

## **CITY HALL TASK FORCE MEETING SUMMARY**

The City Hall Task Force met at 12:00 p.m. on Thursday, February 14, 2019 in Conference Room No. 1 at the Willmar City Office Building.

Members present were: Council Members Julie Asmus, Fernando Alvarado, Shawn Mueske, and Kathy Schwantes.

Also present were: Mayor Marv Calvin, Interim Planning and Development Services Director Sarah Swedburg, and Engineering Administrative Assistant Kelsi Delbosque.

Updates for information requested at the last meeting for Fire Station, Block 25, current City Hall and Hardware Hank building were provided by staff to include acquisition costs, environmental concerns and T1 costs. The information from staff on each of these sites was considered as follows:

### Fire Station Block:

Acquisition cost to purchase the Dry Cleaners estimated at \$453,800 and the two small businesses estimated at \$130,300. Environmental concerns are unknown, consideration should be given to chemicals used in dry cleaning. Clean up could be as high at \$150,000. T1 costs would include moving fiber optics to this site estimated at \$150,000 with a total known cost estimate of \$734,100.

### Block 25 on Highway 12:

Acquisition cost to purchase former Nelsen property estimated at \$175,000 and the corner business estimated at \$60,000. Environmental concerns are the site has been cleaned up and approved but other lots are unknown of possible hazards, including the city-owned parking lot. T1 costs to move estimated at \$200,000 with a total cost to this site estimated at \$435,000.

### Current City Hall:

No acquisition costs, environmental concerns none, it will be removed in the demolition process. T1 costs to move fiber optic cost \$75,000, interim relocation costs \$50,000 (use city/county/government offices with no rent costs; moving done internally, some minor remodeling to be done as needed.) Demolition of current City Hall estimated between \$120,000 - \$220,000. Using the higher number the total site estimated cost is \$345,000. The task force requested staff clarification on demolition costs and more detailed information on relocation costs.

### Hardware Hank Building:

Acquisition costs of \$400,000, no known environmental concerns, T1 costs to move fiber optic cost \$125,000 for a total known cost estimate of \$525,000.

Councilmember Asmus mentioned an additional site being the parking lot south of the Masonic Building and east of the current City Hall with an estimated square footage of 3,700 (referred to as 5<sup>th</sup> and Becker). The task force discussed the new location and it was a conceded to add the location into the list of possible sites. Also discussed was the square footage of several sites and how it would relate to the need for parking.

The task force went on to discuss the evaluation of priorities and completed a ranking exercise to convey to staff. The ranking was based on costs, economic development, traffic and visibility and items that relate to efficiency for office functions.

Cost factors: Demolition, acquisition, displacement of employees, effect on property taxes, own versus lease, site preparation and environmental concerns and the cost of putting in the T1 line.

Efficiency factors: Is it connected to the Auditorium, one-stop shop, and internal department deficiencies.

Parking factors: Ample and convenient parking, accessible traffic flow, high visibility.

Economic development factors: Catalyst for city improvement, residential co-location, and does it stimulate economic development.

Discussion of the effects of the relocation of WRAC 8 and how it could change the franchise agreement, the council chambers being onsite, determination of the footprint size, consideration of office space for Mid MN Development Commission, and the concept of a one-stop shop. The task force discussed what departments would be included in the City Hall and how this would have an effect on the footprint of the building.

The results of the exercise enabled the task force to narrow the priorities and give staff direction as to which specific items they require feedback for and be able to do a site evaluation based on priorities. Staff was requested to provide the costs to purchase the properties/willingness to sell, the required number of parking spaces and square footage needs with current availability and overflow options, current taxes for each site and impact to city tax rolls, possibility of adding a community center (11,000 sf) building to site, and building to site versus square footage.

The meeting ended at 1:20 p.m.

Janell Sommers  
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