City of Detroit Lakes, MN
Facility Assessment & Space Needs Study

City Council Workshop Meeting
September 27, 2017

1978 CITY HALL OPEN HOUSE
EXISTING BUILDING ASSESSMENT:
• NO STAIR OR ELEVATOR TO CONNECT LEVELS
• DOES NOT MEET ACCESSIBILITY REQUIREMENTS
• WATER INTRUSION FROM EXTERIOR/WATER DAMAGE
• OLD WOOD WINDOWS ARE LEAKING/POOR U-VALUE
• EXTERIOR METAL WALL PANELS DAMAGED AND RUSTING
• AGED/INEFFICIENT HVAC EQUIPMENT
• NO SECURITY SYSTEM
• NO FIRE ALARM SYSTEM

EXISTING SPACE DEFICIENCIES:
• LACK OF MEETING / CONFERENCE ROOMS
• NO SPACE FOR FUTURE STAFF
• LACK OF SPACE FOR GENERAL AND ARCHIVE STORAGE
• UNDERSIZED STAFF BREAK ROOM
• NO COUNCIL WORK ROOM
• NO BROADCASTING ROOM
• NO STORAGE FOR COUNCIL CHAMBERS

EXISTING = 10,080 SF
PROJECTED 15 YRS = 16,202 SF
SPACE DEFICIENCY = (6,122 SF)

COMPARATIVE FACILITY SIZE FOR MINNESOTA MUNICIPALITIES:
POPULATION 10,000 - 20,000 = 15,070 SF AVG.
POPULATION 20,000 - 30,000 = 28,016 SF AVG.
City of Detroit Lakes, MN
Facility Assessment & Space Needs Study
09/27/2017  Project #: 2106.01

EXISTING CONDITIONS
City Hall
1025 Roosevelt Ave
## City of Detroit Lakes - Facilities Master Plan

### Program Draft

**DATE:** June 23, 2016

**SPACE NEEDS PROGRAM**

**COMM #:** 2106.01

**DATE:** June 23, 2016

**BKV GROUP**

### SPACE DEPARTMENT:

<table>
<thead>
<tr>
<th>SHEET</th>
<th>CODE</th>
<th>USABLE AREA REQUIRED</th>
<th>OVERAGE / (SPACE DEFICIENCY) FROM EXISTING SF</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MASTER SUMMARY</strong></td>
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</tbody>
</table>

#### City Hall

| Administration | 1,423 | 1,968 | 1,968 | 1,968 |
| Finance | 1,123 | 1,123 | 1,123 |
| Community Dev. & Building Dept. | 1,100 | 1,180 | 1,180 |
| Public Utilities & IT | 1,585 | 1,585 | 1,585 |
| Council Chambers | 2,146 | 2,146 | 2,146 |

**Subtotal, Dept. Spaces**

| 7,376 | 8,001 | 8,001 | 8,001 |

**Building Support- City Hall**

| 6,728 | 6,728 | 6,728 | 6,728 |

**Subtotal, City Hall**

| 14,104 | 14,729 | 14,729 | 14,729 |

**TOTAL PROPOSED USABLE SF**

| 14,104 | 14,729 | 14,729 | 14,729 |

**Building Factor (10%)**

| 1,410 | 1,473 | 1,473 | 1,473 |

**TOTAL PROPOSED GROSS SF**

| 15,514 | 16,202 | 16,202 | 16,202 |

## Existing Building Gross SF: 10,080  Current Staff Count: (17)
EXISTING BUILDING ASSESSMENT:
- Roof needs replacement
- Brick is cracked on exterior walls
- Moisture damage on foundation walls
- Deteriorating base of walls at sidewalk
- Inadequate ventilation and air circulation
- No exhaust for gun cleaning in garage
- No CO or NO monitoring in garage (code requirement)
- Aged/inefficient HVAC equipment
- No emergency generator
- No security systems
- No fire alarm system

EXISTING SPACE DEFICIENCIES:
- Undersized garage
- No interview rooms
- Lack of interview / conference / roll call rooms
- Lack of adequate space for evidence and property storage
- No training space
- No wellness space
- No staff locker room
- Lack space for future staff
- Inadequate space for copy/work functions
- Lack of support space for patrol (duty bags, armory, gun cleaning, etc.)

EXISTING = 6,010 SF
PROJECTED 15 YRS = 17,820 SF
SPACE DEFICIENCY = (11,810 SF)

COMPARATIVE FACILITY SIZES FOR MINNESOTA MUNICIPALITIES:
POPULATION 10,000 - 20,000 = 18,905 SF AVG.
POPULATION 20,000 - 30,000 = 22,850 SF AVG.
EXISTING CONDITIONS

Police Station

106 Holmes Street East
<table>
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<tr>
<th>DEPARTMENT</th>
<th>2016 PROPOSED</th>
<th>5-YR PROJECTED</th>
<th>10-YR PROJECTED</th>
<th>15-YR PROJECTED</th>
<th>2016 PROPOSED</th>
<th>5-YR PROJECTED</th>
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<td>TOTAL PROPOSED USABLE SF</td>
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<td>TOTAL PROPOSED GROSS SF</td>
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<td>17,754</td>
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EXISTING BUILDING GROSS SF: 6,010
POSSIBLE SITE OPTIONS:

1. EXISTING CITY HALL
2. 1041 HAWK STREET
3. W FRONT ST / SUMMIT AVE
4. 417 MAIN STREET
5. 508 E FRONT ST
6. BECKER COUNTY LEC BUILDING
7. W HOMES ST / MINNESOTA AVE
Option 1A: Combined
1025 Roosevelt Ave

Option 1B: Police
1025 Roosevelt Ave

Option 1C: City Hall
1025 Roosevelt Ave

Option 2A: Combined
3041 Hawk St

Option 2B: City Hall
3041 Hawk St

Option 3A: Combined
W Front St / Summit Ave

Option 3B: Police
W Front St / Summit Ave

Option 4: Combined
417 W Main St

Option 5A: Combined
508 E Front St

Option 5B: Combined
508 E Front St

Option 6: Police
Becker County LEC Building

Option 7A: Combined
W Holmes St / Minnesota Ave

Option 7B: Combined
W Holmes St / Minnesota Ave
Option 1B: Police
1025 Roosevelt Ave
Estimated Cost:
Construction Cost: $3,946,628
Soft Cost: $789,326
Total Project Cost: $4,735,953

Option 3B: Police
W Front St / Summit Ave
Estimated Cost:
Construction Cost: $5,060,330
Soft Cost: $1,012,066
Total Project Cost: $6,072,396

Option 5C: Police
508 E Front St
Estimated Cost:
Construction Cost: $5,093,330
Soft Cost: $1,018,666
Total Project Cost: $6,111,996

Option 6: Police
Becker County LEC Building
Estimated Cost:
Construction Cost: $3,358,000
Soft Cost: $671,600
Total Project Cost: $4,029,600

Estimated Lease Annual Rates:
Square Footage: 28,174 sf
Avg. Lease Cost: $11.67/sf
Annual Lease Cost: $328,790

Recommended Option
**Detroit Lakes: Site Evaluation Matrix**

19-Sep-17
Separate Police & City Hall Facilities

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<tr>
<th>Site Selection Primary Ranking Criteria</th>
<th>Option 1A Combined</th>
<th>Option 1B Police</th>
<th>Option 1C City Hall</th>
<th>Option 3A Combined</th>
<th>Option 3B Police</th>
<th>Option 5A Combined</th>
<th>Option 5C Police</th>
<th>Option 7A Combined</th>
<th>Option 7B Combined</th>
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<td>2 Off-Street Parking</td>
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<td>3 Civic Identity / Accessibility - Site Location</td>
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<td>5 Opportunity for Future Expansion</td>
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<td>6 Combined City Hall + Police Facility</td>
<td>2</td>
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<td>7 Opportunity for Phased Construction</td>
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<td>Point Totals</td>
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<td>98</td>
<td>112</td>
<td>98</td>
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</table>

**Qualitative Rating**
- Excellent = 8 points
- Good = 6 points
- Fair = 4 points
- Poor = 2 points
- N/A = 0 points

**Priority Rating**
- Very High Priority = 4 pts
- High Priority = 3 pts
- Medium Priority = 2 pts
- Low Priority = 1 pt
Alexandria, MN Police Department
Facility Size: 18,400 SF

Fergus Falls, MN Police Department
Facility Size: 23,360 SF

* Detroit Lakes Police Department has 17 sworn officers (2016 Population: 9,165)
LOCAL OPTION SALES TAX ACTION PLAN:

What Needs to Happen to Approve a Local Option Sales Tax?

- Need Special Legislation to authorize the LOST
  - Need to identify projects to fund with the LOST (Council)
  - Need to pass a resolution in support of the special legislation (Council) [consultant?]
    - Proposed Tax Rate
    - How the revenues will be used
    - Total revenue projected to be raised
    - Estimated length of time that the tax will be in effect
  - Need to draft the language [consultant?] 
    - Needs to include rate, use, bonding authority, and term
  - Bill needs to be included in the Omnibus Tax Bill and approved by the Legislature and Governor
    - Possible attendance at committee hearings

- Need to hold an Election to approve the LOST (referendum)
  - Public Outreach [consultant?]
    - Project Information (artist renderings)
    - Explain the need (site visits / open houses)
    - Tax Impact and Wastewater Rate Information (graphs and stats)
    - Theme / Slogan for the LOST (identifiable to the purpose of the LOST)
    - Informational Meetings
  - Determine when to conduct the election (special or general)

Why a Local Option Sales Tax?

- Reduced Burden on Property Taxes
  - The LOST-funded projects need to occur with or without passage of a local options sales tax.
  - Property taxes are the only other source of funding for these projects.
  - Local Government Aid (LGA) is about half of what it was in 2001 ($1,621,293 versus $791,204), which highlights the need for another revenue source to fund city needs.
  - A LOST is estimated to raise $1.1 million / year. The City of Detroit Lakes would need to increase their levy by 23% to generate the same amount of revenue.

- Property Tax Fairness

- City residents pay higher taxes (city tax rate is considerably higher than township tax rates)

  - to provide regional services and amenities:
    - Street construction and maintenance of city streets (new Public Works Garage).
    - City code enforcement, economic development, licensing, and administration (City Hall renovation).
    - Local 24/7 police coverage (new Police Department).
    - Parks (Parks Dept expansion), ballfields (Washington Ballfield Grandstand renovation), and trails.
    - Community event center (Pavilion replacement).
    - City public beach and lakefront (North Shore Drive extension and Lakefront District improvements).
    - Regional sports/hockey arena (Sports Arena improvements).
    - Regional library (Library improvements).
    - Community center, pool, the Backyard, fitness center, theatre, and cultural arts (DL Community and Cultural Center / Holmes Theatre).
    - 27-hole public golf course (DL Country Club course improvements).
    - Youth activities and programming (new Boys & Girls Club facility).
    - Regional ski and mountain biking recreation area (Detroit Mountain Recreation Area improvements).
    - Clean water and protection of our local lakes (wastewater treatment plant and storm water improvements).

- A LOST provides a revenue stream from outside users who benefit from City services and facilities.

- Comparable Sales Tax Rate
  - While a ¾ % LOST would increase the overall general sales tax rate (to 7.875%), Detroit Lakes would still have the same rate as other regional centers (Fergus Falls, Baxter, Bemidji, Brainerd, St. Cloud). Fargo’s sales tax rate is 7.5%.

  - A LOST does not apply to motor vehicle sales.
RECOMMENDATION

1. CITY COUNCIL DIRECTION ON POLICE STATION FUNDING

2. RELOCATE PUBLIC WORKS TO NEW SITE

3. BUILD NEW POLICE STATION AT ABANDONED PUBLIC WORKS SITE (508 E. FRONT STREET)

4. FUTURE REMODELING OF EXISTING CITY HALL BUILDING TO MEET CITY’S LONG-TERM NEEDS

NEXT STEPS: