

Grand Marais City Hall and Liquor Store

Predesign Summary - June 2020



PERFORMANCE
DRIVEN DESIGN.

Introduction

Process

Following a July 2019 preliminary planning study for a potential mixed use residential development with the City Hall and municipal liquor store, LHB was contracted in the Fall of 2019 to complete a predesign study for only the City Hall and liquor store located on the current site of Grand Marais' City Hall.

The LHB design team visited the site and recorded the existing conditions through observation, photography, and preliminary measurements to get a better understanding of the current facilities. LHB also interviewed various stakeholders for basic programming needs. A memo is included in the Appendix for further information.

Presentations to the city council occurred on three separate occasions (October 9, 2020; October 30, 2019 and January 29, 2020) where various findings and concepts were discussed, and feedback collected for inclusion into each successive design effort. A follow-up phone conference with the council was also held on February 19, 2020 to discuss final comments which resulted in the final concept presented as part of this submittal. It was clarified that the Proposed Concept is not the final design, but an acceptable stopping point in the design process. The Proposed Concept design will be used for a 3rd party cost estimate (included in this report), and as the foundation for final design activities which will occur once the project is approved by the council at a point in the future. It is generally accepted by all involved that the design would change because of further design efforts, cost management and the dynamic needs of the city. All agreed that the successful design of the liquor store is a fundamental goal that cannot be compromised.

Project Description

The building consists of a one-story structure on the corner of Broadway and 1st Street in downtown Grand Marais. The 16,250 GSF concept is currently proposed to contain the municipal liquor store, city hall, public toilets and a small suite of offices for partner institutions/ agencies. The structure will most likely consist of concrete block foundations with spread footings, simple steel frame and bar joist construction with metal stud and gypsum board sheathing for the envelope. The roofs will be 'low-slope' roofs with an adhered EPDM roofing system, and ample capacity for the installation of photo-voltaic panels in the future.

The exterior cladding on the streetscape elevations will consist primarily of two types of brick veneer with simple brick detailing appropriate for a commercial district of a modest town in Minnesota. Cladding on the alley and parking side will have a simple metal panel system for visual interest, cost management and durability. Windows will be pre-finished aluminum with insulated glazing, and vary in size from smaller office sized windows to larger windows in the public portions of the facility such as the council chambers and the liquor store. Fabric awnings will also be used along the

public facing streets and over key back entrances. Key entrance locations to the city hall and liquor store will be highlighted with interesting and prominent architectural features including a large lit sign for the liquor store.

Interior finishes in the city hall portion will consist of painted gypsum board walls, carpet tile, linoleum sheet flooring in public areas (for durability and ease of maintenance) and two types of acoustical ceiling tiles. Interior finishes in the liquor store will also consist of painted gypsum board walls, but the flooring will be a decorative polished concrete (possibly with added color) and the ceiling will most likely be painted exposed structure with strategically placed ceiling 'clouds' for product area focus and added character. Public restroom floors will most likely be tile or epoxy coated, and the walls will have full height tile in high exposure areas and 48" wainscot in less trafficked toilet rooms. Phenolic toilet stall dividers and solid surface lavatories will be provided with a focus on durability and ease of maintenance. In general, all casework shall be plastic laminate veneer cabinets with solid surface counter tops; window sills shall be solid surface for durability; 1" mini-blinds for windows; and all 'back of house' spaces will have sealed concrete floors.

The facility will be designed with key functional goals of ease of maintenance, durability, and energy efficiency. The energy efficiency of mechanical equipment and lights, providing natural daylighting and views, plus attentive architectural detailing to create a tight and well-insulated building envelope are the primary design drivers. As previously mentioned, the building will also be designed to accept photo-voltaic panels on the roof.

Existing Program Diagram

As part of the information gathering stage, the existing spaces found in the current City Hall complex were inventoried. It should be noted that the building has served many uses over the years, with a number of additions and interconnected buildings. This generally means that spaces are not "right-sized" to their current uses and circulation paths are circuitous. Please refer to the diagram on the following page. As the public toilets are a separate use without an internal connection to the rest of the structure, they have been omitted from the diagram.

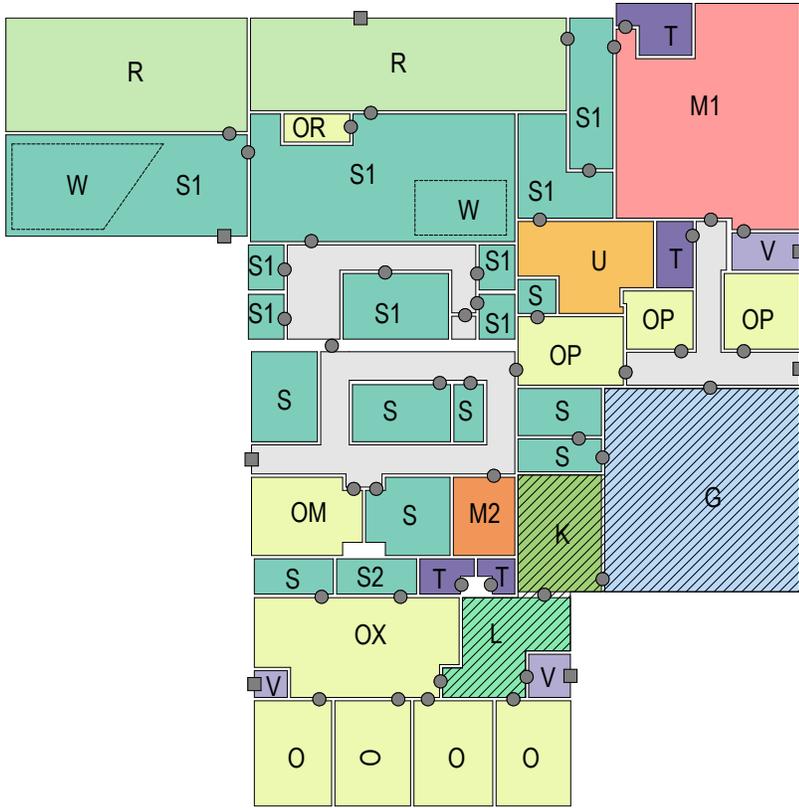


DIAGRAM KEY		
O	-OFFICE	745 NET SF
OM	-OFFICE/MEETING	188 NET SF
OX	-OPEN OFFICE	431 NET SF
OR	-OFFICE (RETAIL)	42 NET SF
OP	-OFFICE (PARTNER)	388 NET SF
S	-STORAGE	690 NET SF
S1	-STORAGE (RETAIL)	1,916 NET SF
S2	-STORAGE/WORKROOM	64 NET SF
L	-LOBBY	214 NET SF
T	-TOILETS	192 NET SF
M1	-COUNCIL/CHAMBER	842 NET SF
M2	-MEETING ROOM	111 NET SF
G	-GARAGE/SHOP	917 NET SF
U	-UTILITY	233 NET SF
V	-VESTIBULE	119 NET SF
K	-BREAKROOM/WORKROOM	224 NET SF
W	-WALK-IN COOLER	N/A
R	-RETAIL	1,380 NET SF
●	DOOR/PASSAGE WAY	
■	EXTERIOR DOOR	

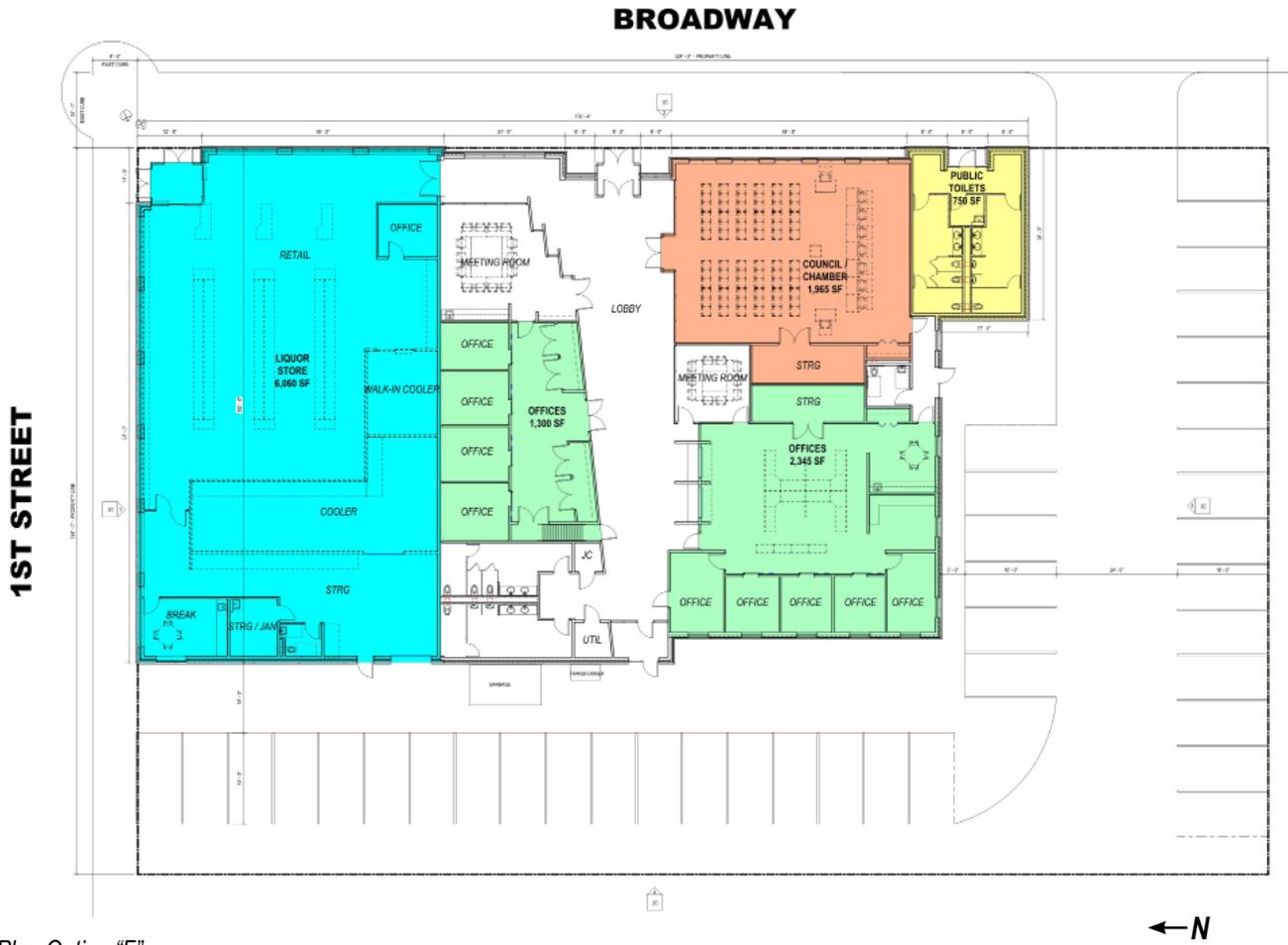
Initial Proposed Concept

Program

Space	Quantity	SF	Total SF
<i>Liquor Store</i>			5,550
<i>Retail Area</i>	1	3,170	
<i>Cooler</i>	1	800	
<i>Walk-in Cooler</i>	1	235	
<i>Stock</i>	1	880	
<i>Breakroom</i>	1	185	
<i>Office</i>	1	125	
<i>Janitor's Closet/Storage</i>	1	105	
<i>Toilet</i>	1	50	
<i>City Council</i>			1,845
<i>Council Chamber</i>	1	1,650	
<i>Closet</i>	1	25	
<i>Table/Chair Storage</i>	1	170	

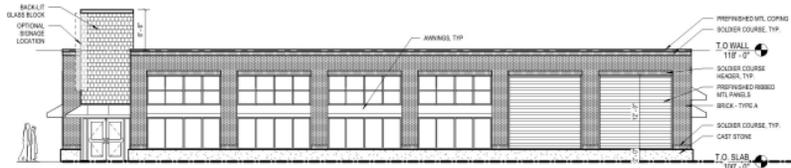
Space	Quantity	SF	Total SF
<i>City Hall</i>			2,445
<i>Open Office Area</i>	1	985	
<i>Private Offices</i>	5	660	
<i>Meeting Room</i>	1	225	
<i>Workroom</i>	1	140	
<i>Breakroom</i>	1	180	
<i>Closet</i>	1	25	
<i>Storage</i>	1	160	
<i>Toilet</i>	1	70	
<i>Partner Offices</i>			1,145
<i>Private Offices</i>	4	540	
<i>Storage</i>	3	135	
<i>Lobby</i>	1	470	
<i>Public Meeting Room</i>	1	505	505
<i>Public Toilets</i>			900
<i>Men's</i>	2	450	
<i>Women's</i>	2	450	
<i>Public Lobby / Displays</i>	1	1,970	1,970
<i>Miscellaneous</i>			470
<i>Vestibules</i>	4	310	
<i>Janitor Closets</i>	2	70	
<i>Utility</i>	1	50	
<i>Roof Access</i>	1	40	
<i>Total NSF</i>			14,830
<i>Total GSF</i>			16,250
<i>Net to Gross Ratio</i>			91%

Plan Diagram



Plan Option "F"

Elevations



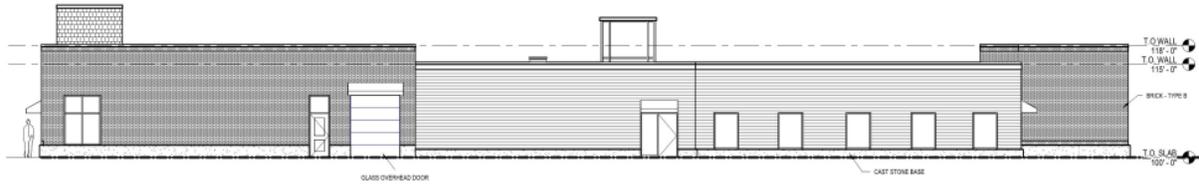
North Elevation



East Elevation



South Elevation

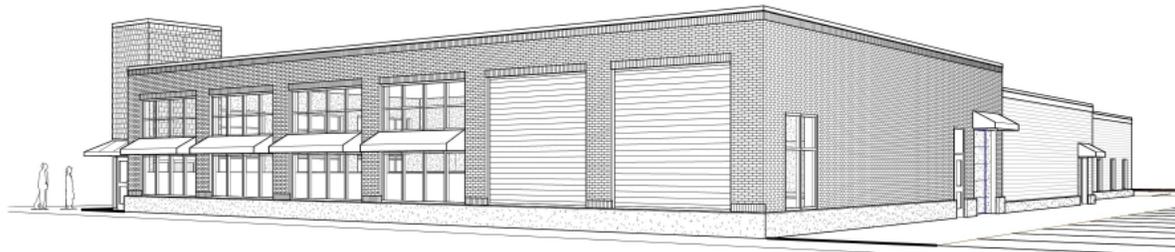


West Elevation

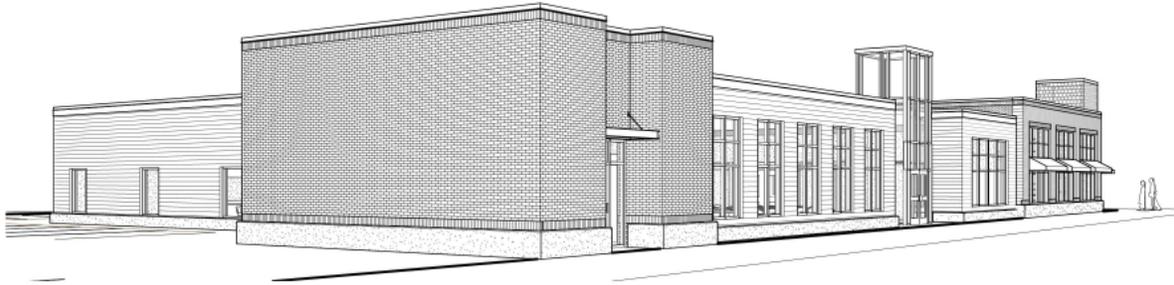
Perspective Views



View from the Northeast



View from the Northwest



View from the Southeast

Code Summary

Applicable Codes:

- 2020 Minnesota Building Code
- 2020 Minnesota Mechanical and Fuel Gas Codes
- 2017 National Electric Code
- 2020 Minnesota Plumbing Code
- 2020 Minnesota Accessibility Code
- 2020 Minnesota Fire Code
- 2020 Minnesota Energy Code

Building Information:

- Building Size: 16,250 GSF
- Building Stories: One (1) above grade

Occupancy Groups:

- A-3 – Assembly – 1,735 sf
- B – Business – 8,443 sf
- M – Mercantile – 6,064 sf

Construction Type:

- II-B, Sprinklered

Allowable Building Height:

- Allowable Height: A, B and M = 75' (Table 504.3)
- Allowable Stories: A-3= 3; B=4, M=3 (Table 504.4)

Actual Building Height:

- 1 story
- 18'-0", plus entry elements

Allowable Area (Table 506.2):

- A-3 = 38,000
- B = 92,000
- M = 50,000

Mixed Occupancy:

- Occupancies can be considered non-separated if building meets the most restrictive requirements.
- A-3 is most restrictive and allowable area is larger than planned

total building SF.

Occupancy Separations:

- If mixed occupancy provisions are not used, a 1 hour separation is needed between A-3 and B occupancies.
- No separations required between B and M.

Fire Protection Requirements:

- Fire protection is required if A-3 fire area is over 12,000 SF, >300 persons, fire area is on a level other than the level of discharge.
- Required if M fire area is over 12, 000 SF

Occupant Load (Table 1004.1.2)

- A-3 Occupancy, 15 net = 116 people
- B Occupancy, 150 gross = 57 people
- M Occupancy, 60 gross, 300 gross storage = 64 + 8 or 72 people

Plumbing Fixtures

- Water closets
 - A-3: Male, 1 per 125; Female, 1 per 65
 - B: 1 per 25 for the first 50 and 1 per 50 for the remainder
 - M: 1 per 500
- Lavatories:
 - A-3: 1 per 200
 - B: 1 per 40 for the first 80 and 1 per 80 for the remainder
 - M: 1 per 750
- Drinking Fountain:
 - A-3: 1 per 500
 - B: 1 per 100
 - M: 1 per 1,000
- Service Sink: 1

Conceptual Cost Estimate

In the spring of 2020, the conceptual drawings were provided to McGough Construction for the purpose of developing a conceptual cost estimate. The full summary and basis of estimate information is provided in the appendix.

Existing Conditions.....	\$153,282
Sitework.....	\$373,655
Substructure	\$253,106
Structure.....	\$360,919
Exterior Enclosure	\$918,344
Roofing.....	\$239,039
Interiors.....	\$847,076
Building Equipment.....	\$173,400
Mechanical	\$568,340
Fire Protection	\$56,834
Electrical.....	\$361,814
Low Voltage Electrical Systems.....	\$79,980
General Conditions.....	\$336,115

Grand Marais City Hall and Liquor Store

Subtotal of Construction Costs	\$4,721,905
Miscellaneous Costs.....	\$182,214
Fees and Contingency.....	\$776,076
Total Construction Costs.....	\$5,680,195

Adjusted Square Footage Concept

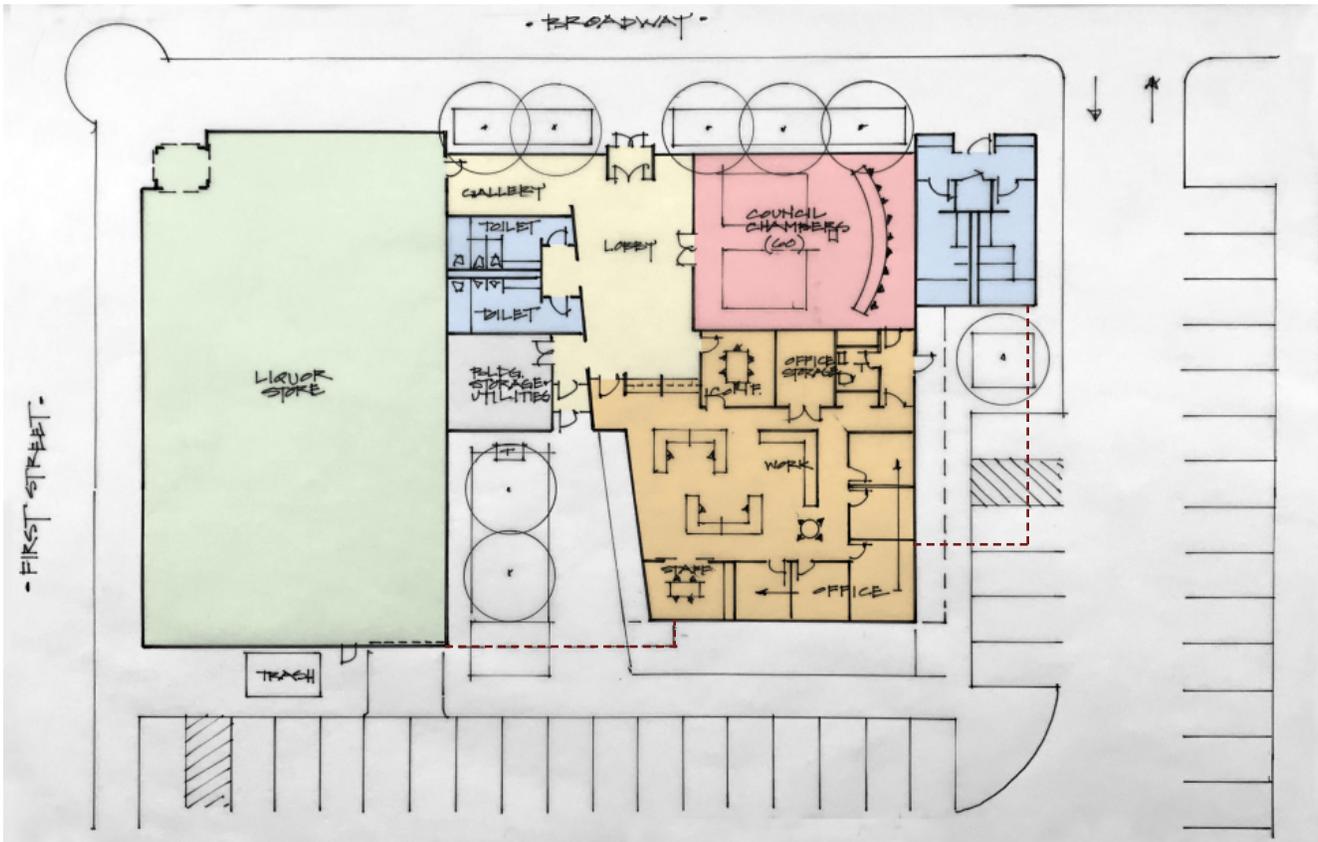
Background

At the May 27, 2020 City Council meeting, the initial proposed concept was discussed. This meeting occurred after the primary predesign work was done, and after a period of significant change in the City given the 2020 global COVID-19 pandemic. While LHB was not present at the meeting, the video recording of the public meeting provided input from the Council, summarized below by LHB.

- While \$4 million was initially targeted in the capital improvement plan, COVID has impacted cash-on-hand and liquor store reserves/general fund reserves.
- It is possible that there will not be any need for partner space as partners have been working remotely for a few months due to the closing of City Hall.
- 75 people in the council chamber is not seen as needed. 50 people was suggested as the “right” number to accommodate. Some saw the size of the Council Chamber as “extravagant”.
- The Liquor Store likely won’t see long term impacts from the current pandemic. It was noted that the Liquor Store needs to be as profitable and functional as possible.
- It was questioned if all the offices and meeting spaces were needed, especially with the lessons learned with COVID. It was noted that people are currently working at home and working independently.
- Reduction of the lobby area was suggested as a way to reduce the total square footage of the building, and therefore the costs.
- Some flexible space is desired, but no details were given on the type, amount, or potential use.
- It was stated that eliminating approximately 2,000 GSF from the project was desired by some, resulting in a desired building size between 13,000 - 14,000 GSF.
- The future needs of City Hall should be considered. It was questioned if the design could accommodate a future addition to the south, possibly relocating the public toilets in the current project.

Revised Plan Diagram Concept

After reviewing the City Council's comments, LHB revised the predesign concept to demonstrate a possible revised layout. Further work to refine the reduced building size will continue into Schematic Design, but the total gross area of the concept shown below is approximately 14,400 GSF, with the red dashed areas being potential expansion locations if additional area is needed in the future.



Plan Option "G"

Appendix

- Conceptual Estimate, Grand Marais City Hall / Municipal Liquor Store, June 2, 2020 (provided by McGough)
- Basis of Proposed Estimate, Grand Marais City Hall / Municipal Liquor Store, June 2, 2020 (provided by McGough)
- Summary of Programming Meetings, October 2, 2019
- Initial Plan Options
- Program Comparison Chart



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Owner: City of Grand Marais
Project: Grand Marais City Hall Municipal
Liquor - Rev1

Estimator: Jeff Morris
Estimate Type: Conceptual
Date: 06/02/20

Code	Description	Qty	Unit	Rate	Total	% of Total
1	Existing Conditions	16,238	SF	9.44	153,282	2.70
2	Sitework	16,238	SF	23.01	373,655	6.58
3	Substructure	16,238	FP	15.59	253,106	4.46
4	Structure	16,238	SF	22.23	360,919	6.35
5	Exterior Enclosure	11,024	Ext SF	83.31	918,344	16.17
6	Roofing	16,238	Roof SF	14.72	239,039	4.21
7	Interiors	16,238	SF	52.17	847,076	14.91
8	Stairs	1	Flights	0.00	\$0.00	0.00
9	Building Equipment	16,238	SF	10.68	173,400	3.05
10	Conveying Systems	1	EA	0.00	\$0.00	0.00
11	Mechanical	16,238	SF	35.00	568,340	10.01
12	Fire Protection	16,238	SF	3.50	56,834	1.00
13	Electrical	16,238	SF	22.28	361,814	6.37
14	Low Voltage Electrical Systems	16,238	SF	4.93	79,980	1.41
15	General Conditions	7	MO	48,016.44	336,115	5.92
16	Weather Conditions	16,238	SF	0.00	\$0.00	0.00
17	Hoisting	7	MO	0.00	\$0.00	0.00
18	Subtotal of Construction Costs	16,238	SF	290.79	4,721,905	83.13
19	Miscellaneous Costs					
20	Permit Fees				\$500.00	0.01
21	SAC/WAC Fees				\$0.00	0.00
22	Surveying/Layout				9,440	0.17
23	Testing & Inspections				30,000	0.53
24	Builder's Risk & Deductibles				5,277	0.09
25	Performance Bond				39,580	0.70
26	Subcontractor Default Insurance				51,266	0.90
27	Pre-Construction Services				\$0.00	0.00
28	General Liability Insurance	4,857,968			46,151	0.81
29	Subtotal Construction & Misc. Items				4,904,119	86.34
30	Fees & Contingency					
31	Design Contingency	8.00	%	4,904,118.63	392,329	6.91
32	Construction Contingency	5.00	%	4,904,118.63	245,206	4.32
33	Escalation: Mid Pt of Construction	0.00	%	5,541,654.05	\$0.00	0.00
34	D-B Design Fees	0.0	%		\$0.00	0.00
35	Construction Fee	2.50	%	5,541,654.05	138,541	2.44
36	Grand Total Construction Costs	16,238	SF	349.80	5,680,195	100.00



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Building for the Next Generation

GRAND MARAIS CITY HALL & MUNICIPAL LIQUOR BASIS OF PROPOSAL ESTIMATE – REV1 DATED 06/02/20

General

1. Inclusions
 - A. Estimate based off OPT C – conceptual plans from LHB Architects dated 05/08/20
 - B. Project assumed to start in the spring of 2021
 - C. Assumes a 7-month construction duration
 - D. \$30,000 allowance for testing and special inspections
 - E. Builders risk insurance
 - F. Payment and performance bond
 - G. Sub-contractor default insurance
 - H. General liability insurance
 - I. 8% Design Contingency
 - J. 5% Construction Contingency
 - K. \$500 for MN land use fee / permit only

2. Exclusions
 - A. Owner Contingency
 - B. Building permits
 - C. Architectural or engineering fees & reimbursables
 - D. Hazardous waste survey, removal or remediation
 - E. 3rd Party Commissioning agent
 - F. Temporary or permanent moving costs
 - G. On site security guard
 - H. LEED Certification and/or documentation
 - I. Work outside of site boundary

Existing Conditions

1. Inclusions
 - A. General clean up
 - B. Removal of existing building

2. Exclusions
 - A. Hazardous waste removal or remediation
 - B. Removal or remediation of underground storage tanks

Sitework

1. Inclusions
 - A. Temporary fencing around site perimeter
 - B. Clearing and grubbing of the remainder of the site
 - C. Excavation and backfill of footings and foundations
 - D. Rough and finish grading
 - E. Import fill to raise the building footprint 1'
 - F. Site Utilities – assume tie in is available within 30' of the existing building at either 1st street or Broadway
 - a. Sanitary - 120'



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- b. Water -120'
 - c. Fire Line – 120'
 - d. Storm – 565'
 - G. 1,360 SY of heavy duty asphalt paving at parking area
 - H. 3,963 SF of standard 4" sidewalk
 - I. 900 LF of curb and gutter
 - J. 1 ea. 25' flag pole
 - K. 4 ea. steel bollards
 - L. Dumpster screening allowance of \$100 / sf – assumed 115 sf
 - M. 2 ea. stop signs
 - N. 6 ea. handicap signs
 - O. \$23,780 landscape allowance
2. Exclusions
- A. Soil borings
 - B. Earth retention
 - C. Exterior retaining or planter walls
 - D. Major soil corrections
 - E. Gas service and meter

Substructure

1. Inclusions
- A. Standard spread footings and foundations
 - B. Concrete pad footings
 - C. Recessed slabs and insulation at coolers
 - D. 5" slab on grade
 - E. 12" CMU foundation walls
 - F. Damp-proofing foundation walls
2. Exclusions
- A. Deep foundation systems
 - B. Underpinning

Structure

1. Inclusions
- A. Steel structure with bar joist roof and associated decking
 - a. Assumed 30 x 30 bays
 - B. 2 lbs / sf premium for additional structural requirements for a future PV system (PV system NIC or by others)
 - C. Associated misc. metals
2. Exclusions
- A. Fireproofing
 - B. Upgrades for future vertical expansion

Exterior Enclosure

1. Inclusions
- A. 2' high standard precast base at perimeter of the building
 - B. Glass block at entry



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- C. Modular brick veneer as indicated on plans – figured some minimal soldier coursing and patterning
 - D. Cold formed framing and associated sheathing
 - E. Sheet membrane air barrier at walls and openings
 - F. HVAC Roof screen framing and enclosure figured at \$50 / sf – assumed 480 sf
 - G. Rough carpentry – backing and blocking at exterior openings
 - H. Standard ribbed metal panel – figured at \$35 / sf F & I
 - I. Joint sealants and caulking of dissimilar materials
 - J. 1 ea. Glass sectional door at liquor store
 - K. 6 ea. Aluminum storefront entrance doors and hardware
 - L. 3 ea. Power door operators (single leaf at main lobby entrances)
 - M. 2,591 SF of standard aluminum storefront framing
 - N. Misc. painting of exterior metals – bollards, angles etc.
 - O. \$25,000 allowance for exterior building signage
 - P. Standard awning systems at liquor store – figured at \$30/sf F & I – assumed 1,187 SF
2. Exclusions
- A. Exterior building canopies not shown specifically on drawings
 - B. Exterior sunscreen/sun shading systems not shown specifically on drawings
 - A. Window testing
 - B. Colored, etched, sandblasted, or patterned glass
 - C. Heat soaking of curtain wall and glazed systems

Roofing

1. Inclusions
- A. Backing and blocking at the parapet
 - B. 1 ea. Roof ladder
 - C. 1 ea. Roof hatch
 - D. Fully adhered EPDM roofing system
2. Exclusions
- A. Green roof systems

Interiors

1. Inclusions
- A. 150 SF Concrete housekeeping pads
 - B. Misc. steel – angles and supports for countertops etc.
 - C. Backing and blocking for millwork, toilet accessories and owner furnished items
 - D. Standard palm millwork as indicated on conceptual plans
 - E. Solid surface countertops – F & I at \$225 / LF as indicated on conceptual plans
 - F. Solid surface window sills – F & I at \$95 / LF
 - G. Standard adjustable shelving at office closets and storage
 - H. Rod and shelf at remaining closets
 - I. Interior caulking as required
 - J. Standard 3' x 8' - HM frames, wood doors and hardware as indicated per plans
 - K. 2 ea. Coiling / security shutters at lobby to office space
 - L. 2 ea. Power door operators at the lobby entrances
 - M. Aluminum storefront fronts and entrances as indicated on plans
 - N. 7 ea. Sliding glass barn doors and hardware at office fronts
 - O. 2 ea. Bi-parting / sliding entrance doors at the liquor store



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- P. Interior drywall walls to 10'
 - Q. Rated gypsum demising walls between the liquor store and restroom spaces
 - R. Gypsum furring at the exterior walls
 - S. Gypsum ceilings at the restrooms
 - T. Standard tile floors and full height wall tile at the main open to public restroom
 - U. Standard tile floors and 4' tile wainscot at the remaining restrooms
 - V. 5,268 SF of standard 2x2 ACT tile and grid
 - W. 4,526 SF of upgraded ACT tile and grid at the main lobby, Council / Chamber and meeting rooms
 - X. Main open areas of the liquor store will have an exposed ceiling, only the office, break room, utility and restroom have a standard 2x2 ACT tile and grid figured
 - Y. Luxury vinyl flooring figured at the main lobby area
 - Z. A standard polished concrete floor is figured at the liquor store and main open to the public restroom
 - AA. Standard sealed concrete at the utility rooms
 - BB. All other remaining flooring is figured as a standard carpet tile – F& I at \$35 / SY
 - CC. Painting gypsum walls, ceilings, hm frames and hm doors
 - DD. 4 ea. Marker boards
 - EE. 1 ea. Projection screen at Council / Chamber room
 - FF. \$10,000 allowance for a public display
 - GG. 8 ea. Phenolic toilet partitions
 - HH. 2 ea. Phenolic urinal screens
 - II. Standard restroom accessories – i.e. toilet paper holder, grab bars, towel dispensers, soap dispensers etc.
 - JJ. Standard horizontal mini blinds at aluminum storefronts
 - KK.
2. Exclusions
- A. Vinyl wall coverings, digital wall coverings
 - A. Electric Window treatments
 - B. Access flooring
 - C. Artwork, display rails, interior plantings & planters
 - D. Office, bookcases or storage cabinets
 - E. Built-in furniture or furnishings (seating, bookcases, etc.)

Stairs

- 1. Excluded

Building Equipment

- 1. Inclusions
 - A. 1 ea. Microwave
 - B. 1 ea. Refrigerator
 - C. 1 ea. Ice machine
 - D. 2 ea. Under counter refrigerators
 - E. \$166,250 Allowance for cooler and associated refrigeration equipment
- 2. Exclusions
 - A. Furniture, fixtures and equipment (FF&E) – including liquor store shelving and POS
 - B. Installation and connection of FF&E



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- C. Kitchen equipment
- D. Vending equipment
- E. Waste handling equipment
- F. Relocation of existing equipment

Conveying Systems

- 1. Excluded

Mechanical

- 1. Inclusions
 - A. Standard roof top units for heating and cooling
 - B. HVAC distribution as required for interior fit out
 - C. Plumbing waste and vents as required for interior fit out
 - D. Standard plumbing fixtures for restrooms, breakrooms
- 2. Exclusions
 - A. Special cooling, heating or exhaust systems

Fire Protection

- 1. Inclusions
 - A. Standard wet fire suppression system
- 2. Exclusions
 - A. Special fire protection systems (pre-action, deluge, chemical and/or CO2 suppression systems, vesda detection)

Electrical

- 1. Inclusions
 - A. Standard exterior lighting as required for parking area
 - B. Building power and distribution as required for interior fit out
 - C. Standard interior lighting and controls
 - D. Fire alarm
- 2. Exclusions
 - A. PV systems

Low Voltage

- 1. Inclusions
 - A. Rough ins
 - B. \$32,480 allowance for Phone & Data equipment, cabling and installation
 - C. \$17,500 Security allowance
 - a. 4 ea. Card reader locations @ \$2,500 / location
 - b. 5 ea. CCTV at exterior entrance locations @ \$1,500 / location
 - D. \$30,000 AV Allowance
 - a. \$5,000 for AV at small conference room
 - b. \$25,000 for AV at Council Chamber room



Meeting Minutes

DATE: October 2, 2019

TO: Mike Roth

FROM: R. Bruce Cornwall, AIA

RE: Grand Marais City Hall/Liquor Store Programming Meeting on September 13, 2019

11:00 AM – DEPARTMENT HEADS

PRESENT: Len Bloomquist – Street/Property Maintenance (Shop)
Chris Lavigne – Liquor Store (Liquor Store)
Kim Dunsmoor – Finance Director (City Hall)
Steve Harsin – Library (Library)
Dave Tersteeg – Parks (Campground)
Thomas Nelson – Water/Treatment (Water Treatment Plant)
Mike Roth – Administrator (City Hall)
Patrick Knight – Communications Director (City Hall)
Matt Bronikowski – Electrical (Shop/City)
Jeff Eliassen – Electrical (Shop/City)
Note: Office locations indicated in parenthesis

The following items are a summary of comments:

1. Public Toilet Rooms
 - a. Open 24/7
 - b. Need 3 women's and 3 men's fixtures
 - c. Seasonal access (Winter/ early spring) to only one Unisex toilet might be preferred
 - d. Ease of maintenance a priority
2. City Hall
 - a. Metal roof preferred on the new City Hall/ Liquor store
 - b. City Hall should have at least one parking garage bay and a corresponding shop
 - c. Janitor's closet
 - d. Conference Rooms (6-8 seats) Perhaps 2
 - e. Centralized mail center
 - f. Hoteling stations okay; Electricians can use these in lieu of office
 - g. Smaller offices
 - h. Easy and safe off-loading area for Liquor Store is critical
 - i. Size of Council Chamber is close to adequate if configured better; although large meetings need to be accommodated better in terms of over flow, etc.

3. Parking
 - a. Parking count must accommodate current total at a minimum; no need to increase count
 - b. Electric vehicle charging stations should be included
 - c. Is RV parking possible? Not required

4. General
 - a. Street flooding in the area is a concern
 - b. Can snow melt options be included for the sidewalks?
 - c. Not interested in adding commercial retail or office lease space as part of project
 - d. Street presence and good exposure are very important to the success of the project
 - e. Most likely project will remain at current site

1:30 PM – PARTNER GROUPS

PRESENT: Pat Campanaro – SBDC/Cook County GM EDA (City Hall)
Jim Boyd – Cook County Chamber of Commerce (City Hall)
Patrick Knight – Communications Director
Note: Office locations indicated in parenthesis

The following items are a summary of comments:

1. Current and proposed needs:
 - a. Economic Development Agency (1+ 1)
 - b. Cook County Chamber of Commerce (1 + 1)
 - c. SBDC (1)
 - d. Arrowhead Economic OA (1)
 - e. Adult Education (1)

2. Cook County Chamber of Commerce
 - a. City Hall needs to stay at current location
 - b. Preferred closed office as opposed to grouped with other in shared open office
 - c. Need access to board room 15+
 - d. Ideally have access to a large meeting room, as well (200-250 'multi-service' facility banquet; with catering kitchen)
 - e. Need access to Conference Room 4-8
 - f. Need access to copier, etc.
 - g. Prefers being separate from City Government, but connected

3. GM EDA and SBDC
 - a. Preferred closed office as opposed to grouped with other in shared open office due to confidentiality of the work
 - b. Need shared small conference
 - c. Need shared workroom
 - d. Dedicated storage area (4x4)
 - e. Second floor location okay (with elevator)

2:30 PM – LIQUOR STORE

PRESENT: Chris LaVigne (Liquor Store)
Note: Office location indicated in parenthesis

The following items are a summary of comments:

1. Approximately 2x sales floor area is needed (to be confirmed by consultant)
2. Approximately 2x storage area is needed (to be confirmed by consultant)
3. Parking lot not really used very often for customers; most park on street or are walk-ins from town
4. Entrance to store can be at any point along 1st or Broadway; not necessarily at corner
5. No real shop lifting challenges
6. Wall space, wall space, wall space; windows not helpful for sales
7. Walk-in cooler needed; Number and size to be determined by consultant
8. Receiving area; wide door
9. 2 POS; islands located near doors for entrance and exit control
 - a. Separate in and out; split vestibule
 - b. Tasting counter close to or a part of POS
10. Manager's office and small side table for meeting with staff and salespeople
11. Small break room (4 staff) with unisex toilet for staff only
12. Does not have to be connected internally to City Hall, but preferred
 - a. Liquor store and City Hall entrance should not be shared, but included as a 'back' door?

3:00 PM – STAFF

PRESENT: Patrick Knight – Communications Director (City Hall)
Kim Dunsmoor – Finance Director (City Hall)
Haden Hinchman – Secretary (City Hall)
Mike Roth- Administrator (City Hall)
Note: Office locations indicated in parenthesis

The following items are a summary of comments:

1. Lobby
 - a. Computer kiosks in lobby
 - b. Furniture with small table
2. General
 - a. Needs a presence on the street; more welcoming
 - b. Bill drop box for after hours
 - c. Connected to liquor store through a 'back' door
 - d. Centralized storage; approximately same as current need
 - e. Liquor store and City Hall needs are the drivers for the design; partners a distant second; no interest in serving as a landlord or speculative leasable space
 - f. Check with Jim McComb regarding staging for construction phasing
 - g. Bike parking/storage; Not sure if a shower is needed
 - h. Parking (ideally keep count as is)
 - i. Reconfigure as necessary
 - ii. Large trucks do use the existing parking lot to access other local businesses

3. Office
 - a. View from multiple locations in office to reception area important; sometimes only one in office
 - b. Smaller offices than existing (5)
 - c. File storage (possibly compact)
 - d. Centralized workroom/mail room
 - e. Hoteling (3)
 - f. Current counter space okay, but ADA needed
 - g. Direct access to chambers from offices needed
 - h. IT server room – dedicated
 - i. Dedicated toilets for the office may not be needed as long as good access to the interior public toilets serving the meeting/council chambers is provided.
 - j. Mother's room

4. Meeting spaces (4)
 - a. Chambers: better configured than current space; a bit larger to hold approximately 100 in a 'packed' condition
 - b. Conference Room: 4-8
 - c. Break room: 6-8
 - d. Conference Room: 12 (Perhaps located on public side of Service Counter)
 - e. Roof deck amenity space off the chambers may be good idea for multiple use by community

This constitutes my understanding of items discussed and decisions reached. If there are any omissions or discrepancies, please notify the author in writing.

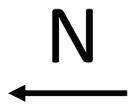
c: LHB File

Broadway

1st Street

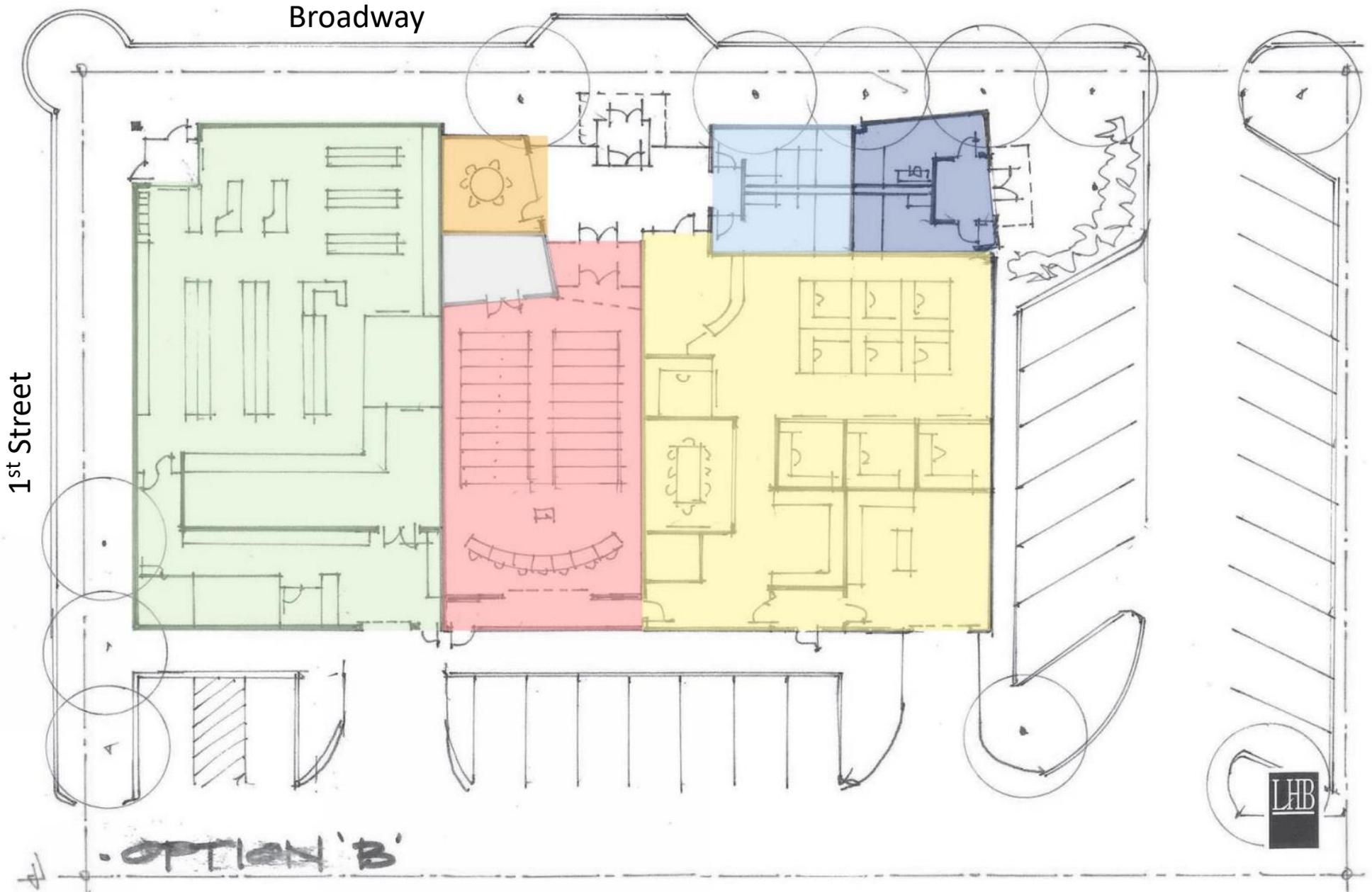


OPTION 'A'



PERFORMANCE
DRIVEN DESIGN.

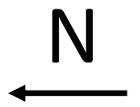
One-Story: 19,000 GSF



Broadway

1st Street

OPTION 'B'



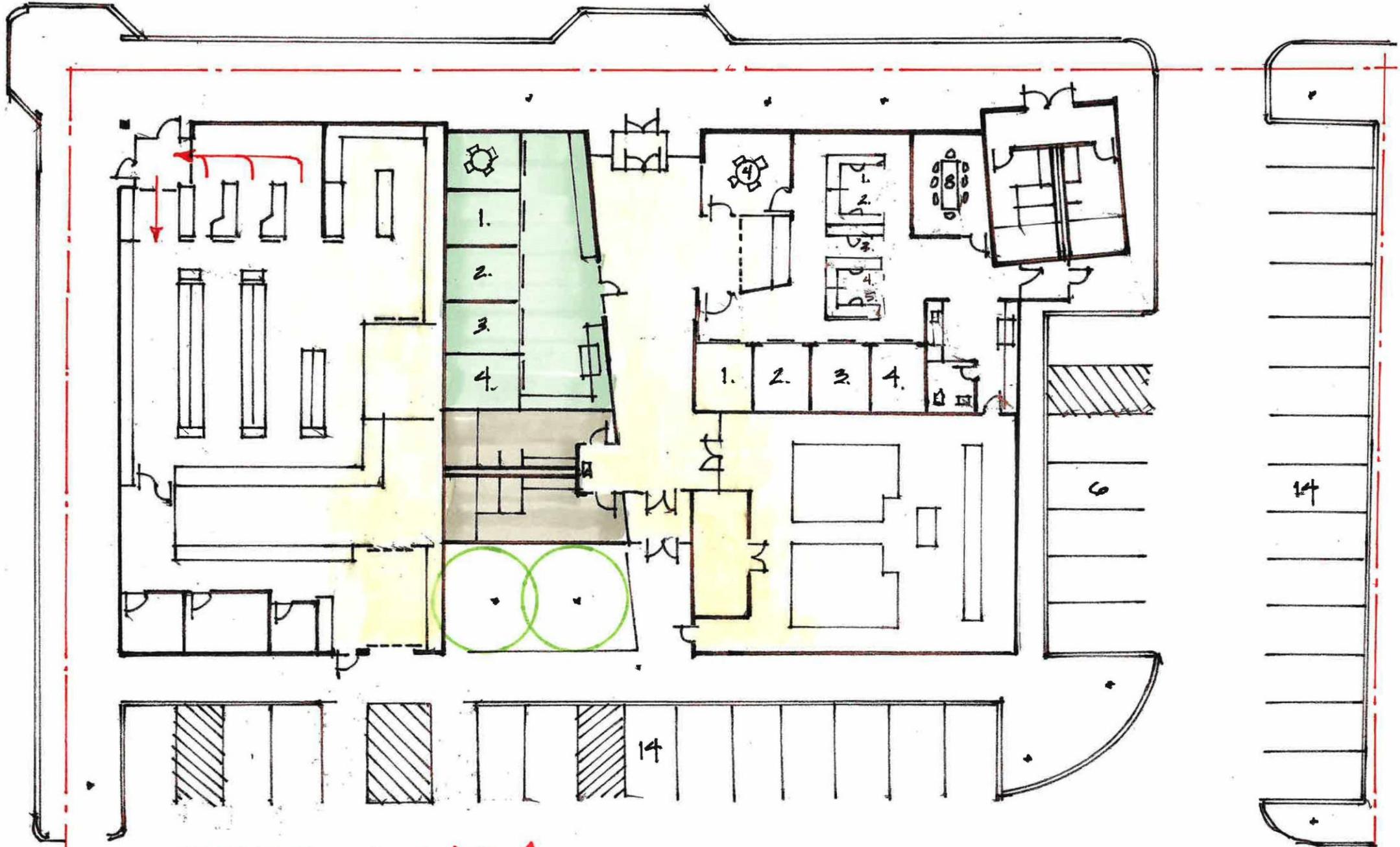
PERFORMANCE
DRIVEN DESIGN.

One-Story: 16,500 GSF



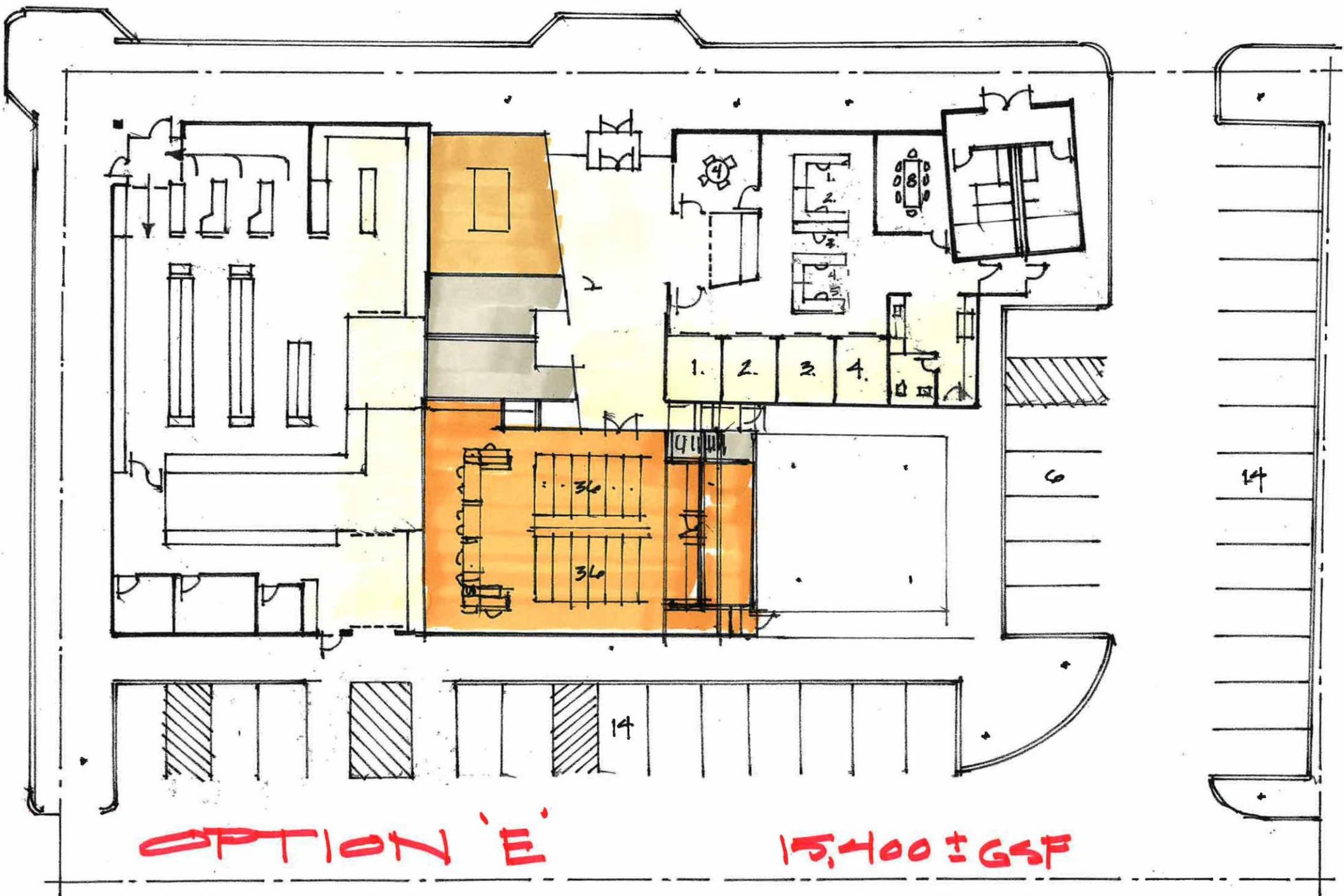
OPTION C

17,300 ± GSF



OPTION 'D'

16,200 ± GSF



OPTION E

15,400 ± GSF

Program Summary

	<i>Exist.</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>
Liquor Store	4,100	5,900	5,900	6,100	6,150	6,200
Community Meeting Room	120	900	350	800	0	700
City Hall Toilet Room	190	700	700	650	850	700
Public Toilet Room	600	0	750	750	750	750
Garage	920	750	800	0	0	0
City Hall Offices	1,800	4,100	4,300	3,100	3,150	3,200
Council Chambers	840	3,300	3,000	2,800	2,750	2,750
Partner Offices	1,090	0	0	1,350	1,550	0
Total Net SF	9,660	15,750	15,800	15,550	15,200	14,300
Circulation/Jan. Closets/etc	1,975	3,250	700	1,750	1,000	1,100
Approx. Gross SF	11,635	19,000	16,500	17,300	16,200	15,400

