

**City Council Special Meeting Agenda
City Council Chambers
October 25, 2016**

Page		Action Requested
	1. 5:30 p.m. Call the Meeting to Order at the Benson City Council Chambers (Mayor)	
	2. Pledge of Allegiance	
	3. Approval of Agenda Additions? <input type="checkbox"/> None 1. _____ 2. _____ Any Consent Agenda items to be moved to a regular agenda item? Approval of Agenda ____ as Presented or ____ Revised	
2-7	4. Benson City Hall Site Evaluation Study	
8-23	5. Armory Pre-Design	
24-26	6. Police Station Preliminary Cost Opinion	
	7. Adjourn: Mayor	

BENSON CITY HALL SITE EVALUATION STUDY



PREPARED FOR THE CITY OF BENSON
BY WIDSETH SMITH NOLTING

SEPTEMBER 2016



City of Benson, Minnesota
PROPOSED CITY HALL – SITE EVALUATION STUDY
County Road 104 and Highway 9

Study Description and Background

At the August 8, 2016 City Council meeting, the Council selected the site located at the southwest intersection of County Road 104/20th Street NE and Highway 9/13th Street N for evaluation as a location for the new Benson City Hall.

The Council identified this site for:

- Close proximity to the public school
- Not impacting residential neighborhoods
- Good site access
- Close proximity to Atlantic Avenue, one of the City's primary arterial roads

WSN evaluated the site for access to utilities, bike trail connections, building expansion potential, proximity to the school for future activity sharing, and adequate space for the building and parking.

The current site is a green field location that appears to have supported farming operations. Road ditches are on the north and east perimeters, but other site areas are relatively flat and require some fill grading to drain properly. The total property parcel area is 22.75 acres, of which the proposed City Hall is shown to occupy approximately 2.8 acres.

The city has identified the property as an LCCMR (Legislative-Citizen Commission on Minnesota Resources) site. WSN is presently investigating this type of property easement and will confirm the process by which a portion of the site easement might be traded or transferred to an alternate property so that the new facility can be built at this location. The LCCMR staff has been contacted and is presently involved in identifying the property and determining the State agency holding the easement. For the purposes of this study, WSN assumes a portion of the site can be obtained through a State-implemented process.

Preliminary Program

To determine a building design and site layout, WSN prepared a preliminary program based on our previous facility assessment of the existing City Hall building.

- 200 Entry vestibule
- 200 Lobby with waiting area.
- 1600 Large meeting room for council meetings and public meetings.
- 280 Restrooms (men and women)
- 350 Receptionist area with public counter area.
- 150 Work room for copier and paper storage.
- 200 Storage room for general storage.
- 200 Mechanical room
- 840 Four individual offices
- 360 One office for two Utility staff.

- 1200 Circulation space and walls.
- 144 One future office

The total programmed area is approximately 6,000 SF.

Site Analysis - Refer to the Context Plan and Proposed Site Plan included in this report.

- Utilities
 - A sewer project is underway at the southeast corner of the property and a connection to the proposed site can be included in the work.
 - The water main connection is located approximately 700 feet southwest of the property and a line can be extended from there.
 - These utility extensions will provide water and sewer service for this area of the community for future development.
- Grading – the site is relatively flat and will require some fill for good site drainage. Ditches on the north and east sides as well as catch basins and swales can be used for positive drainage.
- A parking area for the proposed City Hall is a significant improvement over the existing City Hall where only limited street parking is available for visitors.
- The proposed site is of sufficient size to accommodate the programmed building areas and parking and allow for future expansion of both.
- Trail and activity connections – the site is near a proposed trailhead that will serve both existing and new pedestrian and bike trails. The existing trails now connect the downtown central business district with the site, school, and athletic fields. The site is a short distance from the school, its practice fields, and the track/football field. The baseball fields are also nearby. The adjacent sports activity fields and nearby trails encourage a pleasant park-like setting for City Hall and are one of the site's strong features.
- The site has good south exposure to use in efficiently designing the building mechanical and electrical lighting systems.
- Traffic access – located on a corner of the property, the proposed building and parking can access both County Road 104 and Highway 9 via the parking drives.

Summary

WSN will verify LCCMR property easement conditions when the information from the State becomes available. The proposed City Hall site is well-connected to the community, has adequate provisions for utilities and building construction, and is a suitable site for the proposed facility.

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed architect under the laws of the State of Minnesota.



B. Reed Becker

Date: 9.2.16

License No. 11794

As of : 8/25/2016

Parcel Number: 23-1352-000

Payable Year: 2016

General Info	Tax Info	Current Receipts	Special Asmts	Unpaid Tax	History	E-payment	Current Year Tax Stmt	Previous Year Tax Stmt
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Taxpayer/Owner Information

Taxpayer #361
 BENSON/CITY OF
 1410 KANSAS AVENUE
 BENSON MN 56215

General

MP #23-0201-100	Re/Mh:	REAL ESTATE					
Twp/City	School	Water	Fire	Debt	Agri		
23	777	0	0	0	0		

Description

Sect	Twp	Range	Lot	Block
5	121	39	0	0

BENSON-ACRE LOTS
 PT NW1/4 BEG AT A PT 847 FT E OF THE NW
 COR OF THE NW1/4 OF SEC 5;THENCE S 790 FT;
 THENCE SELY PARALLEL TO ADA AVE 664.6 FT
 TO THE W LINE OF 14TH ST; THEN NELY 440 FT
 THEN SELY AT RT ANG TO SAID W BDRY LINE OF
 14TH ST 70 FT, THEN NELY ON A PROLONGATION
 OF THE E BDRY LINE OF SAID 14TH ST 300 FT,
 THEN AT RT ANG SELY 300 FT TO THE W BDRY
 LINE OF 13TH ST, THEN NELY ALONG SAID W
 BDRY LINE OF 13TH ST 560 FT TO A PT WHERE
 SAID W BOUND LINE OF 13TH ST INTERSECTS
 THE NO BOUND LINE OF SEC 5, THEN WLY 2307
 FT ALONG THE NO BOUND LINE OF SEC 5 TO THE
 PT OF BEG

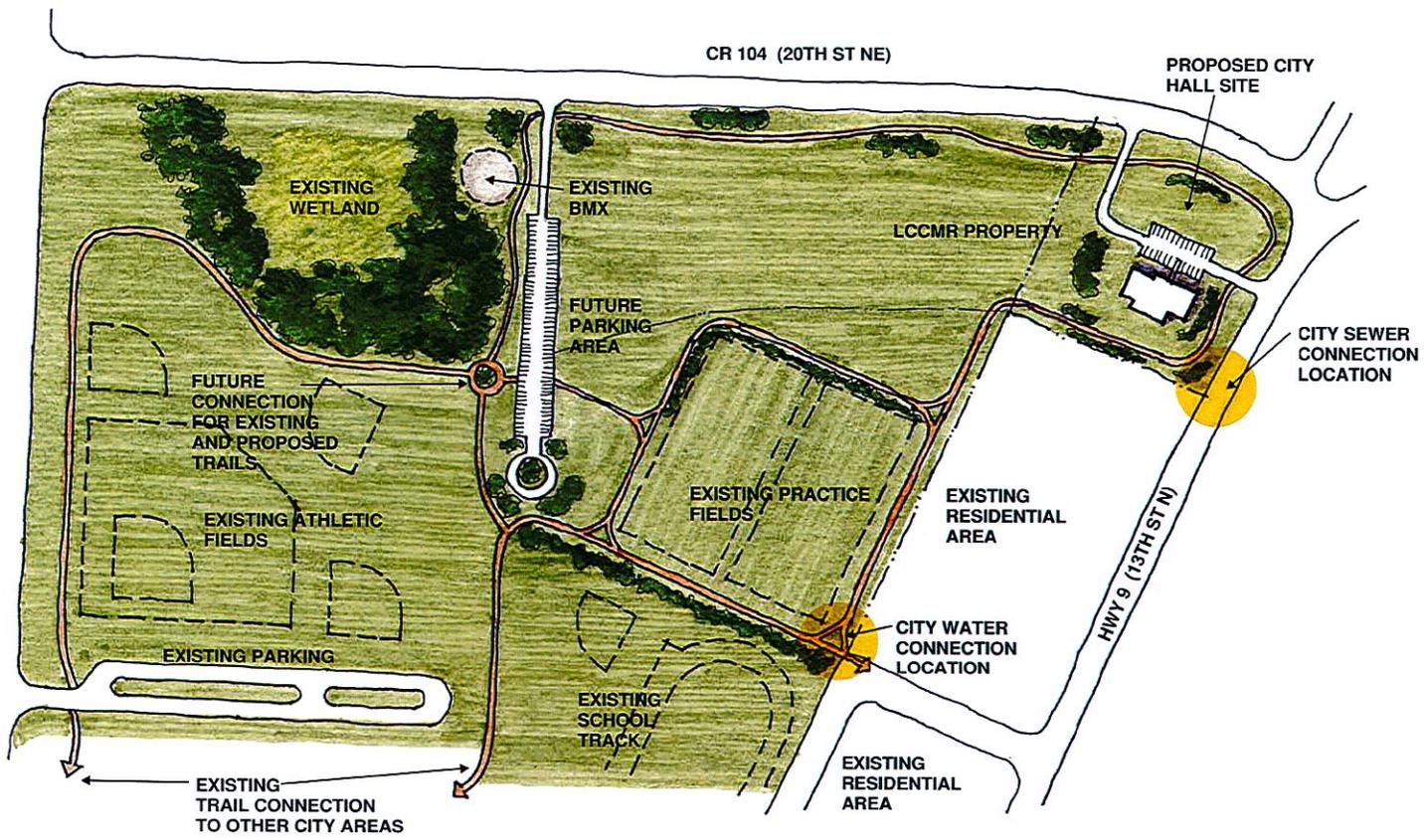
Property Address

Escrow

0

Deeded Acres: 22.75

[Another Search](#) | [Back to ParcelList](#) |

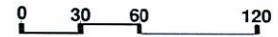


BENSON CITY HALL . CONTEXT PLAN
 CITY HALL SITE EVALUATION STUDY
 SEPTEMBER 2016





BENSON CITY HALL . SITE PLAN STUDY
 CITY HALL SITE EVALUATION STUDY
 SEPTEMBER 2016



PRE-DESIGN

CITY OF BENSON
Renovation of the Benson Armory
Project No. 520.05
1-14-15

Prepared by:



ENGAN ASSOCIATES
ARCHITECTS | INTERIOR DESIGNERS
shared vision. innovative design.

311 4th Street Southwest | Willmar, MN 56201 | 320-235-0860
www.engan.com

PREDESIGN SUMMARY STATEMENT

The purpose of this study is to review the existing Benson Armory for use as new police offices.

KICK-OFF MEETING AND DESIGN CHARETTE 11-21-14

Present:

Glen Pederson	City Clerk
Rob Wolfington	City Manager
Ian Hodge	Chief of Police
Andrew Bjur AIA	Engan Associates Architects andrew.bjur@engan.com

REVIEW MEETING 12-23-14

Present:

Glen Pederson	City Clerk
Rob Wolfington	City Manager
Ian Hodge	Chief of Police
Andrew Bjur AIA	Engan Associates Architects andrew.bjur@engan.com

PRE-DESIGN REPORT COMPLETION 1-14-15

PROJECT ANALYSIS REPORT

- A. The Benson Armory, built in 1927, is a 3 story office facility, with a primarily slab on grade drill hall, with masonry walls and a steel roof truss structure over most of the building. Office appears to be wood framed. This facility is approximately 11,561 SF in size on the main floor with 2,500 SF on the lower floor and another 2,500 SF on the upper floor.
- B. Code Summary: The building will need to upgrade to the 2012 IBC and the MN Building Code.
1. Building Type: Assembly Room/ Drill Hall = A-3, Garage Area = S-1, Office Area = B.
 2. With the introduction of a sprinkling system this building can solve many code issues.
 3. The building is a Type III-B construction.
 4. Allowable building area base: 9,500 SF + 28,500 SF for the sprinkling system.
 5. If the garage is used for vehicle maintenance then a 1-hour fire rating is to remain and the building needs a sprinkling system. Also a gas detection and ventilation system needs to be maintained.
 6. Incidental storage rooms will need a 1-hour fire rating or smoke ratings.
 7. A fire sprinkling system and a fire alarm system will be installed.
 8. The gym area will need at least 3 exits.
 9. Door hardware will need to be accessible.
 10. Restrooms and drinking fountains will need to be accessible.

PROJECT SCOPE

Building Envelope

New vestibule and Canopy

Interior Building Spaces

Police offices

Locker and shower rooms:

- New women's locker and shower room.
- New Men's locker and shower room.
- New finishes.
- ADA compliant design required.
- Sustainable design improvements
 - Water saving controls on new plumbing fixtures.
 - Lights will be upgraded to LED fixtures with occupancy sensors.

A communications closet will be added with a stand-alone environmental control system.

Interior Doors will be replaced. New ADA hardware may be required. If existing hardware is acceptable it will be salvaged and reused.

Building Finishes

New ceiling grids at each renovated room

New floor finishes at each renovated room

All renovated area walls to be painted

Building Specialties

Offices

- New marker and cork boards

Restrooms

- Partitions will be replaced with HDPE plastic partitions
- Hand towel, toilet tissue, and soap dispensers.

Structural Items

Supports for bearing walls

HVAC

New systems will be installed at renovated areas.

PROGRAM OF NEEDS

ROOM NAME	EXISTING SF	PROPOSED SF	
PUBLIC ENTRANCE		100	New canopy
LOBBY		100	
RESTROOMS			
Male	55	150	
Female	55	150	
GYM		6,790	
POLICE OFFICES			
Police Chief	270	250	Main floor
Sergeant	100	200	Main floor
Reception	176	100	Main floor
Squad Room	280	420	Upper floor
EVIDENCE	100	100	Lower floor
WORKROOM	96	51	Main floor
INTERVIEW	165	83	Combine with breakroom
LOCKER ROOMS			
Male	0	168	Shower
Female	0	126	Shower
RESTROOM	0	55	Testing
TELEPHONE ROOM	100	100	
GARAGE	0	1,805	
GYM STORAGE	0	63	
ELEVATOR	0	69	
ELEVATOR EQ	0	69	
BREAKROOM	0	330	
MECHANICAL	0	187	
STORAGE	0	2000	Lower floor
OFFICES	0	2000	Upper floor

SUSTAINABILITY OPTIONS

- Walls will be insulated.

PLANNING OPTIONS

- See attached drawings

SCHEDULE INFORMATION

Master Plan Phase - Complete

January 14, 2015

CONSTRUCTION COST ESTIMATE

A. Benson Armory

Main Floor Office	\$300,500.00
Lower Floor – Locker rooms and Storage	\$200,000.00
Upper Floor Offices	\$250,000.00
Fire Sprinkling System	\$50,000.00
Fire Alarm	\$22,000.00
Elevator	\$200,000.00
Lift	\$50,000.00
Acoustical Gym Upgrades	<u>\$85,000.00</u>
	<i>\$1,157,500</i>

Does not include abatement, testing fees, or contingency.

END OF REPORT

Prepared by Engan Associates PA

1-14-15

CITY OF BENSON

BENSON CITY HALL
1410 KANSAS AVENUE
BENSON, MN 56215

ENGAN ASSOCIATES

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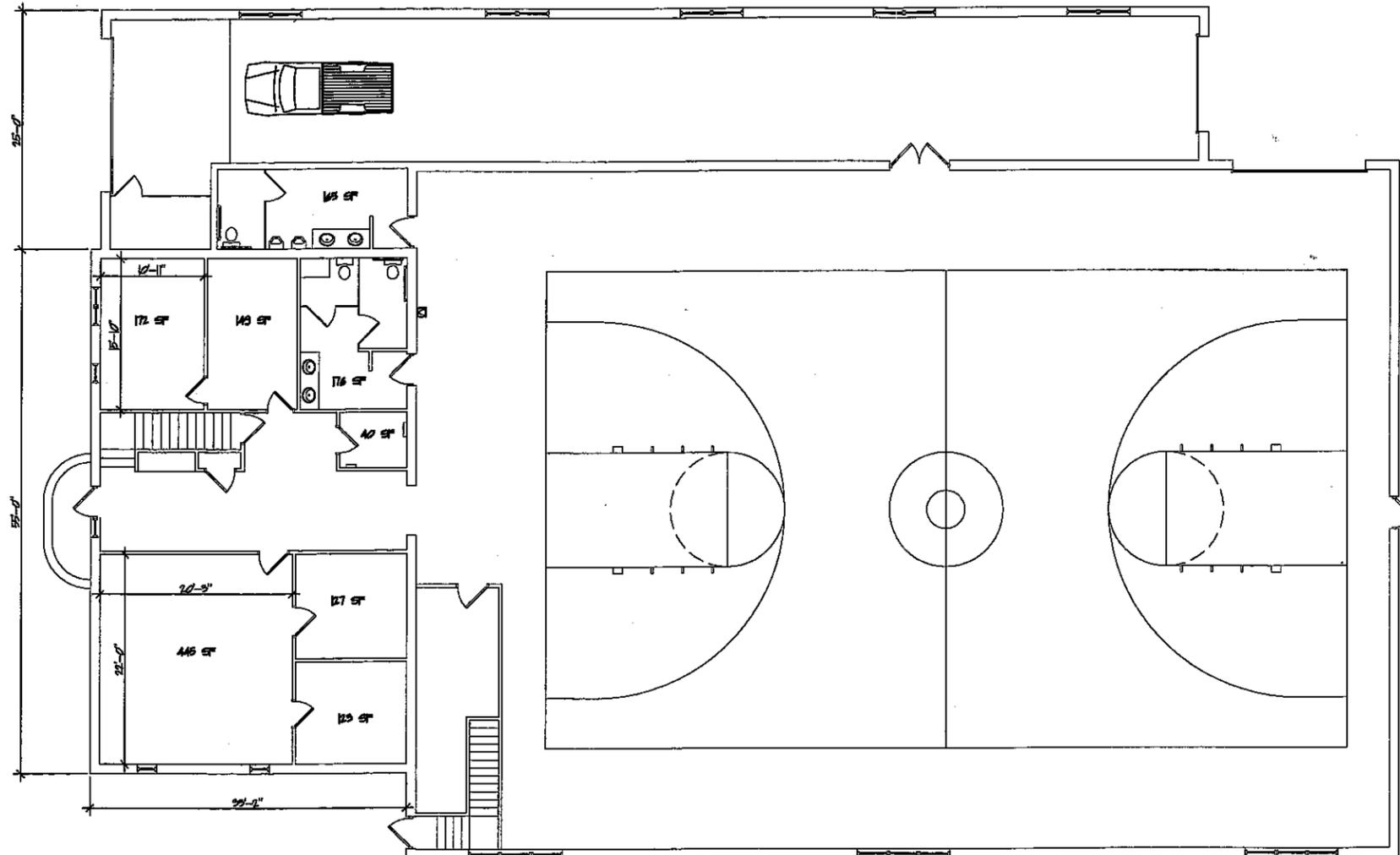
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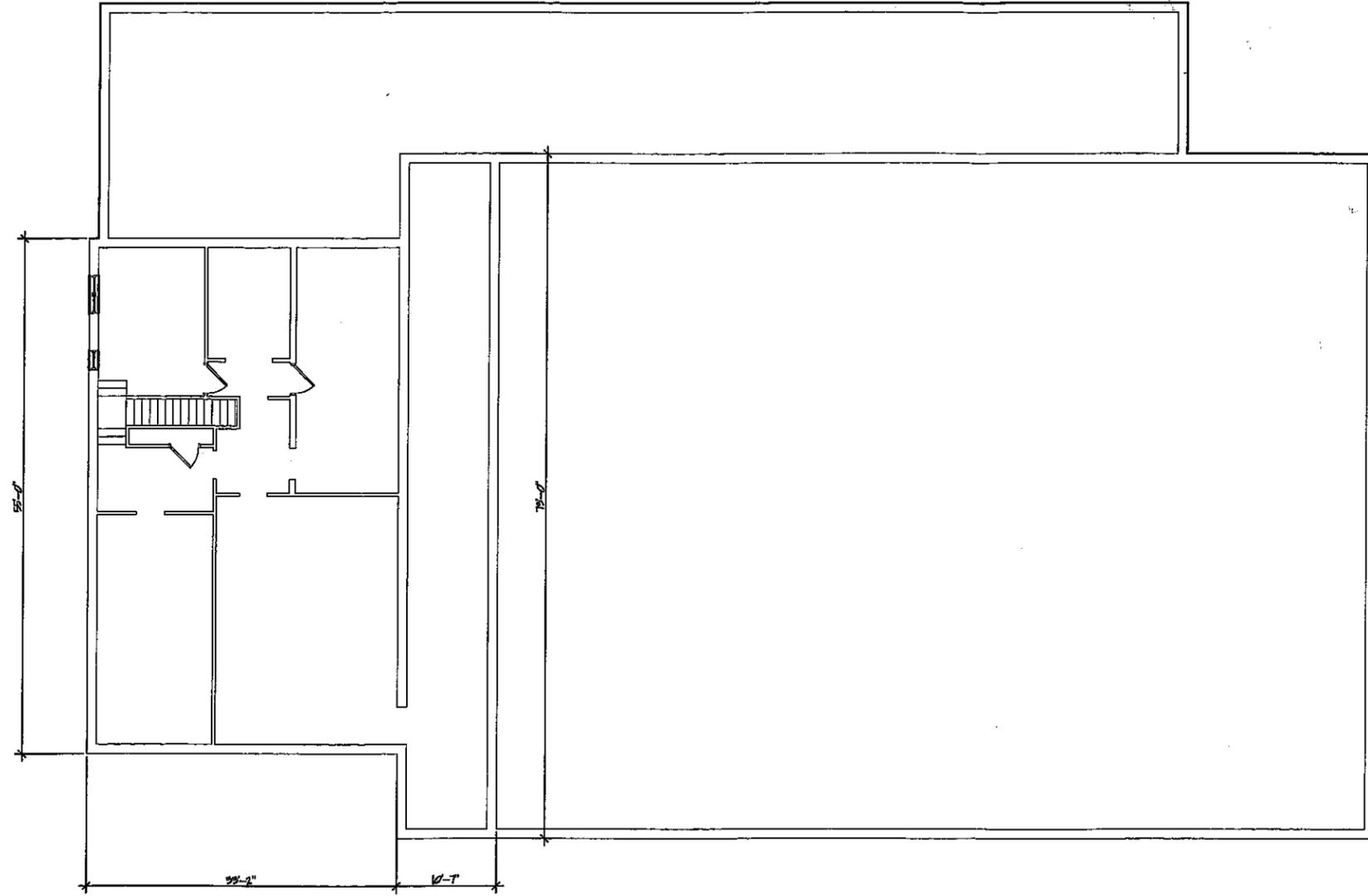
BENSON
CITY ARMORY
2015
MASTERPLAN

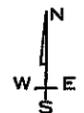
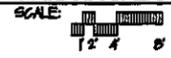
BENSON, MN

EXISTING FLOOR PLAN

A-111






EXISTING LOWER PLAN
 SCALE: 

CITY OF BENSON

BENSON CITY HALL
 1410 KANSAS AVENUE
 BENSON, MN 56215

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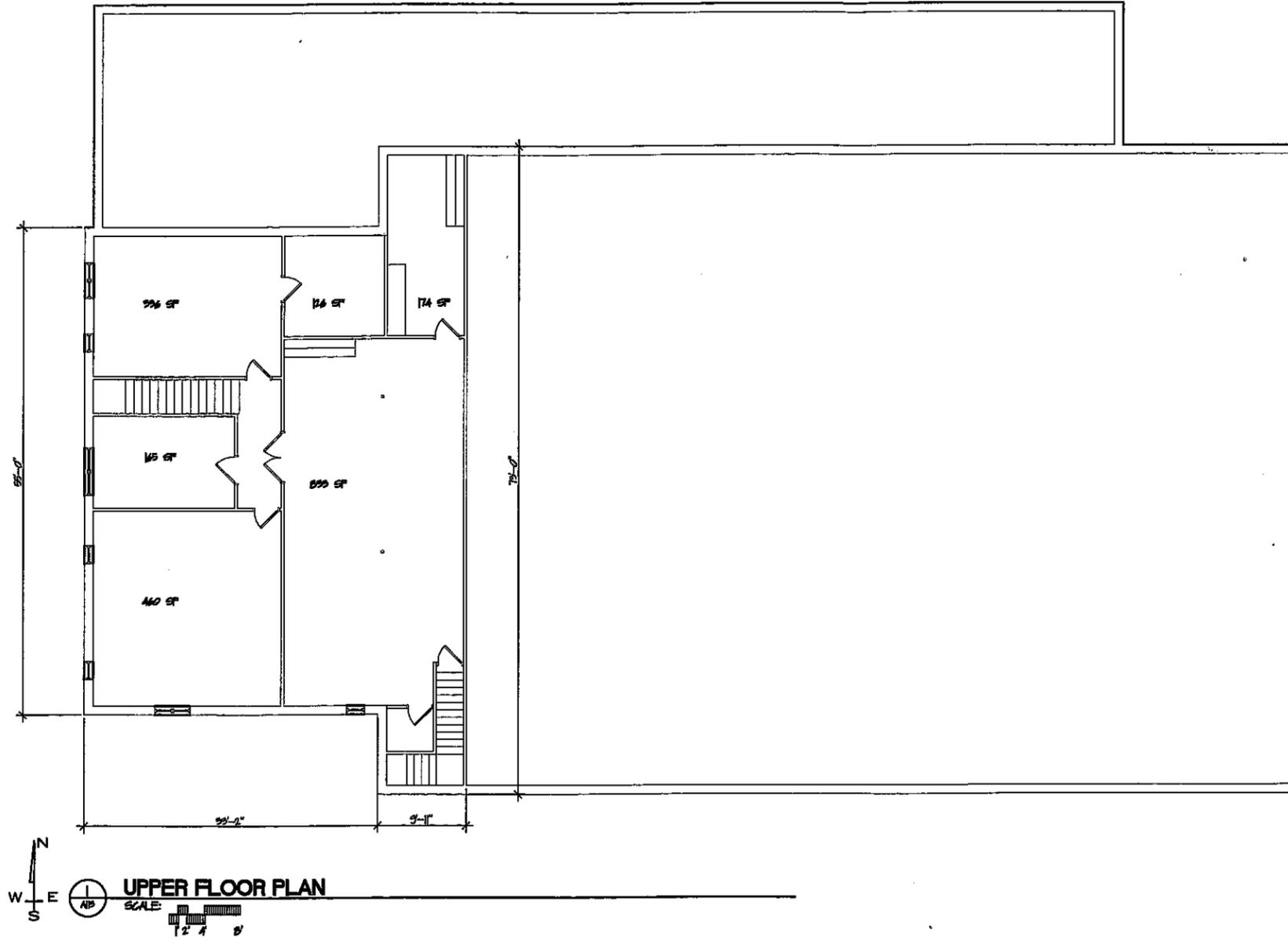


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**BENSON
 CITY ARMORY
 2015
 MASTERPLAN
 BENSON, MN**

EXISTING FLOOR PLAN



N
 W E S
 1/2" = 10'-0"
UPPER FLOOR PLAN
 SCALE
 1 2 4 8

CITY OF BENSON

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 1410 KANSAS AVENUE
 BENSON, MN 56215

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 CITY ARMORY
 2015
 MASTERPLAN
 BENSON, MN**

EXISTING FLOOR PLAN



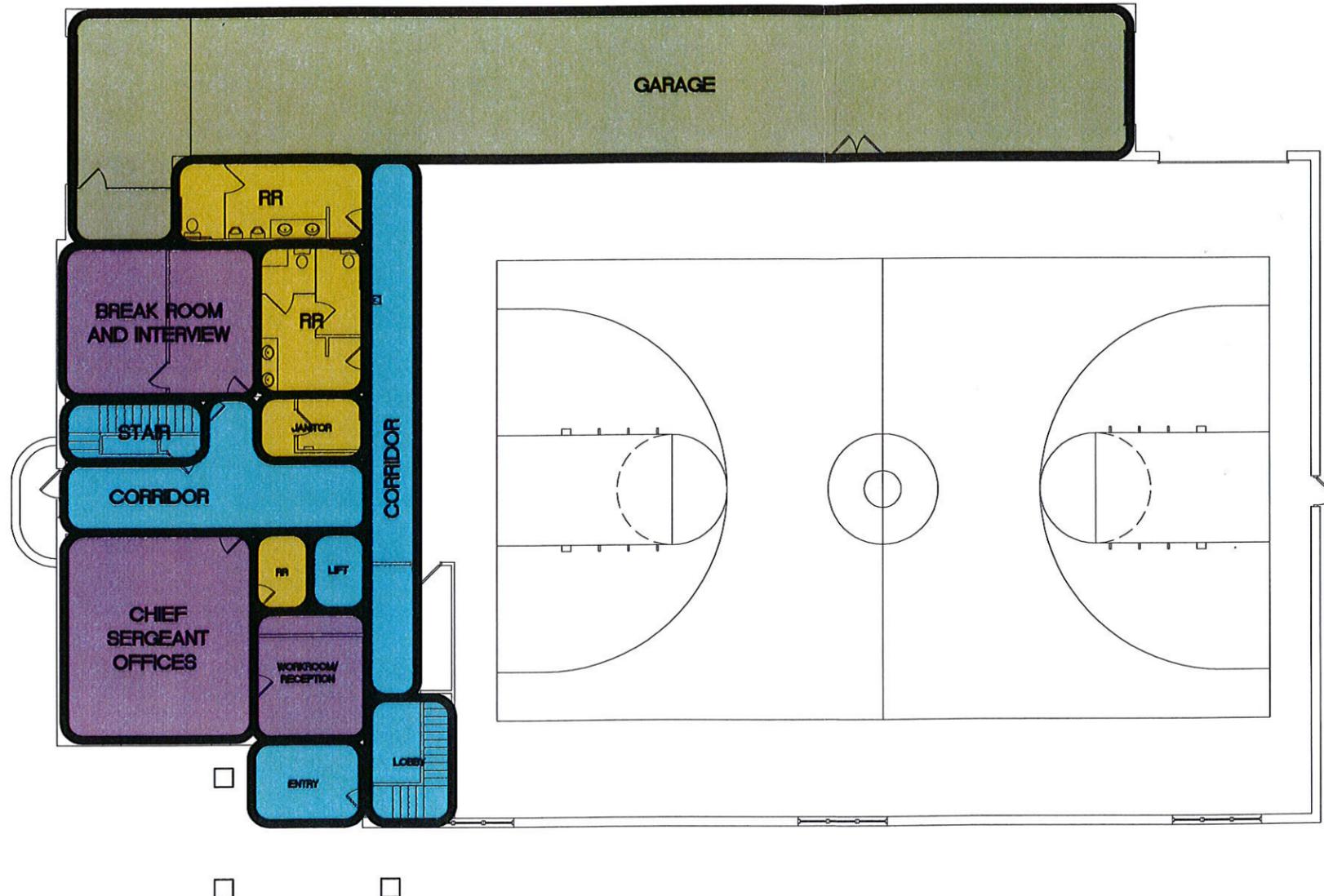
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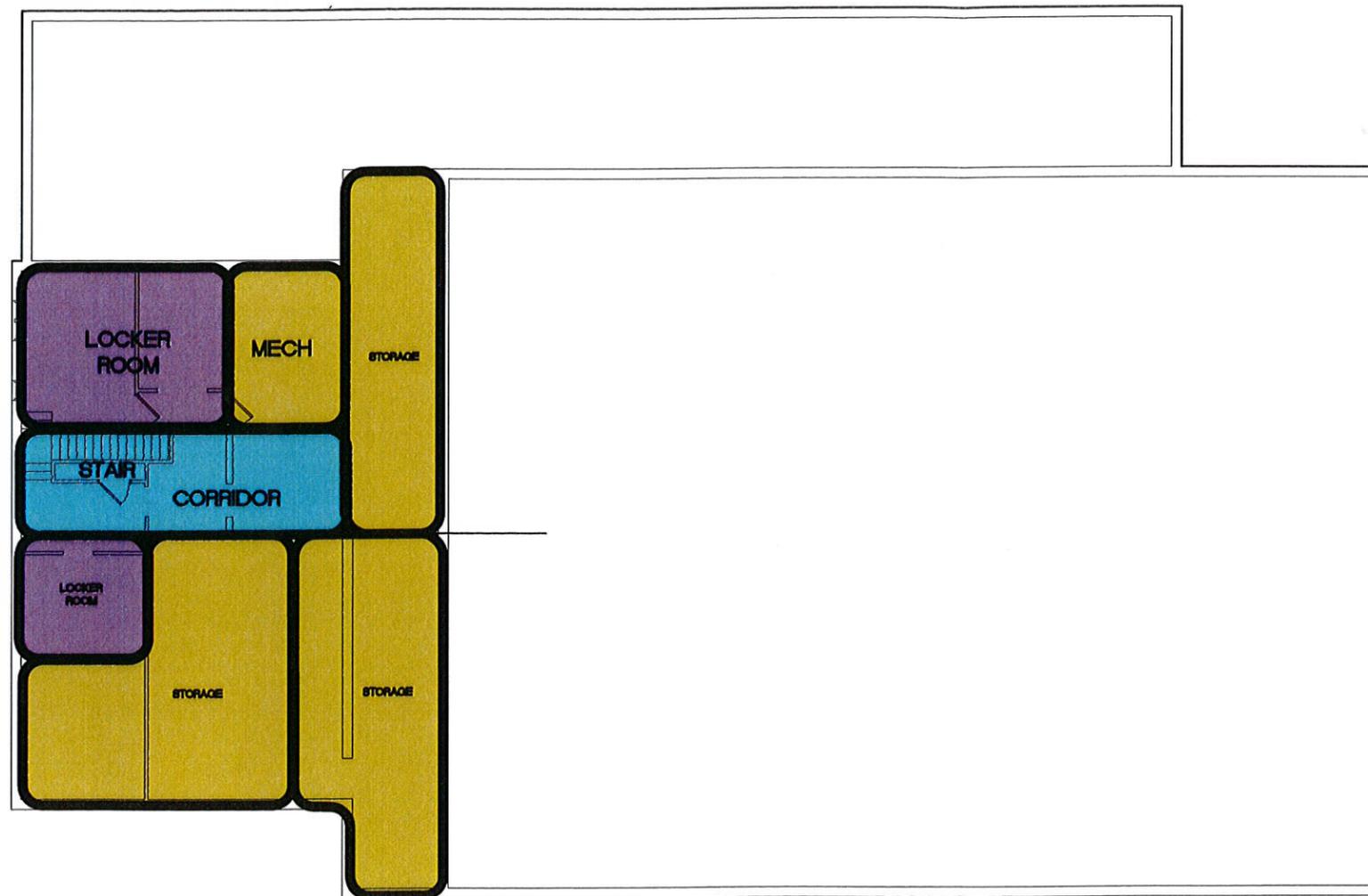
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BENSON
CITY ARMORY
2015
MASTERPLAN
BENSON, MN

FLOOR PLAN

A-131





CITY OF BENSON

BENSON CITY HALL
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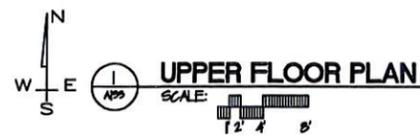
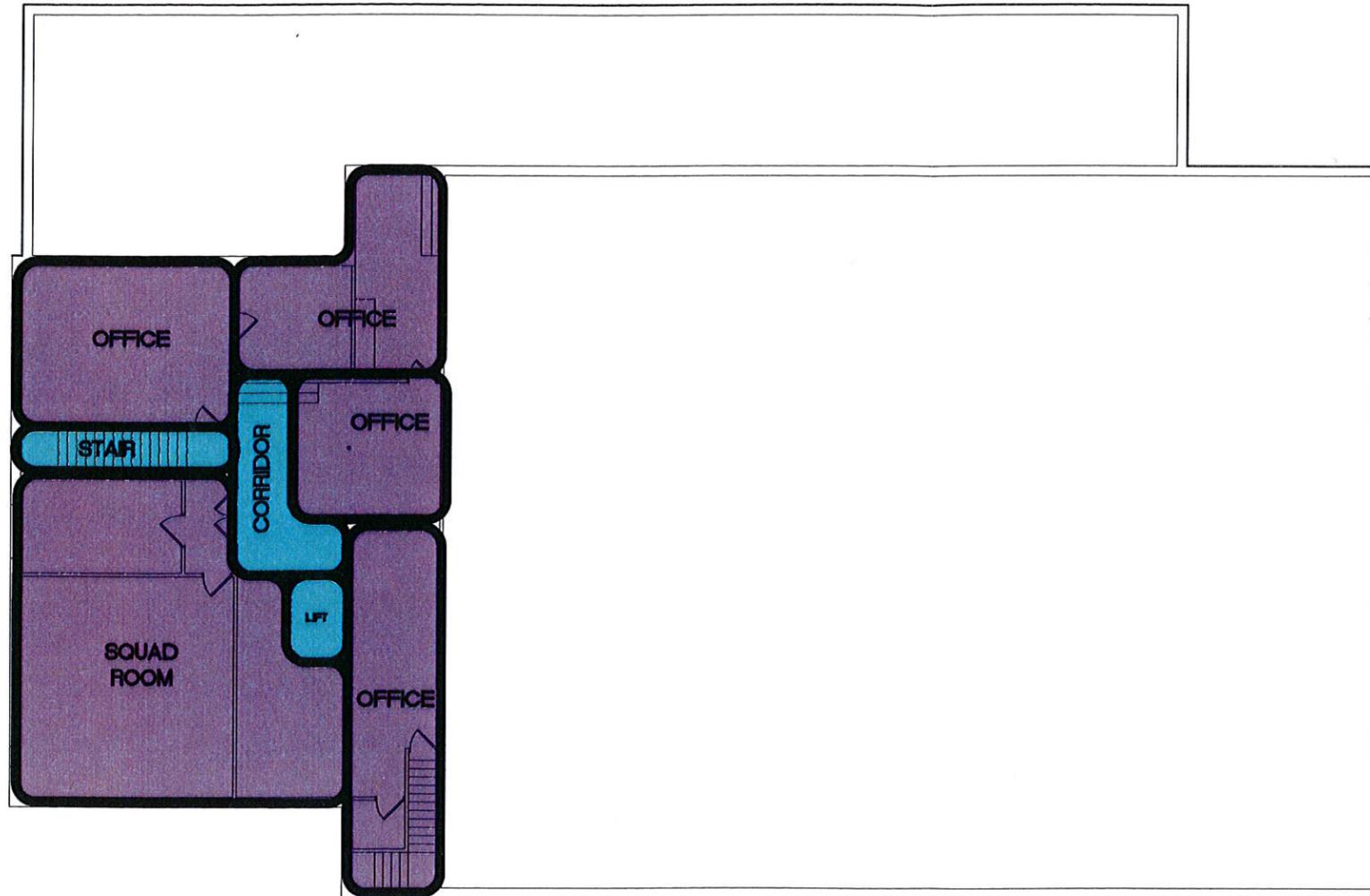
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CITY ARMORY
2015
MASTERPLAN

BENSON, MN

FLOOR PLAN

A-132



CITY OF BENSON

BENSON CITY HALL
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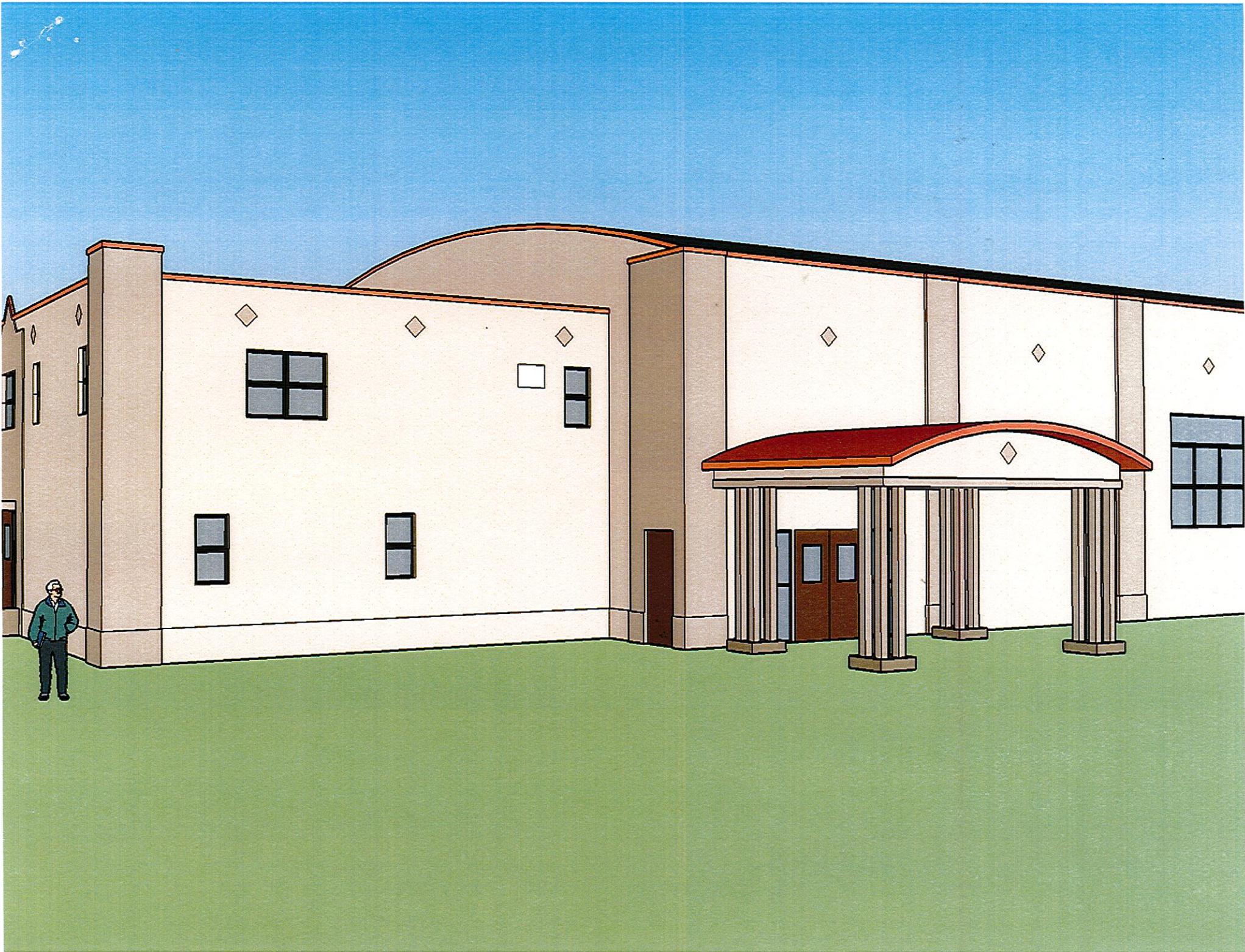
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2015
MASTERPLAN

BENSON, MN

FLOOR PLAN

A-133







BENSON POLICE STATION PRELIMINARY COST OPINION

Date: September, 2016
 Job #: 0480A0785.000
 Client: Benson Police Department



Item	Quantity	Unit	Unit price	Total
ARCHITECTURAL				

Division 2 - Existing Conditions

1	Selective Demolition	1 LS	\$15,000.00	\$15,000.00
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Division 3 - Concrete

1	4" Thick, reinforced slab on grade	1,160 SF	\$11.00	\$12,760.00
1	Concrete sealer - floor finish	1,160 SF	\$2.00	\$2,320.00

Division 6 - Wood, Plastics, and composites

1	Casework	18 LF	\$250.00	\$4,500.00
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Division 7 - Thermal and Moisture Protection

1	R-49 Batt. Roof insulation	1,160 SF	\$2.50	\$2,900.00
1	R-19 Batt. Wall insulatiion	3,000 SF	\$1.00	\$3,000.00
1	Overhangs/fascias	357 LF	\$10.50	\$3,748.50
1	Miscellaneous caulking	1 LS	\$5,000.00	\$5,000.00
1	Roofing with underlayment	14 SQ	\$475.00	\$6,650.00

Division 8 - Openings

1	Overhead doors - 10'W x 8'H	1 EA	\$2,200.00	\$2,200.00
	Personnel doors/frames -			
1	exterior hollow metal, insulated	2 EA	\$680.00	\$1,360.00
1	Frames - interior hollow metal	18 EA	\$250.00	\$4,500.00
1	Interior wood solid core	18 EA	\$400.00	\$7,200.00
1	solid core	18 EA	\$600.00	\$10,800.00
1	Door hardware -Exterior	3 EA	\$800.00	\$2,400.00
1	bullet proof windows	3 EA	\$4,000.00	\$12,000.00
1	Aluminum Storefront	182 SF	\$45.00	\$8,190.00

Division 9 - Finishes

1	Tile	388 SF	\$15.00	\$5,820.00
1	Carpet	200 YD	\$35.00	\$7,000.00
1	Interior walls - gypsum assembly	5,900 SF	\$3.60	\$21,240.00
	Paint - walls, ceilings, exposed			
1	structure	9,700 SF	\$1.00	\$9,700.00

Division 10 - Specialties

1	Toilet accessories	1 LS	\$3,500.00	\$3,500.00
1	Lockers	17 EA	\$600.00	\$10,200.00
1	Benches	2 EA	\$250.00	\$500.00
1	Toilet partitions	1 LS	\$3,000.00	\$3,000.00
1	Fire extinguishers	3 EA	\$300.00	\$900.00
1	Interior fence	28 LF	\$72.00	\$2,016.00

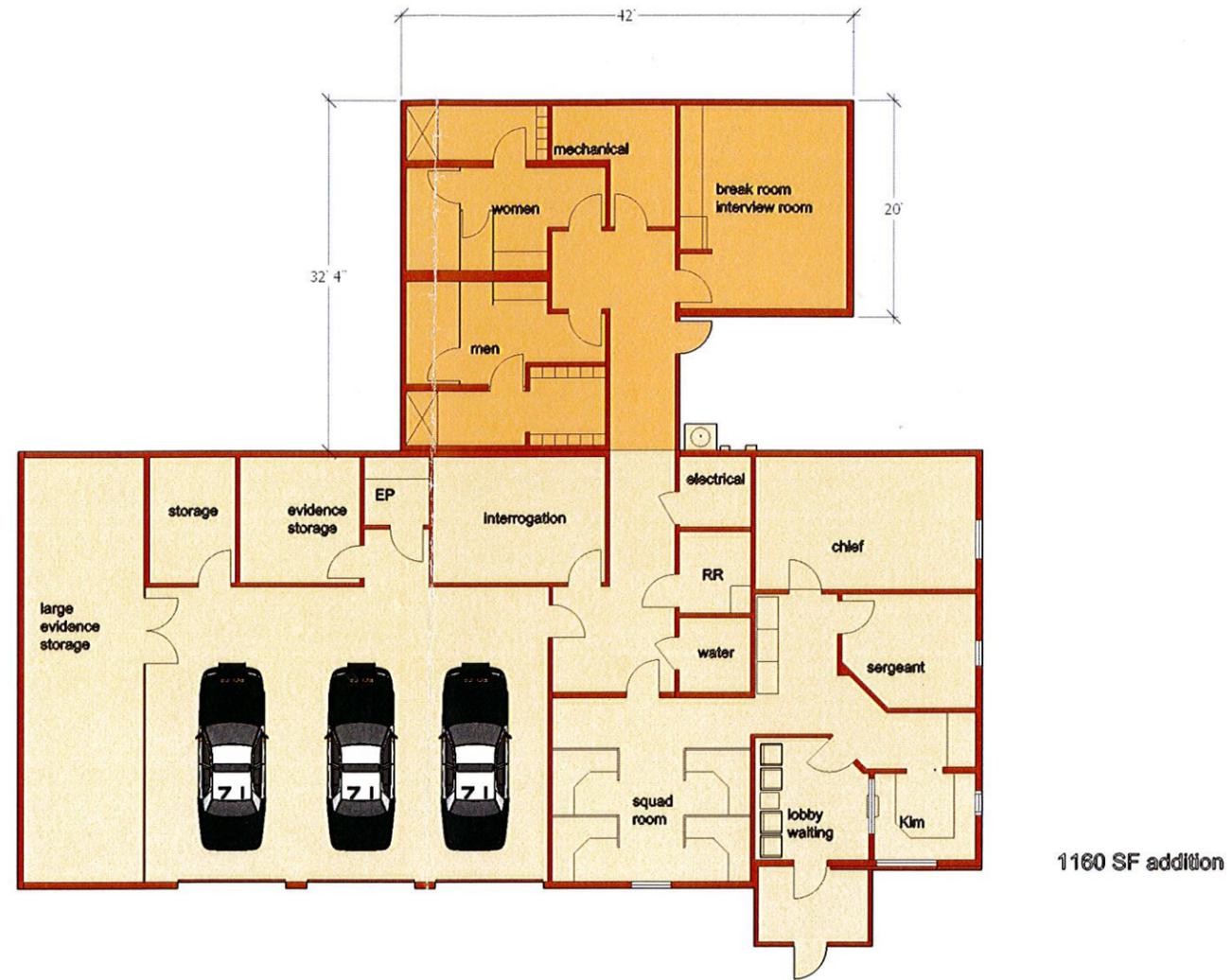
Division 23 -Mechanical

1 LS	\$35,000.00	\$35,000.00
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Division 26 - Electrical

1 LS	\$22,000.00	\$22,000.00
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	Subtotal	\$225,404.50
Contingency	5.00%	\$11,270.23
	TOTAL	\$236,674.73



**CITY OF BENSON, POLICE DEPARTMENT
FLOOR PLAN - OPTION 2**

SCALE: 1/8" = 1'-0"

