

Minerva Park Facility Sub-Committee

Summary

8-10-2018

Minerva Park Facility Committee

Purpose

Provide solution(s) to overcrowding and general lack of usable space for police, EMS, Village Administration and Community Room(s)

DELIVERABLES to Council

- Preliminary Plan with Milestones
- Results of Needs Analysis for each department/service regarding size and utilization of space
- Sketch of Facility (s)
- Identification of Land/Location
- Preliminary budget
- Scope and Time Estimates
- Preliminary Cost Estimates
- Funding Plan

VISION

1. The building would look like the historical part of the village using complimentary materials and with an appreciation for the natural surroundings.
2. The Community room would be of a size and configuration that it could be rented out for special occasions. (i.e. graduation, family reunions, birthday)
3. The building would feature the lake and incorporate land surrounding and including the current Community Building.
4. Safety and security would be taken into considerations throughout the design.
5. The building would provide exceptional accessibility.
6. Building design would maximize usable work space.
7. Provide upgraded, inviting work space to promote recruitment and retention of Village employees and police.
8. Provide pleasing environment for citizens conducting Village business.

ASSUMPTIONS

1. The square foot area of land and number of houses will remain substantially the same as is currently plotted (including MI project).
2. One ambulance bay will be maintained, with necessary administrative space.
3. Mayors Court will continue.
4. The police force will remain at 8 full time equivalents spread out unevenly over 3 shifts, one full time Chief and one clerk.
5. Four police vehicles will be maintained.
6. Police Department Services will be separated and shielded from other departments in a building.
7. The Mayor's team will include a full time Fiscal Officer and one full time clerk. In addition, part-time shared office space for 2-4 staff. The future might include a full-time administrator.
8. Safety will require restricting door access in some areas and use of video equipment.

GENERAL OBSERVATIONS

1. The police department could either be in the same building as other services or a separate location.
2. After visiting a few buildings of similarly sized villages, most top out around 4,000 square feet with Hebron on the high end at 6,000 square feet. Typically the space is evenly split when the council/mayor's court space is taken into consideration.
3. A separate dedicated Community Center or room would be additional square feet.
4. EMS. The current location could be maintained, or the EMS could locate elsewhere.
5. The existing Community Building is worth saving and renovating and could be incorporated into an addition.
6. Sharing spaces such as conference rooms and creating multi-use spaces will be important.

Next Steps

- Currently getting quotes to complete a topographic survey of the land surrounding the Community Building
- Find a resource to sketch a couple of scenarios for the building
 - One incorporating current community building
 - One with a tear down and build new
 - Other – to be determined
- Start discussion about funding sources
- Have meetings with interested residents to talk about the process, review the sketches and process feedback