

New Office Committee Meeting  
Minutes  
Friday, February 16, 2024, 1:00 pm  
(Remote Meeting)

Agenda: Potential changes of priorities of properties for the Village Office. Jenifer Acosta and Jill Ferrari were in attendance.

Earlier this week, members of the new office committee were notified of a building being put on the market. A clause in the sales agreement included wording related to potential of not paying a realtor fee, if the Village of Empire purchased. The questions before the committee and Renovare are:

- a. Do we recommend to the Village Council pursuing this building as an option?
  - b. What is the process if we wanted to proceed?
  - c. How does this change our work with Renovare?
1. The Committee reviewed their original discussion about properties in the Village. The building had been on the list as part of the potentially larger “campus” including the current Village office and the State Saving Bank Building. Some early concerns about the building were reviewed: was it big enough? what was the impact potential (economic impact via pop-ups), would this be a natural flow location for pop-ups?
    - A. 912 sq feet is larger than the current office. Appears to have land for an addition, if desired. The property is ½ acre.
    - B. Completed renovation – floors, powder room, small office, paint and exterior has been done.
    - C. Septic and water are in place.
    - D. Front or side spaces could be used for pop-up spaces, small farmer’s market.
    - E. Location in relation to the bank, the Grocer’s Daughter to make pop-ups possible.
    - F. Exterior is keeping with the architectural history of the Village.
  2. Committee was asked about the need or desire to have a space that replaces the Township Hall or Library Community room. While some of the other properties that were under discussion \*could\* have been renovated to allow for a larger meeting room space, the committee felt that type of space was a ‘nice to have’ not a requirement.
  3. Sue reviewed the charge with the group. There was also discussion about the original needs document. Maggie offered to send that to the group. It is also attached to these minutes.
  4. What is the process moving forward? Renovare will reach out to the owners to ask if they have a purchase agreement plans in place. They will also ask about a floor plan. Sue will contact our legal counsel regarding a potential special meeting to discuss these new events with the entire Council and obtain his opinion re: due diligence. The Council will need to consider in its project budget projections: a survey, title search, environmental assessment, ability to expand. The Council or someone from Renovare may want to seek advice from a local contractor about costs

for adding walls, adding electrical outlets, generator, etc. Maggie suggested a conversation with the Clerk and Treasurer about funding options is important early on in the process.

5. Renovare will be coming to Empire in March. If the decision is to move forward, they will work with us on site planning for this property.

Submitted by Maggie Bacon