



# Memorandum

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**To:** Mayor Nelson and Members of the City Council  
**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer  
**Date:** September 12, 2024  
**Subject:** City Hall Renovation Update

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

- Phase 1 is nearing completion! Tile and carpet are being laid, paint has been applied, ceiling tile has been placed, toilets and sinks have been installed and more. It really looks great!
- Furniture for the Police Department and Public Works will be installed on September 19-20. The Police Department and Recreation will be moving into their new spaces the week of September 19-26. The Police window will be closed during this time. If residents need assistance, they are encouraged to dial 911 to request an officer. Administration staff will begin moving into the multipurpose room the week of 9/23. The furniture movers will be moving our current furniture into the multipurpose room and Council Chambers on September 24 & 25. While City Hall will be open, staff will be providing limited service during that week. We appreciate the City Council's patience as we go through this transition.
- Once we are moved, the contractor will begin work on Phase 2. Access to City Hall will be through the front doors.

I have attached the most recent 3 week look ahead for your review. If you would like a tour of the progress so far, please let me know.

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



Three Week Look Ahead Schedule

**CRC**

9/9- 9/27

Period:

Spring Lake Park

Job # 7088

PM: Jason H

	Install toilets / sinks / water fountain					X			X	X														
	Above ceiling inspection									X														
	Final inspection phase 1											X												
Thurnco Roofing	Metal cap on roof	X	X	X	X	X																		
	Metal cap garage doors jambs	X	X	X																				
Summit	Rough-in sprinkler lines/ Heads in AC ceilings	X	X	X	X	X																		
	Overhead inspections phase 1								X															
	Fire marshal inspection fire alarm system										X						X							
Linco	Ships ladder																							Phase 2
<b>Contractor</b>	<b>Activity</b>	<b>9/9</b>	<b>9/10</b>	<b>9/11</b>	<b>9/12</b>	<b>9/13</b>	<b>#</b>	<b>#</b>	<b>9/16</b>	<b>9/17</b>	<b>9/18</b>	<b>9/19</b>	<b>9/20</b>	<b>#</b>	<b>##</b>	<b>9/23</b>	<b>9/24</b>	<b>9/25</b>	<b>9/26</b>	<b>9/27</b>	<b>#</b>	<b>Remarks</b>		
		Mon	Tue	Wed	Thu	Fri	Sa	Sur	Mon	Tue	Wed	Thu	Fri	Sa	Sur	Mon	Tue	Wed	Thu	Fri	Sa			



