

**Village of Egg Harbor**  
**Library Ad-Hoc Meeting Minutes**  
**November 17, 2015 at 1:00 p.m.**  
**Paul J. Bertschinger Community Center**  
**7860 STH 42, Egg Harbor, Wisconsin 54235**

1. Call the meeting to order  
Chair Dickson called the meeting to order at 1:00 p.m. Those in attendance were: Bob Dickson, Judy Ortiz, Kaaren Northrop, Steve Hamming, Carol Kress, Ryan Heise, and Michelle Anderson. Also in attendance were: Jim Scheilds, Jim Vanderheiden, and Angie from HGA.
2. Approve the agenda  
Motion made by Dickson to approve the agenda as presented, second by Kress, motion carried.
3. Site study goals, background and process  
Vanderheiden reviewed the background and process of how we got to where we are today with regard to the site.

**Site criteria**

- Site that is currently owned by the village
- Minimum size of 1.5 acres
- Located in near the heart of the village
- Visible from 42
- Zoning/neighbors that support daily traffic to from site
- Easy access/avoids congestion on 42 in prime seasons
- Site building that signals activity in our downtown in off season
- Views to the village and or harbor
- Promotes walkable village east of 42
- Site development doesn't block view of east bluff residents
- Access to municipal infrastructure/doesn't require extensive road improvement
- Site that supports the potential for "postcard" image of Egg Harbor
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**Operational considerations**

- Library hours
  - Community center hours
  - Visitor center?
  - Village offices
  - Community center staffing
4. Review of Village context and plans  
The downtown plan was reviewed and how that may fit into our plans.
  5. Discuss space program  
Catering kitchen 250 ASF

History center 200 ASF  
Remove visitor's center -300 ASF  
Village offices 650 ASF  
2 story elevator/stairs/restrooms 900 ASF  
Total assignable SF 9270  
Additional circulation 430 SF  
Total GSF 9700 GSF

2013 program was 7500 GSF

Dickson suggested a generator for this building so it could serve as a place for residents if the power would go out. The committee feels the catering kitchen is very important. The history center proposed portion was discussed and the space could be multi-use or maybe not have a dedicated history space but display the information throughout the building. Moving the village offices to the new building were discussed and the possibility of not moving all administration offices.

6. Site planning and building concepts

Three building concepts were presented to the committee. The first one utilized the neighboring lot for shared parking and the building was rectangular and it sat on the lot with the smallest side facing Church Street. A green space with vegetation on the roof for people to use was discussed also. The second option was a single story building and again using a shared parking and also a version with the parking on our lot. This option has an entry space with a lobby and living room entryway together with the library, history and maker space on one side and everything else on the other. The living room area has an indoor/outdoor fireplace. The third option has a portion on the bottom part of the parcel closer to the Cupula House on the lower level and the library and office space on the upper level. The space usage and how everything flows together is the most important thing to consider. If we get water views that would be great but it would be a secondary item. Steve liked the first choice with all the windows. Bart liked option one. Judy liked option two but with more windows. Bob liked the space of option two but liked the looks of option one. Kaaren liked option one. Carol liked the looks of option one and the space flows of option two. It was suggested that we use the villages lift to go up in the air at the site to see what view you get when you will be on the second level.

7. Preliminary budget

The 2013 total project budget was \$2,343,750. The 2015 target budget is \$3.3M-\$3.5M. The projected cost per square foot for 2016 is \$289.

8. Schedule and next steps

9. Open Session public comment and input

Scherer liked option two and asked about plans for Church Street improvements.

10. Next meeting time and date

Next meetings - December 3<sup>rd</sup> at 11:00 a.m. and December 17<sup>th</sup> at 1:00 p.m.

11. Adjournment

Motion made by Northrop to adjourn at 3:22 p.m., second by Ortiz, motion carried.