

MEMORANDUM
Comfort Lake-Forest Lake Watershed District

To: Board of Managers
From: Mike Kinney
Subject: Office Space Visioning

Date: February 28, 2022

Background/Discussion

At the February 24, 2022 regular board meeting, managers requested staff compile historical documentation regarding the District's search for office space. The purpose of this agenda item is to provide an opportunity to review these past efforts as well as discuss a framework for moving forward with an office space visioning process.

On December 1st, 2014, the City of Forest Lake moved its offices from the old facility on Lake Street North to its current location. In the months prior to this, the CLFLWD Board began a search for a new location since the new city center is located within the Rice Creek Watershed District. Hence began the District's long process of considering where to house its operations. Since this time, the Board has continued to consider this need. From 2014 to 2021, the Board has discussed office space 24 times at scheduled and publicly noticed Board meetings.

The purpose of the District's recent office space search has been focused on formalizing the process of defining the District's space needs, completing a pro forma to evaluate renting versus purchasing, and conducting visioning with the Board. Some of the topics discussed via the visioning process include the possibility of education and outreach opportunities on-site and the possibility of a central meeting location for the [Lower St. Croix Partnership](#) (also known as Lower St. Croix One Watershed-One Plan or LSC1W1P).

The District utilized an accounting consultant, Clifton Larson Allen LLP, to complete a pro forma to evaluate renting versus purchasing in 2019. This pro forma was focused on the Sears property at 24139 Greenway Avenue.

The Board approved a workload analysis report presented by Houston Engineering on August 13, 2020. This report outlines the number of full-time employees necessary to fulfill the goals and requirements of the District. The link to this report is here: <https://www.clflwd.org/documents/Agendaitem5b-WorkloadAnalysisReport.pdf>

The Board approved a request for proposals (RFP) in 2020 for services to assist with the formalized process of defining office space needs. Early in 2021, the Board invited one firm, ISG, to present their qualifications at a regular meeting. The link to their proposal is here: <https://www.clflwd.org/documents/Agendaitem6a-OfficeFacilityISGProposal.pdf>.

As present, the Board has considered multiple properties to date. Properties considered include but not limited to:

Property Considered	Year
Forest lake City Center (Not yet built at the time)	2014-2016
455 Hayward Ave North (WCD - Shared Space)	2014-2016
808 W Broadway Avenue	2014-2016

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1420 Lake Street South (Not yet built at the time)	2014-2016
1432 Lake Street South	2014-2016
608 Lake Street South	2014-2016
146 Lake Street North	2014-2016
143 Lake Street North	2014-2019
20 North Lake Street	2014-2019
25 North Lake Street	2019
44 Lake Street South	2019
568 Lake Street South	2019
1107 Scandia Trail	2019
23615 Forest Boulevard North	2019
66 Lake Boulevard	2019
255 Highway 97	2019
24139 Greenway Avenue	2019
8241 North Shore Trail	2021
PID's 1603221420001 & 420005 & 420004	2021-2022
PID 1603221410001	2021-2022

To date the board has discussed office space 24 times at scheduled and publicly noticed Board meetings. These meeting dates, agenda item names, and general topics of discussion are listed here:

Date	Agenda item	Topic of Discussion
June 26, 2014	Office Space	New City Hall/New Space
July 24, 2014	Office Space	Office Location
August 28, 2014	Office Space (2 items)	Principal place of business/agent
September 25, 2014	Office Space	Real-estate agent/Brokers & manager feedback
October 23, 2014	Office Space	Multiple property considerations & tours
November 20, 2014	Office Space Update	44 Lake Street South & Request to utilize for storage (Historical society)
November 8, 2014	Office Space	44 Lake Street South
October 5 th 2017	Change in Principal Place of Business	Continuation of board meetings at the Forest Lake City Hall (outside of CLFLWD Boundary)
June 7, 2018	District Office Space	Options to consider concerning lease expiration
November 15, 2018	District Office Space	Multiple property considerations
January 10, 2019	District Office Space	Closed session to discuss multiple properties
March 4, 2019	Office Space Update	24139 Greenway Avenue
March 28, 2019	Office Space	Space needs & retrofits
May 21, 2019	Office Space	Closed Session 24139 Greenway Ave. & 44 Lake Street South
June 3, 2019	District Office Space	44 Lake Street South
August 8, 2019	Office Space	Lease, staffing, visioning, & RFP
November 10, 2020	Land Acquisition & Management	Streamlining search for office space
January 14, 2021	District Office Space	Lease ending, outreach and education opportunities, & consider land rather than built office
August 12, 2021*	Land Acquisition Updates	Parcels of land near FL Middle School

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September 30, 2021*	Willow Point Property	Due diligence process
October 14, 2021*	Willow Point Property	Due diligence, appraisal firms, & showings
November 18, 2021*	District Office Cost Comparison	Comparison process, ISG, Environmental assessment, zoning
November 30, 2021*	Capacity and Space Planning Process	History of staffing and capacity & educational partnerships
December 12, 2021	Willow Point Meeting	Willow Point investigation overview & public comment period

* Willow Point Specific Discussion

This is a discussion item only.