



Memorandum

Meeting Details: October 22, 2025

Prepared For: Mayor & Board of Commissioners

From: Megan Wepfer, Public Works Director

Subject: Public Works Building location change request

Background

At the April Regular Meeting, the Board of Commissioners approved the Public Works Building design plans and a change order for the current site located at 505 150th Avenue.

Since that approval, the City has acquired the property at 555 150th Avenue. In light of this purchase, staff is now requesting approval to initiate the design process for the Public Works Building at this new location. The proposed site within the new property is the northeast corner of the parking lot, which staff has identified as a suitable location for the Public Works Building and yard.

If it is the pleasure of the Board to expand the scope of services to include a new site plan and updated renderings reflecting the layout at 555 150th Avenue, staff will need to submit a request for a change to the original design proposal and bring back a change order before the board for approval.

To date, although the initial scope of services for the Public Works Building was approved, staff placed the project on hold during discussions related to the Church property and, subsequently, the acquisition of 555 150th Avenue. As a result, no portion of the approved \$150,660.00 budget has been expended.

Staff now seeks direction from the Board on whether to proceed with the revised design scope at the new property location.

Current Scope of work of work is attached for discussion.

Fiscal Impact

Currently the PO has been issued for \$150,660.00. Potential for change order to address additional needs at the direction of the Board of Commissioners.

Recommendation(s)

Staff recommends the Board of Commissioners approve the change in location from 505 150th Avenue to 555 150th Avenue.

Attachments

- Current Site location along with proposed site location.