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

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

**Date:** November 10, 2022

**Subject:** City Hall project

City staff is seeking direction from the City Council on a number of issues related to the potential remodeling of City Hall.

## Community Engagement

Staff believes that an effective community engagement strategy is critical to ensure a successful City Hall renovation project. Staff is seeking suggestions and Council involvement in developing and implementing that strategy.

Traditional open houses have not been an effective way to communicate information here in Spring Lake Park. A more effective approach would be for City Council members to identify residents and invite them to attend an open house where we can give a tour, share information about the deficiencies of the building, gain information from them on what they see as the role for a City Hall facility, and then present our current pre-design layout for input. This approach could have the benefit of creating champions for this project.

## Bathroom Layouts

Architect Bruce Paulson, Stantec, provided three options for public bathrooms in City Hall [see attached]. Option 1 is the original option that was presented at the October 10 work session. Option 2 keeps a unisex bathroom layout but places sinks in each individual bathroom. This change would actually increase the supported occupancy of City Hall. It also provides the most flexibility, particularly if there is a Recreation program or rental that is not balanced from a gender perspective. Option 3 creates traditional men's and women's restrooms. Because of the extra space it takes, the size of the mechanical room will be reduced.

Staff is seeking direction on the preferred option.

## Next Steps

Staff is reviewing a draft design proposal from Stantec to ensure that the process meets our needs. Once that is reviewed,