

**Complete Building Assessments  
&  
Future Expansion Proposals**

**for the**

**City of Fridley  
Municipal Center & Public Works Facility**

**April 14, 2014**



# Index

## **PART I**

p.3 Executive Summary

### **Public Works Facility – Building/Site Assessment and Future Expansion Proposal**

p.5 Conditions of the Existing Facility

p.6 Deferred Maintenance – Professional Cost Estimate

p.7 Facility Space Needs

p.8-11 Future Expansion Phasing Diagrams

p.12-13 Future Expansion Cost Estimate

### **Municipal Center – Building Assessment and Future Expansion Proposal**

p.15 Conditions of the Existing Facility

p.16 Deferred Maintenance – Professional Cost Estimate

p.17 Facility Space Needs – Upper Level

p.18 Facility Space Needs – Lower Level

p.19-22 Future Expansion Phasing Diagrams

p.23-24 Future Expansion Cost Estimate

### **Appendix**

p.26-41 Final Manager Comments

## **PART II**

### **Building Facility Audit and Assessment Reports – December 6, 2013**

## Executive Summary

This study was undertaken by the City of Fridley in order to assess the condition of the existing Municipal Center and Public Works campus. It will also be used to determine the potential of renovating and potentially expanding the building in order to meet the needs of the citizens, Departments and City staff. The study was completed in March of 2014.

The goals of this study were to develop the following:

- Provide a thorough **Facility Audit/Assessment** for the existing facilities that identified deficiencies and deferred facility maintenance items.
- Develop a **Facility Program** that documents the Municipal Center's and Public Works' space, facility, and operational needs at present and in the future.
- Develop **Conceptual Design(s)** that meet the Program within the existing properties by evaluating expansion and renovation potential on the Municipal Center site and reviewing expansion and consolidation opportunities on the Public Works property.
- Prepare a comprehensive **Construction Cost Estimate** that includes the required work to remedy facility deficiencies and deferred maintenance work and the renovation / expansion of the facility based on the conceptual design(s).
- At the Municipal Center site the cost estimate has a line item cost for phasing the expansion and renovation in lieu of undertaking the project in a single construction phase.
- At the Public Works campus the phases are "stand alone" and can be undertaken separately.

### Special Thanks to the City of Fridley City Council:

Mayor Scott Lund

Robert Barnette, Councilmember-at-Large

Jim Saefke, Ward 1

Dolores Varichak, Ward 2

Ann Bolcom, Ward 3.

## **Project Team Acknowledgement**

The following assessment and conceptual design study for the City of Fridley, MN is the culmination of efforts by the following persons:

### **City of Fridley:**

Walter Wysopal, City Manager

Darin Nelson, Finance Director

Deborah Dahl, Director of Human Resources

Don Abbott, Director of Public Safety

Jack Kirk, Parks & Recreation Director

Jim Kosluchar, Public Works Director / City Engineer

John Berg, Fire Chief

Scott Hickok, Community Development Director

### **Consultant Team:**

#### **Hagen Christensen & McLwain Architects (HCM)**

Roger Christensen, Architect

Matthew Lysne, Architect

#### **Emanuelson Podas Inc. (Consulting Engineers)**

Dan Dahlman, Mechanical Engineer

Cory Meier, Electrical Engineer

#### **Faithful & Gould**

Chad Chapman, Cost Estimator

**Public Works Facility  
City of Fridley**

**Building/Site Assessment  
&  
Future Expansion Proposal**



## Conditions of the Existing Facility

The facility is located on City Property in Anoka County, southeast of the intersection of 73<sup>rd</sup> Street NE and University Ave. NE. The site has one working entrance at the northeast corner and shares property lines with 71<sup>st</sup> Street NE, the Fire Department Training Facility and Anoka County property at Locke Park. There is one main building on the site, housing reception, offices, break & locker spaces and vehicle maintenance. There are numerous smaller storage and cold storage buildings on the site, as well as a salt/sand shelter and the Police Department Impound area. The site is well organized and well kept, but is lacking in covered storage and racking, which would promote even more organization and improve safety.

### Items noted regarding areas of concern are:

- The facility is served by one working gate at the NE corner of the site. The gate has an overhead cross bar that is low enough to have been hit by vehicles.
- The second curb cut into the site has a gate that is not working and is overgrown by vines.
- Access to the salt / sand storage area shares access with the Police Department impound area.
- There is substantial outdoor storage of vehicles and equipment.
- Outdoor storage is tidy, but lacking racking and proper storage.
- There is little racking available for outdoor storage, making access difficult.
- The site is too small for temporary storage of storm damaged trees, etc. Adjacent land is owned by the City but has a direct visual impact on Locke Park.
- The fuel pumps do not have a canopy.
- Storage bins of materials are front and center of the facility.
- Personnel vehicles and City vehicles intermingle in the parking lot.
- “Large” truck bay is significantly undersized for modern maintenance vehicle sizes, creating tight working space and unsafe conditions.
- “Large” truck bay is not tall enough to facilitate maintenance of large vehicles.

City of Fridley Municipal Center and Public Works  
 Fridley, MN

PUBLIC WORKS  
 17,586

ROM

GFA

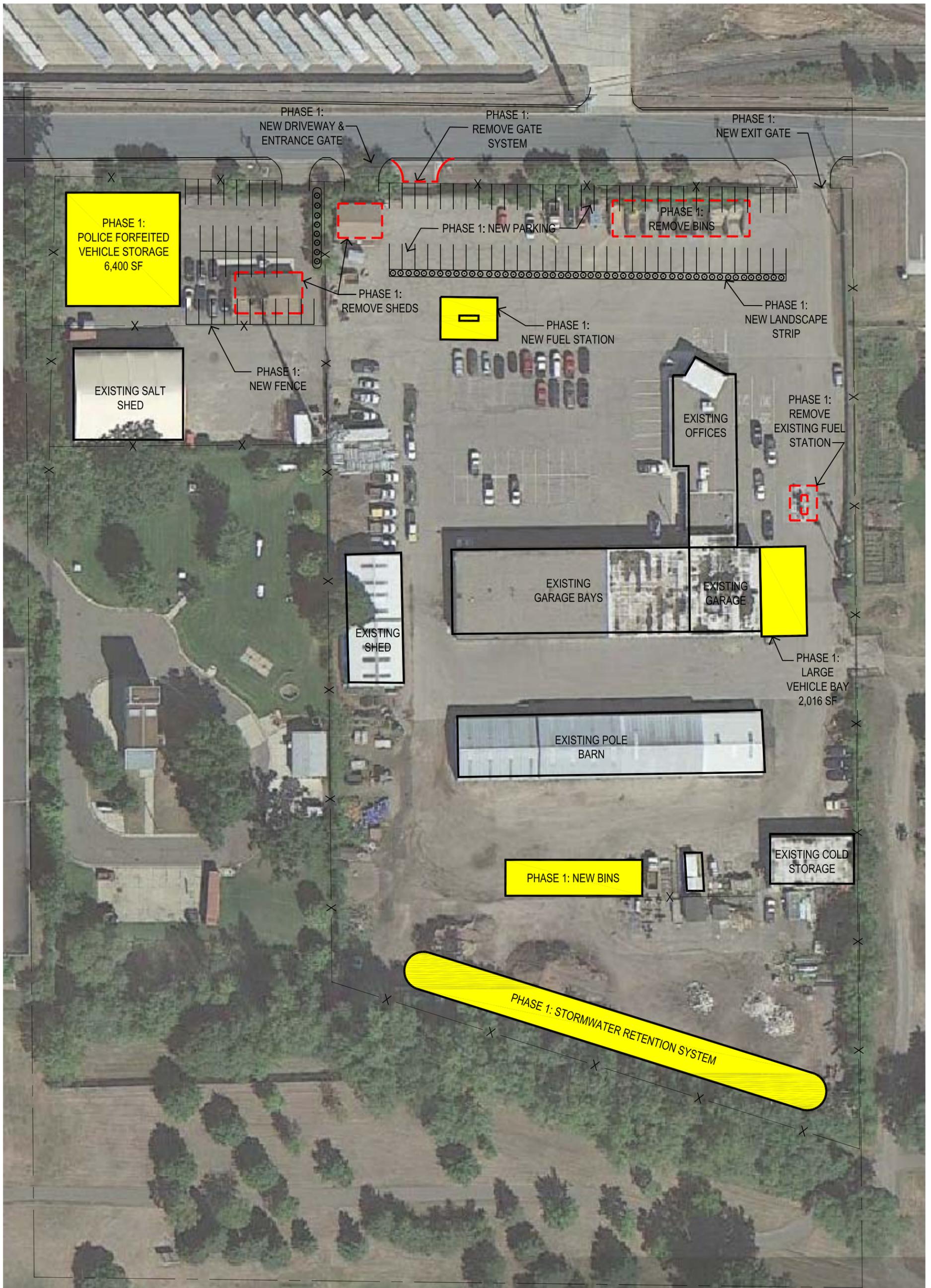
**MAIN SUMMARY**

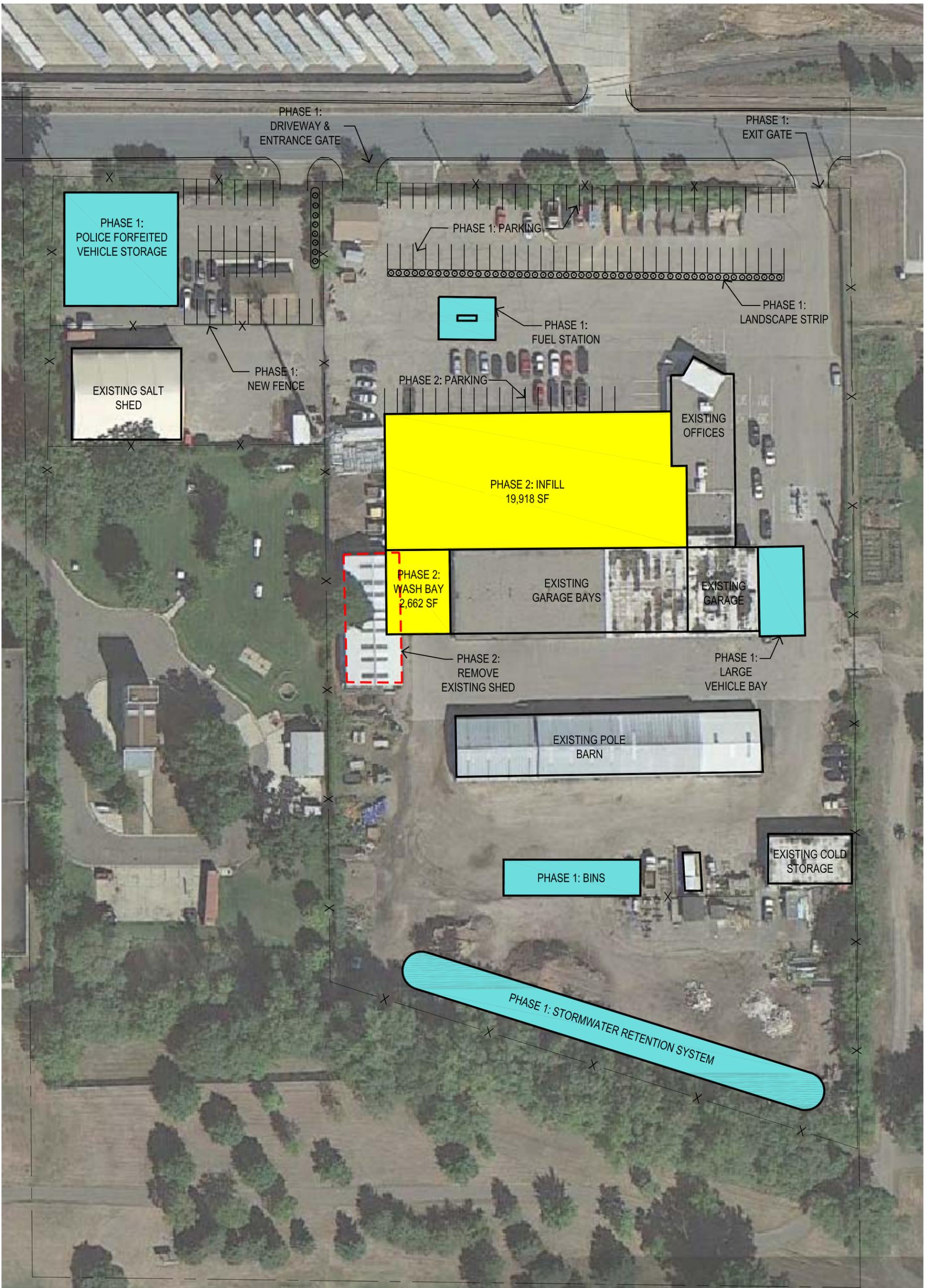
<i>SYSTEM DESCRIPTION</i>		<i>PUBLIC WORKS TOTAL</i>
A10	FOUNDATIONS	\$8,400
A20	BASEMENT CONSTRUCTION	\$0
B10	SUPERSTRUCTURE	\$0
B20	EXTERIOR CLOSURE	\$115,487
B30	ROOFING	\$131,082
C10	INTERIOR CONSTRUCTION	\$10,625
C20	STAIRCASES	\$613
C30	INTERIOR FINISHES	\$22,823
D10	CONVEYING SYSTEMS	\$0
D20	PLUMBING	\$48,231
D30	HVAC	\$10,000
D40	FIRE PROTECTION	\$0
D50	ELECTRICAL	\$91,408
E10	EQUIPMENT	\$21,000
E20	FURNISHINGS	\$13,977
F10	SPECIAL CONSTRUCTION	\$165,100
F20	SELECTIVE BUILDING DEMOLITION	\$0
G	SITE PREP/DEVELOPMENT	\$166,500
<b>TOTAL DIRECT COST (Trade Costs)</b>		<b>\$805,244</b>
MARKUPS		
	General Conditions, Overhead & Profit	15.00% \$120,787
<b>SUBTOTAL CONSTRUCTION</b>		<b>\$926,031</b>
CONTINGENCIES/ESCALATION		
	Design and Pricing Contingency	10.00% \$92,603
	Escalation (to construction midpoint)	4.59% \$46,726
<b>TOTAL CONSTRUCTION COST</b>		<b>\$1,065,360</b>
<b>ALTERNATES</b>		
	Alternate for escalation to August 2016 Midpoint. ADD:	8.83% \$43,258

**City of Fridley - Public Works Facility and Outbuildings****Facility Space Needs - Building Program for the years 2016 and 2023**

<b>Area</b>	<b>Exist. Total SF</b>	<b>Total SF 2016</b>	<b>Total SF 2023</b>
Offices, Reception, Restrooms, etc.	2,800	3,140	3,140
Garage, Storage, Mechanical	11,046	27,242	28,650
Subtotal SF	13,846	30,382	31,790
Circulation Factor- 25%	3,462	7,596	7,948
<b>Total Net SF- Building</b>	<b>17,308</b>	<b>37,978</b>	<b>39,738</b>
Net to Gross SF Factor (10%)	1,731	3,798	3,974
<b>Total Gross SF- Building</b>	<b>19,038</b>	<b>41,775</b>	<b>43,711</b>
<b>Total Net SF- Outbuildings</b>	<b>17,071</b>	<b>34,142</b>	<b>34,142</b>
<b>Total Gross SF- Buildings &amp; Outbuildings</b>	<b>36,109</b>	<b>75,917</b>	<b>77,853</b>





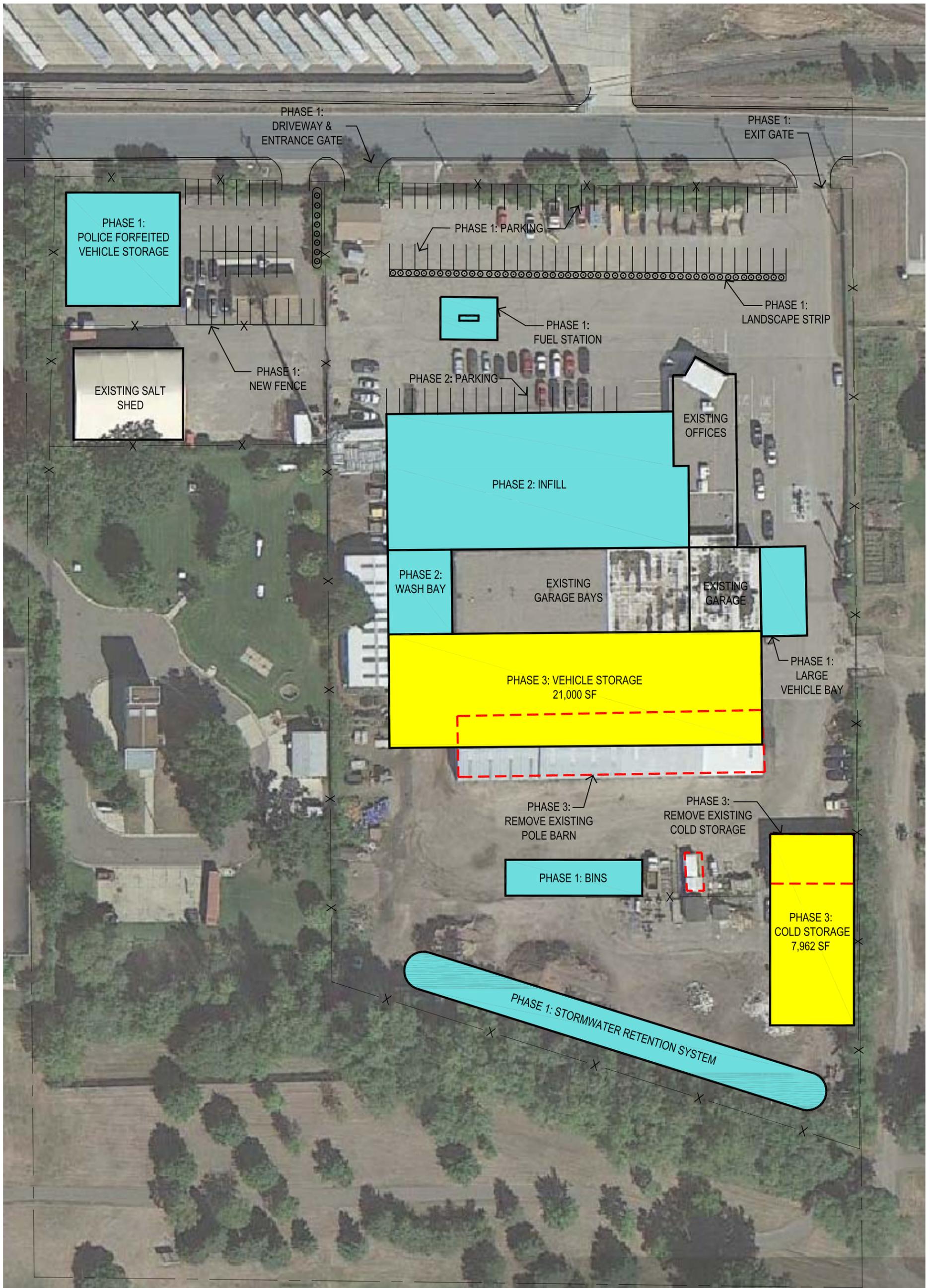


NORTH



**Public Works Facility Expansion  
Phase 2**







HAGEN, CHRISTENSEN & MCILWAIN  
ARCHITECTS

MEMORANDUM

TO: **City of Fridley  
Master Planning  
Project Team**

FROM: Matt Lysne/Roger Christensen

DATE: February 11, 2014

COMM. NO: 1365

SUBJECT: **Public Works**

COPIES TO:

The following outline identifies a project budget for the proposed updates and expansions to the Public Works Campus.

**1. Phase 1:**

The following work is defined on the phasing sheets, see attached.

a. Security fence between Salt and Forfeited Area	192 lf @ \$60/lf	\$ 11,520
b. Demolition of police storage shed	1,363 sf @ \$2/sf	\$ 2,726
c. Demolition of wood storage shed (NW)	747 sf @ \$2/sf	\$ 1,494
d. (2) Two new security gates	2 thus @ \$10,000	\$ 20,000
e. Parking lot, curb cut, landscaped island		\$150,000
f. Bituminous repair and parking at Police Yard		\$ 40,000
g. Fuel island, canopy, removal of existing		\$166,500
h. Large Vehicle Maintenance Bay addition	2,020 sf @ \$175/sf	\$353,500
i. Large Bay Eq.: hoists, cranes, lifts, reels, etc.		\$130,000
j. Relocated materials bins	2,000 sf @ \$10/sf	\$ 20,000
k. <u>Site improvements and stormwater retention</u>		<u>\$ 80,000</u>
<b>Sub-Total</b>		<b>\$975,740</b>
Escalation to 2015 dollars (5%)		\$ 48,787
<b>Sub-Total</b>		<b>\$1,024,527</b>
General Conditions / Overhead / Profit (18%)		\$184,415
Permits / Fees (5%)		\$ 51,226
<u>Contingency (10%)</u>		<u>\$102,452</u>
<b>Project Sub-total</b>		<b>\$1,362,619</b>
Architectural and Engineering fees (8%)		\$109,010

**Note: Police Dept. forfeited vehicle storage building costs not included in above.**

**2. Phase 2:**

The following work is defined on the phasing sheets, see attached.

a. Demolition of Parks Storage building	3,542 sf @ \$2 sf	\$ 7,084
b. Large vehicle parking & storage addition	19,920 sf @ \$150/sf	\$2,988,000
c. Wash Bay	2,662 sf @ \$150/sf	\$ 399,300
d. Wash Bay equipment		\$ 75,000
<b>Sub-Total</b>		<b>\$3,469,384</b>
Escalation to 2016 dollars (10%)		\$ 346,938
<b>Sub-Total</b>		<b>\$3,816,322</b>
General Conditions / Overhead / Profit (18%)		\$686,938
Permits / Fees (5%)		\$190,816
Contingency (10%)		\$381,632
<b>Project Sub-total</b>		<b>\$5,075,709</b>
Architectural and Engineering fees (8%)		\$ 406,057

**3. Phase 3:**

The following work is defined on the phasing sheets, see attached.

e. Demolition of large pole barn & adj. out buildings	11,709 sf @ \$2 sf	\$ 23,418
f. Vehicle parking & storage addition	21,000 sf @ \$150/sf	\$3,150,000
g. Cold Storage Building	7,900 sf @ \$100.00	\$ 790,000
<b>Sub-Total</b>		<b>\$3,963,418</b>
Escalation to 2017 dollars (15%)		\$ 594,513
<b>Sub-Total</b>		<b>\$4,557,931</b>
General Conditions / Overhead / Profit (18%)		\$820,428
Permits / Fees (5%)		\$227,897
Contingency (10%)		\$455,794
<b>Project Sub-total</b>		<b>\$6,062,050</b>
Architectural and Engineering fees (8%)		\$ 484,964

**Exclusions:**

- Asbestos abatement
- Hazardous materials removal
- City Management costs
- Furniture & Equipment
- Low Voltage, Infrastructure, data, etc.
- Security
- Geotechnical soil borings, engineering and evaluation.

**Municipal Center  
City of Fridley**

**Building Assessment  
&  
Future Expansion Proposal**



## Conditions of the Existing Facility

The existing building is a collection of structures built and expanded over the last 70 years. The original Fire Station and Police Department structure is wood framed and the more recent Fire Station and Municipal structures are steel framed. In general the buildings are showing their age and suffering from a lack of maintenance. Space needs will be covered more extensively in the programming information, but space is currently a serious issue for several of the departments. Most noticeable are the Fire and Police Departments. As an example the Police Department currently has less than half of the space that detailed programming shows they need.

### **Appearance to Public:**

**Sequence of arrival.** The approach to City Hall is convoluted. The address is University Avenue, but the parking lot and building access are from the east, off of 5<sup>th</sup> Street NE. Upon arrival at the east or south parking lots there is no visible connection to the front entrance doors. The approach to the building is long, not easily understood and is lacking a civic presence. While the covered entrance walk helps protect visitors from the elements the uneven pavement and deteriorated condition of the arcade do not provide a welcoming experience for visitors. Any modifications or additions should try to improve on both visibility and civic presence at the main entry.

**The entrance and dark glass are not welcoming.** In addition, the dark tinted windows at the entrance feel foreboding and cause visitors to wonder if the building is open for business. Some of the glazing has compromised seals and consideration should be given to replacing the glazing with something that is better insulated and allows more visible light transmittance.

### **Accessibility:**

**The facility lacks accessible route components.** The exterior curb cut, accessible route and door thresholds do not meet State of Minnesota Building Code accessibility requirements. Many entrance vestibules and interior doors lack the required clearance(s). Multiple areas of non-compliant door hardware were noted. An accessible route into building should be prioritized.

**The facility does not have any accessible toilet fixtures.** The first toilet fixture in all remodeled or new toilet rooms needs to be an accessible fixture. The facility has the required minimum number of plumbing fixtures, as required by code, however, none meet current accessibility standards. All new toilet rooms and any toilet rooms altered as part of renovation work will need to be fully accessible per State of Minnesota Building Code, Chapter 1341.

**The facility does not have accessible height counters at the public service counter.** This is true of all public service counters in the facility. Counters should be altered, modified or added onto so that accessible height / width counters are provided.

**Stairs do not have compliant handrails.** Handrails meeting current accessibility standards should be installed throughout.

City of Fridley Municipal Center and Public Works  
 Fridley, MN

ROM GFA MUNICIPAL CENTER 47,345

**MAIN SUMMARY**

<i>SYSTEM DESCRIPTION</i>		<i>MUNICIPAL CENTER TOTAL</i>
A10	FOUNDATIONS	\$25,296
A20	BASEMENT CONSTRUCTION	\$0
B10	SUPERSTRUCTURE	\$0
B20	EXTERIOR CLOSURE	\$639,035
B30	ROOFING	\$355,657
C10	INTERIOR CONSTRUCTION	\$74,000
C20	STAIRCASES	\$2,638
C30	INTERIOR FINISHES	\$128,315
D10	CONVEYING SYSTEMS	\$170,000
D20	PLUMBING	\$236,420
D30	HVAC	\$32,200
D40	FIRE PROTECTION	\$0
D50	ELECTRICAL	\$223,150
E10	EQUIPMENT	\$0
E20	FURNISHINGS	\$67,582
F10	SPECIAL CONSTRUCTION	\$0
F20	SELECTIVE BUILDING DEMOLITION	\$7,500
G	SITE PREP/DEVELOPMENT	\$3,000
<b>TOTAL DIRECT COST (Trade Costs)</b>		<b>\$1,964,793</b>
MARKUPS		
	General Conditions, Overhead & Profit	15.00% \$294,719
<b>SUBTOTAL CONSTRUCTION</b>		<b>\$2,259,512</b>
CONTINGENCIES/ESCALATION		
	Design and Pricing Contingency	10.00% \$225,951
	Escalation (to construction midpoint)	4.59% \$114,012
<b>TOTAL CONSTRUCTION COST</b>		<b>\$2,599,476</b>
<b>ALTERNATES</b>		
	Alternate for escalation to August 2016 Midpoint. ADD:	8.83% \$105,549

## UPPER LEVEL - City of Fridley - Municipal Center & Fire Dept.

### Facility Space Needs - Building Program for the years 2016 and 2023

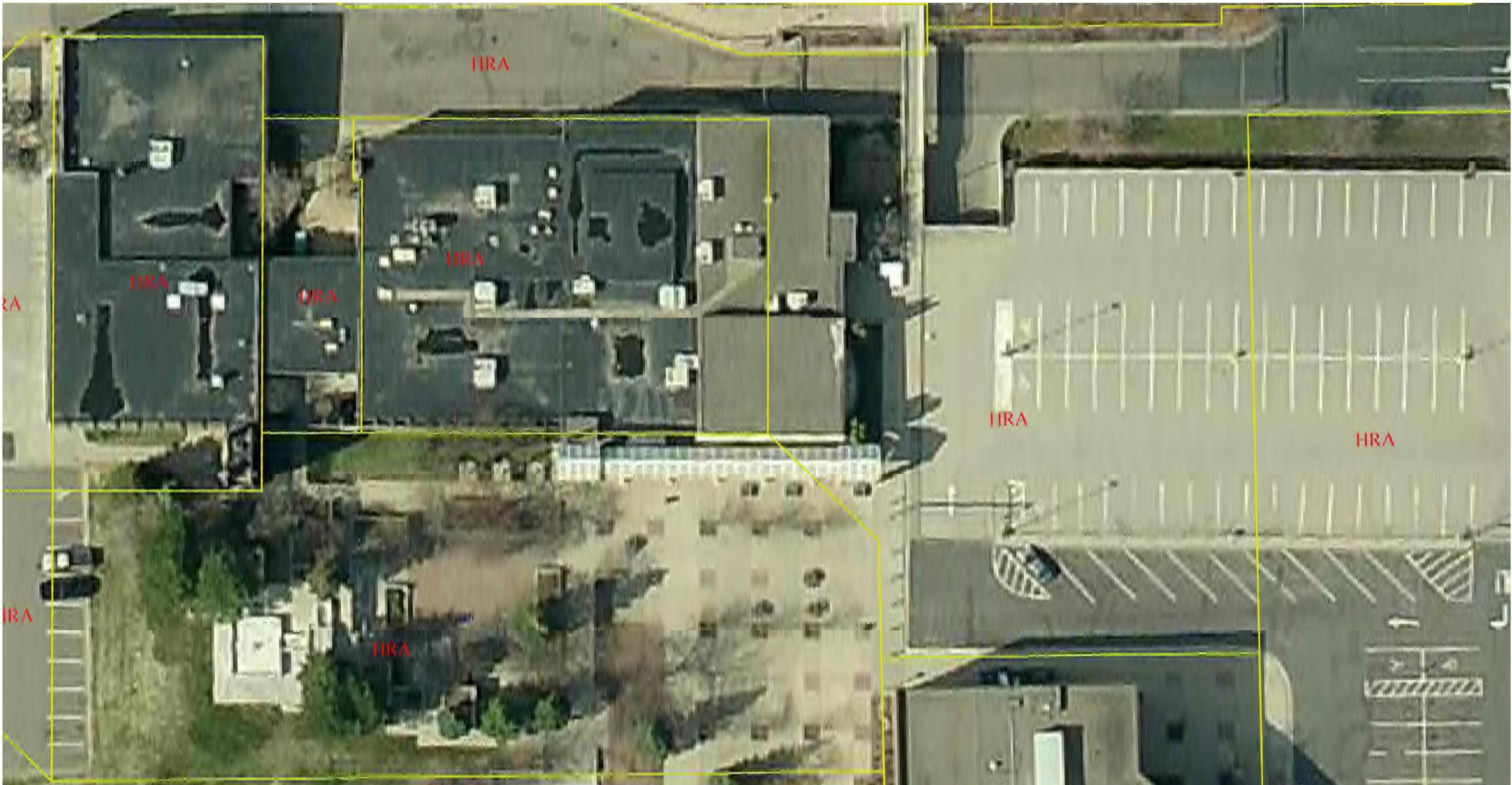
Area & Quantity	Exist. Total SF	Unit SF	Qty 2016	Total SF 2016	Qty 2023	Total SF 2023
<b>Upper Level Common Spaces</b>						
Lobbies / Public Entrances				1,921		1,921
Lobby Space- Upper Level	935	1	1	935	1	935
Coat Closet	16	1	1	16	1	16
Public Restrooms- Upper Level (M/F)	350	1	1	350	1	350
Private/Employee Restrooms- Upper Level (M/F)	500	1	1	500	1	500
Elevator- Upper Level	35	1	1	35	1	35
Entry Vestibule- Upper Level	85	1	1	85	1	85
Breakrooms / Coffee Stations				1,125		1,125
Breakroom (10 seats)- Upper Level	425	1	1	425	1	425
Kitchen (Sink/Refrig/Vending/Storage)	600	1	1	600	1	600
Coffee Station- Upper Level	50	2	2	100	2	100
Conference Rooms				3,389		3,389
*Rooms denoted below are in addition to the Conf Rooms identified in individual Department summaries						
Small (6 person)	200	2	2	400	2	400
Medium (8-12 person)	275	2	2	550	2	550
Large (12-20 person)	364	1	1	364	1	364
Large Community	1,200	1	1	1,200	1	1,200
Police / F.D. Training / EOC	875	1	1	875	1	875
Storage				1,000		1,000
Upper Level	500	2	2	1,000	2	1,000
Support Spaces				4,318		4,318
Video Control / Media Room	320	1	1	320	1	320
Council Chambers	1,968	1	1	1,968	1	1,968
Council Workroom	120	1	1	120	1	120
Copy/Mail Area- Upper Level	30	2	2	60	2	60
Janitor Closet- Upper Level	60	1	1	60	1	60
Exit Stairwell	190	1	1	190	1	190
Fitness Room	1,000	1	1	1,000	1	1,000
Common Use City Fitness / Defensive Tactics Mat Training	600	1	1	600	1	600
Building Common Spaces- Subtotal				11,753		11,753
Circulation Factor - 25%				2,938		2,938
<b>Total SF- Upper Level Common Spaces</b>				<b>14,691</b>		<b>14,691</b>
<b>Departments</b> (see individual Department Summaries for Space Quantities and Sizes)						
Administration	900			1,070		1,100
Finance	2,900			3,023		3,103
Community Development	1,500			1,710		1,710
Parks & Recreation	1,750			1,985		1,985
Engineering	810			830		830
Fire Dept.	9,372			21,270		21,270
<b>Total SF- Departments</b>	<b>17,232</b>			<b>29,888</b>		<b>29,998</b>
<b>Total SF- Upper Level Common Spaces</b>				<b>14,691</b>		<b>14,691</b>
<b>Total Net SF- Upper Level</b>				<b>44,579</b>		<b>44,689</b>
Net to Gross SF Factor (10%)				4,458		4,469
<b>Total Gross SF- Upper Level</b>	<b>26,767</b>			<b>49,037</b>		<b>49,158</b>

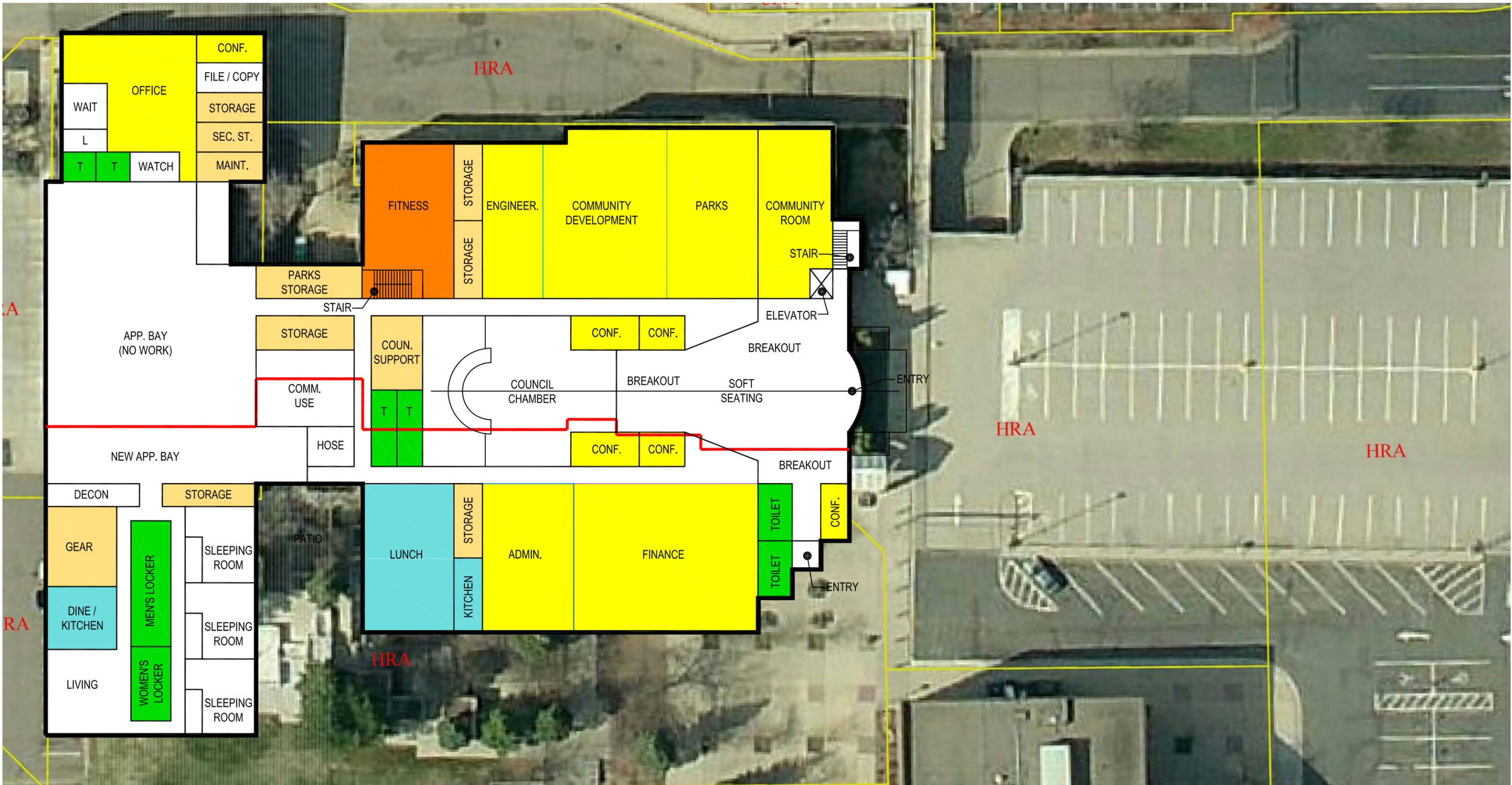
**LOWER LEVEL - City of Fridley - Municipal Center****Facility Space Needs - Building Program for the years 2016 and 2023**

Area & Quantity	Exist. Total SF	Unit SF	Qty 2016	Total SF 2016	Qty 2023	Total SF 2023
<b>Lower Level Common Spaces</b>						
Lobbies / Public Entrances				571		571
Lobby Space- Lower Level	400	1	1	400	1	400
Coat Closet	16	1	1	16	1	16
Public Restrooms- Lower Level (M/F)	120	1	1	120	1	120
Elevator- Lower Level	35	1	1	35	1	35
Support Spaces				2,250		2,250
Janitor Closet- Lower Level	60	1	1	60	1	60
Exit Stairwell	190	1	1	190	1	190
Mechanical/Electrical Rooms (omit from circulation factor)	2,000	1	1	2,000	1	2,000
Building Common Spaces- Subtotal				2,821		2,821
Circulation Factor - 25%				205		205
<b>Total SF- Lower Level Common Spaces</b>				<b>3,026</b>		<b>3,026</b>

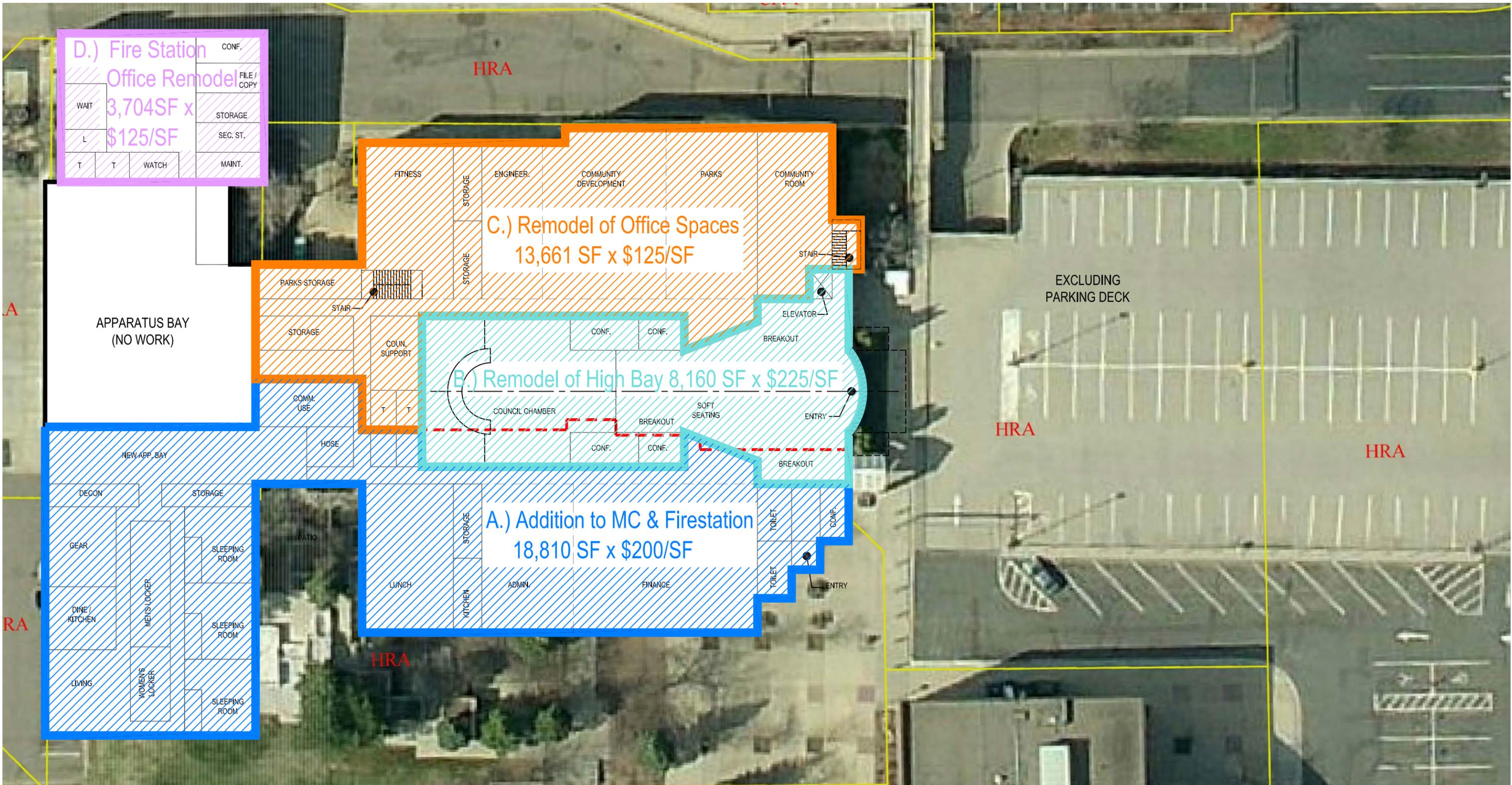
**Departments** (see individual Department Summaries for Space Quantities and Sizes)

Police Dept.	9,465			15,556		15,556
<b>Total SF- Lower Level Common Spaces</b>				<b>3,026</b>		<b>3,026</b>
<b>Total Net SF- Lower Level</b>				<b>18,582</b>		<b>18,582</b>
Net to Gross SF Factor (10%)				1,858		1,858
<b>Total Gross SF- Lower Level</b>	<b>20,208</b>			<b>20,440</b>		<b>20,440</b>











HAGEN, CHRISTENSEN & MCILWAIN  
ARCHITECTS

MEMORANDUM

TO: **City of Fridley  
Master Planning  
Project Team**

FROM: Roger Christensen/Matt Lysne

DATE: February 11, 2014

COMM. NO: 1365

SUBJECT: **Municipal Center**

COPIES TO:

The following outline identifies a high-level project budget for the proposed expansion and remodel of the City of Fridley Municipal Center (MC). This includes City hall functions, Police functions and the Fire Station.

**1. Expansion and re-model of the existing Municipal Center. Construction completed all in one phase.**

The following work is defined on the phasing sheets, see attached.

- a. New addition to the MC and the Fire Station.  
18,810 SF @ \$200/SF \$3,762,000
- b. Remodel of high bay/high finish spaces which include a new Council Chamber, Entry Lobby, Public Community Room and Support Spaces.  
8,160 SF @ \$225/SF \$1,836,000
- c. Remodel of Remaining 1<sup>st</sup> Floor Office Spaces  
13,661 SF @ \$125/SF \$1,707,625
- d. Fire Station. Remodel of the Office Wing  
3,704 SF @ \$125/SF \$463,000
- e. Police Department Remodel. Lower Level  
19,820 SF @ \$135/SF \$2,675,820
- f. Site improvements, utilities and storm water management \$565,000

**Sub-Total in Year 2014 dollars \$11,009,445**

Escalation for Year 2015 (5%) \$550,472

**Subtotal \$11,559,917**

General Conditions / Overhead / Profit (18% of the \$11,559,917 amount) \$2,080,785

Permits/ Fees (5% of the \$11,559,917 amount) \$577,995

Contingency (10% of the \$11,559,917 amount) \$1,100,944

Architectural and Engineering fees (8% of the \$11,559,917 amount) \$924,793

**Project Total \$16,244,434**

**2. Expansion and re-model of the existing Municipal Center. Construction completed in two phases. Addition the first year (2015) and the remodel of the rest in the second phase (2016)**

The following is the additional escalation cost of the 2 phase effort:

Phase 1 (2015 dollars):

- a. New addition to the MC and the Fire Station.  
18,810 SF
- b. Site improvements, utilities and storm water management

Phase 2 (2016 dollars):

- b. Remodel of high bay/high finish spaces which include a new Council Chamber, Entry Lobby, Public Community Room and Support Spaces.  
8,160 SF
- c. Remodel of Remaining 1st Floor Office Spaces  
13,661 SF
- d. Fire Station. Remodel of the Office Wing  
3,704 SF
- e. Police Department Remodel. Lower Level  
19,820 SF

The additional cost increase for going to a 2 phase effort is approximately \$650,000

**Exclusions:**

- Any possible asbestos abatement
- Hazardous materials removal
- City Management costs
- Moving and relocation services
- Furniture & Equipment

# Appendix

Final Manager Comments

**From:** [Wysopal, Wally](#)  
**To:** [Matt Lysne](#)  
**Subject:** FW: Revised draft  
**Date:** Wednesday, February 26, 2014 3:14:29 PM

---

Here is public works.

---

**From:** Kosluchar, Jim  
**Sent:** Wednesday, February 26, 2014 11:14 AM  
**To:** Wysopal, Wally  
**Subject:** RE: Revised draft

Wally:

Here is my feedback on the building study. These comments relate to the Municipal Center only.

As far as our divisions are concerned, our existing space is quite adequate. I would ask that existing space is verified once again, as I have discussed with Matt Lysne. I also believe that public spaces are more than adequate in the layouts provided.

There is good storage generally. There could be some consideration for immediate storage near the existing lower level loading dock, that would allow unloading under the direction of a single staffer without having to move large deliveries to their destination (or other temporary storage) immediately. There may be a need for a new upper level loading dock, or perhaps a new elevator, to facilitate large item deliveries.

I believe the adjacencies perform pretty well using this current site. I would suggest a few items that might be considered to improve these adjacencies:

1. The elevator is well located for the public, but not for staff or board members that may need to use it. There may be need for a second elevator (perhaps in conjunction with a freight elevator).
2. The access to restrooms from the FD night quarters is not convenient.
3. Consolidation of the kitchen/lunch facilities may create better efficiencies.
4. Having a prep kitchen or serving counter joined with the Council Chambers and meeting room would be ideal.

There may be benefit to reorienting the High-bay area in a north/south direction with a southern-facing entrance to provide the visibility desired to the south. If parking can be shared, this would be a much more aesthetically pleasing approach for the public than from the parking ramp.

In a larger sense, extensive remodeling of the existing facility should consider the following:

1. The location of the existing Municipal Center is poor in regard to access and

visibility. This would not be improved with remodeling and expansion at the current location. The building is not architecturally significant or historic, so preserving what is here is of negligible benefit.

2. Upon completion, the remodeling and expansion leaves some in less than ideal working spaces (example: PD below grade).
3. The upgrades that are shown bring the facility into better use for near-term needs, however, there are elements of this building that will be maintained that do not provide long-term efficiencies, which is the nature of remodeling an existing facility.
4. Costs of this expansion and remodeling may be comparative to those of a new facility, particularly when sale of the existing facility, and annual maintenance costs are considered.
5. In regard to construction, this could be phased to reduce disruptions to upper level staff by constructing the addition first, then reconstruction of the City Council chambers and public spaces. Multiple relocations of personnel would add to disruption, but may allow for a more reasonable work environment during construction.
6. There are potentially significant site costs that should be kept in mind that may add to the cost of expansion and remodeling of the existing facility, including sitework needed to remove the fountain areas, stormwater and utilities to serve the expanded facility, and emergency power supply to the expanded areas.

My overall impression is the plan to provide for the needs of the existing Municipal Center is very costly, and if we are to invest to this level, a new facility should be considered in comparison.

*James Kosluchar*  
*Director of Public Works / City Engineer*  
**City of Fridley**  
**6431 University Ave. NE**  
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**(763) 572-3550 direct**  
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[jim.kosluchar@fridleymn.gov](mailto:jim.kosluchar@fridleymn.gov)

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**From:** Wysopal, Wally  
**Sent:** Thursday, February 13, 2014 2:07 PM  
**To:** Department Mgrs.  
**Subject:** FW: Revised draft

Hi- Attached is the updated draft of the building study. Please provide me feedback by Friday February 21. Consider the following questions:

- Is the space set aside for my department adequate to meet the needs in 10 years?
- Is the storage adequate?
- Are the adjacencies proper?
- Does the location or building orientation remain non-optimal?

**From:** [Wysopal, Wally](#)  
**To:** [Matt Lysne](#)  
**Subject:** FW: Revised draft  
**Date:** Friday, February 21, 2014 1:56:32 PM

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Here is finance

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**From:** Nelson, Darin  
**Sent:** Thursday, February 20, 2014 4:20 PM  
**To:** Wysopal, Wally  
**Subject:** RE: Revised draft

See responses in red.

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**From:** Wysopal, Wally  
**Sent:** Thursday, February 13, 2014 2:07 PM  
**To:** Department Mgrs.  
**Subject:** FW: Revised draft

Hi- Attached is the updated draft of the building study. Please provide me feedback by Friday February 21. Consider the following questions:

- Is the space set aside for my department adequate to meet the needs in 10 years?  
Yes
- Is the storage adequate? It should be okay, but just like home you could always use more storage. There should be less and less storage needs from a paper standpoint as we progress over the years.
- Are the adjacencies proper? The adjacencies are optimal from my viewpoint. Having finance close to admin is always good. I like the open feel too, it provides a feel of one city rather than individual departments.
- Does the location or building orientation remain non-optimal? Not from finance's viewpoint, it should work well.
- Will this be a 50 year building in the end? Tough question, but I think the top level and the fire department feel like it could be a 50 year building. I don't know if the police department has that same feeling if we are already trying to squeeze them into space.
- Does the layout suit the needs of the way my department does its best work?
- Is the public access proper for a civic building? Making a pronounced entrance from the ramp is much better. However, our address is still university avenue and for

visitors not familiar with the building does it clarify that confusion that entrance to the building is from the back side of the building.

- **Comment on the phasing, living through construction and swing space proposals.** This is tough too. Personally, I have never been through a construction process transition, but I have audited several county seats that have gone through the process and thinking about those transitions it still brings back scary memories. The process is always longer than expected and never as simple or as easy as envisioned. Just thinking from an IT perspective the amount of work required to move to a new location has to be incredible, especially if the move is done in short order. A phasing in place would simplify that process, but be a lot more painful on the rest of the employees having to stumble through an extended construction phase.
- **Is there anything missing?** An elevator and loading dock on the backside of the building by the fitness area would be nice. Right now, paper is off loaded from a pallet from the truck and hand wheeled to the storage area inside the building. From there it has to be wheeled through the police department (secure area for most employees) to the elevator. Not mission critical, but one of those things that would make life easier.

From a finance perspective the redesigned space should meet our needs. I know the drawings are preliminary but the one item to consider is the server room. I am not sure how that would be configured in the new setup since that is required to be a secure location (BCA requirement), which then requires HVAC controls etc. In talking with Jim, he would prefer the server room to be in the basement which would be less susceptible to natural disasters. I'll take his word for it, but basements aren't the best either due to flooding potential.

Other than that and the small work around of the price factor we should be set. 😊 I do believe that this is important for council to see this reality and to at least start the conversation and begin thinking about the vision of what the city should or will look like for the foreseeable future.

Thanks!  
Wally

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**From:** [Wysopal, Wally](#)  
**To:** [Matt Lysne](#)  
**Subject:** FW: Revised draft  
**Date:** Wednesday, February 26, 2014 3:16:22 PM  
**Attachments:** [1365\\_FinalPresentation\\_2-11-14.pdf](#)

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Here is Community Development and that should complete the set.

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**From:** Hickok, Scott  
**Sent:** Sunday, February 23, 2014 4:05 PM  
**To:** Wysopal, Wally  
**Cc:** Comm. Dev. Dept.  
**Subject:** FW: Revised draft

Wally:

Thank you for this process and for offering an opportunity for staff to respond. I am very impressed with the study and the level of detail that went into the report. Beyond pure architecture it incorporates workflow, public presentation, and the positive psychological effects of sunlight, higher ceilings and open space. I have answered the questions that you have asked below and then included the thoughts of 3 of my staff members who responded, as I shared the plan with them as well.

- Is the space set aside for my department adequate to meet the needs in 10 years?

Answer: Yes, I believe the architects listened well and delivered their outcomes, related to space, based on what we provided as answers to their early interview questions of staff.

- Is the storage adequate?

Answer: Yes, though one of my staff members verbally came back to me and asked whether I thought the space would be enough. After the reminder about the efficiencies of how we now work compared to history, automation, and the paperless generation that we are embarking upon, they agreed that the storage shown should be adequate.

- Are the adjacencies proper?

Answer: I think Administration, Community Development, and Engineering on one side of the atrium would work better; however, it could work this way too. It is correct to put park and recreation right inside the door on one side or the other, due to counter sign ups and maybe larger, noisier groups from time to time.

- Does the location or building orientation remain non-optimal?

Answer: I believe for the Police Department it would be a shame to be within \$3M of the cost of a new City Hall at a new site and to have them live through a year of

reconstruction, only to remain, "in the basement". I also believe the difference between a new and a renovated City Hall will be almost identical in price, if we add in the cost of our short-term lease somewhere during construction, moving costs for a year and then to move back a year later, opportunity cost, etc. I think it is probably fair to say that the cost of this site renovated, versus a new site are almost identical. Remembering also that this study did not consider the long-term parking deck options, on-going maintenance, etc.

- Will this be a 50 year building in the end?

Answer: Yes, I believe it would not be advisable to proceed with a renovation, If we did not believe we could get another 5 years out of the building. But with the nearly \$18M in renovation, I believe we could.

- Does the layout suit the needs of the way my department does its best work?

Answer: Without a bit more detail beyond the block of space, this isn't a question I can be real certain of. I can say that with each department having a window, and the public having a clear route to where they are to go, once in City Hall, great efficiencies would be gained. Beyond that, I believe we could make the space work well for us.

- Is the public access proper for a civic building?

Answer: In the new plan, yes. This plan delivers on one big piece of what is currently missing about this facility; that is a welcoming invite to come inside to our public. City Halls can be daunting enough to the non-City Hall regular. Our current, pre-renovation design only adds to the mystique of having to enter.

- Comment on the phasing, living through construction and swing space proposals.

When I worked in White Bear Lake, I was there during the construction of the new City Hall. We had all of City Hall functioning out of one of the fire station's training rooms. I learned more about City Government in that one year, than I ever could have otherwise. It was like a military installment. We were answering each other's phones across each other's desks, hearing full conversations with customers every way we turned, and we felt camaraderie once we lived through the construction. There was no better way to illustrate what each person does in each department, than to put them on top of each other, so we not only saw them at work, but by necessity, we cross-trained for their position. That said, would I do it again? Not if better options existed. It was stressful and taxed the employees in a way that would be best avoided. For example, the ring of phones was hard to shut off in your head when you lay down to go to sleep at night. I know several nights, Kitty heard me having full conversations as if was talking to one of the finance department's customers

in my sleep. There was good and bad with it, but I think it is difficult to be entirely efficient and professional (even sometimes) in that setting.

- Is there anything missing?

One of my staff mentioned a place for nursing mothers (not only guests, but sometimes staff who have returned to work, who use breast pumps). Though the corner room in Brian's office has worked in the current configuration, it would be good to think about that in a revised space. Also, one of my staff mentioned the security door arrangement between the public and private/staff spaces. With us all behind a couple of doors now, it may be easier to keep an eye on those 2 doors, rather than numerous doors. I think this comment was in part, because it is only a spatial analysis at this point, without the fully contrived floor plan. I suspect that once that staff person sees that maybe all three departments on the north side of the lobby enter by one secured door, rather than a separate door to each department, the answer would be clearer.

Finally, you'll note in one of the staff comments below the comment about ability to move internally from department to department being easier than across the atrium (in the new design) and into another segment of the building. Frankly, I think that is a matter of opinion, whether that is more efficient or not. There are times that we are distracted in another department on our way to where we are going. This affect would be diminished by crossing the atrium to another department. Wally how many times have I already flagged you in to my office, when you were on your way to engineering (as an example). An atrium may be more efficient in that circumstance.

Once again, I appreciate the study and the ability to comment. Thank you Wally.

Scott

**Scott J. Hickok, AICP**  
Community Development Director  
City of Fridley  
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Fridley, MN 55432  
PH: 763-572-3590  
FAX: 763-571-1287

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#### **COMMUNITY DEVELOPMENT STAFF RESPONSE #1**

This is just a quick review and I realize that more design time would be spent or that others have

thought of these things.

- 1) **Flow of departments** for optimal communication doesn't seem great. How is this new arrangement going to reducing siloing? It brings Parks upstairs but Admin and Finance seem isolated (ivory tower?) in this scheme, far from Engineering and Comm Dev, although now we are in contact frequently. I don't need to talk to parks much. Is the route internal or external to get to other departments? I like the fact that now; there is a circulation pattern whereby you can get to other departments through internal pathways.
- 2) **Conference space:** the written discussion shows increasing small conference room space, which is good, but it looks like, with the lower level changes we are losing medium-size space, if the I am reading it correctly. If the community room on the upper level is meant as a substitute for conference room A, is there a B equivalent? Maybe that would be internal to the Comm Dev departmental space?
- 3) **Environmental Planner area, specifically:** in the evaluation I said I could get by with a few square feet smaller area, although I think my office is perfect! I value the front closet storage for Recyclopedia boxes, recycling caddies and other things so they don't have to be stacked in my office cube area itself. Proximity to some storage to re-stock the lobby handouts would be good. If we re-design space, maybe we could have a personal option for a combination stand/sit desk. I have seen some where the monitor and keyboard slide up and down so you can read and jot small notes and do emailing standing, but flip the lever and slide it down for calls and longer computer projects.
- 4) **Public access, site improvements and storm water management:** I presume that site improvements include re-landscaping the new entryway and the currently disturbed area or the new entrance in the lower level. Storm water management should be innovative, with every new storm water technique demonstrated. I didn't see clear sidewalk access from the east to the front door, which should be an element along 5<sup>th</sup> and all the way to the front door along with bike racks, even if a boardwalk style walk is necessary. The east side is our front door and the curb appeal (or lack thereof) along the parking lot is not representative of the caring individuals found within! ☺ possible roof solar or other cutting-edge energy reduction or generation devices should be incorporated. They could do double duty to demonstrate new technology for the public.
- 5) **Public works:** The new driveway with the position of the landscaping ribbons and especially, fuel station will make the **recycling events very challenging at minimum** and plowing, more difficult. The current site is maybe slightly too large for the recycling events, but driveway width and site flow are very important for vehicles entering with trailers. I am enclosing a site plan of the current set-up. We are adding mattress collection this year so that is yet another station. Fueling station=vehicles waiting and maybe a line. Will that impede site movement even on ordinary days? Was curious if there will be improvements to the area where washing salt and dirt from trucks draining happens, if it will be done in a car wash set-up or continue current drainage? Also, will the landscape ribbons be below grade with curb cuts designed to intercept water?
- 6) **The building location** seems fine but it could be part of a great master planned development at the train station, say, if it is built anew. Or if the Plaza was re-developed into a whole Central City design with a spot for concerts and outdoor space plus retail and municipal.

Thanks for the opportunity to weigh-in on these preliminary concepts!

### **COMMUNITY DEVELOPMENT STAFF RESPONSE #2**

Thanks for letting us take a look at this and ask questions.

My positive comments are:

- I like moving the entrance toward the parking lot and the open entrance inside it creates.
- Keeping staff where the windows are will help us take advantage of the natural light.
- I like that Parks/Recreation is moved up next to CD.
- I'm glad the lunchroom still has windows & opportunity for outdoor seating.
- I think having the EOC separate from the PD lunchroom is a good move.
- I like having the fitness room moved upstairs. Assuming it doesn't include showers, would we be allowed to shower at work in the Fire Dept area if we wanted?

My concerns include:

- Knowing we have staff here alone late at night for meetings, I'm concerned about where security doors are in this more open plan and where we would exit as staff.
- The conference rooms look small. We seem to need a room that fits 12-15 people a lot, so we need to make sure we have at least one that size. The Community Room is too large for most of our meetings, but will be needed sometimes.
- Could a space be incorporated somewhere for nursing mothers? It hasn't been often, but occasionally we need a private space for our female employee's to allow them to come back from maternity leave sooner, that would be smart to incorporate somewhere in the building.

### **COMMUNITY DEVELOPMENT STAFF RESPONSE #3**

- It looks ok for the most part to me. I do have one comment about the layout, I would have the Community Room, Parks, and Finance on one side of the building, and then the other side has Administration, Engineering, and Community Development on other side. That seems to make more sense to me and would flow better.
- Just another thought, I was going to say for the layout just keep Comm. Dev, Engineering, and Comm. Room on other side and put Administration over there as well, then put Parks and Finance on the other side. That layout would flow better as well. I just think Comm. Dev. works a lot more with Administration than Finance Dept.; we have a lot of Council stuff and other things as well. Comm. Dev. also works with Engineering a lot. It makes sense to keep the 3 depts. together if possible.

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**From:** Hickok, Scott

**Sent:** Tuesday, February 18, 2014 8:55 AM

**To:** Comm. Dev. Dept.

**Subject:** FW: Revised draft

**From:** [Wysopal, Wally](#)  
**To:** [Matt Lysne](#)  
**Subject:** FW: Revised draft  
**Date:** Friday, February 21, 2014 1:57:20 PM

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Here is Park and Rec. I will have to see if Jim has comments on Monday as well.

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**From:** Kirk, Jack  
**Sent:** Thursday, February 20, 2014 10:28 AM  
**To:** Wysopal, Wally  
**Subject:** RE: Revised draft

- [Is the space set aside for my department adequate to meet the needs in 10 years?](#)  
I am not exactly sure how much square footage is allocated to the Parks and Recreation offices on the plan. The written document I have outlines a need for 1,985 sf, including offices, a meeting room, work area, storage room and staging area. Is the Community Room (adjacent to the Park and Recreation offices) accommodating some of these needs or are all of these spaces included in the area labeled "Parks" on the schematic?

- [Is the storage adequate?](#)  
We have a lot of storage space needs and it looks like only a small amount of storage on the plan. I would need to see more detail on what storage would be accommodated in the office area and the area down the hall labeled parks storage. Having convenient access to the storage area (by staff) is a real concern.

We have had storage in a garage unit (next to the Police parking garages) for many years. We keep a lot of our programming equipment in that storage area. It is fairly convenient with our current office arrangement by going out the back door of the office area on the north side of the building. Is that outdoor garage storage area in the plan for continued use by our department? Also, is it in the future plans to have the City Hall maintenance use a portion of that storage area for equipment, supplies and tools?

- [Are the adjacencies proper?](#)  
The adjacencies to other departments seem to have been addressed adequately. Our biggest concern will be the adjacency to our storage areas, both indoor and the outside garage.
- [Does the location or building orientation remain non-optimal?](#)  
The location of the City offices in the community is really very centrally located for our citizens. Many of the changes suggested would be an improvement for our city visitors to this facility.

We are not sure how the shared customer service counter will function, especially at times of heavy customer contacts during seasonal program registrations and other heavy customer contact. There should probably be some more discussion about that.

The Parks and Recreation Department has a fairly large number of seasonal/PT employees throughout the year. These employees make frequent visits to the Recreation office for equipment, supplies, class lists and program information. Easy access in and out of the office is important. Would we need to be issuing security cards to all of these seasonal employees? Also, having several (maybe many) seasonal staff in the office area can get a little loud at times. We do have a concern that it would be annoying to other departments in a shared open office area.

Would the parking ramp have more designated parking spaces for visitors to the City Hall? It is my understanding that the ramp is officially a shared parking facility with the building next door and we are limited on the number of spaces we can claim for City purposes? We may want to discuss this.

- [Will this be a 50 year building in the end?](#)

If the new addition is built for longevity and the existing facility deficiencies are addressed, the proposed building could be serviceable for many years. 50 years is a long time horizon and difficult to project for new technological advances.

What about the parking ramp? It currently has problems and doesn't look like a structure that will last over the long term.

- [Does the layout suit the needs of the way my department does its best work?](#)

Our small staff needs to work together and help each other to provide the office coverage and service to our customers. I have already mentioned questions related to the layout and function of the shared customer service counter by our proposed office. The proximity to storage and supplies really needs to be addressed. I will assume that the actual office and work station layout will be designed well, will be functional, and will allow us to do good work.

- [Is the public access proper for a civic building?](#)

Yes, I like the new orientation of the entrance related to the parking area. It is better (less confusing) than the current set up.

It might be nice to address a better public stairway connection between the upper and lower levels of City Hall. A larger, more aesthetic stairway would be much

better than the one currently in use.

- [Comment on the phasing, living through construction and swing space proposals.](#) It does make some sense to have as many departments (if not all departments) vacate the premises when work commences. It will likely not be as convenient as the last time we went through a City Hall remodel/addition about 26 years ago. At that time, the building next door had a lot of vacant offices for us to rent. Moving to temporary offices and continuing to operate can be done effectively with proper planning.
- [Is there anything missing?](#) We should make sure that any planned community rooms (for public meetings) have proper storage for tables, chairs, other furnishings and equipment.

Could there be a back (north side of building) loading dock for upper level department use? Or could a service elevator be planned that could access the north side of the building?

Has there been any consideration to locker rooms adjacent to the fitness center that is planned for the upper level? It will get more use by employees if locker rooms and showers are available.

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**From:** Wysopal, Wally  
**Sent:** Thursday, February 13, 2014 2:07 PM  
**To:** Department Mgrs.  
**Subject:** FW: Revised draft

Hi- Attached is the updated draft of the building study. [Please provide me feedback by Friday February 21.](#) Consider the following questions:

- Is the space set aside for my department adequate to meet the needs in 10 years?
- Is the storage adequate?
- Are the adjacencies proper?
- Does the location or building orientation remain non-optimal?
- Will this be a 50 year building in the end?
- Does the layout suit the needs of the way my department does its best work?
- Is the public access proper for a civic building?
- [Comment on the phasing, living through construction and swing space proposals.](#)
- [Is there anything missing?](#)

**From:** [Wysopal, Wally](#)  
**To:** [Matt Lysne](#)  
**Subject:** FW: Revised draft  
**Date:** Friday, February 21, 2014 4:50:53 PM

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Here is the PD. Wally

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**From:** Abbott, Don  
**Sent:** Friday, February 21, 2014 4:34 PM  
**To:** Wysopal, Wally  
**Subject:** RE: Revised draft

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**My comments included here.**

**Thanks!**

**Don**

**From:** Wysopal, Wally  
**Sent:** Thursday, February 13, 2014 2:07 PM  
**To:** Department Mgrs.  
**Subject:** FW: Revised draft

Hi- Attached is the updated draft of the building study. [Please provide me feedback by Friday February 21](#). Consider the following questions:

- **Is the space set aside for my department adequate to meet the needs in 10 years?** I do have some concern as Rogers PD, which is about 1/3 our size, is currently remodeling an existing building to provide 18,000 sf for their current needs opposed to the proposed 16k sq ft. for our PD. This number includes a fitness room and undoubtedly some areas our plan captures under common space, such as lobbies, maintenance rooms and public restrooms. Without seeing individual space calculations, I can't comment on which specific spaces may be under-sized, however (I'm sure the Chief needs a larger office and private washroom 😊).
- **Is the storage adequate?** I believe so. The only concern here would be storage for use of force equipment which may be shown on the upper level next to the common use room. Not sure if we'd have exclusive access to that space or it would be shared. Also, I believe that upper level common use room was identified as the space for our use of force training. As that training occurs both day and evening, and involves loud yelling and banging, it may (would) prove disruptive to any Council or meeting activities in the adjacent spaces.
- **Are the adjacencies proper?** The FD would like a more direct access to the EOC. The common purpose room mentioned above which would be better located with/adjacent to the fitness center to allow for similar uses of the two rooms. Also, our staff spends considerable time transiting between the Municipal Center and the Municipal Garage. Whether to transport vehicles for service, repair or fuel or to access and process our forfeited vehicles, this requires daily trips for multiple staff

and vehicles. Having a public meeting room close to the PD, yet outside the secure perimeter is desirable (such as meeting rooms 1 & 2 are now). Those rooms are configured to serve as expanded EOC space, or to house another entire displaced police department should a disaster befall one of our neighboring communities. The public meeting space in the remodel plan would put those rooms upstairs and about as far away from the EOC as would be possible in the facility.

- **Does the location or building orientation remain non-optimal?** The existing facility is definitely centrally located in the City with direct access onto major N/S and E/W arterial streets. Our building is not location-dependant so one could argue against municipal use of prime University Ave frontage. I also believe the University Ave address is confusing when the public access to the building is actually off of 5<sup>th</sup> St. Fronting University Ave with a bank of garage doors doesn't do much for improving the City's image on our main corridor at our main intersection (as close as Fridley has to a downtown).
- **Will this be a 50 year building in the end?** I doubt it. In 50 years, the FD will be 110 years old, the center section of the Municipal Center will be 90 years old, the eastern addition about 70 – 75 years old, and the new additions 50 years old. I have doubts the parking ramp will still be serviceable in that time as well. History has shown this facility has required major remodels and additions every 20 – 25 years throughout its lifetime. That would suggest that in another 20 – 25 years another significant building project would need to occur – most likely a replacement of the then 80 year old FD section).
- **Does the layout suit the needs of the way my department does its best work?** The basement is suboptimal for continuously occupied work space. Employees and visitors are cognizant they are in a basement. The lack of windows are an issue as is constant staff concerns regarding air quality (we've checked our spaces and found them safe, but the perception of air quality issues remain). Wireless communication is a challenge and access is limited. Sally ports are generally drive through, where ours is (and would continue to be) drive in + back out. The available space does not allow for best location of rooms and functions. I wouldn't locate the locker rooms right off of the lobby, but moving them anywhere else would move other rooms (evidence, property, EOC), to even less functional locations. Also, given our staff works 24/7 and tends to generate ire in others, they would appreciate a secure parking area for their personal vehicles – especially the overnight shift. Most newer PD's include fenced and controlled access employee parking, many provide indoor parking for squads and employees. The proposed plan, unless the lower level of the ramp were enclosed or secured, would not address this and would leave department vehicles and employee cars unsecured. Granted, we have had only infrequent and minor issues.
- **Is the public access proper for a civic building?** The public access to the PD and lower level is like an entrance to a cave. The proposed remodel would not change

that. Having people access all City Hall offices from one entrance would be ideal. Due to our sometimes volatile and vulgar clientele, a segregated police lobby within or adjacent to the general city lobby would be best. That would also locate the PD visually in the same general area as other public counters and provide a calming influence on those customers who are a little agitated about other City issues.

Police staff would then be located very closely and able to respond very quickly in those instances where they're needed to assist with those unruly customers.

- **Comment on the phasing, living through construction and swing space proposals.** I've worked through a "remodel in place" before – during our last remodel and addition 24 years ago. I would not care to do that again. The facility was unsafe, noisy, cramped, non-secure, dusty, and poorly lit. Prisoners were not able to be secured, weapons were not able to be secured, and confidential records were fairly exposed. I would not support leaving PD operations, or any operation, running in the building during a remodel. Relocating to a temporary facility would be required and even that would require significant upgrades to house and secure public safety operations.
- **Is there anything missing?** Unless requirements have changed, both the juvenile and adult holding areas would have to be provided with windows. Moving them to an exterior wall would then move most of our staff to interior space without windows or natural lighting. The existing building really doesn't provide many options to accommodate all of these needs. Would it be possible to convert the lower level into underground enclosed parking for PD vehicles, drive-through sally ports, and spaces that are not continuously occupied such as the EOC, fitness center, locker rooms, most storage, common use rooms, etc.. The addition then could be multi-story and move all occupied space above ground level with departments stacked above their lower spaces? Not sure how that work/look/fit/cost, but something I would like looked at if it hasn't been.

Thanks!

Wally

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**From:** Matt Lysne [<mailto:Lysne@hcmarchitects.com>]

**Sent:** Thursday, February 13, 2014 1:26 PM

**To:** Wysopal, Wally

**Cc:** Roger Christensen

**Subject:** RE: Revised draft

Wally,

Apologies for the delay.

Please see attached. This draft does not have the meeting comments picked up, but I would like to

# MEMO

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**To:** Walter Wysopal, City Manger  
**From:** John Berg, Fire Chief  
**CC:** Matt Kohner, Assistant Fire Chief  
**Re:** Comments on Municipal Center Proposal  
**Date:** February 21, 2014

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Let me start by saying thank you for the opportunity to comment on the proposed plan. I met with our officer staff and several paid-on-call staff last night to look at the proposed plan. We came up with a long list of either questions or potential issues that I will attempt to summarize.

We felt that the proposed space would be adequate for the next ten years and if laid out correctly the proposed square footage would be adequate for the next 50 years. We did have concerns about how the space is laid out. Some of those concerns would not be able to be addressed until an actual interior design is completed.

Storage is very difficult to conceptualize. The blocks on the diagrams are deceiving. I trust that the architects have allowed for the space that we required.

We feel that this plan is deficient in that the fire department is still significantly separated from the municipal center as is police. Multiple entrances for the public leads to confusion and fire staff are limited in their interaction with other departments. A solution may be to locate the fire department office space behind the council chambers and relocate the lunch room, fitness area, etc. into the space occupied by the fire department offices. We would also require direct access from the apparatus bays to the training room.

The location of the building suits our needs for responding to calls and getting off duty staff into the station. If there were any complaints it would be that the station is too close to University Ave, which provides good access, but limits the ability to maneuver big trucks into the station. The other concern is the proposed plan appears to take half of the parking for firefighter which is already inadequate.

Will this be a 50 year building in the end? No. The structure on the north end of the fire department is already over 50 years old. I'm not an engineer but, I can't believe the existing floor joists which are wood set on concrete would be ok for another 50 years. None of the current flooring is level. How much would have to be invested to correct the floor and roof issues just in this section of the building. What will be found when contractors start working on this section of the building?

Also, the south wall of the apparatus bay is a bearing wall. If the roof is not being replaced over the existing apparatus bay, then I assume there will be supporting posts located in the apparatus bay. This is not acceptable. There is also no consideration in the plan to widen the doorways of the two northern most apparatus bays. These doorways are tight even for the rescue trucks. Consideration should be given to adding vehicle wash equipment in the apparatus bay and updating the plumbing. The area is currently served by a 15?... 20 gallon?... water heater that is inadequate. We would also promote changes to the doors and lights to improve the lighting in the apparatus bays.

We also discussed residential living space for firefighters but, it was not included in the plan. I still think we should consider this. Maybe we should consider this on a different site.

The layout of the proposed plan works with a couple of small adjustments. An example would be moving the watch room from one side of the apparatus bay. A bigger issue would be access to the training room as I previously mentioned.

We liked the layout for public access into the municipal center. That makes sense. A separate entrance for the fire department does not resolve the confusion for public. A 5<sup>th</sup> Street Address should be considered for the municipal center.

We also felt we would be able to manage the construction phases as they are proposed. We managed a similar situation we remodeling by moving staff to Stations 2 and 3 during the construction.

We understand the plan is for the building but, have concern and suggestions for vehicle access to parking. We also have suggestions for changing the layout of the existing space. As an example the plan includes three "Hotel Style" bedrooms with individual bath and shower. In the planning we asked for accommodations for 6 – 8 people on duty at the same time. By eliminating the hotel style bedrooms more bedrooms could be added and firefighters would have less toilets to clean 😊.

I have two suggestions for training. Add a mezzanine over the living quarters adjacent to the added apparatus bay for ladder work and props. Second, gut the basement area so firefighters can use that space for training.

We love Abbott's recommendation to create an exterior "river city" or historical look to the station facing University. Some of that is already planned in improvements budgeted for this spring.