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**City Council Work Session Minutes
Proposed Police Station Concept Design Review**

**Monday, July 8, 2019
5:30 p.m., Community Auditorium**

***Minutes are unofficial until approved by Council.
Council approved minutes as presented August 12, 2019.***

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:31 p.m.

ROLL CALL: COUNCIL PRESENT: Timothy Rippe; Ronald Thompson; Elena Uhing; Adolph “Val” Valfre; and Mayor Peter Truax. **COUNCIL ABSENT:** Thomas Johnston, Council President, and Malynda Wenzl excused.

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; J. F. Schutz, Police Chief; Michael Hall, Police Captain (in the audience); and Anna Ruggles, City Recorder.

2. WORK SESSION: PROPOSED POLICE STATION CONCEPT DESIGN REVIEW

Downey, Police Chief Schutz and VanderZanden facilitated the above-noted work session, noting the purpose of the work session was to address the initial proposed police station concept design concerns from January 28, 2019, work session, and to review the new proposed concept design changes. Downey introduced MacKenzie, two consultants, who were present in the audience. Downey and Chief Schutz presented a PowerPoint presentation overview of the new proposed concept design changes, noting during discussions to develop responses to Council concerns, two concepts emerged: 1) Reducing the footprint of the original concept design from 25,443 to 22,385 square feet, and 2) Original concept design with reduction in footprint: Police Station 19,670 square feet and separate firing range structure 3,200 square feet. Downey, Chief Schutz and consultants addressed the four areas of concerns as noted below:

1) Firing Range – justification for having a range

Chief Schutz addressed current conditions, safety concerns and the available options if training was moved to an offsite range versus building a new self-contained range at the site of the proposed station, noting the payback costs for a new range on-site would take approximately 15 years or less depending on costs. Training is conducted four times a year, approximately 440 hours of overtime for officers and 80 hours for sergeants. The revised concept removes the firing range from the main building and locates it as a separate structure within the secure parking area. With this approach, the building floor plan is being reconfigured to take advantage of the firing range no longer being a design element of the building but a separate out building.

2) Lobby/Exterior Concept Design – size and look

The revised concept focuses on reducing the size of lobby by generally

reconfiguring the stairs.

3) Evidence Area – size and look

The revised concept focuses on downsizing the evidence storage area and using high-density mobile shelving to store evidence using less building footprint. This will not affected the amount of evidence that can be stored compared to the initial design.

4) Training Room – questioned need for another public meeting room

The intent has been that it would be a training room for police and, at times, outside agencies, and not a public meeting room due to controlled public access and security. The revised concept efficiently utilizes space.

Downey reported staff and the architect have discussed the possibility of completing schematic design prior to the bond election, which would proceed to the 30 percent design development phase of the project, meaning the detailed layout of the building is complete. Downey advised the proposal for schematic design would add approximately \$200,000 to design costs and would be reimbursed from bond funds. In conclusion of the above-noted staff report, Downey advised staff is asking Council to consider proceeding with the proposed police station concept design changes, which have separate buildings for the police station and firing range, and complete the schematic design to inform cost estimates and exterior finish.

Council Discussion:

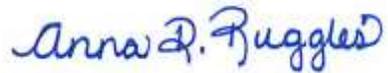
Mayor Truax opened the floor and roundtable discussion ensued as Downey, Chief Schutz, consultants and VanderZanden responded to various Council inquiries and scenarios pertaining to the above-noted discussion topics; ADA Accessible, space should be welcoming and provide equal access for all; incorporating sustainable materials and the importance of completing the schematic design prior to the bond election, as well as the pros and cons of having separate buildings for the police station and firing range, to which Council collectively concurred to proceed with completing schematic design based on the proposed concept design changes. In conclusion of the above-noted discussion, VanderZanden advised staff will schedule a follow-up work session after the schematic design is completed so Council can discuss next steps to include revised cost estimates and the timelines in preparation for the May, 2020 election, noting public outreach is being scheduled and the informational rack card will be completed and published soon in both Spanish and English.

Council took no formal action nor made any formal decisions during the work session.

3. **ADJOURNMENT**

Mayor Truax adjourned the work session at 6:50 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder