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MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: HELENA TOWNSHIP SPACE REQUEST
DATE: MAY 31, 2024

As we continue down the path of looking to add an addition to the Fire Hall to that would move the Police Station to the same property, the Helena Township Board reached out to ask about the details that are known thus far, and to inquire as to whether a permanent space could be carved out for them. Presently, they use a meeting room within the Fire Station for board meetings and for elections and do not pay for that space. Within a new facility, they are wondering if a more permanent space could be made available to them.

My initial thoughts on this are that if the township is interested in a more permanent space, that the space could possibly come from a contribution to the City for its inclusion. My second thought is that the new New Prague Public Safety Center would not be the best place for that. The City Council has discussed, along with the completion of the Public Safety Center, that at some point a solution for City Hall is needed. The timeline for this hasn't been discussed. That being said, it would be during that time that I would recommend the City possibly work with Helena Township to include a small area of the building to be designated for them. In the interim period, the City can continue allowing the Township to use for board meetings and for elections.

Recommendation

Staff recommends continuing allowing Helena Township to use the Fire Hall for board meetings and elections, and take up the discussion of working together for a permanent space when the City moves on improving City Hall.