

THE CITY OF BAXTER

CITY HALL NEEDS ASSESSMENT REPORT 2020

MARCH 4, 2020



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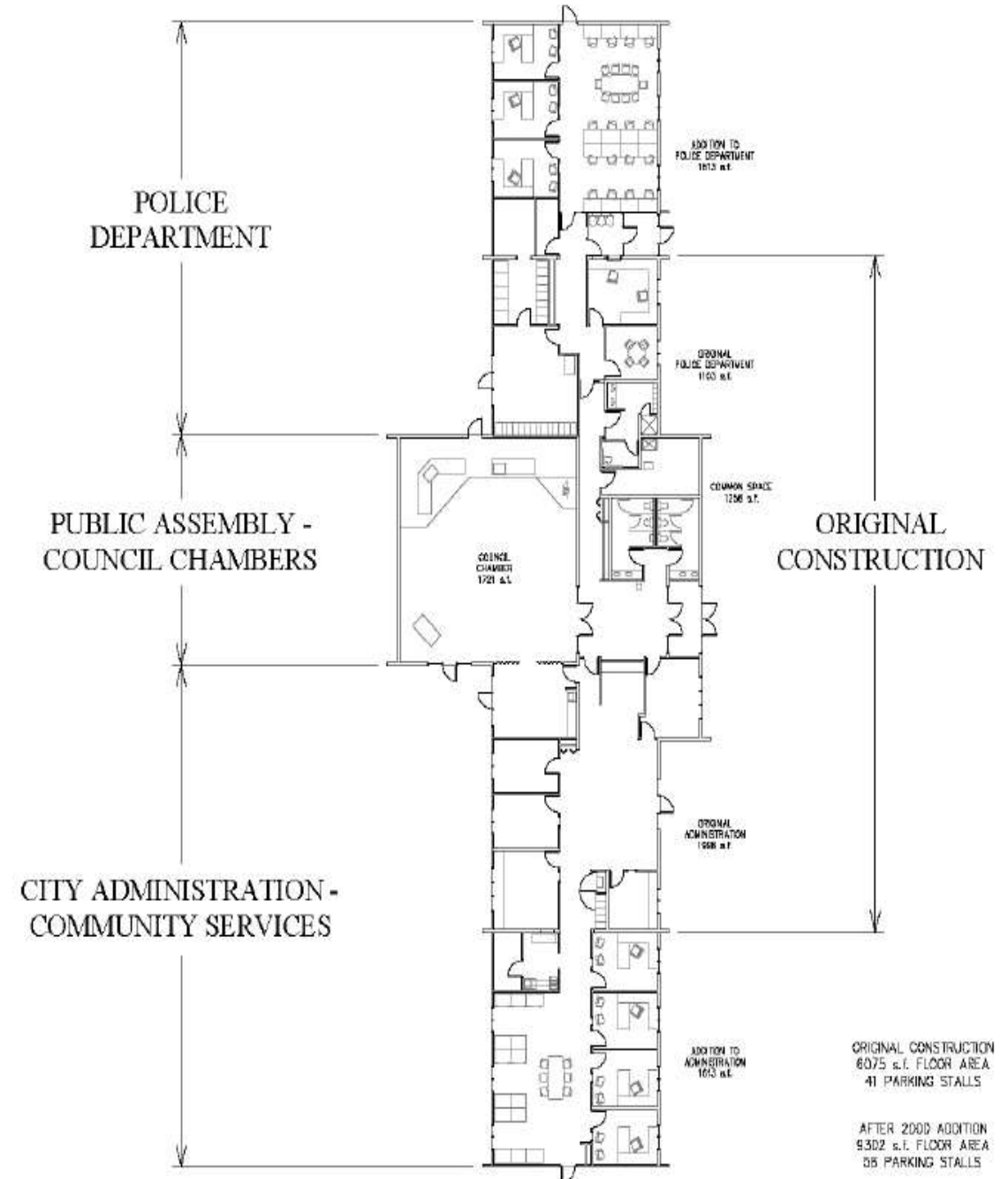
ARCHITECTS ■ ENGINEERS
SCIENTISTS ■ SURVEYORS

GOALS OF 2020 ASSESSMENT

- Assess the Condition of the Existing City Hall Building
- Complete a Space Needs Assessment
- Evaluate Options to Expand or Build New Building on Existing Site
- Evaluate New Construction on New/Different Site

Existing City Hall Floor Plan

- Assess the Condition of the Existing City Hall Building
 - 9,302 Square Feet - Built in 1991 and expanded in 2000
 - 3,573 square feet - Council Chambers and public space
 - 5,729 square feet - office space divided among 5 departments & 33 FTE
 - Remodel Cost Estimates
 - \$1,639,477.50 in 2020
 - \$2,951,059.50 in 2024



Department Name		Existing Area	Area
1	City Council Chambers	2,060 s.f.	
			4,100 s.f.
2	Community and Public Use	946 s.f.	
			2,300 s.f.
3	Community Services - Planning and Building Department	672 s.f.	
			2,100 s.f.
4	Community Services - Public Works Department	440 s.f.	
			1,900 s.f.
5	Community Services - Shared Spaces	0 s.f.	
			2,100 s.f.
6	City Administration	924 s.f.	
			2,100 s.f.
7	Ancillary Spaces	380 s.f.	
			1,400 s.f.
8	General Use Spaces	0 s.f.	
			1,100 s.f.
9	Police Department	2716 s.f.	
			7,300 s.f.
Subtotal - Existing City Offices		9,115 s.f.	
			24,400 s.f.
10	Mechanical Penthouse	0 s.f.	
			1,500 s.f.
11	Garages	0 s.f.	
			5,600 s.f.
SUBTOTAL - EXISTING CITY OFFICES (+ circulation)		9,115 s.f.	
Projected Program Area			31,500 s.f.

Space Needs Assessment

Identified Space Needs through 2040 (including additional staffing based on projected community growth and regulatory obligations)

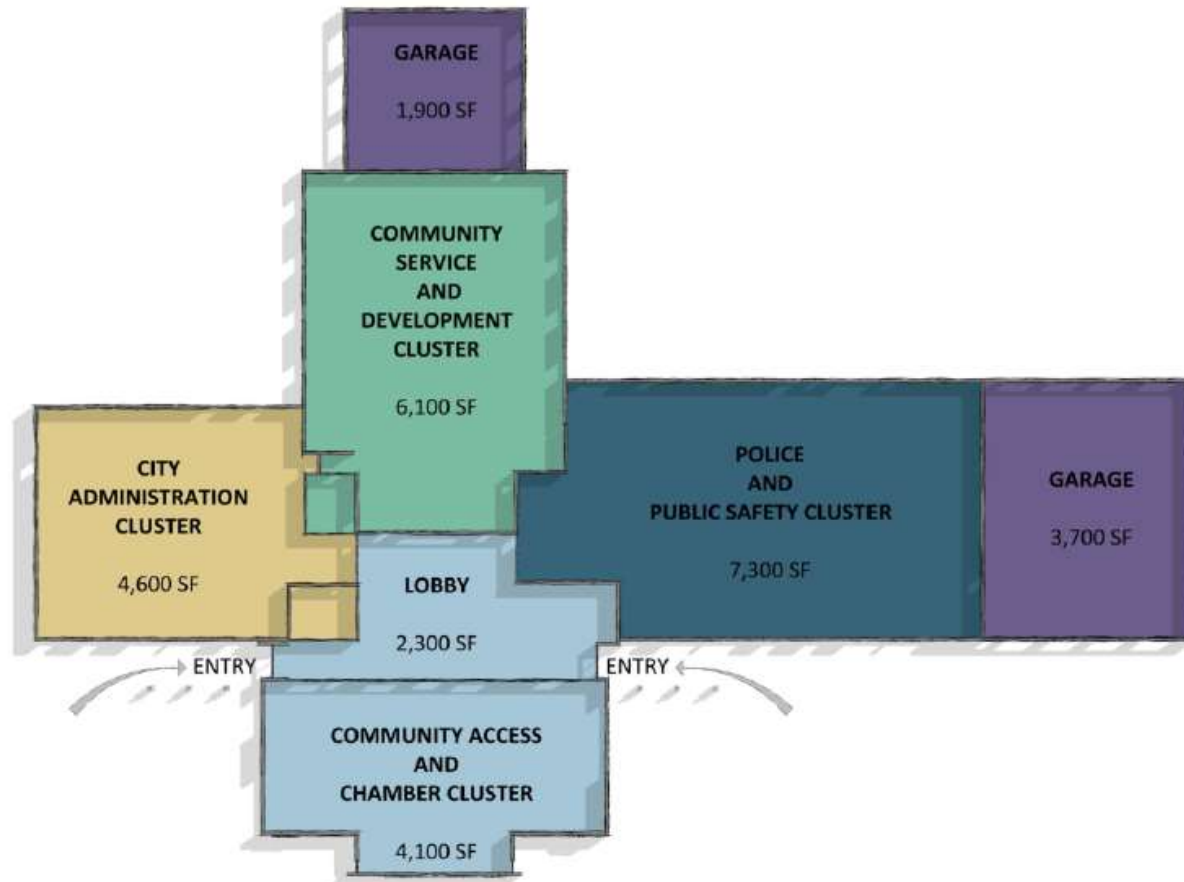
The additional square footage would provide:

- Workspace for 51 FTE
- Larger Council Chamber (112 seats vs. current 60 seats)
- Additional meeting rooms
- A Community Room
- Additional evidence storage area
- PD Training Room
- Indoor Vehicle / Equipment Storage

Proposed Facility Program

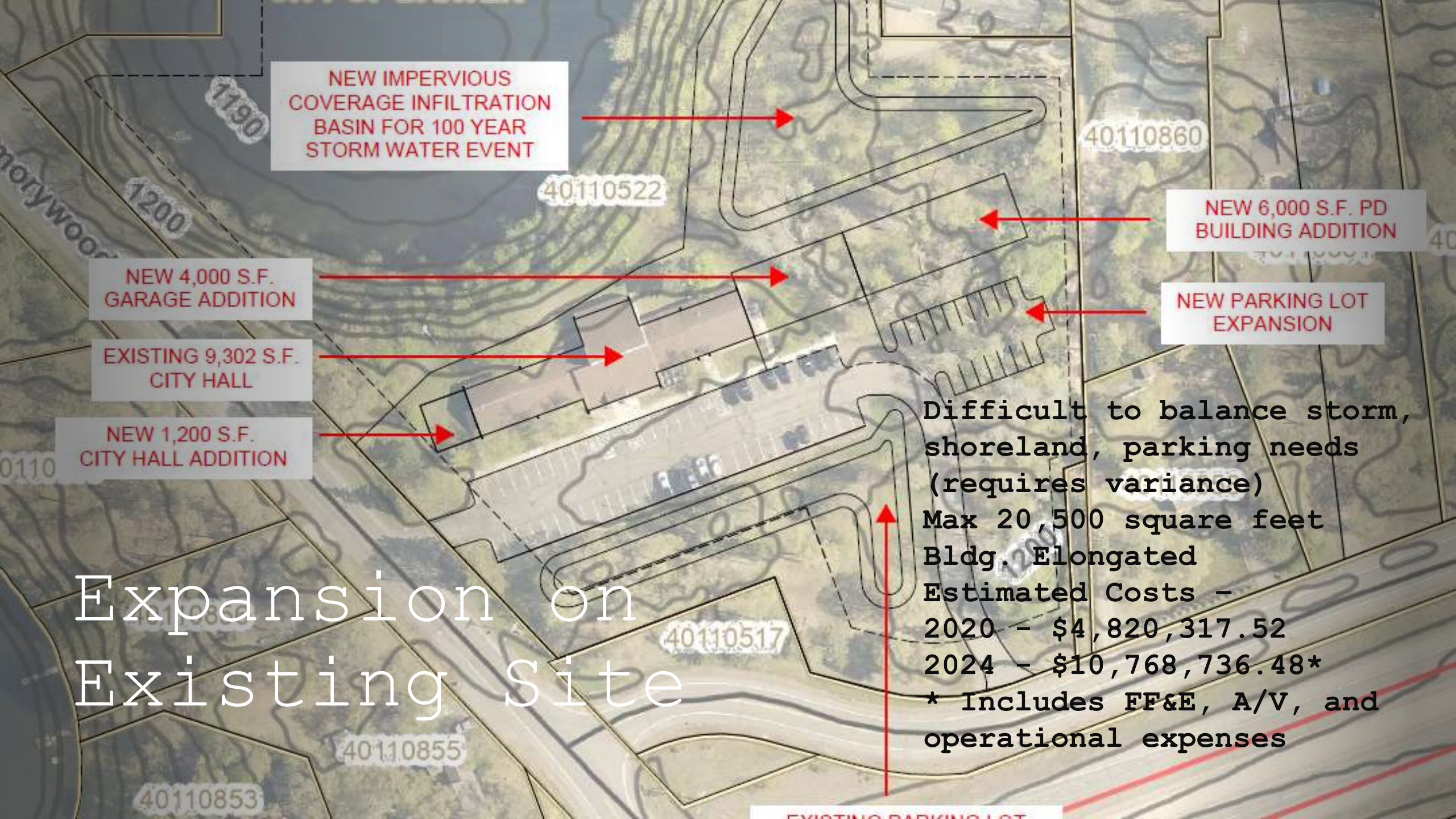
Program Summary

Community Access and Chamber Cluster (including Lobby)	6,400 s.f.
Community Services and Development Cluster	6,100 s.f.
City Administration Cluster	4,600 s.f.
Police and Public Safety Cluster	7,300 s.f.
Garage	5,600 s.f.
Mechanical Penthouse	1,500 s.f.
Subtotal Building / Office Areas	31,500 s.f.



Estimated cost -
2020 -
\$9,967,551.00
2024 -
\$17,383,283.02*
*Includes FF&E
and A/V

Does not include
site acquisition
(if applicable)
or other
ancillary
improvements for
selected site



**NEW IMPERVIOUS
COVERAGE INFILTRATION
BASIN FOR 100 YEAR
STORM WATER EVENT**

**NEW 6,000 S.F. PD
BUILDING ADDITION**

**NEW 4,000 S.F.
GARAGE ADDITION**

**NEW PARKING LOT
EXPANSION**

**EXISTING 9,302 S.F.
CITY HALL**

**NEW 1,200 S.F.
CITY HALL ADDITION**

**Difficult to balance storm,
shoreland, parking needs
(requires variance)**

**Max 20,500 square feet
Bldg. Elongated**

Estimated Costs -

2020 - \$4,820,317.52

2024 - \$10,768,736.48*

*** Includes FF&E, A/V, and
operational expenses**

Expansion on Existing Site

EXISTING PARKING LOT

New Construction on Existing Site

NEW IMPERVIOUS COVERAGE INFILTRATION BASIN FOR 100 YEAR STORM WATER EVENT

NEW 20,000 S.F. CITY HALL BUILDING

NEW PERVIOUS PAVEMENT PARKING LOT

Bldg. Max 20,000 square feet

Increased site costs with pervious pavement to comply with shoreland requirements

No vehicle storage

Estimated costs -

2020 - \$7,449,428.45

2024 - \$14,033,192.45*

*includes FF&E, A/V, and operational expenses





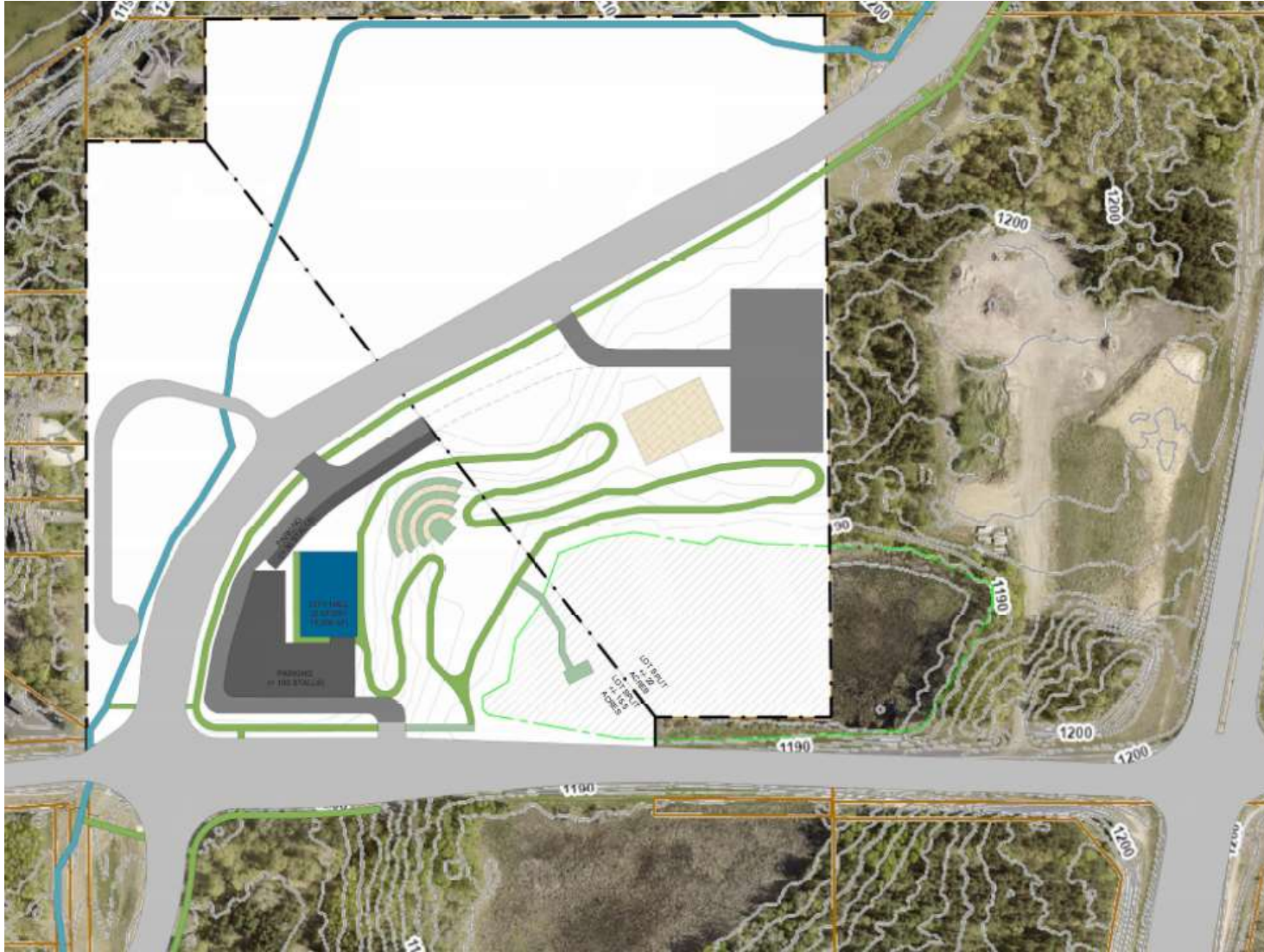
Falcon Drive

City owns approximately 50% of site - would require property acquisition

Improvements include Extension of Falcon Drive and Homestead Drive

Cost Estimate - \$21,174,703.20*

*Includes land acquisition, site development, street extensions, construction, contingency,



Isle Drive

City owned parcel - no
property acquisition

No external improvements

Cost Estimate -
\$17,016,105.60*

*Includes site development,
construction, contingency,
construction mgmt, & design



Jasperwood / Mapleton

Improvements include construction of turn lanes on Jasperwood Drive

Does not include the relocation of Mapleton Road

Cost Estimate -
\$17,707,005.60*

*Includes site development, installation of turn lanes, construction, contingency, construction mgmt, & design



Cypress Drive/Design
Road

Site acquisition
required

Site Improvements
include Extension of
Design Road

Cost Estimate -
\$19,876,262.40*

*Includes land
acquisition, site
development, street
extensions,
construction,
contingency,
construction mgmt, &
design

Work Plan - Step 3
 Selecting the future of
 City Hall

- Remodel & Expansion of Existing Bldg.

Or

- New Construction
 On-Site or New
 Site

Strategic Direction		Accomplishment/ Action Title		
CITY HALL				
Intent: (why)		Start Date	End Date	
Implementation Steps (how)	Who	When	Where	
1. COMPLETE NEEDS ASSESSMENT		2020 - COMPLETED	\$7500	
2. COMPLETE SITE ASSESSMENT		2024 - COMPLETED	\$13,175	
3. ^{REVIEW +} SELECT OPTION (REMODEL/EXPANSION VS. NEW CONST)		OCT. 2024		
4. COMPLETE PRELIMINARY BLDG/SITE (25% DESIGN)		A(1) PREPARE RFP - NOV/DEC 2024		
A) RFP FOR PROFESSIONAL SERVICES		A(2) SOLICIT/EVALUATE, DEC/JAN 2024		
B) OBTAIN 25% DESIGN/COST UPDATE		B FEB. - JULY 2025	\$350-400K	
C) COMPLETE USES/SOURCES FOR PROJECT		C 60 DAYS AFTER COMPLETION OF 25% PLANS		
5. ORDER PROJECT		A. REMAINDER OF 2025		
A) COMPLETE DESIGN		B. LATE 2025/EARLY 2026		
B) BID PROJECT		C. 2026/2027		
C) CONSTRUCTION				
Coordinator	Collaborators/ partners	Evaluation Measures	Budget	Next Meeting Date
Team Members				