



STAFF REPORT

DATE: November 4, 2020
REGULAR

AGENDA ITEM: Building Committee
SUBMITTED BY: Kristina Handt, City Administrator

BACKGROUND:

Staff is still negotiating the contract with Leo A Daly as directed at the October 20th meeting. While that work continues, staff would like to begin forming the core building committee. The committee would be needed regardless of which proposer was selected. While in most cities the building committee is comprised just of city staff, now is the opportunity to discuss if additional people should be added to the committee in Lake Elmo.

ISSUE BEFORE COUNCIL:

Should the Council authorize commission/committee members to be part of the core building committee?

PROPOSAL:

The core building committee will work with the architects, engineers, and construction manager to provide feedback on the building projects and help ensure the process meets the needs of city departments and programs. The staff on the building committee will be:

Kristina Handt
Jake Dickson
Dustin Kalis
Tim Harris
Marty Powers

Throughout the process the council will have 3 meetings to provide their feedback and there will be 2 public open houses. Other staff will be asked for input at the appropriate time during the design development phase.

Would the council like to see one or two commission or committee members also serve on the Building Committee in order to provide feedback during the process on the public spaces they use—mainly council chambers, lobby, meeting rooms, etc.? If so we should begin to reach out to members to see who is interested and available. The meetings will be held during the work day starting in January and expected to last through summer 2021. If the council decides to add committee representation, staff would recommend it come from the commissions/committees that use the facility the most—Planning Commission, Parks Commission, Finance Committee, or Public Safety Committee.

FISCAL IMPACT:

NA

OPTIONS:

- 1) Building Committee comprised just of city staff as outlined above
- 2) Building Committee to include 1-2 commission/committee members. Direct staff to survey committee members for interest.

RECOMMENDATION:

Consistent with practices in other cities, staff would recommend the Building Committee just be comprised of city staff.

“Motion to have the Building Committee comprised of city staff with public input at council meetings and open houses.”

Should Council wish to add commission/committee members the motion would be:

“Motion to solicit applications/ letters of interest from City commission/committee members for the Building Committee.”

ATTACHMENTS:

- None