

**Facility Committee  
Agenda  
Thursday, May 23, 2013  
4:30 P.M.  
2<sup>nd</sup> Floor Conference Room  
City Hall**

1. Review and Approve Minutes
2. Select Chairperson for Committee
3. Discuss Square Footage Needs
4. Committee Remarks:

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Chairperson

**FACILITY COMMITTEE  
FRIDAY MAY 10, 2013  
4:30 P.M.  
SPECIAL MEETING**

**Members Present:** Carl Wirtanen, Gary Majchrzak, Cory Kubista, Elwood Gnocke, Dale Nibbe, Matt Powers, Gail Riemersma, Jeff Dietenbrock, Dan Moyer, John Yorde, Tom Brown

**Others Present:** Ryan Marking

**Others Absent:**  
Marilyn Pfeilsticker, Gene Durand

Gary Majchrzak called the meeting to order at 4:32 with a quorum present.

DISCUSSION OF SINGLE OR JOINT FACILITY

Discussion to build for the immediate, Ambulance, PD and EOC then plan so Fire could be added in the future. This committee is in favor of a joint facility sharing rooms to minimize duplication.

DISCUSSION ON LOCATION

Discussion on Home Pros with the second floor and elevator would be costly. French property option brought up limited parking. The current location we also had an issue with parking and limited expansion space. The 10<sup>th</sup> street cemstone location seemed to offer little for limitations and ample parking. Consensus is that 10<sup>th</sup> street will give us ample space to expand when needed, less restriction on type of building, access to main roads easy. Discussion on trains and possible complaints from residents on 10<sup>th</sup> street on sirens. Discussion on location near park vs library now. It was brought up that it is looking more and more likely that there will be a consolidated dispatch center for both Goodhue and Wabasha and they are looking at possibly Lake City as that location. 10<sup>th</sup> street, cemstone, could be a conceivable location for such a facility. Consensus from group to go with 10<sup>th</sup> street.

DISCUSSION ON PHASING

Group discussed that the project will increase \$150,000 with each passing year until the next phase is started. Possible issues with technology and not being compatible in 5-10 years between projects. Discussion on funding was brought up and then dismissed as that was not our discussion at this time. Group felt that if we could do it all at once we would prefer that route.

FUTURE MEETING DATES

It was decided that our next meeting date will be May 22<sup>nd</sup> 2013 at 4:30 pm city hall second floor conference room with meetings dependant of work needed to be completed.

**MOVED BY POWERS AND SECONDED BY GNOTKE TO ADJOURN THE MEETING AT 6:14 ALL AYES**

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- Chair

**Public Safety Building Committee**  
**May 22, 2013**  
**Police Measures & Needs**

<b>OFFICE/ROOM</b>	<b>SQ.FT.</b>	<b>SHARED</b>	<b>JUSTIFICATION</b>	<b>ADDITIONAL</b>
Police Chief	168'	No	Administration	work station, table & chairs, shelves
Sgt. (future asst. chief)	132'	No	Administration	work station, storage cabinets, shelving
Investigator(s)	180'	No	Office for two	work station(s) cabinets & shelves
Soft Interview	80'	No	Off lobby; privacy	table & 4-5 chairs
Lobby	225'	Yes	Public entry	Handicap friendly; seat 7-8, vid/aud
Clerk /Admin. Asst(s)	300'	No	Public/Dept. service	2 work stations; office equipment
Copier	80'	Yes	Make copies/print	color copier
Business/Work	80'	Yes	Fax, Postage & other	counter for all machines; small table
Officer's Common Work	400'	No	FT, PT & Reserve ofcrs (future Sgt)	4 workstations, storage cabinets, ofc eqpt mailboxes,
Training	1296'	Yes	Police/Ambulance	holds 50, divider, training mats, chairs
Showers	400'	Yes	Male & female	2 each, lockers, toilets, sinks
Lobby bathroom	80'	Yes	Unisex	Handicap access, stool, sink
Equipment/Locker	144'	No	Radio/flashlight/PBT, etc	clothes lockers, cabinets, work counter
Prisoner Processing	168'	No	DMT-G, Fingerprint, etc.	vid/aud, table & 3 chairs, cabinets, sink
Arms/Ammunition	84'	No	arsenal, targets, etc...	Cleaning bench, bullet trap
Office supply	32'	No	paper to paper clips	Shelves in closet, close to Admin office
Evidence Processing	96'	No	chain of custody, labeling	Counter & cabinets, next to evid room
Evidence	380'	No	evid. security, filing	Storage bins, crank-out trays, work stat.
Interview 1	90'	No	evid. gathering	vid/aud, table & 4 chairs
Control	24'	No	tie in recording	recording equipment, monitor for 2 rm
Interview 2	90'	No	evid. gathering	vid/aud, table & 4 chairs
Data File Storage	260'	No	file storage 7 year min.	file cabinets, table & chair, racks
Fitness	288'	Yes	work-out room	free weights & misc. equipmt.
Restricted storage	24'	No	juvenile & confid recrds	close to or in data file room, shelves
Supply/storage	200'	No	uniforms, vests, leather, ..	shelves, box racks and clothes racks
Breakroom	168'	Yes	for work breaks	table, 10 chairs, stove, fridge, sink microwave
Meeting	192'	Yes	meetings, interviews	table & 12 chairs, projector screen
Program/Project	132'	No	program supplies	cabinets, large table, 2 chairs, counter
Garages	2808'	No	all dept vehs, trlr, etc	4 bays, one is a sally port with secure corridor to prisoner processing room. vid/aud; 1 bay is a wash bay. Heated
MV equipment	144'	No	tires, lightbars, etc...	racks, workbench for CSO,
Generator	96'	Yes	emergency generator	lights & garage doors, kitchen & EOC
*Outside storage	48' X 60'	No	forfeited mv's, bikes abandoned cars, etc	fenced storage w/gate, 14' X 24' shed or pole shed inside
*Kennel	12' X 24'	No	dog pound	5 runs plus storage, heat & ac
Main Building PD Total	6096 sq. ft.		Main Building Shared	2905 sq. ft.

\*Additional unattached structures to be considered.

Submitted on 5-22-13

Gary Majchrzak

Chief of Police