

TO: Mayor and City Council
FROM: David Chanski, City Administrator/Clerk
RE: City Hall Design
DATE: February 5, 2024



Background

The final 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. Staff and consultants with Widseth stated they would bring a design proposal for a remodel & expansion of the existing city hall before the City Council for consideration at the February 5 City Council meeting.

Remodel & Expansion Design Proposal

The attached proposal is an expedited design phase for a remodel & expansion of the existing city hall., which has a cost of \$32,875. This is possible since the Design Team will be able to pull a lot from the new building design process. Should the City Council approve this proposal on February 5, the Design Team will be back on March 4 with a remodel & expansion design (and associated cost estimate). At that time, it will be incumbent on the City Council to decide between new build or remodel & expansion to still take advantage of the most competitive time of the year for bidding. Even using the Gordian process, pricing does fluctuate as Gordian is continually updating their pricing based on market changes.

One significant element in this proposal is for the City Council to provide the Design Team with a project budget. After the completion of the workshop on the 23rd, staff, Widseth, and Building Official Scott Sadusky had an hour long “round table” discussion about the remodel & expansion concept prior to going home. During that discussion, it became evident that \$2 million is likely not sufficient for a remodel & expansion that addresses the City’s long-term needs. The primary reason for this is that Building Official Scott Sadusky and Architect Mike Angland are moving away from expanding the footprint of the existing building and toward building a new “administrative wing” on the north side of the building that would connect to the existing building which would become dedicated community space. This is due to the anticipated extreme difficulty of expanding the existing building because of how it was constructed and lack of designs. However, nothing has been decided and may fluctuate based on Council desires.

As a result, City Administrator Chanski is requesting that the City Council consider providing the Design Team a budget of at least \$3 million. Andy Pickar with Hy-Tec

Construction previously gave the Design Team a remodel figure of \$135/sq ft and a new build figure of \$300/sq ft. Based on these numbers, a remodel of the existing 4,000 sq. ft. building would be approximately \$600,000 and a 6,000 sq ft expansion (a rough estimate taking from current new build designs) would be approximately \$1.8 million. Add in site work, FF&E, and design, and City Administrator Chanski estimates such a project would be right around \$3 million. Andy Pickar has concurred with this high-level estimate. That being said, the Design Team would still like to hear what the Council's desire would be for a remodel & expansion budget and goals.

Council Action

Staff is looking for direction from the City Council whether to proceed with the development of construction documents and bidding of the proposed new city hall building or execute the attached proposal from Widseth to design a remodel & expansion of the existing city hall to be presented in March.

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.

Below are links to the following documents related to the city hall project, all of which may be found on the City's website:

- [City Hall Facility Assessment Report](#)
- [Facility Assessment Estimated Budgetary Cost Summary](#)
- [Facility Assessment Presentation](#)
- [BakerTilly Financial Analysis](#)
- [Buschmann Road and City Hall Project Funding Memo](#)
- [City Hall Schematic Designs](#)
- [Updated City Hall External Rendering](#)
- [Widseth City Hall Final Design Proposal](#)
- [Letter of Intent with Hy-Tec Construction and IQCC Process Information](#)
- [2022 City of Breezy Point Financial Statements](#)
- [December 4, 2023 Project Funding Memo](#)
- [Geotechnical Report](#)
- [Design Development Package](#)
- [January 16, 2024 Updated Project Funding Memo](#)
- [January 23, 2024 Hy-Tech New City Hall Estimate Budget Breakdown](#)
- [January 23, 2024 City Hall Project Presentation](#)