

SPECIAL COUNCIL MEETING
JUNE 30, 2014 AT 6:00 PM

Mayor Horne opened the meeting by announcing that this was an open meeting of the Common Council, the School Board and the Library Board. Notice of this meeting was given to the public at least 24 hours in advance of the meeting by forwarding the complete agenda to the official City newspaper, the New Richmond News, and to all news media who have requested the same as well as posting. Copies of the complete agenda were available for inspection at the City Clerk's office. Anyone desiring information as to forthcoming meetings should contact the City Clerk's office.

This meeting took place at the Community Commons, 421 South Green Avenue, New Richmond.

Roll call was taken.

Members Present: Mayor Horne, Alderman Kittel, Ard, Hansen, Volkert, and Zajkowski

Members Absent: Alderman Dale-Wozniak

The Pledge of Allegiance was recited.

Alderman Zajkowski moved to adopt the agenda as presented, seconded by Alderman Hansen, and carried.

Project Overview and Meeting Purpose

Jeff Moberg stated that the City and School Board have worked collaboratively with the grant application and helped bring more structure to the process. The purpose was to get all entities to the facility to figure out moving forward what could be here. We want to keep things at a higher elevation, discuss possible uses, design process and explore every option for what could be here and how it might look.

Considerations and Non-Negotiable Items

Mike Darrow, City Administrator, stated that these will be discussed under Item #9.

Funding and Collaboration Updates

Mike Darrow stated that the City applied for a CDBG grant the beginning of June. Three additional questions need to be answered by July 3, 2014 and we still hope to know very soon whether the grant will be awarded. The maximum grant is \$500,000.

Considerations of Commons Area Building and Lot

Jeff Moberg stated that the School Board wants the Community Commons to be self sustaining. WITC will no longer be using the building after August 1, 2014 so they will need to get another entity in there. The City needs to know if the library can be located at the commons site. Alderman Ard stated that this is a historic meeting having the three bodies together. Kim Hennings, Library Director, explained that the Library Board has extensively considered several sites. The Board would support the commons site if considerations are met. Kim read a list of items that the Library Board feel strongly about including having the Library City owned and operated, having a clean site for new construction, a formal agreement with the partners, commons partners have a separate access, ample parking, and the City maintain or demolish the existing library building. Alderman Zajkowski stated that the City Council is looking at what is best for everyone and needs direction from the School Board. Mayor Horne explained that all groups can work together to make something greater for the community. The sum of all working together will

create something better for all. Alderman Zajkowski stated that the City showed support for this project by applying for the CDBG grant. Jeff Moberg stated that the School Board passed a resolution at its previous meeting supporting the combined effort.

Formal Considerations and Approval

One of the School Board members read the resolution passed at their previous meeting. Mike Darrow presented the following proposal:

COMMUNITY COMMONS PRE-PROJECT DEVELOPMENT CHARRETTE

PURPOSE - A facilitator is needed to lead a stakeholder and community pre-project site concept development process for the Community Commons and Public Library. The project may include a community library and community and/or educational space for various partners which include: Head Start, Food Shelf, VFW, Community Education, Clothes Closet, and Senior Center.

Pre-project development includes vision development, stakeholder engagement and partnership development, analysis and planning, preliminary site layout. This process will not include specific architectural standards and designs.

Considerable emphasis on developing a strong vision which can be shared by a diverse range of stakeholders will be fundamental to building and maintaining momentum throughout the project.

PROCESS - A three-day pre-planning charrette is being proposed which includes the following: Day 1- Pre-planning team will include invited stakeholders from the City, Library and School and Commons Partners. Stakeholders will be asked to share their space requirements and desires with the facilitator. The team and the facilitator will develop a shared vision and 3 preliminary site concept layouts for the project site. The site concepts may or may not include using any or all of the existing structure.

Day 2-3- Community discussion- based upon the concepts from day 1, a two-day community discussion will take place, which will allow the community to provide feedback on the project concepts and estimated costs. A presentation will take place in the evening on the third day for the pre-planning team and stakeholders to review the concepts; community feedback; discuss findings; determine a consensus option to further develop; and outline the next steps.

TEAM - The pre-planning team will include assigned members of the School District, City of New Richmond, Friday Memorial Library and Commons Partners. We anticipate a team of no more than 12 people to lead the discussion on day one of the charrette. The pre-planning team will be responsible for assisting the development team on the location, structural analysis, planning and zoning issues, place-making needs and collaboration elements. It will be the facilitator/development team's responsibility to take this information and provide elements needed for public engagement.

DELIVERABLES – Development of a shared vision for the Community Commons site. Development of a shared needs statement for community space. This will be a 4-6 page illustrative document that defines shared space needs. Development of three colored concepts that include an emphasis on the vision and shared space needs for the site. Formal presentation to stakeholders and community on findings and site concepts. Prior to the meeting, an inventory of community comments will be presented.

COST - The total not to exceed cost of the pre-design charrette will be \$12,500. This will include time, travel, concepts, accommodations and administration fees. We anticipate completion of the pre-planning charrette to occur in late August, early September of 2014. Costs will be shared by the School District and City/Library.

Jeff Moberg recommended proceeding with the proposal. The cost of \$12,500 plus the cost of a facilitator would be split between the City and the School with the City's portion to come from Library Impact Fees. Bill Ryule, Library Board Member, requested to change the title to Community Commons Site Pre-Project Development Charrette. All agreed.

The School Board made a motion to support the feasibility of redevelopment of the commons site for the use of a library.

Alderman Zajkowski moved to pursue the commons site for the library site, seconded by Alderman Hansen and carried. Mike Darrow stated that the three primary contact people for the Charette will be himself, Jeff Moberg and Kim Hennings. They will begin the process and come up with the members of the group.

Final School Board approval will be at the next school board meeting.

It was the consensus of the entire group to continue the cooperative effort.

Communications and Miscellaneous

Mayor Horne thanked the School Board for this historic meeting and for their support. Jeff Peplau, Library Board member, asked to clarify that if we do not receive the grant it is not a deal breaker in this process. All agreed.

Alderman Ard moved to adjourn the meeting, seconded by Alderman Zajkowski and carried.

Meeting adjourned at 6:50 p.m.

Tanya Reigel
City Clerk