

Minutes of the Meeting of the Avon Township Facility Planning Task Force

22 April, 2009

7:00 PM

Collegeville Township Hall

Present: Ken Mergen, Lee Larkey, Steve Himsl, Ed Springer, Jr., Eric Linn, Marcy Heinen, LeRoy Gondringer, Roger Nelson, Zoe Graul, Steve Plantenberg, Stephen Saupe, and Gerry Kremer.

Call to Order – Chair Steve Plantenberg called the group to order.

1. We discussed and corrected the minutes from the April 8, 2009 meeting.
2. Larkey suggested contacting the MN Association of Townships to learn about potential grants.
3. Chair Plantenberg introduced Bob Simon, Collegeville Township.
4. Collegeville Financial Considerations - Collegeville had set aside funds to help pay for the facility. They initially borrowed \$250K but paid it off within two years. They didn't raise their levy to pay for the project. They currently budget \$17K for snow removal, but usually spend less, and this includes salt which is contracted to a private resident who spreads it after plowing. They spend ca. \$3,500 on utilities per year. They have their own well and septic. They use approximately 300 gallons of gas (?) per year. They pay for interior maintenance (i.e., cleaning) from their General Fund. Summer work (lawn care and fertilizing are contracted out) is contracted out and billed to the Road & Bridge fund. Their insurance policy has a \$250 deductible; the premiums including workman's comp are about \$7,000.
5. General Building
 - Shop: 48 x 80 with 16 foot ceilings
 - Hall: 40 x 72
 - Architect from Cold Spring; Lifestyle Builders from St. Martin; 30 different subcontractors; they didn't have a second architect review the original plans
6. Collegeville Hall Specifics
 - On a poured slab
 - Outside doors open into a heated vestibule with pamphlets and other info. The outside doors are open 24/7. Commercial grade aluminum doors were used (each about \$1800).
 - They have a security system
 - An accordion door is used to separate the main hall from the entry area
 - The building is ADA accessible
 - There are separate bathrooms for men/women
 - The walls include historical photos and photos of residents

- They have a conference room, office, storage area (poured concrete, fire door), utility room (slop sink, water pump and softener, system controls), kitchenette, corridor with copier, meeting room (considerations include size, lighting, acoustics, electrical outlets in floor for projectors, overall size of electrical system, bulletin boards for posting, exterior door to exit from voting, etc.)
- Dual fuel (forced air electrical & propane). Conference room also with baseboard electric because they normally keep it cooler unless in use.

7. Shop/Outside Specifics

- Parking - they have 35 parking spots which is usually enough, though sometimes not.
- Security lighting in parking lot, large concrete base for visibility
- Their site wasn't large enough for salt/sand storage so they contract this out.
- They didn't consider a ball field though they did establish a few years ago a Green Fund that could be used.
- Two flagpoles
- No curbs for ease in plowing (and less expensive)
- They use a neighbor to clear snow from their parking lot
- Shop has large overhang over doors for snow
- Simon originally wasn't in favor of two separate buildings but is now glad that they did it this way because of noise, fumes, etc.
- In floor heating
- Waste traps run to storage tank
- Clean up sink & bathroom
- Shelving for signs and posts
- Mercury vapor lights, more expensive but worth it
- Some natural light

8. Simon suggested checking the web site of the MN Association of Townships for other styles of town hall. Plantenberg indicated that there are two main ways to complete a job: (a) Hire an architect to complete the plans and put the project out for bid. A general contractor is hired and he/she will oversee the entire project including hiring subcontractors. In this case there is a Supervisor on site; or (b) Hire a construction manager. They don't do the work themselves but will bid the job out, usually to a variety of separate contractors. One advantage is that it allows more local firms to have chance to bid job and have a manager on site. Can break it out to even smaller packages (i.e., just sidewalks).

9. The committee expressed desire that the process of considering a township facility be transparent and that if the project is approved, there was a desire to give local contractors the opportunity to bid the project.

Next Meeting: May 13, 2009 at 700 pm Avon City Hall.

Adjourn: Meeting adjourned at approximately 8:30 PM

Respectfully submitted,

Stephen G. Saupe, Deputy Clerk
Avon Township