

Facilities Study Task Force

REGULAR MEETING AGENDA

December 15, 2020
3:30 -5:30 pm
Virtual WebEx Meeting

This meeting will be held via Cisco Webex in accordance with the local emergency declaration made by the City under Minn. Stat. § 12.37. The public may monitor this meeting by calling 1-415-655-0001 and entering the meeting code 177 282 4737. For technical assistance, please contact support staff at 763-593-8007 or webexsupport@goldenvalleymn.gov. If you incur costs to call into the meeting, you may submit the costs to the City for reimbursement consideration. Additional information about for monitoring electronic meetings is available on the City

1. Attendance
2. Approval of Minutes for November 17, 2020 Meeting
3. Review of Questions from the Task Force
4. Update on Community Engagement
 - a. Phase I: Video and Survey
 - b. Project Plan for Stakeholder and Community Engagement
5. Review of Draft Building Audit
 - a. Key Takeaways per Facility
6. Adjourn



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Facilities Study Task Force

November 17, 2020
3:30 – 5:30 pm
 Virtual WebEx Meeting

REGULAR MEETING MINUTES

Call to Order

The meeting was called to order at 3:40 pm by Chair Gillian Rosenquist.

Roll Call

Task Force Members Present (indicated by asterisk):

Name:	Company:	Name:	Company:
Gillian Rosenquist* (GR)	Task Force Chair City Council Member	Karen Boehne* (KB)	Task Force Resident
Andy Johnson* (AJ)	Task Force Planning Commissioner	Kathryn Simpson* (KS)	Task Force Resident
Becky Sanders* (BSa)	Task Force Resident	Lucy Smith-Williams* (LSW)	Task Force Business
Brian Smith* (BSm)	Task Force Resident	Marc Meirovitz* (MM)	Task Force Business
Cameron Selmer* (CS)	Task Force Resident	Sara Barrow* (SB)	Task Force Resident
Gary Cohen* (GC)	Task Force Resident	Tierre Webster* (TW)	Task Force Business

Additional Attendees (Steering Committee and Project Team)

Name:	Company:	Name:	Company:
Marc Nevinski*	Physical Development Director City of Golden Valley	Bruce Schwartzman*	Partner in Charge BKV Group
Cheryl Weiler*	Communications Director, City of Golden Valley	Susan Morgan*	Project Manager BKV Group
Jason Sturgis*	Police Chief City of Golden Valley	Ben Janes*	Designer BKV Group
John Crelly*	Fire Chief City of Golden Valley	Bryan Harjes*	Engagement Lead HKGi
Sue Virnig*	Finance Director City of Golden Valley	Jeff Miller*	Urban Planner HKGi
Ted Massicotte*	Assistant Fire Chief City of Golden Valley	Andrew Cooper*	Public Works Architect Oertel Architects
Tim Kieffer*	Public Works Director City of Golden Valley	Dustin Phillips*	Pre-Con & Estimation Kraus/Anderson

Modified Public Meeting Protocols Followed

Throughout the minutes, Task Force members will be referred to by their initials as listed above.

Action items referenced within discussion notes are indicated **in bold**.



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Discussion:

1. **Introductions**

- a. Task Force members introduced themselves, shared the length of their residency in Golden Valley and/or working history in the city, previous and current experiences serving on city boards, commissions, and panels, and shared thoughts on why they were interested in participating in this task force.
 - i. The group includes a range of residencies from 7 years to 30 years.
 - ii. Task Force members are current and past participants in other planning and visioning efforts, and have been impacted by previous planning and development efforts.
 - iii. Areas of interest and commitment include: commitment to vital downtown area, protecting parks and open spaces, ensuring representation of all (geographic) parts of Golden Valley in this process, ensuring great public places to live, long-term commitments to Golden Valley community, giving back, contributing to this important area of growth, aligning this work with other investment and community commitments by local businesses, representing diverse interests and minority contributions, and considering how these plans can positively impact encouraging people to become residents.
- b. Overview of Design Team and Steering Committee.
- c. Review of Task Force Bylaws.

2. **Summary of Initial Understanding**

- a. Review of project deliverables and sequence.
- b. Review of city facilities included in this study.
- c. Review of general notes and aerial map of existing city campus (NE quadrant of site included in Downtown Study Phases I, II, and III) at the corner of Winnetka Ave N and Golden Valley Road.
- d. Review of applicable previous studies/reports:
 - i. September 2016 Fire Rescue Report by Five Bugles.
 - a. Current 3-station paid-on-call service structure does not allow the department to meet NFPA (National Fire Protection Association) recommendations for response team size and times.
 - b. Identified critical issues within existing fire department facilities: at over 35 years of age these facilities do not meet a range of contemporary safety and operational needs.
 - c. Facilities lack sleeping quarters and other accommodations for 24/7 staffing.

- d. Recommendation: transition to 2-station duty crew model for 24/7 service.
- ii. January 2020 Golden Valley Comprehensive Plan
 - a. Review of vision and redevelopment goals for the city as a whole and for this specific Downtown West development area.
- iii. January 2020 Downtown Study Phase II by HKGi
 - a. Review of overall recommendations for downtown and specific recommendations for the NE quadrant (current site of City Hall, Public Safety, (2) Public Works structures, the Library, water tower, and McDonald's.
 - b. Recommendations: consolidate and relocate public works offsite; keep city hall downtown; explore co-location for efficiency and value re: City Hall, Library, Police, Fire; create a dedicated public plaza; create pedestrian and bicycle pathways; open a portion of the site to mixed use development with open and structure parking, to be shared with municipal facilities.
- e. Review of Golden Valley Infrastructure Forecast and Debt Analysis by Marc Nevinski, Physical Development Director.
 - i. Introduction re: infrastructure as one of the core and basic functions provided by cities.
 - ii. Overview of Golden Valley's plan to identify and prioritize infrastructure projects, determine financing solutions, all with the goal of keeping the community viable for the long term.
 - iii. Summary review of the City's infrastructure: civil infrastructure, buildings, and parks.
 - iv. Review of current debt service payments, and relationship of current debt and future infrastructure renewal (including that which will be implemented following the recommendations of this project).
- f. Overview of existing facilities and critical issues including: City Hall, Public Works, Public Safety, Fire Department, and Police Department.
 - i. Referenced photos and issues identified during the project team's site walkthroughs with department leads 11/5 and 11/6.

3. Goals & Objectives

- a. Reviewed draft goals and objectives:
 - i. Develop a Long-Term Plan for Developing New Facilities, Relocating Public Works, and to Open a Portion of the Current Site to Private Investment

- ii. Establish Recommendations that Guide Phased Implementation and Manage Debt
 - iii. Build on the Guidance of the Downtown Study Phase II for Development of the NE Quadrant
 - iv. Keep City Hall Downtown to Support Civic, Social and Business Activity
 - v. Address Critical Space Deficiencies, Accommodate Projected Evolutions in Operations and Service Delivery
 - vi. Explore Co-Locations for Efficiency, Value, and Impact
 - vii. Facilitate Fire Department transition from 3-Station Paid-on-Call to 2-Station Duty Crew for 24/7 Service, to Address Facility, Operational, and Safety Deficiencies
 - viii. Provide Support and Training Spaces to Enhance Police Department Processing, Operations, Preparedness, and Community Outreach
 - ix. Consolidate Public Works into a Single Location Offsite from Civic Campus to Improve Efficiency, Accommodate Contemporary Vehicles and Equipment, and Facilitate Service Efficiency
 - x. Establish Clear Thresholds for Phased Investment and Implementation, Prioritized for Near-Term Critical Issues and Aligned with Long-Term Vision
 - xi. Integrate Community and Stakeholder Outreach to Inform Project Goals and Priorities
- b. Discussion on goals and objectives:
- i. AJ: Project should reference the tax-base-sharing Fiscal Disparities program, Golden Valley's participation, and how this participation will impact or limit project opportunities.
 - ii. GC: Draft goals address the key points; we can refine throughout the process.
 - iii. SB: Re: equity: need to also include and address issues of access, and to explore unmet service needs.
 - iv. Marc N's prompt re: any goals or objectives relating to physical space or aesthetics:
 - a. BSa: Reminder that the Downtown Phase II Study establishes goals for "unified civic identity." Helping to define that should be a part of this project.
 - b. GR: What does it mean to a resident to have an identifiable civic destination downtown?
 - a. City Hall should be representative of government re: embodying and reflecting values in space planning, access, visibility.

- v. KS: What was valuable during the Brookview process was knowing the age of the buildings. This may help the public better understand why spending money on these facilities is necessary.

4. Guiding Principles

- a. Reviewed draft guiding principles:
 - i. Establish a framework for long-term development with defined thresholds for periodic investment
 - ii. Demonstrate to the public the value of each of the key city services
 - iii. Integrate Golden Valley vision, values, and mission into project planning principles
 - iv. Increase equity in service delivery and in Golden Valley civic workplaces
 - v. Utilize a transparent, well-documented process with open communication, community and stakeholder dialogue
 - vi. Demonstrate planning that fulfills city goals for sustainability, resilience, water and energy efficiency
- b. Discussion on guiding principles:
 - i. No specific points. Task Force to review and consider and share any additional thoughts through Marc Nevinski.

5. Stakeholder and Community Engagement

- a. Summary overview of engagement goals and objectives, and next steps:
 - i. Goals include establishing project transparency, sharing project progress, and ensuring key stakeholders and the broader Golden Valley community to inform development of project recommendations.
 - ii. Project has a Communications and Engagement subgroup that will be managing and coordinating engagement, including project webpage for regular progress, and implementation of broader community engagement events.

6. Schedule

- a. Overview of project schedule, including project phases, key milestones, and key events through the end of the year

Q&A:

- a. KS: Will the project include a gun range for the Police Department?
 - a. Chief Sturgis replied that the existing Public Safety includes an indoor, 2-lane gun range. Goal would be to increase the width and length of the lanes (to accommodate expanded training opportunities).

- b. BSa: Will this project be engaging in a dialogue with key community partners and stakeholders, for example, the Hennepin County Library?
 - a. Marc N response: Yes; following up on engaging the Library in the Downtown Phase Study II, in building on the long-term relationship, and in engaging now re: potential value to both parties for co-location of the library and a municipal facility.
- c. KB: Relative to the Downtown Study Phase II diagrams for the NE quadrant, shared at the beginning of the presentation: these did not appear to indicate McDonald's staying onsite. What is the City's commitment to this business, and if it is not feasible or likely that they will move, should planning be more clear about planning around them?
 - a. Marc N response:
 - i. Downtown Study is heading into Phase III, and no specific locations for any one business are indicated.
 - ii. The Downtown Study was actually triggered by comments from the Urban Land Institute (ULI), which questioned the location of McDonald's in a prominent, central downtown location.
 - iii. Golden Valley does not have any plans to acquire that property, and has no intent to force people out.
 - iv. Purpose of Downtown Study and this Municipal Space Needs Assessment are to show "what-if" scenarios, to show what might be possible with different configurations and uses.
 - b. Susan M response:
 - i. During facility review with city department heads, the design team learned:
 - a. McDonald's is a key social site for residents re: place for daily gathering
 - b. Foot traffic between the restaurant and the Calvary Crossing condominiums on the east side across Rhode Island Drive can be an issue as people are walking through parking lots and vehicle drives associated with Public Works.
 - ii. For all redevelopment recommendations, this project will identify any assumptions or qualifications about planning decisions depicted.
 - a. For example, with McDonald's this might include identifying the necessary negotiations and purchasing that would be required to utilize that land, acknowledging the civic gathering value, and suggesting relocation strategies that would balance the business' interests, the public value, and

overall planning outcomes that improve safety, public circulation, etc.

Next Meeting:

1. Task Force: Tuesday, December 15th 3:30 – 5:30pm.

ATTEST:

Marc Nevinski, Staff Liaison

Respectfully submitted,
Marc Nevinski, Physical Development Director

Facilities Study Task Force

TO: Golden Valley Facilities Study Task Force Member

RE: Agenda Memo – Task Force Meeting No. 2

DATE: December 15, 2020

I. Review Questions from the Task Force

A number of questions were posed by individual task force members following the November 17, 2020 meeting. The summarized questions and responses are below.

1. History of Selection Process for Professional Services

It was noted that it may be helpful for the task force to understand who BKV is and the process the City went through to select them as its consultant. The staff memo to the City Council approving the contract with BKV summarizes this well. Here is a [link to that agenda](#). (It is item 3D and starts on page 17.) It includes the staff memo, contract and proposal.

2. Connection/Utilization of Benchmarks from Similar Communities

BKV worked recently on Fridley's new city campus on the former Columbia Arena site. It has a lot of similarities to Golden Valley and is now constructed and operating. BKV also prepared a master plan for Roseville with similar facility needs to Golden Valley. BKV will provide a list of communities of similar scales and operational similarities for reference throughout this process. Our schedule included a tour of Fridley's campus to see an example of new facilities in a similarly sized community. However, Golden Valley takes its pandemic response and the safety of its staff, residents and other partners very seriously. Given the steep rise in cases and the recent executive order, and the we are currently rethinking when and how a tour might occur.

3. Framing Task Force Contributions re: Specialized Departments and Operations and City Goals for Task Force Contribution

A successful planning project leverages many voices and perspectives in developing recommendations and providing context. City staff and the consultants will provide certain expertise about operations, best practices, etc... Task Force Members' unique perspectives as residents and business representative about how different considerations discussed in

the planning process impact services, reflect community values, or influence project goals or criteria is critical to a thorough and comprehensive plan. Task Force members provide valuable objectivity in the discussions, flag considerations that perhaps were missed or erroneously assumed, and help maintain a non-technical or end-user perspective. Additionally, the Task Force will help to ensure that the community engagement efforts included in the process are meaningful and that feedback is reflected in the final recommendation.

4. Support for creating opportunities for underutilized vendors

It should be noted that the City of Golden Valley has made equity and inclusion a priority, and much of our strategy has come from a task force called [Rising TIDES](#) who recently issued recommendations we are working to implement. One of those recommendations is a review process for RFPs and contracts to increase opportunities for minority vendors. We have just started that review process with our Equity and Inclusion Manager on some projects that will go out for bid next year. The process should be well refined by the time we get to working on City facilities. This and other relevant expectations for implementation can be referenced in the project's final report.

5. Protocols for Sharing Information with the Community

City Attorney has stated that task force members can certainly keep people updated about the study, but be clear that they are not speaking on behalf of the City. Additionally, there should not be a quorum of the Task Force on the page, otherwise you would be in violation of the open meeting law. Please refer to the [Task Force bylaws](#) for more information on the open meeting law or contact Marc Nevinski. If Task Force members have questions or comments regarding the study, meetings, etc..., please direct those to Marc Nevinski as well.

6. Outreach to McDonald's re: Downtown Goals

Planning staff has had conversations about the Downtown Study with both the local owner and someone at McDonald's corporate, and additional communication is planned as Phase III of the study concludes. That information will be shared with this project team for reference in the final recommendations.

II. Update on Community Engagement

Phase I of the planned two-phase community engagement goes live Friday, December 11th, and includes two components:

1. An introductory video, intended to provide background on the project's purpose, goals, and objectives, along with an introduction to each of the key departments, their facilities, and primary issues affecting operations.

2. An online survey, encompassing questions to elicit feedback about project goals and priorities, input on redevelopment initiatives for the municipal block downtown, and questions in relation to the key municipal departments affected by this project.

The results of the survey will be reviewed and analyzed by the project team, shared with the Task Force and Steering Committee, and incorporated into evolving project parameters and approaches to planning.

Throughout the project, the public will be able to access additional project information including the video and meeting minutes and agendas via the project's webpage through the city website <http://www.goldenvalleymn.gov/government/buildings/facilities-study.php>.

III. Review of Draft Building Audit

The project team, including architects, an interior designer, facility planning specialists (city hall, public works, police, fire), mechanical engineer, electrical engineer, and construction manager toured each of the City's municipal facilities involved in this study. They reviewed the exterior and interior conditions of each building inclusive of: building materials, building systems and equipment, interior layouts, operating conditions, requirements, tolerances, and capacities, and code compliance issues (building, life safety (fire alarm and fire suppression), and accessibility).