

Village President Paul Beere called the meeting to order at 6:30 p.m. with Greg Beck, Ed Chart, Eric Johnson, Russ Kumbier, Bob Lancour, and Peggy Shumway present. Mike Weinkauff was absent.

Betty Novy, Clerk-Treasurer, was also present.

Elect Committee Chairperson from Members

Kumbier moved, 2nd by Beck to nominate Ed Chart as Committee Chairperson. Motion carried.

Beere asked for additional nominations. None were made.

Kumbier moved, 2nd by Lancour to close nominations. Motion carried.

Ed Chart was elected Chairperson.

Correction or Approval: April 27, 2010 minutes

Kumbier moved, 2nd by Lancour to approve the minutes of the April 27, 2010 meeting as printed. Motion carried.

Review Purpose and Establish Goals of Committee

A worksheet titled "Purpose of Village Hall Building Committee" was reviewed. The committee discussed and/or identified the following items in regards to construction of a new village hall:

-A needs and wish list should be created that addresses what is desired for the following purposes-

- Clerk's Office
- Storage
- Assembly Hall
- Public Works
- Law Enforcement
- Zoning Administration
- Building Inspection

(It should be determined whether any alternatives, other than building space, exist to address these needs.)

-Priorities should be determined first, then size and site of the building.

-A new building should be designed for the future- a minimum of 20 years (it was noted that population projections are available through 2035 in the Comprehensive Plan).

-An architect should be hired to help determine space needs.

Chart indicated before hiring an architect, he thought a decision should be made on a site. He then questioned whether the committee should continue to consider the current municipal building.

Shumway stated she did not feel this was a good time to construct a new village hall due to the economic situation and declining real estate values. She felt efforts should be made to remodel the current municipal building at the lowest cost possible. She suggested a new building be saved for, and only minimum improvements be made to the existing building to get through the next five years.

Beere indicated municipal levy limits imposed by the State of Wisconsin do not allow enough room in the village budget to establish and add to a building project fund.

There was discussion regarding challenges presented by the current village hall- the lack of a vapor barrier in the cement floor (moisture); load bearing block wall construction that prevents significant changes to building layout; outdated heating, wiring and plumbing systems; and asbestos in the roof decking that cannot be disturbed without expensive remediation.

Lancour stated his opinion with that if any changes are made to the existing building, they should be limited to the bare minimum needed to get the Village by for a minimum number of years.

Review Village Hall Needs/ Program Analysis Performed to Date

Two documents were reviewed by the committee. One, titled "Village of Rochester Municipal Building Analysis", outlined the current situation for each department and the committees and boards that serve the village. The list included needs and priorities that should be taken into consideration when designing space for the separate functions. The second document, titled "Current Village Hall Site" summarized the existing building analysis performed by an architect dated 1/4/2010.

The committee reviewed the building analysis and identified the following list of items affecting continued use of the existing building:

- Bathrooms- minimum requirements demand that the quantity be increased and they need to be modified for handicap accessibility.
- Doors and doorways need to be modified for handicap accessibility.
- A waiting area is needed for the clerk's office.
- For security reasons, there should be separation between work areas and the counter in the clerk's office (utilization of partitions for work spaces was mentioned as a way to address this issue).
- Storage space needs to be increased for both the office and public works.
- The existing small meeting room could be utilized for office space; and the large meeting room utilized for most meetings.
- A smaller conference room could be worked into a new layout.
- Electrical, plumbing and HVAC systems need updating.
- Moisture issues (lack of vapor barrier in the cement floor) should be addressed in some way.
- The roof should be examined for any necessary upgrades/ repairs.
- 80's paneling should be either dry-walled or modernized in some way.
- The exterior should be updated and made aesthetically pleasing in a way that compliments surrounding buildings.
- A door should be installed to provide access to the large meeting room from the rear office and storage space.

Discuss Potential Locations for Village Hall

Aerial views that showed elevations and wetland boundaries were reviewed of library and fire station sites with dimensional information overlaid to depict potential building sites. A list of considerations specific to each site was reviewed as follows:

Library Site Considerations:

Option #1: Addition to existing building:

- Removal of two-story portion of building:
 - The two-story portion of the building, built in the 1800s, is not handicap accessible- only a small landing exists at ground level. Otherwise, one must go up or down stairs to access usable areas.
 - The Rochester Historical Society occupies the first floor of the building, but it is not open to the public because of access issues- 1,400 – 1,500 square feet
 - The Library utilizes the rest of the building for storage- including stairwells. “Guesstimate”: at least another 1500 square feet (This could be minimized if proper storage methods were used).
 - Asbestos: Building plans for 1994 and 2004 remodels show asbestos abatement for remodeled areas, but do not show any asbestos abatement for the two-story portion. A 1983 report shows asbestos in transite paneling between classrooms, the boiler and floor tile in the 2nd floor classroom and on stair landings. It appears that most items have been removed with the exception of the boiler.
- Sewer and utilities are already connected.
- Parking lot would have to be expanded (only ten spaces adjacent to entrance). There appears to be sufficient space on the west side of the library, south of the play area, to install up to 40 parking spaces. This would cause removal of the basketball court. Additional parking could also be added to the east of the building.
- Storm-water management (need to accommodate additional storm water run-off caused by the increase of impervious surfaces)

The committee discussed the different needs caused by removal of the two-story portion of the building. Novy, Johnson and Birkett described the interior condition of the two-story building as poor, with little or no maintenance performed in the past 10-15 years. It was noted that the needs of the Historical Society may be provided for in ways other than new construction. For instance, rather than constructing additional square footage to house the Historical Society, it may be less expensive to utilize the existing village hall for this purpose. In regards to the needs of the public works department, the committee identified it may be less expensive to construct a pole barn type structure, rather than accommodate that function within the village hall.

Option #2: Free standing structure:

- 1.8 acre parcel exists west of ball diamond
- Currently occupied by gravel parking lot and community garden
- Site could accommodate a free standing village hall
- Either private septic would have to be installed; or sewer main extended
- Utilities would have to be extended to a new building

Library needs to be accommodated in project:

- Additional Storage
- Larger Program Space (can be designed to serve both library and village meeting purposes)

Fire Station Site Considerations:

- Agreement with the private fire company limits use of parcel with fire station on it to the fire company:
 - Agreement would have to be re-negotiated; or
 - Village hall structure would have to be located on either surrounding parcel.
- The west parcel has been used for many years as a practice site for youth football groups;
- Locating on east parcel may prove problematic as fire/ rescue volunteers have stated concern about:
 - Individuals parking in the volunteer parking lot (located on the east side of the station) and slowing emergency responders when responding to calls
 - Individuals parking in front of garage doors (this has happened before).

(Note: This would most likely only occur during high-interest village meetings; or high turn-out elections.).
- Either private septic would have to be installed; or sewer main extended
- Utilities would have to be extended to new building
- Storm-water management (need to accommodate additional storm water run-off caused by the increase of impervious surfaces)
- If located on the west parcel, the existing parking lot west of Fire Station could add approximately 20 parking spaces for overflow parking

Committee members identified numerous site limitations associated with an addition and/or remodeling the library building. The fire station property was identified as the most flexible site taking into consideration future expandability. However, identified drawbacks were the cost of extending the sewer, potential water/ soil problems and addressing the fire department's concerns about parking.

Discuss information obtained on Architectural Services: Lump Sum Bidding of Construction Management Approach

There was discussion on how to utilize an architect. Initial discussion was to put out a "Request for Proposals for Architectural Services" specifying needs analysis and creation of two conceptual plans with cost analysis- one to remodel the existing municipal building and another to design a new building to meet the needs of the village.

Novy questioned how to address the problem of trust in the community. An architect already performed a needs and cost analysis for the existing building, however numerous residents questioned the results. These architectural services already cost a significant amount of money with nothing to show for it. She questioned whether the Construction Management Approach proposed by Scherrer Construction should be utilized as a cross-check to the cost analysis.

As an alternative, Beck volunteered to get quotes on remodeling the existing building. Novy is to work with staff to identify building changes that would meet the Village's short-term needs and forward this information to Beck. The quantity of required bathrooms is to be verified by the building inspector.

Beere stated his opinion that a good alternative for a new building site is in Case Eagle Park on County Highway J. He noted some acreage is being tilled now that would be an ideal location for a village hall if the County was willing to sell or give the Village the land.

Consensus of the committee was to look at the current building again, research costs, and find out what it would cost to remodel it to last five more years. A stated goal was to be frugal in approach.

The next meeting date and time was set as Monday, June 28th at 7:00 p.m. Identified agenda items are:

- Review specifications and costs of remodeling the existing village hall to incorporate village needs within the existing building footprint
- Report by Paul Beere on possible acquisition of acreage in Case Eagle Park from Racine County.

Lancour moved, 2nd by Kumbier to adjourn at 8:30 p.m.

Respectfully submitted,

Betty J. Novy, CMC
Clerk-Treasurer