alleviate daily congestion. When the DPW addition takes place, adding on to or replacing the salt storage building should be considered. The salt storage building is in good shape and being built in 2000 is fairly new. However due to budget constraints at the time of construction, the building was downsized by approximately 25% and the result is confined space with inefficient mixing of sand and salt within the building. Other considerations regarding actions with the DPW addition would be the possible elimination of the wooden storage building near the softball field. The building is approximately 75 years old and is leaning to one side. If relocated, there is room near the salt storage building. The fuel/chemical storage for DPW, fire and police vehicles will most likely have to be relocated as the current location places it in the middle of the proposed campus. There is mention of an account that is funded equally from the water, sewer and taxpayers that is set aside for DPW use. These funds could possibly be considered to help defray the costs of the new facility. It was concluded that these appear to be reasonable costs to upgrade the facility.

The reported referred to four bays. Discussion has taken place regarding less. Costs would be reduced if there were either three or two bays. Depending on funds available, the amount of money required for a referendum could be further reduced. K. Kemnitz thought that the total amount for the DPW was put into the referendum with the knowledge that two-thirds of that cost would be paid off through the sewer and water use fee fund account. He was not sure why it was done this way. Specific requests to the City Administrator were made in order to clarify this issue. B. Leonard discussed the square footages of the DPW. T. Hafner explained at the May 30th meeting that some of the figures that were initially out there were incorrect. General discussion took place on the crowded conditions at the DPW. A shared exercise

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room at the Safety Campus has been discussed. The soil boring reports done in the past (1981) noted ground water 4-7' in the north boring and better in the south boring. Presently, there are no problems with the present building in terms of soil conditions. The footings in the body of the building itself appear to be two feet deep. The present building is not sitting on pilings. T. Hafner was very cooperative and knowledgeable in the information that was given.

B. Leonard stated that the Plunkett Raysich Study had 6,631 for sf which had been revised down from an original number 17,600. Zimmerman then gave the City Hall DPW blended project a square footage of 14,000. She felt that it was very important to be firm on the square footages. K. Kemnitz responded that the consultants would be determining square footage based on T. Hafner's needs. It no longer concerns K. Kemnitz how many numbers were in the original space study; this is the Plan B space study. It was stated that there has been a lot of history, but that the group is moving forward. No red flags came up at the meeting that took place on May 30th. It was stated that there would be some additional costs not figured in such as the fuel tank storage which will need to be moved. Consideration will need to be given to the fuel tanks; DPW, fire, and police parking; and whether this would continue to be a voting location.

(4) SAFETY CAMPUS. BETH LEONARD AND JIM HAYNE

A meeting with the Fire Chief took place. J. Hayne explained the City's fire department personnel structure and scheduling and how this relates to sleeping arrangements, lockers, shower rooms, etc. Presently, the garage space consists of four bays; the Fire Chief has agreed that the new facility could remain at four bays. Training space is needed, but could be shared with the police department. The location of the municipal courtroom was discussed. The equipment for the fire department should not be located in the bays but should be located in a storage room. Gear could be placed on temporary racks by the crew that is working during that particular shift, but removed when they are through. Staff is taking a new look at this in terms of present and future needs. If lockers are placed in the sleeping room, it was agreed that they were not needed in the area off of the exercise room, but that lockers will still be needed for the police department and DPW employees. An exercise room with lockers off to the side (for the police and DPW employees) would be designed, but the number of lockers would be less than originally planned and would include showers. Both areas need an emergency clean-up/bio-hazard area within or off of the apparatus bay. A kitchen/dining area

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and conference room would be accessible to both departments and would be located in a common core. Discussion took place on a common storage area for blueprints. K. Kemnitz ran a set of plans of an 18,000 sf fire station from the Town of Lisbon (population of 9,600) that was bid out with contracts awarded and is under construction for under \$2 million. These prints were for informational purposes only.

(5) DOWNTOWN CAMPUS. JERRY DUNNICK AND KEAN KEMNITZ

J. Dunnick and K. Kemnitz met with Rob and Jim Jendusa at Arch Design. The downtown campus would work out very nicely. There is potentially some space that could include exterior amphitheater-type setting off of the library and other kinds of things that would help with infiltration and stormwater. One of the main questions is once the fire department leaves the current site, that additional ingress/egress access may be needed to address safety issues; the Police Chief will be involved in this discussion. M. Carlson will be consulted in regards to how the city hall portion will work out.

B. PRINCIPLES OF ARCH DESIGN MAY BE IN ATTENDANCE, DEPENDING ON HOW FAR THE STUDY GROUPS GOT IN THEIR PROCEDURES TO ANSWER QUESTIONS OR EXPLAIN IN MORE DETAIL THEIR PROGRESS.

No discussion took place.

C. GENERAL DISCUSSION WITH COMMITTEE MEMBERS REGARDING THEIR WISHES OR IDEAS ON ADDITIONAL DIRECTIONS.

K. Kemnitz stated that tabulation that the Holtons created was done very well. B. Leonard noticed that in her book there were three duplicates of meeting minutes for the Space Committee, but there no meeting minutes for the last two meetings from the old Space Committee.

D. NEXT MEETING

Due to the amount of work that needs to be done, it was suggested that the next meeting take place on June 15, 2007 at 11 a.m.

J. HOLTON MOTIONED TO SUSPEND THE JUNE 8TH MEETING AND SET THE NEXT MEETING FOR JUNE 15TH AT 11 A.M. AND UNTIL THAT TIME WAIT FOR INFORMATION FROM ARCH AND THAT THE WORKGROUPS TAKE THAT INFORMATION TO THE DIFFERENT STAFF LEVELS AFTER WHICH IT WOULD BE REVIEWED AT THE JUNE 15TH MEETING. B. LEONARD SECONDED THE MOTION. B.

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LEONARD STATED THAT THE GOAL WAS TO FINISH THE MEETINGS WITH STAFF REGARDING SPACE AND THEN MEET WITH JENDUSA ENGINEERING OR ARCH DESIGN AND HAVE THEM DO CONCEPTUAL DRAWINGS BASED ON THE SPACE NEEDS THAT WERE DETERMINED. K. KEMNITZ STATED THAT HE WAS REFERRING TO A "BUBBLE DRAWING" THAT MIGHT NOT HAVE ALL OF THE ROOMS IN IT AND COULD POSSIBLY BE A FREE-HAND SCHEMATIC. K. RAMHLOW DISCUSSED THE AMOUNT OF SPACE THAT THE LIBRARY WOULD LIKE AND THE POSSIBILITY OF OBTAINING FUNDING FROM OTHER COMMUNITIES THAT USE THE CITY OF DELAFIELD'S LIBRARY. ALL WERE IN FAVOR. MOTION CARRIED.

T. Turnock discussed the building to the south of the current fire station. He thought that this area might help alleviate some of the parking situations and could be used for future expansion as well. K. Kemnitz stated that the property to the south is not required to solve today's or the immediate future's city hall and library functions. It may not be needed if the library moved elsewhere in the future. The property to the south of the City Hall consists of two parcels: one is a strip of land between the city hall and the other parcel has the building that is for sale. He would like to recommend that if the Plan B Committee is successful in cost savings that the City should look at combining these properties for a downtown redevelopment area where they would either be able to put out a nice property and/or save it for another municipal use. E. McAleer gave a history of the area south of the City Hall. K. Kemnitz stated if the City wants to promote tax base and good development downtown, it should look south. K. Kemnitz is having a number of coffees in his district to try to keep the people as educated as possible. He encouraged others to do the same.

E. ADJOURNMENT

C. RAHMLow MOTIONED TO ADJOURN FROM THE MEETING. J. HAYNE SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT APPROXIMATELY 1:10 P.M.

Minutes Prepared By:

Accurate Business Communications, Inc.