

MEMORANDUM
Comfort Lake-Forest Lake Watershed District

To: Board of Managers

Date: May 23, 2022

From: Mike Kinney

Subject: District Office Space Visioning

Background: Office Space Visioning

As discussed at the April 14th board meeting, staff has reached out to ISG to discuss the direction from the Board to determine if ISG could assist with the development of a strategic plan beyond our Watershed Management Plan (WMP) to help facilitate a strategy for future office space needs. ISG staff was not able to attend the May 12th board meeting but is available to attend the May 26th meeting to gather some additional information and direction from the Board regarding next steps.

As a part of this discussion, the attached two items from ISG are provided for your review. The first is a proposed planning phases for strategic planning to help engage local partners. The second document is a very basic office space framework that can serve as a starting point for discussion.

Recommended Action

Proposed Motion: Manager _____ moves to authorize the administrator, on advice of counsel, to work with ISG to present a scope of work for consideration at the June 9th board meeting. Seconded by Manager _____.

Attached:

ISG Proposed Planning Phases
ISG Space Needs Assessment

Jason Gilman, AICP, RLA
Planning Group Leader
Employee Owner



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RE: FOREST LAKE WATERSHED DISTRICT-STRATEGIC PLANNING FOR OFFICE/EDUCATION AND OUTREACH SPACE

Contact:

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Comfort Lake–Forest Lake Watershed District

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Phase 1-Data Collection on Project

- Review existing needs/organization information including long range plans
- Review existing plans including city/community plans for prospective sites

Phase 2-Stakeholder Engagement

- Identify stakeholders (Public, Private, Non-Profit, Philanthropic and People)
- Develop stakeholder engagement strategy including short- and long-term public relations and communications

Phase 3-Identify Project Metrics across Social, Environmental, Cultural and Economic criteria

- Summarize data and stakeholder findings
- Summarize project metrics/performance outcomes

Phase 4-Develop project vision and mission based on data, stakeholder engagement and metrics

- Needs assessment
- Project proforma

Phase 5-Create and implementation strategy

- Identify critical partners
- Identify funding strategies
- Identify critical path for decision making and prospective sites based on opportunities and impact/metrics

Project Name: CLFLWD

Project Number: 21-25945

Date: 11-26-2021



Space #	Space Name	# of Areas	Space Standard	Net Sq. Ft.	Gross Factor	Gross Sq. Ft.	Remarks
1.00							
1.01	offices	2	120	240	1.30	312	
1.02	staff conf rooms	2	120	240	1.30	312	4 seats, future offices?
1.03	large conf room	1	160	160	1.30	208	6-8 seats
1.04	Informal collaborative staff meeting space	1	170	170	1.30	221	includes small kitchenette
1.05	13 staff 8 drop in work stations	8	36	288	1.30	374	6 x 6 work stations
1.06	central files	0	64	0	1.30	0	central to work stations
1.07	Board Room/education Room	0	1,080	0	1.30	0	45-50 seats in classroom, 70-80 seats in lecture. Would likely need additional toilets
1.08	Table/chair storage	0	200	0	1.30	0	table carts and stackable chairs
1.09	Reception/waiting area	1	250	250	1.30	325	8 x 8 reception desk and seating for 4-6, mail and deliveries
1.10	Common work room	1	250	250	1.30	325	printer/scanner, office supplies, files
1.11	Water Lab	1	160	160	1.30	208	counter/bench height, sink, refrigerator
1.12	lab storage	1	400	400	1.30	520	includes off site storage
1.13	Toilet Room	1	64	64	1.30	83	1 private shower/toilet room,
	Shower Rm	1	45	45	1.30	59	Accessed through Toilet Rm
1.14	ADA Toilet	1	64	64	1.30	83	1 fixtures, 1 lavs
	Sub-Total					3,030	
	Wall Factor (12%)					364	
	Mechanical Factor (8%)					272	
	Total					3,665	

does not include 3 stall garage