

**MINUTES ARE NOT OFFICIAL UNTIL NEXT SUBSEQUENT MEETING**

**Village of New Glarus  
Ad Hoc Facilities Committee  
New Glarus Village Hall  
319 2<sup>nd</sup> Street  
December 12, 2018 – DRAFT Minutes**

The meeting was called to order at 3:00 p.m. by Chair Roger Truttmann. Members Present: Roger Truttmann, Petra Streiff, Barb Anderson, and Peg Kruse. 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 Barb Anderson to approve the agenda, second by Petra Streiff. Motion carried.

Approval of Meeting Minutes of 11/26/18: Motion by Petra Streiff to approve the Meeting Minutes with the correction to all the unanimous vote total on the concept design motion, second by Barb Anderson. Motion carried.

Discussion: Village Hall Reconfiguration Options: Administrator Gadow provided an overview of the area construction costs he was able to find and the packet provided by Village Trustee Anthony Edge on case studies. Linda Hiland indicated that Maas Brothers looked at the 12,000 SF proposal for Glarner Park, and the building only portion was approximately 2.64 mil.

Administrator Gadow stated he needed additional direction from the Committee on what they were looking for in terms of information on reuse of the Village Hall building. Peg Kruse asked about the extension of the building to the west towards the fire department parking lot. Petra Streiff asked if the existing well prevented the Village from reconstructing this building. Linda Hiland asked how much space does the well take away from the design. Petra Streiff asked if they needed to request funds to hire an engineer and/or architect to evaluate whether the building could be reconfigured in its present condition. Barb Anderson stated that there were possibilities for shared spaces, but we need to understand what those costs are and space needs for the library and Village services. She stated that she is not sure we are saving any money with a reconfiguration. Peg Kruse stated that she has been out contacting individuals in the community to get perspective. Shelly Truttmann stated that if the building's infrastructure and HVAC system is bad, then perhaps demolition of the building is the best option. Linda Hiland noted that if the library was the sole user of the building, it would trigger a change of use under the building code, and they would be required to meet all current ADA requirements. Shelly Truttmann stated that if both uses were to be in the building, it would be better to have Village services on a 2<sup>nd</sup> floor and library on the 1<sup>st</sup> floor. Administrator Gadow stated that he could reach out to area architectural/engineering firms to get cost estimates on an evaluation of remodel possibilities/life of building analysis of Village Hall. Motion by Barb Anderson, second by Petra Streiff, to direct Staff to contact two or more firms to get cost proposals on a Village Hall evaluation. Motion carried (4-0).

Discussion: New Building Construction Costs:

The Committee noted the wide range in costs of construction for the various projects.

Update: Library Fundraising Efforts: Linda Hiland stated that they have received additional donations, and that they are near both the \$100,000 match goal from the Town of New Glarus, and the initial fundraising goal of \$1 mil. She noted there is \$906,000 in the Community Foundation of Southern Wisconsin (CFSW) fundraising account.

Gof Thompson asked what Dimension IV's (Library's architectural firm) architectural fee was. Linda Hiland indicated that she would need to verify. Administrator Gadow noted that Belleville's was 10% of project cost.

Next Meeting:

The Committee agreed to schedule the next meeting for Wednesday, January 3, 2018 at 3:30pm.

Adjournment: There being no further business, the meeting stood adjourned at 3:56 p.m.

Minutes taken by Bryan Gadow, Village Administrator

**Village of New Glarus  
Ad Hoc Facilities Committee  
New Glarus Village Hall  
319 2<sup>nd</sup> Street  
November 26, 2018 – DRAFT Minutes**

The meeting was called to order at 2:04 p.m. by Chair Roger Truttmann. Members Present: Roger Truttmann, Petra Streiff, Barb Anderson, and Peg Kruse. Also present: Village Administrator Bryan Gadow, Library President Linda Hiland, Suzi Janowiak, Shelly Truttmann, and Deb Carey.

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

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

Approval of Meeting Minutes of 10/25/18 and 11/5/18: Motion by Petra Streiff to approve the Meeting Minutes, second by Barb Anderson. Motion carried.

Discussion: Brodhead Memorial Library Tour Findings:

The Committee members discussed their recollections of their 11/12/18 tour of the Brodhead Memorial Library. Peg Kruse indicated that the Brodhead library is a third larger (15,000 SF) than what the New Glarus Library is proposing (12,000 SF), and that it was nicely appointed and laid out well. She noted that New Glarus would likely lean towards a more understated design. Peg Kruse stated that she thought some of the space was wasted, noting that large entrance room. She stated Brodhead staff did not see them outgrowing it for 20 years. Barb Anderson noted that the project cost was \$2 million, ten years ago, and that it was built slab on grade.

Shelly Truttmann noted that during the summer kids programs, 100 kids were sitting or standing, and story time was twice a week. Peg Kruse noted that they need to think about security measures for the building and book-drop off area. Roger Truttmann noted that staff said teens liked the booth area. Peg Kruse stated that there was only one full time employee, with one part-time employee with a masters degree, and a number of other part-time employees.

Shelly Truttmann noted that Brodhead prefers the City to pay for the capital expenses, as it is a City-owned building. Peg Kruse noted that the budget was \$284,000, and \$184,000 is from the City, with the reminding from County and other sources. Peg Kruse also noted that there was approximately \$15,000-\$20,000 for utility expenses. The Committee noted that the Brodhead library did not allow private event rentals, and that all events must be free and open to the public.

Peg Kruse noted that the Brodhead library was 15,000 SF for approximately 3,200 people, where New Glarus library is proposing 12,000 SF for 2,100 people. Barb Anderson noted that the service area population for the New Glarus Library is 6,069 people, compared to Brodhead's service area population of 5,953. Linda Hiland noted that there still is a need for space for programming and internet usage, and that New Glarus has some of the same broadband access challenges to Brodhead. She noted that the proposed design would be open concept to allow modifications and changes to meet needs. Shelly

Truttmann noted that Brodhead is looking to build a separate senior center, because the library community space is not large enough.

Discussion: Review of Press Release and Library Space Needs:

The Committee reviewed the draft press release. Barb Anderson stated she liked the breakdown of spaces included in the proposed library. Petra Streiff asked if the Committee members agreed upon the library's space needs. Peg Kruse indicated that she would like to know the service area population calculations from the Department of Public Instruction and how much it would cost to construct 10,000 SF vs 12,000 SF, before agreeing to a 12,000 SF space need. Linda Hiland noted that they need agreement on the space needs before budgeting, site selection, and architectural design can occur. Peg Kruse stated that a 12,000 SF concept design could be used to determine what is actually fundable. Linda Hiland stated that the Library Board is unlikely to agree on anything less than 12,000 SF due to the space needs analysis, and would rather take additional time for fundraising if necessary. Peg Kruse noted that she wanted to be prepared to understand how the facility will age in the future. Linda Hiland noted that the Library Board has asked for the plans to be flexible in design to accommodate changes in the future.

Motion by Petra Streiff to have the Committee endorse a 12,000 SF concept design, as recommended by the Library Board, second by Barb Anderson. Motion carried. The Committee discussed grammatical amendments to the draft press release and authorized release to the Post Messenger Recorder by Friday, November 30<sup>th</sup>.

Discussion: Village Hall Reconfiguration Options:

Deb Carey discussed potential remodeling concepts for Village Hall. Option 1 included reconfiguring the community room, and separating the Village and Library spaces (4,280 SF library space). Option 2 included reconfiguring the community room, but adding reinforcement of an upper level of storage space (4,460 SF library space). Option 3 included creation of an upper level library space and locating Library spaces to the front of the building, and village office space in the rear of the building (7,810 SF library space).

Petra Streiff asked how to deal with the loss of the public meeting space within the building. Deb Carey asked why allow a private business to conflict with a public use of the building, and that there are other spaces available for rent in the community. Petra Streiff noted her concern with staffing a second level of a building.

Deb Carey noted that a completely new building might not be financially feasible, and recommended that the Committee check building costs against architectural standards books for current construction pricing.

Next Meeting:

The Committee agreed to add the following items to the next meeting agenda:

- Discussion of Village Hall options
- Discussion of new building construction costs, and full Village Hall reconstruction
- Update on fundraising efforts

The Committee agreed to schedule the next meeting for Wednesday, December 12, 2018 at 3:00pm.

Adjournment: There being no further business, the meeting stood adjourned at 3:54 p.m.

Minutes taken by Bryan Gadow, Village Administrator

**Village of New Glarus  
Ad Hoc Facilities Committee  
New Glarus Village Hall  
319 2<sup>nd</sup> Street  
November 5, 2018 – DRAFT Minutes**

The meeting was called to order at 9:01 a.m. by Chair Roger Truttmann. Members Present: Roger Truttmann, Petra Streiff, Barb Anderson, and Peg Kruse. Also present: Village Administrator Bryan Gadow, Library President Linda Hiland, Suzi Janowiak, and Shelly Truttmann.

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

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

Discussion: Library Space Needs Study:

The Committee reviewed the provided space needs analysis from the Library. Linda Hiland noted that the current proposal (12,000 SF) adds different spaces that the existing library does not have. She noted that the Village Board needs to understand that 12,000 SF is the minimum amount that the Library need, and the Library Board is looking for Village Board agreement on this item.

Peg Kruse noted her concern was how to pay for the project is the cost is more than \$3 million (approximately \$300-\$325 per SF), based on other recent area library construction projects. She asked how it would be supported and would like to see an operational plan for that space. Linda Hiland stated that the architect would not make another plan without a site determination. Peg Kruse stated that if Village Hall was the location, then no detention pond would be necessary.

Barb Anderson asked what the cost was to move Village Staff to another location. She noted that there is not an issue with the Village Hall site itself, but rather additional issues with costs of renovating the building. Linda Hiland noted that the issue with the Village Hall site was the it does not allow for any future expansion. She noted that changes are coming in the need for programing space, with libraries serving as community centers, and providing access to the internet and educational opportunities. She stated that the Library Board previous provided an operational cost estimate as part of their January 2016 report to the Village Board. Linda Hiland stated that the Library Board continues to fundraise, has established an operational reserve fund (\$25,000) and received a donation from the Town of New Glarus.

Peg Kruse stated that she is concerned about affordability based on donations into the future. Barb Anderson noted that the library is a village service similar to the swimming pool, and it is the only service we offer to the seniors in the community. Petra Streiff stated that the Town of New Glarus is thinking of ways to contribute to the on-going maintenance of the building, such as snowplowing and mowing. She noted there may be there potential for an on-going maintenance contribution from the Township similar to a PILOT (Payment in Lieu of Taxes) payment.

Roger Truttmann asked what the Library Board's stance was on location. Linda Hiland state they are open to discussions, but want Village support to move forward, and they have used the 2001 Taskforce criteria in evaluating sites. She noted they must have 12,000 SF, and noted a preference for the Westside site. Linda Hiland stated that if the Village is looking at a new site, the Library Board would request the Village Board to pick up the costs for any land purchase, geo-technical, surveying work, etc., as the Library Board has paid for this work on two sites already. She noted the potential for 1 story with a basement at the Westside site.

Roger Truttmann stated he was concerned about the financial burden to the Village, if the Westside site was not utilized, due to the cost of renting space elsewhere for Village staff, in the case of the Village Hall site. Linda Hiland noted that there was potential to coordinate with the Swiss Center on genealogy research classes, raising potential for grant opportunities.

Peg Kruse noted here concern about traffic and safety for children at the Durst Rd and Hwy 39 area. She asked if there was a previous traffic study conducted with the prior work on the Westside site. Barb Anderson noted that with other community libraries (Verona, Mt. Horeb), not everyone can live on the same side of the highway, and they have dealt with safety concerns. She also noted that a flashing pedestrian light system (H.A.W.K system) might work at that location, in coordination with the WIDOT. Petra Streiff noted the potential to reduce the speed limit coming east bound in Hwy 39 to 25 mph due to the Bailey's Run winery.

Shelly Truttman asked Peg Kruse what she was hearing in the community about the project. Peg Kruse stated that she was hearing that people would be supportive of the Village Hall site and may donate to it, but do not see the 12,000 SF size as a realistic goal. She noted that she is hearing about size, project budget, and ability to financially support it. Shelly Truttman stated that 31 kids utilize the bus stop at Village Hall, and many use the library. Petra Streiff asked if the school would consider a new bus stop at the Westside site to create a safe haven spot for parents to pick children up.

Barb Anderson asked about Brodhead's experience in constructing a new library, noting it was not built in the downtown. Peg Kruse stated it was important to see some negotiation space for the project, which could lead to more community donations. Linda Hiland stated that if the Village Board cannot get behind 12,000 SF, then it is a larger issue to go out in the community to get support for the project. Barb Anderson stated it would be a mistake to build a smaller and then have another inadequate space.

Peg Kruse asked if the Library Board would be willing to compromise down to 10,000 SF. Shelly Truttman noted that it was perception vs reality on the 12,000 SF building size. She noted that it is 6,000 SF of main library space, plus an additional 6,000 SF for the additional amenities, such as community room space, etc. She noted that the main library collection space was only a few times larger than the existing library collection space. Petra Streiff stated that 12,000 SF is a compromise from the Library's actual space needs, and the Library needs to explain the different components of the building. Barb Anderson noted a concern with ADA accessibility in the existing space.

Discussion: Next Steps:

Peg Kruse stated that she would contact the Brodhead Library to set up a Committee tour. She suggested the potential of a media piece highlighting the two Boards were working together, and suggested the Committee review a draft at their next meeting. The Committee briefly discussed other site options including a new municipal facility at the current Village Hall site and land adjacent to Candy Cane Park. The Committee discussed the Library's request for 12,000 SF, and the sense of the Committee was that 12,000 SF was a required minimum based on a good faith analysis from the Library Board.

Next Meeting: The Committee agreed to meet again on Monday, November 26, 2018 at 2:00 p.m. to continue discussions on site alternatives.

Adjournment: There being no further business, the meeting stood adjourned at 10:36 a.m.

Minutes taken by Bryan Gadow, Village Administrator

**Village of New Glarus  
Ad Hoc Facilities Committee  
New Glarus Village Hall  
319 2<sup>nd</sup> Street  
October 25, 2018 – Minutes**

The meeting was called to order at 9:00 a.m. by Chair Roger Truttman. Members Present: Roger Truttman, Petra Streiff, Barb Anderson, and Peg Kruse. Also present: Village Administrator Bryan Gadow, Library President Linda Hiland, Suzi Janowiak, and Bob Bergum.

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

Agenda: Motion by Peg Kruse to approve the agenda, second by Barb Anderson. Motion carried.

Discussion: Committee Membership:

Administrator Gadow asked Committee members for their feedback on if there were any additional members they would like to invite, such as Library Board members, or members of the public. Petra Streiff suggested that they invite Department Heads to identify their current and future space needs, starting with the Library first, and then have the Departments meet with the Committee to discuss. Peg

Kruse suggested inviting a few members of the public, likely from the business community for their perspective, noting the issue was how to fairly select them. Petra Streiff indicated that interested members of the public could provide input at public meetings, and the Committee could do a special invite to the business community if needed. Peg Kruse noted that the business community might be interested in assisting with Library fundraising if they felt involved in the process. Petra Streiff indicated that the Library Board decided that the Library President, Board Chair, and Vice-Chair would attend all Ad Hoc Facilities Committee meetings to answer questions and be part of the discussion. Barb Anderson suggested that the Committee framework would be the appointed Village Board members, who would invite appropriate ancillary and citizen members as needed. It was the consensus of the Committee to utilize this as the membership framework for future Committee meetings. Roger Truttmann noted, per the Board's original direction, the Committee's work is to be completed in six months.

Discussion: Alternative Sites for Library Project:

Petra Streiff suggested that the Committee ask the Library Board for their Space Needs Study to assist with discussions. Peg Kruse asked about research into rentable spaces within the community for Village staff. Administrator Gadow noted that he has had preliminary discussions with one entity, but it would require a formal indication of interest from the Village Board to proceed further. Barb Anderson stated that financing would drive the location decision. Petra Streiff stated that availability of land is also a factor. Peg Kruse asked the Library to provide a snapshot of what could be built based on current finances.

Discussion: Framework for Additional Village Facilities Research: Administrator Gadow asked for direction on items to research for additional Village facilities beyond the Library. Barb Anderson suggested that Department Heads be made aware to begin assessing their facility needs, and formal discussion with the Committee could begin early next year, after the Library issues have been addressed.

Next Meeting: The Committee agreed to meet again on Monday, November 5, 2018 at 9:00 a.m. to discuss the Library project space needs.

Adjournment: There being no further business, the meeting stood adjourned at 9:26 a.m.

Minutes taken by Bryan Gadow, Village Administrator

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