

Paul Beere called the meeting to order at 7:00 p.m. with Gary Beck, Chris Bennett, Ed Chart, Chris Johnson, Bob Lancour and Mike Weinkauff present.

Betty Novy, Clerk -Treasurer, was also present.

Bill Matthews and Steve Wagner from Anderson Ashton were also in attendance.

Continue discussions on village hall building design: Steve Wagner, Project Architect; and Bill Matthews, Project Manager, Anderson- Ashton, Inc.

Matthews lead the discussion in terms of what items need to be decided before the project continues (as follows):

The two-story portion of the library building. Matthews questioned whether it was the village's intention to keep the old school for storage and, if so, what improvements would be needed to continue its use- and how would it be paid for.

The majority of board members agreed to keep the two-story portion of the building for library and historical society storage. Improvement needs were identified as a new roof, new windows, and removal of the chimney. It was clarified that the historical society installed a furnace in the building a few years ago to heat the space they occupy and that the furnace is vented out of the side of the building. Removing the roof-top chimney is the best way to address its deterioration. It was also noted that the historical society offered to pay for and install new windows in the area they occupy. The village would need to finance removal of the chimney and re-roofing the building. Board members indicated they would like to stretch the use of the building for eight to ten years and that the \$30,000 budgeted to tear it down could be utilized towards improvements to keep the building useable for storage. Consensus of the Board was to have Birkett get quotes on roof repairs and to perform some preliminary analysis as to what improvements are needed to make the building last for the next decade or so. Matthews noted Anderson-Ashton would be available for assistance as needed.

Soil borings and civil engineering. Matthews stated the contract dictates that the Village is responsible for having the soil borings done. Two to three will be required for the building area, and one will be required for the detention area. He asked for direction on whether the Village has its own vendor for this, or if the Village would like him to make recommendations on whom to hire. He continued that it is Anderson-Ashton's responsibility to hire the storm water engineer that will create the grading and storm water management plans. He stated it is necessary to make some decisions regarding site amenities because these impact the drainage and grading plan. Even if amenities aren't built now, planned amenities should be shown.

Site amenities were discussed along with site drainage. Board members agreed tennis courts are not wanted. Priorities were established to keep as much open space to the west of the village hall as possible to serve as a practice area for baseball and other sports, to place a half court basketball court on the north end of building, to shift the walkway leading to the community garden around it, and to keep the detention area mow able. The play areas were generally agreeable to Board members as shown.

Zoning. The hearing for the new zoning ordinance is scheduled for December 12th. The Plan Commission reviewed it at their November 7th meeting and recommended approval as is. Board members did not feel there would be any significant changes to the proposed zoning ordinance that would impact setbacks.

Floor plan and room sizes. Wagner discussed the differences between layout 2 and layout 3- layout 2 was designed for placement on the approved site and layout 3 was designed if the village hall was to be attached to the north side of the existing library building. Wagner noted the "L" shape of layout 2 offers the most efficiencies and discussion focused on that design from that point forward. The **small meeting room** is accessible to the

waiting area so that it can be utilized for committee meetings. This was a desire expressed earlier by the building committee so that committee meetings could be held in that room without requiring access through office areas. The benefit was that it would not require heating or cooling the large meeting room for smaller meetings. Wagner noted the size of the small meeting room at 13' x 24'. This size offers seating in the round for about 10; and classroom seating for about 22. The room offers a controlled and semi-controlled entrance. The semi controlled entrance is viewable from the Clerk-Treasurer's office; and could be locked from the office area.

The **shared lobby area** allows the public to come in and make a decision about which way they are going. It serves both the administration and the assembly area. It allows the public to move to the clerk's interaction counter if checking in for services; allows for greater traffic flow towards the assembly area; and provides visual control from the clerk's office area.

Beck questioned the location of the **mechanical room**, noting it was far away from the kitchen. He also stated concerns about floods in mechanical rooms, noting he had witnessed this on multiple occasions in his work at Waterford High School. Wagner noted a floor drain will be placed in the mechanical room and that the floor would be pitched to the drain. Heating will be forced air, so the only potential flooding would be condensate for the air conditioning. It was noted this should be minimal.

Additionally, it was noted the **kitchen** is a warming kitchen so there won't be much there. Wagner noted there is ceiling room for conditioning space over the kitchen and that two separate HVAC systems will be installed in the building so that heating and cooling areas can be isolated from one another. It was also noted an on-demand water heating system will likely be sufficient for the building's needs. After discussion regarding the uses of the kitchen, consensus of the Board was that the kitchen should accommodate a refrigerator, a couple of warming trays (Nescos), a microwave, and serve the dual purpose of a break room for staff- accommodating a table and a couple of chairs. A stove is not necessary.

The **storage area for the office** area measures 10' x 13'. Additional storage is provided adjacent to the assembly hall for chair storage.

Assembly hall and bathroom sizes were discussed and ultimately judged adequate as shown.

Novy commented the layout of the **Clerk-Treasurer's office** is awkward in that it requires one person to sit directly behind the other. She noted this will likely result in one individual talking over the other's shoulder. She indicated a preference that both staff members face the counter, but that desks are situated next to each other, rather than one behind the other. Matthews indicated they could take the dimensions of that space and shift them so that there is adequate space for both staff members to sit in this way.

Novy also noted staff should be able to see the lobby area from the **work and layout area** as there are times when only one person is in the office. Wagner indicated he situated the space so that a sight line allows staff to monitor what is happening in the lobby by using the left ear and looking to the left. He also noted the work/ layout area offers traditional storage space and is located in such a way to bring in as much natural day light as possible.

Novy stated another concern that the **law enforcement office** is placed the farthest away from the Clerk-Treasurer's office and lobby area. She stated it is better if that office is visually accessible. Consensus of the Board was to flip flop building inspection and law enforcement offices, and to install a glass window between law enforcement and the clerk-treasurer's office so that the officer has visual and audio access to what is happening in the clerk's office and at the interaction counter.

There was discussion about the **storage room located off the assembly room**. Dimensions of the storage room were noted as 10.5 x 15 feet. This space is provided to accommodate chair storage. It was noted that additional

storage will be required for election materials, including voting machines and booths. These items are bulky and require a significant amount of room. Ideally, they would be stored in an area that is readily accessible to the assembly area.

Discussion about accommodating additional storage lead to whether there were other areas where square footage in the building could be cut, such as creating only one office space for the building inspector and zoning administrator or reducing the size of the public works office. Ultimately it was decided that the **building inspector and zoning administrator should keep devoted offices** and that some archive records could be stored in the two-story portion of the school building to free up storage space in the new building for items that need to be more readily accessible. It was also noted that shelving could help a lot with storage needs.

There was discussion about the file storage needs of the public works department. It was noted the village's public works manager wears multiple hats, including performance of animal control duties. Consensus of the Board was to increase the size of the **public works office** by four feet, increasing its dimensions to 12' x 16' by lining up its exterior wall with the adjacent storage room.

Matthews stated it seems like the basic layout works with a couple of adjustments and noted once those are done, he can get the civil engineering going. It was noted that Anderson-Ashton will arrange for the soil borings and get three quotes for the work. Novy will supply Matthews with contact information on soil boring vendors that the Village has used for road projects.

Chart moved, 2nd by Bennett to adjourn at 8:41 p.m. Motion carried.

Respectfully submitted:

Betty J. Novy, MMC CMTW WCPC
Clerk-Treasurer