

1. Agenda Documents

Documents:

[SPECIAL MEETING AGENDA - 06-12-2023.PDF](#)

[MONTICELLO PW - COUNCIL WORKSHOP DESIGN PROGRESS MEMO.PDF](#)

AGENDA
MONTICELLO CITY COUNCIL SPECIAL MEETING
Monday, June 12, 2023 – 4:30 p.m.
Monticello Community Center

1. Call to Order
2. 4:30 p.m. Pointes at Cedar Update
3. 5:00 p.m. Discussion on Public Works Facility
4. Adjournment

Monticello Public Works

Date June 8, 2023
OA Project No. 21-25
To: City of Monticello City Council
CC: Rachel Leonard, City Administrator; Matt Leonard, Public Works Director
RE: **June 12th Council Work Session – Design Process Progress Update**

Purpose

Provide a progress report and status on the design process for the Monticello Public Works Facility.

Memorandum

The project team, consisting of members of Oertel Architects and design consultants with staff of the City of Monticello Public Works Department, have been engaged in the **pre-design** and **conceptual design** phases of the project since early March of 2023. The team has been working collaboratively to refine space needs and define project features. Building and Site Design tasks are preliminary, and on a large scale. The purpose of design activity to date has been to identify the best use of the property available for public works operations now and in the future. The City / Architect project team meets bi-weekly to discuss progress on the project, and the Architect / Consultant team meets on off-weeks to discuss project progress and deliverables.

June 12 Council Workshop Goals:

- Recap Programming Process
- Review Initial Concept Plans
- Introduce “Look-book”, Project Aesthetic Imagery
- Review Program based cost projections
- Describe Next Steps

Programming Process

Project Kick-Off – March 2, 2023

Facility Tours – April 19, 2023

Representatives from Oertel Architects and our entire consultant team, met with City of Monticello Public Works and Administrative Staff to tour three existing facilities to gather lessons learned and see how space needs and programmatic decisions end up as in an executed facility.

The group toured Waite Park Public Works, Ramsey Public Works, and Maple Grove Public Works.

Space Programming and Staff Feedback Loop – March 17 – April 7, 2023 and on-going

Several iterations of the space program have been reviewed by City Staff and refined by the design team. The current building program was confirmed with PW staff on April 7th. However, the building program is continually refining with additional feedback from staff regarding site and building concept development and influence from other city departments such as Parks.

Space Program Cost Review – End of April

Initial project cost review was developed as a result of the confirmed space needs. That initial information is being used to prioritize certain functions and plan potential construction phases as the site is planned.

Site Characterization and Analysis – April – June 2023

The design team has evaluated the site characteristics for climatic conditions, site boundary conditions and site aesthetic opportunities. More technical evaluations, such as additional detailed survey work and geotechnical soil exploration are scheduled for the remainder of June.

Zoning and Planning Standard Summary – End of April

The design team compiled an initial review of the city's zoning and planning standards for applicability to space programming, initial site planning and project cost information. This document was provided to city planning and community development staff for review, refinement and clarification, and additional direction.

Site Test Fitting and Conceptual Planning – April – June 2023

Several iterations of site test fits have been presented by the design team, reviewed internally by Public Works and Parks department staff, with feedback provided to the design team. Additional reiterations have been developed as a result of that feedback loop. Initial site planning is reviewing operational access and safety separations; grading conditions and the impact on the natural setting; screening and aesthetic opportunities.

This test fitting exercise is focused on master planning the most potential area needed for Public Works Operations to ensure a holistic, long-life operational facility.

Initial Concept Plans

-Four site concepts

Look-book Project Aesthetic Imagery

1. Public Facing Elevations
2. Multi-Story Functions
3. Public User / Private Staff Separations
4. Utilizing Grade
5. Public Art Opportunities
6. Greenway and Green space opportunities

Program Based Cost Projections (by Design Team)

Next Steps [Project Schedule]

I. Project Schedule

Task 1 – Project Management	On-Going
Task 2 – Program Confirmation	January 2023* – April 2023
<i>* Contract executed February.</i>	
Space Program Revisions	Generally Complete
Concept Review and Proofing	Testing / On-Going
Site Analysis and Context Review	Complete
Technical Site Investigations	
Geotechnical	Started Drilling 5/23 – 5/24
Site Survey(s)	Tree Survey
Platting Process	Not Started
Task 3 – Conceptual Design	February 2023 – May 2023
Conceptual Design Iterations	Developing and Refining
Stakeholder Outreach	Need Designs? / Necessity
Conceptual Cost Opinion	Complete 1 st version / On-Going
<i>*Construction Manager Selection</i>	<i>Status</i>
Task 4 – Full Schematic Design	April 2023 – August 2023
Concept Selection	May 2023 / June 2023
Preferred Concept SD Development	Tracking per anticipated schedule
Task 5 – Final Design	August 2023 – February 2024
Design Development	August – October 2023
Owner / CM Review – 2 weeks – Design Work will progress in some areas	NO NEW SCOPE CHANGES.
Construction Documents	October 2023 – January 2024
Owner / CM Review – 2 Weeks – NO NEW DESIGN WORK	
Bidding Documents	December 2023 – February 2024
Task 6 – Bidding	February 2024
Task 7 – Construction	March 2024 – June 2025