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**To:** Mayor Nelson and Members of the City Council

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

**Date:** February 29, 2024

**Subject:** City Hall Renovation Update

Staff wanted to provide the City Council with a brief renovation update.

- Demolition is underway. Recreation has moved into the City Council Chambers for the time being while work is being done on the front of the building. The north mezzanine and former Police outer and inner evidence rooms have been removed. Officer Lemke moved the evidence room contents into other areas of the secure Police Department. The City documents that were located in the north mezzanine have been sent out to be scanned into our Laserfiche system. Once they are scanned, the originals will be shredded.
- Staff has lost the Men's bathroom earlier than expected. We will begin to use the Men's restroom in the Police Department until the new public bathrooms are constructed.
- City Hall had a planned water shutoff on Wednesday morning to allow for lines in Phases 1 & 2 to be cut off from the system. We were without water for about an hour.
- The Contractor has poured a temporary concrete sidewalk to connect the temporary entrance to the new sidewalk on 81<sup>st</sup> Avenue NE. The Contractor has also placed temporary handicap parking signs for visitors with physical disabilities.
- City Hall will have a scheduled power outage on Wednesday, March 6 from 6:00am until 8:00am to allow the Contractor to remove the old Generator Transfer Switch.
- The old siren pole has been cut down. We anticipate Zahl will remove the old buried fuel oil tank on Monday.
- The gas and diesel fuel tanks have been moved and are in operation.

Staff will be bringing proposals for the new Cable Equipment system and new office furniture to the March 18 City Council meeting. Both packages are on the State Bid, so the proposals will meet our competitive bidding requirements.

Stantec is working on a quote package for the Emergency Generator and any generator related items that are not in the construction contract. Once we have those quotes, we will bring that to the City Council for action.

The Recycling Containers remain accessible to residents during construction. The Contractor has removed a section of the fence between the main parking lot and the City Hall “yard” and has dropped rock so cars can drive over the curb to the recycling area. Residents will not be able to access the City Hall “yard” from Central Avenue.

I have attached the 3-week look-ahead that we received from the Contractor this week for your information.

If you have any questions, please do not hesitate to contact me at 763-784-6491. Check out Facebook for pictures of the progress.