

Minerva Park – Imagining the Building

August 8, 2018

Disclaimer: This document captures the thoughts of the administration, police, the residents who attended the workshops and the Facility Committee. Two of our key mandates were to separate needs from wants and to remember the size of our Village and importance to size the building cost effectively.

The committee believes this is a place to start and, if necessary scale down from here to make the facility financially feasible and still meet our needs.

Police Department

Building layout: Provide separate entrances from the exterior a back entrance - to the locker room and suspect processing area and to a public lobby area.

Suspect Processing area: A protected area to drive up to this door and enter the processing area. The processing room must have at least a bench for the suspect and a work area for the officer. A toilet and sink/bathroom will reside in the immediate area.

Police Entrance: Police enter to a hallway off which are located a storage/utility room. The utility room would have a wash up area and shower. (from a cost standpoint, showers are still controversial) Locker rooms for men and women could include a bathroom in each. (from a cost standpoint the group would prefer to see a single locker room). There would be a multipurpose room for roll calls, meetings and training. The hallway would lead next to the department offices.

Visitor Lobby and Police Administration: A secure lobby area with window access to a clerk and a place for a visitor to sit and fill out paper work. A door leading to interview/conference room (s) followed by offices. (The committee is recommending multiuse spaces whenever possible in the design – for example interview/conference/visitor room) Offices are requested for the chief with small table seating for 3-4, lieutenant and detective. Shared space for patrol team. (The committee is in favor of the Chief having an office but is recommending shared space for the remainder of the staff. Secure Storage space for document storage, records, evidence and property and shared office equipment, arranged for maximum efficiency. A connection to the Village Administration.

Garage: The village has 4 vehicles. Based on budget, a protected area for police parking is the minimum requirement. This protection would probably take the form of fencing or brick walls. It could also take the form of a carport.

Note: The minimum amount of space required for each type of storage and the environmental considerations for each is detailed further in this document. 8/8 update – the Mayor worked with her team to provide a suggested floor plan instead. To review this evening at meeting 8/8. Note – space measurements will still need to be made.

Village Administration

Employee entrance: A small vestibule leads to the administrative suite, conference room (s) followed by offices, document storage and shared office equipment, arranged for maximum efficiency. Shared office spaces would be available for use by part time staff.

The breakroom/lunch room and restroom is situated to be accessible to all village employees and residents. (Bathrooms – unisex in Administration and unisex on the Police side of the building).

Visitor lobby: The lobby would be large enough to have a counter area or a table/chair area to complete paperwork/fill out forms and a window for a clerk to conduct business. Boards for posting announcements both official and community related. A Family bathroom accessible via key or combination lock for use by visitors, residents and our own maintenance crew. A showcase/shelves for displaying Historical Information about the Village.

Multipurpose Room: Once permitted to pass through the lobby, the guest will either be entering the multipurpose room to attend a meeting or to the village offices or conference rooms. At least one small conference room will be close by the visitor lobby to limit the need for a visitor to traverse the building. (placement of and number of multipurpose rooms/spaces will depend on overall cost and building configuration)

When mayor's court is in process, the entrance noted as the employee entrance could be used for other visitors.

An option would be for the multipurpose room to have an exit only door to help with crowd control.

The multipurpose room would have access to small conference/office spaces, the bathroom and the lunch room.

Generator: Placed in the most logical location – to handle critical police equipment requiring charging. This will need to be teased out with a UPS vendor for cost/benefit and location.

- 12 portable radios
- 12 body video cameras
- 4 computers- (1) is dedicated to downloading body videos and in -car video evidence
- 1 evidence refrigerator
- 2 cell phone chargers

Community Center

Please know the residents who participated in the workshops were most excited about a community center. In our research we found that Villages of our size typically don't have a separate community center. They all did have a beautiful large park area with a large picnic shelter. The committee will continue to include a Community Center in our further research and costing.

The community center would have its own access. There would be a catering kitchen (no stove or burners) and bathroom.

A door would lead out to a deck and view of the lake.

The community center would accommodate 50 - 150 people. (This will have to be discussed in more depth)

The community would create a welcoming practical space with a couple of nooks for small a group to gather and chat or read.

The space would allow for storage of materials using built in shelves.

Multipurpose counter space would be available.

A small locking office would be used to administer the center.