

AGENDA
MAPLE PLAIN ECONOMIC DEVELOPMENT AUTHORITY
MAPLE PLAIN CITY HALL
JANUARY 13, 2014
5:30 PM

- I. CALL TO ORDER**
- II. ADOPT AGENDA**
- III. CONSENT AGENDA**
- IV. ADMINISTRATIVE REPORTS**
- V. OLD BUSINESS**
- VI. NEW BUSINESS**
 - A. City Hall/Public Facilities Study
 - B. 2014 Workplan
- VII. OTHER BUSINESS**
- VIII. CLOSED SESSION**
- IX. ADJOURNMENT**

Next meeting: Monday, March 11, 2014, at 5:30 p.m.



BOSSARDT CORPORATION
Professional Construction Services

CELEBRATING 30 YEARS

MEMORANDUM

DATE: January 8, 2014

TO: Tessia Melvin and Economic Development Authority Members

FROM: Mark Hovelson *MH*
Project Executive

RE: **FACILITY NEEDS ASSESSMENT STUDY**

Enclosed is a copy of the (1) December 6, 2013 Questionnaire Survey, (2) Questionnaire Survey Summary, (3) Potential Options for City Hall Development.

SUMMARY

The Questionnaire Survey generated a list of several potential options for future development of City Hall. Most of these options are related to redevelopment of the downtown. Following our discussions we may find that this list may include options that are not feasible and these should be deleted from further study. The EDA may also have other options that should be added to the list. It is our goal to discuss these options with the EDA at their January 13, 2014 regularly scheduled meeting, and select the three or four best options deemed most suitable to pursue further. We will then develop each option and include this in our FACILITY NEEDS ASSESSMENT REPORT.

In no particular priority we list the potential options as follows:

POTENTIAL CITY HALL OPTIONS

1. OPTION 1- Remodel City Hall

This option only includes minor interior upgrades (“Lights and Brights”) such as repainting, new carpeting and select interior light fixture upgrades. The current City Hall is approximately 2400 SF. There does not seem to be any current need to expand City Hall. Population growth is limited and we are not aware of the City expanding the range of services it offers. Does the EDA feel that City Hall should be larger than 2400 SF? We request the EDA to weigh in on this assumption.

Potential Cost Estimate: \$50,000-\$75,000

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2. OPTION 2- New City Hall at Current Location

This option includes a new 2400 SF masonry and steel building constructed at the same location as the existing City Hall facility. It does not include a Community Center. This option becomes viable with the downtown redevelopment program and assumes demolition costs are covered under the Redevelopment Grant. This facility will be similar in nature to the recently constructed Long Lake City Hall project (\$215/SF adjusted for inflation). Cost estimates for new construction include reasonable allowances for typical sitework development.

Potential Cost Estimate: \$550,000-\$650,000

3. OPTION 3- Locate City Hall on the Fire Station Site

This is a two pronged option. The first part involves constructing a new 2400 SF masonry and steel addition onto the Fire Station. The second part is a new 2400 SF masonry and steel stand alone building just to the north of the Fire Station.

Our research indicates approximately 15 feet of poor soils will need to be replaced for both options at a cost of approximately \$70,000, and an additional cost of \$18,000 to relocate an existing watermain for the new addition option. These expenses inflate the cost of construction and don't add any value to the project. The new addition option may lead to beneficial shared amenities and utilities between City Hall and the Fire Station. Cost estimates for the Fire Station options will be slightly higher than Option 2 above to account for soil corrections and watermain relocation costs.

4. OPTION 4- Lease Space at Discovery Center

This option includes leasing adequate office and conference room space at the Discovery Center and remodeling it to serve City Hall functions. A separate exterior entrance is desired. It may also require some mechanical HVAC renovation and interior lockdown security doors to serve evening meetings. A separate City Council Chambers that can be repurposed when not in use may be the most economical approach. This option is being further explored.

Should the lease option with the Discovery Center be a short term or long term arrangement? Based on the January, 2012 Nagell Appraisal report, market rental rates in the local area are approximately \$10-\$13 per SF net. City Hall currently has annual occupancy expenses of about \$14,000 per year. In addition to monthly lease and utilities costs, there will also be tenant improvement costs to consider for this option.

Potential Cost Estimate: To Be Determined.

5. OPTION 5- Share Space at Independence City Hall

The City of Independence has a contemporary City Hall with a large capacity Community Center. Does the EDA want us to explore sharing space with Independence?

6. OPTION 6- Private/Public Partnership

This option involves the City teaming up with a private developer to redevelop the downtown district. The City may decide to give the developer the land, tax incentives and other considerations in return for special concessions for a new City Hall facility such as free tenant improvements and reduced lease costs. The City will also benefit in increasing its commercial tax base. There are many variables to this approach with the outcome benefiting both parties. Does the EDA feel this might be an attractive option?

We appreciate the EDA's consideration of these various options and a decision to narrow them down to the options that best fit the City of Maple Plain's future long term needs.

Thank you, and we look forward to continuing to work with you on this great Project.

MH:mh

Enclosures

cc: Norman Wenck
John Bossardt
Steve Kilmer
File: 2013/1316/Corresp/Owner/Survey



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MAPLE PLAIN FACILITY NEEDS
ASSESSMENT STUDY QUESTIONNAIRE
DECEMBER 6, 2013

Bossardt Corporation has been hired to provide a facilities needs assessment study for city owned municipal facilities in the City of Maple Plain, mainly focusing on needs of City Hall. We are sending out this confidential questionnaire survey to the Mayor, City Council, Economic Development Authority members and a select few Community members to get feedback on their opinions for the future of City Hall. We will greatly appreciate your time in completing the following questionnaire survey and returning this to us in the enclosed self- addressed stamped envelope. Your responses will remain strictly confidential but will help guide us in the direction that has community leadership support.

Please circle the best answer or write in your own opinion for the following questions:

1. The existing City Hall, excluding the pump room, is approximately 2,400 SF. Taking a long term viewpoint, what do you think should happen to City Hall?
 - a. Nothing. It is fine the way it is and will function fine well into the future.
 - b. Remodel it.
 - c. Add on a new addition and do some remodeling of existing.
 - d. Build a new City Hall on (the same site) (elsewhere in town).
 - e. Other opinion:

2. If City Hall is remodeled or expanded, what should the project budget limit be (not-to-exceed)?
 - a. \$250,000.
 - b. \$500,000.
 - c. \$750,000.
 - d. \$1,000,000.
 - e. Other amount:

3. If a new larger (say around 5000 SF) City Hall is built, what should the project budget limit be (not-to-exceed)?
 - a. \$1,000,000.
 - b. \$1,500,000.
 - c. \$2,000,000.
 - d. Other amount.

4. Should City Hall include a Community Center?
 - a. Yes, for a capacity of 50 people.
 - b. Yes, for a capacity of 100 people.
 - c. Yes, for a capacity of 200 people.
 - d. No. City Hall should not include a Community Center.

5. What do you see as the time frame for a City Hall project?
 - a. 1-2 years.
 - b. 2-5 years.
 - c. 5-10 years.
 - d. More than 10 years.

6. Should Public Works have office space in City Hall?
 - a. Yes.
 - b. No.

7. If City Hall is built new, where should it be located?
 - a. At the same location.
 - b. Next to the Fire Station, Water Treatment and Public Works facilities.
 - c. Addition onto the existing Fire Station.
 - d. Other location (can you be more specific?):

8. Is there any support to relocate City Hall to the Discovery Center (lease/rental basis)?
 - a. Yes, on a temporary basis.
 - b. Yes, on a permanent basis.
 - c. No.
 - d. Other lease space option/location? Please be specific:

9. If downtown is redeveloped, is there any support to collaborate with a Private/Public Partnership with the developer to build a new City Hall?
 - a. Yes.
 - b. No.
 - c. Depends on:

10. Are there other City Facility needs?
 - a. Expand Public Works.
 - b. Expand the Fire Station.
 - c. Park and Recreation facilities.
 - d. Other:

If we missed the mark with the above questions or you have further suggestions, please note them below or on a separate sheet of paper:

Thank you so much for taking the time to complete this survey. If you wish to contact us with any questions or other comments you can call Mark Hovelson at 612-867-9987 or email to mhovelson@bossardt.com. It will be helpful if you sign this survey in the signature space below, but not required. All responses will remain confidential.

Please return your survey in the enclosed self- addressed stamped envelope within one week (we would like to receive it by **December 16, 2013**).

NAME: _____
SIGNATURE: _____
DATE: _____

BOSSARDT CORPORATION
Professional Construction Managers

QUESTIONNAIRE SURVEY
MAPLE PLAIN FACILITIES

January 13, 2014

QUESTIONS	RESPONSES				
	1	2	3	4	5
1. Existing City Hall	No work. Discovery Center or add onto Fire Station	Build new at the same site	Discovery Center or share at Indie	Addition, Remodeling	Build New
2. Existing City Hall Project Budget	\$250K	\$100K	As required to remodel	\$750K	X
3. New City Hall Budget	\$1.5M	\$1M	Reject idea	\$1.0M	X
4. City Hall include a Community Center	Yes-200	No	No	Yes-100	No
5. Time Frame for a City Hall Project	2-5 years	2-5 Years	When downtown is redeveloped	2-5 Years	1-2 Years
6. Should Public Works Office in City Hall	No	No	No	No	No
7. New City Hall Location	Fire Station	Same Location	Reject idea-use Dis. Center	Same Location	X
8. Relocate City Hall to Discovery Center	Yes-permanent	Yes-temporary	Yes-with separate entry	Yes-permanent	Yes-permanent
9. Private/Public Partnership	No-maximize tax base	Yes	No-too expensive per SF	Yes	Yes
10. Other City Facilities					
a. Expand Public Works	Yes	Yes	No	X	Yes-roof,lites, bins
b. Expand Fire Station	Yes	Yes	No	Yes	X
c. Park & Rec Facilities	Yes	X	No	X	X
					X= No Response