



# CITY OF BAYPORT

294 NORTH 3<sup>RD</sup> STREET  
BAYPORT, MN 55003

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**CITY COUNCIL WORKSHOP**  
**City Hall - Council Chambers**  
**December 7, 2015**  
**4:30 p.m.**

**\*\*\* Please note: There will be no public comment taken at the workshop. \*\*\***

**CALL TO ORDER**

**DISCUSS POTENTIAL REUSE OPTIONS FOR THE EXISTING FIRE HALL**

**DISCUSS 2016 CITY BUDGET**

**ADJOURN**



CITY OF BAYPORT  
294 NORTH THIRD STREET  
BAYPORT, MINNESOTA 55003  
PHONE 651-275-4404 FAX 651-275-4411

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**DATE:** December 1, 2015  
**TO:** Honorable Mayor and City Council  
**FROM:** Logan Martin, City Administrator  
**RE:** Discuss Fire Hall Reuse Options

### ***BACKGROUND***

The purpose of this memorandum is to guide discussion at the workshop meeting surrounding reuse options for the current Fire Hall facility. As discussed at the November City Council meeting, the Fire Hall facility will likely be vacated by the end of March, and it is now prudent to begin discussions on how to repurpose this public facility. Staff has engaged in discussions with architectural firms to consider beginning a feasibility study of potential future uses, however prior to formally starting that process the City Council indicated an interest in brainstorming a number of options for the reuse of the facility.

As directed, a preliminary analysis of the building's current state was completed by Building Official John Buckley. Mr. Buckley worked with contractors and technicians to assess the health of the building's systems, and received quotes for items in need of repair or upgrade. The complete report is attached, and a list of the major cost items is below:

- |                                                                             |                             |
|-----------------------------------------------------------------------------|-----------------------------|
| • Brick tuck pointing (hose tower and building) and exterior paint          | \$14,000                    |
| • New roof (price difference based on type)                                 | \$40,000 or \$72,000        |
| • Heating, A/C, and Mechanical System (new duct work & new unit for garage) | \$30,000 - \$45,000         |
|                                                                             | Total \$84,000 to \$131,000 |

Since the November meeting, staff has reached out to a number of parties to gauge their interest in this facility, while also broadly discussing people's ideas on what the facility could be used for. Ultimately, three main categories of use became most evident, and the below detail is meant to provide info to guide the discussion at the workshop. There are certainly other options or combinations of uses to consider, this is simply meant to be a jumping off point for the discussion.

#### Option A: Reuse by a Private Party

This option entails selling the facility for reuse by a private party, such as a residential home, a commercial retail facility, a service oriented establishment, or an office use. The City Hall and the Fire Hall share the same parcel, so a lot split would be required and a rezoning could be considered. Currently, this parcel is zoned B2 – Central Business, which allows for uses that are preferred in the main commercial core of the City, including restaurants, convenience stores, grocery stores, clubs and lodges, etc. The likely route required to pursue this option would be to engage a commercial realtor to partner with the City in promoting this space for lease or purchase.

#### Pros

- Revenue generated from sale or lease of property
- Property tax revenue generated
- Potential to fill a missing niche in commercial market

#### Cons

- Loss of publicly-owned property / facility
- Difficult to control what uses go in to the building (not guaranteed to be a "desired" use)
- Parking is very limited for a heavy traffic-generating commercial or retail use
- Surrounded by residential, school, and public uses, which could cause use conflicts

### Option B: Reuse by a Public Entity

The City could consider retaining the property in its entirety for its own use. This could include a community center feature throughout the entire building, or the option of working with another public entity (Washington County, School District) to create a community recreation space.

#### Pros

- City retains control of the property and facility
- A community gathering space could be established in the downtown corridor
- City controls the end use and can design the remodel to meet its needs
- Public gets to enjoy the amenities and programs housed within the facility

#### Cons

- Significant upfront costs to repair the building
- Investment required to remodel the building based on City's design
- Programming would need to be established to ensure the building's use is maximized

### Option C: Reuse by a Combination of Non-Profit User & Community (City Entity)

The City could consider retaining the entire property, and partnering with a non-profit / community agency to provide services and amenities in the building. This arrangement could take a number of forms, but could include anywhere from a formal partnership with a non-profit agency (i.e. Youth Service Bureau) where monthly rent is paid and the space is occupied full-time, to a more flexible partnership where some activities occur sporadically and are hosted by a range of community groups.

It is likely that a non-profit partner would not need the entire structure; therefore this option may provide the opportunity for a portion of the building to be retrofitted for use by the City's police department or other staff.

#### Pros

- City retains some control over the property and facility
- Increased services would be provided to Bayport residents by housing non-profit or community partners in the City
- A community gathering space / recreational center in the downtown corridor could be created
- City departments in need of additional space (i.e. Public Works and Police) could see improvement

#### Cons

- Significant upfront costs to repair the building
- Investment required to remodel the building based on design needs of the City and its non-profit partner
- If applicable, programming would need to be established to ensure the building's use is maximized

### Council Action Requested

At this point, it would be beneficial for the Council to provide general direction on the next steps for this project. As previously discussed, an architectural firm could be engaged in the near term to assist the City in developing a few very basic designs for any preferred options, which would assist in furthering the discussion with potential end users. This would also help the Council better understand the costs associated with certain designs / project outcomes. Conversely, we could continue reaching out to community partners and engaging in brainstorming discussions as the new Fire Hall is completed, prior to pursuing any additional formal work on this task.

#### Attachments:

Building Inspection Report



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Date: November 17, 2015

To: Mayor and City Council  
Logan Martin, City Administrator

From: John Buckley, Building Official

**Re: Inspection of Existing Fire Department Building at 301 2<sup>nd</sup> Avenue North**

I have completed an evaluation/inspection of the existing Fire Hall. After a thorough inspection of the interior and exterior of the building, I have determined that the existing building is a structurally sound structure. There is no visible evidence of any structural deficiencies that would warrant an evaluation from a structural engineer. It appears that the existing building maintenance has been neglected over the last ten years and the items listed below should be addressed before the structural safety of the building is compromised.

1. Replacement of the existing roof and any damaged areas under the roofing materials.
2. Replacement of all damaged concrete blocks and tuck-pointing of all required areas on the exterior, including the hose tower.
3. Conduct an evaluation of the existing rooftop unit by a Minnesota Licensed Mechanical Contractor and add the required insulation on the existing supply lines. (Currently, there is no insulation and condensation is staining the ceiling tiles.)
4. The electrical system is compliant for existing and future use.
5. An energy audit of the building was conducted by Xcel Energy in 2011, at which time the city updated the lighting in all of its buildings.
6. The existing windows and building insulation do not meet the new Energy Codes.
7. The building meets the Minnesota Accessibility Code for the existing use. Depending on future use, it might have to be updated to meet the new occupancy classification requirements.
8. The plumbing system is adequate for the existing and future use of the building.

The building was constructed in 1960 and put into operation in April of 1961. There are no identified structural deficiencies at this time; however, it does need immediate repairs to maintain the structure and ensure public safety. I would recommend instituting a building maintenance plan in the very near future.

Please contact me if you have any questions. I can be reached at 651-275-4408 during business hours.