

CITY OF KASSON SPACE NEEDS STUDY



**To: City of Kasson - Building Committee
401 Fifth Street SE, Kasson, MN 55944
March 3, 2005**

**Submitted by: David I. Kane and Kevin T. Blondo
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February 1, 2005

City of Kasson
c/o: Mr. Mike Rietz, City Administrator
401 Fifth Street SE
Kasson, MN 55944

RE: CITY OF KASSON SPACE NEEDS STUDY AND ANALYSIS (KJA 2004232)

Dear Mike:

Thank you for allowing Kane and Johnson architects to work with you on this exciting study. It has been a pleasure to work with yourself, as well as with the department heads and key staff during this study. After initial discussions and review it was wisely determined by the city leaders that prior to any actual construction a masterplan should be prepared and reviewed to prevent any wasted efforts due to construction of facilities that fail to meet longer range plans. Kane and Johnson Architects, Inc. were retained to study the various departments needs and to make sure that their present and future needs would be met by this masterplan as well as to suggest solutions to space needs. As part of this study we examined the issues, interviewed the department heads, summarized projected future growth of departments and reviewed existing buildings and plans. Kane and Johnson has concluded this study and recommend that the City pursue the masterplan as outlined in this report.

Kane and Johnson Architects, Inc. extends their appreciation to you for coordinating interviews as well as you insights into the planning. We also wish to thank the Building Committee and the Kasson City Department Heads, who were instrumental in assisting us during the course of this Study.

If you or your staff have any questions relative to this report, or concerning any other matters, please feel free to contact me.

Sincerely,

Kevin T. Blondo, Project Architect
kblondo@kjarchitects.com

KTB/jaw/2004225/01-25-05

City of Kasson Space Needs Study

Summary

- 1) The Masterplan currently being proposed for city facilities involves the following:
 - a) Public Works Departments to move to a New Building at the Wastewater Treatment site.

- b) Fire Department will move to the existing Public Works Garage (After some renovation and upgrades)
 - c) Current Fire Department building could either be sold or continue to be city property.
 - d) Police Department would expand into the City Hall portion of the City Hall / Police Station building. (Minimal renovation) Another option would be to consider relocating the police department to a new addition that would be built to the west of the south wing of the existing elementary school. The existing City Hall/Police building could then be sold.
 - e) City Hall offices and City Council Chambers would move to the existing old Elementary School Building. It is noted that this building is currently occupied by Zumbro Education District. The City Library would also be located here and would share some common spaces with City Hall. Note that the existing building would require major interior renovation prior to this change of use.
- 2) The implementation of this plan would allow the City of Kasson to provide for current and future needs for all City facilities.
- 3) By utilizing facilities and/or property which is currently owned by the city there would be no land acquisition costs. This would help to minimize overall project costs.
- 4) Overall condition of Buildings involved:
- a) City Hall / Police Building – Generally good condition. KJA recommends that the poor roof/wall condition near the Police Dept. entrance be addressed immediately in order to avoid any more extensive water damage to the siding and building, other than this no major defects were noted.
 - b) Public Works Building – Generally sound condition. Deficiencies include: lack of proper insulation in some areas, serious issues with the heating and ventilation system, office layout would not work properly for fire department use, etc. Note that none of these issues are things that could not be fairly easily addressed as part of a renovation project.
 - c) Note that regardless of which department utilizes the Public Works Building major modifications to the heating/ventilation system are required. These modifications should be addressed immediately to protect the health and safety of Public Works employees and to comply with State code. These modifications will involve separating the air handling systems that serve the office area and the shop area while providing proper ventilation for each of these areas.
- 5) The re-use of the old Elementary School for City Hall and Library use would serve to preserve and restore a major piece of Kasson History! The location of the building is ideal for City Hall as well as Library use and offstreet parking is available. The exterior of the building is in good condition considering its age and with minor work could be restored. The interior of the building would require major renovation but we anticipate that this could be more cost effective than construction of a new building on a new site.

Analysis of Plan / Feasibility

- 1) The location and size of the proposed site for the new Public Works Department Building near the Wastewater Treatment plant would be more than large enough (80 acres) to allow construction of a new Office/Shop Building and associated outdoor parking, equipment yard and salt/sand bunker.
- 2) The Fire Department (currently approx. 3,800 sq.ft.) would fit quite well into the existing Public Works Building. Although the building is not quite as deep (50 feet) as the current Fire Department Building it more than makes up for it in length and overall area. (Public Works Building is 11,800 sq.ft.) This could actually allow the fire trucks and equipment to be more conveniently laid out. Rather than double stacking all of the trucks, as they are now, the large trucks could each have their own stall. Smaller trucks could still be double stacked. The facility would also be large enough to allow proper facilities for meetings, equipment storage and office use, etc. The major items which would require attention to prepare the building for the Fire Department use would include:
 - a) Renovation of the office space as required to meet fire department space requirements
 - b) Modifications to the heating/ventilation system to provide proper separation of contaminated air from fresh air. (Note that this item needs to be addressed immediately regardless of which department occupies this building).
 - c) Repairs/upgrades to insulation and limited areas of roofing.
 - d) Addition of water lines as required to fill tankers.
 - e) Addition of 2-3 overhead doors on the north wall of the building to allow fire trucks to enter from the north and exit on the south.
 - f) Possible addition of asphalt surfacing on the north lot. (Desired by Public Works as well).
 - g) Addition to one bay of the building at some point in the future to accommodate a larger ladder truck. This could be fairly easily accomplished as there is plenty of site available.
- 3) Police Department expansion into the current City Hall Space would be very easily accomplished. This building would require only relatively minor remodeling to allow for Police department use. It would result in an office space for the Police Department that would not only work well now but also offer space for future growth. The site is also large enough to accommodate building and/or parking lot expansion in the future if required.
- 4) The renovation of the existing old elementary school building for use by the Library and City Hall Offices would require major interior renovation of the building along with upgrades to the Mechanical and Electrical systems. The exterior of the building would need only relatively minor work to assure continued trouble free use. Replacement of the windows and portions of the roof would be the major items to be addressed on the exterior of the building. The interior would be virtually gutted and rebuilt in the new configuration. Interior elements that have historic character and could be incorporated into the new plan would be saved or reused. The interior renovation would also include such items as code required fire alarm and fire sprinkler systems, additional stairways and exit paths, upgrading of insulation for energy efficiency and upgrades to make the facility handicap accessible. The availability of offstreet parking is a benefit to the users. Further detailed study will need to be performed at such time as the actual project is authorized in order to consider owners input and refine floor plan layouts, etc. At this time however it seems clear that the building will accommodate the necessary functions. Another option to relocate the police department to a new addition that would be built to the west of the south wing of the existing elementary school is also possible. This could allow the Police department to share meeting and training spaces with the City Hall offices. The current City Hall/Police building could then be sold to a private party.
- 5) It is recognized that this plan would be phased in multiple stages over 2-3 or more years. This is due to both to the lag time related to the sequence of construction and relocation and also to financial factors. The fact that the work would be spread out over several years could be a benefit to the city when considering methods of financing the projects.

Kane and Johnson Architects Inc. recommend that this masterplan be incorporated into future city planning efforts. The plan appears to be logically planned out, allows for phased incorporation and should result in good overall facilities for the City Departments.

**City of Kasson Space Needs Study
PRELIMINARY SPACE NEEDS**

Current Space
Area (Sq. Ft.)

City Hall Offices

1. Front portion of City Hall/Police Station Building 2,100 sq.ft. on main floor
1350 sq.ft. in basement (shared storage)

General Notes

- 1) Private offices would be required for the following:
 - a) City Administrator
 - b) City Finance Director
 - c) City Planner (Office is currently undersized)
 - d) One private office for a clerical employee.
 - e) Future City Engineer
 - f) Future department head
- 2) Currently there are 4 clerical employees who will share the open office space with cubicles.
- 3) 5 Year plan would most likely involve the addition of a clerical employee who would be in the open office area.
- 4) 10 year forecast would involve the addition of another clerical employee, who would be in the open office area.
- 5) 10 year forecast might involve the addition of a building inspector who would require a private office.
- 6) A meeting room is required that should be accessible for both staff and for use in meeting with the public. This room could be slightly larger than the current meeting room to allow for adequate future space.
- 7) Training rooms would be desirable, possibly 2 or 3 of these. One of the rooms could serve as a smaller conference room when not in use as a training room.
- 8) Storage is required; an area similar to what's in the basement in the City Hall building now would be nice.
- 9) Supply room for storage of office supplies is required.
- 10) Work room with space for the envelope stuffer and computer servers is required.
- 11) A Council Chamber space, significantly larger than the current space, should be provided. This space might also double a large meeting room for public use or library use if it were in a shared facility that would make this possible.
- 12) Reception area with a reception desk located remotely from the cubicle workstations should be provided. This should be arranged for easy access to the public and have space to stand and meet with the public without disrupting other workers.

City of Kasson Space Needs Study PRELIMINARY SPACE NEEDS

Current Space Area (Sq. Ft.)

Police Department

1. Back portion of City Hall/Police Station Building 2,725 sq.ft. (offices and garage)

General Notes

- 1) Overall Condition of the City Hall building is generally good, with one exception. There is one problem area, which is on the northeast portion of the building where there is an odd roof condition that results in water running down the surface of the exterior wall and damaging the siding. This condition should be corrected to prevent long-term future damage.
- 2) Police Department staff currently consists of the following:
 - a) Chief Johnson
 - b) 2 Sergeants
 - c) 5 Officers
 - d) 1 clerical person
 - e) 1 dog.
- 3) Future needs within 5 years include one more officer at some point, along with one more dog.
- 4) 10 Year plan possibly involves the addition of 3 more officers.
- 5) Currently 3 stalls are needed for Patrol cars.
- 6) Office space for the Sergeants and Officers is inadequate at this time and more space is needed.
- 7) More adequate storage space for evidence is required. Currently evidence storage is very crowded and does not allow for easy access or organization.
- 8) Lockers for evidence storage would be desired.
- 9) The size of the garage is very crowded for Police Department use at this time. If other departments could move their items, which are stored in this area, to their own storage areas, it would help.
- 10) A more secure public entry is required to the Police Department. Currently the public can just walk in the side door and without any security check points at all be inside the officers work area. A more secure entry to the office area, possibly even including ballistic glass at the reception counter should be considered.
- 11) Possible rearrangement of Police Officer spaces within the City Hall building could be as follows if the City Hall staff were to vacate their offices:
 - a) The Police Department would take over the front half of the building for office use.
 - b) The Investigator could possibly be in Lynn's office.
 - c) The small conference room could serve as the Chief's office.
 - d) The Council Room would work nicely as a training/meeting room.
 - e) The existing Police area could be renovated for use as evidence storage and general storage and the workout equipment, which is located out in the garage could be moved into the current Police space as well.
- 12) Public restrooms are currently adequate but access to them may need to be modified somewhat as they are in a very difficult to observe location.
- 13) Chief Johnson noted that there are 7 part-time officers. These officers could share a desk or 2, as long as each officer had their own drawer or storage unit.
- 14) The entire basement would server nicely as long-term storage space for Police Department files.

City of Kasson Space Needs Study
PRELIMINARY SPACE NEEDS

Current Space
Area (Sq. Ft.)

Public Works Department

1. Public Works Building 11,800 sq.ft.

General Notes

- 1) The current City Shop building was apparently built by AB Systems.
- 2) Current Department Heads include the following:
 - a) Ronnie Unger - Park and Rec Supervisor
 - b) Todd Kispert - Electric Supervisor
 - c) Burt Fjerstad - Public Works Director.
 - d) Carl Skime – Waste Water Supervisor
- 3) Currently there are 11 staff members including the Electrical, Water and Sewer, Park and Rec., and Street Departments. One additional person is anticipated to be added in the very near future to the Street Department staff. This will result in a total staff of 12 people at the end of 2004/beginning 2005.
- 4) Currently 4 total staff members have private offices right now. The possibility of sharing a secretary at some point in the future among various departments was discussed and well received by all.
- 5) Equipment includes, but is not limited to the following:
 - a) 2 graders
 - b) 1 loader
 - c) 2 dump trucks
 - d) 1 sweeper
 - e) 1 sand truck
 - f) 2 boom trucks
 - g) multiple pickup trucks
 - h) 1 skid loader
 - i) 1 water truck
- 6) Park and Rec. Department will likely need to add a secretary or office person at some point in the future. Although as previous discussed this person could be a shared secretary between the various departments. Currently the Park and Rec. Department has 2 full-time staff people.
- 7) Future forecast calls for a Forestry Department full-time person to be added at some point.
- 8) If a new facility were built for the Public Works Department they would like to have room for at least another private office space for immediate use and possibly allow for even greater expansion of office space in the future.
- 9) Location of the Public Works facility was discussed. It was noted that the Park and Rec. Department has a concern about being located on the outskirts of town and prefers a centralized location. However, they would be open to giving it a try and opening up new possibilities.

- 10) The current Public Works Facility is marginally adequate at this time. It was noted that an addition to the north could be added for more storage space for seasonal equipment, like the street sweeper.
- 11) It was discussed and observed that the heating and air-handling system appears to be a big problem in the existing building. Currently contaminated air from the shop gets circulated through the office spaces. This requires that no one can run their trucks or do any work that generates fumes in the shop space without circulating this contaminated air throughout the building. This issue should be addressed immediately no matter which department uses this building eventually.
- 12) Lack of adequate insulation may need to be addressed.
- 13) Office layout would not work properly for fire department use, it is not even very good for current use.
- 14) Blacktop parking and outdoor storage area is desired. Currently the gravel gets messy at certain times of the year.
- 15) Current building is functional as currently utilized, however, more doors for ease of moving equipment and a better heating system are needed in the far east portion of the building.
- 16) It was pointed out that there is new drain system in the back of the building, which works well.
- 17) Roof leaks were discussed. The old shop building has some fiberglass material on the roof, which is need of repair.
- 18) A shared reception area with a well-marked public entry would be desired. This space could serve as the office location for the shared secretary.
- 19) A dedicated break room for staff is desired. Currently the break room also serves as a work area and meeting room, which is inconvenient at best.
- 20) A training/meeting room, which could accommodate 20-25 people in chairs with some table space, would be desired.
- 21) A map storage room with counter space to review plans is desired for the Electric Department.
- 22) A private computer room for the water meter readers is desired.
- 23) Office sizes were discussed. Offices should be sized large enough to allow meetings with 2-3 staff members within an office but need not be oversized.
- 24) If a new Public Works building were constructed, it would be ideal to have a hoist, possibly a twin post type for use in heavy lifting of equipment.
- 25) A new building, if constructed, should be approximately 1/3 larger than the existing facility to allow for future growth.
- 26) Salt / sand bunker should be anticipated.
- 27) Currently only one restroom is provided in the Public Works Facility. Ideally, there would 2 separate restrooms for men and women.
- 28) Although there are many deficiencies within the existing facility, the departments have adjusted to these and still manage to function efficiently.
- 29) An ideal new building might be approximately 60'-70' x 300' +/-.

City of Kasson Space Needs Study

PRELIMINARY SPACE NEEDS

Current Space Area (Sq. Ft.)

Fire Department

1. Fire Department Building 3,700 sq. ft.+/-

General Notes

- 1) Volunteer staff currently consists of 26 people. This number will likely expand to approximately 32 sometime within the next 10 years.
- 2) A larger meeting room than is currently available is desired, especially if the staff numbers were to increase. It is currently inadequate even at the existing size, as space in the conference room is also shared with other functions, including office and display areas, etc.
- 3) Washer and dryer are requested. These could be located in a separate laundry room.
- 4) Kitchen area is required.
- 5) Drive-thru stalls for at least 2 stalls are desired, more if possible. This greatly increases the ease and safety of moving fire trucks into the building.
- 6) Facility is currently very crowded, trucks are arranged very carefully in order to fit everything in.
- 7) Equipment currently consists of, but is not limited to:
 - a) 2 pumpers
 - b) 2 grass rigs
 - c) 1 ladder truck
 - d) 2 smaller response vehicles
 - e) other miscellaneous equipment
- 8) The fire station should be located in a central area of town, similar to its present location. It is noted that the current Public Works facility would be a fine location.
- 9) Showers and locker rooms would be desirable. We should also, possibly, allow for female fire fighting personnel, at least to a limited extent.
- 10) A large overhead water line for filling the tanker trucks is required. This needs to be located where it can service two tanker trucks.
- 11) An office area for the Chief is required. This could be a shared office with other fire department personnel; it would not need to be a private office.
- 12) The office area needs to be wired for the fire department radio communications system.
- 13) The meeting room should be cable wired for large presentations using the video monitor.
- 14) A display area for antique fire equipment would be desirable. This should be in a location that would allow the public to view the display without disrupting fire fighters working in the building.
- 15) Glass entry doors for the fire trucks would be nice. The facility in Dodge Center has similar doors, and they allow the public to view into the fire hall to see the activity, as well as allowing fire fighters the view outside.
- 16) A hose drying area with a tower would be good for drying hoses. Currently, the facility is lacking such a feature.
- 17) The current fire trucks are very large, and even larger units are projected for the future. The current 34' truck could be upgraded to something close to 50' in the future.

- 18) Currently, fire fighters keep their equipment, including boots, pants, coats, etc. out in the open on hooks and a shelf on the wall. Individual lockers for the equipment would be more desirable, and would allow for a neater appearance of the facility.
- 19) Wide doors are required for fire trucks. Need to verify that the doors in the Public Works facility match or exceed the width required by the fire department. It is believed that they do.
- 20) An ideal facility should be a minimum of 70 ft. deep to allow two trucks to park in tandem which is the current arrangement. Currently 60' or 65' deep.
- 21) A discussion was held regarding the old city shop building. It was noted that if the building was too expensive to renovate or was to become unsuitable for use at some point in the future it could be torn down and a new building built on that site, which is large enough to allow for this possibility.
- 22) Space for a freezer and ice machine are required.
- 23) The water lines, which service the tanker trucks currently involve two 6-inch water lines. The water service and water lines to the existing City Public Works shop may have to be upgraded to handle this requirement.
- 24) Compressed air lines are necessary in the truck area, as the trucks air brakes need to be connected when they are not in use.
- 25) Space for a workbench/tool storage area would be desirable.
- 26) If available, one stall, which could be a dedicated wash bay for trucks, would be desirable. This would allow washing trucks without making a mess on the rest of the area.
- 27) A dedicated storage room for equipment would be desirable.
- 28) Space for the Cascade System, which makes purified air for the fireman's air tanks, is required. A self-contained room for this equipment would be the best option.

March 2, 2005

**KASSON CITY HALL/LIBRARY: CURRENT OLD ELEMENTARY
SCHOOL (KJA 2004232)**

Itemization of Preliminary Cost Estimates

A. PHASE I (Remodeling of the Main Floor in its entirety and remodeling of second floor at north and center portions of the building)

1. Patch/Replace existing roofing as required:	\$150,000.00
2. Main Floor	
a. Demo of interior walls: 16575 sq. ft. x \$3.50 /sq. ft. =	\$58,013.00
b. General Construction: 16575 sq. ft. x \$28.00 /sq. ft. =	\$464,100.00
b. HVAC and plumbing: 16575 sq. ft. x 18.00/sq.ft.=	\$298,350.00
d. Electrical: 16575 sq. ft. x 9.00/sq.ft.=	\$149,175.00
e. Sprinkler system: 16575 sq. ft. x 3.00/sq.ft.=	\$49,725.00
3. Second Floor	
a. Demo of interior walls: 12000 sq. ft. x \$3.50 /sq. ft. =	\$42,000.00
b. General Construction: 5000 sq. ft. x \$28.00 /sq. ft. =	\$140,000.00
c. HVAC and plumbing: 10575 sq. ft. x 18.00/sq.ft.=	\$190,350.00
d. Electrical: 10575 sq. ft. x 9.00/sq.ft.=	\$95,175.00
e. Sprinkler system: 16575 sq. ft. x 3.00/sq.ft.=	\$49,725.00
4. General	
a. Elevator for Library area:	\$70,000.00
b. New shared toilet room addition:	\$100,000.00
c. Elevator for City offices and central area:	\$70,000.00
d. Opening thru floor in library:	\$50,000.00
e. New stair towers (3):	\$100,000.00
f. Enclose second level links	\$100,000.00
g. Window upgrades:	\$100,000.00
h. Fill basement & cap:	\$120,000.00
i. Skylight over library	\$20,000.00
Subtotal:	\$2,416,613.00
Contingency, 20%	\$483,323.00
PHASE I TOTAL	\$2,899,936.00

NOTE: Estimate does NOT Include Asbestos/Hazardous materials Abatement, Architectural/Engineering fees, fixtures and furnishings, etc.)

B. PHASE II (Remodeling of the second floor at south portion of the building)

1. Second Floor	
a. General Construction: 6000 sq. ft. x \$28.00 /sq. ft. =	\$168,000.00
b. HVAC and plumbing: 6000 sq. ft. x 18.00/sq.ft.=	\$108,000.00
c. Electrical: 6000 sq. ft. x 9.00/sq.ft.=	\$54,000.00
Subtotal:	\$330,000.00
Contingency, 20%	<u>\$66,000.00</u>
PHASE II TOTAL	\$396,000.00

(NOT Including Asbestos/Hazardous materials Abatement,
Architectural/Engineering fees, fixtures and furnishings, etc.)

Total Phase I & II \$3,295,936.00

C. DEMOLITION OF EXISTING BUILDING AND CONSTRUCTION OF NEW

1. Demo and new construction	
a. General Demolition:	\$355,000.00
b. Contingency for above cost:	\$95,000.00
c. New Construction of 22,000 sq. ft. Building @ \$120/sq.ft.: (12,000 sq. ft. Library portion and 10,000 sq. ft. City functions)	\$2,640,000.00
Subtotal	\$3,090,000.00
Contingency, 10%	309,000.00

NOTE: \$120/sq.ft. cost for New construction is based on
4 year old estimate and has not been updated to
reflect current construction costs. These costs are
likely 30% higher at this time.

TOTAL: \$3,399,000.00

NOTE: Estimate does NOT Include Asbestos/Hazardous materials Abatement,
Architectural/Engineering fees, fixtures and furnishings, etc.)

March 22, 2005

KASSON CITY SPACE NEEDS STUDY PROJECTED BUDGET REQUIREMENTS (KJA 2004232)

Itemization of Preliminary Cost Estimates

A. New Public Works Building:

a. 18,000 – 21,000 sq.ft. x \$65.00/sq.ft. = **\$1,170,000.00 - \$1,365,000.00**

B. Renovate Existing Public Works for Fire Department

c. HVAC replacement: 11800 sq.ft. x \$15.00 /sq. ft. =	\$177,000.00
d. Sprinkler System: 11800 sq. ft. x \$3.00 /sq. ft. =	\$35,400.00
c. Interior Renovations 1,950 sq. ft. x 40.00/sq.ft.=	\$78,000.00
d. New O.H. Doors, water lines, etc.=	\$20,000.00
e. Future Addition to accommodate larger Ladder Truck =	<u>\$25,000.00</u>

Total= **\$335,400.00**

C. Renovate Existing City Hall for Police Dept.

a. Renovate 4000 +/- sq. ft. interior space x \$25.00 /sq. ft. = **\$100,000.00**

D. Kasson City Hall/Library in Current Elementary School
(From previous estimate)

a. Phase 1 (Main floor & all but south portion of 2 nd):	\$2,899,936.00
b. Phase 2 (Police Dept. & other spaces on 2 nd floor):	\$396,000.00
e. Optional Police Dept. garage/evidence storage addition: 3,200 sq.ft. x \$80.00 / sq.ft. =	<u>\$256,000.00</u>

Total= **\$3,551,936.00**

NOTE: Estimates do NOT Include Asbestos/Hazardous materials Abatement,
Architectural/Engineering fees, fixtures and furnishings, etc.)