

Capital Facilities Committee Meeting
August 31, 2009
4:30 p.m.

1. Call meeting to order: Alderperson Curt Konetzke called meeting to order at 4:33 p.m.

2. Roll Call of Membership:

Present:

Will Bloedow, Dean Gazza, Lynn Hagee, Karen Harkness, Don Hietpas, Alderperson Curt Konetzke, Lisa Remiker (arrived at 4:37 pm), Pat Schinabeck, Paula Vandehey, Jim Walsh, Dave Willems, Liz Witek

Excused:

Alderperson Baranowski

Others Present:

Terry Dawson, Peter Gilbert, Michael Kenney, Alderperson Michael Meyer, Colleen Rortvedt, Dale Schaber, Janet Van Asten, Maureen Ward, Tony Wiczorek

3. Appearances

Committee members introduced themselves to each other. Chairperson Curt Konetzke noted Pat Schinabeck and Lynn Hagee were his appointments as Council President to the committee, and that he had worked with each of them on other committees or projects.

4. Action Items - Election of Committee Vice Chairperson

Chairperson Konetzke stated there were no action items on the original meeting agenda and asked Attorney Walsh if it would be acceptable to select a Vice-Chairperson. Attorney Walsh gave his approval.

Chairperson Konetzke asked the Committee for volunteers or nominations for someone from the committee to act as Vice-Chairperson in the event of his absence. Dave Willems volunteered to serve. There were no other volunteers or nominations.

MOTION: The committee unanimously approved to appoint Dave Willems as Vice-Chairperson of the Capital Facilities Committee. (12-0)

5. Information Items

a. Scope and timeline for committee work

Alderperson Konetzke reviewed the scope and the timeline for the work to be done by the committee. A meeting schedule was distributed and Alderperson Konetzke noted at this time eight meetings are scheduled. The work may require more meetings depending on the committee's progress. Meetings will take place

on the Monday before Wednesday Council meetings at 4:30 pm in the lower level meeting room at the Appleton Public Library. The reason the committee meetings are scheduled this way is to ensure the committee's official votes and information may be included in the Alderpersons' packets and action items can be included in the subsequent week's Administrative Services Committee agenda. For purposes of the Capital Facilities Committee, the Administrative Services Committee is the Committee of Jurisdiction for the proposed Library project. Administrative Services will act on the Capital Facilities Report and send it to Council, hold it at their meeting for further discussion, or may refer action items back to the Capital Facilities Committee. Attorney Walsh noted the Library Board should also receive Capital Facilities Committee Reports. Dawson stated that these would be communicated to the Board to ensure that everyone would work together.

Each meeting will have an agenda and the Library will provide staff to record the minutes and prepare the reports. Final drafts of meeting minutes and reports will be emailed to all Committee members when completed.

Pat Schinabeck inquired whether there were a table of organization explaining the Library's relationship to the City and the Library Board's authority. Dawson replied the Library has a table of organization but it does not include the statutory authority of the Library Board, which is detailed in Wis. Stat. Chapter 43. He noted the Library Board is attentive to statutes with regard to their authority, but that for most purposes the Library functions as a City department and generally uses City policies, which in turn detail the Board's authority where appropriate. For example, although state statute gives the Board "exclusive control" over Library Finances, the Board views the adopted City Budget as a covenant with the Common Council, and will only modify budgeted expenditures per the City's Budget Policy.

Aldersperson Konezke reviewed the charge of the Committee. The official charge as of August 5, 2009 is as follows:

"An Advisory Committee consisting of:

- Department Heads – Finance, Public Works, Community Development, Facilities and Construction, City Attorney and additional staff members from Engineering.
- Council – Two at large chosen by the Council President (assigned annually based on term of Council President).
- Library Board Members – Two at large chosen by the Library Board President
- Library Foundation Members – Two at large chosen by the Library Board President

This committee should review projects designated as Facilities in the Capital Improvement Plan (CIP) over \$500,000 for cost

feasibility, space needs analysis, community growth considerations, location and make recommendations to the Committee of Jurisdiction in an advisory capacity no later than the second year of the CIP Plan for recommendation prior to July for inclusion in the Executive Budget.”

Committee members noted a few changes to the Committee Contact information sheet, which will be revised and reissued.

b. Library tour

The tour began in the meeting room. Dawson explained possible configurations of available meeting room space. Committee members asked about who may use the meeting rooms and for what purposes, and if one has to be a resident of Appleton to use the meeting rooms. Dawson noted that the rooms are used approximately 15 times a week for community groups, as well as library, City and other governmental meetings and programs. Meetings in the rooms, with a few exceptions, must be open to the public and free of charge. The Library Board will review a proposed revision to the Meeting Room Policy to allow the Park and Recreation Department to charge a fee for classes held at the Library. Alderperson Konetzke requested to have a copy of the policy for the committee to review at the next meeting.

Committee members and others present then toured the entire facility. Minutes were not recorded during the remainder of the tour.

c. Discussion of 2008 and 2009 report

Terry Dawson said copies of the full 2008 and 2009 reports had been distributed to Committee members, along with summary documents with highlights of the reports' Executive Summaries. The summary of the 2008 study gives an overview of some community priorities as well as the consultant's observations regarding short term and long term goals. Dawson said he would review the 2008 study today and then in two weeks Bill Robison of Engberg Anderson would review the 2009 study with the Committee.

Dawson said the 2008 study was essentially a public process, looking at the community's perceptions and concerns regarding the Library facility. Will Bloedow said he was a part of the 2008 Study process and would like the Committee to know that some of the building amenities suggested in the study, such as a coffee shop, were not necessarily viewed favorably by Library staff and Board. Dawson said many of the ideas in the study were purely visionary and based on research of other libraries throughout the country. The consultants of the 2008 report were in some cases more fanciful in their visions than the library staff. Both the 2008 and 2009 studies include ideas of what a library could be. The preliminary estimate from Durrant for space in a new library was 138,000 square feet, although this was a rough estimate without detailed program study.

The 2008 Durrant study's purpose was to review alternatives based on community input, best practices, and analysis of library operations in the current facility. Durrant made short term and long term recommendations. The final recommendation is to build a new building, preferably in the downtown Appleton area. Will Bloedow noted there had been consensus from the 2008 study to not build library branch/branches.

The library has videos of the 2008 "town hall" public meetings available on DVD.

In 2009, the Engberg Anderson's study's purpose was to prepare a building program based on library operations, best practices, analysis of current and projected use and staff input. Bill Robison on Engberg Anderson will make a detailed presentation and answer questions at the next meeting.

Aldersperson Konetzke asked if anyone had questions. There were none.

6. Adjourn

Attorney Jim Walsh moved to adjourn, seconded by Will Bloedow at 6:11 p.m.
(Unanimous)