

1. Agenda And Packet

Documents:

[SEPTEMBER 11, 2023 SPECIAL WORK SESSION AGENDA.PDF](#)
[SEPTEMBER 11, 2023 SPECIAL WORK SESSION PACKET.PDF](#)

City of Excelsior
City Council Special Work Session

Agenda

Monday, September 11, 2023

City Offices – 350 Highway 7, Suite 230, Excelsior, MN 55331

5:30 P.M. – 6:30 P.M.

1. Call to Order/Roll Call
2. Agenda Approval
3. City Hall
4. 2024 Budget
5. Adjournment

Note: The purpose of a Special Work Session is for the Council to discuss matters informally and in greater detail than is allowed at formal Council meetings. All meetings of the Council, including Special Work Sessions, are open to the public. While the privilege of participating in these discussions is generally limited to the Council, staff, and consultants, the Mayor may open a discussion from the floor.

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MEMORANDUM

Work Session Item 3

Re: City Hall

Date: September 11, 2023

To: City Council

From: Kristi Luger, City Manager

At the July 17 City Council meeting, the Council appointed Councilmembers Caron and Dierking to work with staff on identifying requirements for city hall.

To identify the space needed for city hall, the workgroup looked at the square footage of the former city hall space and current office space that the City is leasing. With the city council chambers and storage area currently occupying larger spaces than what is needed, the square footage from the former city hall was used for these spaces to arrive at the total space needs calculation for the current city hall.

Space	Former City Hall	Current City Hall
Offices, Kitchen, Files	1,122 sq ft	2,294 sq ft
City Council Chambers	1,248 sq ft	1,248 sq ft
Storage Area	840 sq ft	840 sq ft
Total Space Needs	3,210 sq ft	4,382 sq ft

Note: Space calculations do not include restrooms or hallways

To evaluate whether a site is potentially a good fit for city hall, the workgroup listed various factors and what the Council's preference would be with each item. The Council should discuss whether this table accurately reflects their preferences.

Factor	Council's Preference
Purchase Price and Remodeling Costs	The total cost to purchase and remodel the site shall not exceed budget (budget amount will be shared at the work session)
Remodeling Cost	Total purchase and remodeling cost not to exceed budget
Building Size	3,500 – 5,000 sq ft
Space Fit	Prefer not to lease space out to others
Year Built	Factor deferred maintenance costs into the financial analysis
Location	City Hall should not occupy prime retail or tax producing space
Parking	Prefer the site to have its own parking
Grounds Maintenance	Consider amount of public works resources needed to maintain grounds
Security/Technology	The space should easily accommodate security/technology needs

To assess whether a potential site will adequately meet the needs of city hall, the workgroup identified the various spaces that city hall needs and the space required for each space.

Space	Public Space?	Space Needs
City Manager Office	No	Desk, chair, table that seats 4 people, and filing cabinet
Individual Offices <ul style="list-style-type: none"> • 4 total offices 	No	Desk, chair, seating for 1 other person, and filing cabinet (per office)
Flex Offices/Scanning Station <ul style="list-style-type: none"> • City Attorney/Consultants • Intern 	No	3 hoteling stations, 3 chairs, and heavy-duty desk for scanning station
Front Counter – Private Area <ul style="list-style-type: none"> • Administrative Assistant • Office Support Specialist 	No	2 counter/desk workspaces that are clearly visible to the public, 2 chairs, and 2 filing cabinets
Front Counter – Public Area	Yes	Counter/desk to fill out paperwork, public computer for viewing files, and drinking fountain
Collaboration Area	No	Open area for impromptu meetings
Area to Meet with Residents	Yes	Table large enough to spread out building plans and space to mount a monitor on the wall
Council Chambers/Polling Place <ul style="list-style-type: none"> • Minimum of 9 people seated at the dais 	Yes	Built-in Zoom, audio equipment, indoor lobby area with large TV mounted on the wall, (can be shared with front counter area), table space for agendas and public packet, floor space to accommodate staff meetings and small open houses, and ADA accessible
Storage Spaces (Ideally 2 rooms)	No	Locked area for election equipment and separate area for long-term storage
IT Closet	No	Computer server and wires
Copy Room/Supplies/Property Files	No	Copier, shredder bin, countertop space for envelope sealer and scale, and storage for paper and supplies
Kitchen/Break Room	No	Fridge/freezer, microwave, storage, and countertop
Restrooms (Research # required)	Yes	Handicap accessible

The Council should discuss whether they agree with the workgroup’s analysis and if there is a preference to construct a new building or purchase an existing one. One of the City’s real estate representatives will be at the meeting to provide an update on potential sites.