

**WEDNESDAY APRIL 25, 2018, COLD SPRING CITY COUNCIL AND PLANNING COMMISSION JOINT SPECIAL MEETING MINUTES**

Mayor David Heinen called the meeting to order at 6:30 p.m. The following City Council Members were found to be present: Mayor David Heinen and Council Members Jayme Knapp, Gary Theisen, Doug Schmitz and Shannon Miller. The Planning Commission Members found to be present: David Heinen, Shannon Miller, Ann Harren, Ryan Hennen, and Tom LeGassa. Others present: Brigid Murphy, Jason Blum, Dan Weber, Brandi Canter, Julia Konop, and Chuck Krebsbach.

**APPROVAL OF THE AGENDA**

MOTION WAS MADE BY SCHMITZ, AND SECONDED BY MILLER, TO APPROVE THE AGENDA OF THE APRIL 25<sup>TH</sup>, 2018, CITY COUNCIL AND PLANNING COMMISSION JOINT SPECIAL MEETING. MOTION PASSED 8-0.

**DISCUSSION ON THE SPACE STUDY REPORT**

Murphy started the discussion with a review from Murray Mack about longevity. Longevity has two components, functionality and structural. The Fire Department was first reviewed and determined that the space allocated in the original study is accurate to the needs of the department for now and for expansion.

The library requirements and design were discussed based on what was designed by Murray Mack versus the library's internal space study requested for a range. The Mack study provided for the high end of the library showed in their internal space study. Brandi Canter of Great River Regional Library discussed the library study and explained the required spaces range for programming, shared space and the recommended space for non-programming library use. The consensus was that if the building could hold more shared space than it currently does, the library expansion to a 4300 square foot space would meet the requirements of the Great River Regional Library System.

The Police Department was determined to be the most in need of expansion. The garage and sally port are key elements for the department that must be added. Chief Blum discussed the idea of some joint office space for management. Discussion also focused on whether the current fire hall could be used with a second story addition and elevator for non-public department space. After reviewing the design of the Mack study and what spaces are needed immediately versus future use, 6500 square feet was the space limit that the Council and Planning Commission directed to be provided to Mack.

For Administration, the size of the council chambers was at issue. If that is not shared space, the room designed by Mack would be underutilized for the majority of the time. The electronic and audio-visual ability to provide people access to the meetings on those rare occasions that there is a large crowd, could be used to reduce the size in Mack's study. The Administration Department space need was reduced from the Mack Study to 4,000 square feet. It was anticipated that it would be possible to have some dedicated meeting space for administration and shared meeting space for all three departments if left on the current site.

**ADJOURN SPECIAL MEETING**

MOTION WAS MADE BY KNAPP, PLANNING COMMISSION MEMBER LEGASSA SECONDED, MOTION PASSED 8-0.