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

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

**Date:** March 13, 2023

**Subject:** City Hall Renovation/Expansion Project

Included with this memorandum is the latest design plan for the City Hall renovation project. The biggest change is to add square footage to the multi-purpose room by eliminating the Council Library and video room and shifting the City Council Chambers to the west. The conference room in the rear of the building (where Chief Antoine's office is currently) will be used as the Council Library.

This change will allow for less set-up/tear-down as the front portion of the multi-purpose room will serve as the senior center. The remainder of the multi-purpose room is of adequate size for a wide variety of recreation program and community events. Both rooms can be combined for larger events as well.

The City Council Chambers is the same size as in previous editions of the plan.

With these changes, staff is seeking City Council comment and acceptance of the plan. Once given, Stantec will begin the process of finishing the design (mechanical, electrical, structural, etc) and draft the construction documents needed to prepare for bidding out the project. As design moves forward, the City will receive a firm cost estimate to use for the Capital Improvement Plan public hearing.

The project is at a point that we can host an open house for the public to learn more about the project. The open house has been tentatively scheduled for Monday, May 8 from 5:30pm to 7:30pm. North Metro TV will be here at 5:00pm to work with staff and the architect to produce a video of the content shared at the open house for streaming. Information on the open house will be included in the next edition of the newsletter going out the beginning of April.

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