

TOWN OF FREDONIA / VILLAGE OF FREDONIA
SHARED HALL COMMITTEE MINUTES

January 15, 2007 Meeting

A meeting of the Fredonia Shared Hall Committee (Town of Fredonia and Village of Fredonia members) was held on Monday, January 15, 2007 at the Fredonia Village Hall, located at 416 Fredonia, Fredonia, Wisconsin. The meeting was called to order at 7:00 p.m.

Present:

Members: Joe Short, Larry Palm, Lance Leider, James Stemper

Deputy Clerk: Dave Gorton

Town of Fredonia Board Chairman: Rich Mueller

This meeting was held in compliance with the Open Meeting Law. Copies of the agenda were posted in three public places in the Town and three public places in the Village.

Previous Minutes: This was the initial meeting of the full committee.

Committee Organization: The committee agreed to keep the membership at 4 members (2 from the Village and 2 from the Town). If any issue results in a deadlock, it will be referred to the respective boards.

Site Plan: An aerial view of the site as well as a site plot was discussed. The site consists of 3.5 acres located on the North side of Fredonia Avenue to the East of a Village water station. It includes the former Maple Lawn School site and 2 additional parcels purchased by the Village.

Building Agreement: The formation of a building operations commission was discussed. The commission would have 5 members consisting of the Village Clerk, the Town Clerk, a Village Board member, a Town Board member and an "at large" member. The Village and Town Board members would be appointed by the respective Boards. The "at large" member would be appointed by the Village Board one year and the Town Board the next year. A possible alternate "at large" member could also be appointed. Budgets would be prepared based on Village area only costs, Town area only costs and shared area costs (split 57% Village and 43% Town). The shared areas would include the outside maintenance costs.

A sample agreement being used by the Town and Village of Arlington, Wisconsin was discussed.

A letter resulting from a meeting of the Town's members and Attorney Ed Ritger which summarized several issues was presented and discussed. The issues include:

1. Who will own the land & building? Form a joint agreement of shared ownership.
2. Any payment due for the land? The village will donate the entire parcel of land.

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3. Snow removal and lawn care costs?
4. Separate utilities? Yes if building and installation costs for separate metering and piping are not cost prohibitive.
5. Building, blacktop and insurance expenses? Split on percentage basis. Both the Village and the Town will check with their respective insurance agents concerning individual / shared casualty insurance costs.
6. Town and Village use of common areas? Board and committee meetings will be adjusted to not coincide. The shared hall will provide more than double the present space for elections and meetings. The schedule will be maintained by the operating commission.
7. Use of common areas by outside groups? The operating commission will control use with the restriction will be that the hall will only be for public not private functions. The building will be designed with no on-site kitchen (only a coffee / vending service area).
8. A separate commission will manage the building.
9. Liability insurance? Check with each respective agent.
10. Will there be a mandatory buy-out clause? Contract to provide minimum 10 year period before any buy out considerations would be possible.
11. Price and terms of any buy out? No sale allowed to private buyer, base sale on assessed and appraised values. Other terms to be defined in contract.
12. Building design and deference resolution process? Hire an architect rather than a design / build firm. Share costs of architect on a 50% / 50% basis.
13. Construction supervision and problem resolution? Use architect to drive issues.

The building will be used for administrative offices only – not for fire, police or other operations. Contract language will need to allow future expansion of building for either the Village or the Town only with the agreement of both parties.

A suggestion was made to ask Attorney Ritger to draw up a contract representing both the Village and Town. The contract would subsequently be reviewed by both Boards and the attorneys for the Village and the Town.

Future Agenda Items:

1. Review list of possible architects and/or engineering firms.
2. Ask Attorney Ritger to represent the Shared Hall Committee in developing a contract.
3. Review insurance issues.
4. Consider name for building – “Fredonia Municipal Hall”.

Next Meeting Date: Monday 1/29/07 7:00 p.m. at the Waubeka Firehouse

Adjourn: Motion: Stemper to adjourn; Second Short; Carried. Adjourned 8:15 p.m.