

CITY OF DELAFIELD PLAN B COMMITTEE

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present

Noel Aicher
Jerry Dunnick
Jim Hayne (entered 11:02 a.m.)
Gerry Holton
Kean Kemnitz
Gerry Mac Dougall (Aldersperson)
Cate Rahmlow
Tim Turnock

Absent

Beth Leonard (Aldersperson)

Also Present

Matt Carlson, City Administrator
Roger Dupler, City Planner
Robin Flory, Library Director

1. APPROVE MINUTES OF MEETING OF JUNE 15TH, 2007
 - A. CORRECT MINUTES TO REFLECT THAT THE PREVIOUS MEETING WAS HELD JUNE 1, 2007, NOT JUNE 8.

G. MAC DOUGALL MOTIONED TO APPROVE THE MINUTES FROM THE JUNE 15, 2007 MEETING. G. HOLTON SECONDED THE MOTION. IT WAS NOTED THAT THE PREVIOUS MEETING SHOULD HAVE BEEN JUNE 1, 2007. G. MAC DOUGALL AMENDED HIS MOTION TO MAKE THE CORRECTION. G. HOLTON AGREED WITH THE AMENDMENT. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

2. CITIZEN COMMENTS ON AGENDA ITEMS

No comments made.

3. OLD BUSINESS

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

No discussion took place.

CITY OF DELAFIELD PLAN B COMMITTEE

4. NEW BUSINESS

A. DRAFT WORK GROUPS: WILL INCLUDE COST DISCUSSIONS

(1) LIBRARY. CATE RAHMLow AND NOEL AICHER

N. Aicher prepared a planning outline based on the library space needs and shared it with the Library Director this past Monday. N. Aicher calculated that 8,000 – 12,000 sf was needed depending on which method of book density was used. C. Rahmlow stated that the library may come up with its own analysis; however the research that N. Aicher did came directly from a credible source and reflected the same figures that the City came up with using other averages. Essentially, it is a secondary proof that 8,000 – 12,000 sf is a very good size library for this size of a municipality to support. A letter expressing these findings was included in the packet given to the Committee members. The goal of the letter is to let the Library know where the Plan B Committee stands with its analysis. It was stated that the Library Director did not agree with the analysis, but details were not available as how they performed their calculations. The Plan B Committee was trying to show a positive option that could be verified to the residents. The audience that is going to build the library is not the same audience that the library is serving. If there are specific questions for the library, they should be provided to the library prior to the meeting with them. Discussion took place regarding TNR users. K. Rahmlow stated that there was a case to be made for downtown Delafield having a library or community kind of core that people want to come to. That's good for downtown Delafield. If the funding were there to build a 20,000 sf library, she would be all for it. However, she is not for the Delafield taxpayer building it so other people can use it. It was thought that this is how most taxpayers felt. Generally, the Plan B Committee felt that the library should be built for the citizens of Delafield and if others want to use it that would be good.

a) DISCUSS LIBRARY BOARD FUND RAISING EFFORTS.

C. Rahmlow stated that at this point in time there is no leadership or organizational structure to raise funds. It was asked if there were any national agencies that would be able to help with this. This question will be posed to the library board. Although there may be donors capable of assisting in the funding of the libraries, doubt was expressed as to whether they would have the confidence in

CITY OF DELAFIELD PLAN B COMMITTEE

the current situation to commit. A meeting will take place with the library board on Thursday, July 5.

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

G. Mac Dougall stated that discussions are taking place with the City Administrator and Library Director and St. Johns.

- a) POSSIBLE CITY ACQUISITION OF ADDITIONAL LAND

The additional land would be for cold storage. G. Mac Dougall spoke to the Del-Hart commissioners at their last meeting. He explained that Del-Hart is the wastewater treatment plant in the City and is jointly operated by the City of Delafield and the Village of Hartland. Their board is made up of citizens from both communities.

The need that Delafield has for cold storage was discussed at their last meeting. It was decided that the sale of Del-Hart land was not possible due to their possible need for future expansion. There is a possibility of a lease. G. Mac Dougall was asked to come back to the next meeting to present specifics on land use, how much land would be needed, and what it would be used for. A meeting will take place with T. Hafner, G. Mac Dougall, the Chairman of Del-Hart and the Operation Manager of Del-Hart on July 2. They will get together to discuss specific needs and to walk through the property. Definitions of what the City would like to do need to be worked on. Del-Hart needs to decide whether they are willing to lease property to the City and for a period of time that is reasonable. G. Mac Dougall thought that 50 years would be the minimal amount of time that should be considered.

He discussed a structure that the City of Delafield's Fire Department needs to practice on. Hartland and Nashotah also need the same type of training. There is a synergy there that is being looked at for this. If Del-Hart agrees to leasing land for both of these purposes, it might work. The length of time that this may take was not known. The first question that needs to be addressed is whether Del-Hart is willing to lease to the City.

- b) REPRESENTATIVES OF ST. JOHNS NORTHWESTERN MILITARY ACADEMY AND CITY ADMINISTRATORS MAY

CITY OF DELAFIELD PLAN B COMMITTEE

BE PRESENT TO DISCUSS POSSIBLE COOPERATION IN JOINT LIBRARY FACILITY.

M. Carlson spoke to the Committee regarding a partnership with St. Johns Northwestern Military Academy to share a building for library space in Delafield. He introduced Lieutenant Commander Andy Hefner from St. John's Northwestern Military Academy. The City Planner is working to develop a preliminary site plan that would identify some interesting opportunities. Copies were distributed to the Committee members. The City owns property on the north side of the Bark River west of Genesee Street. When discussions with St. John's Northwestern Military Academy began exploration was done on how to use property that would meet both parties needs. The creation of a new parcel of land north of the Bark River and west of the post office was identified on the map. This could be broken into two sections; one being City owned land. The preliminary site plan illustrates future buildings for St. John's for their campus and a joint building that would include an auditorium and a library building (not necessarily to be built at the same time). The purpose was to see if the property could be used in a way that would jointly and mutually benefit both organizations. The site plan tried to anticipate the library needs for both the City and St. John's. The City of Delafield and St. John's Military Academy have entered discussions on a letter of intent. The letter of intent is expected to be executed with St. John's with respect to the library facility before the end of next week. An expression of interest has been made by both parties.

It was thought that operational issues between the two organizations would not stand in the way to do this. It would be viewed as a real estate transaction. St. John's has agreed to contribute to the operating expenses of the library in a proportional manner. How this would be viewed by the Waukesha County Federated Library System is not known, but if this was created as a real estate transaction, no issues are expected.

K. Kemnitz stated that if the library board is on board with pursuing this, it should move forward. Whether the Plan B Committee would then drop this and continue with the other questions was discussed. M. Carlson stated that both ideas should be pursued at the same time. The Committee

CITY OF DELAFIELD PLAN B COMMITTEE

members thought that all avenues should be pursued at this time. It is important to continue pursuing both ideas.

General discussion took place on possible working arrangements with St. John's with the library and how the auditorium could fit in with this project. It is possible that one or two buildings would need to be demolished in the area in order to accommodate the library, access, and parking areas. The square footage needs for St. John's is approximately 4,000, but analysis needs to be done. It has been confirmed that a building could fit on this site. The building would fit with parking lots and detention and has the ability for future expansion should the need arise. The Plan B Committee will continue with a dual track for the library. The job of estimating the cost of each facility and which one gets put in front of the voters was discussed. K. Kemnitz suggested pursuing this, put together a Plan B bubble drawing concept, square footage, and costs for the downtown civic center and submit to the Council even though it may be put on hold because of a possible joint venture with St. Johns.

(3) DPW STUDY. GERRY HOLTON AND TIM TURNOCK

Things are moving ahead and ideas are being explored. T. Hafner has been active in providing information. Equipment, supplies, and furniture costs have not been obtained at this time. They will rely on figures supplied by other consulting firms. Other specific costs are in the process of being identified, i.e., lifts, etc.

An updated drawing was distributed to the Committee members. The drawing, with the amount of parking, has a second floor above the police and fire department for their meeting/sleeping/exercise rooms. Having the City Hall on the second floor has been explored and would not be feasible; too many things would be in one spot. It was asked if the library were located by St. John's, if consideration would be given to locating the City Hall at the DPW site. This would be dependent on the timeline.

Discussion took place on the third-third-third formula for DPW. T. Hafner did a great job on the papers handed out to the Committee members. The concern was if the number was defined or qualified in any way. T. Hafner had gone through line item by line item by piece of equipment and qualified that sanitary sewer, water utility, and storm water utility takes up roughly 66% of the DPW space. The formula has been qualified as being accurate. Two-thirds of the cost would be paid for by the utilities. Property

CITY OF DELAFIELD PLAN B COMMITTEE

taxes would not pay for these two-thirds. They are waiting for a written form from Johnson & Block stating that this would not put any undue financial stress on these funds. They are also waiting for a written legal opinion. The City Attorney, Mark Sewell, gave a verbal opinion at the Common Council, that he did not see any legal issues. This would be explained in a handout that a resident could look at and understand that two-thirds of this cost would not be added to their property tax levy.

(4) SAFETY CAMPUS. BETH LEONARD AND JIM HAYNE

The square footage is going to be set at approximately 30,000 sf. The basics needed for the departments have been incorporated into the plans. The 30,000 sf is the total of both floors. The core (if you take the police and fire garages off) is office space for both the police and fire department as well as the public areas (approximately 16,000 sf). Changes have been made to incorporate a substantial amount of parking towards the road to be used by the public. By having the parking in this location, the public will not be in the same traffic patterns as that used by city vehicles. If the need arises, expansion is possible. Off site cold storage and an off site location for recycling and brush was addressed. Stormwater retention/detention needs to be analyzed. R. Dupler will be contacted for his comments.

(5) DOWNTOWN CAMPUS. JERRY DUNNICK AND KEAN KEMNITZ

A neighborhood coffee was held in K. Kemnitz/Ald. J. Krickhahn's district to discuss the status of the Plan B Committee and what it is trying to do. The library was the main issue that was discussed.

Information will be reviewed to refine the design of the downtown campus. It was clarified that the downtown campus will continue to be pursued. K. Rahmlow suggested that if the City is going to move forward with the joint venture with St. John's for the library, to advocate that they work with the architect that the Plan Committee B is working with to refine the synergies of designing for Space A or Space B. K. Kemnitz agreed, but stated that until an agreement was reached, this committee needs to stay focused on where it is. G. Mac Dougall stated that if the Plan B Committee was in need of further funding to accomplish studies required, the funds should be pursued and spent wisely. K. Kemnitz will talk with J. Jendusa and Rob to determine funding status. It was clarified that this committee could not take on another study.

CITY OF DELAFIELD PLAN B COMMITTEE

It was the consensus of the Plan Committee to strongly advise the Common Council that if it chose to shelve the downtown civic campus and pursue the St. John's Northwestern situation that they should use all of this work and expertise and not start over again.

- a) HOW TO FACILITATE TEMPORARY OCCUPANCY OF CITY GOVERNMENT AND LIBRARY DURING CONSTRUCTION AND COST OF SAME.

No discussion took place.

- 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. REVIEW OF INITIAL BUDGET NUMBERS FOR REFERENDUM.

K. Kemnitz would like to give the numbers that this Committee can come up with to M. Carlson to have him determine the bond figures. In addition, K. Kemnitz would like access to staff and engineering. The Committee was in agreement with this.

- (1) DISCUSSION OF TIMELINE FOR THE COMMITTEE TO COMPLETE ITS TASK AND PASS ON RECOMMENDATION TO THE CITY COUNCIL AND HOW THIS MAY OR MAY NOT AFFECT THE CITY'S BUDGET PROCESS.

No discussion took place.

- (2) AS THERE ARE NO REGULAR ELECTIONS SCHEDULED IN CALENDAR YEAR 2007, DISCUSS LIKELY BEST TIMING FOR A SPACE NEEDS PUBLIC REFERENDUM. IN CALENDAR YEAR 2008 THERE ARE REGULAR ELECTIONS SCHEDULED FOR FEBRUARY, APRIL, SEPTEMBER AND NOVEMBER.

There is no general election in 2007, so any election in 2007 would be a special election. In 2008, there are four elections with the first one to be held in February.

CITY OF DELAFIELD PLAN B COMMITTEE

D. ITEMS WE NEED ASSISTANCE WITH IN PUTTING REFERENDUM NUMBERS TOGETHER FROM THE CITY STAFF AND POSSIBLE ACTION:

K. Kemnitz would like to review the following with M. Carlson.

- (1) COSTS OF SPECIAL ELECTION
- (2) BOND COSTS
- (3) INTEREST EXPENSE
- (4) OTHER?

E. NEXT MEETING: THURSDAY, JULY 5, 2007, 7 P.M. IN THE CITY COUNCIL CHAMBER. A QUORUM OF THE LIBRARY BOARD MAY BE IN ATTENDANCE.

The next meeting will take place on July 5, 2007 at 7 p.m. in the Council Chamber.

F. ADJOURNMENT

K. RAHMLow MOTIONED TO ADJOURN FROM THE MEETING. J. DUNNICK SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT 1:24 P.M.

Minutes Prepared By:

Accurate Business Communications, Inc.