

SMITHVILLE BOARD OF ALDERMAN

WORK SESSION

January 18, 2022, 6:00 p.m.
City Hall Council Chambers and Via Videoconference

1. Call to Order

Mayor Boley, present, called the meeting to order at 6:00 p.m. A quorum of the Board was present via Zoom meeting: Kelly Kobylski, John Chevalier, Dan Ulledahl, Marv Atkins and Rand Smith. Dan Hartman was present via Zoom.

Staff present: Anna Mitchell, Chief Jason Lockridge, Chuck Soules, Matt Denton and Linda Drummond. Cynthia Wagner, Stephen Larson and Jack Hendrix were present via Zoom.

2. Discussion of Parks/Public Works Facility Design – Bartlett and West

Chuck Soules, Public Works Director, provided a brief explanation of why this facility is needed.

Existing Facility Locations

- Water Department
- Public Works Department
- Parks and Recreation Department



Proposed Facility Locations

- Water Department
- Public Works Department
- Parks and Recreation Department

Chuck noted that the site chosen for the combined Parks/Public Works facility location is the existing site of the Parks Department at Smith's Fork Park on the Army Corp of Engineers land.



Chuck explained that a selection committee consisting of Alderman Atkins, Matt Denton, Allan Jensen, and Chuck Soules reviewed the submittals and interviewed four firms. In July, the Board approved a contract with the team of Bartlett and West and

WSKF. Staff had several meetings with engineers and architects from Bartlett and West and WSKF, they visited our facilities and also took staff to a couple of facilities that have operations similar to ours. They looked at the other facilities different ideas, efficiencies and sites. They also met with our operational staff in both departments to find out what their thoughts on what our needs were. Staff looked at the facility, site layouts, concepts, access and yard operations.

Why Is This Needed

- Water plant reconstruction 2023/24 will require street division to relocate
- Inadequate staff facilities
 - Lack of break areas
 - No areas for meetings or training
 - Deficient sanitary facilities
- Need additional salt storage
- Improved efficiency of staff & facilities
 - Shared equipment resources
 - Shared administrative staff resources
- Longevity of equipment
- Parks & Rec Master Plan implementation
 - Public / coaches / team meetings
 - Additional services (ie bikes and kayak rentals)
 - Park and trail development

Chuck explained that the water plant needs to expand its capacity in the next couple of years as part of the Water Master Plan and CIP, to accommodate the growing community and to update the water treatment process. For this growth to happen the Street Department needs to relocate. At this time, we do not have enough storage for our sand, salt and sand/salt mixes for our winter operations. Chuck noted that we also have a lot of expensive equipment that we now have stored outside where weather conditions create additional maintenance and reduces the longevity of the equipment's life.

Chuck noted that at the current location we have two facilities with the street manager's office is not located at one and the operational staff at the other. The facility for the operational staff does not have sanitation facilities and the ones provided include a small area with a single restroom and a locker room. The facility does not have a shower. The break area is the same area as houses the maintenance equipment. There is no location in the facility for staff training.

Chuck noted that for a community the size of Smithville the facility that is being proposed to support the services desired by our residents for street maintenance and for the development of the Parks Master Plan is desperately needed.

Matt Denton, Parks and Recreation Director, explained that the City completed the Parks and Recreation Master Plan in July of 2021 to help grow our parks over the next ten years. As outlined in the Parks and Recreation Master Plan, Smith's Fork is a major component of the community oasis. To implement these enhancements to our parks, the department will require additional staff for programs and services, equipment to maintain the grounds and a larger workspace to maintain the equipment. Matt explained that in 2017, a second

office and break room were constructed in the existing Parks and Recreation maintenance building. The second office is now filled and there is no more room for additional growth. Per the Parks and Recreation Master Plan, two more staff members will need to be added and also the need for appropriate workspaces. The proposed facility would meet the needs presented in the Parks and Recreation Master Plan and greatly improve our recreational services to the community. The new facility will not only enhance the entrance to Smith's Fork Park but also offer a location that allows staff handle park reservations, currently only offered online, and also the sports equipment rentals that are now done at City Hall due to the inability of public access at the Parks and Recreation building now.

Smith's Fork Park Master Plan



Darron Ammann, Bartlett and West Engineers and Dalyn Novak, WSKF Architects presented the design for the Parks/Public Works facility.

Process

- Site Visits / Documentation
- Programming Analysis
- Schematic Design
- Phasing Consideration
- Cost Estimating

Darron Ammann expanded on the process for the project. Their team of architects, engineers civil and structural came to Smithville to meet with staff and tour the facilities. They had multiple meetings with staff helped them to understand some of our needs and get a better understanding what equipment we have, what the offices look like and what we want them to look like in the future. All of those different things were taken into account when they started to think about what facility can the City of Smithville put together, not only the needs to be met today but also the vision for the long-term future.

With basically an understanding of what is out there today the existing facilities help them put together a program to understand what we need and then taking it to a schematic design. Future steps would be design, development and

construction. The design is when they would get the bids so you could construct the facility. What they have today is the schematic design phase.

Proposed Building

- 7,350 SF Office Space
- 12,800 SF Vehicle Storage
- Pre-Engineered Metal Building



Dalyn Novak explained the schematic design that is designed not only for today but 20 to 30 years in the future. Through the process it was decided that the building should be combined facility to be used by department and not to have two duplicate facilities. In this floorplan there is lobby/administration section, a meeting area and the vehicle storage area.

The plan is for pre-engineered metal buildings. The top side of drawing is the vehicle storage designed to store both Parks and Recreation and Public Work's equipment that needs to be stored in the building. Dalyn explained that they got list of all the equipment from Public Works and Parks and Recreation to know what should be stored inside, what can be stored outside and what needs to be stored outside under cover. That is how they came up with the 12,800 square feet size of that vehicle storage building.

In the office portion of the building, the red colored area right in the center is where you come into the facility with a vestibule and the lobby space. There is a receptionist area to greet the public. There is a conference room and a meeting room off to the left of that main entry and those two rooms can be combined into one space to provide for larger meetings. There is also an outdoor space to the far-right side that can be used for community meetings, coach's meetings, trainings and staff break area.

The area in blue is offices for both Public Works in Parks And Recreation. This is designed as one space they will be sharing between both departments with support staff in the center and the leadership people are along the outside space.

The yellow spaces are support spaces for mechanical spaces, water, electrical rooms, janitor's closet, etc. The green spaces are the locker rooms and restrooms for the staff.

Isometric Views



Dalyn gave an overview of their envision of the building design. There are two pre-engineered metal buildings put together both with single slope roofs, the taller building is for the vehicle storage. There are polycarbonate panels which lets in daylight for the health and wellness of the employees. In the design for the front of the building they show using the standard pre-engineered metal building panels and also some horizontal green accent panels which would be provided by a different company. The brown that you see there could be a nichiha panel which is a fiber cement board panel that would be made to look like wood, but there are also other design options, this would give the main entry an accent along with the building signage.

The design shows an overhead door for the vehicle storage building. Dalyn explained that there is a decent amount of grade change between that existing Road and where the present building is now that they would make the grading work for the site.

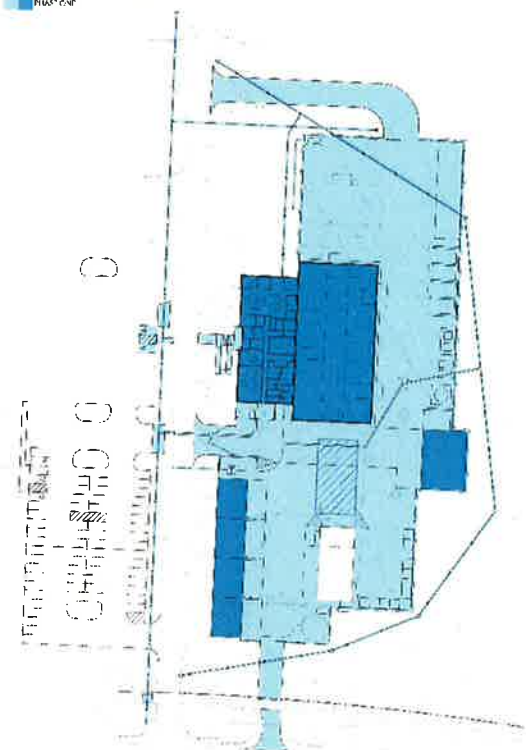
Darron noted that the next slides would show how the building could be done in phases and how the cost breaks down for each phase.

Phase One

- New Combined Facility
- New Covered Parking Structure
- New Salt Storage Structure
- All site work for new main facility location
- Demolish Existing Parks & Rec Storage Structure
- Constr. Estimate: \$7,432,230
- Design Fees: \$430,000*

* All fees listed throughout the PowerPoint presentation are to be finalized in detail and exclude Construction Administration costs, which will be handled Hourly Plus Expenses

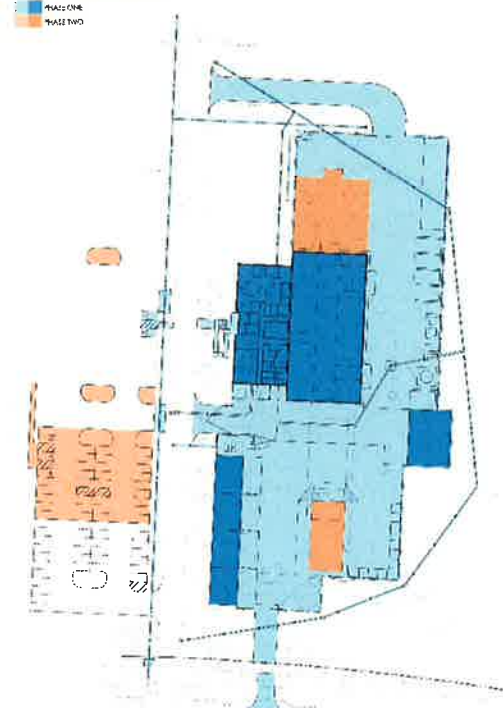
PHASE ONE



Phase Two

- Add Covered Parking to Main Building
- Renovate Existing Parks & Rec Office & Shop
- Add (north half) additional parking lot west of new facility
- Add islands to existing west parking lot
- Constr. Estimate: \$1,572,733
- Design Fees: \$150,000*

PHASE TWO



Darron explained that renovating the existing Parks and Recreation building could add a wash bay.

Phase Three

- New Spreader Racks
- New Salt Brine Tank
- Paving upgrades for remaining site areas that were gravel
- Add (south half) additional parking lot west of new facility
- Construction Estimate: 1,044,505
- Design Fees: \$19,000*



Dalyn explained that the cost estimate is based on the schematic design and there are a lot of unknowns for the final details. She also noted that the contingency for the project is figured at twenty percent. Once the project is bid, that is generally reduced to five percent.

Estimated Construction Costs

1/5/2022

Smithville Public Works/Parks Rec Estimate of Probable Cost

Bartlett West
WSKF Architects

OVERALL PRELIMINARY COST ESTIMATE

| PHASE ONE, estimated for 2023 | | | | | | | | | |
|--|--------------|------------|--------------|-------------|--------------|--------------|--------------|--------|--------|
| Buildings | Overhead | Fee | P&P Bond | Contingency | Escalation | Subtotal | \$/SF | | |
| \$ 3,515,027 | \$ 140,685 | \$ 219,343 | \$ 46,501 | \$ 784,311 | \$ 282,352 | \$ 4,988,218 | \$ | 247.31 | |
| Site | Overhead | Fee | P&P Bond | Contingency | Escalation | Subtotal | \$/SF | | |
| \$ 1,731,626 | \$ 69,315 | \$ 108,068 | \$ 22,911 | \$ 386,424 | \$ 139,113 | \$ 2,457,656 | \$ | 121.85 | |
| Total | \$ 5,246,853 | \$ 210,000 | \$ 327,411 | \$ 69,411 | \$ 1,170,735 | \$ 421,485 | \$ 7,445,875 | \$ | 369.16 |
| ADMINISTRATION (MAIN BUILDING) | | | \$ 1,722,354 | \$ | 333.00 | | | | |
| INDOOR VEHICLE STORAGE (MAIN BUILDING) | | | \$ 1,466,076 | \$ | 163.43 | | | | |
| COVERED OUTDOOR PARKING BUILDING | | | \$ 310,290 | \$ | 92.11 | | | | |
| PHASE TWO, estimated for 2024 | | | | | | | | | |
| Buildings | Overhead | Fee | P&P Bond | Contingency | Escalation | Subtotal | \$/SF | | |
| \$ 873,938 | \$ 84,926 | \$ 57,532 | \$ 12,197 | \$ 205,719 | \$ 167,004 | \$ 1,391,316 | \$ | 187.30 | |
| Site | Overhead | Fee | P&P Bond | Contingency | Escalation | Subtotal | \$/SF | | |
| \$ 113,955 | \$ 11,074 | \$ 7,502 | \$ 1,590 | \$ 26,824 | \$ 20,472 | \$ 181,417 | \$ | 24.43 | |
| Total | \$ 987,893 | \$ 96,000 | \$ 65,034 | \$ 13,787 | \$ 232,543 | \$ 177,477 | \$ 1,572,733 | \$ | 211.82 |
| COVERED OUTDOOR PARKING (MAIN BLDG) | | | \$ 500,434 | \$ | 165.98 | | | | |
| EXISTING PARKS & REC BUILDING RENO | | | \$ 373,504 | \$ | 226.52 | | | | |
| PHASE THREE, estimated for 2025 | | | | | | | | | |
| Buildings | Overhead | Fee | P&P Bond | Contingency | Escalation | Subtotal | \$/SF | | |
| \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ | - | |
| Site | Overhead | Fee | P&P Bond | Contingency | Escalation | Subtotal | \$/SF | | |
| \$ 628,820 | \$ 48,000 | \$ 40,609 | \$ 8,609 | \$ 145,208 | \$ 173,259 | \$ 1,044,505 | \$ | - | |
| Total | \$ 628,820 | \$ 48,000 | \$ 40,609 | \$ 8,609 | \$ 145,208 | \$ 173,259 | \$ 1,044,505 | \$ | - |

OVERALL TOTAL: \$ 10,063,113 *

* Alternates noted within this document are not included in the Overall Preliminary Cost Estimate

Phased Alternate Construction Costs

1/5/2022

Smithville Public Works/Parks Rec Estimate of Probable Cost

WSKF Architects, Inc.

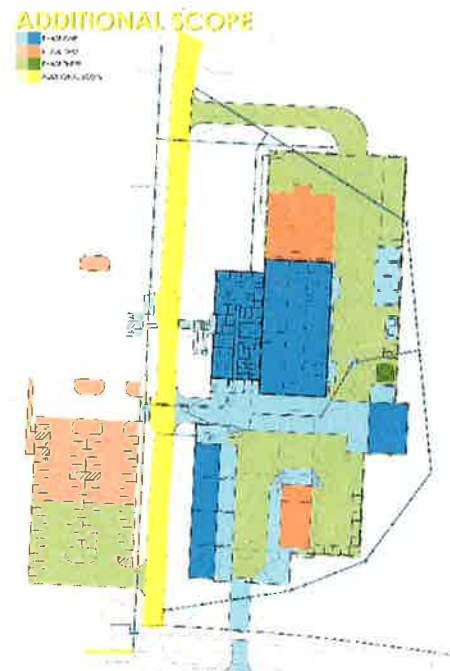
DESIGN ALTERNATES

| Div | Item/Material | Unit Cost | No. of Units | Item Total | Comments | Subtotal |
|---|---------------|-----------|--------------|------------|--|-------------------|
| PHASE ONE, estimated for 2023 | | | | | | |
| PH-1 ALTERNATE 1 VEHICLE EXHAUST SYSTEM | | | | | | |
| General Scope | \$ | 9 | 12,800 area | \$ 120,000 | exhaust fan, vehicle connections, etc. | |
| PH-1 ALTERNATE 1 TOTAL | | | | | | \$ 120,000 |
| PH-1 ALTERNATE 2 SPREADER RACKS | | | | | | |
| General Scope | \$ | 9,540 | 11 ea | \$ 104,940 | 11 spreader racks | |
| Footings, Spread | \$ | 600 | 46 cy | \$ 30,060 | 4'x4'x3' ea | |
| PH-1 ALTERNATE 2 TOTAL | | | | | | \$ 135,000 |
| PH-1 ALTERNATE 3 SOUTH ENTRY DRIVE | | | | | | |
| 10" Asphalt | \$ | 60 | 102 sy | \$ 6,120 | | |
| 6" Rock Base | \$ | 30 | 102 cy | \$ 3,060 | | |
| PH-1 ALTERNATE 3 TOTAL | | | | | | \$ 9,180 |
| PH-1 ALTERNATE 4 SANITARY SEWER EXTENSION | | | | | | |
| 8" Sanitary Main | \$ | 250 | 102 lf | \$ 25,500 | | |
| 4' Manhole | \$ | 2,500 | 1 ea | \$ 2,500 | | |
| PH-1 ALTERNATE 4 TOTAL | | | | | | \$ 28,000 |
| PHASE TWO, estimated for 2024 | | | | | | |
| PH-2 ALTERNATE 1 ADD COOLING TO SERVICE BUILDING | | | | | | |
| General Scope | \$ | 8 | 2,625 SF | \$ 21,000 | | |
| PH 2 - ALTERNATE 1 TOTAL | | | | | | \$ 21,000 |
| PH-2 ALTERNATE 2 WELDING HOOD | | | | | | |
| General Scope | \$ | 25,000 | 1 unit | \$ 25,000 | exhaust fan, ductwork, etc. | |
| PH-2 - ALTERNATE 2 TOTAL | | | | | | \$ 25,000 |
| PHASE THREE, estimated for 2025 | | | | | | |
| PH-3 ALTERNATE 1 CONCRETE IN LIEU OF ASPHALT FOR YARD AREA | | | | | | |
| 8" Concrete, Non-Reinforced | \$ | 75 | 8176 SY | \$ 613,200 | | |
| 10" Asphalt (58,126 SF) | \$ | 60 | 8176 SY | \$ 490,560 | (subtract asphalt for difference) | |
| PH 3 - ALTERNATE 1 TOTAL | | | | | | \$ 122,640 |

ALTERNATE SCOPE – STREET REBUILD

Would rebuild entrance road with curb & gutter, etc.

Design Fees: \$45,000*



Add-Street Construction Costs

ADDITIONAL SCOPE OF WORK

STREET REBUILD - ASPHALT REPLACEMENT

| | | | | | | | |
|-------------------------------|----|--------|-------|------|----|---------|-----------|
| 2' Curb & Gutter | \$ | 25 | 1,520 | LF | \$ | 38,000 | Type CG-1 |
| 10" Asphalt | \$ | 60 | 2,111 | CY | \$ | 126,660 | |
| 6" Rock Base | \$ | 30 | 2,111 | CY | \$ | 63,330 | |
| 10' Wide 5" Concrete Rec Path | \$ | 65 | 844 | CY | \$ | 54,860 | |
| Street Lighting | \$ | 10,000 | 2 | EA | \$ | 20,000 | 2 poles |
| Erosion Control | \$ | 10,000 | 1 | LSUM | \$ | 10,000 | |
| Storm Sewer, 18" RCP | \$ | 100 | 760 | LSUM | \$ | 76,000 | |
| Storm Sewer Curb Inlets | \$ | 7,500 | 4 | EA | \$ | 30,000 | |

STREET REBUILD - ASPHALT TOTAL \$ 418,850

STREET REBUILD - CONCRETE REPLACEMENT

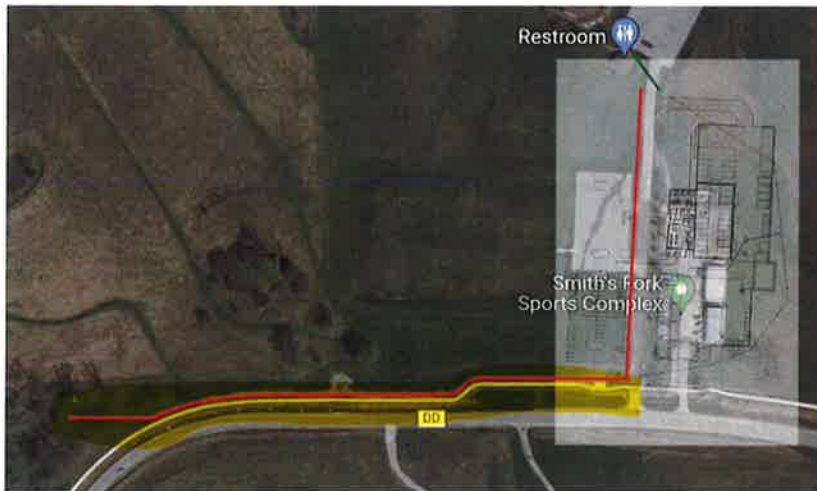
| | | | | | | | |
|---------------------------------|----|--------|-------|------|----|---------|---------|
| 2' Curb & Gutter (Type CG-1) | \$ | 25 | 1,520 | LF | \$ | 38,000 | |
| 8" Concrete, Non-Reinforced | \$ | 75 | 2,111 | CY | \$ | 158,325 | |
| 6" Rock Base | \$ | 30 | 2,111 | CY | \$ | 63,330 | |
| 10' Wide Concrete Rec Path (5") | \$ | 65 | 844 | CY | \$ | 54,860 | |
| Street Lighting | \$ | 10,000 | 2 | EA | \$ | 20,000 | 2 poles |
| Erosion Control | \$ | 10,000 | 1 | LSUM | \$ | 10,000 | |
| Storm Sewer, 18" RCP | \$ | 100 | 760 | LSUM | \$ | 76,000 | |
| Storm Sewer Curb Inlets | \$ | 7,500 | 4 | EA | \$ | 30,000 | |

STREET REBUILD - CONCRETE TOTAL \$ 450,615

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Alternate Scope - Watermain

- Design and construct roughly 1,200 linear feet of new water main from existing city connection to bring thru site and to existing restroom location
- Additional Survey Work & Design Fee: \$27,750*
- Construction Cost: \$84,000



Chuck noted that you can see from all the different schematics, they did not just look at what could be done for the facility they also looked at how it could be more of a benefit for the community with the improvements to Smith's Fork Park. The potential of a new road, a ten-foot trail sidewalk to tie the restrooms into the Main Street Trail, an eight-inch water that would provide water for an irrigation system for all of the sports fields and a potential concession stand and the meeting room would be for public use team meetings.

Chuck added that they also looked at future use of the facility adding a salt brine area for use in pre-treating for snow on city streets.

Chuck noted that the real estate division of the Army Corp of Engineers have reviewed the designs for the project and do not see any issues with the

proposed facility. They are also working on the development of a modification to our lease agreement to allow the development.

Chuck explained the timeline for this project will take six to nine month for design then back to the Board for approval. The Army Corp of Engineers will take approximately ten months for the revised lease agreement, and we still have to obtain the easements from the Corp for the new waterlines.

Alderman Hartman asked with the 20% contingency and the escalation clause of six to eight percent each year if that was a reasonable or conservative estimate? He said that he feels we should get started on this project. He noted that if we are requiring developers to do street improvements, curbs, gutters, water and sewer lines, then we should set an example and do the same.

Dalyn addressed the contingencies and escalations. She said the contingency is something they do no matter what the project is and no matter what the climate is. It is just what they do in terms of schematic design. It does down to 15% in design and development, it does down to 10% during construction documents and by the end of construction documents is where it hits the five percent mark which is where they leave all of the project. The escalation portion is just their professional opinion, but it is anyone's guess as to what this market is going to do. There is no way to know what materials are going to be hard to when they are ready to start construction. Dalyn noted that they are constantly looking at what the current market is doing. They are current working on a project that they purposely chose a structural system they knew they could get the material on a timely basis instead of material that you cannot find right now. She explained that they try to do their best to make the money goes as far it can. She noted that they could raise the escalation rate from six percent if the Board would like but six percent is a good rate with six percent for every year going forward. Dalyn also noted that if we were to space the phases out, we would have to add additional escalation costs.

Alderman Smith asked if we had the \$7,400,000 for the first phase in the budget or where would the money come from?

Mayor Boley explained that we would have to look into finance options for a project like this.

Alderman Smith asked what those of finance options might be?

Mayor Boley explained that we would have to look at what the bond options would look like.

Cynthia explained that one of the things that occurs as we put the budget together is look at what the revenue projections look like, what those needs are to help us with capital project funding over time. Working through the budgeting process, we put together the list of needs and look at the revenue sources for those needs. Cynthia noted that in May there will be a Board Retreat where we

will be looking at priorities and needs are for the next several years and what the different funding possibilities would be.

Mayor Boley explained that the typical timeline for the budget process starts with the retreat in May and the initial budget discussion in July and August and the Board adopts the budget in October before the fiscal year begins November 1.

Cynthia added that staff begins working on budget items such as this project by putting together needs that we have for the coming year and also the next several years from a capital improvement standpoint and monitoring revenues. Staff also provides a quarterly update to the governing body on those revenues.

Mayor Boley noted that he appreciated they took into consideration our Parks and Recreation Master Plan for the meeting room space, parking and the water line extension and sewer improvements. He said that there is a lot in that Master Plan around expanded concession facilities, restrooms, baseball fields, soccer fields that will all take water and sewer.

Ronald Russell, 205 Lakeview Drive, asked if there were any plans at the facility for any type of fueling or light maintenance of company vehicles and also will the drainage off that facility go directly to the lake?

Dalyn explained that service would mostly be handled in the existing Parks and Recreation facility which would be renovated in phase two which would provide a better service bay and a wash bay. She noted that service is currently be done in that facility.

Chuck explained that there are currently fueling tank at the facility that will remain. He said that we do have stormwater detention which is being directed into the catch basin for any salt run-off. There has been discussion about a bioswale to be able to treat anything before it runs off the site.

Chuck noted that the goal is to make the facility blend in with the location and for it not to be an industrial type building. He said that they hope to hide the maintenance part of the building with landscaping and berms.

Darron added that these concerns are taking into account when they do the design.

Chuck reminded everyone that all of this will have to be approved by the Army Corp of Engineers and that nothing would be approved if it is environmentally unfriendly.

Mayor Boley noted that our current facility is next to our reservoir, and it was built in the 1970's when the building standards were not what they currently are.

Chris Palmer, 4325 Lowman Road, said that all his children play competitive ball and all he is seeing in the design is infrastructure for the city and asked what will be done with the fields? He asked how this would help the city long term in the way of bringing in revenue? He asked if we would be looking at bringing in competitive tournaments with this upgrade?

Mayor Boley explained that we had approximately 1,000 people participate in the Parks and Recreation Master Planning process for the next ten years and Smith's Fork has been identified as the place for that type of facility. He noted that the plan is to convert the two existing baseball fields to a clover leaf with concession stand and scoreboard to give us the opportunity to host the tournaments. Mayor Boley asked Matt to provide Mr. Palmer a copy of the Parks and Recreation Master Plan.

Matt added that in a meeting with Cynthia and Stephen Larson, Finance Director last week they discussed funding for the Parks and Recreation Master Plan would be in a separate fund. The funding would come from the Parks and Stormwater Sales Tax fund and hopefully in the next few years we will be able to have a significant amount of funds to start getting the improvements started.

Alderman Ulledahl said he would like to see a restroom closer to the main entrance.

Mayor Boley noted that there would be a public restroom in the new facility.

Alderman Hartman recommended that we move forward with the engineering design of the facility.

The Board were all in agreement.

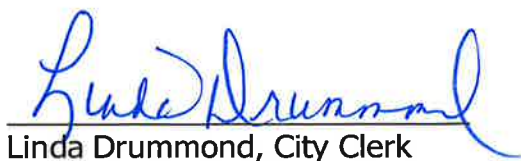
Chuck thanked the street crew for their work on removing the snow over the weekend.

Mayor Boley thanked the parks crew also for their work removing the snow.

3. Adjourn

Alderman Ulledahl moved to adjourn. Alderman Smith seconded the motion.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared the Work Session adjourned at 6:51p.m.



Linda Drummond, City Clerk



Damien Boley, Mayor