



AGENDA
CITY COUNCIL WORKSHOP
March 30, 2026 at 6:00 PM
COUNCIL CHAMBERS

Forest Lake City Center
Forest Lake, Minnesota

[City of Forest Lake - Link to Meeting Livestream](#)

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Open Forum - Citizen Petitions, Requests and Concerns
The Open Forum is available for residents to express personal opinions for any item of business. Please limit your comments to three (3) minutes.
5. Discussion Items
 - a) TH 61/County Road 50 Intersection Project – Ryan Goodman/Washington County
 - b) Public Works Facility Schematic Design Presentation – Dave Adams, Wold Architects
 - c) Staff Wellness Program – Jolleen Chaika
6. Adjourn



CITY OF FOREST LAKE

NEW PUBLIC WORKS FACILITY (SD)

COUNCIL WORKSHOP – MARCH 30, 2026



Agenda

- Project Goals and Objectives
- Recap of Facility Condition Assessment and Needs Analysis
- Schematic Design Progress
 - Site Plan and Floor Plans
 - Exterior Materials, Elevations and Renderings
 - Cost Estimate
- Schedule & Next Steps

GOALS AND OBJECTIVES





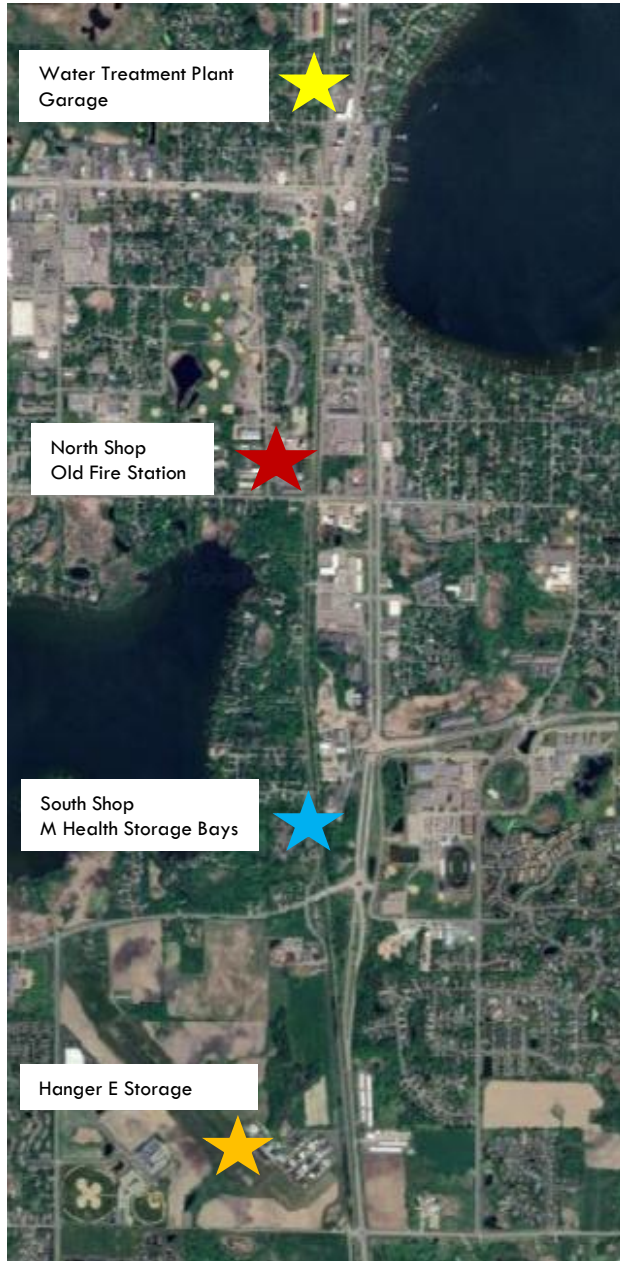
Project Goals & Objectives

- Develop a site and building plan that efficiently maximizes use of the site for Public Works operations while still maintaining flexible space for future growth, city recreational needs, and outside commercial development opportunities.
- Implement a long-term plan that unifies Public Works operations at a single primary location and provides opportunities for phased construction both for initial site development and for future expansion.
- Prioritize modern, safe and equitable spaces for all staff spaces, i.e. safety in workshop and maintenance bays with heavy equipment and appropriate locker room and amenities for female staff.
- Define the role of the facility within the context of the greater municipal network (other city departments) and as a community resource.

FCA AND NEEDS ANALYSIS



New Public Works Facility Facility Condition Assessment



Executive Summary

- Completed Facility Condition Assessment (FCA) on six (6) Public Work facilities ~ 29,866 SF in late 2024.
- Identified \$4.6M of deferred maintenance needs over the next 10 years. Of that \$4.6M, \$3.5 needs to be addressed immediately.
 - *“Do Nothing plan” i.e. if the city does nothing, this is the expected maintenance cost on the Public Works facilities, however, it is not recommended to invest in the deferred maintenance based on the FCA findings.*
- North Shop was identified in the “critical” condition.
- Old Fire Station was identified in the “poor” condition.

*** Findings and estimates from walkthrough completed in October 2024 and presented to Council in February 2025.**

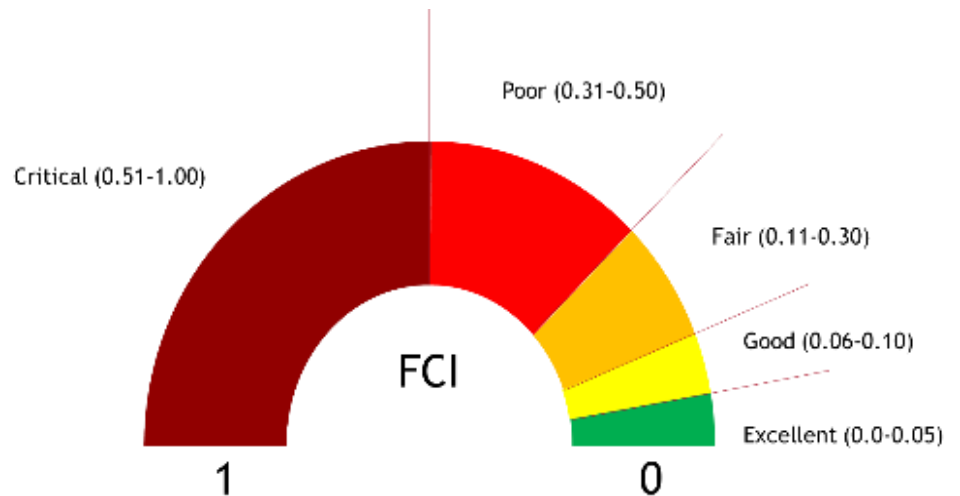


New Public Works Facility Facility Condition Assessment

Facility Condition Index (FCI)

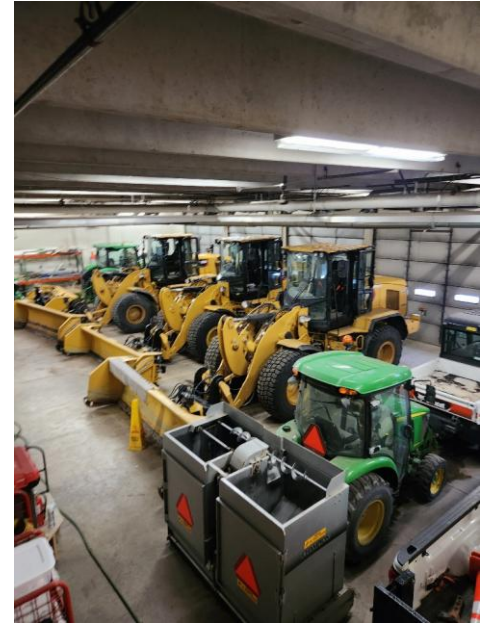
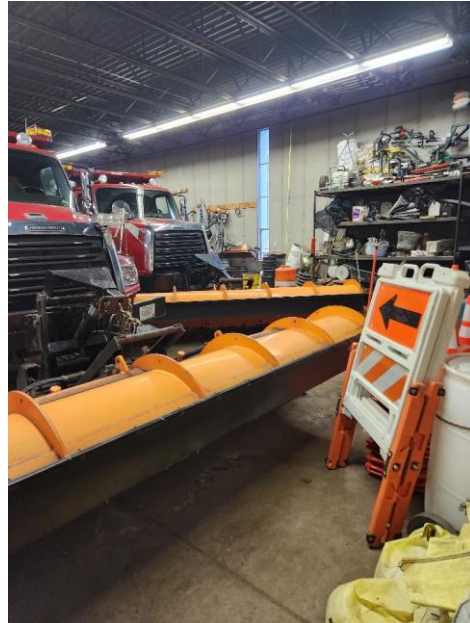
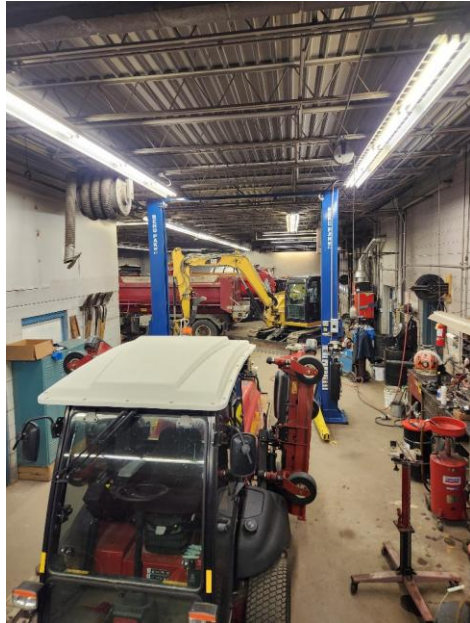
Facility List	Construction Year	Facility SF	Pres. Day Repl.			FCI
			Costs	Building Repl. Cost	10-Year DM Costs	
Hanger E Storage		2000	\$ -	\$ -	\$ -	
M Health Storage		1600	\$ -	\$ -	\$ -	
North Shop	1956/1960/1972	11,700	\$ 400	\$ 4,680,000	\$ 3,316,250	0.5808
Old Fire Department	1972	6,608	\$ 400	\$ 2,643,200	\$ 1,330,150	0.4125
South Shop	?	4,000	\$ 100	\$ 400,000	\$ 6,500	0.0133
Water Treatment Plant Garage	2021	3,958	\$ 450	\$ 1,781,100	\$ 17,531	0.0081

$$FCI = \frac{\text{Deferred Maintenance Totals}}{\text{Building Replacement Costs}}$$





New Public Works Facility FCA and Space Needs: North Shop and Fire Hall





New Public Works Facility FCA and Space Needs: North Shop and Fire Hall

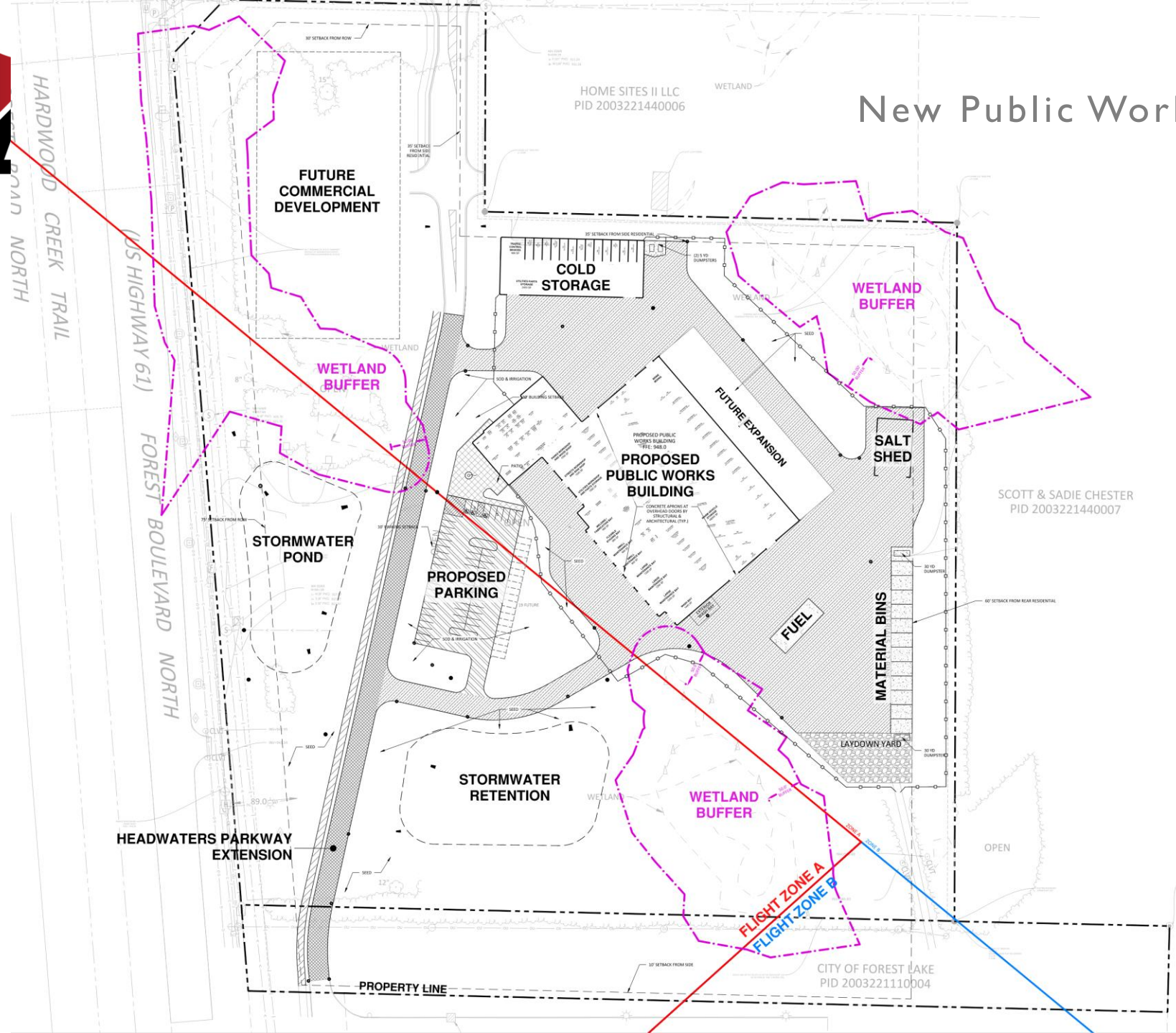


SCHEMATIC DESIGN PROGRESS



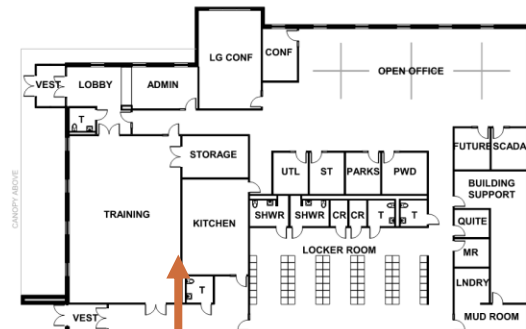


New Public Works Facility Site Plan





New Public Works Facility Floor Plans

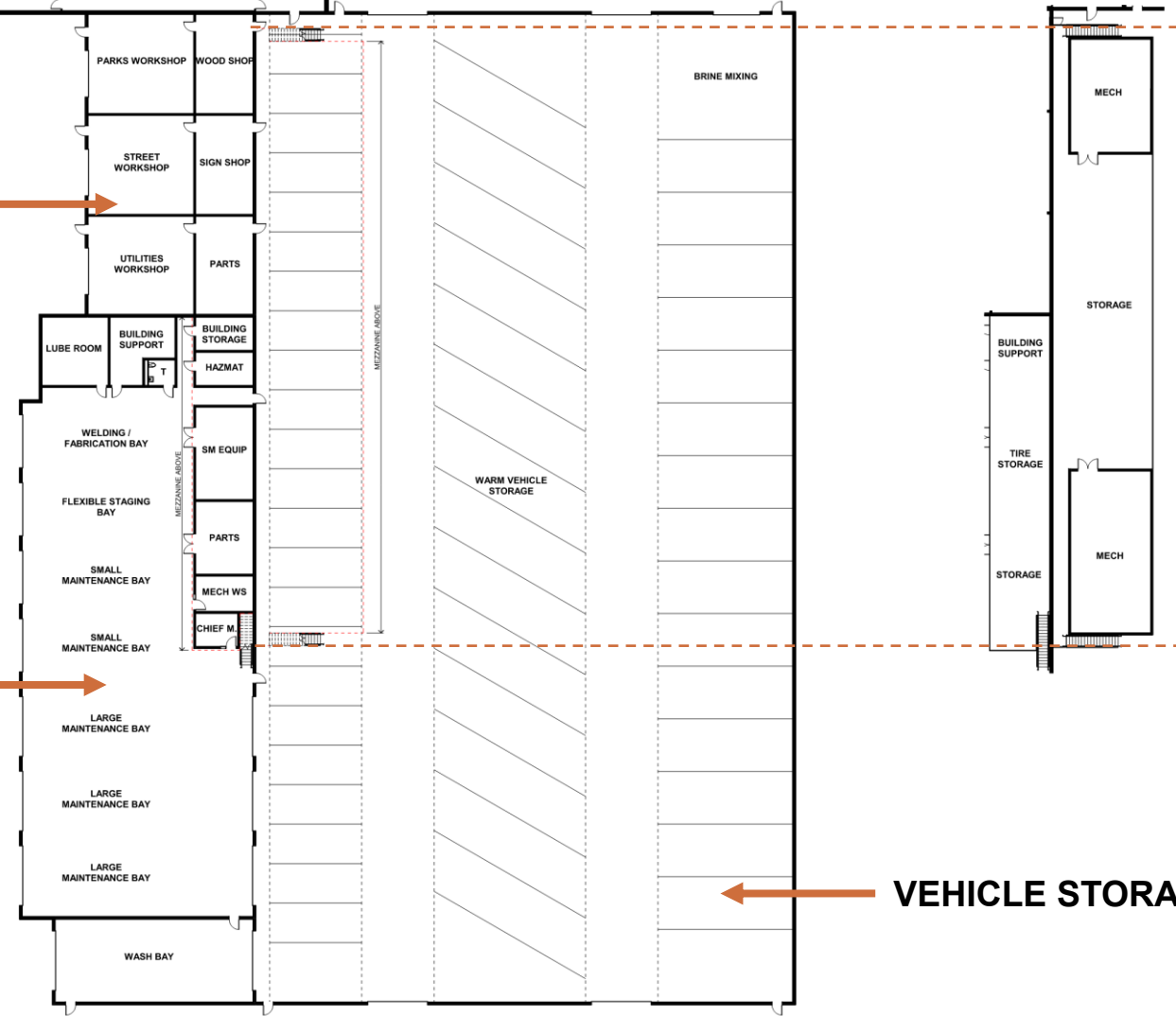


**OFFICES AND STAFF
SUPPORT SPACES**

WORKSHOPS

MAINTENANCE BAYS

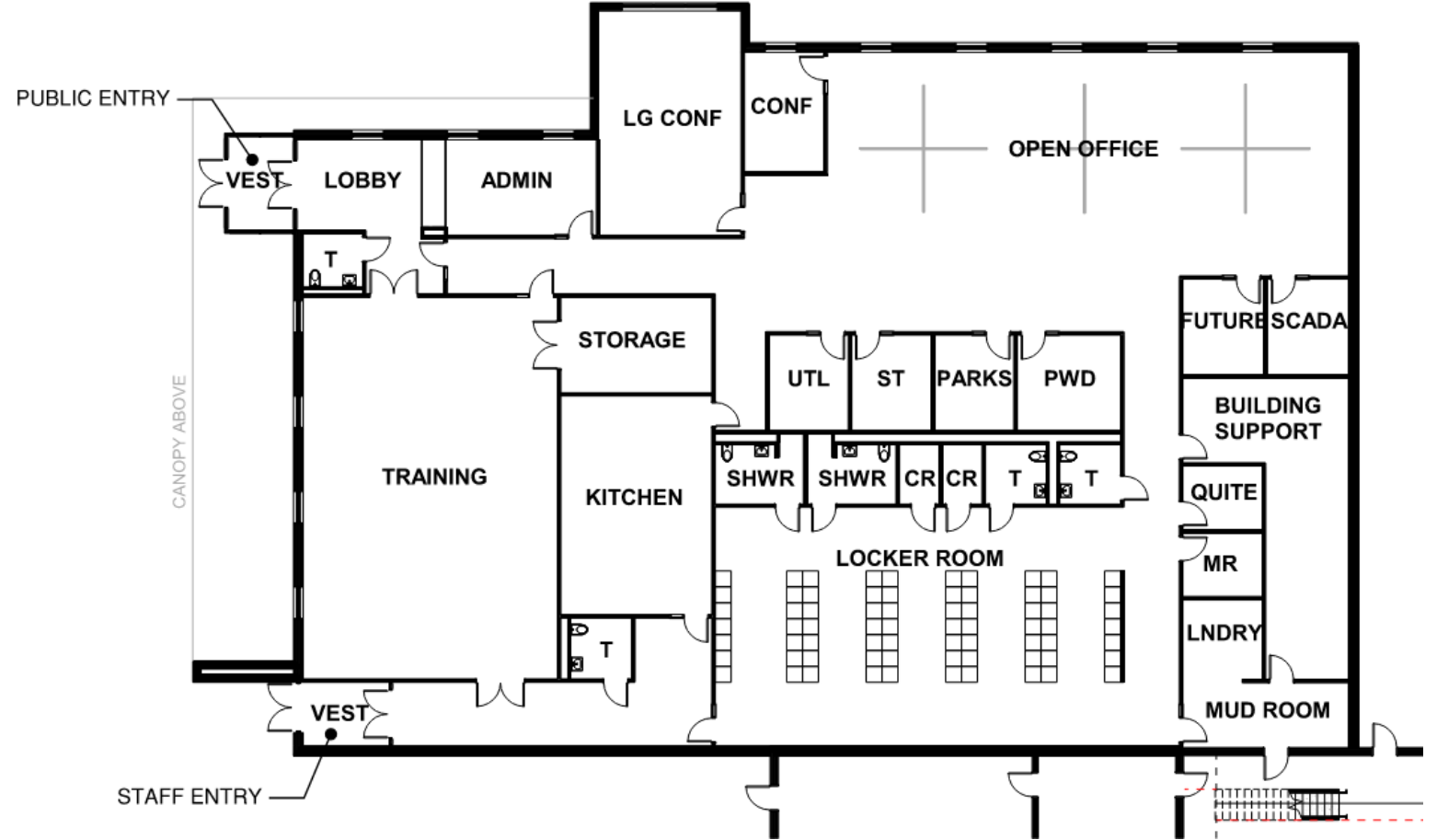
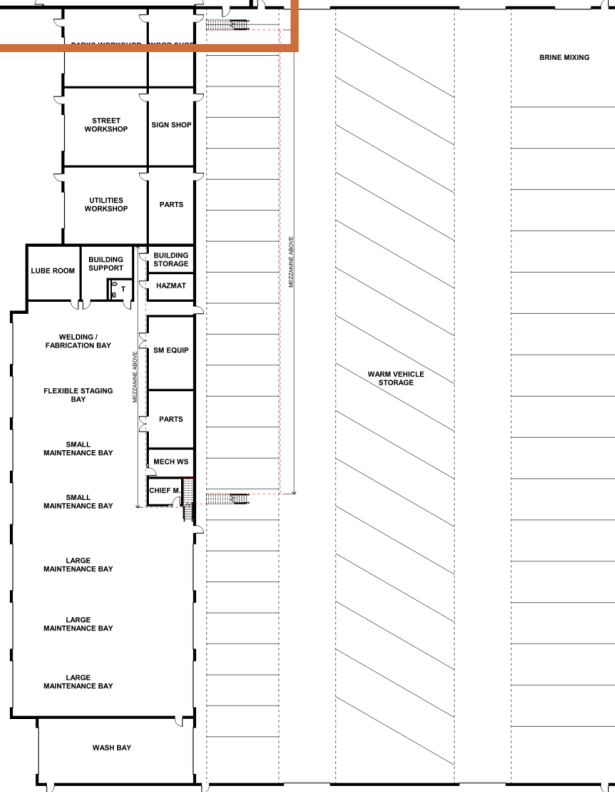
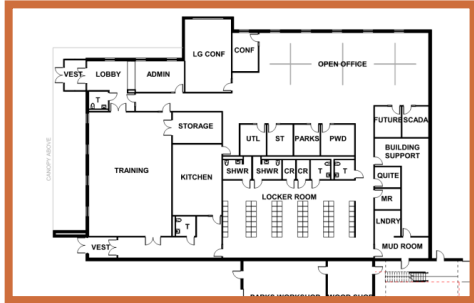
VEHICLE STORAGE



MEZZANINE

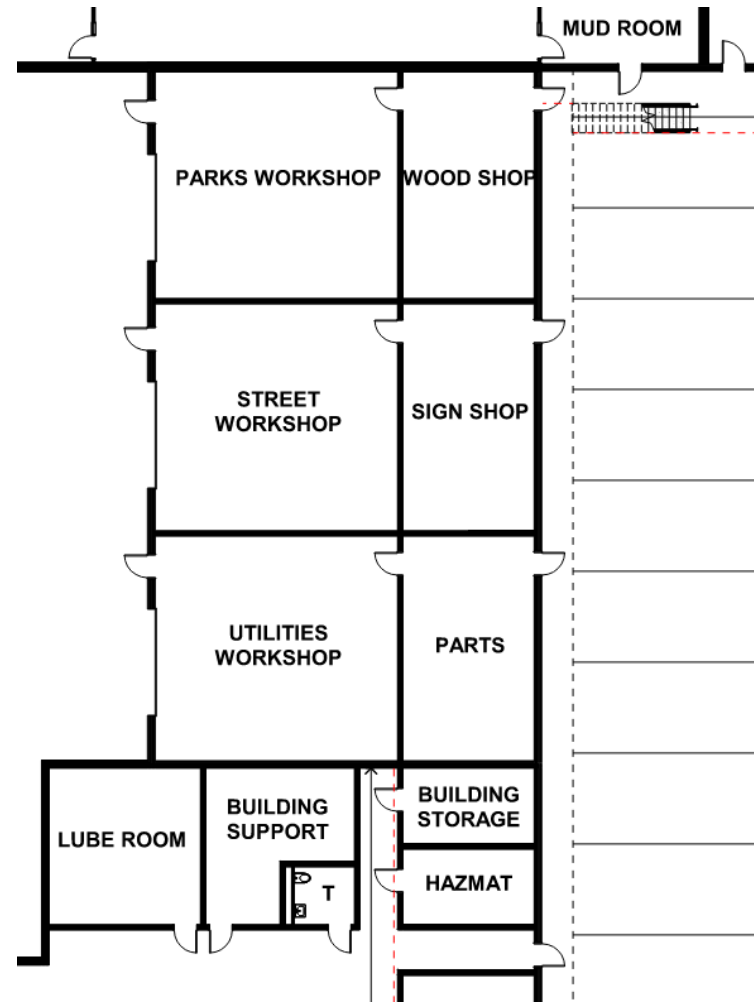
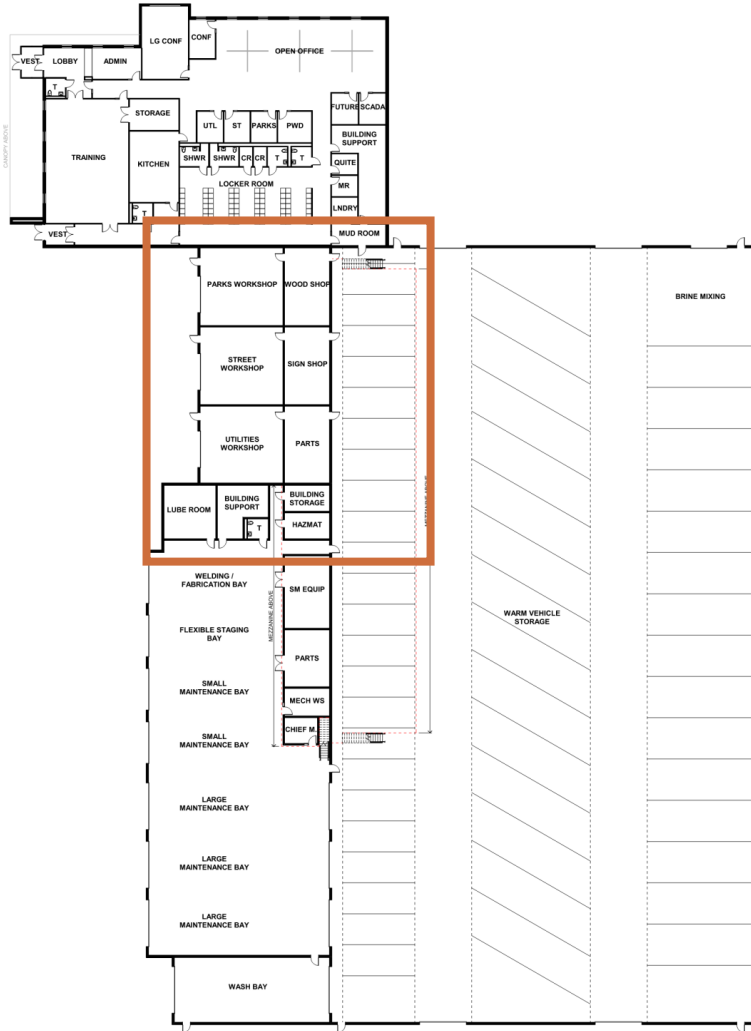


New Public Works Facility Floor Plan: Office



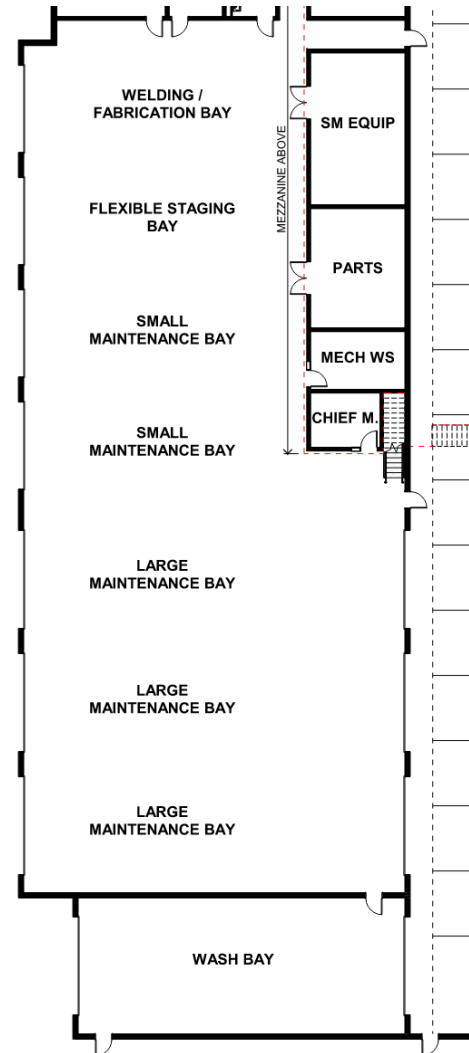
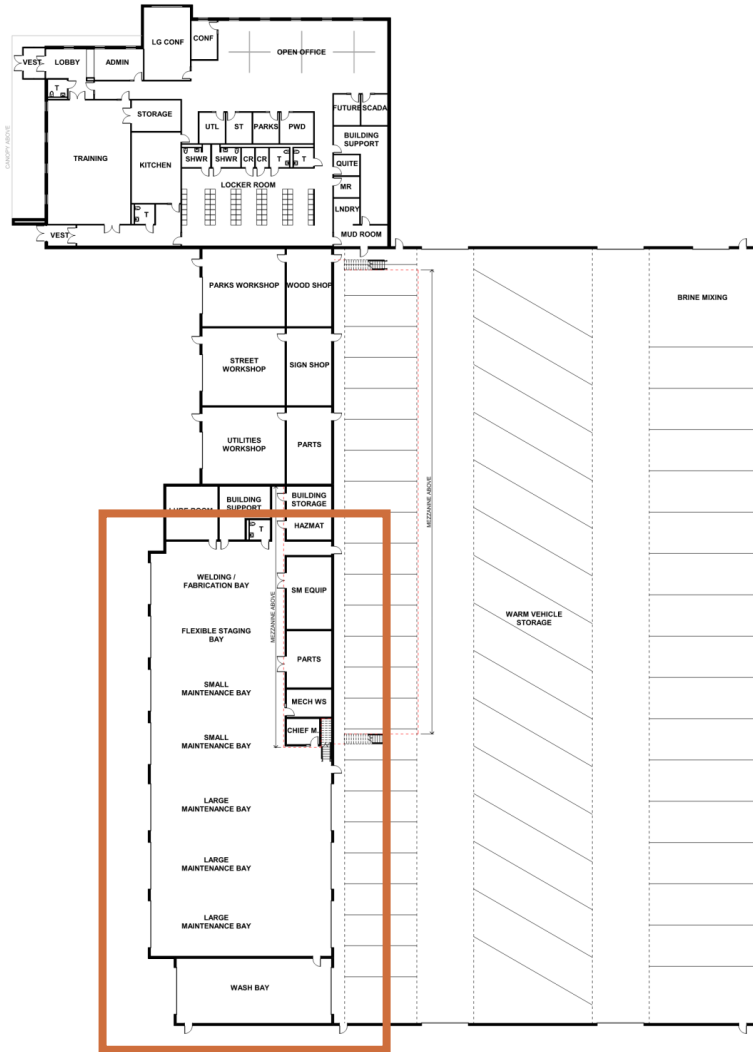


New Public Works Facility Floor Plan: Workshops

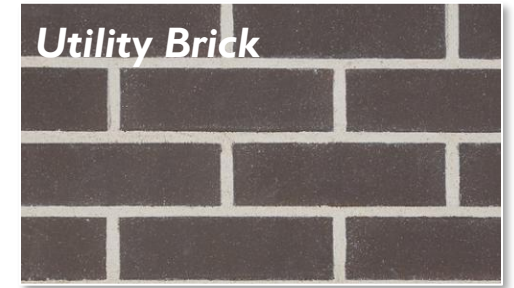
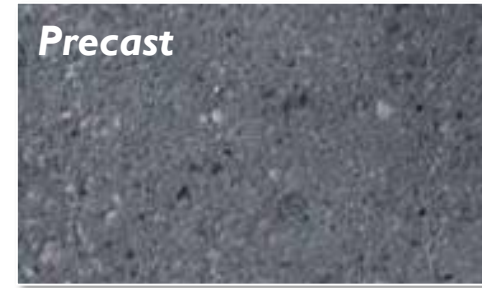
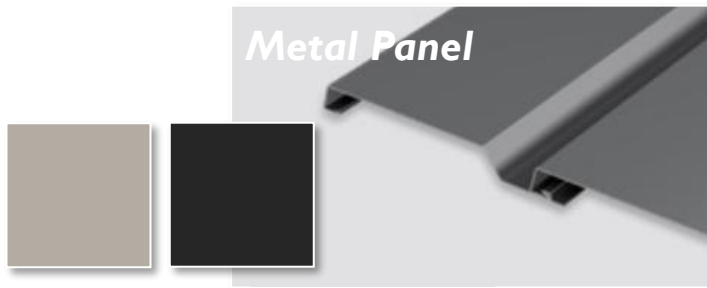




New Public Works Facility Floor Plan: Maintenance Bays

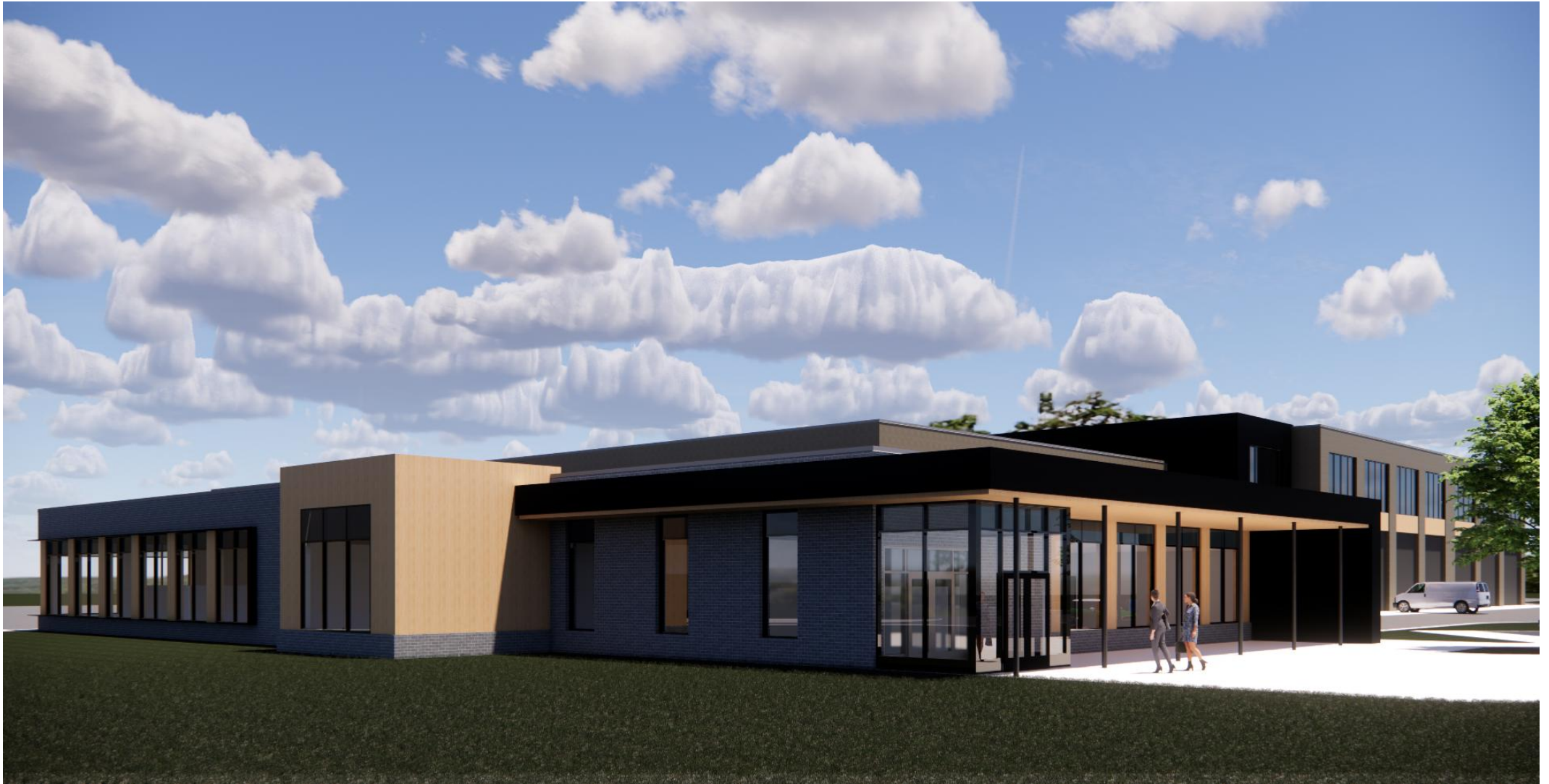


New Public Works Facility Exterior Building Materials





New Public Works Facility Exterior Perspective





New Public Works Facility Exterior Perspective





New Public Works Facility Exterior Perspective





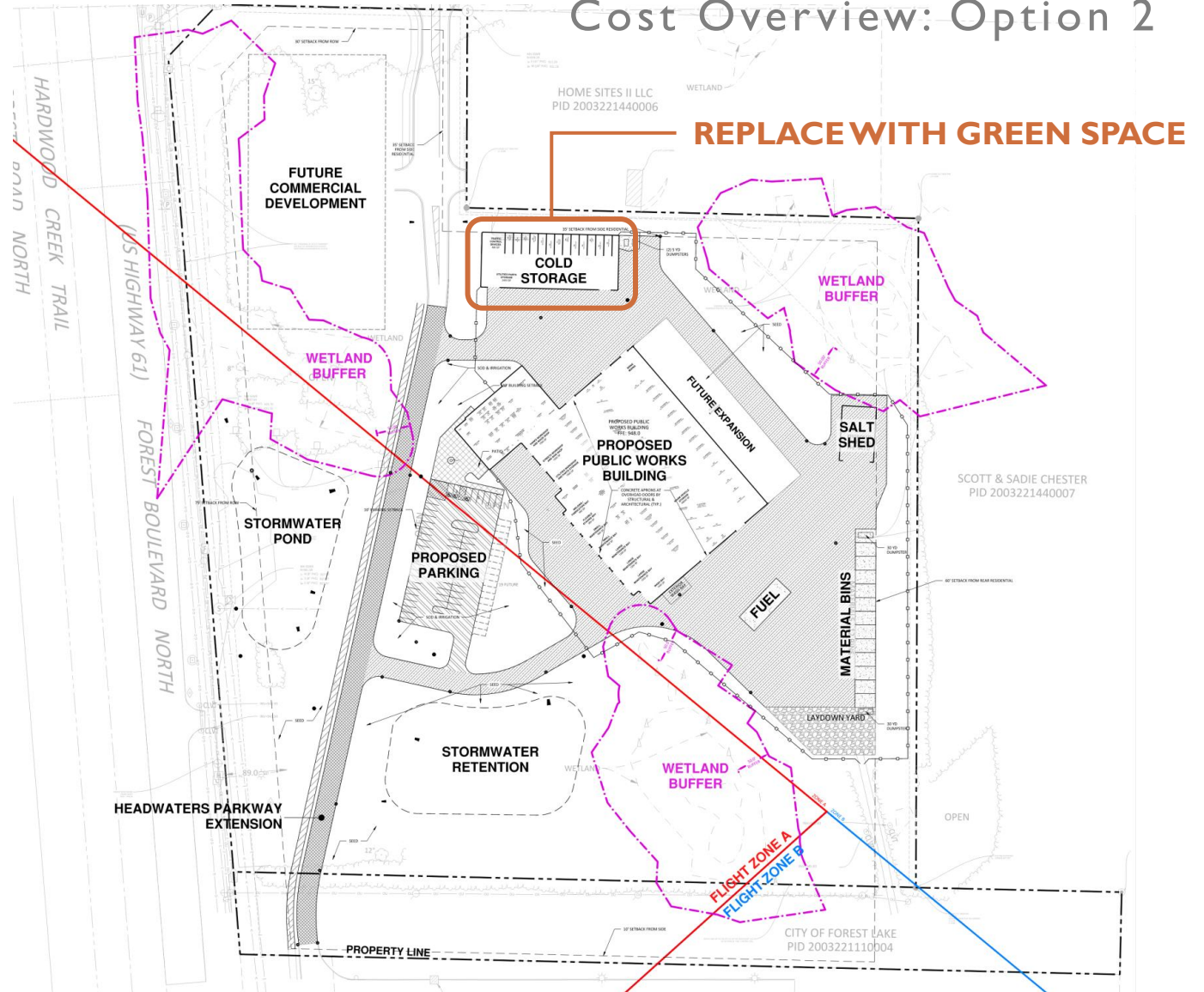
New Public Works Facility Cost Estimate Overview

	Pre-Design	Schematic Design
Total Gross Square Feet	110,000 SF	119,000 SF
Construction Costs	\$38.37M	\$38.21M
Soft Costs	\$6.84M	\$6.87M
Total Project Costs	\$45.2M	\$45.1M
Project Costs (2027)	\$48.9M	\$48.8M



New Public Works Facility Cost Overview: Option 2

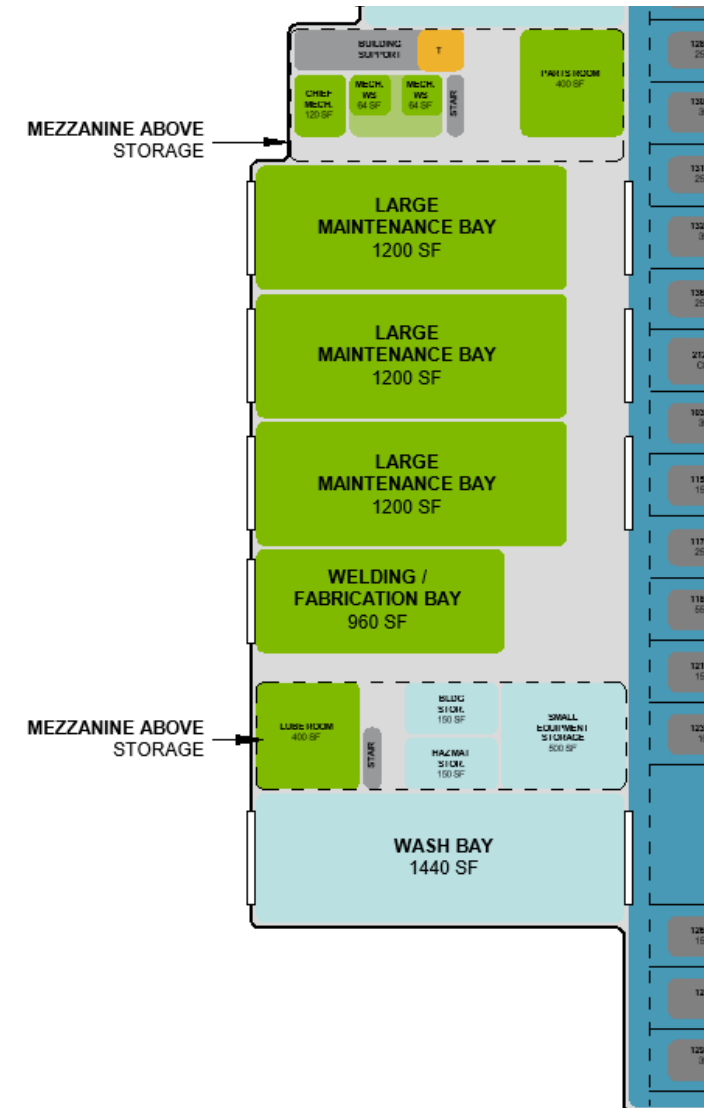
	Schematic Design	SD Option 2 No Cold Storage
Total Gross Square Feet	119,000 SF	102,500 SF
Construction Costs	\$38.21M	\$34.19M
Soft Costs	\$6.87M	\$6.79M
Total Project Costs	\$45.1M	\$40.98M
Project Costs (2027)	\$48.8M	\$44.32M





New Public Works Facility Cost Overview: Options 3-4

	Schematic Design	SD Option 3A Reduce Maint. Bays, Precast Cold Storage	SD Option 3B Reduce Maint. Bays, PEMB Cold Storage	SD Option 4 Reduce Maint. Bays, No Cold Storage
Total Gross Square Feet	119,000 SF	110,200 SF	110,200 SF	93,700 SF
Construction Costs	\$38.21M	\$34.84M	\$33.27M	\$30.82M
Soft Costs	\$6.87M	\$6.81M	\$6.80M	\$6.74M
Total Project Costs	\$45.1M	\$41.65M	\$40.01M	\$37.56M
Project Costs (2027)	\$48.8M	\$45.05M	\$43.34M	\$40.62M

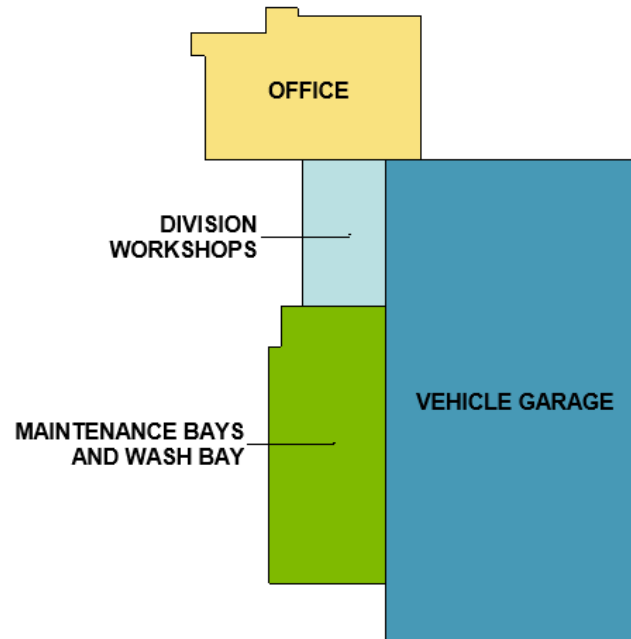




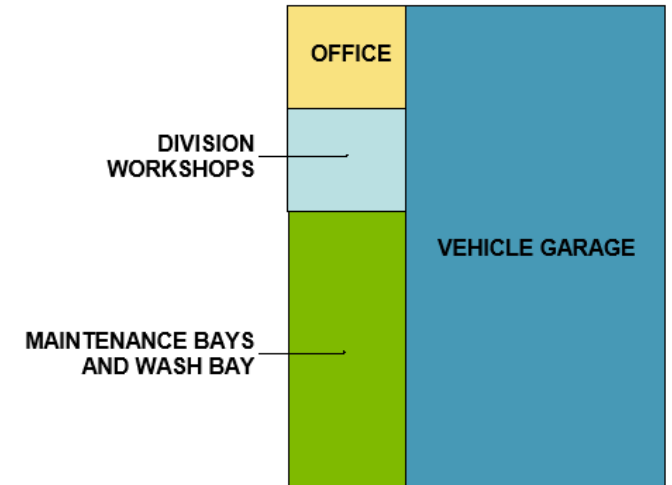
New Public Works Facility Cost Overview: Option 6A

	Schematic Design	SD Option 6A Simplified Footprint (2-Story Office), PEMB Cold Storage
Total Gross Square Feet	119,000 SF	110,200 SF
Construction Costs	\$38.21M	\$33.42M
Soft Costs	\$6.87M	\$6.80M
Total Project Costs	\$45.1M	\$40.22M
Project Costs (2027)	\$48.8M	\$43.50M

CURRENT:



SIMPLIFIED:



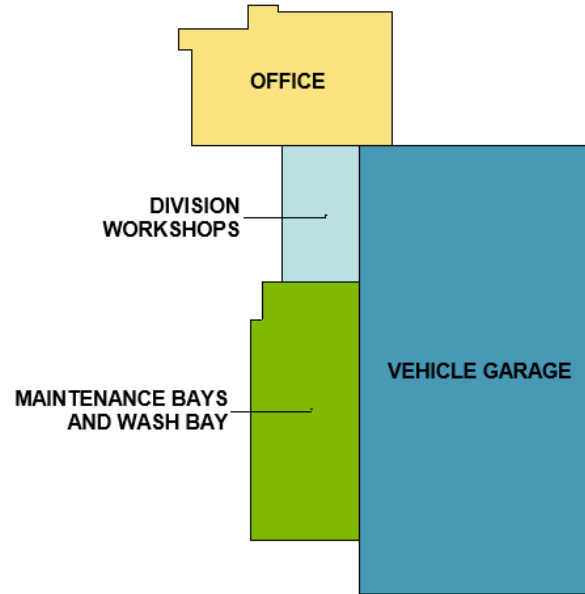
Assumes reduced program for Maintenance Bays and full program for Cold Storage. Second level office area requires elevator. Assumes locating training room, kitchen, locker rooms, and building support at upper level.



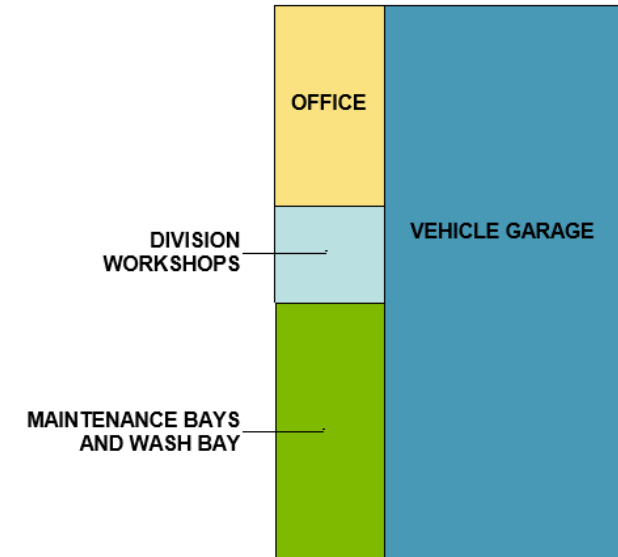
New Public Works Facility Cost Overview: Option 6B

	Schematic Design	SD Option 6B Simplified Footprint (1-Story Office), PEMB Cold Storage
Total Gross Square Feet	119,000 SF	121,000 SF
Construction Costs	\$38.21M	\$35.82M
Soft Costs	\$6.87M	\$6.85M
Total Project Costs	\$45.1M	\$42.68M
Project Costs (2027)	\$48.8M	\$46.16M

CURRENT:



SIMPLIFIED:



Assumes reduced program for Maintenance Bays and full program for Cold Storage. To minimize overgrowing of Vehicle Storage, assumes removal of Training Room and increase in Kitchen to accommodate PW staff only needs (approx. reduction of 1,000 SF). Program of Vehicle Storage increases to align with footprint needs of office space within box.



New Public Works Facility

Cost Estimate Overview

	Schematic Design	SD Option 2 No Cold Storage	SD Option 3A Reduce Maint. Bays, Precast Cold Storage	SD Option 3B Reduce Maint. Bays, PEMB Cold Storage	SD Option 4 Reduce Maint. Bays, No Cold Storage	SD Option 5A Reduce Maint. Bays, Reduce Precast Cold Storage	SD Option 5B Reduce Maint. Bays, Reduce PEMB Cold Storage	SD Option 6A Simplified Footprint (2-Story Office), PEMB Cold Storage	SD Option 6B Simplified Footprint (1-Story Office), PEMB Cold Storage
Total Gross Square Feet	119,000 SF	102,500 SF	110,200 SF	110,200 SF	93,700 SF	103,700 SF	103,700 SF	110,200 SF	121,000 SF
Construction Costs	\$38.21M	\$34.19M	\$34.84M	\$33.27M	\$30.82M	\$33.60M	\$32.49M	\$33.42M	\$35.82M
Soft Costs	\$6.87M	\$6.79M	\$6.81M	\$6.80M	\$6.74M	\$6.78M	\$6.78M	\$6.80M	\$6.85M
Total Project Costs	\$45.1M	\$40.98M	\$41.65M	\$40.01M	\$37.56M	\$40.34M	\$39.27M	\$40.22M	\$42.68M
Project Costs (2027)	\$48.8M	\$44.32M	\$45.05M	\$43.34M	\$40.62M	\$43.69M	\$42.47M	\$43.50M	\$46.16M

NOTE: Opportunity to bid Cold Storage as add alternate for all applicable scenarios. PEMB Cold Storage solution requires variance from city's zoning ordinances.



New Public Works Facility Public Works Facility Comparisons

	Project Cost at Bid	Adjusted Project Cost (2025)	Cost / SF (2025)
Forest Lake		\$45.1M	\$ 379 / SF
Inver Grove Heights	(in design)	\$48.9M	\$ 432 / SF
Rosemount	\$35M (2022)	\$40M	\$ 357 / SF
Cottage Grove	\$13.3M (2024)	\$13.9M	\$ 386 / SF
Oakdale	\$31.1M (2024)	\$32.3M	\$ 445 / SF
Swift County	\$6.78M (2025)	\$6.78M	\$ 385 / SF

SCHEDULE & NEXT STEPS





Project Schedule

- Council SD Presentation: March 2026
- Design Development: April – June 2026 (3 months)
- Construction Documents: July – October 2026 (4 months)
- Bidding: November – December 2026
- Construction Mobilization: Spring 2027
- Substantial Completion: Summer 2028 (14-16 months)

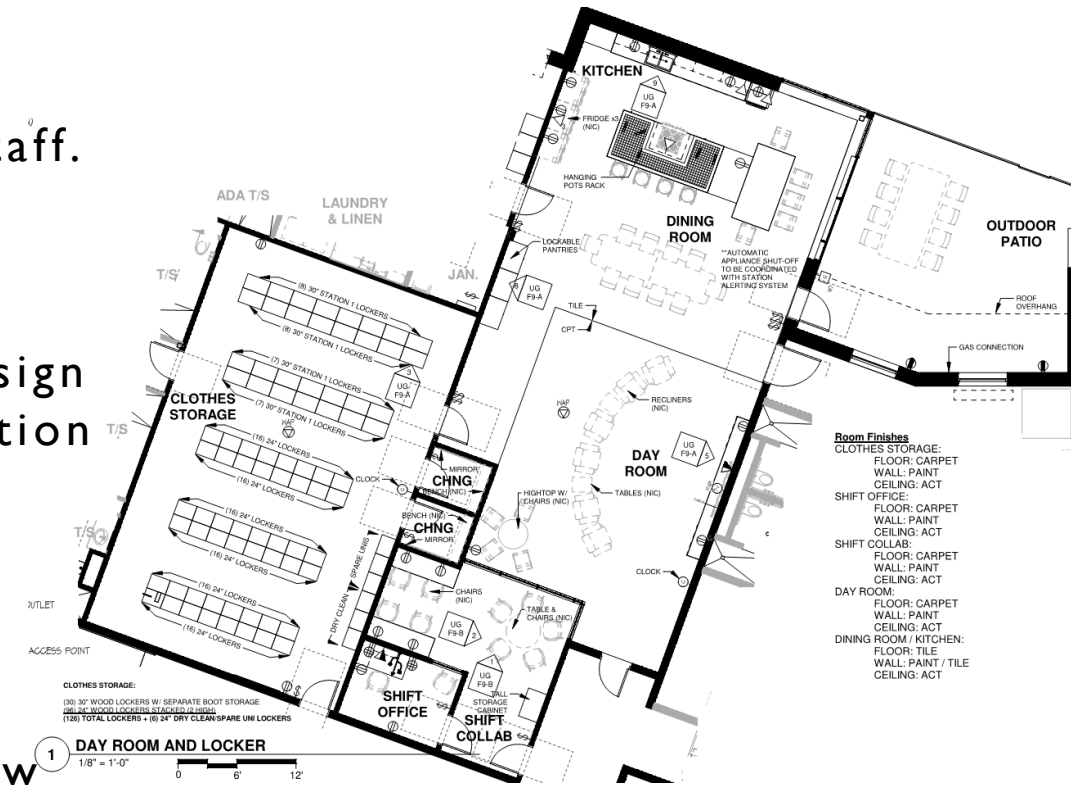
NOTE: Design Development must begin by May 2026 to keep on schedule for a Spring 2027 mobilization.



New Public Works Facility Design Phases

Design Development

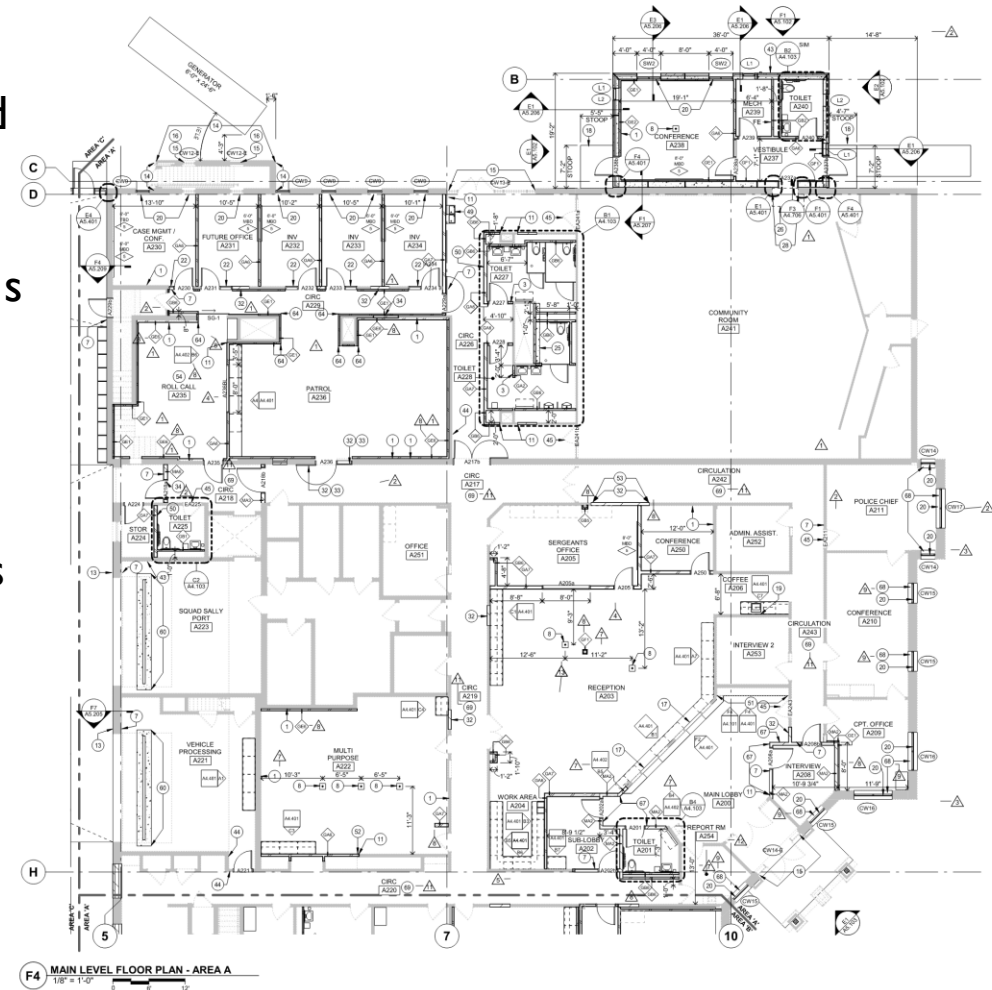
- Takes the SD Concepts one step further.
- Conduct User Group meetings with all staff.
- Lays out mechanical, electrical, plumbing, structural, and architectural details.
- Results in drawings that often specify design elements such as material types and location of windows and doors.
- Specific room layouts and amenities are finalized with building users.
- Floor plans, sections, and elevations with full dimensions including door and window details and outline material specifications.
- Formal approval by City Council.



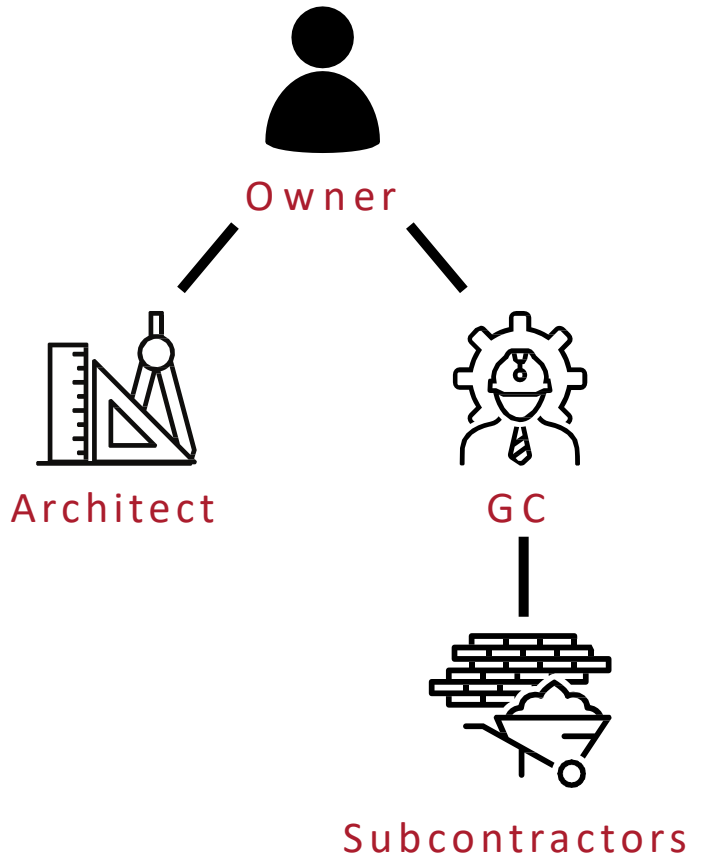
New Public Works Facility Design Phases

Construction Documents

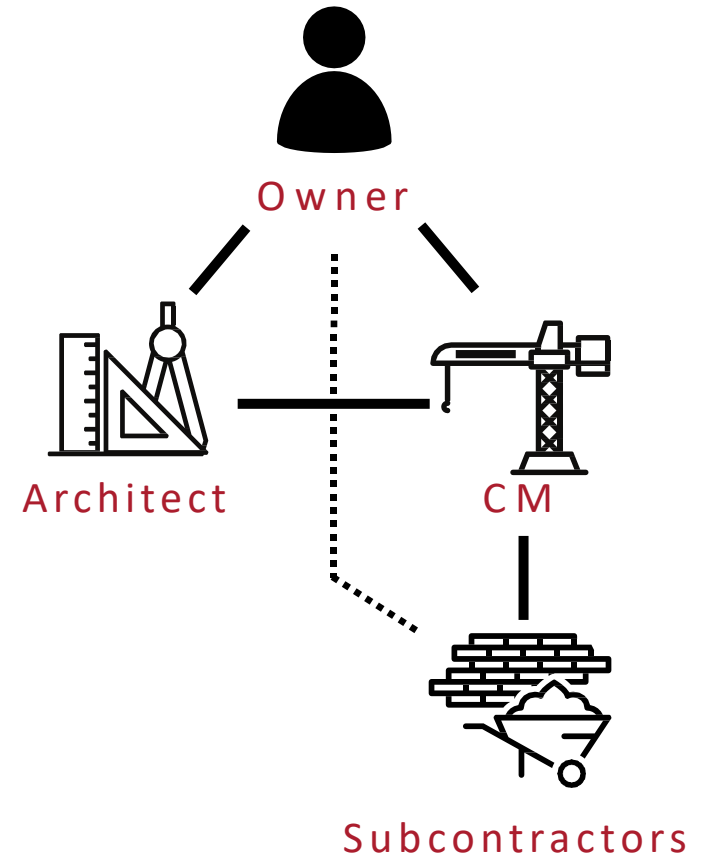
- Once the Owner and Architect are satisfied with the documents produced during DD, the Architect moves forward and produces drawings with greater detail. These drawings typically include specifications for construction details and materials.
- A cost estimate is completed.
- The construction document phase produces a set of drawings and specifications that include all pertinent information required for a contractor to price and build the project.
- Approval by the Council is sought to proceed.



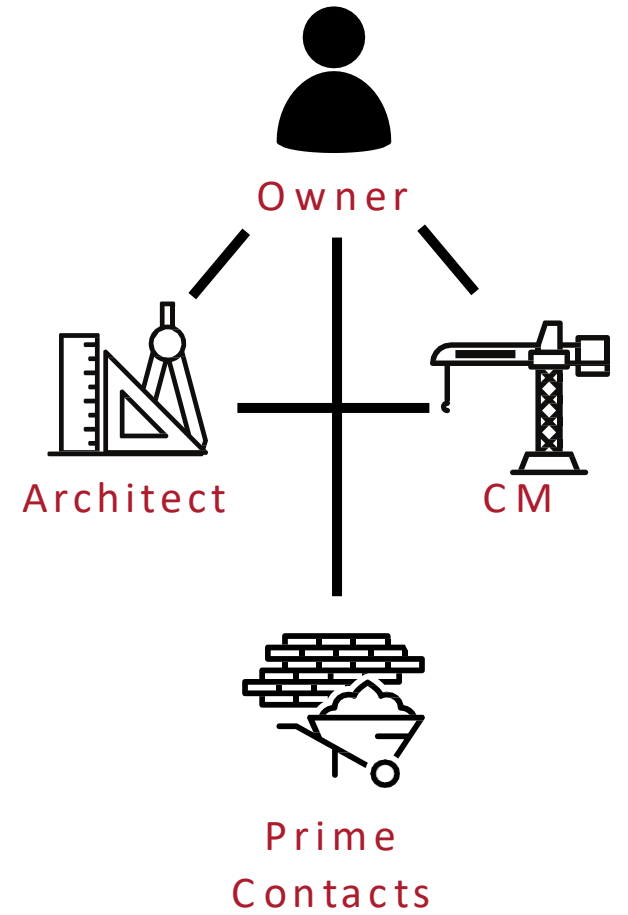
Direct Select or Competitive RFP General Contractor



CMaR (at Risk)



CMA (Advisor)





New Public Works Facility Community Engagement





New Public Works Facility Community Engagement

Examples: CLEAR. CONSISTENT. COMMUNITY-CENTERED.

CURRENT CONDITIONS

1995 CHANHASSEN BIC CENTER
The Chanhassen Bluffs Community Center (BIC) is the heart of Chanhassen's current community life. The BIC has served the community for over 25 years, providing a space for residents to gather, socialize, and participate in various programs and services. The BIC is currently in need of renovation and modernization to meet the needs of the community and provide a safe, accessible, and functional community center for all.

HOW WILL THIS PROPOSED PROJECT BE FUNDED?

SOURCES OF FUNDING
The proposed project will be funded through a combination of local, state, and federal sources. The primary funding source is the Local Option Sales Tax (LOST) approved by voters in November 2024. Other funding sources include state and federal grants, private donations, and the Chanhassen Bluffs Community Center's own funds.

LOCAL OPTION SALES TAX
The Local Option Sales Tax (LOST) is a tax on property sales that is levied on the sale of real estate. The LOST is used to fund a variety of public services, including education, public safety, and infrastructure. The LOST is a key source of revenue for local governments and is a critical component of the state's budget.

PROPERTY TAX BURDEN AND COMMITMENT OF CHANHASSEN
The property tax burden in Chanhassen is significantly higher than in other communities in the county. This is due to the high quality of services provided by the community and the high cost of construction materials. The community is committed to providing high-quality services to its residents and to maintaining the high standards of the community.

HOW THE PROJECT WILL BE FUNDED
The project will be funded through a combination of local, state, and federal sources. The primary funding source is the LOST approved by voters in November 2024. Other funding sources include state and federal grants, private donations, and the Chanhassen Bluffs Community Center's own funds.

WHAT DOES YOUR VOTE MEAN?
If you vote YES, you are supporting the construction of a new, modern community center that will provide a safe, accessible, and functional space for residents to gather, socialize, and participate in various programs and services. If you vote NO, you are supporting the continuation of the current facility, which is in need of renovation and modernization.

FAQs

1 Why does the county need a new jail?
Stearns County, as determined by the State of Minnesota, needs new justice facilities to meet the community's public safety demands. The County reserves the right to other counties to manage the population due to a shortage of beds, which is extremely costly.

2 Why does the county need new courtrooms?
The courtroom space is at capacity, which creates a backlog in case hearings. This leads to longer, more costly stays in the county jail. The County is exploring for additional judges from the state, but they won't be assigned without more space to accommodate them. When constructed over 100 years ago, the courtroom wasn't designed to meet modern facility safety standards.

3 Why do we need a new law enforcement center?
The sheriff's department requires modern technology, updated facilities and improved resources to retain the highest quality officers and better serve the community. It's extremely difficult to recruit or retain a working staff based on the construction of the facility.

4 Why can't we just add on to the current jail and courthouse?
Constructing a downtown building is cost prohibitive. It's difficult to build and to operate. Building a new justice center on an alternative site away from downtown is the most cost-effective, cost-effective way to meet the county's current and future public safety needs.

5 How will this project be funded?
The county is authorized to use a Local Option Sales Tax of three-eighths of one percent up to \$170,000,000 to fund the design and construction of a new justice center with voter approval. A November 2024 ballot referendum will ask voters to decide on the sales tax.

6 What happens if the 3/8 cent sales tax doesn't pass?
A new justice center must be built. If the sales tax does not pass, it will be funded through property taxes.

WHAT TO KNOW ABOUT THE PROPOSED SALES TAX

The sales tax will not apply to items exempt by law. This includes grocery items, clothing, prescriptions, over-the-counter medications and select baby supplies.

Non-residents make up 55% of the sales tax spending in Stearns County

55% NOW RESIDENTS

The sales tax will end when the project is completed and paid off.

Strategic Messaging & Newsletter

FAQ & Project Info



Project Branding

Community Meetings & Social Media



Background of Stearns County Public Safety Facilities

1921 Courthouse built in downtown Stearns County.

1986 Law Enforcement Center was built in downtown Stearns County.

1991 County Jail building was built in downtown Stearns County.

1995 Law Enforcement Center was built in downtown Stearns County.

2003 Courthouse was built in downtown Stearns County.

2010 County Jail building was built in downtown Stearns County.

2012 Stearns County Sheriff's Office was built in downtown Stearns County.

2015 Stearns County Sheriff's Office was built in downtown Stearns County.

2019 Stearns County Sheriff's Office was built in downtown Stearns County.

2021 Stearns County Sheriff's Office was built in downtown Stearns County.

2022 Stearns County Sheriff's Office was built in downtown Stearns County.

2023 Stearns County Sheriff's Office was built in downtown Stearns County.

2024 Stearns County Sheriff's Office was built in downtown Stearns County.

www.stearnscountymn.gov/justicecenter



Action Items

- Recommendation of Project Scope
 - *Incorporate in Base Bid: Reduction of Maintenance Bays*
 - *Cold Storage: Material, Size, and Base Bid or Alternate?*
- Recommendation to Proceed with Design
 - *Consideration of design services proposal.*
- Recommendation on Project Delivery Method: GC, CMaR or CMA?
 - *Consideration of construction management services proposal.*
- Recommendation on Community Engagement Strategies

STAFF REPORT



MEETING DATE: March 30, 2026
TO: Mayor Roberts and Members of the City Council
STAFF ORIGINATOR: Jolleen Chaika, Assistant City Administrator
AGENDA ITEM: Wellness Committee

INTRODUCTION:

The City of Forest Lake Wellness Committee was established in 2026 to support employee health, well-being, and overall quality of life. The Committee promotes positive behaviors and healthy lifestyle choices that contribute to a productive workplace, improved morale, and employee retention.

For 2026, the Committee has developed a series of monthly wellness initiatives to encourage staff participation. To increase engagement, the Committee proposes a participation-tracking system tied to a year-end incentive, providing employees with a clear goal aligned with monthly wellness activities.

The Committee has also established a “Care Café” for staff, offering healthy snack and beverage options through a self-pay honor box system. An Honor Box Procedure has been developed to guide its use and is attached for reference.

ANALYSIS:

The Wellness Committee is requesting City Council authorization to implement a vacation accrual incentive of up to eight (8) hours annually for employees who complete all monthly wellness initiatives.

Beginning in 2027, eligible employees would earn up to eight (8) hours of vacation time per year, to be used in the following calendar year, upon completion of each month’s wellness activity. Employees unable to participate due to work schedules may submit verification of a comparable wellness activity to qualify.

For the 2026 program year, the incentive would be prorated to reflect implementation beginning in April. This equates to approximately 0.67 hours per month from April through December, for a maximum of 6.03 hours of vacation time available for use in 2027.

The Committee will coordinate promotion of monthly initiatives and track participation. The program is intended to support employee well-being while reinforcing work-life balance.

RECOMMENDATION:

Discussion only. If the Council supports this incentive framework, staff will return with a formal approval request on the April 13, 2026 Consent Agenda.

ATTACHMENTS:

- Wellness Program 2026 Goals Calendar
- Honor Box Procedure

City of Forest Lake

2026 WELLNESS PROGRAM GOALS



2026	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Awareness	Welcome to Wellness	Heart Health	Diabetes Awareness	Get Moving	Melanoma/Skin Cancer Awareness	Healthy Eating
Programs/Events	City Hall Tours: Workout & Locker Rooms; Kitchen; Wellness Room	Forest Lake Rotary Winter Plunge 02/28/26	Kickoff the Care Café	Tour of Walking Path	In-House Speaker or webinar link to skin care	Eat Healthy Potluck
Targeted Initiatives	Encourage Employees to self-assess their health	Encourage blood pressure checks	Encourage blood sugar checks	Importance of Staying active & in motion	Encourage annual dermatology/skin checks	Employees bring healthy foods to share w/recipe
Environment/ Culture	Break the barrier to wellness among City Employees	Encourage participation in Plunge: participate/ attend/donate	Offer healthy, low-sugar snack options in break room(s)	Encourage walking; apples/bananas & city water bottle giveaway	Distribute sunscreen &/or FL Baseball Caps	Set up a shared site for recipe swap
2026	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Awareness	Heat Awareness	Preventative Health	Community Outreach	Mental Health, Stress Reduction & Suicide Prevention	Financial Wellness/ Planning	Emotional Health and Wellbeing
Programs/Events	Link to Awareness webinar	Share Links for awareness: sleep, teeth, vision, hearing	Connect/Tour Senior Center; Organize group for Shawn Silvera Walk	On site speaker w/healthy lunch	Provide links/resources for Finances, wills, etc.	Holiday Potluck
Targeted Initiatives	Encourage employees to be aware of extreme weather factors that play into health	Encourage employees to schedule preventative care	Encourage volunteerism & community engagement	Encourage mindfulness & importance of stress reduction	Increase financial literacy	Importance of connection with others
Environment/ Culture	Frozen Yogurt/ healthy toppings & water bottle giveaway	Offer discounted purchase of health devices	Team Building efforts: Hearts & Hammers, Habitat for Humanity, Good Samaritans, Community Cleanup	Encourage EAP Support	Encourage EAP Support	Employee gathering to create connections

Forest Lake Honor Box Procedure

1. Purpose

The purpose of this procedure is to establish clear governance, accountability, and internal controls for the management of an honor box operated by the Wellness Committee. This procedure is intended to ensure transparency, safeguard funds, and maintain employee trust.

2. Scope

This procedure applies exclusively to honor boxes operated by the Wellness Committee within City-owned facilities. An honor boxes is intended for internal employee use and is not open to the general public.

This procedure does not apply to:

- Public-facing concessions or sales;
- Vendor-operated honor boxes;
- Fundraising activities conducted by external organizations.

Wellness Committee honor boxes remain subject to City administrative oversight and applicable financial controls, regardless of the intended use of proceeds.

3. Definitions

- **Honor Box:** A self-service box or stand offering items for sale or donation where payment is made voluntarily without direct supervision.
- **Committee:** The authorized group responsible for day-to-day oversight of the honor box.
- **Assistant City Administrator:** The City's designee with supervisory authority under this procedure.
- **Proceeds:** All cash or other consideration received from honor box activity.

4. Authorization and Oversight

4.1 Authorization

- Operation of an honor box requires prior written approval of the City Administrator.
- The City Administrator may require City Council authorization depending on the purpose and use of proceeds.

4.2 Assistant City Administrator Oversight

- The Assistant City Administrator, or designee, shall provide administrative oversight and may suspend or terminate honor box operations at any time for noncompliance, internal control concerns, or operational risk.

- The Assistant City Administrator shall approve the committee membership and designate a staff liaison, if appropriate.

4.3 Committee Responsibilities

The Committee is responsible for:

- Operating the honor box in compliance with this procedure and applicable City financial policies;
- Establishing written operating procedures, subject to Assistant City Administrator review;
- Selecting items offered and setting prices or suggested donations;
- Ensuring accurate collection, documentation, and deposit of proceeds;
- Cooperating with audits, reviews, or inspections as necessary.

5. Internal Controls and Separation of Duties

- No single individual may control inventory selection, cash handling, recordkeeping, and deposits.
- At least two individuals must be present for cash counts and must sign the collection log.
- The City may rotate committee members or assign staff oversight to mitigate risk.

6. Financial Management

6.1 Pricing and Signage

- Prices or suggested donation amounts must be clearly posted.
- Signage shall state the purpose of the honor box and the approved use of proceeds.

6.2 Cash Handling and Collection

- The honor box must be reasonably secured.
- Collections shall occur on a schedule approved by the City Administrator or designee.
- Cash counts must be documented on a City-approved form.

7. Inventory Management

- Inventory purchases must be pre-approved and documented.
- A basic inventory log shall be maintained and available for review.
- Expired, damaged, or unsellable items shall be removed promptly.

8. Use of Proceeds

- Proceeds shall be used only for the purpose approved by the Assistant City Administrator or designee.
- Any change in use requires prior written approval.

8. Ethics, Conduct, and Compliance

- No individual may personally profit from honor box operations.
- Suspected theft, misuse, or irregularities must be reported immediately to the Assistant City Administrator, Finance Director, or appropriate authority and may result in termination.

9. Reporting, Audit, and Records

- The committee include a summary report, including revenues, expenses, and ending balances, at each Wellness Committee meeting.
- Records shall be retained in the Committee meeting minutes.
- Honor box operations are subject to audit or review at any time.

10. Risk Management

- While honor boxes are inherently based on trust, reasonable safeguards must be maintained.
- The Assistant City Administrator may require additional controls or review based on risk.

11. Procedure Review and Termination

- This procedure shall be reviewed periodically by Administration.
- The City Administrator may suspend or terminate an honor box operation for noncompliance or risk concerns.

12. Effective Date

This procedure is effective upon approval by the Wellness Committee and Assistant City Administrator.