



19 13th Avenue North
Waite Park, MN 56387

CITY COUNCIL WORK SESSION AGENDA

Mobile Workshop will begin at 2 p.m.

Upper Level Conference Room Items will begin at 4 p.m.

The City Council will be touring two locations as part of their work session. The details, locations, and approximate times are provided below.

Upper Conference Room at Waite Park City Hall

1. 2:00 P.M. **Tour Ron Euteneuer Building Located At 512 3rd Street North Waite Park, MN**
City Council members and staff will meet this location to tour Ron Euteneuer's building. Ron has approached the City about the possibility of purchasing his building as he is interested in selling it. The tour will give the City Council and staff an opportunity to see the building which will help later in determining whether or not the City would have any interest in purchasing it. We anticipate that we will be at the site for approximately 30 minutes.
2. 2:45 P.M. **Tour Amphitheater Site Located At 1700 Parkway Drive**
The City Council and staff will meet at the Amphitheater construction site. Staff would like to provide the City Council an update on the project and provide them an opportunity to see the progress of the project. We will park at the public works facility located 67017th Avenue South Waite Park and meeting there at a approximately 2:45 p.m.. All individuals entering the construction site will be required to wear hard hats and safety vests. No one will be allowed to enter the site without these items for safety reasons. These will be provided to everyone at the public works facility prior to entering the site.
3. 4:00 P.M. **Police Officer Interviews**
We have three final candidates for the City Council to consider for filling the two open positions we have in the police department. We typically would bring one additional candidate for the City Council to interview but the fourth candidate on the eligibility list has already been interviewed by the City Council in the previous police officer hire so we did not feel it necessary to bring this candidate in at this time but can in the future if necessary. We had 24 applications total. Applications are available to be reviewed by the City Council upon request or right before the interviews on Monday. The City Council will have the option to consider appointing up to 2 officer at the regular city council meeting on June 17th, 2019 if they so chose.
4. 4:45 P.M. **Great River Regional Library Needs Assessment Report**
The Great River Regional Library has been working with many of the libraries within its

service area to look at the needs of libraries in each community. This study was completed on the Waite Park Library and the Great River Regional Library staff will be present to discuss the report with you and answer any questions you may have regarding this. A copy of this report has been enclosed for your review.

Documents:

[WAITE PARK LIBRARY SPACE NEEDS ANALYSIS 2019.PDF](#)

5. 5:15 P.M. **Quarterly Review Of Goals & Objectives**
The City Council has requested to review the Goals and Objectives quarterly. It will give them an opportunity to ask staff about projects and see where the City is at on items involving their department. A copy of these goals and objectives, along with the capital improvement plan, and staffing plan will be provided to the City Council in a written format. A copy of this is also available for the public to view at Waite Park City Hall.
6. 5:45 P.M. **Ampitheater Follow Up & Naming Of Park Facility Process**
City Council and staff will discuss any follow up on the amphitheater project and staff will answer any questions from the council on the project.

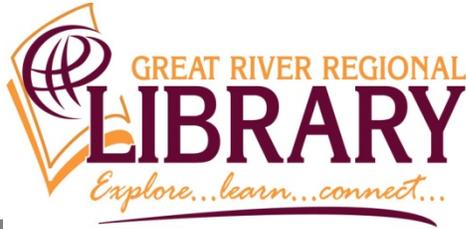
Enclosed is a copy of a proposed facility naming process for the amphitheater park project. Staff would like to discuss this with the City Council and determine the process and timeframe for the facility naming process.

Documents:

[FACILITY NAMING PROCESS FOR AMP.PDF](#)

7. 6:15 P.M. **Public Input**
Public Input: The City Council provides members of the public an opportunity to address the City Council with items they believe are relevant to the City of Waite Park. Each member of the public will be allowed up to 2 minutes to speak. City Council will not engage during this time and no action should be expected. The City Council can determine if further follow up, discussion, or action is needed on any item brought up by members of the public. During the regular scheduled meeting that will follow the public input, the Mayor will summarize the items discussed during the public input and ask the City Council whether they desire to have any follow up on items discussed during the public input.

The City Council could choose to place the item on a future work session or city council agenda or could direct staff to research or follow up on any item discussed.



Waite Park Library Space Needs Analysis

May 2019
Great River Regional Library

The Waite Park Library is loved by its community. It is also an overcrowded and undersized facility in all areas: collection and computer space; reading, study and play areas; storage and staff work space. This space squeeze has a profound impact for patrons and staff alike:

- Every day, more items are returned to the Waite Park library than can fit on the shelves, so staff must send bags of items to the St. Cloud library for check-in,
- Privacy and safety concerns force patrons to jockey around full book carts in order to get their holds,
- There are no quiet areas for private study,
- Insufficient shelving space reduces the ability to maintain a browsing collection – and the consequence of inaccessible placement of items on top and bottom shelves.

Libraries are known and loved for being the kind of ‘third space’ in a community that invites conversation, collaboration, information and skill sharing. However, the tight quarters in the Waite Park library make it difficult for patrons to fully utilize the library and may send some patrons to other libraries where the spaces better meet these community demands.

In spite of these challenges, the Waite Park library is a busy place. Some of our usage indicators for 2018 include:

- Over 3,000 registered borrowers as of the first of the year, approximately 66% of whom have a Waite Park zip code
- Over 108,000 items checked out in 21,300 separate sessions
- Over 35,000 visits made to the library
- 3,850 wifi and internet sessions
- 110 library programs for all ages, attended by over 2,800 people

The Great River Regional Library thanks the City of Waite Park for its commitment to the library and applauds efforts to address these space needs. We hope that this document will provide direction for the kinds and amounts of space that would best meet community needs.

Space Needs Summary

This space needs analysis is based on 10-year projections, using “economical” and “comfortable” space requirements. These descriptors are based on building efficiency, or the proportion of areas within a facility designed for purpose-specific uses (e.g. shelving for the collection, computer desks) versus general or non-purpose-specific use (e.g. open areas, hallways, mechanical closets).

One way to understand these terms is to imagine that the higher the building efficiency, the more every square foot is devoted to books, computers, staff work areas, etc. However, too much efficiency makes the space feel crowded and lacks the openness needed to feel comfortable and welcoming for users. In addition, excessive building efficiency can cause added work and time for staff. For example, in the current facility the area devoted to processing materials is too crowded for staff to manage the flow of materials without handling items multiple times and/or having to take extra steps to get around equipment.

In this assessment, space needs are also separated by required and recommended program areas and those that could be part of a shared space. Examples are below:

- Program areas required within the library proper: collection, technology and staff work areas;
- Program areas which are required but could be part of a shared facility: meeting and event spaces, staff break room;
- Recommended program areas without which the facility may be functionally obsolete: study rooms, multi-functional readers’ seating, display and other special use spaces.

GRRL recommends that the City of Waite Park consult with an architect for the best ways to incorporate these program areas into any overall plan. GRRL staff can assist further in this process by helping to develop adjacency matrices, sound design recommendations, and suggestions for successful readers’ seating, shelving, display cabinets and other elements essential to a successful library program.

	Space Needs Level (square feet)	
	10-Year Economical Projection	10-Year Comfortable Projection
Required Program Areas	3,118	3,630
Required, Potentially Shared Program Areas	825	1,125
Highly Recommended Program Areas	2,497	3,356
Non-Program Areas	950	1,500

Total Space Needs	7,390	9,611
<i>Building Efficiency Level</i>	75%	70%

Data Analysis

This analysis uses US Census population projectionsⁱ to arrive at a 2018 local Waite Park population of 7,718 residents. In addition, GRRL includes the City of St. Joseph and St. Joseph Township in the Waite Park library service area. The 2018 combined population of these areas is just over 16,000 residents.

The Greater St. Cloud Development Corporation anticipates a Stearns County population growth of 27.9% through 2035ⁱⁱ, so it is likely the service area will see continued population growth. However, the Waite Park library is unique in its proximity to other GRRL locations. As such, a smaller population estimate of 16,350 was used for the analysis’s design population.

Data Points	Space Needs Level (square feet)	
	10-Yr Economical Projection	10-Yr Comfortable Projection
Population Estimate	16,350	16,350
Projected Design Population (includes outlying areas)	16,350	16,350
Physical Collection Size	30,000	35,000
Total Public Access Computers (Internet stations and catalog)	6	8

Program Spaces

Required library-specific program areas are the essential spaces – those that house books, movies, and other collection items; public catalog, Internet and wireless stations; and the staff areas needed to manage the library. Collection space needs adjust both for size of the collection and the efficiency of shelving. Shelving can be high-density, such as tall units with five or more usable shelves, to low density shelving with two or three usable shelves. The higher the density, the more collection items can be housed on the shelving. However, this also can correlate to a less open feel to the space and, in areas like juvenile fiction, reduced accessibility when patrons cannot reach the shelving.

For the purposes of this analysis, high-density shelving is used for nearly 80% of the collection for the 10-year economical projection, versus 67% for the comfortable collection.

In addition, planners should assume that approximately 60% of the collection will be adult and young adult materials (including media) and 40% juvenile. The kinds of collection items will also impact the amount of space devoted to shelving – juvenile picture books and nonfiction books for all ages are often too tall to fit well in standard shelving. This means that a shelving unit that could comfortably hold six three-foot shelves (18 linear feet) of space for fiction and large print might only afford four shelves (12 linear feet) of space for picture books or non-fiction.

Staff space requirements assumes two staff circulation stations (front-end, checkout and information desk) and two self-service express stations. The projection also includes two staff work stations for materials processing and other ‘back-end’ work.

<i>Library-Specific Program Areas - Required</i>	Space Needs Level (square feet)	
	10-Yr Economical Projection	10-Yr Comfortable Projection
Adult and young adult collection (including media)	1,287	1,531
Juvenile collection (including media)	858	1,020
Public Computer Space	494	505
Staff Work Areas	479	574
Sub-Total	3,118	3,630

A combined-used city facility may find efficiencies in shared-use spaces such as meeting/event rooms and a break room. We have therefore separated these spaces from specifically “library” program areas. However, it should be noted that these spaces would be required in any stand-alone facility. These required but potentially shared program areas are summarized below:

<i>Potentially Shared Program Areas - Required</i>	Space Needs Level (square feet)	
	10-Yr Economical Projection	10-Yr Comfortable Projection
Meeting/Event Room/s (i.e. story time, author visits, etc.)	625	875
Break Room	200	250
Sub-Total	825	1,125

Next, we summarize space needs for program areas that are not technically required. There are libraries within the GRRL service area that do not have these spaces. However, in looking to the future we believe that the public demand for these spaces will increase to such an extent that any new renovation or building project should include them in its overall program.

Libraries are used for much more than collection and technology. Any reasonable library program will include room for at least a table or two and accompanying chairs. Truly dynamic and usable library spaces also include multipurpose readers’ seating, study rooms, and a combination of ‘active’ and ‘quiet’ zones. We have seen these areas increase in importance and use in those facilities which have them. Thus, any future facility would quickly become functionally obsolete without these program areas.

Friends of the Library program area is included here due to the significant work the Friends do for the library and community. Also, Friends do not have access to library spaces after hours. Given the storage and work needs of the Friends, it may be more convenient for them to have work and storage space they could access outside of library open hours.

<i>Library-specific Program Areas – Strongly Recommended. Site may be functionally obsolete without these.</i>	Space Needs Level (square feet)	
	10-Yr Economical Projection	10-Yr Comfortable Projection
Multipurpose Readers’ Seating	1,785	2,240
Study Rooms	460	800
Display and other special use space	185	230
Friends of the Library Work and Storage	67	86
Sub-total	2,497	3,356

Non-Program Spaces

In addition to the program spaces outlined above, any building or renovation project must consider the need for additional and/or unassigned spaces – open areas, hallways, restrooms, mechanical and HVAC storage, etc. If the current site is renovated, some of these areas may be reused. However, a stand-alone facility would need to include these areas, thus adding to the total space required.

For the purposes of this Assessment, we have used a building efficiency of 70-75% as a general guide, meaning that 70 to 75% percent of the overall (gross) square footage is specific to library business. This is a level generally considered economicalⁱⁱⁱ.

The level of building efficiency will determine how much openness is between and within various program areas. This openness is tied to aesthetic appeal and users' comfort. Given that the public library is a multi-use space where people come to learn, play, relax, meet friends and engage with the library's collection and technology, we strongly recommend maintaining as open of a space as possible. In addition, changes in technology and our communities will require the ability to adapt our spaces to stay relevant and enticing. To meet both these goals, GRRL strongly recommends against any library facility plan with greater than 75% building efficiency.

The GRRL Board and Local Building Projects

GRRL has developed a set of policies and guidelines around renovation and building projects, which we include separately from this document. The plans for renovation and building projects by local entities must be approved by the GRRL Board of Trustees to ensure that they meet the requirements of the regional library system. Approval of any plan would occur at a bimonthly, regular GRRL Board of Trustees meeting.

GRRL is currently in the process of reviewing its criteria for new and renovated library projects, however the points below are likely to remain consistent. This is not a complete list of GRRL requirements but should give the City a sense of the kinds of issues that GRRL administration will review prior to recommending a project for Board approval:

- Renovation and building projects must provide a facility of an adequate size for the full range of library services. These include collection, technology, programming, sitting and study areas. These areas should have easy accessibility for all ages and abilities.
- Protection of the GRRL collection and technology is important, thus the guidelines emphasize clear sight-lines and a single, easily monitored entrance to prevent theft.
- Staff work areas should be adequately-sized to allow for an efficient work flow and ergonomic considerations. In addition, there should be a private office for the Library Services Coordinator to conduct personnel and other business.

- If the facility is not built on grade, there should be documented structural integrity sufficient to hold the weight of the collection, staff and patrons. In addition, GRRL administration may require mold testing or other inspections as needed to ensure the safety of the building for patrons and staff.
- Wiring for technology should be adequate for both current and foreseeable future needs. In addition, flexibility should be built into layout, wiring and furnishings in order to accommodate technological advances and changes.
- Furnishings and shelving should be accessible for patrons of all ages. In addition, it should be both adequate to meet current and future needs and flexible enough to accommodate changing usage patterns.

ⁱ United States Census Bureau, American Fact Finder, Annual Estimates of the Resident Population: April 1, 2010 to July 1, 2018. <https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>

ⁱⁱ <http://greaterstcloud.com/businesses/saint-cloud-mn-workforce-climate/>

ⁱⁱⁱ Mc.Carthy, R. C., 2007, *Managing Your Library Construction Project*. American Library Association.



Proposed AMP Facility Naming Process

June 17th-July 5th: Submit name ideas to City Administrator. City staff will see out name ideas from New West and Mammoth, staff, senior center, the public through website and social media sites, from the planning commission and park board, and the CVB and Chamber and any other groups we can think of to seek input on this. All name ideas will then be provided to the City Council for review and consideration.

July 15th: City Council will review all names submitted and will narrow the choices down to 8-10 names total. Staff will then take the 8-10 names and provide the public an opportunity to rank the names. We will use survey monkey and provide links to the public. Staff will compile the results giving the City Council the top three name choices from the public input process.

August 5th: City Council will then discuss the names and select the name from one of the three top names selected. If more time is needed, the City Council can choose to take more time to review the names choices.