

City of Excelsior
Hennepin County, Minnesota

MINUTES
EXCELSIOR CITY COUNCIL SPECIAL WORK SESSION

SEPTEMBER 8, 2014

1. CALL TO ORDER/ROLL CALL

Mayor Gaylord called the meeting to order at 6:05 p.m.

Present: Councilmembers Beattie (arrived at 6:09 p.m.), Caron, Fulkerson,
and Acting Mayor Miller

Absent: Mayor Gaylord

Also Present: City Manager Luger, and City Clerk Johnson

2. AGENDA APPROVAL

Fulkerson moved, Caron seconded, to approve the agenda. Motion carried 3/0.

3. INTERVIEWING FIRMS FOR A BUILDING SPACE ANALYSIS FOR 339 THIRD STREET

a) CNH Architects, 7300 West 147th Street, Suite 504, Apple Valley, MN 55124

Wayne Hilbert, CNH Architects, addressed the Council. Mr. Hilbert said they are a smaller firm with personal attention to the projects they are working on. Mr. Hilbert said they have been in business for 50 years and have done work on city, county and state buildings. He also said they are currently working at the Capitol in St. Paul. He said that their firm has seven architects on staff and they work with several consulting firms to estimate costs.

Mr. Hilbert said their first step is to interview staff and the Council and find out their needs, look at existing conditions and systems within the building to determine the life expectancy of the systems the City currently has and what can be reused.

Mr. Hilbert said their proposal calls for two options. At the intermediate stage, he said there will be more options to explore but, during the review, options will be narrowed down to get more accurate cost estimates and develop a final report. For the project itself, Mr. Hilbert sees it as a balance of meeting the City's needs and also determining what can be done to lease out portions of the building, either in the interim or permanently. Mr. Hilbert said they want to blend City Hall into the historic downtown as much as possible.

Caron asked about the majority of his staff having LEED Accreditation and if this is something that could be accomplished here. She asked if there would be ways to incorporate greener construction methods or elements of what a

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- a) CNH Architects, 7300 West 147th Street, Suite 504, Apple Valley, MN 55124 - Continued

LEED Certified building would be. Mr. Hilbert answered yes; they use green globes, which is a cheaper system than LEED and follows the same parameters as LEED does. Mr. Hilbert said he has an existing building program and a new building program and that Excelsior would fall under the existing building program. He said green globes is not as well known but cheaper. Mr. Hilbert said lighting, daylighting, and insulation levels could all be looked at, including systems that would be put in or any systems replaced. Mr. Hilbert said there should be a lot of savings in lighting alone. Caron asked if this is the standard way to approach this. Mr. Hilbert said they try to build green or sustainable buildings as much as possible. He said all of the buildings they work on have sustainable design as part of the project. Caron asked if green roofs would be a possibility. Mr. Hilbert said they are relatively expensive but they have put in several, but in small patches. He said one senior center has a green roof that they add onto each year. Caron asked if green roofs are a maintenance issue. Mr. Hilbert said that green roofs weigh a lot more than a standard roof so the installation is the expensive part.

Caron asked if part of the plan would include a design of the City Hall interior space. Mr. Hilbert said they would lay out the design and include the Council Chambers, desks, office furniture, etc. Caron asked if there would be examples of building materials. Mr. Hilbert said yes, especially the materials used for the outside of the building. He said they would have general materials in the Chambers so everyone could get an idea of the quality of those materials. Caron commented that CNH Architects has worked on smaller projects. Mr. Hilbert said they worked on a new facility in Apple Valley and also remodeling of the old City Hall in Farmington. They have worked on both new construction and remodeling projects.

Miller asked if CNH Architects has worked on buildings that were not ADA compliant and that may have material issues. Mr. Hilbert said they have done a lot of church work and a lot of them are putting in elevators. Miller asked if they would look for asbestos. Mr. Hilbert said yes and that the floor in the Council Chambers is suspect. Mr. Hilbert said an outside consultant would test it once we get past the original design portion. He said it could either be done now or after the design step.

Caron said she thought there was an engineering study done that shows the library wall leans against the rest of the building. Luger said she will look for this study.

Caron commented that the projects CNH Architects included in their proposal look good.

Beattie said their estimate of \$8,000 for all of this work doesn't sound like much and asked how they can do the work for this amount. Mr. Hilbert said

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- a) CNH Architects, 7300 West 147th Street, Suite 504, Apple Valley, MN 55124 - Continued

they've done a lot of projects and don't have a problem with that fee. Beattie asked about the scope of service they provide. Mr. Hilbert said they would provide a schematic design for the facility, the programming portion of the project, and also provide two options, along with cost estimates. Once that is done, Mr. Hilbert said it becomes more specific with drawings. Mr. Hilbert said that pricing for the second and third phases will be about eight percent of construction costs. Beattie asked if there are out of pocket costs. Mr. Hilbert said there are some reimbursable costs, which have been reduced dramatically. He said the biggest cost used to be printing the bidding sets, but they are all done now on their website. He said their website has designs that the City would be able to link into, another site for contractors to bid and access drawings, and another that is used during construction and maintains the City's privacy during all phases. Caron asked if this is the common way to handle this now. Mr. Hilbert said yes, that it's the common way to handle drawings. Mr. Hilbert said some firms give you general access to their whole website, but CNH breaks it down. He also said that they use Revit to create a 3-dimensional model of all project designs, which allows them to give their customers a visual of all of the rooms during all phases of the design.

Beattie asked Luger if she told all of the consultants about the scope of the project. Luger said yes, the consultants are just looking at doing schematic designs at this time. Beattie asked if cost estimates for the project have been discussed. Luger said approximately \$300,000 was budgeted for the project.

Mr. Hilbert said they would like to design this facility for way out into the future. He said their thought is that phase one would be done with the funds that the City has now and also provide plans for future changes. Luger said if the Council wants to renovate the entire building, it could be done in phases, due to the number of entrances to the building.

The Council thanked Mr. Hilbert for his presentation.

- b) Kodet Architectural Group, Ltd., 15 Groveland Terrace, Minneapolis, MN 55403-1154

Ed Kodet, Kodet Architectural Group, Ltd., addressed the Council and introduced his staff also in attendance: Claire Lonsbury, Teri Nagel, Mike Schellin, and Mandi Tauferner.

Mr. Kodet asked the Council to let tell him their thoughts and ideas for the building.

Beattie said the City has lost their library tenant, which provides an opportunity to look at the ultimate use and reuse of this building. His

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- b) Kodet Architectural Group, Ltd., 15 Groveland Terrace, Minneapolis, MN 55403-1154 – *Continued*

thoughts are that the Council Chambers and city offices could migrate into that space and open up the rest of the building for other uses.

Miller said he views this as an opportunity for the City. He said the building is inadequate for the Council Chambers, is not ADA compliant, staff office space is inadequate, along with the storage areas. Miller said we have an opportunity to create a revenue stream for the City, with leases for spaces left over, and hopefully enhance the streetscape.

Fulkerson agreed and said that the entire building used to be the library but the original library was taken down. She said the building was beautiful. Fulkerson thinks recreating the Council Chambers is the primary goal, along with rearranging the offices for staff. She said that the sound is not good in the current Chambers. Fulkerson said if the Council Chambers is created downstairs, it needs to be formal and the sound must be corrected. She suggested using the library space for the Chambers and create the offices with whatever works best for the staff.

Caron said she has similar expectations of the project. She added that she is interested in how the building may be reused effectively as a revenue generator by leasing portions of the building. She is also interested in how the building could be made greener without breaking the budget. She said the City should set the standard for the rest of the city.

Teri Nagel, Kodet Architectural Group, Ltd., addressed the Council and said she has been with Kodet for over 20 years.

Mike Schellin, Kodet Architectural Group, Ltd., addressed the Council and said he is an Associate and has been with Kodet for 15 years.

Mandi Tauferner, Kodet Architectural Group, Ltd., addressed the Council and said she does the cost estimating for Kodet and also has a background in historic preservation. She said she has worked with the company "Building Restoration" and also did cost estimating work for them. Ms. Tauferner said she is also LEED Accredited and teaches the history of architecture.

Claire Lonsbury, Kodet Architectural Group, Ltd., addressed the Council and said that Kodet has a 'getting to know you' process in which they get feedback on the building. Ms. Lonsbury said they listen to their customers needs and are interested in getting to know the City of Excelsior.

Mr. Kodet said they do a brainstorming process so that, in the end, they know what the City needs and how the building may be reused, how many square feet will be for the Council Chambers and City offices and how many square

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- b) Kodet Architectural Group, Ltd., 15 Groveland Terrace, Minneapolis, MN
55403-1154 – Continued

feet will be provided for a tenant. He said this will all be figured out before the design work. Mr. Kodet said the project will include soft costs, also.

Ms. Nagel said she has actually worked on this building back in 1993 and did a facility assessment, along with options to make this building more accessible. She said Kodet will look at options and ideas of what works for the City in regards to accessibility, sound, etc. She said one of the biggest things is code issues.

Mr. Schellin said he is the one who is responsible for reuse and renovation of existing facilities. He said he is currently working on the Duluth Federal Building and that a large part of it is looking at code compliance – asbestos, lead, etc. , another part is user accessibility in regards to space and lighting, and also using existing structures to fit the space, such as computer systems. Mr. Schellin said Kodet will do a conditions assessment on the sprinkler and HVAC systems to determine what needs to be remodeled, torn out, or reused and that, at the end of this assessment, the City will be given a report that states the existing conditions of these systems.

Ms. Tauferner said her role is ensuring that all of the design options are transparent to the City. She said Kodet takes pride in providing detailed cost estimates for their customers. Ms. Tauferner said they use in-house data and industry standards and collaborate with suppliers to be sure their information is current with market standards. Mr. Kodet added that they do this by providing a detailed cost estimate, line item by line item. Mr. Kodet also said that this gives the City control over the project and provides the Council with good information to make the best decision. Mr. Kodet said they will provide the City with plans, cost estimates and photo-realistic renderings.

Mr. Kodet talked about their work with the Three Rivers Park District Council Chambers, which included the latest technology and plenty of space, a school they are working on in St. Paul that will be LEED Certified, and also work for the City of Crystal City Hall that is geo-thermal and set for future solar systems to be installed. He said the City of Crystal wanted to created a space that people will take pride in.

Mr. Kodet said their firm knows how to set up a space so that all utilities will be separate for tenants. Mr. Schellin added that they see a real opportunity with the City of Excelsior's building and that they are excited for how this building could be enhanced.

Fulkerson asked about the Three Rivers project. Mr. Kodet said they only worked on the Chambers in their building located in Plymouth. Fulkerson said that the City's budget is limited and that the City may decide only to remodel

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- b) Kodet Architectural Group, Ltd., 15 Groveland Terrace, Minneapolis, MN 55403-1154 – *Continued*

the offices and move the Chambers downstairs, but not touch the upper portion of the building. She said that the City has a tenant interested in leasing part of the building. Mr. Kodet said they could put in the infrastructure and create a master plan on paper. He said they could work on the portion that meets the budget now and work on other phases of the project later. Mr. Kodet said they have worked on spaces where the landlord only provides the shell and the tenant pays for all mechanical, sprinkler, finishes, etc. Mr. Schellin said they try hard to phase portions of the building so that they don't need to tear down the infrastructure. He said that cost estimating breaks out the costs for owner and tenants.

Mr. Kodet said that when they worked on Minnehaha Academy, it was completely occupied during the remodeling. He said Excelsior has an advantage because of what he calls "swing space" and that the upstairs of City Hall could be used during construction but that it wouldn't be easy. Mr. Schellin said he can put together a plan on how construction would be staged during different phases of the project. Mr. Schellin added that for the Minnehaha Academy project, they worked with over 600 students and staff and kept them safe during construction. He said they would use long holiday weekends to move students and staff to another space for the next phase.

Beattie asked about the cost of the Three Rivers project. Mr. Kodet said he would need to find out and get back to the Council with that information.

Beattie asked how many schematics Kodet would provide. Mr. Kodet said they typical come in with three or four, possibly five schematics. Out of those, he said they would be narrowed down to half, and then down to one or two. Mr. Kodet said they prefer to have more ideas and options because it's rare to come in with the perfect scheme.

Beattie asked how Kodet charges beyond creating the plan and what the next stage would be. Mr. Kodet said the next stage is to work on a fixed fee. He said they also go back and look at the fee proposal for the initial stage to find out how much of that fee may be credited towards the next stage. He said between 30 and 60 percent of the initial fee could be applied to the next phases. Beattie asked what that fee would be and if it is a percentage of construction costs. Mr. Kodet said it could be between seven and nine percent of construction costs, or an average of eight percent. Beattie asked about out of pocket costs and reimbursables. Mr. Kodet said they ask for reimbursables; however, bidding is now all done electronically. He said reimbursables would be minimal for mileage and other things only.

The Council thanked Mr. Kodet and his staff for a good presentation. Mr. Kodet said they appreciate the opportunity to work with the City of Excelsior.

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Leon Boyd, 44 First Street, addressed the Council and said that the two proposals that came in at \$18,000 are too expensive and suggested that the Council think hard on those.

- c) Boarman Kroos Vogel Group, Inc. (BKV Group), 222 North Second Street, Minneapolis, MN 55401

Bruce Schwartzman, BKV Group, addressed the Council. He also introduced Mark Bradby, Senior Mechanical Engineer and Scott Elofson, Designer.

Mr. Schwartzman said he is a partner of the firm and the project manager who would lead the project. Mr. Schwartzman said BKV Group is a Minneapolis-based firm and have been in business since 1978. He said they are a full-service firm, which means they are not only architectural, but also mechanical, interior design, etc. Mr. Schwartzman said that city halls have been their specialty since their business began. He said they view themselves as an asset manager. He said the idea is to work with the City to utilize the best solution to what the City currently has. Mr. Schwartzman said their process of approach to the study involves four key things: 1) the project schedule; 2) communication; 3) collaboration; and 4) the budget. He said the end goal is to represent the City's end budget, goals and expectations.

Mr. Schwartzman said the discovery process is where they learn about staff, the Council, and their needs. He said the facility assessment looks at the building and it's life expectancy of the roof and other areas, along with code issues, energy efficiency, etc.

Mr. Bradby, Senior Mechanical Engineer, BKV Group, addressed the Council and said he has 15 years in the construction industry as a construction engineer. He said he understands the process of looking at a building that will be owned for a long time. Mr. Bradby said it involves looking at the smart and practical options for good payback on investments and being able to justify that to your taxpayers, finding out what grants and rebates are available, looking at the security concerns for public buildings, technology, and making sure everything is done energy efficiently.

Mr. Schwartzman said they are currently working with Shakopee, Cloquet and other cities. He said that, once they understand the building, the next step is to understand the staff and operations and how not only staff currently operates but how they should be operating. He said it's important to make sure there is a long-term projection or a master plan on how the building can still support the City further down the road.

Mr. Elofson, Designer, BKV Group, addressed the Council and said that they took the tour of City Hall and are familiar with the City of Excelsior and the different styles of buildings and the feel of 'small town.' Mr. Elofson said BKV would enhance the building to showcase it's unique history, open up the

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- c) Boarman Kroos Vogel Group, Inc. (BKV Group), 222 North Second Street, Minneapolis, MN 55401- Continued

space, and play with many options to balance out the City's needs, and they would provide options of what it could look like and how it would function.

Mr. Schwartzman said they use 3-dimensional tools for interior and exterior spaces. In their history, he said they have won many civic design awards, but their goal is not the award, but to find the best solution for the building. Mr. Schwartzman also said that it's two-fold – using the existing space, along with tenant space. In their proposed layout, Mr. Schwartzman said the library space is bigger than the current office space the City has, approximately 1,400 square feet versus 1,100 square feet. Mr. Schwartzman also said that their proposed layout for the new Council Chambers is twice the size of the current Chambers and would have an occupancy space for 77. Looking at where tenant space could be, Mr. Schwartzman said their layout shows 5,700 square feet in one space, along with another space of 1,900 square feet and a possibility for a rooftop patio with another 1,900 square feet. He said that lease space in Excelsior is currently around \$15.00 to \$25.00 per square foot, so there is potential for a large amount of revenue for the City. Mr. Schwartzman said these spaces could be either left as is and the new tenant could make the improvements, or the City could make improvements to these spaces prior to finding a tenant. Mr. Schwartzman said that BKV Group feels they have unique qualifications that they would bring to Excelsior. He said they have national experience and that they work on city hall projects all around the country. He said they can also assist the City with community outreach.

Miller said that historical character is important for Excelsior. He commented that some of BKV Group's examples look modern and asked how they would look at Excelsior's project and bring through the historical aspects. Mr. Elofson said BKV Group would take a close inventory of the city and the environment. He said that some of the newer buildings, such as the new library, have taken clues from the neighborhood. He said they could build a quaint 'gingerbread' space from what we have now and the materials would be formed to create a welcoming presence. Mr. Elofson said BKV Group has been thinking a lot about whether the parking lot is truly the "front" of City Hall or if it should wrap around and announce itself on the main street (Third Street). He suggested the possibility of a trellis that would wrap around to bring people around the building. Mr. Elofson said he thinks it would be difficult to create an entry on Third Street but said it could be created to invite people to an entry on the side or the back of the building. Mr. Bradby added that they are currently working on the Pillsbury Mill and said that they are preserving the character of the building, while bringing in modern touches. He said they are also renovating the Schmidt Brewery and the St. Paul Post Office. Mr. Schwartzman said the history could be preserved, which may even include the wall block that is in the current Council Chambers. He suggested a "fire house

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restaurant” for the space. Mr. Elofson said they could create a softer, welcoming appearance, while still being modern. Mr. Schwartzman said there was community concern over the library’s first design which was more modern. He said this is part of the process to explore.

Fulkerson said City Hall isn’t a historic building. Mr. Schwartzman said it may not be historic in it’s architectural design, but it is historic in it’s place in this community. Caron said what we have today is very different but could be really cool with a lot of thought. Caron and Fulkerson agreed that the siren would need to be kept. Mr. Elofson said the bay doors could be done in glass for a restaurant and it could be fantastic.

Mr. Schwartzman said they would work with the City regarding different tenant options – whether it be different levels or one complete space. Mr. Elofson said the City has the benefit of access from both sides of the building.

Beattie asked what the City would receive from the initial \$18,000 fee. Mr. Schwartzman said the engineers and architects would come out and spend time looking at every crevice for asbestos and other issues, identify the building’s condition and systems, and the level of insulation, etc., in order to understand the facility. They would then put pricing to that to determine what the City would need to do over time. Mr. Schwartzman said the next portion is the programming. He said the programming document is where they will sit down with staff to find out what needs they have and, within each space, they will develop concept diagrams, which establishes a guideline for typical spaces. From the programming piece, he said they then get into the conceptual plans, looking at the Council Chambers and looking at technology needs. Mr. Schwartzman said the end document is not just concept plans but also cost estimates, and that they would also provide renderings of what the building would look like.

Beattie asked how many options BKV Group would provide. Mr. Bradby said they would provide at least three or four different plans but they would need to engage a realtor to find out the leasability of the space for tenants. Mr. Bradby said they work with the City to find a design that works best.

Beattie asked how they charge for the next phase or the work phase. Mr. Schwartzman said that, for the City of Emily, they came up with three concept plans. Mr. Schwartzman said that anyone can put down a fee but there are different options to explore and they would like to sit down and understand first what the City’s goals are. He said that the choice should be determined by qualifications, not just on fees. Mr. Schwartzman said that, once a budget has been determined, they will work on what needs to be done and what would be charged. Mr. Bradby added that they wouldn’t be marking up the

3. cost for an outside engineer or landscaper because BKV Group has everyone
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in-house and in the same building, which may effect the fee. Beattie said he is wondering what this all means – would it be eight percent of construction costs or a flat amount? Mr. Schwartzman said he feels that BKV Group can provide services that other firms cannot. He said it's not a percentage-based fee because that doesn't equate on a smaller project. He said one project they worked on was a fire station, which had a fee of 6.4 percent of a \$3 million project. Miller commented that BKV Group could help the City structure space for tenants and provide options for that. Mr. Schwartzman said they have worked with other mixed-use spaces and assisted with what type of businesses could go into those spaces, along with how spaces would be segregated to support those businesses. Mr. Schwartzman said they can also help put together pricing or estimating to make it a leasable space. Mr. Eloffson said the space wouldn't be designed, but it would be proved out mechanically, electrically, etc., as a viable space. Mr. Schwartzman said the City's space could be a quick turn in investment.

The Council thanked BVK Group for their presentation.

Fulkerson asked if the City needs to go with the lowest priced proposal. Beattie asked if there is any rush on this or a timeframe set. Luger answered no to both questions.

The Council discussed their first impressions of the three presentations:

Fulkerson said she likes Kodet Architectural Group. Beattie also said that Kodet is an interesting group, nice personalities and straight forward. Beattie said BKV Group was very creative but seemed to dance around the fees. Miller said that BKV Group seemed to give a more realistic answer. Beattie thinks it seems, when two out of three answered with a percentage, that this is probably a standard in the industry. Miller said there are different things that each included. Miller said that BKV Group seemed to have more experience with city halls. Luger said they have all worked on a lot of city halls but that she's not sure which one has done the most.

Fulkerson asked if the cost is a problem with some being higher than others. Miller said that CNH Architects, at \$8,000, didn't seem to have the resources that BKV Group has.

Beattie said the last two seemed more flexible on the number of options they would provide.

Miller and Beattie said they would probably eliminate CNH Group.

3. Caron said her first reaction to Kodet was the amount of overhead for the presentation and the number of people from their firm that presented; however, she
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- *Continued*

feels the City would get more from their firm. Caron said all three firms have creativity and the context of the community. However, she thought that Kodet's ideas were a little fancy for this structure. Caron thinks something in-between would be a little more appropriate.

Beattie said it would be interesting to hire both Kodet Architects and BKV Group and have competing groups. Miller said it's a good idea if the City really wants to see their creativity and that where the City really wants to spend the money is in the next phase.

In regards to plans and specifications, Beattie said the latter two groups may have the same qualifications but agreed with Caron that the last group, BKV Group, had some interesting approaches and clearly some flair for design. Beattie said they didn't commit themselves to an initial drawing, which he thought was interesting.

Fulkerson questioned if the City's current tenant is interested in remaining a tenant or if the City can only concentrate on the office spaces. Luger said the current tenant understands that the City needs to work on the City's needs but is interested in the space.

Caron said that Kodet talked about the space being street level and commented that they recognized that the best leasable space is not upstairs. She said the upper level may not be in the higher rent area. She said we need to think about how much the City can generate and what kind of tenants we want to attract.

Caron said she likes the idea of hiring both Kodet Architects and BKV Group. Beattie said it may be a smaller design process, at around \$8,000 or \$10,000 each.

Fulkerson said the City could concentrate on just the office space. Miller said the City needs to really think about what the space will be used for in 20 years. Caron said the City may get more return from a small investment. Miller said the tenant should pay to finish the space.

Miller asked, if both firms are hired, if they should be asked to scale back the initial phase. Caron said to provide them a number to work with and research what we have. Beattie suggested asking both to provide their deliverables for \$10,000. Miller said to keep the competition on a little longer. Beattie commented that Kodet Architects is a small firm and that BKV Group is fairly large. Caron thinks it's a high profile project for either firm. She said maybe they could reduce the cost for an engineering analysis.

The Council discussed the concept that both Kodet Architects and BKV Group would be in a continued presentation with the City and that the City would pay each \$9,000 or \$10,000 and the City would get the same amount of effort and work. At the end, the Council would decide which one to go with and then get further refinements.

Caron said they may walk away but they may also stay. Miller said they should do the building analysis with schematic options to the level of \$10,000.

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- *Continued*

The Council toured the vacated library space. The Council discussed the amount of space and whether both the Council Chambers and City offices could fit into the space. Luger said she was told that the City Council Chambers and office space could fit into the old library space. The Council discussed the wall adjoining the bay and whether or not it is leaning towards City Hall. They also discussed whether an addition could be put on top of the library space.

Beattie commented on the wall separating the library from the area that the library used as office spaces and that it may be a load-bearing wall. Miller said it could be opened up in small sections and also suggested adding windows to the exterior walls.

4. ADJOURNMENT

Fulkerson moved, Beattie seconded, to adjourn at 8:10 p.m. Motion carried 4/0.

Respectfully submitted,

Shirley Johnson
City Clerk