



[Crystal \(Minn.\).](#)  
[City Council Minutes and Agenda Packets.](#)

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**SPECIAL WORK SESSION/COUNCIL AGENDA**

November 14, 1990

Pursuant to due call and notice given in the manner prescribed by Section 3.01 of the City Charter, the Special Meeting of the Crystal City Council was held on November 14, 1990, at 7:00 P.M., at 4141 Douglas Drive, Crystal, Minnesota.

The Secretary of the Council called the roll and the following were present:

Councilmembers

☒ Carlson  
☒ Moravec  
☒ Irving  
☒ Grimes  
☒ Herbes  
☒ Langsdorf  
☒ Joselyn

Staff

☒ Dulgar  
☒ Kennedy  
☒ Monk  
☒ Barber Mossey  
☒ George Johnson  
☒ Gohman

7pm

The Mayor led the Council and the audience in the Pledge of Allegiance to the Flag.

1. The City Council discussed the Permanent Improvement Revolving Fund (PIR)/Capital Expenditures of the City.

- Bill M. reviewed memo dated 10/22/90 to J.D.  
and 9/28/90

Jerry Send flowers to Ade. —  
(hes home)

It was the ~~consensus~~ consensus of the Council to  
~~bring the space plan~~ tie the space plan recommendation  
dated 10/22/90 ~~along~~ to the 1991 budget ~~recommendation~~  
mdg.

Council thanked Bill Mank for the excellent  
presentation.

Moved by Councilmember PL and seconded by Councilmember EC to  
adjourn the meeting.

Motion Carried.

Meeting adjourned at 8:40pm

*Darlene*

DATE: October 22, 1990  
TO: Jerry Dulgar, City Manager  
FROM: William Monk, City Engineer  
SUBJECT: Capital Expenditures for Buildings

With the recent formation of the Building Maintenance Department within Public Works, I have proceeded to assess the status of public facilities in terms of major capital improvements. The six municipal buildings included in the review are individually listed below with a brief summary.

Community Center

Over the past two years, \$1.85 million has been expended from the PIR Fund on construction of this building. Construction work is complete. The only items remaining to be addressed involve purchase of miscellaneous equipment and furnishings (rug cleaner, curtains, etc.) which will be handled within the general fund as budgeted items. Additionally, staff is reviewing establishment of a capital improvement account with a portion of the rental fees in anticipation of future work items such as refinishing floor, carpet replacement, repainting, etc.

Street Maintenance Garage

A number of significant but relatively inexpensive upgrades have been completed by City crews at this facility in recent years. The only items still needing attention include replacement of the underground gas tanks and installation of an insulated roof system. These work items are scheduled as PIR expenditures within the 1991 budget.

Utility Maintenance Garage

Again, City crews made a number of inside improvements to upgrade the building. The recent contract work to expand and reroof this facility essentially conclude the improvements necessary at this site. It should be noted that monies for the expansion and roof work were expended from the Utility Enterprise Fund.

North Fire Station

This structure is in good condition and no major improvements are needed or projected.

South Fire Station

Remodeling of the mezzanine level and construction of a hose tower are potential improvement projects at this station. Remodeling of the upper level is being programmed as a budget item over several years, while no timetable is set at this time for the hose tower.

City Hall

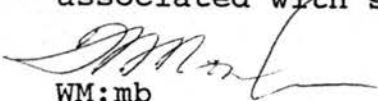
As noted in my memorandum of September 28, a major upgrade of this facility is proposed in the 1991 to 1993 timeframe. The work plan recommended is estimated to cost \$1.65 million. Financing is proposed over three years with \$1.45 million being allocated from the PIR Fund over that time period. The final \$200,000 in project costs would be covered by revenue from the Cable Franchise agreement.

Municipal Pool

While the municipal pool is not handled as a Building Maintenance facility, the status of the pool was reviewed since it is a 25 year old resource that will require capital improvements. To address this situation, staff is reviewing the possibility of establishing a separate Capital Improvement Fund for the pool using revenue from the original pool bond issue on which payments were recently completed. Use of the \$80,000 presently in the bond account for this purpose will cover anticipated improvements at the pool over an extended number of years.

As noted by the above summaries, Crystal has a sizeable investment in its public buildings. Over the years the City has continually strived to maintain and upgrade the facilities. As budget constraints have tightened, however, the financing burden for capital improvement items has fallen to the PIR Fund. With a single funding source, the City has been more conscious of its improvement schedule. For that reason a number of capital improvement items were delayed as the Community Center was constructed in order to reduce the strain on the PIR Fund.

At this point I recommend Crystal concentrate on a capital improvement schedule related to the upgrade of existing facilities. Specifically, the improvements include playground and shelter upgrades in the parks, underground tank and roof construction at the Street Garage and expansion/remodeling at City Hall. As these upgrade items are completed and the City is ready to proceed with further facility additions, be it a golf course, interpretive center or whatever, the general budget may be better prepared to absorb the increase in operating costs associated with such facilities.

  
WM:mb

PIR EXPENDITURE RECAP

1985 - 1987 Actual

|   |           |
|---|-----------|
| Police Communications Center (Dispatch)   | \$174,273 |
| Police Remodeling                         | 40,951    |
| Council Chamber Lighting                  | 1,725     |
| North Fire Station Construction           | 577,641   |
| Street/Park Storage Building Construction | 45,021    |
| Crystal Frolics                           | 9,163     |
| Senior Transportation Project             | 1,175     |
| Acquisition of Community Center Site      | 260,888   |
| Upgrade Playground Equipment              | 35,870    |
| Senior Housing - Interest Buy Down        | 240,000   |
| Space Needs Study                         | 16,772    |
| Refinancing Costs for TIF Bonds           | 266,183   |
| Bass Lake Road Construction Project       | 419,800   |

\$2,089,462

1988 - 1990 Actual

|   |             |
|---|-------------|
| Community Center Construction             | \$1,600,000 |
| Reroof and Mech. Upgrade at Utility Bldg. | 20,208      |
| Drug Task Force Start-up                  | 6,414       |
| Water Slide Construction                  | 183,875 *   |
| Acquisition of Prop. @ 2951 Vera Cruz     | 16,619      |
| Playground Equipment Upgrades             | 57,510      |
| Citizen Survey                            | 3,275       |
| Comprehensive Plan Update                 | 40,000      |

\$1,927,901

1991 Proposed

|                                      |            |
|--------------------------------------|------------|
| Playground Equipment Upgrade         | \$ 104,220 |
| Reroof Street/Park Maintenance Bldg. | 125,000    |
| Replace Underground Storage Tanks    | 100,000    |
| Remodel/Upgrade City Hall            | 450,000    |
| Animal Control (1st of 5 yrs.)       | 20,000     |

\$ 799,220

\* Investment to be repaid by user fees over a 4 to 10 year term.

PIR Expenditure Recap  
Page 2

1992 Proposed

|                                |               |
|--------------------------------|---------------|
| Remodel/Upgrade City Hall      | \$ 500,000    |
| Animal Control (2nd of 5 yrs.) | <u>20,000</u> |
|                                | \$ 520,000    |

1993 Proposed

|                                |               |
|--------------------------------|---------------|
| Remodel/Upgrade City Hall      | \$ 500,000    |
| Animal Control (3rd of 5 yrs.) | <u>20,000</u> |
|                                | \$ 520,000    |

PIR PROJECTED REVENUES

1991 Projected Revenues:

|                               |                   |
|-------------------------------|-------------------|
| Water Slide Loan Repayment -  |                   |
| Principal                     | \$ 18,400         |
| Interest                      | 14,700            |
| PIR Earned Interest           | <u>473,000</u>    |
| Total 1991 Projected Revenues | <u>\$ 506,100</u> |

1992 Projected Revenues:

|                                |                    |
|--------------------------------|--------------------|
| Water Slide Loan Repayment -   |                    |
| Principal                      | \$ 18,400          |
| Interest                       | 13,200             |
| PIR Earned Interest            | 486,000            |
| Close-out Storm Sewer Imp. 41A | <u>850,000</u>     |
| Total 1992 Projected Revenues  | <u>\$1,367,600</u> |

1993 Projected Revenues:

|                               |                   |
|-------------------------------|-------------------|
| Water Slide Loan Repayment -  |                   |
| Principal                     | \$ 18,400         |
| Interest                      | 11,700            |
| PIR Earned Interest           | <u>570,000</u>    |
| Total 1993 Projected Revenues | <u>\$ 600,100</u> |

Note: PIR earned interest is calculated at eight percent (8%) on the balance of all parts of the PIR Fund before the Water Slide principal and interest payments.



PIR BALANCE PROJECTIONS

|                                      |                     |
|--------------------------------------|---------------------|
| Projectd Balance, December 31, 1990  | \$ 6,423.773        |
| 1991 Projected Revenues              | 506,100             |
| 1991 Proposed Expenditures           | <u>(799,220)</u>    |
| Projected Balance, December 31, 1991 | \$ 6,130,653        |
| 1992 Projected Revenues              | 1,367,600           |
| 1992 Proposed Expenditures           | <u>(520,000)</u>    |
| Projected Balance, December 31, 1992 | \$ 6,978,253        |
| 1993 Projected Revenues              | 600,100             |
| 1993 Proposed Expenditures           | <u>(520,000)</u>    |
| Projected Balance, December 31, 1993 | <u>\$ 7,058,353</u> |

Note: The above projected balance at each year end include the restricted PIR Parts A and B of \$600,000 and \$1,000,000 respectively.

DATE: September 28, 1990  
TO: Jerry Dulgar, City Manager  
FROM: William Monk, City Engineer  
SUBJECT: Space Needs

Consistent with Council authorization of 3/13/90, the Space Needs Committee has been working with Bill Baxter of Workplace Environments on development of a preliminary space needs plan for City Hall. While Mr. Baxter was provided with the committee's report of 12/6/89, his firm initiated their work on a "no build" premise. Meetings were conducted with all department heads to establish needs in terms of personnel, storage and individual/department interaction.

During these initial meetings, it became evident that the City's present workforce would in all likelihood only expand in response to specific changes in State/County/City regulations or enforcement. One example may be adoption of a housing maintenance code and hiring of a housing inspector. This finding on staff needs significantly simplified the analysis process since major expansion for additional employees did not need to be considered.

With personnel needs established, the consultant worked on plans to assign all departments within existing space. This intent, however, proved physically impossible even with separating administrative and police functions within a two floor operation. Functionally, this type of division works against Crystal's objective of developing/maintaining a downsized but close knit organization where cross-training and departmental back-ups are critical. As you know, movement towards this objective has already been initiated through a series of personnel reassignments to cover the loss of retiring employees without rehiring.

The study found that the issues listed below dictated the direction of final space needs development:

- 1) Consolidation of all administrative functions (police included) on a single floor with a layout that strengthens interaction within and between City departments.
- 2) Relocation of non-administrative functions to the lower level.
- 3) Maximize reuse of the existing building space. Also identifying areas which were better left undisturbed based on cost/usage (ie. booking/detention area, police dispatch, Council chambers).

- 4) Minimize building expansion and locate in a way to keep costs lower and diminish impact on existing building functions both inside and outside.

The attached building plan proposal is the result of the consultant's work on the above mentioned items. A north and south building addition are included along with a new internal layout. The plan is quite straightforward and provides a multi-functional City Hall facility that meets overall space needs. The actual departmental layouts have not yet been reviewed and finalized with individual departments. That step is next after approval of the concept/plan by the City Council.

As the proposed remodeling/expansion of City Hall is reviewed, it is important to keep in mind that we are dealing with a building constructed in 1965. While the structure is sound, upgrades are needed regardless of any decision on space needs. The following items need immediate attention:

- Addition of a lower level sprinkling system to meet provisions of the MN Fire Code.
- Doorway and hallway modifications to meet State requirements for handicapped access. This includes installation of an elevator.
- Removal of asbestos ceiling and floor tiles as well as extensive asbestos wrapping on mechanical system piping. This is a health and safety issue for employees and public.
- Additional computer conduits/runways to satisfy upcoming automation in a number of departments. Given present system locations and the concrete floor system, this item will prove difficult at best.
- Upgrade of the building's mechanical system. At present Crystal pays \$18,000 annually just to maintain an inefficient system that is costly to operate.
- Audio/video upgrades within the Council chambers.

Resolution of all building and space needs as part of a single project represents the most logical and cost effective approach to addressing these issues. As detailed in the attached cost estimate, projected costs of the proposed remodeling/expansion of City Hall break down as follows:

|   |            |
|---|------------|
| New Construction/Addition to North<br>and South Wings | \$ 319,200 |
| Remodeling South Administration Wing                  | \$ 318,080 |
| Remodeling Center Section (Two Levels)                | \$ 186,885 |
| Remodeling North Police Wing (Two Levels)             | \$ 388,890 |

Page 3

|                              |                   |
|------------------------------|-------------------|
| Lower Level Sprinkler System | \$ 30,000         |
| Mechanical System Upgrade    | \$ 150,000        |
| Asbestos Removal/Abatement   | \$ 75,000         |
| Consultant Services          | <u>\$ 175,000</u> |

Project Total            \$1,643,055

The project is easily suited to a phased construction approach, and could be completed over a 2 to 3 year period. This would allow interest earnings to cover the bulk of the project costs and minimize the annual capital outlay from the PIR Fund. A recap of the PIR Fund status is attached which notes recent and projected outlay items.

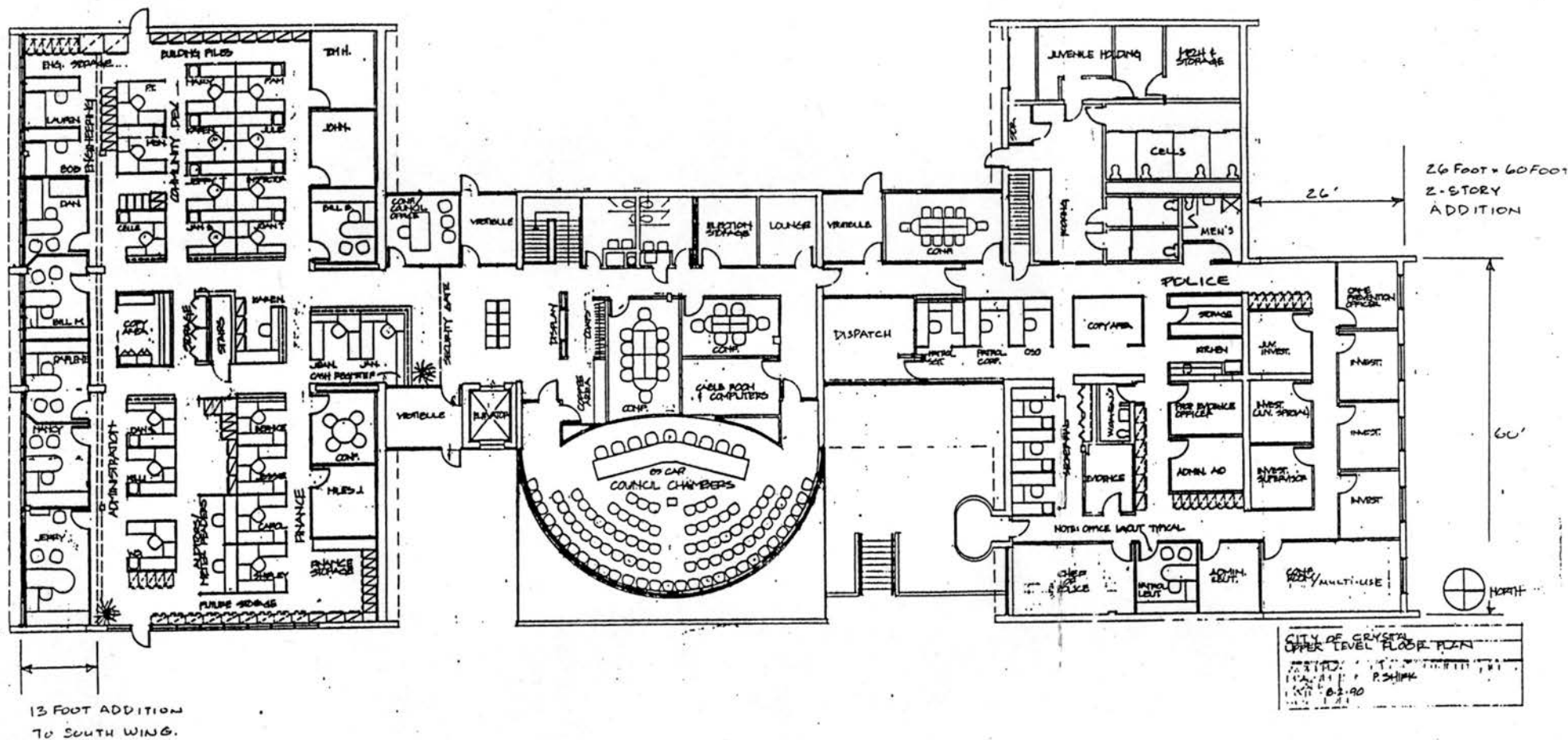
City staff has been working on the space needs issue for some time. Every effort has been made to downscale the architectural proposal reviewed in 1987 that estimated a total cost of \$2.5 million.

At this point, Council direction is needed so reuse of areas such as that vacated by Park and Recreation can be planned. I recommend the space needs items included in this document be included and approved as part of the 1991 budget process.



WM:mb

Encls



**WE** **WORKPLACE ENVIRONMENTS, INC.**  
 VICKSBURG PLAZA • SUITE #15  
 1115 VICKSBURG LANE NORTH  
 PLYMOUTH, MINNESOTA 55447  
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September 25, 1990

Mr. William Monk  
CITY OF CRYSTAL  
4141 Douglas Drive North  
Crystal, MN 55422-1696

Dear Bill:

Enclosed are new budget summaries for remodeling your building. These summaries may be more understandable, more detailed and more complete. They are broken down by area. We believe the figures are realistic but any errors we think will be to the high side. The total for everything is \$1,213,055.00.

I hope this helps you. I will see you next week.

Sincerely,

William H. Baxter



**WORKPLACE ENVIRONMENTS, INC.**

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(612) 476-0663 • FAX # (612) 476-0680

September 25, 1990

CITY OF CRYSTAL

REMODELING BUDGET

I. NEW ADDITIONS TO BUILDING

A. Administrative Wing

|            |   |            |
|------------|---|------------|
| Main Floor | 102 x 13 = 1,326 square feet              |            |
| Basement   | 20 x 20 = 400 square feet                 |            |
|            | 1,726 square feet x \$70.00/square foot = | 120,820.00 |

B. Public Safety Wing

|            |   |            |
|------------|---|------------|
| Main Floor | 61 x 26 = 1,586 square feet               |            |
|            | 1,586 square feet x \$70.00/square foot = | 111,020.00 |

|              |   |           |
|--------------|---|-----------|
| Ground Floor | 56 x 26 = 1,456 square feet               |           |
|              | 1,456 square feet x \$60.00/square foot = | 87,360.00 |

|       |  |            |
|-------|--|------------|
| TOTAL |  | 319,200.00 |
|-------|--|------------|



II EXISTING BUILDING REMODELING

A. Administrative Wing

|   |   |                   |
|---|---|-------------------|
| 1. Main Floor                                   | 5,498 square feet   |                   |
|   | 5,498 square feet x \$10.00/square foot =   | 54,980.00         |
| Basement Storage                                |   | 500.00            |
| 2. Vestibules (Administrative Wing)             |   |                   |
|   | Southwest Conference (Council) and<br>Vestibule infill 13 x 22 = 286 square feet        |                   |
|   | 286 square feet x \$100.00/square foot =  | 28,600.00         |
|   | Southeast Elevator and Vestibule infill<br>22 x 11 = 242 square feet                    |                   |
|   | 242 square feet x \$100.00/square foot =  | 24,200.00         |
| 3. Elevator and installation                    |   | 50,000.00         |
|   | Ground Floor - Elevator, Machine Room & Lobby<br>250 square feet x \$150.00/square foot | 37,500.00         |
| 4. Furnishings (See original budget for detail) |   | <u>122,300.00</u> |
|   | TOTAL ADMINISTRATIVE WING   | 318,080.00        |

II. EXISTING BUILDING REMODELING (CON'T)

B. Building Center Section

Upper Level:

|  |                  |
|--|------------------|
| 1. Council Chambers (Acoustic & Cosmetic Remodeling)   | 10,000.00        |
| 2. Conference Rooms/Cable and Lobby<br>50 x 25 = 1,250 square feet<br>1,250 square feet x \$50.00/square foot =              | 62,500.00        |
| 3. Restrooms and Stairs (Code Compliance & Cosmetic)<br>13 x 29 = 377 square feet<br>377 square feet x \$10.00/square foot = | 3,770.00         |
| 4. Furnishings (See original budget for detail)  | <u>27,425.00</u> |
| SUBTOTAL FOR UPPER LEVEL   | 103,695.00       |

Lower Level:

|  |                  |
|--|------------------|
| 1. Meeting Rooms and Break Area<br>42 x 50 = 2,100 square feet<br>2,100 square feet x \$30.00/square foot =                  | 63,000.00        |
| 2. Kitchen 118 square feet x \$10.00/square foot =   | 1,180.00         |
| 3. Restrooms and Stairs (Code Compliance & Cosmetic)<br>14 x 29 = 406 square feet<br>406 square feet x \$10.00/square foot = | 4,060.00         |
| 4. Furnishings (See original budget for detail)  | <u>14,950.00</u> |
| SUBTOTAL FOR LOWER LEVEL   | 83,190.00        |

TOTAL FOR CENTER SECTION 186,885.00

II. EXISTING BUILDING REMODELING (CON'T)

C. Public Safety Wing

Upper Level:

|   |                  |
|---|------------------|
| 1. Administrative Area                          |                  |
| 2,740 square feet x \$50.00/square foot =       | 137,000.00       |
| 2. Dispatch Area                                | -0-              |
| 3. Northwest Conference and Vestibule infill    |                  |
| 13 x 30 = 390 square feet                       |                  |
| 390 square feet x \$100.00/square foot =        | 39,000.00        |
| 4. Detention Area (New entrance & cosmetic)     |                  |
| 1,440 square x \$10.00/square foot =            | 14,400.00        |
| 5. Restrooms (Code compliance & cosmetic)       |                  |
| 170 square feet x \$10.00/square foot =         | 1,700.00         |
| 6. Furnishings (See original budget for detail) | <u>76,500.00</u> |
| SUBTOTAL FOR UPPER LEVEL                        | 268,600.00       |

II. EXISTING BUILDING REMODELING (CON'T)

C. Public Safety Wing (Con't)

Lower Level:

|   |                 |
|---|-----------------|
| 1. Squad Room/Report Room                           |                 |
| 20 x 40 = 800 square feet                           |                 |
| 800 square feet x \$40.00/square foot =             | 32,000.00       |
| 2. Lunch Room                                       |                 |
| 308 square feet x \$40.00 =                         | 12,320.00       |
| 3. Locker Rooms                                     |                 |
| Men's: 15 x 37 = 555 square feet                    |                 |
| 555 square feet x \$60.00/square foot =             | 33,300.00       |
| Women's: 332 square feet x \$60.00/square foot =    | 19,920.00       |
| 4. Hallways and Stairs (Code compliance & cosmetic) |                 |
| 412 square feet x \$5.00/square foot =              | 2,060.00        |
| 5. Evidence/Reserves Locker Room                    |                 |
| 1,129 square feet x \$10.00/square foot =           | 11,290.00       |
| 6. Furnishings (See original budget for detail)     | <u>9,400.00</u> |
| SUBTOTAL FOR LOWER LEVEL                            | 120,290.00      |
| TOTAL FOR PUBLIC SAFETY                             | 388,890.00      |

MICHAUD  
COOLEY  
ERICKSON  
& Associates, Inc.

SUITE 1325 625 FOURTH AVENUE SOUTH

MINNEAPOLIS

MINNESOTA

55415-1698

TELEPHONE (612)339-4941

FAX (612)339-8354



Consulting Engineers

August 27, 1990

Mr. Don Erickson  
Patch, Erickson, Madson, Watton  
2730 Nevada Avenue North  
Minneapolis, MN 55427

RE: Crystal City Hall

Dear Don:

We have reviewed both the existing set of Mechanical and Electrical plans as well as the proposed additions and have briefly visited the site. Unfortunately, the set of the existing conditions is not an "as-built" set so I have to make some assumptions.

The three main ventilation and air conditioning systems are what as known as "multizone". Simply described, a system with a multi-number of ducts emanating from the air handler and each represents a temperature control zone. To create another temperature control zone, another main trunk duct must begin at the unit. As you can see, it is very costly to create additional zones.

Beside the lack of flexibility in this type system, the design is not uncommon today under certain circumstances. Bill Monk mentioned that one of the units was doing a poor job of controlling temperature. There should be no reason for this and it could be corrected. My opinion is that the existing systems can be modified and adjusted to work properly, and that new systems (because of the size of expansion) be similar in design. I would choose some zones to better match the space usage.

There might be a need for additional chiller capacity for the new addition, however, that could be better identified when cooling requirements are calculated.

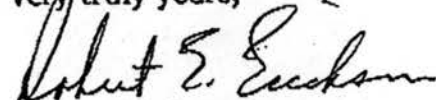
All of the above assumptions are included in the estimated costs that I have compiled.

The Mechanical/Electrical estimated cost for the new construction would be \$99,000.00. Remodeling the existing building would be \$68,000.00 plus \$25,000.00 for sprinkling the lower level, and the retrofit and upgrading of the existing equipment excluding the chiller would be \$100,000.00.

Mr. Don Erickson  
August 27, 1990  
Page 2

If more information is required, please let me know.

Very truly yours,



Robert Erickson  
President

REE/kmw

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September 1990

**CITY OF CRYSTAL****TOTAL REMODELING FURNISHINGS BUDGET**

| <b>I. Furnishings</b>   | <b><u>Unit<br/>Price</u></b> | <b><u>Total</u></b> |
|---|------------------------------|---------------------|
| <b>A. New workstations and private office furnishings for all employees<br/>at an average price of \$3,000.00 per workstation/office:</b> |                              |                     |
| <b><u>Upper Level</u></b>   |                              |                     |
| 34 Administrative Wing:   | 3,000.00                     | 102,000.00          |
| Administration  |                              |                     |
| Community Development   |                              |                     |
| Building  |                              |                     |
| Engineering   |                              |                     |
| Finance   |                              |                     |
| Receptionist Stations   |                              |                     |
| Conference/Council Office   |                              |                     |
| 19 Police Wing:   | 3,000.00                     | 57,000.00           |
| Chief of Police   |                              |                     |
| Investigations  |                              |                     |
| Secretarial   |                              |                     |
| Others  |                              |                     |
| <b><u>Lower Level</u></b>   |                              |                     |
| 3 Report Room Corner Workunits  | 700.00                       | 2,100.00            |
| Locker Rooms - Not included   |                              |                     |
| See Architectural Drawings  |                              |                     |
| <b>B. Seating</b>   |                              |                     |
| <b><u>Upper Level</u></b>   |                              |                     |
| <b>Administrative and Police</b>  |                              |                     |
| 53 Desk Chairs  | 350.00                       | 18,550.00           |
| 67 Side Chairs  | 150.00                       | 10,050.00           |
| <b><u>Lower Level</u></b>   |                              |                     |
| 3 Report Desk Chairs  | 350.00                       | 1,050.00            |

C. Conference Rooms and Lounges

Upper Level

|                                |          |           |
|--------------------------------|----------|-----------|
| 4 Large Conference Room Tables | 1,000.00 | 4,000.00  |
| 2 Small Conference Room Tables | 800.00   | 1,600.00  |
| 48 Conference Room Seating     | 350.00   | 16,800.00 |
| Lounge Furnishings             |          | 2,000.00  |

D. Breakrooms and Lunchrooms

Two Lunchrooms

|                |        |          |
|----------------|--------|----------|
| 24 Chairs      | 150.00 | 3,600.00 |
| 6 Round Tables | 250.00 | 1,500.00 |

E. Council Chambers

|                          |        |           |
|--------------------------|--------|-----------|
| 85 Seating               | 175.00 | 14,875.00 |
| 9 Council Member Seating | 350.00 | 3,150.00  |

F. Multipurpose Room - Lower Level

|           |        |          |
|-----------|--------|----------|
| 40 Chairs | 90.00  | 3,600.00 |
| 20 Tables | 250.00 | 5,000.00 |

G. Squad Room - Lower Level

|           |        |          |
|-----------|--------|----------|
| 20 Chairs | 60.00  | 1,200.00 |
| 10 Tables | 250.00 | 2,500.00 |

H. Filing/Storage/Miscellaneous  
(Includes Contingency Factor) 25,000.00

TOTAL 275,575.00



RESOLUTION NO. 90-12

RESOLUTION AWARDING CONTRACT FOR  
CITY HALL SPACE NEEDS ANALYSIS  
AND DISPENSING FUNDS FROM PIR FUND

WHEREAS, space needs problems at City Hall need to be addressed as outlined in the staff committee report dated December 6, 1989.

NOW, THEREFORE, BE IT RESOLVED that the Crystal City Council hereby contracts with Workplace Environments, Inc. to prepare a space needs analysis consistent with their proposal of March 7, 1990, at a cost not to exceed \$4,400.

BE IT FURTHER RESOLVED that funds for said report be allocated from Fund B of the PIR Fund.

Adopted this 13th day of March, 1990.

Betty Lewis  
Mayor

ATTEST:

Darlene George  
City Clerk

50-4310-483-32

DATE: March 6, 1990  
TO: Jerry Dulgar, City Manager  
FROM: Bill Monk, City Engineer  
SUBJECT: Space Needs

Since the Council's last meeting, I have contacted several cities, namely Brooklyn Center, Minnetonka and Plymouth, that have completed or are in the process of preparing an extensive review of their space needs. All three cities have contracted with Workplace Environments, Inc., located in Plymouth, to reconfigure and intensify use of existing space as well as determine the limits of additional space if needs exceed current availability.

The attached proposal describes how Workplace would analyze Crystal's needs and attempt to meet that need within the existing structure as a first course of action. While this design procedure does not rule out the option of a building expansion, any expansion would definitely be minimized.

After reviewing previous work performed by Workplace Environments, Inc. on similar projects, I am quite impressed. In addition to an analysis of needs and capacity, the reports I reviewed also addressed details involving operational interaction of department functions. Phasing of space improvements was also addressed.

I believe the proposal from Workplace Environments, Inc. represents a means to review Crystal's space needs and minimize the scale of potential capital improvements which was the theory behind the staff committee's report. It is recommended Crystal contract with Workplace Environments, Inc. to perform a space needs analysis consistent with the attached proposal and funds allocated from the PIR Fund to cover said costs.



WM:jrs

Encl



**WORKPLACE ENVIRONMENTS, INC.**

VICKSBURG PLAZA • SUITE #15  
1115 VICKSBURG LANE NORTH  
PLYMOUTH, MINNESOTA 55447  
(612) 476-0663 • FAX # (612) 476-0680

March 7, 1990

Mr. William Monk  
Public Works Director  
CITY OF CRYSTAL  
4141 Douglas Drive North  
Crystal, MN 55422-1696

re: Proposal for a space study for the City of Crystal offices

Dear Mr. Monk:

We understand the purpose of this space study is to determine if the City of Crystal has properly utilized its existing office space and to what extent expansion to the building may be required. To provide this study, the following services would be performed:

- \* Workplace Environments will perform a needs assessment survey interviewing all department managers and any other key department people as requested. We suggest that for the Police Department, we only interview the Police Chief Administrator. In addition, we will inspect each workstation within the building, inventorying their work space needs as to worksurface, filing, storage, office machines and visitor area, etc. We understand that about 75 people are in the building but only approximately 45 will be surveyed in this manner since the balance are police officers out of the premises. All common areas such as conference, break and storage areas will be reviewed.
- \* Workplace Environments will provide as appropriate one to two floor plans reviewing the building, with our recommendations. These floor plans will be complete enough to include furniture and equipment so an understanding of space each person or common area requires is understood.
- \* Workplace Environments will provide a budget for construction remodeling of the interior of the building that coordinates with our blueprint recommendations. If we have determined that additional wings be added to the building, we will provide budgets for construction of these wings. However, it is our objective to make the best possible use of the existing building and to suggest additions to the building only as a last resort.

Our fees for this service are \$55.00 per hour for design and \$35.00 per hour for clerical. We anticipate this service to cost between \$3,400.00 and \$4,400.00 not to exceed \$4,400.00. Blueprint charges are additional.

Thank you for considering Workplace Environments.

Sincerely,

William H. Baxter

WHB/es

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PROJECT REFERENCESCITY/GOVERNMENT PROJECTS

City of Minnetonka Terry Schwerm 933-2511  
Minnetonka, Minnesota Assistant City Manager

Currently conducting a space study for department relocations and adjacencies for the city offices. Project will include rearrangement and remodeling of all the office workstations.

City of Cottage Grove Kevin Frazell 458-2822  
Cottage Grove, Minnesota

Currently conducting a preliminary space study and analysis of the city offices. The preliminary study will be recommending department relocation, workstation needs, adjacencies and traffic patterns. Further remodeling action will be taken based on our recommendations. Work is just beginning.

City of Brooklyn Center Sy Knapp 561-5440  
Brooklyn Center, Minnesota

Completed a space study of the administrative offices for complete rearrangement. The purpose was to effectively use space so additions to the building need not be constructed. Our space study effectively confirmed the building could be more effectively utilized with new workstations and remodeling.

City of Mahtomedi Mark Ness  
Mahtomedi, Minnesota

Preliminary space study was completed showing a remodeling of the building with new workstations and new council chambers making effective use of the old garage area of the building.

City of Plymouth Fred Moore, Manager 559-2800  
Plymouth, Minnesota

50,000 square foot design of remodeling and renovation of present offices including reuse of existing furnishings.

ANALYSIS OF CITY HALL  
SPACE NEEDS

Prepared by Committee of:

Nancy Gohman  
Miles Johnson  
William Monk  
James Mossey

December 6, 1989

Although some of Crystal's overall space needs were addressed as a part of the community center referendum, City Hall was only minimally impacted. The relocation of the Park and Recreation Department offices opens up 1,400 square feet of usable space on the lower level but does little to offset the space and layout problems currently being experienced throughout the City Hall complex. It was because of these problems that this committee was formed and directed to review space needs options.

There are essentially four major space deficiencies that need to be addressed:

- 1) The serious overcrowding of all police functions including administration, patrol, investigation, booking and holding within a 4,400-square foot wing of the building.
- 2) Tight quarters being experienced by numerous administrative departments including the Manager's Office, Finance and Engineering.
- 3) Layout problems that separate related administrative functions and disrupt the conduct of City business with the public and between departments.
- 4) A lack of functional storage space for records and mandatory data retention in locations reasonably close to departments in need of record access.

Even with the relocation of the Park and Recreation offices to the Community Center, the space problems listed above cannot be adequately addressed in the existing City Hall building. Not only must additional space be provided, the space must be located in areas that allow expansion of the functionally deficient departments. The focus of this report is directed towards providing the space needed by modifying and expanding the City Hall facility. New construction at a different location was not seriously reviewed.



In reviewing expansion options, providing adequate departmental space in a functional layout was only part of the process. Given the structural integrity of interior walls, it is important to minimize internal reconstruction as existing space is reused. Maintaining outside parking is also important given past problems, although relocating Park and Recreation will improve the parking situation. Additionally, disruption of municipal services during expansion is a significant factor as part of any construction process.

Based on a lengthy review of the issues previously noted, two major additions to City Hall are proposed to satisfy the long term space needs of all municipal administrative functions excluding park and recreation. A two-story addition at the northwest corner for police use and a single-story southward expansion for general administration are detailed in the appendix. The appendix materials also provide a space analysis by work area and an estimated cost for remodeling and expansion in addition to a preliminary site layout.

Some of the items included in the remodeling/expansion proposal are as follows:

- The Manager's Office is relocated to the south wing with other administrative departments while the center section of the building is to be reused for more multi-purpose functions.
- The Police Department will function on a two-floor arrangement with Administration on the lower level and Patrol/Investigation on the upper level. No changes are required or proposed to the holding cell or dispatch areas.
- The Community Room remains unchanged except for providing for movable partitions and can continue to serve a wide variety of purposes.
- Fire Department offices (Fire Marshall and Fire Prevention Officer) are moved to the south wing of City Hall as a consolidation of City services. This relocation will also eliminate the need for an extensive remodeling to provide bedrooms in the South Station.
- To meet Building Code requirements, a sprinkler system will be installed throughout the lower level. Also, an elevator is being included to meet more stringent code requirements for the handicapped.
- Separate break rooms will be provided for smokers and non-smokers to comply with State indoor air regulations.

- Removal and replacement of asbestos products, namely ceiling spray and tiles, floor tiles and pipe insulation.
- An upgrade of the building's mechanical system as well as the Council Chambers audio system are included.
- Outside improvements have been limited to the lower lot which is impacted by the Police expansion. An upgrade to the outside lighting system is included.

The economic impact of this project on the PIR Fund is viewed as an essential part of the overall proposal. For that reason, a cost estimate noting a \$1.3 to \$1.5 million expenditure for the expansion project, along with a recap of expenditure and revenue projections for the PIR Fund through 1992 is included in the appendix. The expenditure levels noted represent the maximum drawdown recommended in order to maintain the economic vitality of the PIR Fund for future years while permitting the City to address its long term space needs in the Community Center and City Hall.

A more detailed layout plan has been prepared to insure that basic space requirements of all departments can be adequately met in terms of long term needs. However, these sketch plans should be reviewed by a knowledgeable space needs consultant prior to general release.

In finding that City Hall space needs can be adequately addressed as part of a remodeling/expansion project, this Committee recommends a space needs consultant be hired to review the preliminary layouts in hand and formulate a final conceptual design along with an estimate of cost. This plan can then be used to determine the base level and cost effectiveness of improvements required to house the operations of City Hall at this location.

It is important to note that numerous basic work items are included in this space needs proposal that will need to be completed whether the facility is expanded or not. If a space needs plan is not adopted, building improvements, including the upgrade of the mechanical system, asbestos removal, code compliance items and remodeling of the Park and Recreation area will have to be added to upcoming budgets as some level of work will be required.

A P P E N D I X



### WORK AREAS

|                        | <u>Existing<br/>Space</u> | <u>Proposed<br/>Space</u> |
|------------------------|---------------------------|---------------------------|
| Administration         |                           |                           |
| Manager's Office       | 1,400 SF                  | 9,000 SF                  |
| General Administration | 5,000 SF                  |                           |
| Fire Department        | 550 SF                    |                           |
|                        | (in South Station)        |                           |
| Police                 |                           |                           |
| Administration         |                           | { 2,600 SF                |
| Patrol                 | 4,400 SF                  |                           |
| Investigation          |                           |                           |
| Vehicle Storage        | 2,000 SF                  |                           |
| Evidence Storage       | 350 SF                    |                           |
|                        |                           | 4,600 SF                  |
|                        |                           | 1,600 SF                  |
|                        |                           | 2,000 SF                  |
|                        |                           | 700 SF                    |
| Park & Recreation      |                           |                           |
| Administration         | 1,400 SF                  | 2,000 SF                  |
|                        |                           | (in Comm. Ctr)            |

Public areas such as lobby, restrooms, community room,  
Council Chambers are not included in  
above areas as no change is proposed.

Basement storage areas also are not included.

REMODELING/EXPANSION ESTIMATED COSTS

|                                  |             |
|----------------------------------|-------------|
| New Construction                 |             |
| 3,600 SF @ \$75/SF               | \$270,000   |
| 1,600 SF @ \$130/SF              | \$208,000   |
| Elevator @ L.S.                  | \$ 50,000   |
| Outside Improve. @ L.S.          | \$ 50,000   |
| Remodeling & Upgrade             |             |
| 10,000 SF @ \$35/SF              | \$350,000   |
| Additional Furnishings           | \$ 60,000   |
| Mechanical Upgrade @ L.S.        | \$125,000   |
| Sprinkler System in Basement     | \$ 30,000   |
|                                  | <hr/>       |
|                                  | \$1,143,000 |
| Architectural & Engineering Fees | \$160,000   |
|                                  | <hr/>       |
|                                  | \$1,303,000 |

RECAP OF PIR FUND

Projected Revenue as of 12/1992

|          |  |
|----------|--|
| Fund A - | \$ 600,000 as a rotating assessment fund       |
| Fund B - | \$1,000,000 for miscellaneous Council projects |
| Fund C - | \$5,900,000 Balance                            |
| Total    | \$7,500,000                                    |

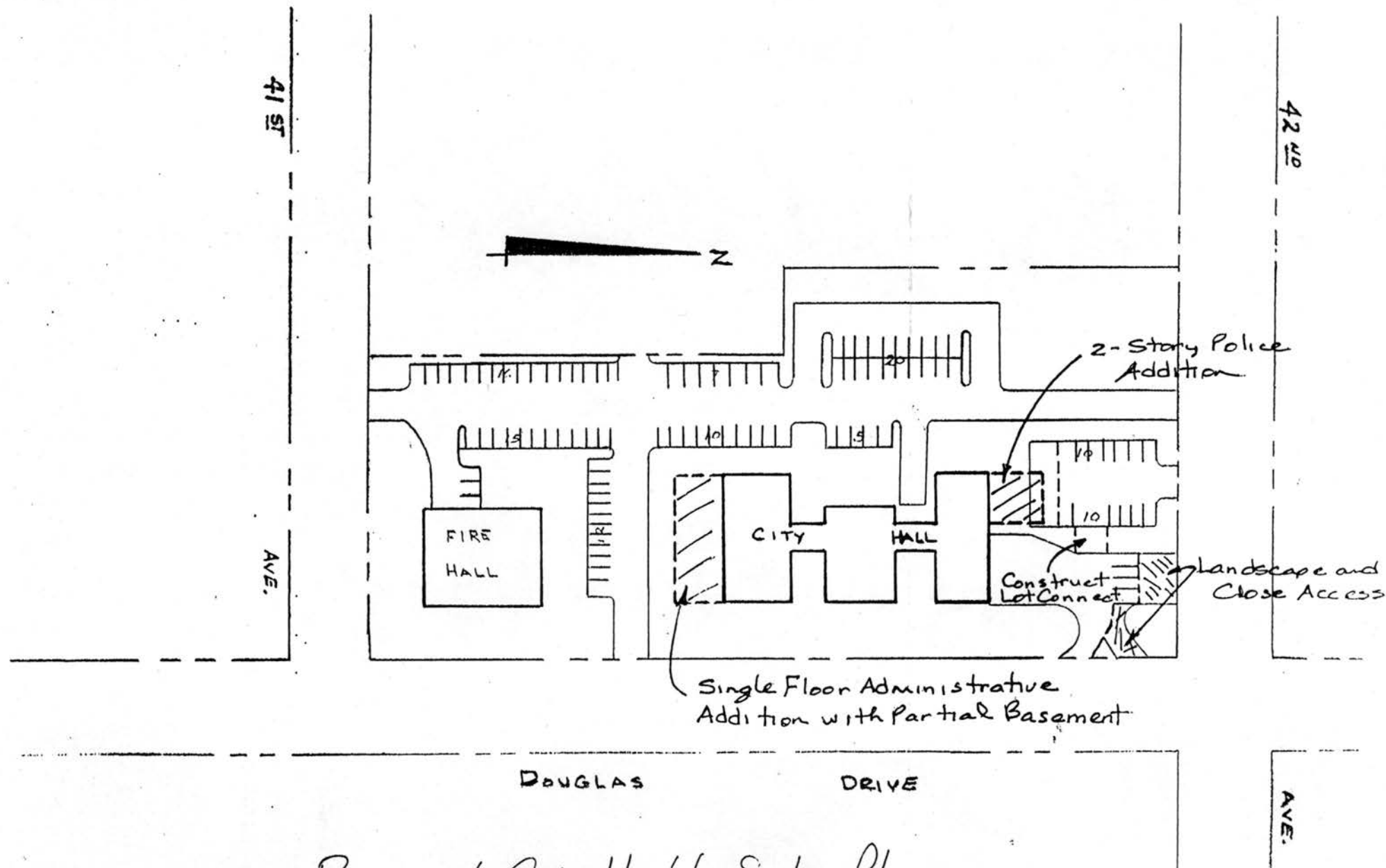
Estimated Expenditures

|                        |             |
|------------------------|-------------|
| Community Center -     | \$1,750,000 |
| City Hall Remodeling - | \$1,300,000 |
| Total                  | \$3,050,000 |

Balance

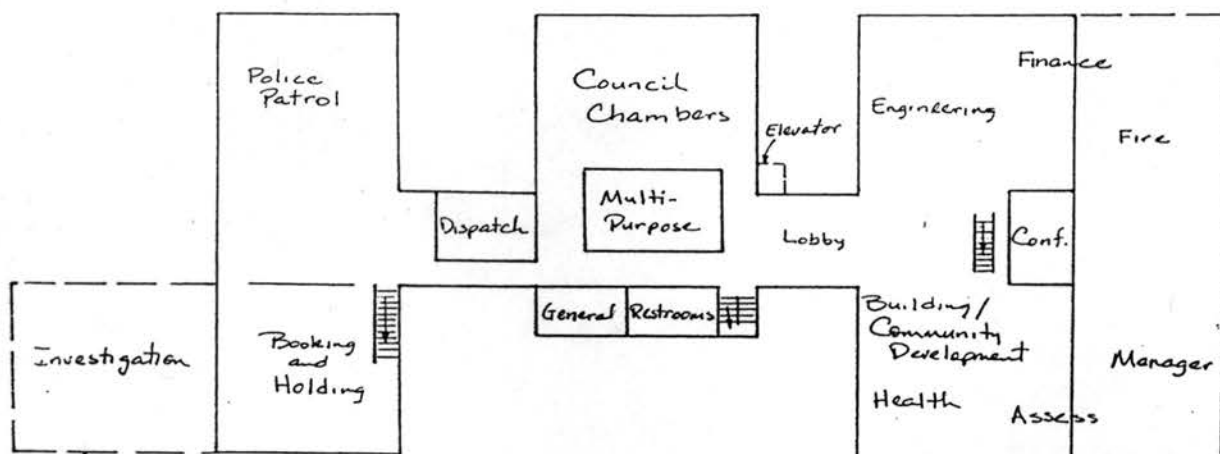
|          |             |
|----------|-------------|
| Fund A - | \$ 600,000  |
| Fund B - | 1,000,000   |
| Fund C - | 2,850,000   |
| Total    | \$4,450,000 |

Note: Waterslide short-term funding is not included in above figures.



Proposed City Hall Site Plan

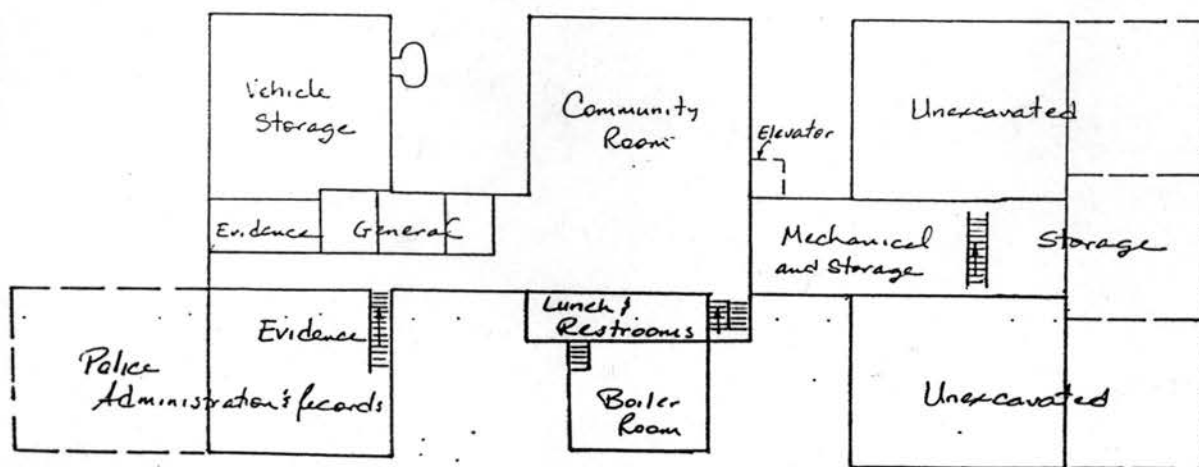
SCALE 1" = 100'



Proposed 2-Story  
Police Addition  
(40' x 40')

Proposed Admin.  
Office Addition with  
Partial Basement  
(36' x 100')

UPPER LEVEL  
CRYSTAL CITY HALL



LOWER LEVEL

PROPOSED SPACE NEEDS LAYOUT