

TO: Mayor and City Council  
FROM: David Chanski, City Administrator/Clerk  
RE: May 16 City Council Workshop Summary  
DATE: June 5, 2023

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On May 16 the City Council conducted a workshop to receive and discuss the final report from Widseth on the City Hall Facility Assessment. The Council met at 1:00pm and concluded at 3:30pm. The presentation given by Widseth, the full Facility Assessment, and the cost estimate worksheet that were presented to the City Council are attached to this memo.

In summary, Widseth walked the City Council through the process by which they approached the assessment, the overarching findings of the assessment, and estimated costs to address identified deficiencies. Additionally, Widseth presented 4 options for addressing the needs identified in the assessment:

1. Conduct basic repairs to the existing City Hall building as identified.
2. Conduct basic repairs and expand the building to address space constraints and future needs.
3. Construct a new City Hall building and preserve the existing building for a public use to be identified in the future.
4. Construct a new City Hall building with community amenities and demolish the existing building.

The estimated costs of these four options range from approximately \$1 million to conduct basic repairs to approximately \$4 million to construct a new building with community amenities and demolish the existing building. The City Council was also provided with a very high level analysis of the costs to bond for the high and low cost estimates. This analysis was done by BakerTilly, but is not a complete analysis. BakerTilly is currently conducting a complete financial analysis, which will be completed prior to further discussions being held by the City Council.

Following the presentation, the City Council took time to share their individual reactions and thoughts. Ultimately, the Council had consensus that the City should investigate Options 2 and 4 further. The Council was also in consensus that they would like to see public engagement on these options as well as the completed financial analysis before discussing further.

As a result of this workshop, staff has given further direction to BakerTilly to focus on Options 2 and 4, so that their financial analysis can be as informative as possible.

Additionally, staff has begun developing an engagement plan that will begin in June. This engagement plan takes the following approach:

- All documentation provided by Widseth and BakerTilly will be posted to the new City's website where the project will be given a dedicated project page. In addition to all documentation on this project, staff will also be creating space on the project page for questions and comments to be submitted online.
  - o Staff is looking to launch the new website on June 12.
- Starting June 6, staff will be setting up a standing display in City Hall for members of the public to see and engage with renderings of the existing layout of city hall, concept remodel option, and concept new city hall option. Comment cards will be made available to the public.
- Staff has also scheduled an open house for Wednesday, June 14 from 5:00pm to 7:00pm. This open house is dedicated time for the public to come in, get a full tour of the building, including staff space and the basement, as well as to engage with City staff and Widseth staff. Members of the City Council are encouraged to attend.
- Finally, staff will be actively marketing these three engagement opportunities via social media, press releases, and the City Hall sign.