

Minutes
Marshfield Library & Community Center Committee
Wednesday, September 4, 2013 4:00 p.m.
Marshfield Public Library, Beebee Forum Room

Doty called the meeting to order at 4:01 p.m.

Attendance: Kris Keogh, Russ Stauber, Mat Bartkowiak, Jason Angell, Jean Doty, Becky Spencer, Steve Barg, Kelly Cassidy and Lori Belongia

Absent: Mayor Chris Meyer

Also present: Joanne Ampe, Gail Thomalla, Dick Pokorny, Jim Alexander, Dan Knoeck, Floreine Kurtzweil

Public Comment: None

Bartkowiak moves and Spencer seconds a motion to approve the minutes of the Library & Community Center Committee's August 12, 2013 meeting. Alexander asks about the reference to potential leased space. All ayes, motion carried.

Thomalla the volunteer Campaign Coordinator reported that to September 3, 2013 the Marshfield Area Community Foundation Fund for the Library and Community Center project holds \$23,010 in cash, \$1,045 as an in-kind donation, \$18,750 in pledge payments with \$19,200 outstanding on pledge payments. Keogh moves, Bartkowiak seconds a motion to receive and place the report on file.

The latest architectural plans for the Community Center were reviewed. The architects will be asked to address the Community Center pre-function and storage space at the northwest entrance, along with checking on the 10 foot size of a corridor to place possible storage space along that corridor, as well as in the north-south corridor in an area being considered for leasing, color coding the spaces according to purpose and to note square footage in all spaces on the plans. Belongia will send these drawing electronically to the committee and to Barg for inclusion with the letter leading into the Common Council update on Sept. 24th.

Drawings of the hub/link portion will be requested for review at our next meeting.

To use Dan Knoeck's time wisely, item 7 was moved up on the agenda.

Knoeck shared thoughts on what information would be needed to establish a lease agreement.

- Establish a tenant mix
- Rental Rate Philosophy (commercial – not the least expensive, non-profit – reduced rate?)
- Decide what would be included in the lease rate? (utilities, snow removal, parking, maintenance (not phone and internet), hours of operation, storage needs beyond rented space (reduced rate?), reasonable recovery of construction costs or could tenant funded improvement be offset with a period of reduced rent, signage interior and exterior, obtain market rate from a realtor, check with non-profits to establish reasonable rate,)
- Establish a rate for a 16X20 square foot generic office space.
- Can development of the space be considered as part of the fundraising efforts?

Bartkowiak, Pokorny and Alexander leave the meeting at 5:07 p.m.

The Committee discussed improvements and other concerns about the letter to the Common Council. The letter is to update our progress and ask for direction and clarification. Project drawings will also be included. Barg suggests asking the following questions to obtain the needed information.

1. Are you open to leasing space to non-city groups in the new community center?
2. If the answer to #1 is "yes", would you limit this to nonprofit entities, or would you go beyond this to consider other opportunities for uses compatible with a senior center?
3. Do you favor using rates currently charged to lease City Hall space as a reference point in setting lease rates for community center space, or do you have other suggestions?
4. Are you willing to subsidize lease rates under some circumstances to get compatible uses into the community center? If so, how far are you willing to bend from the standard lease rate in order to accomplish this objective?

5. As you know, a local group wants to put a Marshfield historic museum in the community center, but they are seeking a rent-free space. What are your thoughts on this idea?

The capital campaign materials were reviewed. The following were accepted with the understanding that each document is subject to change. Substantial changes would be returned to the committee for approval.

Stauber moves and Spender 2nds a motion to approve the Workplan and Timeline with the request to deactivate the project website until it can be brought up to date. A suggestion was made to ask the Communications and Marketing subcommittee members to assist with the website. All ayes, motion carried.

Stauber moves and Spencer seconds a motion to approve the Organization Chart. All ayes, motion carried.

Stauber moves and Keogh seconds a motion to approve the Draft Case Statement with any improvement suggestions to be sent to Thomalla. All ayes, motion carried.

Keogh moves and Spencer seconds a motion to approve the Draft Naming Opportunities with the suggested changes. All ayes, motion carried.

Stauber moves and Keogh seconds a motion to approve the Honorary Committee Roles & Responsibilities. All ayes, motion carried.

Keogh moves and Stauber seconds a motion to approve the Capital Campaign Co-Chair Job Description. All ayes, motion carried.

Spencer moves and Keogh seconds a motion to approve the Pledge Sheets. All ayes, motion carried.

Spencer leaves the meeting at 6:21 p.m.

Review and approval of the Link/Hub portion of the project will be placed on the next agenda.

The regular next meeting will be Wednesday, Oct. 2, 2013 at 4:00 p.m. at the Library.

Seeing no other business, Doty adjourned the meeting at 6:42 p.m.

Respectfully submitted,

Lori Belongia