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## APPENDIX
- Visual Listening
- Existing Plans
- Questionnaire Responses
- Meeting Minutes
- Space Mockups
PHASE SIGN-OFF

JLG 21019 - Minot City Hall Rehabilitation - City Project 4466
Pre-Design Phase Sign-off
April 19, 2021

Attached are the Pre-Design phase documents for your review and approval.

Please provide signature below stating that you have reviewed the Project Budget, the documents noted above are approved, and JLG Architects and consultants can move into the next phase of design. If necessary, please provide any concerns or questions that need to be addressed prior to moving into the next phase of design or as part of the next phase of design.

PIC Signature  Date
04/19/2021

Owner Signature  Date
BACKGROUND:
The total project budget summary was developed as part of the City Hall Building Assessment project and is included for reference. The Design Team and Building Committee will work to validate and refine this budget as the project design progresses. The understanding is that the bottom line is fixed, so efforts will be made to balance the scope and quality of the project to align with this value.

The cost of the Central Dispatch equipment is one particular item that will need to be further refined. Opportunities to salvage or relocate existing equipment are being considered but must be done in such a way that prevents this essential service from being disrupted.

### BUDGET SUMMARY

#### CONSTRUCTION COSTS

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Demolition</td>
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<tr>
<td>General Construction</td>
<td>$1,000,000</td>
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<td>Fire Suppression</td>
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<td>Plumbing</td>
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<td>HVAC System</td>
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<td>Central Plants</td>
<td>$73,000</td>
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<tr>
<td>Temperature Controls</td>
<td>$60,000</td>
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<td>Electrical</td>
<td>$945,000</td>
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<tr>
<td>Communications</td>
<td>$180,800</td>
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<tr>
<td>Electrical Safety and Security</td>
<td>$81,000</td>
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<tr>
<td><strong>Total Construction Costs</strong></td>
<td><strong>$5,854,100</strong></td>
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<tr>
<td>Other</td>
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</tr>
<tr>
<td>Elevators</td>
<td>$160,000</td>
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<tr>
<td>Modify Elevator Shaft</td>
<td>$30,000</td>
</tr>
<tr>
<td>In-Hall Floor</td>
<td>$45,000</td>
</tr>
<tr>
<td>Storefront Replacement</td>
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<tr>
<td>Site Improvements</td>
<td>$35,000</td>
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<tr>
<td>Roofing</td>
<td>$140,000</td>
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<tr>
<td>Hazardous Material Removal</td>
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<tr>
<td><strong>Contingency</strong></td>
<td><strong>15% $1,000,000</strong></td>
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<td><strong>Total Construction Costs</strong></td>
<td><strong>$7,371,100</strong></td>
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#### SOFT COSTS (OWNER)

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<th>Category</th>
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<td>Building Assessed Value</td>
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<td>Furniture, fixtures and equipment (FFE)</td>
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<td>Technology Security and Equipment</td>
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<td>Site Survey</td>
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<td>Temporary Heat</td>
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<td>Special Inspections and Testing</td>
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<td>Permits</td>
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<tr>
<td>Tapping Fee</td>
<td>$50</td>
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<tr>
<td>Legal, Admin or Miscellaneous Cost</td>
<td>$50</td>
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<tr>
<td>Moving Cost</td>
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<tr>
<td><strong>Total Soft Costs</strong></td>
<td><strong>$5,452,800</strong></td>
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**Total Project Cost**

$12,823,900
GOALS | ASPIRATIONS

BACKGROUND:

JLG Architects led a 2-day Kick-Off Workshop on March 16 and 17, 2021 with the goals of establishing basic project parameters, gathering information, and identifying departmental wants and needs. During that process, we discussed in broad terms the goals and aspirations of the Building Committee in order to help define what success looks like. These goals are the foundational benchmark on which all decisions will be based moving forward. The design team and building committee will revisit these often in order to ensure the project stays on course.

WELCOMING
• Encourage civic engagement.

STEWARDSHIP
• Maximize the impact of taxpayer resources; stay on budget.

TOP TALENT
• Facility as a tool to recruit and retain the best staff.

COLLABORATION
• Foster collaboration and teamwork amongst departments.

FLEXIBILITY
• Spaces that adapt to ever-changing technological and staffing needs.

USER FRIENDLY
• City Hall as a ‘one-stop-shop’ for citizens.
**PROJECT NARRATIVE | DESIGN APPROACH**

The City of Minot is transforming the existing Wells Fargo Bank building into a new, resilient, and citizen-friendly City Hall. Relocating City Hall from the outskirts of downtown into the heart of the community will make the new City Hall a significant destination for public services that can convert this now-empty facility into an additional catalyst that drives the continuing resurgence and vitality of downtown. As “the People’s House” for the Minot community, one of the important goals is to create a place that welcomes citizens, encourages them to connect with public servants, and get things done. Making City Hall a place that is easily accessible and convenient for the public to use, is easy to navigate and find help, and encourages City staff to be visible and available can make City Hall a “one stop shop” for City services. If possible, consolidating departments from the existing City Hall with those located at the Public Works facility can further enhance the convenience, positive first impression, and “one stop shop” concept.

The three-level Wells Fargo building sits on a sloping site that provides easy first-level access from the north on 2nd Avenue SW and a convenient 56-car parking area accessed off 3rd Ave. SW that provides access from the south to the second level. Internally linking these two levels will provide easy accessibility and connectivity to both a pedestrian traveling a downtown sidewalk as well as a drive-up visitor. In addition, a future connection to the adjacent parking structure can provide a significant parking resource for visitors and staff alike.

With a building footprint of approximately 118’ x 135’ and only 6 internal columns the Wells Fargo building structure can accommodate broad open space that can yield efficient office configurations, large gathering spaces like the City Council Chamber, and straightforward circulation. With each floor comprised of approximately 15,000 SF the appropriate adjacencies for City departments and staff that work closely together can be created – enhancing interdepartmental collaboration and effectiveness. Including new approaches to offices and workspace, transparency and visibility, accommodating evolving technology, and reducing on-site records storage needs can bring the new City Hall into the 21st-century and serve citizens for generations to come. Weaving together the existing elements of the Wells Fargo building with these modern amenities can support and encourage a fresh reinvigorated culture of customer service and citizen interaction. Enhancing comfort and convenience, light and natural daylighting, air quality, and accessibility for all can build a new City Hall experience founded on citizen engagement, wellbeing of City staff, and public safety.

Resilience and sustainability are key components and drivers behind relocating City Hall into the Wells Fargo building. Reusing and providing new life to an aging existing building is one of the most sustainable things the City of Minot can do. Leveraging this resource, repurposing, and creating new vitality enhances this building as well as downtown Minot. Bringing Dispatch/PSAP to the new City Hall and creating a facility that can provide year-round round-the-clock uninterrupted emergency service to the citizens, as well as providing State-wide connectivity to first responders, takes Minot one step closer to being a truly resilient community.

A City Hall should also be a civic symbol that expresses pride in the community, relevance of City government within the community, and a vision for where the community has been and where it is going in the future. Replacing failing windows, removing strategically located concrete panels, and enhancing the public entries on both the first and second levels can provide opportunities to revitalize the image of the Wells Fargo building – letting the public know that something different is happening inside, providing the sense of gravitas and permanence, while creating an architectural expression that is welcoming to all citizens and visitors to Minot.

**PROJECT SCHEDULE**

<table>
<thead>
<tr>
<th>Phase</th>
<th>Dates</th>
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<tbody>
<tr>
<td>PRELIMINARY DESIGN</td>
<td>March 1 to April 19, 2021</td>
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<tr>
<td>SCHEMATIC DESIGN</td>
<td>April 20 to June 7, 2021</td>
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<tr>
<td>DESIGN DEVELOPMENT</td>
<td>June 8 to August 2, 2021</td>
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<tr>
<td>CONSTRUCTION DOCUMENTS</td>
<td>August 3 to October 18, 2021</td>
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<td>BIDDING</td>
<td>October 19 to November 15, 2021</td>
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<tr>
<td>CONSTRUCTION</td>
<td>November 16, 2021 to Fall 2022</td>
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BUILDING PROGRAM

BACKGROUND:

The building program lays the groundwork for design and is critical to the success of any project. Using the 2019 program prepared by CDM Smith as a starting point, the Design Team and Building Committee worked together during a series of meetings to generate this updated program. During the process, it was essential that all voices were heard. All departments were asked to fill out a detailed questionnaire which was followed up with one-on-one meetings between each department head and the design team. The proposed program balances needs/wants with the available area in the new building.

Option 1: includes all of the departments from current City Hall + Engineering, Community Development, and Assessors (all of which are currently located in the Public Works Building). As programmed, this option does not fit within the proposed building. However, there may be some efficiencies that are realized as the design progresses that would make this a viable option.

Option 2: Includes all of the departments from current City Hall + Assessors (which is currently located in the Public Works Building). This option fits within the proposed building and leaves some room for flexibility as the design progresses and/or additional space for future growth.

The Design Team proposes to continue developing both options into the Schematic Design phase before making a recommendation.

<p>| | | | | |</p>
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</tr>
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MINOT CITY HALL - Program
# BUILDING PROGRAM

| City Attorney | 120 | 1 | 120 | 0% | 0% | 0% |
| Kernel City Attorney | 120 | 1 | 120 | 0% | 0% | 0% |
| Building Commissioner | 80 | 4 | 160 | 15% | 15% | 15% |
| Architect (Full Time) | 80 | 7 | 160 | 15% | 15% | 15% |
| Architect (Part Time) | 80 | 3 | 160 | 15% | 15% | 15% |
| M/E/SD/ES/Interior Design | 80 | 2 | 160 | 15% | 15% | 15% |
| Construction Management/Finance | 100 | 1 | 100 | 0% | 0% | 100% |
| Construction, Wall, Structure | 710 | 1,060 | 100% | 100% | 100% |

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<tr>
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<tr>
<td>Assistant Accountant</td>
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<tr>
<td>Accountant</td>
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<tr>
<td>Financial Special</td>
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<tr>
<td>Finance Special</td>
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<td>Financial Auditor</td>
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<td>CFO/Controller Relocation</td>
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<td>CFO/Controller Relocation Relocation</td>
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<tr>
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# BUILDING PROGRAM

<table>
<thead>
<tr>
<th>Location</th>
<th>Use</th>
<th>Rooms</th>
<th>Non-Const. Area</th>
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<tbody>
<tr>
<td>Office Area</td>
<td>Office</td>
<td>100</td>
<td>100,000</td>
</tr>
<tr>
<td>Office</td>
<td>Office</td>
<td>100</td>
<td>100,000</td>
</tr>
<tr>
<td>Office area</td>
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<tr>
<td>Design</td>
<td>Design</td>
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<td>1,000,000</td>
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<td>Design, Walls, Structure</td>
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## Additional Building Needs

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<td>Coffee shop area</td>
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<td>10,000</td>
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<tr>
<td>Coffee shop area</td>
<td>Coffee shop</td>
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<td>10,000</td>
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<tr>
<td>Design, Walls, Structure</td>
<td>Structure</td>
<td>375</td>
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## Option 1 - With Beginning & Community Development

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<th>Use Programmed Building Area</th>
<th>Actual Building Area</th>
<th>Variance</th>
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<td>46,173</td>
<td>45,038</td>
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<td>Efficiency Factor</td>
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<td>Total Required Building Area</td>
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## Option 2 - Without Beginning & Community Development

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<th>Variance</th>
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</thead>
<tbody>
<tr>
<td>45,038</td>
<td>45,038</td>
<td>0</td>
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<tr>
<td>Efficiency Factor</td>
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<td>2.00%</td>
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<tr>
<td>Total Required Building Area</td>
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## Option 3 - Without Beginning & Community Development

<table>
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<th>Use Programmed Building Area</th>
<th>Actual Building Area</th>
<th>Variance</th>
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</thead>
<tbody>
<tr>
<td>45,038</td>
<td>45,038</td>
<td>0</td>
</tr>
<tr>
<td>Efficiency Factor</td>
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<td>2.00%</td>
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<tr>
<td>Total Required Building Area</td>
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VISUAL PROGRAM

MINOT CITY HALL RENOVATION

VISUAL PROGRAM - DEPARTMENTS

MINOT CITY HALL REHABILITATION - CITY PROJECT 4466

04/08/21 | JLG 21019 | © 2021 JLG ARCHITECTS
1.0 OWNER TEAM

1.0 OWNER TEAM

BUILDING COMMITTEE

City of Minot
City of Minot

KEY STAFF

City of Minot

2.0 DESIGN TEAM

JLG ARCHITECTS
AE2S
CW STRUCTURAL
PRAIRIE ENGINEERING

Architect
Civil Engineer
Structural Engineer
Mechanical/Electrical/Plumbing Engineers

1.0 OWNER TEAM

BUILDING COMMITTEE | CITY OF MINOT

LANCE MEYER City Engineer
Primary contact for all correspondence.
Email: lance.meyer@minotnd.org Phone: 701-857-4300

LISA OLSON City Council Member
Email: lisa.olsen@minotnd.org Phone: 701-529-8898

HAROLD STEWART City Manager
Email: harold.stewart@minotnd.org Phone: 701-857-4750

DAVID LAKEFIELD Finance Director
Email: david.lakefield@minotnd.org Phone: 701-857-4784

KEVIN SICKLER Property Maintenance Supt.
Email: kevin.sickler@minotnd.org Phone: 701-857-4140

BRIAN BILLINGSLEY Community and Economic Development Director
Email: brian.billingsley@minotnd.org Phone: 701-857-4147

JUSTIN SUNDEHIM Patrol Commander
Email: justin.sundheim@minotnd.org Phone: 701-857-4717

MARGARET HUGAN PSAP Coordinator
Email: margaret.hugan@minotnd.org Phone: 701-857-9816
## Project Directory

### Key Staff | City of Minot

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelly Hendershot</td>
<td>City Attorney</td>
<td>Email: <a href="mailto:kelly.hendershot@minotnd.org">kelly.hendershot@minotnd.org</a>  Phone: 701.857.4755</td>
</tr>
<tr>
<td>Lisa Junot</td>
<td>Human Resources Director</td>
<td>Email: <a href="mailto:lisa.junot@minotnd.org">lisa.junot@minotnd.org</a>  Phone: 701.857.4756</td>
</tr>
<tr>
<td>John Zakian</td>
<td>NDR Resilience Program Director</td>
<td>Email: <a href="mailto:john.zakian@minotnd.org">john.zakian@minotnd.org</a>  Phone: 701.857.4756</td>
</tr>
<tr>
<td>Paul Urickson</td>
<td>IT Manager</td>
<td>Email: <a href="mailto:paul.urickson@minotnd.org">paul.urickson@minotnd.org</a>  Phone: 701.420.4028</td>
</tr>
<tr>
<td>Ryan Kamrowsky</td>
<td>City Assessor</td>
<td>Email: <a href="mailto:ryan.kamrowsky@minotnd.org">ryan.kamrowsky@minotnd.org</a>  Phone: 701.857.4140</td>
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<tr>
<td>Damon Druys</td>
<td>Asst. City Assessor</td>
<td>Email: <a href="mailto:damon.druys@minotnd.org">damon.druys@minotnd.org</a>  Phone: 701.857.4140</td>
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<tr>
<td>John Klug</td>
<td>Chief of Police</td>
<td>Email: <a href="mailto:john.klug@minotnd.org">john.klug@minotnd.org</a>  Phone: 701.857.9400</td>
</tr>
<tr>
<td>Kelly Matalka</td>
<td>City Clerk</td>
<td>Email: <a href="mailto:kelly.matalka@minotnd.org">kelly.matalka@minotnd.org</a>  Phone: 701.857.4752</td>
</tr>
<tr>
<td>Derek Hackett</td>
<td>Public Information Officer</td>
<td>Email: <a href="mailto:derek.hackett@minotnd.org">derek.hackett@minotnd.org</a>  Phone: 701.857.4727</td>
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## 2.0 Design Team

### JLG Architects | Architect

- **Eric Hunter**
  - Project Manager
  - Primary point of contact for all correspondence.
  - Email: ehoffer@jlgarchitects.com  Phone: 701.721.2566

- **Doug Larson**
  - Senior Project Architect
  - Email: dlarson@jlgarchitects.com  Phone: 701.858.0882

- **Scott Jordan-Denny**
  - Project Designer
  - Email: sjordan-denny@jlgarchitects.com  Phone: 612.314.4747

- **Nick Jeneen**
  - Senior Job Captain
  - Email: n.jeneen@jlgarchitects.com  Phone: 701.738.2204

- **Jennifer Burke Jackson**
  - Principal
  - Email: jjackson@jlgarchitects.com  Phone: 701.989.7723

### AE2S | Civil Engineer

- **Jay Kleven**
  - Civil Engineer
  - Email: jay.kleven@ae2s.com  Phone: 701.740.4747

### CW Structural | Structural Engineer

- **Kody Scharosch**
  - Structural Engineer
  - Email: kody.scharosch@cwstructural.net  Phone: 701.204.0565

- **Chris Wentz**
  - Principal
  - Email: chris.wentz@cwstructural.net  Phone: 701.204.0570

### Prairie Engineering | MEP Engineer

- **Caleb Bulow**
  - Mechanical Engineer
  - Email: cbulow@prairieengineeringpc.com  Phone: (701) 852-6363

- **Jason Hunze**
  - Electrical Engineer
  - Email: jhunze@prairieengineeringpc.com  Phone: (701) 852-6363

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MINOT CITY HALL REHABILITATION - CITY PROJECT 4466

JLG 21019 | © 2021 JLG ARCHITECTS
Public Space

Notes: texture contrast is good.
changes of lines, strait and curved is good
not enough signage?
open
lighting is good. like the stacked stone
seems like a lot of wasted space
colors are good. open
great use of natural light
traffic flow seems efficient
looks like a parking garage
like the mix of waiting areas and front counters
-wayfinding signage is good
- don't like fixed seating
- like transparency into council chambers
- borrowed light into chambers is great.
- allows for spillover seating
- like the flooring.
- not as good as the open area/waiting example
- like the doors vs the metal 'mall' gates
good: open lighting, seating, colors, curves
good: nice views to the exterior, wayfinding
bad: carpet
Before there was a University of North Dakota—thanks in no small part to the support of Grand Forks newspaper man and editor George Walsh. The improvised bill he drafted to the Territorial Legislature brought little in the way of new funding. Single, blank pages on the histories...
bad: over the top, too fancy

good: dais lower is good.
good balance - big, open, not over extravagant, tasteful. Not fixed seating is good. flexible. Dais is at a good level.
lighting seems warmer, good.
lots of wood
public speaking platform is good.
fixed seating = reduced flexibility.
needs to be plenty of space between chairs at Dais for papers, laptops, etc. don't want to be elbow to elbow during a meeting.
good sized podium with lots of technology.

side table for staff is nice.
technology seems lacking - screens for people sitting in the back - technology should extend out beyond the chamber for overflow
The wall between the public and dais is not good, showing inaccessibility.
bright -
no wood seats!
terrible carpet
natural light is great.
very small gallery area.
like that its wider than deep
ceiling looks expensive
side displays are nice
nice - council +
staff area below.
level playing field
with podium
natural light
behind the dais
is nice
Office & Meeting Space

seems cluttered and tight
like the standing workstation

colors aren't great
industrial look - might be more cost effective. this may become dated would be open to exposing some structure.
not sure how often people would use an “open” meeting space like this.

white board wall is cool would make more sense in a less trafficked area
space size is nice - like the outside views conceal hvac but still staying with an open ceiling concept. furniture seems flexible.
nice size conference room. glass is nice for visibility but still allows for some acoustic privacy. like the idea of history on the back wall.
should be thinking about mobile workforce - we work from areas other than our desks.
could be a nice impromptu meeting space
would need to make sure the materials are cleanable
cube walls seem too low. we should survey the staff to set the standard height.

good visual connection between offices and cube areas.

glass office fronts allow daylight to penetrate deeper into the building - also encourages transparency. people know what staff are doing. need to make sure we still have acoustic privacy.
are these cube walls too high? blocks natural light and visibility, clear panels could help with this.

open tables may not be very usable. seems to clutter things up.

maybe if the tables were tight to the wall with chairs on 3 sides, could be more usable, look less cluttered.
open ceiling makes the space feel bigger
white board is nice
example of lighting in an acoustic ceiling
not sure how much these would be used
middle ground for cube height? these are about 4'
21019 MINOT CITY HALL – DEPARTMENT QUESTIONNAIRE  MARCH 16, 2021

DEPARTMENT: __________ IT ______________

VISION
1. What are your goals, vision, or aspiration for your new departmental spaces?

CURRENT SPACE UTILIZATION
2. Is your current space adequate? Yes
3. Does your current area efficiently utilize space? Is there any wasted space? Space is well utilized with little waste.
4. What do you like most about your current space? What works well? Meets needs.
5. What do you like least about your current space? What does not work well? Space is nice, storage is nice.
6. What would you like to do/need to do in a new space that you cannot do in your current space? Workbench/lab
7. What has changed in the last 5 years that has impacted your staff-count and space requirements? Organizational reliance on technology has increased our head count.
8. What do you see happening in the long-term future that will impact staff-count and space requirements? I believe our staff could swell by two full time positions within the next 5-10 years.
9. Do you have seasonal fluctuation in staff-count? Summer Interns or temporary workspace requirements? Our part time head count is 1-2.
10. Are there parts of your department that are remote or not within the building? Should they be consolidated? Primary data center is at City Hall (away from us). This should be consolidated over time.
11. With which departments do you interact most day-to-day? PD, Finance, FD, Public Works, Engineering, Community Dev,

PUBLIC ENGAGEMENT/SECURITY
12. Do you engage with the public? If so, what is your peak hour or season for engaging with the public? Very little... normal business hours when interaction occurs.
13. How much of your space is accessible by the public? Should it remain public in the new City Hall? Very little. Should not be publicly accessible.
14. Where is the point of separation between public and staff? Does that point need to be secured? Locked door/card access separation.

TECHNOLOGY
16. What technology do you currently utilize? Computers, desk phones, printers,
17. What future technology changes would you like to adopt that will impact your workspace?

Conference/meeting room.

**SPACE NEEDS**

18. What kind of spaces do you need now and into the future?

   a. **Private Office** 7 now 9 total to future proof
   b. **Open Office / Workstations** n/a
   c. **Public Interaction / Service Counter** n/a
   d. **Conference Rooms** close access to a community conf room
   e. **Collaboration Spaces/Huddle Rooms** would be nice but not required
   f. **Workrooms / Copy / Supplies** – workbench room would be very helpful, supply room would be nice.
   g. **Records / Filing / Storage** addressed later
   h. **Secured Spaces** all
   i. **Break Room / Coffee Bar** yes
   j. **Other Spaces?** Computer lab central to building.

19. Which spaces need to be private or enclosed?

20. Which spaces need to be adjacent? Far apart?

21. What spaces have security needs? Data center, switch closets with added security.

22. Which spaces could be shared with other departments? Conf rooms, break rooms.

23. What kind of Filing and Storage needs are required?

   a. **Immediate access?** Minimal file storage but we have a storage need for old and new equipment, cables, adapters, spare pieces and parts, etc..
   b. **Lockable storage?** Yes, some of the storage needs to be locked.
   c. **Long-term storage?**
   d. **What is your digitization process and what is the impact on filing needs?**

24. What is your assessment of the current facility regarding appearance, natural & artificial lighting, thermal comfort, convenience power, acoustics, durability, and/or furnishings? Poor

25. How many staff are in the department?

   a. **Full Time** 5
   b. **Part Time** 1.5
   c. **Seasonal**
   d. **Anticipated Future** 2 additional
DEPARTMENT: Human Resource

VISION

1. What are your goals, vision, or aspiration for your new departmental spaces?

It would be nice to have HR in an area more accessible to employees and potential applicants rather than being tucked in a corner.

CURRENT SPACE UTILIZATION

2. Is your current space adequate? No
3. Does your current area efficiently utilize space? Yes Is there any wasted space? No
4. What do you like most about your current space? I like that the HR staff are in proximity to each other What works well? Having offices together
5. What do you like least about your current space? There is not enough space. What does not work well? There is not a lot of privacy for employees as some HR staff share offices. Employees don’t want to talk about their private issues in a shared office. There is also not enough space for storage and no larger space for trainings.
6. What would you like to do/need to do in a new space that you cannot do in your current space? We especially need more conference room space for trainings and larger meetings.
7. What has changed in the last 5 years that has impacted your staff-count and space requirements? We have added one more staff member to assist with training. This staff member has been required to share and office with limited space.
8. What do you see happening in the long-term future that will impact staff-count and space requirements? As there are more demands and expectations placed on HR staff, there will be a need to increase the staff as we are already extremely lean
9. Do you have seasonal fluctuation in staff-count? No Summer Interns or temporary workspace requirements? No
10. Are there parts of your department that are remote or not within the building? No Should they be consolidated?
11. With which departments do you interact most day-to-day? City Manager, Attorney, Finance.

PUBLIC ENGAGEMENT/SECURITY

12. Do you engage with the public? Yes If so, what is your peak hour or season for engaging with the public? Our public is mostly employees and we engage with them on a daily basis.
13. How much of your space is accessible by the public? None at the moment. Should it remain public in the new City Hall? We should have some access to the public.

14. Where is the point of separation between public and staff? Right now there is no access to the public. Current employees can gain access via HR staff. Does that point need to be secured? There still needs to be a secure point.

15. Where do you currently engage with the public? In the lobby or bring them back to our office, which is not the best practice. Service Counter? Office? Conference Room? Where should you/where do you want to engage with the public? There should be, at least, some share space for departments to engage with the public outside of bringing them back to a secure office.

TECHNOLOGY

16. What technology do you currently utilize? Jarvis, Central Square (Sungard) Other HR applications.

17. What future technology changes would you like to adopt that will impact your workspace? Would like to have scanners at our desks to allow for electronic storage of documents in Jarvis. Separate scanners would also minimize the wasted time of always having to use the main printer/copier.

SPACE NEEDS

18. What kind of spaces do you need now and into the future?
   - Private Office Yes, 3 to 4
   - Open Office / Workstations Yes 2 to 3
   - Public Interaction / Service Counter yes with computer access for public
   - Conference Rooms Yes, 1 for training, can be a shared conference room
   - Collaboration Spaces/Huddle Rooms 1, can be a shared space
   - Workrooms / Copy / Supplies yes, can be shared space
   - Records / Filing / Storage Yes, would like to see separate from other filing/storage due to confidential personnel documents
   - Secured Spaces Yes for staff and confidential documents
   - Break Room / Coffee Bar Yes, can be a shared space
   - Other Spaces? Wishful thinking on a training lab?

19. Which spaces need to be private or enclosed? Offices for HR Generalist

20. Which spaces need to be adjacent? Offices Far apart? Conference Rooms/Training Lab

21. What spaces have security needs? Offices and records storage

22. Which spaces could be shared with other departments? Conference rooms, huddle rooms, training lab, break rooms etc.

23. What kind of Filing and Storage needs are required?
   - Immediate access? yes
   - Lockable storage? Yes
   - Long-term storage? Yes
d. What is your digitization process and what is the impact on filing needs? Right now we have very limited digitization and a lot of paper records. We hope to change that in the future, but that will take time and there is a need to still maintain the records we have.

24. What is your assessment of the current facility regarding appearance, natural & artificial lighting, thermal comfort, convenience power, acoustics, durability, and/or furnishings? Would love to have more natural lighting but that may not be possible. There needs to be more sound proofing in the offices and conference rooms due to the sensitive nature of some of the conversations.

25. How many staff are in the department?
   a. Full Time Currently 4
   b. Part Time 0
   c. Seasonal 0
   d. Anticipated Future Would like to see 2 more full-time staff hired in the future.
DEPARTMENT: City Attorney

VISION
1. What are your goals, vision, or aspiration for your new departmental spaces?

   Functional space with privacy for conversations regarding City legal issues (criminal and civil); staff together for better collaboration.

CURRENT SPACE UTILIZATION
2. Is your current space adequate?

   No. Our administrative staff is in hallway areas of City Hall; two attorneys are in one area and another attorney on a different floor not by any CAO staff.

3. Does your current area efficiently utilize space? Is there any wasted space?

   No wasted space.

4. What do you like most about your current space? What works well?

5. What do you like least about your current space? What does not work well?

   Lack of space; noisy, busy, lack of privacy with others walking through department; private conversations with crime victims happening in administrative area overheard by anyone walking through.

6. What would you like to do/need to do in a new space that you cannot do in your current space?

   I would like a small conference room/meeting area for conversations within department and with witnesses for prep; small meetings.

7. What has changed in the last 5 years that has impacted your staff-count and space requirements?
We have added one new attorney and one part time (50% of 1FTE dedicated to CAO) administrative person.

8. What do you see happening in the long-term future that will impact staff-count and space requirements?

Potential increase in administrative or attorney staff over time, depending on workload and priorities.

9. Do you have seasonal fluctuation in staff-count? Summer Interns or temporary workspace requirements?

We have had an intern previously, but stopped doing that due to lack of work space.

10. Are there parts of your department that are remote or not within the building? Should they be consolidated?

No.

11. With which departments do you interact most day-to-day?

All departments, but significant interaction with HR and PD.

PUBLIC ENGAGEMENT/SECURITY

12. Do you engage with the public? If so, what is your peak hour or season for engaging with the public?

Limited engagement; occasional victim or defendant wanting to speak about criminal cases or provide paperwork for court. Some meetings with members of the public, however, they’re normally associated with other departments’ projects.

13. How much of your space is accessible by the public? Should it remain public in the new City Hall?

The administrative staff is in the secure area, but accessible when walking through the secure area. Attorneys are in office space within secure areas.

14. Where is the point of separation between public and staff? Does that point need to be secured?

Our preference is a secure area. For safety purposes and privacy/confidentiality purposes.

15. Where do you currently engage with the public? Service Counter? Office? Conference Room? Where should you/where do you want to engage with the public?
There is a service counter between the public area and secure area of our office. The service counter is the preferred engagement area for future space.

TECHNOLOGY
16. What technology do you currently utilize?

We use computers, printers, scanners – general office technology.

17. What future technology changes would you like to adopt that will impact your workspace?

N/A

SPACE NEEDS
18. What kind of spaces do you need now and into the future?
   a. Private Office

   Preference for private offices for attorneys.

   b. Open Office / Workstations

   Open office/workstations for administrative staff with some barrier for phone conversations.

   c. Public Interaction / Service Counter

   Service counter preference for interaction with public.

   d. Conference Rooms

   Small conference room/meeting space would be preferred.

   e. Collaboration Spaces/Huddle Rooms

   Not sure the difference between this and small conference room – either preferred.

   f. Workrooms / Copy / Supplies

   We do maintain files from criminal and civil matters. We have moved to a virtual system for criminal proceedings, but do continue to maintain filing cabinets for paper files.

   g. Records / Filing / Storage
Currently have three large filing cabinets, 2 medium sized filing cabinets, 2 small cabinets.

h. Secured Spaces

Currently in secure area in city hall; prefer to continue to be in secure area.

i. Break Room / Coffee Bar

Joint break room preferred.

j. Other Spaces?

19. Which spaces need to be private or enclosed?

Prefer to have entire office private from the public.

20. Which spaces need to be adjacent? Far apart?

Open to suggestions; administrative staff together; attorney offices close to one another.

21. What spaces have security needs?

See previous answers.

22. Which spaces could be shared with other departments?

Break rooms; potentially conference rooms.

23. What kind of Filing and Storage needs are required?

a. Immediate access?

Preferred for any storage of files, etc.

b. Lockable storage?

No lockable storage at this time.

c. Long-term storage?
We’ve been able to manage our storage in office.

d. What is your digitization process and what is the impact on filing needs?

We are converting most physical files to electronic files; however, we will not be able to go completely paperless.

24. What is your assessment of the current facility regarding appearance, natural & artificial lighting, thermal comfort, convenience power, acoustics, durability, and/or furnishings?

Sound is an issue; thin walls and noise traveling throughout space. Some office spaces lack windows or heat/cool control.

25. How many staff are in the department?
   a. Full Time

      4 FTEs; 1 50% FTE (administrative staff is FTE, but 50% dedicated to CAO)

   b. Part Time

      See above re: 50% FTE.

   c. Seasonal

      Potential future intern.

   d. Anticipated Future

      Plan for future needs of 1 additional administrative staff; 1 additional attorney (unknown if that will be necessary).
DEPARTMENT: Engineering

VISION
1. What are your goals, vision, or aspiration for your new departmental spaces?
The department would like a space that is comfortable, efficient, enhances collaboration, has good lighting, and a provides a good work atmosphere/aesthetics.

CURRENT SPACE UTILIZATION
2. Is your current space adequate?
   Yes

3. Does your current area efficiently utilize space?
   Mostly, the department area was overbuilt initially to allow for several decades of expansion room.

   Is there any wasted space?
   Some. The cubes could be arranged differently, but we have optimized the natural light for our staff until we have to move cubes around for expansion.

4. What do you like most about your current space?
   It is open, has plenty of light, it’s quiet on this side of the building.

   What works well?
   The offices and cubes offer the right amount of work privacy while still allowing for collaboration and communication. We have conference rooms that are nearby and allow us to use technology for meetings and work.

5. What do you like least about your current space?
   We have file cabinets everywhere and it detracts from the appeal of the space. The heating and cooling can be too hot, too cold at times.

   What does not work well?
   Our large training room has technology problems with the room audio. Restrooms are across the building.

6. What would you like to do/need to do in a new space that you cannot do in your current space?
It would be nice to have a plan review space with larger screens. It would be nice to have a larger traffic engineer office to allow for additional computer screens.

7. What has changed in the last 5 years that has impacted your staff-count and space requirements?
   The city grew very fast, then slowed down. We had to add staff quickly and build a new space at public works. Now that the demand has leveled, we have plenty of room here for growth.

8. What do you see happening in the long-term future that will impact staff-count and space requirements?
   The department will take on more duties and projects as the city grows and redevelops. We need to make sure we keep the room for new staff. We will likely need additional storage room for equipment.

9. Do you have seasonal fluctuation in staff-count? Summer Interns or temporary workspace requirements?
   We hire three interns at this point.

10. Are there parts of your department that are remote or not within the building? Should they be consolidated?
    The department has two divisions, engineering services and traffic. The traffic engineer is in the public works building with the rest of the engineers. The traffic maintenance staff have their own facility in downtown Minot. Their building will eventually be moved to the public works complex in two years. The functions are separate enough where they do not need to be in the same building.

11. With which departments do you interact most day-to-day?
    #1 Public works, #2 Community Development (Planning and Inspection), #3 Finance

PUBLIC ENGAGEMENT/SECURITY

12. Do you engage with the public? If so, what is your peak hour or season for engaging with the public?
    We engage with the public all times during the year. Summer is our most frequent interaction time due to projects, drainage complaints, and requests for information.

13. How much of your space is accessible by the public? Should it remain public in the new City Hall?
    All space in the public works building is accessible, there are no barriers. We do need interaction with the public. A defined check in point would be helpful.

14. Where is the point of separation between public and staff? Does that point need to be secured?
    At the admin desk, but since there is no door, the public can access any staff area. It would be nice to have it secured, but not sure it has to be a requirement.

15. Where do you currently engage with the public? Service Counter? Office? Conference Room? Where should you/where do you want to engage with the public?
All of the above for engagement locations. It would be nice to have an area besides a cube to help the public. Possibly a wall mounted screen with a computer. Then a conference room wouldn’t have to be utilized and it would be more convenient than looking over the shoulder of a staff member in a cube.

TECHNOLOGY

16. What technology do you currently utilize?
   The department is heavily invested in technology due to our type of work. It is primarily on computers with CAD and GIS technology. We need the ability to meet and discuss remotely through MS Teams. The large conference room has a smart board that no one uses.

17. What future technology changes would you like to adopt that will impact your workspace?
   We will need to focus on the ability to collaborate especially if departments we work with are located in different buildings. Engineering works with so many departments every day, so if we move or stay, we have to have the ability to collaborate daily in an efficient and effective manner.
   Plan review “table”/monitor.
   Conference room calendar shown outside of door – Ackerman has ipads mounted in the wall showing room reservation schedule.

SPACE NEEDS

18. What kind of spaces do you need now and into the future?
   b. Open Office / Workstations Yes, one for each staff member
   c. Public Interaction / Service Counter Yes. One service counter for sure. Maybe a dedicated or shared space for public interaction by staff
   d. Conference Rooms Yes. One that can seat 15 people
   e. Collaboration Spaces/Huddle Rooms Yes, a smaller conference room for 5
   f. Workrooms/ Copy / Supplies Yes, one area for a large format plotter/scanner and one copy machine.
   g. Records / Filing / Storage Yes. We have dozens of file cabinets we share with public works for infrastructure plans. Plans are usually scanned, but other documents are not. We are moving towards having everything digital, but lots of work yet to do there.
   h. Secured Spaces Yes, but not for files, just equipment like GPS, Total Station, and Level equipment.
   i. Break Room / Coffee Bar Yes, but a shared space with other departments.
   j. Other Spaces? A plan review area would be nice with a large screen to review plans and make comments. We are implementing digital plan review later in 2021. Lactation/Wellness room

19. Which spaces need to be private or enclosed? Work offices and conference rooms.

20. Which spaces need to be adjacent? Far apart? Our printing area needs to be near workstations for efficiency.
21. What spaces have security needs? Other than protecting our staff, we need to be able to secure our expensive equipment.

22. Which spaces could be shared with other departments? Conference rooms, break rooms, lunch areas, copy rooms, plan review rooms.

23. What kind of Filing and Storage needs are required?
   a. Immediate access? Only for plans and records
   b. Lockable storage? Only for equipment
   c. Long-term storage? We have some files that we have to keep on site. Once scanned they can be archived in a different location if necessary.
   d. What is your digitization process and what is the impact on filing needs? We scan in plans and reports. Most communication is by email. We are becoming less dependent on paper, but we do not have a formal digitization process.

24. What is your assessment of the current facility regarding appearance, natural & artificial lighting, thermal comfort, convenience power, acoustics, durability, and/or furnishings? The public works building is a good building overall. Where engineering is located is new, has decent lighting. Some furnishings are new, much is used or reconditioned. It’s a little plain looking and would enhance the work experience if more could be done with appearance. Sometimes the heating and cooling can be troublesome.

25. How many staff are in the department?
   a. Full Time 17 full time staff (5 of 17 work in another building in traffic maintenance)
   b. Part Time 0
   c. Seasonal 3
   d. Anticipated Future 21 (6 of 17 work in another building in traffic maintenance) This will be a 0 to 15 year staffing plan.
VISION
1. What are your goals, vision, or aspiration for your new departmental spaces?
   Room to work, well lit, sufficient electrical outlets, ample meeting room, looks professional, supply storage and room for record storage.

CURRENT SPACE UTILIZATION
2. Is your current space adequate?
   No.

   3. Does your current area efficiently utilize space? We are spread out to multiple areas and communication is sometimes difficult. Is there any wasted space? No
   4. What do you like most about your current space? In a secure area and windows to some offices. What works well? Having access to printers/scanners and phone system works well.
   5. What do you like least about your current space? Too crowded. What does not work well? Not enough meeting space. A lot of distractions due to being in such tight quarters.
   7. What has changed in the last 5 years that has impacted your staff-count and space requirements? CDBG/NDR Funds and required staff to monitor those programs. ERP implementation and growth of the City in general has resulted in additional workload and staff.
   8. What do you see happening in the long-term future that will impact staff-count and space requirements? Changes to current business practices. Potential for centralized purchasing. Additional regulatory requirements.
   9. Do you have seasonal fluctuation in staff-count? Summer Interns or temporary workspace requirements? Auditor workspace or consultant workspace. No current plans for interns because we don’t have any space for them.
   10. Are there parts of your department that are remote or not within the building? Should they be consolidated? IT is located in the Auditorium and should be located with Finance/City Hall.
   11. With which departments do you interact most day-to-day? IT, CM, HR, CA, PW, Engineering, Airport.
PUBLIC ENGAGEMENT/SECURITY

12. Do you engage with the public? If so, what is your peak hour or season for engaging with the public? Yes. Take payments for UB and various invoices. No real peak season.

13. How much of your space is accessible by the public? Should it remain public in the new City Hall? Accounts Payable is accessible by the public. Interaction is fairly limited for AP.

14. Where is the point of separation between public and staff? Does that point need to be secured? Currently have a window between AP and public. The rest of the department is behind secured doors.

15. Where do you currently engage with the public? Service Counter? Office? Conference Room? Where should you/where do you want to engage with the public? Most engagements are at the AP window and lobby or conference room.

TECHNOLOGY

16. What technology do you currently utilize? JARVIS, scanners, printers, 10 key, fax, large display for conference room, cameras/microphones for meetings, conference phones,

17. What future technology changes would you like to adopt that will impact your workspace? Less paper/more electronic records.

SPACE NEEDS

18. What kind of spaces do you need now and into the future?
   a. Private Office  All of the below
   b. Open Office / Workstations
   c. Public Interaction / Service Counter
   d. Conference Rooms
   e. Collaboration Spaces/Huddle Rooms
   f. Workrooms / Copy / Supplies
   g. Records / Filing / Storage
   h. Secured Spaces
   i. Break Room / Coffee Bar
   j. Other Spaces? Nursing area IT Server/equipment space

19. Which spaces need to be private or enclosed? Dept. Head, Comptroller, Treasurer, Auditor, Senior Accountants, Financial Analyst

20. Which spaces need to be adjacent? Far apart? Would prefer the entire department to be somewhat close.

21. What spaces have security needs? Copy room, storage room-records often have sensitive info on them

22. Which spaces could be shared with other departments? Conference/meeting rooms, break rooms, copy rooms

23. What kind of Filing and Storage needs are required?
   a. Immediate access? Small file drawers for workspace. CDBG requires substantial filing space
   b. Lockable storage? Several large lateral file cabinets. Contain sensitive information.
c. Long-term storage? Some of the files are not electronic. Would require slightly more space than we currently have downstairs at City Hall now.

d. What is your digitization process and what is the impact on filing needs? Most everything will be digital going forward.

24. What is your assessment of the current facility regarding appearance, natural & artificial lighting, thermal comfort, convenience power, acoustics, durability, and/or furnishings? Environment is loud/disturbing, some offices do not have windows/glass, power is lacking, thermal comfort is not consistent.

25. How many staff are in the department?
   a. Full Time 12
   b. Part Time 1
   c. Seasonal
   d. Anticipated Future 2-3
VISION
1. What are your goals, vision, or aspiration for your new departmental spaces? Self-sustained, professional area with room to expand. Space and atmosphere need to be conducive for employees to comfortably run 24/7 emergency operations from within.

CURRENT SPACE UTILIZATION
2. Is your current space adequate? No
3. Does your current area efficiently utilize space? Yes Is there any wasted space? No
4. What do you like most about your current space? Proximity to bathrooms specifically assigned to dispatch. What works well?
5. What do you like least about your current space? Lack of overall space. No space for individual meetings for supervisor/employee interactions. Cannot expand to appropriate personnel as there is no place to put additional consoles. Lighting is poor with very little adjustment ability. What does not work well? Combining PSAP and supervisor spaces with main floor of dispatch. (no privacy for sensitive matters)
6. What would you like to do/need to do in a new space that you cannot do in your current space? Add additional dispatchers/consoles to achieve an acceptable level of minimum staffing.
7. What has changed in the last 5 years that has impacted your staff-count and space requirements? Increased calls for service and increasing day to day job responsibilities. Upcoming SIRN implementation has unknown increased responsibility levels as it relates to workload.
8. What do you see happening in the long-term future that will impact staff-count and space requirements? Additional calls for services reflecting need for additional staffing. Potential future combining of PSAPs which would inherently increasing staffing and space needs.
9. Do you have seasonal fluctuation in staff-count? Summer Interns or temporary workspace requirements? Training of new staff would be a fluctuating need for space. Training of staff needs to have their own space, separate from active dispatch consoles.
10. Are there parts of your department that are remote or not within the building? Should they be consolidated? Not at this time (exception are secondary/back up emergency areas that wouldn’t be consolidated)
11. With which departments do you interact most day-to-day? Public safety agencies from across the county. Most contact is with Minot PD due to location and total calls for law enforcement service within City of Minot.

PUBLIC ENGAGEMENT/SECURITY
12. Do you engage with the public? Typically, do not allow public into dispatch area unless it’s preapproved (ex guided tour). If so, what is your peak hour or season for engaging with the public?
13. How much of your space is accessible by the public? None
14. Where is the point of separation between public and staff? Should that point need to be secured? Currently, the PD lobby. Yes
15. Where do you currently engage with the public? Attempts are made to utilize some other portion of the police department when the need arises. This predominantly effects management (PSAP Manager). Other employees don’t interact with public in a face-to-face setting. Service Counter? Office? Conference Room? Where should you/where do you want to engage with the public? Public should not be interacting with our dispatch center on a regular basis due to security concerns. Access to outside agencies is controlled due to FBI requirements.

TECHNOLOGY
16. What technology do you currently utilize? This will be an extensive list.
17. What future technology changes would you like to adopt that will impact your workspace? Increasing technology for dispatch will likely increase need for space instead of decrease.

SPACE NEEDS
18. What kind of spaces do you need now and into the future?
   a. Private Office YES (x2-3)
   b. Open Office / Workstations YES
   c. Public Interaction / Service Counter No
   d. Conference Rooms YES
   e. Collaboration Spaces/Huddle Rooms
   f. Workrooms / Copy / Supplies YES
   g. Records / Filing / Storage YES
   h. Secured Spaces YES
   i. Break Room / Coffee Bar YES w/kitchen area
   j. Other Spaces? (Radio Room) (Sleep/Decompress room) (Training space/consoles) (Bathrooms) (Locker/Personal area) (Small workout room).
19. Which spaces need to be private or enclosed? PSAP manager office/ secondary supervisor office space/Sleep decompress room/kitchen (break) area/locker (personnel employee) area.
20. Which spaces need to be adjacent? PSAP manager/office needs to have visual line of sight with dispatch floor. Far apart? Break/Kitchen area needs to be separate from open area of dispatch floor.
21. What spaces have security needs? Entire division
22. Which spaces could be shared with other departments? None
23. What kind of Filing and Storage needs are required?
   a. Immediate access? Yes
   b. Lockable storage? Yes
   c. Long-term storage? Yes
d. What is your digitization process and what is the impact on filing needs? Digitalization is used when appropriate, however paper copies are kept for certain items as redundancy due to the scope/purpose of the dept.

24. What is your assessment of the current facility regarding appearance, natural & artificial lighting, thermal comfort, convenience power, acoustics, durability, and/or furnishings? Poor. Additional power is limited, lighting is not adjustable, very little natural light. Acoustics can overwhelm dispatchers; air quality could be improved.

25. How many staff are in the department?
   a. Full Time 16
   b. Part Time 2
   c. Seasonal 0
   d. Anticipated Future 20+ However, this could increase exponentially more in the future (See #8)
DEPARTMENT: Utility-Billing (Donna, Miranda, and Haili)

VISION
1. What are your goals, vision, or aspiration for your new departmental spaces? Ergonomically friendly. More desk space. Separate desk space from service counter space.

CURRENT SPACE UTILIZATION
2. Is your current space adequate? NO – not ergonomically friendly. No customer privacy (paperwork is on our desk for anyone to see), Not enough desk space. No way to indicate we are on the phones, when using our headsets. When printer and bill stuffer are running, it is hard to hear on the phones or customers in the office.
3. Does your current area efficiently utilize space? Is there any wasted space? Wasted space
4. What do you like most about your current space? What works well? Stuffer is separate from work space but should be more enclosed
5. What do you like least about your current space? What does not work well? Too cramped
6. What would you like to do/need to do in a new space that you cannot do in your current space? Stand up. More work space (desktop and service counter)
7. What has changed in the last 5 years that has impacted your staff-count and space requirements? Less paper saved, less over the counter customers
8. What do you see happening in the long-term future that will impact staff-count and space requirements? NA
9. Do you have seasonal fluctuation in staff-count? Summer Interns or temporary workspace requirements? No
10. Are there parts of your department that are remote or not within the building? Should they be consolidated? Water Maintenance. No
11. With which departments do you interact most day-to-day? Water maintenance and public works by phone. Finance in person (Penny and Marilyn multiple times a day)

PUBLIC ENGAGEMENT/SECURITY
12. Do you engage with the public? If so, what is your peak hour or season for engaging with the public? Yes. 7:30 am - 4pm Monday-Friday. Need separate gate to close Utility Billing during afterhours meetings.
13. How much of your space is accessible by the public? Should it remain public in the new City Hall? Just the service counter space. Yes
14. Where is the point of separation between public and staff? Does that point need to be secured? Service counter and Yes, by glass partition and secured.
15. Where do you currently engage with the public? Service Counter? Office? Conference Room? Where should you/where do you want to engage with the public? Service counter for both

TECHNOLOGY
16. What technology do you currently utilize? 2 monitors per staff, 1 phone per staff, 2 receipt printers per staff, envelope stuffer, parking ramp cameras (computer and monitor), big printer, small scanner, envelope opener, 2 hand held readers, computer for hand helds and phone by hand held computer.

17. What future technology changes would you like to adopt that will impact your workspace? 3rd monitor and all matching so the size of the open screens remains the same even if you move it to another monitor.

SPACE NEEDS

18. What kind of spaces do you need now and into the future?
   a. Private Office No
   b. Open Office / Workstations YES open office, Service Counter in front with 3 windows big enough to fit packages (similar to what we have now) and 4 workstations in back
   c. Public Interaction / Service Counter YES/ Separate from work stations
   d. Conference Rooms No
   e. Collaboration Spaces/Huddle Rooms No
   f. Workrooms / Copy / Supplies YES with counter for letter opener
   g. Records / Filing / Storage YES possibly combined with envelope stuffer room. We currently have 3 file cabinets, but may not need them if we have storage elsewhere.
   h. Secured Spaces All spaces should be secured
   i. Break Room / Coffee Bar
   j. Other Spaces? Separate room for envelope Stuffer but adjoined. The envelope stuffer and all paper in one room at least 12X20, with a 12 ft counter top to house the stuffer and be able to sort billing. Needs to have cupboards underneath for additional storage. If this is not possible, we would need a separate area close by to keep the supplies with adequate storage space. Need space for mailboxes with a counter to sort and a trash and recycle bin nearby.

19. Which spaces need to be private or enclosed? Area as a whole enclosed (work station private from service counter)

20. Which spaces need to be adjacent? Far apart? Stuffer needs to be adjacent.

21. Which spaces have security needs? Utility billing as a whole

22. Which spaces could be shared with other departments? The stuffer, envelope opener and incoming mail sorting area.

23. What kind of Filing and Storage needs are required?
   a. Immediate access? Yes
   b. Lockable storage? Safe
   c. Long-term storage? Yes
   d. What is your digitization process and what is the impact on filing needs? We currently save as we go if possible and scan when needed.

24. What is your assessment of the current facility regarding appearance, natural & artificial lighting, thermal comfort, convenience power, acoustics, durability, and/or furnishings? Love the colors of water billing, glass
nice looking and functional, desks are outdated and not built for computers; carpet is worn and dated. No natural light and artificial light has to be limited. Thermal comfort is fine. Limited plug-ins and ones we currently have are limited accessibility. Hard to hear customers with the noisy air compressor, printer, and/or stuffer are running. Durability is fine and furnishings are dated.

25. How many staff are in the department?
   a. Full Time - 3
   b. Part Time
   c. Seasonal
   d. Anticipated Future Same
DEPARTMENT: __Assessors______________________________________

VISION
1. What are your goals, vision, or aspiration for your new departmental spaces?

   A functional working space that provides access to the public for services and a space that can provide adequate privacy for many of the private documents that we review that are not open records.

CURRENT SPACE UTILIZATION
2. Is your current space adequate? Yes
3. Does your current area efficiently utilize space? Is there any wasted space? Yes the functional use of our floor plan is not ideal and does waste some space. The assessor’s office in the past had a designated floor plan with defined walls and an entrance that allowed for this department to adequately perform our duties. Now the department is moved into a corner of the public works building with staff spread out amongst a poorly laid out floor plan.
4. What do you like most about your current space? What works well? We are located near the building inspections/community development. This is a must for us to perform our duties and have readily access to permit information and data.
5. What do you like least about your current space? What does not work well? The office has no defined boundaries and it is difficult to assist tax payers with confidential phone calls or assistance with exemption applications and credits.
6. What would you like to do/need to do in a new space that you cannot do in your current space? A defined and separate office space for the department to conduct its essential functions. We would also need somewhere to park the 5 vehicles that the department uses on a daily basis.
7. What has changed in the last 5 years that has impacted your staff-count and space requirements? Nothing has impacted my staff count but when the remodel of the public works building happened about 5 years ago the assessor’s office, in my opinion, got over looked and was placed in a less functional area of the building.
8. What do you see happening in the long-term future that will impact staff-count and space requirements? NA
9. Do you have seasonal fluctuation in staff-count? Summer Interns or temporary workspace requirements? NO
10. Are there parts of your department that are remote or not within the building? Should they be consolidated? NO
11. With which departments do you interact most day-to-day? Community Development

PUBLIC ENGAGEMENT/SECURITY
12. Do you engage with the public? If so, what is your peak hour or season for engaging with the public? Yes, year round but most active from December through May. All hours of the day.
13. How much of your space is accessible by the public? Should it remain public in the new City Hall? It currently is an open floor plan with two individual offices. The public 95% of the time conducts business at our reception desk or in my office.

14. Where is the point of separation between public and staff? Does that point need to be secured? Once past the reception desk is primarily for staff. The point is currently not secured but should be due to the fact that we work with and store confidential information.

15. Where do you currently engage with the public? Service Counter? Office? Conference Room? Service Counter, Dept Heads office and conference area. Where should you/where do you want to engage with the public? Prefer all activity be conducted at service counter or conference area.

TECHNOLOGY


17. What future technology changes would you like to adopt that will impact your workspace?

SPACE NEEDS

18. What kind of spaces do you need now and into the future?
   a. Private Office 2 individual offices for Assessor and Assistant Assessor
   b. Open Office / Workstations 3 workstations for current staff.
   c. Public Interaction / Service Counter 1 Service Counter for admin assistant
   d. Conference Rooms 1 Conference Room
   e. Collaboration Spaces/Huddle Rooms
   f. Workrooms / Copy / Supplies Needed
   g. Records / Filing / Storage Large record and filing room
   h. Secured Spaces
   i. Break Room / Coffee Bar
   j. Other Spaces?

19. Which spaces need to be private or enclosed? Assessor and Assistant assessor offices, conference room

20. Which spaces need to be adjacent? Far apart?

21. What spaces have security needs? Currently the entire department space

22. Which spaces could be shared with other departments? Copy/supplies work rooms

23. What kind of Filing and Storage needs are required?
   a. Immediate access? Yes
   b. Lockable storage? Yes
   c. Long-term storage? Yes
   d. What is your digitization process and what is the impact on filing needs?

24. What is your assessment of the current facility regarding appearance, natural & artificial lighting, thermal comfort, convenience power, acoustics, durability, and/or furnishings? The current set up provides little to no natural lighting to majority of staff, acoustics are terrible and privacy does not exist. One portion of the
department could be warm and the other could be freezing, thermal comfort is not ideal. Almost all of our office furniture is hand downs or repurposed from other departments or second hand.

25. How many staff are in the department?
   a. Full Time 6
   b. Part Time
MEETING INFORMATION: Day 1

Date: Tuesday, March 16, 2021
Time: 9:00 AM - 5:00 PM
Location: Minot Public Works Building, conference room 3
Agenda:
- 9:00 - 10:30 – Building Committee
- 10:30 - 12:00 – Dept. Heads (30 minutes each)
- 12:00 - 1:00 – lunch break
- 1:00 - 5:00 - Dept. Heads (30 minutes each)

ITEMS OF DISCUSSION:

9:00-10:30 – BUILDING COMMITTEE

1. INTRODUCTIONS/PROJECT TEAM (5 minutes)
   a. City of Minot
      i. Main Point-of-Contact: Lance Meyer
      ii. Building Committee:
         1. Lance Meyer
         2. Lisa Olson
         3. David Lakefield
         4. Harold Stewart
         5. Kevin Sickler
         6. Brian Billingsley
         7. John Klug
   b. JLG Architects – Architect
      i. Main Point-of-Contact: Eric Hoffer
      ii. Secondary Point-of-Contact: Doug Larson
   c. Architect’s Consultants:
      i. CW Structural – Structural Engineer
      ii. Prairie Engineering – Mechanical, Electrical, Plumbing, Engineering
      iii. AE2S – Civil Engineering

2. CITY OF MINOT VISION (50 minutes)
   a. Goals – What does success look like?
      i. Downtown – open to our community.
         1. City Hall as a ‘one stop shop’. Allows for easy access to other downtown amenities.
            a. Utility bill drop off, library book drop off, etc.

Attendees/Present: (if checked)
☒ Eric Hoffer
  JLG Architects
☒ Scott Jordan-Denny
  JLG Architects
☒ Doug Larson
  JLG Architects
☒ Lance Meyer
  City of Minot
☒ Lisa Olson
  City of Minot
☒ David Lakefield
  City of Minot
☒ Harold Stewart
  City of Minot
☒ Kevin Sickler
  City of Minot
☒ Brian Billingsley
  City of Minot
☒ Emily Huettl
  City of Minot
☒ Justin Sundheim
  City of Minot
☒ Margaret Haugan
  City of Minot

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2. Public spaces that could be used by the public
3. How do we make it look/feel more welcoming?
   a. Open the building up? More glass/natural light. Would help to make it feel more welcoming and improve the experience
      i. Need to be strategic about the amount/placement of glass, it can’t feel like a fish bowl.
   b. Some landscaping at the entrances would make a big difference.
   c. Thermal comfort is important.
   d. Ambient/white noise – can be a sound system installed in the building.
   e. Exterior signage or message boards.
   f. Exterior artistic elements that tie into downtown Minot history
      i. Downtown Arts Commission

ii. Well received by the community
iii. Inviting – people want to come here.
   1. Entrance needs to be inviting. Shouldn’t feel closed off.
   2. Main street entrance would be great to connect to downtown Minot
   4. Technology should be adaptable for future
   5. Building should be very intuitive. First contact should be readily accessible.

iv. On budget
v. Functional – no ‘taj mahal’.
vi. Recycled materials
   1. Don’t need a LEED building, but if there are opportunities to reuse existing materials. Ties into the history of the building but could also save costs.

vii. Usable/functional public space.
viii. Serve as the public heart of downtown Minot.
ix. Plan for tying into the adjacent parking structure. Possible skyway over the alley. This was one of the big plusses for choosing the wells fargo building.

b. Vision – What is the “big why” driving this project? What are the aspirations?
   i. Why?
      1. Concern with 2011 flood and the location of the current city hall
      2. Space needs – we are currently beyond capacity. Stacked on top of each other and no room for any future growth.
      3. Trinity Hospital moving out of downtown. Need for added vitality downtown.
      4. Need to consolidate departments that are currently scattered in multiple areas
         a. Still need the department proximity to make sense. So if certain depts move downtown, this needs to be taken into account. Engineering and Community Development are critical to be in the same building and on the same floor.
         b. If engineering stays at public works, there may need to be some modifications to allow for better interface with the public.
         c. Better technology will be important to connect the two buildings.
      5. Central Dispatch needs to be more secure/resilient. Self-sustainable within the new city hall.
         a. This service cannot go down. We need to build new and “flip the switch” to eliminate any down-time.

ii. Public Engagement
   1. What is the ideal approach to interacting with the public?
      a. City Council/Mayor don’t currently have offices. So meetings tend to happen over the phone or outside of city hall. This should be happening within city hall. Need to plan for space to do this.

iii. Transparency

iv. Security
1. Need to find a balance between transparent/welcoming but also safe/secure.
   a. Covid concerns as well.

v. Accessibility

vi. Office Environments
1. Private vs open offices?
   a. Open to new concepts/ideas
   b. Can utilize shared spaces like copier rooms
   c. Still have the need for confidential conversations.
2. Government is adapting to allowing employees to work from home with a shared workspace in the building.

vii. Storage
1. File cabinets everywhere – doesn’t look good. Need dedicated storage, but it should be aligned with the actual needs.
2. City is starting to scan and digitize most records moving forward, but there are still currently some requirements for paper records.

viii. Furniture
1. Ergonomics are important for staff.
2. New vs. Reused furniture?
   a. Most of the existing furniture is very old – original to the existing building.
   b. Need to balance the tax payer perception with providing a functional office environment for staff to work in.
   c. Employee comfort and safety are first priority
3. Dispatch – needs to expand, so the furniture will likely need to be redesigned from the ground up. Ergonomics very important because staff are in the same place for an entire shift.

ix. Collaboration
1. Can shared meeting rooms be used?
   a. Yes - We should be able to optimize these spaces.
   b. Spaced should serve double or triple duty. Maximize efficiency and use.
   c. Need multiple sizes of conference rooms so the space is appropriate for the meeting attendees.
2. Training room space would be nice to have. Larger meeting space.
3. Breakrooms and copy/workrooms can also be shared.
4. Council chambers should be inviting – less like a courtroom. Flexibility to use it as a meeting space when council is not in session.
5. External Collaboration
   a. There are still some existing tenants that will remain in this building
   b. Some rentable space (coffee shop?, business incubator? non-profit office space?) would be a nice thing to have.
   c. Not just city business, but also community business.

x. Covid-19

xi. Sustainability

xii. Future Growth or Expansion
1. Dispatch – there are some unknowns currently that could impact future staff needs. From 3 staff at once, up to 5 or 6.
2. Expansion above the parking structure is a great opportunity.
   a. City does not currently own the structure, need to be careful about how we plan for this in terms of public perception.
3. An open office concept where dept’s aren’t physically separated from one another can help with future growth/flexibility. Also encourages collaboration between depts.
   a. Downside could be acoustic privacy issues.
3. PROJECT SCOPE (10 minutes)
   a. Roofing
      i. This should be done as part of this project.
   b. Exterior storefront
      i. This should be done as part of this project.
   c. Elevators
      i. Need/want to replace or relocate?
         1. City is going to have Otis come and look at the elevators to give an opinion.
      ii. Confirm code compliance
         1. If we can get away without replacing these, that would be a good idea.
         iii. If the optimal design is telling us the elevators need to move, we should still consider it.
   d. Skyway
      i. We want to plan for a future skyway, but the skyway itself would not be part of this project.
   e. Other exterior improvements
      i. Improve south entrance?
      ii. Additional daylighting opportunities?
   f. Tenant Phasing
      i. Lease timelines
         1. Dentist is the only long term lease that absolutely needs to be maintained. Other tenants may or may not need to stay. More conversations will need to happen as the project progressed.
   g. Expectation is that the building will be mostly “gutted” and remodeled. There are a few spaces such as vaults, stairs, and mechanical rooms that will stay put.

4. BUDGET (5 minutes)
   a. Construction Budget - $7,667,165
   b. Soft Cost Budget - $5,151,373
   c. Total Project Budget - $12,818,538
      i. This is the top end budget. We CANNOT exceed this number.
      ii. We can shuffle the specifics of the budget around as long as we are meeting the requirements for federal funding.
   d. Contingency
      i. Industry Standard is 3-5% for construction
      ii. Hold 15% in SD, 10% in DD, 5% in CD
      iii. Contingency is used to account for coordination issue in Construction Documents, and to accommodate unknown conditions, and Owner-requested modifications or changes to the scope of the project.
MEETING MINUTES – Owner Design Kick Off Workshop
JLG 21019 Minot City Hall Rehabilitation
Meeting Date: March 16, 2021
Issued: March 21, 2021

This report states our understanding of the matter discussed and the decisions and/or status reached. Each person receiving a copy of this report is asked to review it promptly and notify the office of JLG Architects within five business days of any errors or omissions.

MEETING INFORMATION: Day 1

<table>
<thead>
<tr>
<th>Date:</th>
<th>Tuesday, March 16, 2021</th>
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</thead>
<tbody>
<tr>
<td>Time:</td>
<td>9:00 AM – 5:00 PM</td>
</tr>
<tr>
<td>Location:</td>
<td>Minot Public Works Building/City Hall</td>
</tr>
</tbody>
</table>
| Agenda:       | 9:00 - 10:30 – Building Committee
                10:30 - 12:00 – Dept. Heads (30 minutes each)
                12:00 - 1:00 – lunch break
                1:00 - 5:00 - Dept. Heads (30 minutes each)

ITEMS OF DISCUSSION:

10:30-5:00 – DEPARTMENT MEETINGS

DEPARTMENT: Engineering – 30 minutes

1. INTRODUCTIONS/PROJECT TEAM
   a. Dept. Head: Lance Meyer

2. NOTES
   a. Check in area would be ideal at the main entrance. So the public understands where to go and can be directed to the appropriate location.
   b. Lance will send plans of the public works building
   c. NDR, Engineering, Assessors, and Community development are currently in the public works building.
   d. Utility billing is currently in city hall – must be with Finance.

DEPARTMENT: Community Development – 30 minutes

1. INTRODUCTIONS/PROJECT TEAM
   a. Dept. Head: Brian

2. NOTES
   a. Vision:
      i. We want to make development easier for the public.
      ii. Showcase the work in Minot – generate excitement for development
      iii. there would be a front counter with multiple stations/zones
      iv. Great customer service
      v. Reduced waiting times
      vi. A conference room near the front counter would be handy
b. Brian needs a private office  
c. (3) additional offices  
d. Senior inspector may also need private office.  
e. 5 total offices, everyone else can be in an open office setting  
f. 16 total staff; currently.  
   i. We should leave room for about 4-5 extra staff  
g. Is it possible to have a 24/7 public restroom, accessible from Main st.?  
   i. Need to study this. Is city hall the right location?

**DEPARTMENT: Assessor - 30 minutes**

1. **INTRODUCTIONS/PROJECT TEAM**  
   a. Dept. Head (assessor): Ryan Kamrowski  
   b. Assistant Assessor: Damon Drues  

2. **NOTES**  
   a. There is a need for this dept to have access to inspections and planning.  
   b. Storage  
      i. Currently have about a 10x16 storage room full of file cabinets – a little tight. About 20 file cabinets.  
      ii. Current day to day is digitized, but some paper copies are still needed. 5 year rotation.  
      iii. Also have historical documents  
   c. Staff  
      i. Reception - 1 staff  
      ii. 2 offices – assessor + assistant  
      iii. 3 cubicles – don’t like the current style. A different type might be better. High walls aren’t ideal.  
      iv. Summer time about 50% time is in the field, 50% in the office. Winter time is a little less.  
      v. No immediate need for future growth.  
   d. Public interaction  
      i. Most visits are from people looking for information on their house.  
      ii. End of dec – march are the busiest times because of form drop offs/deadlines.  
      iii. Service counter could be integrated within the larger Engineering/CD area.  
   e. 5 fleet vehicles – need to make sure we have parking.

**DEPARTMENT: City Manager - 30 minutes**

1. **INTRODUCTIONS/PROJECT TEAM**  
   a. Dept. Head: Harold Stewart  

2. **NOTES**  
   a. Goals, Vision, aspirations:  
      i. City manager office should be accessible to the public.  
   b. Staff  
      i. Will eventually need an assistant city manager position  
      ii. Executive Secretary – no office  
      iii. City manager in the same vicinity as the council shared office area  
      iv. Intern  
   c. City attorney office should be adjacent/close  
   d. PIO should be close to council chamber – space for office and for video recording, editing.  
   e. Communications specialist should be adjacent to PIO  
   f. Council chambers should have a dedicated conference room for closed sessions.  
   g. City Manager office should be able to have a conference table for around 6 people.
DEPARTMENT: HR - 30 minutes

1. INTRODUCTIONS/PROJECT TEAM
   a. Dept. Head: Lisa Jundt

2. NOTES
   a. Should be accessible to the public, but should not encourage “wandering around”. Security is still important.
   b. Currently have very little need to be accessible to the public.
   c. Want the dept to feel open to employees who want/need to visit HR, but also have the need for private conversations.
      i. Avoid the “walk of shame”.
   d. Being near a dedicated entrance would be nice
   e. No need to have close proximity to any one dept.
   f. Interviews typically are “panel” interviews. Need to happen in a small conference room.
      i. 3 people on the panel + interview.
      ii. This should be a dedicated conference room for privacy concerns.
   g. Testing/exam room. Currently happens within the auditorium.
   h. Storage
      i. Lots of hard copy storage. Need to keep records up to 10 years.
      ii. Would like to get away from physical records, but currently need it.
      iii. Needs to be lockable cabinets, but it doesn’t need to be within the department.

DEPARTMENT: IT - 30 minutes

1. INTRODUCTIONS/PROJECT TEAM
   a. Dept. Head: Jason McKibben/Paul Ulrickson

2. NOTES
   a. Currently 5 staff + 2 interns
   b. Future growth – potentially adding 2 more full time staff. 9 total
   c. Auditorium
      i. 2 Switch closets
      ii. Wall mounted rack
   d. Computer lab for training, shared by all depts, would be nice. 6-8 computers.

DEPARTMENT: DISPATCH - 30 minutes

1. INTRODUCTIONS/PROJECT TEAM
   a. Dept. Head: Margaret Haugan/Justin Sundheim

2. NOTES
   a. Need 5-6 working consoles to accommodate 3 staff.
   b. Long term would like to see 8-10 consoles.
   c. Space should be self sufficient
      i. Ideally would have a small meeting room, restroom, refreshment area.
      ii. Entire area needs to be secure.
d. Natural light is important – long shifts.
e. 10:12 hour shifts occurring throughout the day.
f. Decompress/sleep room. Mothers space.
g. Small locker area for personal belongings – lockers should be dedicated.
h. 18 current staff could inflated to 22. This is very dependent on state requirements.

DEPARTMENT, **NDR** - 30 minutes (DID NOT MEET)

1. **INTRODUCTIONS/PROJECT TEAM**
   a. Dept. Head: John Zakian

2. **NOTES**
   a. None

DEPARTMENT, **City Attorney** - 30 minutes

1. **INTRODUCTIONS/PROJECT TEAM**
   a. Dept. Head: Kelly Hendershot

2. **NOTES**
   a. Goals:
      i. Need everyone in the same place. Right now everyone is scattered
      ii. Need acoustic privacy – handling sensitive cases.
      iii. Administrative staff collaboration is critical.
   b. Visitors to space
      i. Witness prep – can happen in a conference room type space. Could be shared with other depts.
         1. Police offices
         2. Witness interviews
         3. Victim interviews
   c. Municipal Court is in the auditorium
      i. One attorney goes to court every day. All morning.
   d. Staff
      i. Currently have 3 attorneys – enclosed offices
      ii. 2 admin staff – cubes
         iii. Space for an added future cubicle or two would be appropriate.
   e. No need for any public facing staff at the main reception desk.
   f. Storage
      i. Criminal files have moved to electronic
      ii. Civil files are still paper – required to be maintained for 7 years
      iii. Some paper files still needed
         iv. A small central filing room within the department would be ideal.

DEPARTMENT, **Finance/Utility Billing** - 30 minutes

1. **INTRODUCTIONS/PROJECT TEAM**
   a. Dept. Head: David Lakefield

2. **NOTES**
   a. Foot traffic – utility billing has a high amount of foot traffic. Likely the highest in the building.
      i. This will always be needed.
   b. Finance is primarily an internal department with little need for public interface.
c. Utility billing need to be public facing.
d. Utility billing – need (3) clerks, accounts receivable, treasurer. Should all be together (if UB and Finance become separated)
e. No need for dedicated meeting spaces. Shared is ok.
f. Storage
   i. Currently there are several file cabinets lining the hallway
   ii. Archived files – these can be in remote storage areas elsewhere in the building.
   iii. Starting with the current amount of storage would be adequate.
   iv. Secure cash storage - should be within Utility Billing/Accounts Receivable.
g. Security
   i. Bullet resistant glass is not needed, but a physical separation is nice.
h. Utility bill processing room (Mail Room)
   i. Bills come in batches
   ii. Machine to fold and stuff envelopes
      1. Machines tend to be “fussy”. Humidity control is important.
      2. Machines are noisy
i. Should allow for a couple of extra offices for future growth.
j. Potential for moving to a “central purchasing” model. This would mean ordering and storing office supplies for all City of Minot Depts.

END OF MEETING
This report states our understanding of the matter discussed and the decisions and/or status reached. Each person receiving a copy of this report is asked to review it promptly and notify the office of JLG Architects within five business days of any errors or omissions.

**MEETING INFORMATION: Day 2**

- **Date:** Wednesday, March 17, 2021
- **Time:** 9:00 AM – 10:30 AM
- **Location:** Minot Public Works Building, conference room 3

1. **WORKSHOP UPDATES (10 minutes)**

   a. Major takeaways from yesterday’s meetings
      i. General acceptance of shared meeting room concept
         1. Need to better understand the total meeting space requirements.
         2. JLG will study existing meeting space as a baseline.
      ii. General acceptance of central storage areas, with some specific departmental storage requirements.
         1. Need to better understand the total storage space requirements.
      iii. Fairly even mix of enclosed offices vs. workstations, slightly skewed towards more enclosed offices.
      iv. Need to understand if there will be office standards, or if offices should be designed based on actual functional requirements.
         1. It was discussed that we should establish a standard office size of around 120 SF and a department head office size of around 200 SF to allow for an executive desk + a small 3-4 person conference table.

   b. Potential opportunities
      i. Meeting areas shared by all depts.
         1. There will be a couple exceptions to this for depts deemed appropriate for dedicated meeting space (HR and Dispatch were discussed).
      ii. Public facing transaction style counters that could serve multiple departments.
      iii. Most departments agree that an “open” concept would be workable. Allows for greater flexibility in the future. Allows for greater natural light opportunities. Allows for better wayfinding.
         1. Still need to be considerate when designing and locating spaces with privacy and acoustic concerns.

   c. Potential roadblocks
      i. Need to confirm Dispatch equipment scope and space requirements
         1. Existing area is about 1,200 SF, original program was about 2,400 SF, requirements could be up to 5,000 SF based on conversations.
         2. Expect the solution to fall somewhere in the middle.
ii. Central purchasing arrangement
   1. Has the potential to greatly impact staffing and storage requirements
   2. Building Committee agreed that, if this purchasing model is adopted in the future, the storage would likely need to happen at a facility outside of the new city hall.

2. PRIORITIZE GOALS (5 minutes)
   a. Recommend paring down to 4-5 all-inclusive/broad goals.
      a. JLG will work on this and send to building committee for review and comment.
      b. All decisions moving forward will serve to align the project with these goals.

3. VISUAL LISTENING EXERCISE (40 minutes)
   a. Reviewed multiple examples of various types of spaces. See attached for comments:
      i. Public Space
      ii. Council Chambers
      iii. Office space/Meeting rooms

4. PROGRAM (30 minutes)
   a. Reviewed current – based on previous work + updates from yesterday’s meetings
   b. JLG will refine for further review.

5. SCHEDULE (5 minutes)
   a. Programming/Space Analysis: Complete April 19
   b. Schematic Design: Complete June 7
   c. Design Development: Complete August 2
   d. Construction Documents: Complete October 18
   e. Bidding: Complete November 15
   f. Construction: Complete November, 2022

6. NEXT STEPS
   a. JLG continue refine program – share for review
   b. Follow-up Building Committee Meeting, sometime before April 19th – date TBD
   c. City Council Approval of Program – April 19th
      i. JLG will need to send the Programming document to city council 6 days in advance for review.

END OF MEETING
MEETING INFORMATION:

Date: Tuesday – 4/6/21
Time: 8:30 AM
Location: Minot PW, Conf. Rm. 3/Zoom meeting

PROJECT GOALS:

- **Flexibility:** Adaptable to ever-changing technological and staffing needs.
- **Top Talent:** Facility as a tool to recruit and retain the best staff.
- **Collaboration:** Foster collaboration and teamwork amongst departments.
- **Welcoming:** Encourage civic engagement.
- **Stewardship:** Maximize the impact of taxpayer resources; stay on budget.
- **User Friendly:** City Hall as a ‘one-stop-shop’ for citizen.

AGENDA:

1. Program Review
   a. Reviewed program. See attached for current program with updates.
   b. Meeting Space
      i. Current program is indicating about 7,400 SF of meeting/conference room space. This is about 40% more space than currently exists within the Public Works and City Hall buildings combined.
      ii. Building committee agreed this seems like the right amount of space. JLG will move forward under this assumption for design and if necessary, some of this meeting space could be reduced.
      iii. Building committee agreed that the mix of large/small sized meeting rooms seems appropriate.
   c. Storage
      i. Current program indicates about 4,300 SF of total storage areas, to be spread throughout the building. This is about 9.5% of the total available building area.
      ii. Building Committee agreed this seems excessive and will explore opportunities to begin digitizing physical records, as well as looking into remote storage opportunities.
      iii. JLG will move forward with the currently programmed storage space, with the understanding that it could be reduced somewhat if necessary.
   d. Options
      i. Building Committee wants to keep both options on the table, but generally agreed that option 2 is more likely. This would allow Engineering and Community Development to remain at the public works building and Assessors to move to the new City Hall.

2. Central Dispatch - update
a. Mid-State wireless is currently pricing various options for the Dispatch relocation and/or rebuild.
b. Equipment is very expensive to replace, some existing equipment however is near the end of life and will need to be replaced either way.
c. Ideal solution would be to rebuild at the new City Hall while leaving a few consoles at the existing city hall for backup.
d. Next steps are to confirm costs and seek direction on which option to move forward with. We should have a better understanding within 4 weeks or so.

3. Elevators
   a. Kevin is still waiting for Otis representative to come on site to inspect the existing elevator cabs.
   b. Need to determine if they are at end of life and needing to be replaced, or if they can be salvaged and remain in operation.
   c. Better understanding is needed in order to determine if new elevators and shafts will be required.
   d. Kevin to follow up with JLG once Otis does their inspection.

4. Contracts
   a. Update – Owner/Architect contact is in place. JLG currently working with consultants to get them under contract. No action needed from the City of Minot.
   b. Landscape Scope
      i. Landscaping will likely be very minimal in this project. Limited to some updates at the south side of the building.
      ii. Allowance & design/build approach will be used in lieu of engineered landscape solution.

5. Budget
   a. The overall budget from the building assessment is still being used. ~$12.8M total.
   b. The PSAP/Dispatch scope is a major unknown at this point. The design team is currently working with consultants and City of Minot vendors to better understand the costs and options.

6. Schedule
   a. Look ahead:
      i. April 8th – JLG to send Building Committee the final programming document. Request any comments back by April 12th @ noon
      ii. April 13th – JLG to submit final programming document to City Council to include in packet.
      iii. April 19th – Present programming document to City Council for approval
      iv. April 20th – (tentative) Building Committee meeting. Lance to coordinate/confirm.
         1. Review initial floor plan layout options
      v. May 11th – (tentative) Building Committee meeting. Lance to coordinate/confirm.
         1. Floor plan updates
         2. PSAP scope/Budget update (tentative).
   b. City Council Updates
      i. Eric and Doug will be the primary presenters from JLG during city council updates.
      ii. Scott Jordan-Denny is JLG’s lead designer on this project and will be present for the Schematic Design update. Tentatively targeting June 7th.
      iii. May need to provide an extra week after each council presentation to allow them adequate time to review/respond. JLG will update schedule.

END OF MEETING MINUTES
This report states our understanding of the matter discussed and the decisions and/or status reached. Each person receiving a copy of this report is asked to review it promptly and notify the office of JLG Architects within five business days of any errors or omissions.

MEETING INFORMATION:

Date: Thursday - 4/1/21
Time: 10:00 AM
Location: Teams

AGENDA:

1. Central Dispatch – design process
   a. State involvement
      i. Darin has already started to meet with the owner and MidStates Wireless.
   b. Reviews, Approvals, Inspections, Licensing, etc.
      i. Little oversight from the state. There are some minimums in terms of connections and rack space. One small packet of information. – Darin will send.
      ii. Design is mostly at the sole discretion of the City/PSAP
   c. Design criteria
      i. Need to understand which model the city wants to move forward with. Major impact on cost and logistics.
      1. Midstates is currently pricing options 1 and 2. Will hear back in 1-2 weeks.
         a. Less expensive since existing equipment can be salvaged and reused
         b. Logistical concerns – we would need to find temporary solutions while the equipment is being relocated and reconfigured. – likely 2-3 weeks.
      Option 2. Rebuild at the new city hall while keeping the existing equipment in place
         c. Most expensive
         d. Little/no logistical concerns. We can get the new one up and running and “flip the switch”
         e. Existing facility could remain operational and be used as a backup.
      Option 3. Leave the existing rack equipment in place but move the consoles. (moving the staff)
         f. Likely the least expensive, but may not be possible due to the resilience funding requirements.
         g. Would require dark fiber lines between the existing and new buildings.
      ii. Raised floor vs. ceiling cable runs
         1. Raised floor is ideal.
      iii. Color coded data cables are very helpful.
   iv. Hardened Building
      1. Backup power – generator
      2. UPS for short durations
3. Independent ventilation
4. Dual fiber coming into the building. To maintain 99.999% standard
5. Data line redundancy
6. Secure within – access control
   v. LED lighting, circadian rhythm lighting can be an okay substitute for natural lighting. Cencom in Bismarck is a good case study.
   1. Justin and Market will be touring this facility.
2. Temporary Facilities for use during transition, if necessary?
   a. Possible facilities:
      i. Ward County EOC
      ii. Williams County EOC (new facility goes online in Oct. 2021)
      iii. State of ND facility – Bismarck
   b. Temporary facilities are only feasible for short durations.
      i. Lose access to records management and CAD. If temporary solution needs to last more than a couple days, this would need to be addressed.
      ii. Need to study this more if option 1 is selected.
3. Owner Vendors:
   a. MidState Wireless - Motorola contractor.
      i. Motorola will be involved in a pre-sale engineering exercise. Define rack space requirements. They are a state selected vendor. No competitive bidding.
   b. DCN – state networking (Dakota carrier)
   c. Motorola – Radio
   d. SRT - ISP
   e. Tyler Tech. – CAD
   f. Jamestown Communications – Horn and Sirens
   g. ND Association of Counties – VESTA contracts/software
   h. NDIT – engineer analyst. – Darin
4. Next Steps:
   a. Owner decision on design options. Need costing information.
   b. JLG prepare preliminary layouts to help with costing
   c. Meeting with all vendors and consultants to discuss more specifics.

END OF MEETING MINUTES
**Standard U-Shape Office**

**Standard L-Shape Office**

**Standard Executive Office**