



City of Sidney, MT
City Council Special Meeting 3-28-22
March 28, 2022 5:30 PM
115 2nd Street SE |Sidney, MT 59270

The City Council meetings are open to the public attending in person, with masks encouraged when social distancing cannot be accomplished. If the public does not wish to participate in person, they are also invited to participate via a Zoom meeting. You can participate via phone:

Meeting ID: 831 6961 2258 Passcode: 4332809 Call: 1-346-248-7799

1. Call to Order

At 5:30pm.

2. Pledge of Allegiance

Stated by all present.

3. Aldermen Present

Christensen, Godfrey, Stevenson, Koffler, Rasmussen. Absent: DiFonzo.

4. Visitors

Brandon and Jenna Janshen

Sean Sugden , Brett Donat, Emily Kreil, and Krissy Trowbridge

5. New Business

a. Interview Architects for City Hall Remodel:

A. SDI-Miles City

B. EAPC-Williston

A. SDI-Brandon Janshen and Jenna Janshen: Mr. Janshen stated the provided their response to the RFP that has their qualifications for their team in Miles City. He stated he did a tour of the building and has existing drawings, knowing it is an older building that will bring surprises. He stated first they would need to look at the current building and update the drawings that don't currently match. He stated there will be design sessions with feedback until they reach the final design. He stated once final design is done, they will assist in going to bid and through the

construction process. He stated they also will continue on through the year warranty phase if anything needs to be addressed or fixed. Mrs. Janshen stated they currently and have previously worked in Sidney so they are in the area frequently, which could also save on travel costs by splitting them among other jobs they are in the area for. She stated they know by working on even the most minute details on the project with the client they know they can get the product that is wanted and needed.

Clerk/Treasurer Chamberlin asked what kind of a timeline they would be anticipating, and Mr. Janshen stated there would be a lot of variables, including funding requirements, but ideal timeline would be to start right away this spring, with the bidding to be this winter. He stated if this turns out to be an interior remodel only, it could be bidding this fall with winter construction. Clerk/Treasurer Chamberlin asked if they have experience with phasing a project to keep City Hall open and Mr. Janshen stated they are currently doing a hospital/clinic in Poplar that has kept open, among many/most other projects. He stated the phasing is something that they would have figured out during the design phase. Mrs. Janshen stated there would be a designated plan for the contractors to have during their bidding that they would work with the city staff to create.

B. EAPC-Sean Sugden (Architect), Brett Donat, Emily Kreil (Project Design), and Krissy Trowbridge (Project Coordinator): Mr. Sugden stated the team would also include Mike Clark who will be a design consultant specializing in trends for public spaces. Mr. Sugden gave a history of EAPC, including 55 years of design consulting and that they now have a local office in Williston and over 1,300 completed projects. EAPC is a full-service business, including structural, electrical, construction management, interior design and code analysis. He stated they just finished the Williston City Hall and the Tioga City Hall, and that they utilize CPTED (crime prevention through environmental design) that uses the design specifications to help with preventing crime and making people feel safe. Mr. Donat stated the goal is to listen to the owner and operators for how to design. He stated they will come in and review the building and everything that needs to be updated and then review with the budget on what to do while working with staff on how to setup the building. He stated they will have bi-weekly team meetings with weekly email updates to ensure everyone is on the same page. Mr. Donat stated they will balance budget with the project size and timeline.

Clerk/Treasurer Chamberlin asked what an estimated timeline would look like, and Mr. Sugden stated it depends on exterior work needed or if an addition is needed, but probably a early next year bid and 2023 spring/summer construction. Clerk/Treasurer Chamberlin asked with their previous city hall projects, how did the phasing work for keeping the office open. Mr. Sugden stated the Williston city staff found temporary offices at a County building and Tioga had another space to utilize. He stated they could look into phasing but that could affect price.

Clerk/Treasurer Chamberlin stated she will have the decision on which architect to move forward with on the April 4th, 2022 agenda for action.

6. Adjournment

at 7:00pm.