



Agenda Memorandum

Contact: Clif Custer

Subject: Service Center Expansion Discussion

Summary: Over the past ten years, as Richwood has seen a significant increase in population, the department resources (infrastructure repair materials, equipment, vehicles, etc.) have increased as well. This increase of material and equipment has forced the department to construct several temporary sheds to store materials (piping, water/wastewater repair materials, mowers, etc.) in efforts to ensure that material and equipment remain undamaged by weather elements. Even with efforts to construct additional storage areas for materials and equipment, Public Works areas for storage of these assets to provide minimal protection from weathering are insufficient.

Background Information: During January's Council Meeting, Council was escorted to the Service Center for an on-site explanation of how Public Works wishes to expand the existing facilities. With careful consideration, Public Works has tried to present options that we feel:

1. Satisfies our storage needs into the future.
2. Is the most financially feasible.
3. Has the lowest physical impact on Richwood's existing property.
4. Has the least negative impact on the existing service center boundaries with regards to safely and effectively moving equipment.

The two options that were presented to Council were an expansion of one existing metal building or the decommissioning and modification of the current P.K Forrest Community Building. The only caveat to facilities expansion regardless of the method of expansion is the removal of Richwood's obsolete fueling station.

The expansion of the existing metal building located on the service center property serves Public Works' needs to a better degree than the modification of the existing P.K. Forrest

Community Building. However, it is the opinion of Public Works that the decommissioning of the community building is ultimately a positive move for Richwood in several ways. For this reason, Public Works would like to see both options implemented being the expansion of the existing metal building and decommissioning of the community building, even if both structures are not modified to serve for the service center expansion at the same time.

It is recommended to Council by Public Works that if Council wishes to sustain a community building within Richwood, a new building be constructed that is part of a Parks Master Plan noting construction processes and materials, ADA compliance, fire protection, sufficient and structurally sound parking, occupant capacity, etc. A further recommendation is additional dedicated staff to manage community building and grounds maintenance, Customer Service, and any facilitation of community building equipment to satisfy customer's needs before and after their rental period.

The additional information that Council requested as part of this expansion proposal is included in the Agenda Packet.

Issue: Aging obsolete fueling station.

Fiscal Impact: \$20,000.00

Recommendation: I recommend that Council at minimum provide Staff with a preference to either proceed with the removal of the fueling station, or to include it in the FY25 Budget.