

TODD COUNTY BOARD OF COMMISSIONERS

Work Session Agenda

Date: **September 22, 2015**

Time: **Approximately 9:30 a.m. or immediately following HHS meeting**

Meeting to be held at the Historic Courthouse 215 1st Avenue So, Long Prairie, Minnesota

Item #		Approx. Time
1	Call to Order	9:30 a.m.
3	Loren - Information on Armory Building	9:31 a.m.
4	Ag Society - Present Update on Fair	9:45 a.m.
5	Karla HR Dept - Discussion Commissioner Salary Per Diem vs. Salary for 2016 Budget	10:00 a.m.
6	Finance Committee - Update on County Budget Process	10:15 a.m.

Standing Reports

Adjourn

The County Board Meeting will begin promptly at the prescribed time. The County Board reserves the right to alter the order of the agenda items and the amount of time allowed for an item based on business needs.



TODD COUNTY PUBLIC WORKS

44 RIVERSIDE DRIVE
LONG PRAIRIE, MINNESOTA 56347
PHONE (320) 732-2722
FAX (320) 732-4525

WADE JACKSON
ASS'T PUBLIC WORKS DIRECTOR

ARLAN BJORSTROM
MAINTENANCE FOREMAN

LORI BECKER
PUBLIC WORKS ACCOUNTANT

LOREN FELLBAUM
PUBLIC WORKS DIRECTOR

White Paper on Purchase of Long Prairie Armory

Introduction

During the summer of 2014 Todd County created a savings account (current value of \$300,000) for the sole purpose of constructing a new Public Works Shop in Long Prairie, with the estimated cost of construction to be \$4,000,000.

Background Data

- Todd County received the attached letter from the Department of Military Affairs regarding an offer to purchase the now abandon Long Prairie Armory Building located at 701 9th Street in Long Prairie (near the Long Prairie High School). This letter indicates the value of the property being \$270,000 which is based on a third party appraisal.
- This letter was forwarded to the Public Works Department on 08/31/2015 by the Assessors Department as a courtesy FYI.
- Upon receipt of the letter, a site visit meeting was conducted on 09/08/2015 with Col. Larry Herke in order to determine a low level feasibility assessment as to the possibility of renovating this facility in order to operate it as a County Public Works Building.

Facility Information

The 13,125 sf Amory was constructed in 1981 on three city lots (5.73 acres). The building is zoned industrial and has an office area of 8,712 square feet with the remainder being shop/garage space.



“An Equal Opportunity Employer”

Assessment/Feasibility of Facility

The overall condition of the Armory is in generally good condition but would require not only some renovation work but also expansion work to accommodate the needs of this Department, the following table was developed internally using assumed needs and rough unit costs:

Improvement Description	Cost
Initial Property Purchase	\$ 270,000
Flat Roof Repair	\$ 110,000
Truck Bay Addition	\$ 1,200,000
Interior Renovations	\$ 180,000
Heating Renovation	\$ 100,000
New Salt Shed	\$ 200,000
New Cold Storage	\$ 100,000
New Fueling Station	\$ 150,000
Parking Lot Improvement	\$ 100,000
Fixtures - Shop	\$ 100,000
Fixtures - Office	\$ 60,000
Contingency	\$ 250,000
Architecture/Legal/Engineering	\$ 150,000
Sale of Long Prairie Shop	\$ (350,000)
Sale of Little Sauk Shop	\$ (120,000)
Total Cost	\$ 2,500,000

Summary/Recommendation

The potential estimated cost savings of \$1,500,000 warrants further investigation in order to determine the true feasibility of this proposed project. Therefore, we are recommending moving forward with the following steps:

- #1 Request an extension of time from the Department of Military Affairs regarding the October 1st, 2015 deadline of submitting an Offer to Purchase.
- #2 Approve attached proposal from Widseth Smith Nolting, Inc. to conduct a site assessment and cost feasibility report on building, mechanical system, and electrical system.
- #3 Continue internal discussion and investigation on future project development issues:
 - a. Proposed value to purchase Armory
 - b. Process of selling and current market value of Long Prairie Shop
 1. Option of keeping existing buildings a cold storage
 2. Future needs of Sherriff's Impound Lot, Veterans Service Garage, GIS Garage, Community Correction Wood Sale Lot
 - c. Process of selling and current market value of Little Sauk Shop
 - d. Long term project finance plan
 - e. Timeframe of construction
 - f. Transition to facility

08/24/2015 Letter from Department of Military Affairs



**DEPARTMENT OF MILITARY AFFAIRS
JOINT FORCE HEADQUARTERS MINNESOTA
OFFICE OF THE ADJUTANT GENERAL
20 12TH STREET WEST
SAINT PAUL, MINNESOTA 55155-2004**

REPLY TO
ATTENTION OF

August 24th, 2015

Todd County Board of Commissioners
215 1st Avenue S, Suite 300
Long Prairie, MN 56347

Dear Members of the Board:

The Adjutant General has determined that it is advantageous for military training to sell the Armory located at 701 9th Street NE, Long Prairie, Minnesota.

Pursuant to Minnesota Statute 193.36, the Armory was offered for sale to the City of Long Prairie. A suitable offer was not presented, therefore we now offer the property to Todd County. The property has been appraised at \$270,000.00 as of June 15th, 2015 by Commercial Appraisal & Consulting Group, LLC, a copy of which is attached. If you determine that Todd County has no interest in purchasing the property, it will be offered for sale to the public.

Statute requires that municipalities be offered a reasonable opportunity to purchase properties that become available under these circumstances. Please reply with a notice of interest in purchasing the property by October 1st, 2015. If a decision cannot be made by October 1st, 2015 and a possible interest exists, please request a time extension.

Currently, a portion of the property is leased to Minnesota Power for outside storage. If the County is interested in purchasing the property, please indicate whether or not the County would be interested in continuing the existing lease or not so that we can properly notify Minnesota Power. The annual income generated by the lease is \$3000.00.

The point of contact is the undersigned at 651 268 8913 or via email @ donald.j.kerr2.nfg@mail.mil.

Sincerely;

A handwritten signature in black ink, appearing to read 'Donald J. Kerr'.

Donald J. Kerr
Executive Director
Minnesota Department of Military Affairs

"AN EQUAL OPPORTUNITY EMPLOYER"

**CONFIRMATION OF REQUEST
FOR
ENGINEERING SERVICES**



Alexandria,
630 Pinecore Street
PO Box 1028
Alexandria, MN 56308-1028

320.762.8149
320.762.0263
Alexandra@wsn.us.com
WidethSmithNolting.com

CLIENT: Todd County Public Works

LOCATION: Long Prairie, Minnesota

SERVICE REQUESTED BY: Loren Fellbaum, PE

DATE: September 15, 2015

PROJECT: Site Assessment and Cost Feasibility Report

DESCRIPTION OF WORK INVOLVED: Review existing condition of Long Prairie Armory Building to determine use for Todd County Public Works Facility. Identify major items in need of repair/renovation and determine feasibility for renovating/expanding building for use as the counties main Highway Office and Shop. Review current condition of buildings mechanical and electrical systems and identify required upgrades. Provide cost estimate for repairs, renovations and additions.

ESTIMATED ENGINEERING COSTS:	WSN LABOR & EXPENSES
Building review and report (32 hrs @ 140.00/hr)	\$4,480.00
Mechanical System review (8 hrs @ 140.00/hr)	1,120.00
Electrical System review (8 hrs @ 140.00/hr)	<u>1,120.00</u>
Total	6,720.00

TIME SCHEDULE FOR SERVICES: Complete by October 30th, 2015.

BILLING METHOD:
 Hourly
 Percentage
 Lump Sum
 Other

BILLING SCHEDULE:
 Monthly
 Phased
 Upon Completion

REMARKS: Billing to be on an hourly plus expenses basis per attached Fee Schedule and General Provisions. WSN will not exceed stated cost by more than 10% without additional authorization from client.

WIDSETH SMITH NOLTING agrees to perform the described work as set forth above. The **CLIENT** agrees to make payment for work performed within thirty (30) days after receipt of billing.

SUBMITTED:

APPROVED:

WIDSETH SMITH NOLTING

BY: 
 Kent A. Rohr, Vice President

BY: _____

DATE: _____

Engineering | Architecture | Surveying | Environmental