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## MEMORANDUM

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** POLICE STATION – NEXT STEPS  
**DATE:** MAY 3, 2024

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For the last couple years, discussions have been taking place about the police station and what needs to take place as we look to the future. At the March 18<sup>th</sup> meeting, John McNamara from Wold Architects was in attendance to discuss the Schematic Design they had been hired to work on, which resulted in the attached work (Police Facility Schematic Design). With this design, Wold Architects was able to come closer to a design, including exterior aesthetics, interior layout, and a closer estimate on cost.

During this meeting, the Council again asked for numbers on future budgeting estimates. I have worked with Robin Pikal to create a better working document for future budget forecasting, including taking levy, debt, and CIP into account. I have included four different scenarios, chosen because they sit at the ends of the spectrum for what is possible. These scenarios took previously approved documents, such as the CIP, and worked them into future projections. As we move through budgeting processes, these numbers will change. Decisions will be made on operations, equipment, and personnel that will change these numbers. But this is a forward look as to what could happen.

- 1) This is a scenario that looks at levying for all equipment each year as its needed and does not include a police station;
- 2) This scenario still levies for equipment, but adds a police station into the mix;
- 3) The scenario opts to bond for all equipment, and does not have a police station included; and
- 4) This scenario bonds for all equipment, and adds a police station.

Each of these is built out to give a rough idea of what is being considered. During the meeting (5/6), I will discuss these sheets in further detail. Finally, I have included an estimate of what the tax payer will feel due to a new police station at the expected rate.

Another thing asked for by the Council was a short summary of the need for a police station. Working with John McNamara, we summary of the facilities study was put together. That is included in the packet. This takes everything from the Facilities Study and condenses it. Included in that summary is an estimate of the cost of the ambulance garage stalls. The all in impact of the garage stalls is \$500k-\$560k.

The last attachment I have included is the next steps in this process. That is moving to the design phase. Under Wold's proposal, that would be taking the original budgeted project of \$10m, and backing out a fee of \$420k for design and construction documents. I have included a short letter from John McNamara explaining this.

I believe it is vital that we keep moving this process forward. We started this process in March 2022. The numbers continue to evolve but the discussions have largely been the same. There seems to be an understanding that something needs to happen, but no decision to move forward is made. A recommendation coming out of the facility study is that to build a facility that will not immediately feel too small will cost us \$12.3m. To build too small will leave the City in a position that will almost immediately be trying to figure out how we can expand, but next time, it will be even more expensive.

It is my recommendation that we proceed into the design phase as presented.

**Recommendation**

I recommend that the City Council approve moving into the Design and Construction Documents phase of the project.