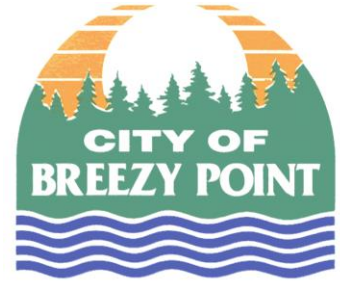


TO: Mayor and City Council
FROM: David Chanski, City Administrator
RE: City Hall Architecture and Design Proposal
DATE: August 7, 2023



Background

During a workshop on August 1, the City Council discussed next steps regarding City Hall after receiving a facility assessment report from Widseth in May. At the May workshop, the City Council stated that next steps would be to further consider Options 2 and 4 (remodel/expansion and new build respectively). However, the Council wanted to receive public input and see the financial analysis being conducted by BakerTilly before further discussion was had.

Starting on June 6, staff began to receive public input through a visual display that has been present in the entrance of City Hall, an open house that was held on June 14, and through the City Hall project page on the City's website. The written input that has been received can be found in the attached. In addition to the attached written input, staff received even more verbal comment, over 95% of which was in favor of either a remodel or new building.

BakerTilly has also conducted their financial analysis, which was presented at the August 1 budget kickoff workshop and is attached.

City Hall Direction

Upon receiving the financial analysis from BakerTilly, the City Council held a very thorough discussion on the future of City Hall. Architect Mike Angland with Widseth also participated in the discussion. Ultimately, the City Council had consensus to take the next step in the process by moving into schematic design for a new city hall that contains increased office and dedicated council chambers with "add alternate" options for:

- Community Room
- Library
- Gymnasium
- Pool
- Fitness Center

The City Council also discussed options to repurpose City Hall, which will be investigated more as the City moves through the process.

Next Steps

The next step in the process as mentioned above is to move into schematic design, which will include:

- User group work sessions revising the programmatic information that was provided in the assessment while meeting with individual stakeholders.
- Develop a floor plan and site plan in order to establish a baseline for the design concept.
- Building code review that will identify the occupancy for the building, building construction type, exiting, minimum restroom and plumbing fixture counts and other items that will impact the overall design of the building.
- Development and review of the site and exterior design for this project which will include site access, parking, pavement maintenance, site lighting, site signage and exterior building materials.
- Discuss the expectations for building HVAC systems, controls, and plumbing.
- Discuss expectations for electrical systems, lighting fixtures, panel layout and circuitry and fire alarm system.
- Review design goals for security systems and audio-visual equipment.

Additionally, this “Phase II” will include an overall project cost estimate, including add alternate options, and anticipated project schedule.

Attached is a proposal from Widseth for \$28,800 for schematic design, which would be paid out of the Capital Fund if accepted by the City Council.

Council Action

Staff recommends that the City Council accept the attached proposal from Widseth for schematic design for a new city hall.