



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: February 16, 2023

Subject: City Hall Update – Progress Report

Work is commencing on design for the City Hall Renovation/Expansion project. I wanted to take an opportunity to provide an update.

- Architect Bruce Paulson, Stantec, presented the preliminary design to the employees on February 7, 2023 to allow them to provide feedback. He met with three groups of employees who utilize City Hall – Police, Recreation and Administration. We received a lot of valuable feedback during these meetings, some of which has been incorporated into the design.
- I am meeting with George Eilertson on February 23 to discuss the capital improvement plan bond issuance process.
- Public Relations
 - An article on the proposed City Hall renovation/expansion project was included in the last City newsletter.
 - I spoke on the project to the seniors gathered at the Senior Valentine Day’s luncheon.
 - I will have Department Heads write articles for the next newsletter to share their perspectives on the current building’s deficiencies and explain how the proposed project will improve service delivery for the residents. I will also draft an article on building financing and tax impacts once I get more firm construction estimates.
 - I will put together a flier on the proposed project to be handed out at the Lions Pancake Breakfast in April.
 - Once we get drawings and 3D renderings from Bruce Paulson, we will schedule the open house.
- Construction planning.
 - Staff has informed Anoka County that the City will not be able to host in-person absentee voting for all three elections in 2024 due to anticipated construction. Residents will still be able to request their absentee ballot by mail and will be able to vote AB in person at Anoka County Courthouse. Election day voting will be unaffected as we will be continuing our partnership with Emmanuel Christian Center.

- I will be reaching out to the School District to see if the City Council and Planning Commission can hold their meetings at the School District Headquarters next door. If not, we will likely meet at the newly renovated Able Park building during construction.
- Deputy Clerk Brown and I will be meeting with NMTV staff to discuss designing the broadcast system for the Council Chambers so it can be included in the quote. Replacement of our current system was included in the 2023-2027 CIP.

Department Heads will be meeting with Bruce Paulson on a monthly basis to keep the design portion of the project on track. I will continue to keep the City Council informed and engaged.

If you have any questions, please do not hesitate to contact me at 763-784-6491.