

# Golden Valley Facilities Study

## Task Force Bylaws

October 2020 to June 2021



### Background and Purpose

The City of Golden Valley is conducting a Facility Needs Analysis of its campus buildings located in the northeast quadrant of Winnetka Avenue and Golden Valley Road, as well as Fire Stations No. 2 and No. 3. The buildings are dated and do not meet the current needs of the City and are not expected to do so in the future. Additionally, the City Campus sits on prime real estate that could be better configured to incorporate private investment and support the businesses and activities in the downtown area.

The Public Safety Building, which houses both the Police and Fire Departments has limited space for training, storage, and operations. A recent study by [Five Bugles Design and Fire Rescue Analytics](#) concluded that Fire Department operations should transition from the current paid on-call staffing structure to a duty crew structure, allowing the department to support a two-station model around the clock. A full-time staffing model could be considered in the future. The department is currently operating duty crews at certain days and times when call volumes are higher. However, the stations lack the appropriate facilities to accommodate different genders equitably. Similar challenges exist in the police department. Construction of a remote facility is currently budgeted in the City's CIP for 2025.

The Public Works facilities are currently housed in four different buildings on campus, whose size and configuration create inefficiencies and do not accommodate modern vehicles and equipment well. A cold storage facility and storage yard are also located off site. Equitable facilities for different genders are also lacking. Additionally, Public Works operations often conflict with other activities and services that occur on campus and in the downtown area.

City Hall is located on the corner of Winnetka Avenue and Golden Valley Road, although it is not prominently featured and is set back quite a distance from the corner. The building itself is dated, although recent improvements have been made. The main corridor occupies the center of the building, which separates operations and does not accommodate the public well. In addition to typical municipal administrative functions, the City operates a Department of Motor Vehicle service center in City Hall.

The City wishes to develop a long-term plan for a phased approach to develop new facilities on a portion of its current campus, relocate Public Works operations, and make portions of its current site available for private investment to support activity in its downtown. An important principle guiding location decisions is keeping City Hall in the downtown area to attract and support civic, social and business activity. The [downtown study](#) the City is conducting includes several concepts for how this might be accomplished. The third and final phase of this study is currently underway.

Investment in City facilities is a significant decision which has financial implications in terms of capital outlay and operational expenses. Additionally, such buildings have significant influence on the social and civic fabric of a community, necessitating careful thought and thorough stakeholder and community engagement. A considerable part of the analysis will include working with a task force comprised of community members, as well as a steering committee made up of staff members from various departments. Additionally, the City intends to hold 2-3 community engagement events to inform the community and ensure transparency in the process.

The Facilities Needs Analysis will result in:

- Guiding Principles for the construction of new facilities
- Schematic Plans for public works, two fire stations, police station, and city hall
- Site Selection Criteria for locating a remote fire station and a public works facility
- A long-term Staging and Phasing Plan for the construction of new facilities
- Cost estimates for construction of new facilities
- Detailed Site Preparation plans and costs to decommission existing facilities and prepare them for redevelopment
- An informed community and transparent planning process

### **Task Force Term of Service**

The term for each Task Force member begins October 20, 2020 and continues through completion of the study and the dissolution of the Task Force, which is anticipated to occur in June 2021. Task Force members are expected to attend the regular meetings (approximately one per month), and may attend additional project meetings, such as community engagement events or City Council meetings. If a Task Force member cannot attend a regular meeting, they should inform the lead City staff member. Task Force members who miss multiple regular meetings or do not inform staff of their absence in advance of the meeting, may be removed from the Task Force. If a member cannot fulfill their commitment to the Task Force, the member must inform the lead staff member of their resignation. The position may or may not be filled at the discretion of the City Council.

### **Roles and Responsibilities**

The *Architectural Consultant* hired by the City will facilitate the Task Force meetings by leading discussion on agenda items, preparing meeting materials, and taking meeting minutes.

The *Steering Committee*, comprised of City staff from Police, Fire, Public Works, and Administration, will provide operational insight and information to support the work of the Consultant and the Task Force. The Physical Development Director is the study's lead staff member will serve as the study's point of contact.

The *Task Force* will meet regularly and provide feedback and insight throughout the study process. The Task Force will consider such topics as guiding principles, plans, community engagement events, and a final report. The task force will:

- Provide a resident, business, or institutional perspective about local government services, as well as the physical environment and civic space in which they are delivered.
- Advise on the study's public engagement efforts.
- Serve as project ambassadors for the community, reflecting the interests of the community throughout the study, explaining processes or recommendations to community members, and encouraging involvement in community engagement events.

### **Governance**

A City Councilmember will chair the Task Force and ensure meetings run efficiently, respectfully, and follow the agenda. The Chair will have the final determination should disagreements arise or if a

consensus cannot be achieved. The Chair and lead staff member will be responsible to address issues of attendance, procedural matters, adjustments to schedules, or other matters relating to the function of the Task Force.

### **Open Meeting Law**

All Task Force meetings must be open to the public and proper notice shall be given to the public in accordance with Minnesota's Open Meeting Law. There can be no such thing as a "closed", "private", or "executive" meeting. This applies to a meeting in which the entire Task Force is present as well as situations in which a quorum is present even if the entire Task Force is not present. A social gathering of Task Force Members in which city business is not discussed would likely not be considered a violation of the Open Meeting Law. If a Member is not sure whether an action could violate Open Meeting Law, it is recommended that Members err on the side of caution. Any questions regarding this topic should be directed to the lead City staff member.

### **Dissolution**

Upon acceptance of the final report and plans of the Facilities Needs Analysis by the City Council, the work of the Task Force will be complete and the Task Force will be dissolved by resolution of the City Council.