

**MINUTES ARE NOT OFFICIAL UNTIL APPROVED AT SUBSEQUENT MEETING**

VILLAGE OF NEW GLARUS  
AD HOC FACILITIES COMMITTEE  
VILLAGE HALL BOARDROOM  
319 2<sup>ND</sup> STREET  
May 9, 2019

Call to order: Village President Roger Truttman called the meeting to order at 4:00 p.m.  
Members Present: Roger Truttman, Petra Streiff, Peggy Kruse and Barb Anderson.

ALSO PRESENT: Margie Irland, Mary Hillstrom, Jody Hoesly, Shelly Truttman, Suzi Janowiak, Linda Hiland, Gof Thomson, Chief Boldebuck and Lt. Sturdevant.

Announcement: All cell phones shall remain silenced during meeting

Approval of Agenda: Motion by Barb Anderson to approve the agenda, 2<sup>nd</sup> by Petra Streiff. Motion carried.

Approval of Meeting Minutes of /22/19: Motion by Petra Streiff to approve, 2<sup>nd</sup> by Barb Anderson. Motion carried.

Discussion and Consideration regarding the Village Hall Building Condition Assessment and Space Needs Analysis Report by Dimension IV:

- Petra Streiff indicated the Village has considered numerous options and done its due diligence. She indicated the costs will only continue to go up if action is not taken. Her preference is to fund the Library project and complete improvements to Village Hall incrementally over multiple years.
- Motion by Roger Truttman, seconded by Barb Anderson for the following:
  - Recommend the westside site as the final location for a new Library and to remove all other sites from consideration
  - Recommend the Village Board instruct the Police Department to complete its renovation with currently budgeted funds
  - Recommend the Village Board instruct staff develop a 5-year plan for repairs to Village Hall
  - Recommend the Village Board instruct staff to collaborate with the Department of Transportation to reduce the speed limit and install a pedestrian crossing near the proposed Library site
- Motion carried unanimously

Schedule Next Meeting

- Having completed its charge from the New Glarus Village Board, the Ad hoc Facilities Committee has dissolved.

Adjournment: Being no further business, President Truttman adjourned the meeting at 4:21 p.m.

Drake Daily, Administrator

VILLAGE OF NEW GLARUS  
AD HOC FACILITIES COMMITTEE

VILLAGE HALL BOARDROOM

319 2<sup>ND</sup> STREET

April 22, 2019

Call to order: Village President Roger Truttmann called the meeting to order at 4:00 p.m.  
Members Present: Roger Truttmann, Petra Streiff, Peggy Kruse and Barb Anderson.

ALSO PRESENT: Dimension IV representatives, Bob Bergum, Margie Irland, Mary Hillstrom, Jody Hoesly, Shelly Truttmann, Suzi Janowiak, Linda Hiland Chief Boldebuck and Lt. Sturdevant.

Announcement: All cell phones shall remain silenced during meeting

Approval of Agenda: Motion by Barb Anderson to approve the agenda, 2<sup>nd</sup> by Petra Streiff. Motion carried.

Approval of Meeting Minutes of 3/18/19: Motion by Petra Streiff to approve, 2<sup>nd</sup> by Barb Anderson. Motion carried.

Discussion of Space Needs Projections prepared by Dimension IV:

- Jim Gersich presented the New Glarus Village Hall Building Condition Assessment and Space Needs Analysis
  - Three (3) options were presented
    - Renovation of Village Hall to accommodate a Library, Administration and the PD
    - Renovation of Village Hall for Administration and PD and construction of a Public Library offsite
    - Renovation of Village Hall for a Public Library and construction of Village Hall offsite
  - Dimension IV did not consider demolishing Village Hall and building new on the same site due to cost
  - Mechanicals of Village Hall are all past their useful life
  - All options would be phased appropriately to minimize disruption and promote continuance of service
  - Estimated operating costs are not included but are projected to be mostly equal between the options
- The Committee inquired about the cost of only building a new library
  - Dimension IV estimated the cost to be \$3 million, not including land acquisition or furnishings

Discussion of Next Steps.

- The Committee requested Administrator Daily research the following and report back at the next meeting
  - Attend the New Glarus School District Public Information meeting regarding their facilities
  - Can the Village go to referendum to exceed the state-imposed debt limit?
  - How does this project fit into the Village's debt limit?

Schedule Next Meeting

- The Committee will next meet on May 9<sup>th</sup>, 2019 at 4:00 PM

Adjournment: Being no further business, President Truttmann adjourned the meeting at 5:45 p.m.

Drake Daily, Administrator

VILLAGE OF NEW GLARUS  
AD HOC FACILITIES COMMITTEE  
VILLAGE HALL BOARDROOM  
319 2<sup>ND</sup> STREET  
3/18/19 6:00 P.M.

Call to order: Village President Roger Truttmann called the meeting to order at 6:00 p.m.

Members Present: Roger Truttmann, Petra Streiff, Peggy Kruse and Barb Anderson.

ALSO PRESENT: Margaret Lutz, Gof Thomson, Julie LeGros, Jamie Bell, Corrine Hendrickson, Mark Hawley, Jaimi Noriega, Shelly Truttmann, Suzi Janowiak and Linda Hiland.

Announcement: All cell phones shall remain silenced during meeting

Approval of Agenda: Motion by Peggy Kruse to approve the agenda, 2<sup>nd</sup> by Barb Anderson. Motion carried.

Approval of Meeting Minutes of 2/26/19: Motion by Barb Anderson approve, 2<sup>nd</sup> by Petra Streiff. Motion carried.

Discussion: Options for West side Site for Library Facility: The Committee had specifically invited the local daycares to this meeting to provide input on options for the west side library site. Julie LeGros noted that she currently uses the library programs for her day care, including story hour and music and movement, walking to the current facility. She indicated that she does not transport children in a vehicle and has no van to do so. The west side site would be too far for her day care to continue participating in the programming. Jamie Bell added that she believes the crossing of Highway 39 unsafe and has noted cars slide through the intersection with 10<sup>th</sup> Avenue. Margaret Lutz indicated her day care also utilizes the current facility adding the convenience of being able to visit the park as well. She feels there is “an extreme safety issue” with the site at Hwy. 39 and Durst Road. She doesn’t transport children by vehicle either due to the many regulations for day cares to do so. She further noted that she would not allow her own children to walk to the west side site based on safety concerns and added her concern for a woman in a wheelchair. Corinne Hendrickson feels that it is safer crossing up at the west side than it is downtown. She would like to see a larger library for sure, adding there is no space downtown (even though this would be optimal). Margaret Lutz asked where to find information on various sites and Village Hall possibilities. Linda Hiland mentioned the Village’s website has all the past studies as well as the presentation from July, 2016 with background and other sites looked at. Shelly Truttmann asked about sidewalks and whether the Village would pay for sidewalks. ADA requirements were also discussed with Corinne Hendrickson noting her concerns for the safety and ADA in the current space.

Update/Discussion: Dimension IV Study: No update.

Adjournment: Being no further business, President Truttmann adjourned the meeting at 6:19 p.m.

Respectfully submitted,  
Petra Streiff

VILLAGE OF NEW GLARUS  
AD HOC FACILITIES COMMITTEE  
VILLAGE HALL BOARDROOM  
319 2<sup>ND</sup> STREET  
2/26/19 7:00 P.M.

Call to order: Village President Roger Truttman called the meeting to order at 7:00 p.m.  
Members Present: Roger Truttman, Petra Streiff, and Barb Anderson. Absent: Peggy Kruse. Also present: Jim Gersich (Dimension IV), Diana Clark, Mark Hawley, Suzi Janowiak and Linda Hiland.

Announcement: All cell phones shall remain silenced during meeting

Approval of Agenda: Motion by Barb Anderson to approve the agenda, 2<sup>nd</sup> by Petra Streiff. Motion carried.

Approval of Meeting Minutes of 1/15/19: Motion by Petra Streiff approve, 2<sup>nd</sup> by Barb Anderson. Motion carried.

Dimension IV Presentation: Jim Gersich with Dimension IV discussed the scope of the project, elements of the study and review design schedule as well as next steps with the Committee. Mr. Gersich summarized space needs for those in Village Hall presently. Evaluate collection needs for library. Long-term needs for other departments. Did a study for Village of Windsor recently. Will look at community demographics. Look at library service population. WI DOA projects: 2015 population – 3570 (Village & Town), 2040 population – 4300. Library service population 5,744 (2015). Dimension IV will meet with each department. Calendar handed out. Needs boundary survey and hazardous material report. Will do as a drawing. Asked for Committee's input for future needs (i.e. fire or police). Asked about utility offices. Asked about hours of operation of all departments. We looked at "Project Approach" document. Mr. Gersich asked if the Committee had suggestions on a time-line and project approach. Said the Committee can email him with other thoughts/questions.

Discussion: Reschedule meeting for discussing Options for Westside Site for Library Facility: Tentatively – Monday, March 18th at 6:00 p.m. Will invite daycare providers. Mark Hawley will check schedule.

Adjournment: Being no further business, President Truttman adjourned the meeting at 7:45 p.m.

Respectfully submitted,

Petra Streiff

VILLAGE OF NEW GLARUS  
AD HOC FACILITIES COMMITTEE  
VILLAGE HALL COMMUNITY ROOM

1/15/19      3:30 P.M.

1. Call to order: Village President Roger Truttmann called the meeting to order at 3:30 pm. Those present, in addition to Truttmann, were Barb Anderson, Petra Streiff, Shelly Truttmann, and Suzi Janowiak. Absent: Peggy Kruse and Linda Hiland.
2. Announcement: All cell phones shall remain silenced during meeting
3. Approval of Agenda: Barb Anderson moved to approve, 2<sup>nd</sup> by Petra Streiff. Motion carried.
4. Approval of Meeting Minutes of 1/2/19: Petra Streiff moved to approve, 2<sup>nd</sup> by Barb Anderson. Motion carried.
5. Discussion: Village Hall Reconfiguration Options and Study Proposals: Four firms submitted bids for the study of Village Hall: FEH, Plunkett-Raysich, Dimension IV, and ACDI. The committee reviewed the bids and considered what each bid proposed to include, and the quoted cost of each. After discussion, Barb Anderson made a motion to recommend to the Village Board the proposal from Dimension IV, for the Village Hall Building Assessment, Space Needs and Concept Design. 2<sup>nd</sup> by Petra Streiff. Motion carried.
6. Discussion: Options for Westside Site for Library Facility: Consensus of the committee was that it is premature to get into great detail on this at this time; but noted several positive aspects of the site. Consensus to move forward by inviting selected guests and stakeholders from the community to the next meeting to discuss safety issues and other concerns.
7. Adjournment: President Truttmann adjourned the meeting at 4:00 pm.

Respectfully submitted, Suzi Janowiak, New Glarus Public Library Board

**Village of New Glarus  
Ad Hoc Facilities Committee  
New Glarus Village Hall  
319 2<sup>nd</sup> Street  
January 2, 2019 – Minutes**

The meeting was called to order at 3:30 p.m. by Chair Roger Truttmann. Members Present: Roger Truttmann, Petra Streiff, and Barb Anderson. Also present: Village Administrator Bryan Gadow, Library President Linda Hiland, Suzi Janowiak, Shelly Truttmann, and Gof Thompson.

Announcement: All cell phones shall remain off during the meeting.

Agenda: Motion by Petra Streiff to approve the agenda, second by Barb Anderson. Motion carried.

Approval of Meeting Minutes of 12/12/18: Motion by Petra Streiff to approve the Meeting Minutes, second by Barb Anderson. Motion carried.

Discussion: Village Hall Reconfiguration Options and Study Proposal: Administrator Gadow provided an overview of the request at the last meeting to contact architectural/structural engineering firms to provide cost proposals for a feasibility study for renovation of Village Hall. He noted that he reached out to three firms: 1) FEH Design; 2) Vierbecher; and Plunkett Raysich Architects. Administrator Gadow stated he received one proposal back from FEH Design, with a Phase I (\$8,800) and Phase II components (\$12,800).

Linda Hiland noted that the 2004 Plunkett Rayisch study addresses some of these items. Petra Streiff stated that they needed to have an updated study, as the previous study was 14 years ago. Gof Thompson asked if there was a separate analysis for demolition/deconstruction costs for the building as part of the renovation analysis. The Committee indicated they would request that as part of any analysis.

The Committee indicated that they wished to get at least one other cost proposal to compare against the FEH Design proposal, before making any recommendation. Motion from Barb Anderson, second by Petra Streiff, to continue this discussion to a future meeting until Staff receives at least one more proposal. Motion carried. Administrator Gadow stated he would reach out to the firms again to see if they could provide proposals.

Next Meeting:

The Committee agreed to schedule the next meeting for Tuesday, January 15, 2019 at 3:30pm, to discuss any received cost proposals and options for the Westside site.

Adjournment: There being no further business, the meeting stood adjourned at 3:47 p.m.

Minutes taken by Bryan Gadow, Village Administrator

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