

**Lake City Common Council
Special Meeting
Monday, October 21, 2013 5:30 p.m.
City Hall Council Chambers**

Members Present: Mayor Joel Beckman, Andru Peters, Phil Gartner, Matt Powers, Mary Lou Waltman, Gene Durand, Mark Spence

Members Absent: None

Staff Present: City Administrator Ron Johnson, City Clerk Kari Schreck, Library Administrator Patti Bross

Mayor Beckman called the meeting to order at approximately 5:30 p.m. in the Council chambers of city hall with a quorum present.

Review and adopt/amend agenda

Motion Waltman, second Spence to approve the agenda as presented. All ayes 7-0-0.

Approve Library Administrator's attendance at Public Library Association National Conference, March 11-15, 2014, if awarded SELCO scholarship

SELCO is awarding 3 scholarships (up to \$1,700 each) to defray the basic costs to attend the Public Library Association (PLA) National Conference: March 11-15, 2014 in Indianapolis, Indiana. In order to apply for the scholarship, the applicant has to have the approval of City to attend the conference. All expenses would be paid for.

Motion Peters, second Waltman to approve Library Administrator's attendance at Public Library Association National Conference, March 11-15, 2014 in Indianapolis, Indiana if awarded SELCO scholarship. All ayes 7-0-0.

Review MS&R library design presentation related to planning phase of library renovation project; approve schematics, request proposals from MS&R and RA Morton

The Library Renovation Committee presented a recommendation to Council, which Council approved, to approve up to \$15,000 plus expenses for architectural services for the planning phase of the library renovation to create the following tools to raise funds for the remainder of the project:

- 1) Space needs assessment including seating, computers, equipment, and meeting space
- 2) Develop a site plan showing the expansion on the current site
- 3) Draft a floor plan laying out the functional arrangement within the building
- 4) Create conceptual images of the exterior of the library
- 5) Produce fund raising tools including presentations and materials

Jack Poling, architect, Meyer, Scherer & Rockcastle (MS&R), LTD, presented his firm's design work as authorized by Council on July 8, 2013 for the project.

While there are options available, staff's recommendation is proceeding with the project utilizing the construction management (CM) process. This process involves the breaking down of the project into many components and bid packages. This was the process used in the successful completion of the marina administration project utilizing R.A. Morton as CM. There are three

steps in this process- 1) Schematics, 2) Design development, and 3) Creation of working drawings. It is important that a cost estimate be determined based on the approved schematics and this would be done with the CM working with the architect. Also important at this time would be the receipt of a proposal from the architect to take the city through the process of design and construction administration. The RFP process, in either case, involves additional time. It is estimated that the project could six to eight months for design and plans, and nine to ten months to build. The project estimate is \$1.7 million for the 7000 square foot building.

Motion Gartner, second Waltman to request a proposal from MS&R to provide architectural services through design and construction phases of the library renovation project. All ayes 7-0-0.

Motion Peters, second Powers to request a proposal from R.A. Morton to provide cost estimates to provide construction management services utilizing the approved MS&R design and construction documents. All ayes 7-0-0.

Approve up to \$7,500 plus expenses to engage services of Library Strategies for phase 1 of library capital campaign

MSR Design Inc. has now produced conceptual drawings of the exterior and interior library renovation. The drawings are to be used in the fund raising effort for the additional monies needed to build the library. The Library Board was given a presentation by Library Strategies is recommending the services of this professional fund raising firm are needed in order to secure the additional funds. The Library needs to create the tools to raise funds for the remainder of the project. These include:

1. Create a compelling, graphic case for support to be used throughout the capital campaign.
2. Identify and meet with 5 to 10 individuals for the purpose of presenting the case of support and determining the likelihood and size of their potential gift.
3. Provide a summary report of these meetings to the Library that will either reinforce the findings from the feasibility study or prepare the library to launch a capital campaign or indicate areas that need to be addressed before the campaign begins. Cost of up to \$7,500 plus expenses (up to \$1,000) would ultimately become a cost of the project, if project proceeds.

Motion Spence, second Peters to approve up to \$7,500 plus expenses up to \$1,000 to engage the services of Library Strategies for phase 1 of the library's capital campaign. All ayes 7-0-0.

The contract with Professional Capital Campaign Consulting Services (Library Strategies) was drafted by the city attorney. Staff will forward this document to them and this will be on the November regular council meeting as an action item.

Miscellaneous Discussion

Council member Gartner addressed the council with a request from Mayo Health Systems to represent them in the purchase of a land parcel. The particular parcel is being purchased from the City of Lake City. Gartner stated that he feels that there is no conflict of interest, but wanted the matter out in the open in case there were questions. No questions were raised from any council members.

Close the meeting pursuant to MN Statute 13d.03 (Subd 1b) to discuss labor negotiation strategies

Motion Gartner, second Powers to close the meeting pursuant to MN Statute 13d.03 (Subd 1b) to discuss labor negotiation strategies at 6:37 p.m. All ayes 7-0-0.

The meeting was re-opened at 7:06 p.m.

Adjourn

Motion Gartner, second Powers to adjourn at 7:08. All ayes 7-0-0.

Joel T. Beckman, Mayor

ATTEST:

Kari Schreck, City Clerk