



# CITY COUNCIL WORK SESSION AGENDA

Wednesday, November 06, 2024 at 6:00 PM

Baxter City Hall, 13190 Memorywood Drive, Baxter, MN

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CALL TO ORDER

ROLL CALL

BUSINESS ITEMS

1. City Hall Discussion

ADJOURN



ITEM REPORT  
CITY COUNCIL

Agenda Date: 11/6/2024  
Agenda Section: Agenda Item

**Department Origination:** Administration

**Agenda Item:** City Hall Discussion

**Approval Required:** No Action Required

**BACKGROUND**

On September 12, 2024, City Council approved the attached work plan for City Hall. Time has been scheduled tonight for a brief overview of the two completed studies and to commence discussion on the future of City Hall. At the conclusion of the discussion, whether that is tonight or at another date, staff is seeking direction on whether it should be working towards a remodel / expansion of the existing building or new construction (on-site or new site).

**FINANCIAL IMPLICATIONS**

There are no financial implications with completing Step 3 of the City Hall Work Plan (selection of preferred option for City Hall). There will be expenditures with the completion of certain tasks affiliated with Step 4 in the attached Work Plan.

**STAFF RECOMMENDATIONS**

**COUNCIL ACTION REQUESTED**

# Implementation Steps Worksheet

Strategic Direction		Accomplishment/ Action Title	
<p>Intent: (why)</p> <p>Implementation Steps (how)</p>		Start Date	End Date
Who	When	Where	
<p>1. COMPLETE NEEDS ASSESSMENT</p> <p>2. COMPLETE SITE ASSESSMENT</p> <p>3. REVISIT + SELECT OPTION (REMODEL/EXPANSION VS. NEW CONSR)</p> <p>4. COMPLETE PRELIMINARY BLDG/SITE (25% DESIGN)</p> <p>5. A) RFP FOR PROFESSIONAL SERVICES B) OBTAIN 25% DESIGN/COST UPDATE C) COMPLETE USES/SOURCES FOR PROJECT</p> <p>5. ORDER PROJECT</p> <p>A) COMPLETE DESIGN B) BIDD PROJECT C) CONSTRUCTION</p>		<p>2020 - COMPLETED</p> <p>2024 - COMPLETED</p> <p>OCT. 2024</p> <p>A(1) PREPARE RFP - NOV/DEC 2024 A(2) SOLICIT BIDDERS; DEC/JAN 2024 B FEB. - JUN 2025 C 60 DAYS AFTER COMPLETION OF 25% PLANS</p> <p>A. REMAINDER OF 2025 B. LATE 2025/EARLY 2026 C. 2026/2027</p>	<p>\$7500</p> <p>\$13,175</p> <p>\$350-400K</p>
Coordinator	Collaborators/ partners	Budget	Next Meeting Date
Team Members	Evaluation Measures		

# THE CITY OF BAXTER

Item 1.

## CITY HALL NEEDS ASSESSMENT REPORT 2020

MARCH 4, 2020



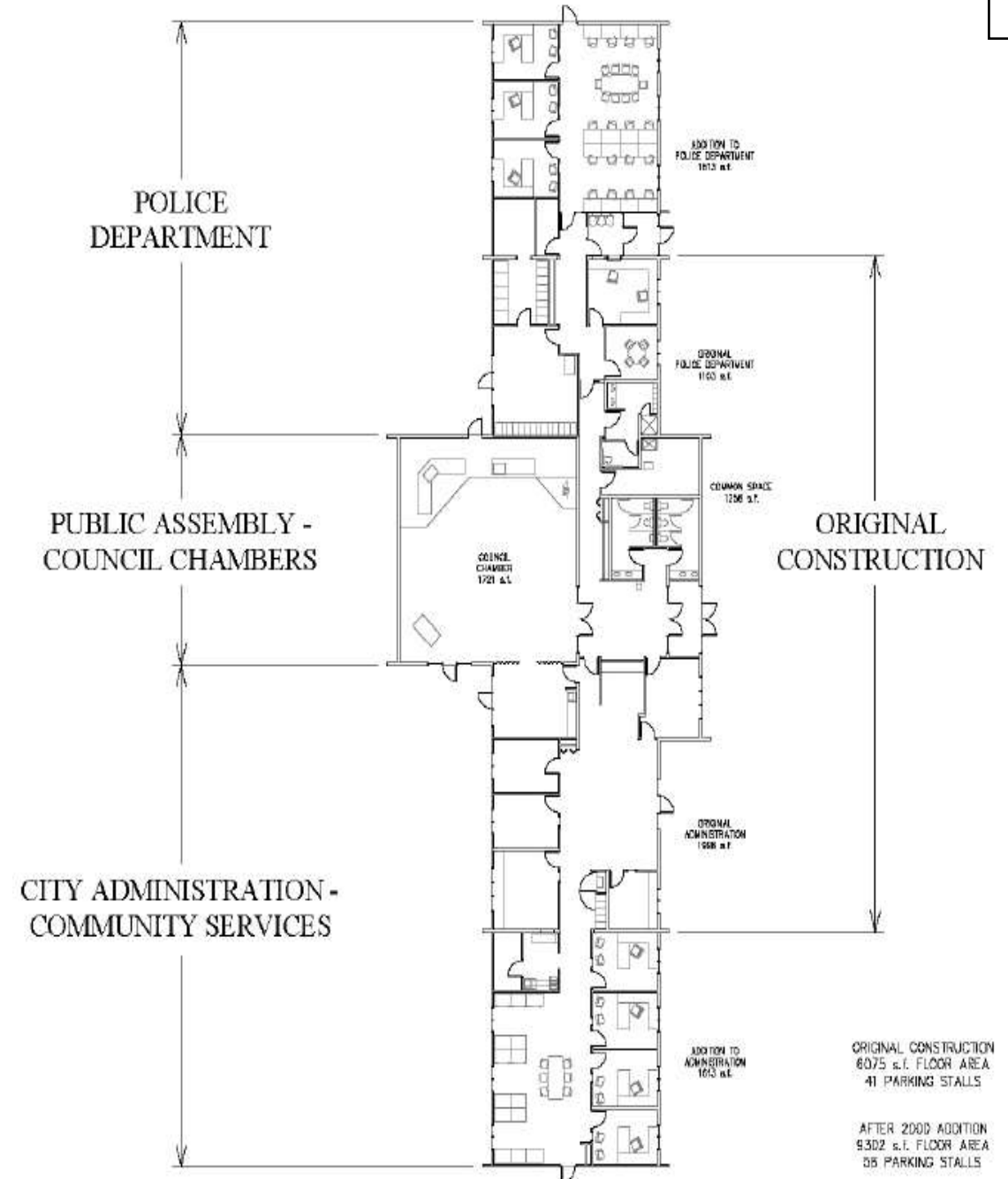
# WIDSETH

ARCHITECTS ■ ENGINEERS  
SCIENTISTS ■ SURVEYORS

# GOALS OF 2020 ASSESSMENT

- Assess the Condition of the Existing City Hall Building
- Complete a Space Needs Assessment
- Evaluate Options to Expand or Build New Building on Existing Site
- Evaluate New Construction on New/Different Site

- Assess the Condition of the Existing City Hall Building
  - 9,302 Square Feet - Built in 1991 and expanded in 2000
    - 3,573 square feet - Council Chambers and public space
    - 5,729 square feet - office space divided among 5 departments & 33 FTE
  - Remodel Cost Estimates
    - \$1,639,477.50 in 2020
    - \$2,951,059.50 in 2024



Department Name		Existing Area	Area
1	City Council Chambers	2,060 s.f.	
			4,100 s.f.
2	Community and Public Use	946 s.f.	
			2,300 s.f.
3	Community Services - Planning and Building Department	672 s.f.	
			2,100 s.f.
4	Community Services - Public Works Department	440 s.f.	
			1,900 s.f.
5	Community Services - Shared Spaces	0 s.f.	
			2,100 s.f.
6	City Administration	924 s.f.	
			2,100 s.f.
7	Ancillary Spaces	380 s.f.	
			1,400 s.f.
8	General Use Spaces	0 s.f.	
			1,100 s.f.
9	Police Department	2716 s.f.	
			7,300 s.f.
<b>Subtotal - Existing City Offices</b>		<b>9,115 s.f.</b>	
			24,400 s.f.
10	Mechanical Penthouse	0 s.f.	
			1,500 s.f.
11	Garages	0 s.f.	
			5,600 s.f.
<b>SUBTOTAL - EXISTING CITY OFFICES (+ circulation)</b>		<b>9,115 s.f.</b>	
Projected Program Area			31,500 s.f.

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Space Needs Assessment

Identified Space Needs through 2040 (including additional staffing based on projected community growth and regulatory obligations)

- The additional square footage would provide:
- Workspace for 51 FTE
  - Larger Council Chamber (112 seats vs. current 60 seats)
  - Additional meeting rooms
  - A Community Room
  - Additional evidence storage area
  - PD Training Room
  - Indoor Vehicle / Equipment Storage

# Proposed Facility Program

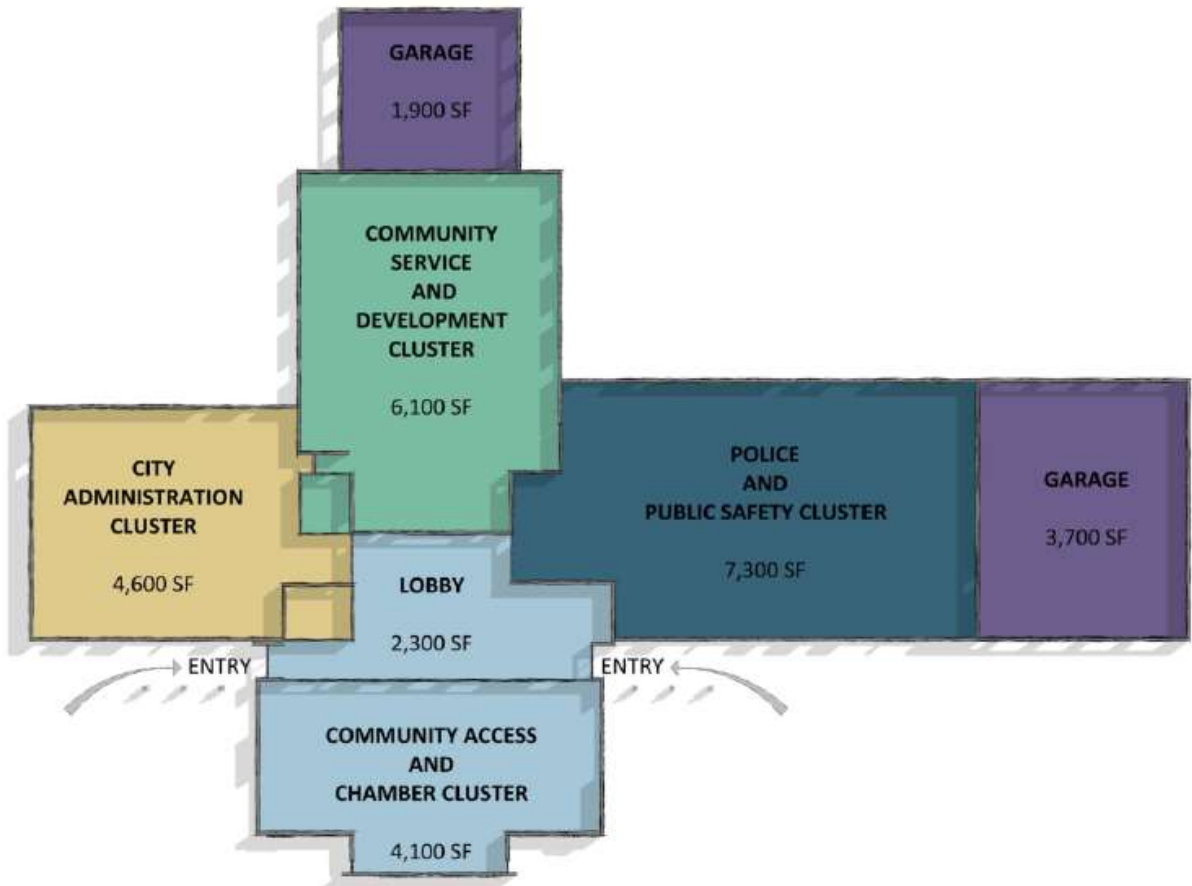
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## Program Summary

Community Access and Chamber Cluster (including Lobby)	6,400 s.f.
Community Services and Development Cluster	6,100 s.f.
City Administration Cluster	4,600 s.f.
Police and Public Safety Cluster	7,300 s.f.
Garage	5,600 s.f.
Mechanical Penthouse	1,500 s.f.
<b>Subtotal Building / Office Areas</b>	<b>31,500 s.f.</b>

Estimated cost -  
2020 -  
\$9,967.551.00  
2024 -  
\$17,383,283.02\*  
\*Includes FF&E  
and A/V

Does not include  
site acquisition  
(if applicable)  
or other  
ancillary  
improvements for  
selected site





NEW IMPERVIOUS  
COVERAGE INFILTRATION  
BASIN FOR 100 YEAR  
STORM WATER EVENT

NEW 6,000 S.F. PD  
BUILDING ADDITION

NEW PARKING LOT  
EXPANSION

NEW 4,000 S.F.  
GARAGE ADDITION

EXISTING 9,302 S.F.  
CITY HALL

NEW 1,200 S.F.  
CITY HALL ADDITION

Difficult to balance storm,  
shoreland, parking needs  
(requires variance)

Max 20,500 square feet  
Bldg. Elongated

Estimated Costs -

2020 - \$4,820,317.52

2024 - \$10,768,736.48\*

\* Includes FF&E, A/V, and  
operational expenses

# Expansion on Existing Site

# New Construction on Existing Site

**NEW IMPERVIOUS COVERAGE INFILTRATION BASIN FOR 100 YEAR STORM WATER EVENT**

**NEW 20,000 S.F. CITY HALL BUILDING**

**NEW PERVIOUS PAVEMENT PARKING LOT**

**Bldg. Max 20,000 square feet**  
**Increased site costs with pervious pavement to comply with shoreland requirements**  
**No vehicle storage**  
**Estimated costs -**  
2020 - \$7,449,428.45  
2024 - \$14,033,192.45\*  
**\*includes FF&E, A/V, and operational expenses**

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## Falcon Drive

City owns approximately 50% of site - would require property acquisition

Improvements include Extension of Falcon Drive and Homestead Drive

Cost Estimate - \$21,174,703.20\*

\*Includes land acquisition, site development, street extensions, construction, contingency,



Isle Drive

City owned parcel - no property acquisition

No external improvements

Cost Estimate - \$17,016,105.60\*

\*Includes site development, construction, contingency, construction mgmt, & design



Jasperwood / Mapleton

Improvements include construction of turn lanes on Jasperwood Drive

Does not include the relocation of Mapleton Road

Cost Estimate - \$17,707,005.60\*

\*Includes site development, installation of turn lanes, construction, contingency, construction mgmt, & design



Cypress Drive/Design Road

Site acquisition required

Site Improvements include Extension of Design Road

Cost Estimate - \$19,876,262.40\*

\*Includes land acquisition, site development, street extensions, construction, contingency, construction mgmt, & design

Work Plan - Step 3  
 Selecting the future of  
 City Hall

- Remodel & Expansion of Existing Bldg.

Or

- New Construction  
 On-Site or New  
 Site

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3. <sup>REVIEW +</sup> SELECT OPTION (REMODEL/EXPANSION VS. NEW CONST)		OCT. 2024		
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5. ORDER PROJECT A) COMPLETE DESIGN B) BID PROJECT C) CONSTRUCTION		A. REMAINDER OF 2025 B. LATE 2025/EARLY 2026 C. 2026/2027		
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