

TO: Mayor and City Council
FROM: David Chanski, City Administrator/Clerk
RE: City Hall Design
DATE: March 4, 2024



Background

The design for the proposed new city hall building was presented at the City Council Workshop on January 23rd. After a few questions were raised by the City Council, no direction to alter the design in any way was given. However, there was discussion among the Council about wanting to see what a remodel & expansion design for the existing city hall may look like and cost before committing to constructing the proposed new building.

At the February 5 City Council meeting, the Council approved an agreement with Widseth to have a remodel & expansion of the existing city hall designed as well as have additional features such as a fitness center and gymnasium added to the proposed new city hall design. The Design Team stated they would bring these designs back to the City Council on March 4, at which time the City Council will decide which option to have fully designed and bid.

City Hall Concepts

There are 3 city hall concepts for consideration by the City Council. The first is the design that was presented at the January 27 workshop. The second is a slightly redesigned new city hall that includes a fitness center and optional gymnasium. The third is a remodel & expansion of the existing city hall with optional gymnasium. All three concepts are attached. The cost estimates for each option are as follows:

- **Concept 1: Original New Building Design**
 - o Size: 12,000 square feet.
 - o Construction Estimate: \$3.9 million
 - o Design Fees: \$278,420

- **Concept 2: Redesigned New Building**
 - o Size: 13,220 square feet
 - 22,234 square feet with gymnasium
 - o Construction Estimate: \$4.23 million
 - \$6.03 million with gymnasium

- Concept 3: Remodel & Addition of Existing Building
 - o Size: 9,050 square feet
 - 17,770 square feet with gymnasium
 - o Construction Estimate: \$2.5 million
 - \$4.25 million with gymnasium
 - o Design Fees: \$242,125
 - \$382,125 with gymnasium

Widseth has stated that they will prepare construction documents for the remodel and addition of the existing city hall within 60 days of receiving a notice to proceed from the City Council. Widseth will request an additional 60 days to complete construction documents for a gymnasium if that option is selected.

Staff Recommendation

While all three designs have their merit and City Administrator Chanski is confident that the City could construct each option without increasing the tax levy to do so, staff recommends that the City Council select Concept 3 (remodel & addition) and direct Widseth to develop construction documents and issue to Hy-Tec Construction for bid upon completion.

While a new building would likely have a longer lifespan than a remodel, would be designed around modern technology, and would be more expandable in the future, staff believes a remodel & expansion better suits the City at this time. The remodel has been designed to have essentially two phases (construction of new office wing and remodel of existing building). This should allow for minimal interruption to daily operation with the exception that the community room will not be available for public use and public meetings will have to be relocated for a period of time while the existing building is being remodeled. Additionally, the remodel still provides all the amenities of the new build designs including sufficient staff space for the foreseeable future, an expanded and more inviting library space, and a proposed fitness room. While the community room and city council chambers would remain as a multi-use space, the room would be remodeled to better suit each use. Lastly, the remodel has been designed in a way to be able to incorporate the addition of a gymnasium as an add-alternate for the initial project or as a future phase.

As with any remodel project, it's important to acknowledge that unknown issues will likely arise (especially as no as-built documents or blueprints can be found for the building), which could result in change orders throughout the process. As such, the City should be prepared to spend additional funds on top of the final construction bid.

Council Action

Staff is looking for the City Council to select which concept to proceed with construction document development and bidding.

Project Communication and Documentation

Up to the date of this publication,

- 4 press releases related to city hall have been issued.
 - o June 7, June 9, November 13, and January 9
- 11 social media posts related to city hall have been published.
 - o May 9, June 2, June 6, June 8, June 16, September 5, October 9, November 7, November 13, January 17, and January 24.
- 4 City Council workshops have been conducted where city hall was a significant item on the agenda.
 - o May 16, August 1, October 17, and January 23
- 8 Regular City Council meetings have contained published agenda items related to city hall.
 - o January 3, May 1, June 5, August 7, October 2, November 6, December 4, and February 5.
- 7 updates related to city hall have been published to the city website.
 - o June 16, September 5, October 17, November 7, November 13, January 17, and January 24
- 3 open houses related to city hall have been conducted.
 - o June 14, November 27, and January 23.

Additionally, staff has been maintaining and updating the city hall project page on the city website with all related documentation throughout the process. Staff has also been maintaining and updating the city hall entry display throughout the process. Staff publishes reminders and links to council agenda packets the week before each meeting, and staff has made use of the city hall sign to announce workshops and open houses.

Documents related to the city hall project can be found on the [City's website](#).