

City of Medina City Council  
City of Medina Citizens Advisory Committee  
City of Medina  
2052 County Road 24  
Medina, MN 55340

Re: Executive Summary  
City of Medina Facilities Master Plan

Dear City Council & Citizens Advisory Committee,

Thank you for taking the time to meet with us. We certainly enjoyed working with you and the entire committee, which is comprised of Marilyn Fortin, Jeff Garthwait, Bob Mitchell, Beth Nielsen, Diane Rouillard, Chad Adams, Edgar Belland, and Steve Scherer. The following executive summary contains our recommendations for the City of Medina Facilities Master Plan.

## **PUBLIC WORKS**

### *Existing Conditions*

The Public Works building is extremely challenged on the current site, the facility encompasses roughly seven of the City's eleven-acre site. Near the 7,400 s.f. building is a 5,000 s.f. sand / salt storage facility, fueling area, and storage for the City's brush pile services.

### *Analysis Summary*

The building and its use are incompatible with the neighboring City Hall / Police Department. At one time it may have seemed like a good fit but as equipment and demands have changed, it has become highly incompatible and as time goes by, it will become a problem.

Further, the Public Works Building is obsolete and has been found to be deficient as follows:

- One of the key elements to a public works facility is the space around the building (the yard). The current site is not large enough to support the Public Works Department and its equipment.
- Public works has outgrown its site and may be violating land use rules and regulations set by the city itself.
- The existing facility has considerable safety concerns due to space and equipment needs:
  1. Welding and similar functions need designated ventilation areas.
  2. Circulation is difficult due to over-crowded conditions.
  3. Large trucks and large road equipment are in close proximity.
  4. Storage of tools, carts, jacks, and other small and large equipment are lacking or non-existent.
  5. Parts storage, lubricant storage, etc. all are in the open and thus vulnerable to waste, spilling or contamination.
- Fundamental employee areas such as lockers, showers, meeting rooms, offices, lunchroom, training room, etc. are non-existent.
- Areas for cleaning vehicles are lacking and need to be incorporated into the plan.
- Overall lighting, heating, and everyday environmental needs for the maintenance of equipment is lacking.

### *Recommendations Summary*

The recommendations are as follows:

- The Public Works Facility is Priority #1 for the City of Medina.
- It is imperative that the city looks for a site as soon as possible (refer to schedule and phasing chart, p. v).
- Public works garages need to be located for easy access at all times of the day. They generate load traffic and create machine noise and thus, the public works department should be located at a site that is more conducive to its land use.
- It is our recommendation that the site be located near the Highway 55 corridor, East of Willow Drive and West of the proposed Tamarack intersections (refer to map, p. 4).
- The following is a set of criteria that the land must meet: flat land, appropriate zoning, compatible area land use, convenient to access, location to provide good service, access to city sewer and water.
- It is not unusual for city's to fund this through bonds.
- The Public Works Facility space program requires a total of 45,000 s.f. as an initial size.
- It is our experience that both the building and site are a consistent resource for additional space and land by cities. With City Hall / Police on a fixed site size the most obvious outlet for additional space for storage of all types will be the Maintenance facility. Thus, a site which includes 20-30 buildable acres, to accommodate possible additional uses and future needs, is recommended.
- The site needs to be as flat as possible. Maintenance facilities do not work well on sloping sites and preferable sites that are more square than rectangular. (refer to drawing A0.2)
- Sustainable design is an important element to reflect to the community, is in the best long-term economic interest of the City of Medina and the planning should include strong sustainable design criteria.

The Citizen's Advisory Committee has explored the possibility of collaborating with the Hennepin County Public Works Facility, which is located within the City of Medina, in great length. This option creates efficiencies in sharing yard storage space, fueling, and salt / sand storage. The committee is recommending that the City should pursue this option only if adequate land is available for long-term needs and only if the land is available to be secured long-term. The Citizen's Advisory Committee has also explored buying land near the Hennepin County Facilities for the possibility of sharing the above mentioned services.

## **CITY HALL / POLICE DEPARTMENT**

### *Existing Conditions*

The location of the city hall serves as its biggest asset, providing a pastoral setting and an identity for the city. The location is visible, geographically located to serve the citizens, and has a long history of connection with the community. The city hall is roughly 5,000 s.f. in size and houses both the planning and administration facilities. The Police Department is located on a walk-out level below the City Hall. It is approximately 4,400 s.f. in size, which includes a two-car garage. The location is conducive to the Police Department as it creates efficiencies in proximity to the City Hall. Together, the City Hall and Police Department comprise roughly 4 of the City's 11 acre site.

## **CITY HALL**

### *Analysis Summary*

The existing City Hall, which was constructed in 1974, has been remodeled five times over the life of the building. The latest remodeling in 2005 was to provide basic upgrades to accommodate three to five years of operational needs, with anticipation that changes would be forthcoming.

The City Hall is outdated and has been found to be deficient as follows:

- The level of services being provided by the City of Medina cannot be supported in the existing structure.
- The council chambers are limited in size for the growing population of the City of Medina. This is evident by the crowded space and the lack of space in which to conduct business.
- The current Council Chambers lack adequate space for presentation formats, technology, and during election days.
- There needs to be a work room to prepare packets required for council meetings and other day-to-day obligations
- The City offices are inefficient, which leads to lack of productivity and presents interruptions to staff.
- There is a lack of routine storage of files as well as a lack of record storage.
- The building does not have a fire protection system.
- The building's heating, ventilation and cooling system is inadequate, which often results in poor working conditions for staff and during meetings in the Council Chambers.

Overall space needs indicate a need for office space, meeting space, and the core space needs for an efficiently run city administration for a City the size of Medina.

### *Recommendations Summary*

The recommendations are as follows:

- The location of the city hall serves as its biggest asset, providing a pastoral setting and an identity for the city. The current site is visible, in the center of the city, and has a long history of connection with the community.
- The Citizen Advisory Committee's opinion is that the existing site is the preferred site for the City Hall.
- A new City Hall should be constructed on the existing site to correct the inefficiencies presented in the existing structure.
- The City Hall space program requires a total of 16,000 s.f., which accommodates a larger city council chambers.
- The council chambers should be located on the site to take advantage of its setting and bring identity to the city.
- The site provides flexibility to build and keep the current City Hall and Police Department in full operation as well as flexibility for future additions, present and future parking, and overall future demands including additional vehicle storage for police as well as office space for city hall.
- The 11-acre site will accommodate the storm water run-off as well as the mound septic system needed for the facility.
- The site can further accommodate a walk-out level as well as a second story and provide more green space to the community. (refer to drawing A0.1A + A0.1B for diagrams)
- The planning should include strong sustainable design criteria.

As this is a Facilities Master Plan, it is important that the city account for its future. We have investigated the site for its long-term possibilities and have concluded that it fulfills the city's needs (refer to schedule and phasing chart p. v).

## **POLICE DEPARTMENT**

### *Analysis Summary*

The existing police department is lacking some very fundamental needs. As the city grows and as demands are placed on police services the space needs will become increasingly acute.

The Police Department space is outdated and has been found to be deficient as follows:

- The ability to meet public service needs of the police department is severely constrained by circulation, meeting spaces, offices, and commonly accepted police amenities.
- The handling of offenders is hampered by the lack of security for police officers and adequate transportation of offenders, booking, holding, and routine procedures.
- Specialized processing and evidence gathering lacks sufficient space and equipment.
- The building lacks in space and organization to conduct daily functions such as training.
- Vehicle storage is outside, which challenges vehicle security, access, and problems due to weather.
- The facility lacks adequate secure storage space for records, firearms and ammunition.

Overall the Police department needs considerable space and security, including: holding cells, vehicle storage, offices, meeting rooms, interview rooms, and fundamental law enforcement needs.

### *Recommendations Summary*

The recommendations are as follows:

- The Police Facility space program requires a total of 22,000 sq. ft, over five times its current size.
- A new Police Department should be constructed on the existing site to correct the inefficiencies and gross inadequacies presented in the existing structure.
- The City Hall and Police Department currently function efficiently on the same site. This should continue, considering the current location is recognized by the residents and thus the location services the functional, economic, and social needs of the City. (refer to drawings A0.1A + A0.1B for diagrams)
- The Facility needs considerable evidence storage and an impound space either in this facility or the Maintenance facility. Impound storage can be for small items but also vehicle impound storage will be needed.
- The planning should include strong sustainable design criteria.

The City of Medina can look forward to planning a facility that meets their needs with assurance that the site is flexible to accommodate growth well into the future (refer to schedule and phasing chart p. v).

## **RECOMMENDATIONS SUMMARY**

Currently, all three of the City's Public Facilities (Public Works, City Hall, and Police) are located at 2052 County Road 24. The existing eleven-acre site is found to be inadequate in size to accommodate all of the City's Public Facilities. The existing site is well located, has significant character, and is conducive for use by the City Hall and Police Department as zoned. For similar reasons, it is an incompatible location for the Public Works Facility.

It is our recommendation that the City Hall and Police Department stay at the 2052 County Road 24 site; and that the Public Works department be relocated in an area that is zoned compatibly, and will provide adequate services for the city and its citizens.

The Public Works Facility is priority #1 for the City of Medina due to safety and overall concern for its operation and should be addressed promptly.

As the City of Medina moves forward, we recommend that concurrent planning of the three facilities take place even though the actual construction may be phased over a long period of time. There is a great deal of efficiency in looking at the total needs of the City of Medina at once instead of in pieces.

Please feel free to contact us with any additional questions. We look forward to working with you in the future.

Sincerely,  
KODET ARCHITECTURAL GROUP, LTD.

Edward J. Kodet, Jr., FAIA

# City of Medina Facilities Master Plan

## Medina, Minnesota

### SCHEDULE AND PHASING CHARTS

#### Public Works (City Maintenance Facility) Schedule and Phasing

		Sq. Ft
• 2007	Purchase Land	
• 2007	Schematic Design after land is purchased.	45,000 to 50,000*
• 2008 1/2	Phase I Design completed	
• 2008 2/2	Phase I Construction	
• 2009	Phase I Occupancy	
• TBD**	Phase II Design	25,000 to 35,000*
• TBD**	Phase II Construction	
• TBD**	Phase II Occupancy	
• TBD**	Phase III Design	30,000 to 45,000*
• TBD**	Phase III Construction	
• TBD**	Phase III Occupancy	

As the chart indicates, the purchase of land should begin immediately. After land is acquired, the design should begin immediately. The existing public works building is in a stage of critical need. As such, immediate attention should be given to replacing the existing structure.

#### City Hall and Police Department Schedule and Phasing

• 2007 to 2009	Long range planning- Coordination of needs with Public Works	
• 2009	Phase I Design	36,000 to 45,000*
• 2010	Phase I Construction	
• 2011	Phase I Occupancy	
• TBD **	Phase II Design	25,000 to 34,000*
• TBD**	Phase II Construction	
• TBD**	Phase II Occupancy	
• TBD**	Phase III Design	17,000 to 22,000*
• TBD**	Phase III Construction	
• TBD**	Phase III Occupancy	

\*Note a range in square feet is due to flexibility in planning and program validation that is a part of each phase of the project. The further into the future a facility is planned the more flexibility is required to accommodate program validation.

\*\* It is reasonable to size each phase to accommodate the City of Medina needs for a long period of time. It is expected that Phase II and Phase III additions will accommodate the Public Works, City Hall, and Police needs through the year 2032. The further out the projections are made, the more they can change. The facility growth needs to be coordinated with the comprehensive plan for the City of Medina. If City population and service growth were accelerated, then the City facility needs would also experience accelerated growth. Typically, City growth can occur at a faster rate than facility growth since all three facilities can be designed to be flexible and accommodate growth as a part of each phase.

# City of Medina Facilities Master Plan

Medina, Minnesota

## *STATEMENT OF SUPPORT*

The Citizens Advisory Committee unanimously supports the information included in the Executive Summary and the following report.

### **The Citizens Advisory Committee**

Marilyn Fortin  
Jeff Garthwait  
Bob Mitchell  
Beth Nielsen  
Diane Rouillard  
Chad Adams  
Edgar Belland  
Steve Scherer

# City of Medina Facilities Master Plan

## Medina, Minnesota

### *SUBSURFACE + GEOTECHNICAL REPORT SUMMARY*

A summary of the geotechnical report is as follows, six soil boring and four percolation tests were conducted at the 2052 County Road 24 site. Groundwater was present at all soil boring locations, however the volume was relatively low and could be controlled during excavation by water pump or gravity drainage. In boring locations five and six, little to no soil correction would be required. All other locations would require some soil correction, however the building could be supported by conventional spread footings once the correction has occurred.

Most of the soil in this area is clay, and thus has low permeability and percolation rates. An area has been identified to the west of the existing maintenance facility, in the northwest corner of the site to be a potential drain field location. This area appears to contain undisturbed soils and a gentle slope conducive for drain field construction. All four locations tested for percolation yielded adequate results and could accommodate an elevated drain field, or mound system, for on-site sanitary sewage disposal.

This summary is abbreviated. The full soils report is amended, following Appendix G.

# CITY OF MEDINA FACILITIES SUMMARY



Project No: 71106  
Issue Date: July 3, 2007

Existing Conditions				Recommended Conditions - Phase I			Future Needs - Phase II			Future Needs - Phase III		
Building	Existing Facility Size (S.F.)	Existing Site Size (Acres)	Existing Site Recommendation	Recommended Size* (S.F.)	Number of People Accommodate	Recommended Site Size (Acres)	Future Building Addition-Phase II* (S.F.)	Number of People Accommodate	Phase II Recommended Site Size (Acres)	Future Building Addition-Phase III* (S.F.)	Number of People Accommodate	Phase III Recommended Site Size (Acres)
<b>City Hall</b>	<b>4,997</b>	<b>2**</b>	<b>5.5</b>	<b>16,000-20,000</b>	<b>30 - 300</b>	<b>5.5 Existing Site</b>	<b>12,000-17,000</b>	<b>50-60 Staff</b>	<b>5.5 Existing Site</b>	<b>12,000-15,000</b>	<b>70-80 Staff</b>	<b>5.5 Existing Site</b>
City Hall Office				12,000-16,000	30 - 40 Staff		12,000-17,000	50-60 Staff Total		12,000-15,000	70-80 Staff Total	
Council Chambers				4,000	300 Visitors		0			0		
*Public Works moved to new site												
<b>Police</b>	<b>4,405</b>	<b>2**</b>	<b>5.5</b>	<b>20,000-25,000</b>	<b>30 - 35 Staff</b>	<b>5.5 Existing Site</b>	<b>13,000-17,000</b>	<b>50 - 55 Staff</b>	<b>5.5 Existing Site</b>	<b>5,000-7,000</b>	<b>65 - 70 Staff</b>	<b>5.5 Existing Site</b>
Police Office	3,487			15,000-20,000	30-35 Staff		11,000-15,000	50-55 Staff Total		5,000-7,000	65-70 Staff Total	
Police Garage	918			5,000	16 Vehicles		2,000	+ 7 Vehicles		* Public Works		
*Public Works moved to new site												
<b>Public Works</b>	<b>7,400</b>	<b>7**</b>	<b>0</b>	<b>45,000-50,000</b>	<b>12 - 15 Staff</b>	<b>New Site</b>	<b>25,000 - 35,000</b>	<b>-</b>	<b>New Site</b>	<b>30,000 - 45,000</b>	<b>-</b>	<b>New Site</b>
<b>2052 County Road 24 Site</b>		<b>11 Acres</b>	<b>11 Acres</b>									
<b>Public Works</b>	<b>7,400</b>	<b>7</b>	<b>0</b>	<b>45,000-50,000</b>	<b>12 - 15 Staff</b>	<b>20 - 30 New Site</b>	<b>25,000 - 35,000</b>	<b>17-22 Staff</b>	<b>20 - 30 New Site</b>	<b>30,000 - 45,000</b>	<b>22-32 Staff</b>	<b>20 - 30 New Site</b>
Office	1,000			5,000	12-15 Staff		1,500	17-22 Staff Total		1,500	22-32 Staff Total	
Heated Garage	0			40,000-45,000	33 Stalls		23,500-33,500	+ 20 Stalls		28,500-43,500	+ 20 Stalls	
Unheated Garage	6,400			0			0			0		
Sand / Salt	5,000			5,000			0			0		

Summary - Recommended Totals												
Existing Conditions				Recommended Conditions - Phase I			Future Needs - Phase II			Future Needs - Phase III		
Building	Existing Facility Size (S.F.)	Existing Site Size (Acres)	Existing Site Recommendation	Recommended Size (S.F.)	Number of People Accommodate	Recommended Site Size (Acres)	Phase II Addition (S.F.)	Number of People Accommodate	Phase II Site Size (Acres)	Phase III Addition (S.F.)	Number of People Accommodate	Phase III Site Size (Acres)
City Hall	4,997	2	5.5	16,000-20,000	30 - 300	5.5	12,000-17,000	50-60 Staff Total	5.5	12,000-15,000	70-80 Staff Total	5.5
Police	4,405	2	5.5	20,000-25,000	30 - 35 Staff	5.5	13,000-17,000	50-55 Staff Total	5.5	5,000-7,000	65-70 Staff Total	5.5
Public Works	7,400	7	0	45,000-50,000	12 - 15 Staff	20-30 Acres	25,000 - 35,000	17-22 Staff Total	20-30 Acres	30,000 - 45,000	22-32 Staff Total	20-30 Acres

\*Note a range in square feet is due to flexibility in planning and program validation that is a part of each phase of the project. The further into the future a facility is planned the more flexibility is required to accommodate program validation. The overall growth needs to be coordinated with the comprehensive plan for the City of Medina, and if growth is accelerated then the City facility needs would also experience accelerated growth.

\*\*2052 County Road 24 is 11 acres in size with 4 acres allocated to City Hall & Police and 7 acres to Public Works

\*\*\*Refer to Executive Summary for corresponding analysis.