



Memorandum

To: Department Heads
From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer
Date: October 11, 2023
Subject: Resolution 2023-37, Approving Plans and Specifications and Authorizing Bids

The Plans and Specifications for the City Hall Renovation/Expansion Project are complete. I have attached the plans for your review. The specification manual is available at City Hall if you wish to review it.

The anticipated project schedule is as follows:

October 16, 2023	Approve Plans/Specification and Authorize Bids
November 20, 2023	Bid Opening at 2:00pm at City Hall
November 28, 2023	Notice sent to Blaine/SLP Life for Public Hearing (published in 12/1 & 12/8 editions)
December 18, 2023	Public Hearing on Capital Improvement Plan
January 17, 2024	Petition Period Ends
January 22, 2024	Special City Council Meeting to Award Bids
March 2024	Anticipation Construction Start
March, April or May 2024	Sell Bonds

I would like to express my appreciation to Architect Bruce Paulson for drafting a concept that meets the City's present and future needs in an economical way and to the Department Heads for their work in refining the plans to ensure that this plan will meet each Department's needs. I would also like to express appreciation to the City Council for their continued leadership on this project.

Staff is recommending the City Council approve Resolution 2023-37.

If you have any questions regarding the City Hall project, please do not hesitate to contact me at 763-784-6491.