Public Arts Commission

January 08, 2025
7:00 PM
Fridley Civic Campus, 7071 University Ave N.E.

Agenda

Call to Order

Roll Call

Approval of Meeting Minutes

1. Approve December 11, 2024, Public Arts Commission Minutes

New Business

2. Commons Park Redevelopment Plan and Discussion of Public Art Placement Location

3. Commission Member Onboarding Manual Discussion

Old Business

Other Items

Adjournment

Accessibility Notice:

- If you need free interpretation or translation assistance, please contact City staff.
- Si necesita ayuda de interpretación o traducción gratis, comuníquese con el personal de la ciudad.
- Yog tias koj xav tau kev pab txhais lus los sis txhais ntaub ntawv dawb, ces thov tiv tauj rau Lub Nroog cov neeg ua hauj lwm.
- Haddii aad u baahan tahay tarjumaad bilaash ah ama kaalmo tarjumaad, fadlan la xiriir shaqaalaha Magaalada.

Upon request, accommodation will be provided to allow individuals with disabilities to participate in any City of Fridley services, programs or activities. Hearing impaired persons who need an interpreter or other persons who require auxiliary aids should contact CityClerk@FridleyMN.gov or (763) 572-3450.

AGENDA REPORT

Meeting Date: January 8, 2025 **Meeting Type:** Public Arts Commission

Submitted By: Julianne Beberg, Office Coordinator

Title

Approve December 11, 2024, Public Arts Commission Minutes

Background

Approve December 11, 2024, Public Arts Commission Minutes

Financial Impact

Recommendation

Approve December 11, 2024, Public Arts Commission Minutes

Attachments and Other Resources

- December 11, 2024, Public Arts Commission Minutes

Public Arts Commission
December 11, 2024
6:00 PM
Fridley Civic Campus, 7071 University Ave N.E.

Minutes

Call to Order
6:00 PM

Present
Josh Collins
Ryan Fugleberg
Kara Ruwart
Frank Sedzielarz
Maija Sedzielarz
Gary Swanson

Mayor, Scott Lund
Council Member Ann Bolkcom

Staff Liaison:
Scott Hickok

Absent
Gary Osterbauer

Approve of Meeting Minutes of November
Minutes approved with the following modifications identified by Maija Sedzielarz. Makilyn Koep (rather than nickname Mak), is the Executive Director (rather than Director) of the Rumriver Arts Center (rather than the Rum River Center for the Arts).

Note: In the interest of continuity, the agenda's order was reversed (old business/new business), and the Commission finished their work on Definitions and Goals, before moving on to Preferred Public Art Locations. The order on the minutes has remained as it was originally.

New Business
Preferred Public Art Placement Locations

Ryan Fugleberg suggested that the Commission Members express their top 3 choices in the Public Art Placement suggestions. He suggested that his were:

Commons Park
Mississippi Street Underpass
Civic Campus

Gary Swanson concurred with Ryan's choices.

Scott Hickok asked for clarification of order. Mr. Swanson responded Commons park and then the second and third could be interchangeable.

A general discussion ensued and concluded with all members agreeing on the top three. Mr. Fugleberg asked if representatives of the Park could be present to discuss details of plan at the January Commission Meeting.

Motion by Ryan Fugleberg, Seconded by Johua Collins to approve the top three priority Public Art locations as follows: Commons Park, Mississippi Street Underpass, Civic Campus. Motion Passed unanimously.

Old Business

Definition of Public Art and Goals

Definition of Public Art
A work of art designed and or created by an artist or artist-led team located indoor or outdoors and visually and/or physically accessible to the public. It may include permanent visual art, performances, installations, evets and temporary works.

New Goal 1, Community: Foster community identity and spirit, promote cultural enrichment and economic development through creative arts, encourage public art involvement, and inspire innovation to build a vibrant arts community.

New Goal 2, Historic/Cultural focus: Develop distinctive destinations that highlight the area's evolving history and foster collaboration among artists and Fridley's diverse community, celebrating heritage, ethnicity, and civic pride to transform it into an arts destination.

New Goal #3. Arts Commission focus: The Arts Commission aims to connect with city departments for public art programs, engage with other jurisdictions for support, communicate goals citywide, ensure maintenance of art collections, and partner with the Fridley Arts Foundation for long-term funding and program viability.

A general Discussion ensued regarding Goals.

Motion by Maija Sedzielarz, seconded by Gary Swanson to approve the definition of Public Art and Goals as submitted. Motion passed unanimously.

Other Items

Mayor Lund updated the Commission on his Public Art Foundation work and discussed application deadline for next round of grants and indicated that a paid staff will be required as part of the application process for qualifications.

Adjournment

Motion by Maija Sedzielarz, seconded by Frank Sedzielarz at 8:15 PM

Respectfully submitted,

Scott Hickok
Recording Secretary

AGENDA REPORT

Meeting Date: January 8, 2025 **Meeting Type:** Public Arts Commission

Submitted By: Scott Hickok, Community Development Director

Title

Commons Park Redevelopment Plan and Discussion of Public Art Placement Location

Background

Starting in 2019 the City engaged in a Public process to seek information to measure the public desire for change in the City's park System. With nearly 40 parks the City is fortunate to have the park system it has developed over the years. However, it became clear through the public engagement process that the public was interested in park updates, improvements that would allow full accessibility in parks, a splash pad, and year around recreation opportunity in some of the locations.

Through this process it was determined that Commons Park would be a perfect candidate for that 4-seasons approach to recreation. City staff is confident that those citizen goals can be met. To look in the Park System Improvement Plan, you'd see that the original timeframe for Commons Park improvements was 2027. However, in the interest of time and the potential for monetary savings Commons was moved forward in the planning/improvement process and a 2025-2026 timeframe is now scheduled.

Mike Maher, Director of Parks and Recreation will attend the meeting on Wednesday and will take you through the improvements planned and answer any questions that you have regarding the plan itself, the building, the splash pad, etc.

A copy of the 95% plan has been attached in this packet for your review and so that you can have an early look and be ready if you have questions about what is planned and to begin thinking about where outdoor public art may be best placed. Mr. Maher is aware that Commons Park is the number one of the top three priority locations recommended by the Public Arts Commission. If a location can be determined by the Parks System Improvements Team and the Public Arts Commission, a formal Public Arts Commission recommendation to Council at a future meeting would be in order.

Financial Impact

Absorbed

Recommendation

Staff recommends that the Commission review the Redevelopment Plan

Attachments and Other Resources

- City of Fridley Commons Park Building 95% Construction Drawing Set

CITY OF FRIDLEY COMMONS PARK BUILDING

555 61st Ave NE
Fridley, MN 55432

95% CONSTRUCTION DRAWING SET

December 11, 2024

ABBREVIATIONS INDEX

ABBREVIATION	COMPONENT
A	
ACT	ACOUSTICAL CEILING TILE
ADA	AMERICANS WITH DISABILITIES ACT
ADJ	ADJACENT
AFF	ABOVE FINISH FLOOR
AHJ	AUTHORITY HAVING JURISDICTION
ALT	ALTERNATE
ALUM	ALUMINUM
APPROX	APPROXIMATELY
ARCH	ARCHITECT / ARCHITECTURAL
AVG	AVERAGE
B	
BD	BOARD
BLDG	BUILDING
BLKG	BLOCKING
BRG	BEARING
C	
C/C	CENTER TO CENTER
CAB	CABINET
CFMF	COLD FORMED METAL FRAMING
CG	CORNER GUARD
CIP	CAST IN PLACE
CJ	CONTROL JOINT
CL	CENTER LINE
CLG	CEILING
CLR	CLEAR
CMU	CONCRETE MASONRY UNIT
COL	COLUMN
CONC	CONCRETE
CONST	CONSTRUCTION
CONT	CONTINUOUS
CONTR	CONTRACTOR
CORR	CORRIDOR
CPT	CARPET
CT	CERAMIC TILE
CTR	CENTER
CUH	CABINET UNIT HEATER
D	
DBL	DOUBLE
DEPT	DEPARTMENT
DET	DETAIL
DF	DRINKING FOUNTAIN
DIA	DIAMETER
DIAG	DIAGONAL
DN	DOWN
DR	DOOR
DS	DOWNSPOUT
DWG	DRAWING
E	
EIFS	EXTERIOR INSULATION & FINISH SYSTEM
EJ	EXPANSION JOINT
ELEC	ELECTRICAL
ELEV	ELEVATION
EQ	EQUAL
EQUIP	EQUIPMENT
EXIST	EXISTING
EXT	EXTERIOR
F	
FT	FIRE TREATED
FD	FLOOR DRAIN
FE	FIRE EXTINGUISHER
FEC	FIRE EXTINGUISHER CABINET
FIN	FINISH
FIX	FIXTURE
FLR	FLOOR
FT	FEET
G	
GALV	GALVANIZED
GYP	GYPSUM
H	
HB	HOSE BIBB
HD	HAND DRYER
HDW	HARDWARE
HM	HOLLOW METAL
HORIZ	HORIZONTAL
HR	HOUR
HVAC	HEATING, VENTILATING AND AIR CONDITIONING
I	
INSUL	INSULATION
INT	INTERIOR

ABBREVIATIONS INDEX

ABBREVIATION	COMPONENT
J	
JAN	JANITOR
L	
LAV	LAVATORY
LF	LINEAR FEET
LVL	LEVEL
M	
M.O.	MASONRY OPENING
MAINT	MAINTENANCE
MAX	MAXIMUM
MECH	MECHANICAL
MFR	MANUFACTURER
MH	MANHOLE
MIN	MINIMUM
MTL	METAL
N	
NIC	NOT IN CONTRACT
NO	NUMBER
NOM	NOMINAL
NTS	NOT TO SCALE
O	
OC	ON CENTER
OPNG	OPENING
P	
PART	PARTITION
PERP	PERPENDICULAR
PLAM	PLASTIC LAMINATE
PLBG	PLUMBING
PLYWD	PLYWOOD
PREFIN	PREFINISHED
PROJ	PROJECTION / PROJECTOR
Q	
QT	QUARRY TILE
R	
RB	RESILIENT BASE
RCP	REFLECTED CEILING PLAN
RD	ROOF DRAIN
REC	RECOMMENDATION / RECORD
REF	REFERENCE
REINF	REINFORCED
RM	ROOM
RO	ROUGH OPENING
ROW	RIGHT OF WAY
S	
SCH	SCHEDULE
SIM	SIMILAR
SPEC	SPECIFICATIONS
ST STL	STAINLESS STEEL
STL	STEEL
STOR	STORAGE
STRUCT	STRUCTURAL
T	
TOPO	TOPOGRAPHY
TOS	TOP OF STEEL
TOW	TOP OF WALL
TWF	THRU WALL FLASHING
TYP	TYPICAL
U	
UG	UNDERGROUND
UH	UNIT HEATER
V	
VB	VINYL BASE
VCT	VINYL COMPOSITION TILE
VERT	VERTICAL
VEST	VESTIBULE
VFY	VERIFY
VIF	VERIFY IN FIELD
VWC	VINYL WALL COVERING
W	
W/	WITH
W/O	WITHOUT
WC	WATER CLOSET
WDW	WINDOW
Y	
YD	YARD

MATERIALS LEGEND

EARTH
GRAVEL/COMPACTED FILL
CONCRETE
STEEL
ALUMINUM
CMU
BATT & LOOSE INSULATION
RIGID INSULATION
SPRAY FOAM INSULATION
MORTAR/GROUT
MASONRY
TILE
MARBLE / SOLID SURFACE
GLASS
FINISH MILLWORK
WOOD BLOCKING
GYPSUM WALL BOARD
PLYWOOD
PARTICLE BOARD
STONE

ANNOTATION LEGEND

EXTERIOR WALL TAG
INTERIOR PARTITION TAG
DOOR TAG
EXTERIOR ELEVATION KEYNOTE
CEILING PLAN KEYNOTE
BUILDING SECTION KEYNOTE
ROOF PLAN KEYNOTE
EXTERIOR ELEVATION MARKER
ELEVATION MARKER
INTERIOR FINISHES TAG
INTERIOR ELEVATION KEYNOTE
FLOOR PLAN KEYNOTE
FURNITURE & EQUIPMENT KEYNOTE
RESTROOM PLAN & ELEVATION KEYNOTE
REVISION TAG
INTERIOR ELEVATION MARKER
BUILDING SECTION
WALL SECTION
DETAIL SECTION
CALLOUT
NORTH
Room name 101
Room name 150 SF

GENERAL NOTES

1. CONTRACTOR SHALL VERIFY ALL DIMENSIONS, CONDITIONS ETC, AND REPORT ANY DISCREPANCIES TO THE ARCHITECT.
2. CONTRACTOR SHALL OBTAIN ALL PERMITS REQUIRED FOR CONSTRUCTION AND PAY ALL INSPECTION FEES FOR ALL PORTIONS OF THE WORK.
3. CONTRACTOR SHALL VISIT THE SITE (INCLUDING MECHANICAL & ELECTRICAL SUB-CONTRACTORS) TO VERIFY ALL EXISTING CONDITIONS AND TO DETERMINE THE FULL EXTENT OF THE WORK REQUIRED TO COMPLETE THE DESIGN SHOWN ON THE PLANS.
4. ALL CONTRACTORS SHALL MEET OR EXCEED ALL STATE OF MINNESOTA AND CITY OF MINNEAPOLIS CODES AND STANDARDS. EXISTING CODE REQUIREMENTS SHALL TAKE PRECEDENCE OVER WHAT IS SHOWN ON PLANS.
5. CONTRACTOR SHALL PROVIDE ADEQUATE VENTILATION FOR WORKERS & ALL EMPLOYEES WHEN PAINTING OR USING ADHESIVES OR TOXIC CHEMICALS. PAINTING MAY HAVE TO BE DONE ON WEEKENDS IN OCCUPIED AREAS.
6. CONTRACTOR IS RESPONSIBLE FOR REPAIRING ALL SURFACES DAMAGED DUE TO CONSTRUCTION.

CONTRACTOR REQUIREMENTS

THIS WORK FOR THIS PROJECT INCLUDES ALL WORK NECESSARY TO COMPLETE THE GENERAL CONSTRUCTION.

UNDER THIS CONTRACT THE CONTRACTOR SHALL:

1. COORDINATE USE OF PREMISES WITH THE OWNER.
2. CONTRACTOR'S WORK SHALL CONFORM TO THE OWNER'S WORK RULES AND SPECIFICATIONS.
3. REPAIR OR REPLACE SITE DAMAGE TO CONDITIONS WHICH EXISTED PREVIOUS TO STARTING WORK.
4. PLAN WORK SEQUENCE WITH OWNER AND ARCHITECT AND OBTAIN THEIR APPROVAL BEFORE STARTING WORK.
5. NOTIFY OWNER AND ARCHITECT OF EXISTING SITE CONDITIONS THAT ARE IN CONFLICT WITH THE INTENT OF THESE DOCUMENTS.
6. COORDINATE ALL WORK ON THE PROJECT. GENERAL CONTRACTOR SHALL PROVIDE A PROJECT SUPERINTENDENT TO MANAGE AND SUPERVISE THE WORK.
7. EACH CONTRACTOR AND SUB-CONTRACTOR SHALL BE RESPONSIBLE FOR ALL CUTTING AND PATCHING REQUIRED TO COMPLETE THEIR WORK.
8. CONTRACTOR SHALL ASSUME FULL RESPONSIBILITY FOR PROTECTION AND SAFE-KEEPING OF PRODUCTS UNDER THIS CONTRACT.
9. IT IS THE RESPONSIBILITY OF SUPPLIERS TO PROVIDE MANUFACTURER'S SPECS AND SHOP DRAWINGS FOR FIXTURES AND EQUIPMENT TO THE ARCHITECT FOR APPROVAL. IT IS THE RESPONSIBILITY OF THE RELATED SUB-CONTRACTORS FOR FIELD VERIFICATION AND REVIEW OF SHOP DRAWINGS PRIOR TO FABRICATION APPROVAL OR FIELD CONSTRUCTION OF ANY RELATED WORK.
10. PROVIDE A WASTE CONTAINER AND PAY FOR REMOVAL SERVICE OF ALL REFUSE AND WASTE MATERIALS GENERATED BY ALL PRIME CONTRACTORS AND SUB-CONTRACTORS. EACH SUB-CONTRACTOR WILL BE RESPONSIBLE FOR CLEAN-UP AND REMOVAL OF THEIR OWN WASTE MATERIALS FROM THE SITE. LEAVE THE SPACE VACUUM AND BROOM CLEAN. CLEAN ALL GLASS AND MIRRORS.
11. RECEIVE AND VERIFY ALL OWNER SUPPLIED MATERIALS AND EQUIPMENT. ALL SHORTAGES AND DAMAGES SHALL BE DOCUMENTED ON RECEIVING TICKETS AND REPORTED TO OWNER AND ARCHITECT IMMEDIATELY UPON RECEIPT.
12. FINAL CLEANING SHALL BE DONE BY A PROFESSIONAL CLEANING SERVICE OR EQUAL.
13. PROVIDE OWNER WITH LABOR AND MATERIAL WARRANTIES AND SERVICE CONTRACTS FROM ALL SUB-CONTRACTORS AND EQUIPMENT AND MATERIAL MANUFACTURERS. THESE WARRANTIES SHALL BE IN EFFECT FOR A PERIOD OF ONE (1) YEAR FROM INSTALLATION DATE.

1 PROJECT LOCATION
1" = 1'-0"

NORTH

SHEET INDEX - ARCHITECTURAL

SHEET NUMBER	SHEET NAME
a0.0	TITLE SHEET & DRAWING INDEX
a0.1	CODE REVIEW
a0.2	CODE REVIEW - LOCKDOWN
a0.5	ARCHITECTURAL SITE PLAN
a2.1	CONSTRUCTION FLOOR PLAN
a2.1a	FURNITURE & EQUIPMENT PLAN
a2.1b	INTERIOR FINISH PLAN AND SCHEDULE
a2.2	LOW ROOF / MID ROOF PLAN
a2.3	HIGH ROOF PLAN
a2.4	ROOF DETAILS
a3.0	EXTERIOR ELEVATIONS
a4.0	BUILDING SECTIONS
a4.1	WALL SECTIONS
a4.2	WALL SECTIONS
a4.3	WALL SECTIONS
a5.0	WALL ASSEMBLIES
a5.1	EXTERIOR DETAILS - SECTION CONDITIONS
a5.2	EXTERIOR DETAILS - SECTION CONDITIONS
a5.3	EXTERIOR DETAILS - PLAN CONDITIONS
a5.4	EXTERIOR DETAILS - PLAN CONDITIONS
a6.0	VERTICAL CIRCULATION
a7.0	ACCESSIBILITY DIAGRAMS
a7.1	INTERIOR ENLARGED PLANS & ELEVATIONS
a7.2	INTERIOR ELEVATIONS, PLAN & SECTION DETAILS
a7.3	MILLWORK DETAILS
a8.0	DOOR SCHEDULE & DETAILS
a8.1	GLAZING ELEVATIONS & SCHEDULE
a8.2	EXTERIOR HEAD JAMB SILL DETAILS
a9.0	REFLECTED CEILING PLANS
a9.1	REFLECTED CEILING PLAN DETAILS

SHEET INDEX - STRUCTURAL

S001	LEGEND SHEET
S002	GENERAL STRUCTURAL NOTES
S003	LOAD PLAN
S201	FOUNDATION PLAN
S202	ROOF FRAMING PLANS
S301	BUILDING SECTIONS
S401	FOUNDATION SCHEDULES AND TYPICAL DETAILS
S402	STEEL SCHEDULES AND TYPICAL DETAILS
S403	STEEL SCHEDULES AND TYPICAL DETAILS
S404	STEEL SCHEDULES AND TYPICAL DETAILS
S501	FOUNDATION DETAILS
S701	STEEL SCHEDULES AND TYPICAL DETAILS
S702	STEEL SCHEDULES AND TYPICAL DETAILS

SHEET INDEX - MECHANICAL

M-000	HVAC COVER SHEET
M-100	HVAC FLOOR PLAN
M-101	HVAC ROOF PLAN
M-200	HVAC SECTION
M-300	HVAC SCHEDULES
M-301	HVAC SCHEDULES
M-302	HVAC SCHEDULES
M-400	HVAC DETAILS
M-401	HVAC DETAILS
M-402	HVAC DETAILS

SHEET INDEX - ELECTRICAL

E-000	ELECTRICAL COVER SHEET
E-100	ELECTRICAL SITE PLAN
E-200	ELECTRICAL FLOOR PLAN - LIGHTING
E-300	ELECTRICAL FLOOR PLAN - POWER
E-301	ELECTRICAL ROOF PLAN - POWER
E-400	ELECTRICAL FLOOR PLAN - LOW VOLTAGE SYSTEMS
E-500	ELECTRICAL SINGLE LINE DIAGRAM
E-700	ELECTRICAL SCHEDULES
E-800	ELECTRICAL DETAILS
E-801	ELECTRICAL DETAILS
E-900	ELECTRICAL SPECIFICATIONS
E-901	ELECTRICAL SPECIFICATIONS
E-902	ELECTRICAL SPECIFICATIONS

SHEET INDEX - PLUMBING

P-000	PLUMBING COVER SHEET
P-100	PLUMBING UNDERFLOOR PLAN - SANITARY/ STORM
P-200	PLUMBING FLOOR PLAN - SANITARY/STORM
P-201	PLUMBING ROOF PLAN - SANITARY/STORM
P-300	PLUMBING FLOOR PLAN - WATER
P-400	PLUMBING RISER DIAGRAMS
P-401	PLUMBING RISER DIAGRAMS
P-402	PLUMBING RISER DIAGRAMS
P-500	PLUMBING SCHEDULES
P-501	PLUMBING SCHEDULES
P-600	PLUMBING DETAILS
P-601	PLUMBING DETAILS
P-602	PLUMBING DETAILS
P-700	PLUMBING SPECIFICATIONS
P-701	PLUMBING SPECIFICATIONS

SHEET INDEX - FIRE PROTECTION

F-000	FIRE PROTECTION COVER SHEET
F-100	FIRE PROTECTION FLOOR PLAN
F-200	FIRE PROTECTION DETAILS
F-300	FIRE PROTECTION SPECIFICATIONS
FA-000	FIRE ALARM COVER SHEET
FA-100	FIRE ALARM FLOOR PLAN
FA-101	FIRE ALARM ROOF PLAN

HAGEN, CHRISTENSEN & MCILWAIN ARCHITECTS

STRUCTURAL ENGINEER
MBJ

MECHANICAL / ELECTRICAL/ PLUMBING ENGINEER
AKF
Member of WSP

INTERIOR DESIGNER
bound collaborative

Architect
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.
Signature:
Typed or Printed Name:
License Number:
NOT FOR CONSTRUCTION

KEY PLAN

NORTH

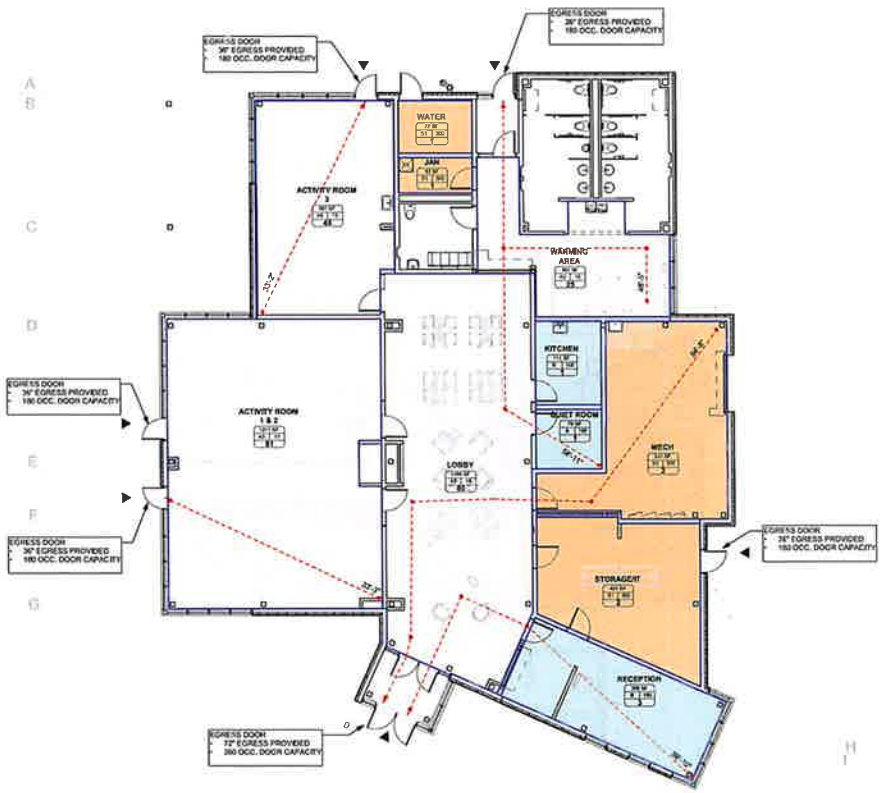
REVISION	DATE	DESCRIPTION

CLIENT
CITY OF FRIDLEY COMMONS PARK BUILDING

DRAWING TITLE
TITLE SHEET & DRAWING INDEX

DRAWING NUMBER
a0.0

PROJECT NUMBER 2437



3 LIFE SAFETY PLAN
1/8" = 1'-0"

NORTH

OCCUPANCY TYPE / SPACE FUNCTION

- A3
- B
- S1

1 HR SEPARATION (NO U.L. DESIGN LISTING FOR 1-HR CMU)

DENOTES OCCUPANCY TYPE BOUNDARY

2 HR SEPARATION (U.L. DESIGN NO. ____)

DENOTES EXIT

AREA NAME
AREA SQUARE FOOTAGE
OCC. TYPE (SQUARE FEET PER OCCUPANT
CALCULATED NUMBER OF OCCUPANTS

PROJECT INFORMATION

Address: Fridley Commons Park
555 61st Ave NE
Fridley, MN 55432
Owner: City of Fridley, MN
PID 143024430028, 143024430029, 143024430020
Site Parcel Area 3 parcels totaling 6.87 acres

Zoning / Ordinance Review

A. Zoning District:
Public Facility
B. Adjacent Zoning Districts:
(R-1) One Family Unit

Building Code Review

C. Applicable Codes
Minnesota Building Code – 2020
Minnesota Accessibility Code - 2020
Minnesota Energy Code - 2024
Minnesota Mechanical and Fuel Gas Code - 2020
Minnesota Plumbing Code - 2015
Minnesota Fire Code - 2020
National Electric Code - 2020

D. Proposed Building

The project is a 6,145 square foot new amenity hub for the City of Fridley's Commons Park. The building contains seating for gathering, reception desk/office, multipurpose classroom space, kitchenette, vending, internal restrooms, storage, and mechanical areas. The exterior features several overhangs for public gatherings and outdoor seating

E. Occupancy Classifications
(2020 Minnesota Building Code, Ch. 3)

The proposed building will have the following Main Occupancy Group
- *Group A3 - Community Gathering/ Recreation*

Per MN Building Code - 2020 Sections 303.1.2.1 & 303.1.2.2
- *Accessory spaces that do not exceed the minimums as listed will be classified as a Group B occupancy*

F. Building Construction Type II-B (Sprinklered)
(2020 Minnesota Building Code, Ch. 6 & Table 601)

Primary Structural Frame	*0 HR*
Bearing Walls - exterior	*0 HR*
Bearing Walls – interior	*0 HR*
Nonbearing Walls - exterior	*0 HR per Table 602*
Nonbearing Walls – interior	*0 HR*
Floor Construction	*0 HR*
Roof Construction	*0 HR*

G. Construction Type and Allowable Building Height & Area
(2020 Minnesota Building Code, Table 504.3, 504.4 & 506.2)

See Example Below

Type II-B (Sprinklered)	*75' Max Height above grade*
	Max 3 Stories above grade permitted
	Max Area of 38,000 SF

H. Separated Occupancies (if Required)
(2020 Minnesota Building Code, Table 508.4)

No separation is required between Group A-3 and Group S-1

I. Exit Requirements
(2020 Minnesota Building Code, Table 1004.5, Section 1005)

AREA SCHEDULE

Name	Area	Occupancy Type	Code Ratio	Max Occupancy
ACTIVITY ROOM 1 & 2	1209 SF	A3	15	81
ACTIVITY ROOM 3	667 SF	A3	15	45
LOBBY	1188 SF	A3	15	80
WARMING AREA	369 SF	A3	15	25
KITCHENETTE	111 SF	B	150	1
QUIET ROOM	78 SF	B	150	1
REC./OFFICE	356 SF	B	150	3
JAN	53 SF	S1	300	1
MECH	531 SF	S1	300	2
STORAGE/IT	434 SF	S1	300	2
WATER ROOM	77 SF	S1	300	1
	4875 SF			237

EGRESS SCHEDULE

Occupancy Type	Area	Load Factor	Max Occupancy	Egress Width
A3	3349 SF	15	226	45.2
B	544 SF	150	5	1
S1	1084 SF	300	6	1.2
	4978 SF		237	47.4

Accessible Egress Component sizing will exceed minimum requirements stated in 2020 Minnesota Building Code Sections 1009 & 1010

J. Accessibility
All spaces shall comply with 2020 Minnesota Accessibility Code

K. Plumbing Fixture Requirements
(2020 Minnesota Building Code, Table 2902.1)

A-Occupancy: 226 Occupants (119 Male / 113 Female)
- *Similar to Restaurants, Banquet Halls and Food Courts per Table 2902.1*

Male (119 Occupants):

• Water Closets Required *(1 per 75)*	Total Req'd / Total Provided = 2/3
• Lavatories Required *(1 per 200)*	Total Req'd / Total Provided = 1/2
Female (119 Occupants):	
• Water Closets Required *(1 per 75)*	Total Req'd / Total Provided = 2/3
• Lavatories Required *(1 per 200)*	Total Req'd / Total Provided = 1/2
Drinking Fountains:	
• *(1 per 500 occupants)*	Total Req'd / Total Provided = 1/2
Service Sinks:	Total Req'd / Total Provided = 1/1
• *(1 service sink)*	

HAGEN, CHRISTENSEN & McILWAIN ARCHITECTS

STRUCTURAL ENGINEER
MBJ

MECHANICAL / ELECTRICAL / PLUMBING ENGINEER
AKF
Member of WSP

INTERIOR DESIGNER
bound
collaborative

Architect
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.
Signature:
Typed or Printed Name:
License Number: XXXXX
NOT FOR CONSTRUCTION

KEY PLAN
NORTH

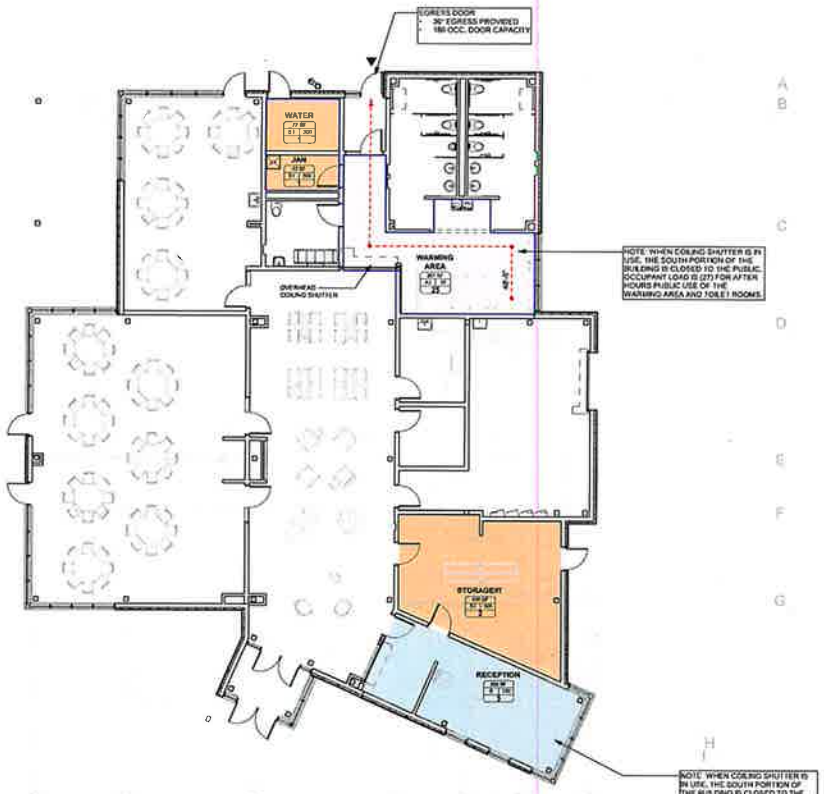
REVISION	DATE	DESCRIPTION

CLIENT
CITY OF FRIDLEY
COMMONS PARK
BUILDING

DRAWING TITLE
CODE REVIEW

DRAWING NUMBER
a0.1

PROJECT NUMBER 2417



3 LIFE SAFETY PLAN - LOCKDOWN
1/8" = 1'-0"

NORTH

OCCUPANCY TYPE / SPACE FUNCTION

- A3
- B
- S1

1 HR SEPARATION (NO U.L. DESIGN LISTING FOR 1 HR CMU)

DENOTES OCCUPANCY TYPE BOUNDARY

2 HR SEPARATION (U.L. DESIGN NO. ____)

DENOTES EXIT

AREA NAME
AREA SQUARE FOOTAGE
OCC. TYPE | SQUARE FEET PER OCCUPANT
CALCULATED NUMBER OF OCCUPANTS

PROJECT INFORMATION

Address: Fridley Commons Park
555 61st Ave NE
Fridley, MN 55432
Owner: City of Fridley, MN
PID: 143024430028, 143024430029, 143024430030
Site Parcel Area: 3 parcels totaling 6.87 acres

Zoning / Ordinance Review

A. Zoning District:
Public Facility

B. Adjacent Zoning Districts:
(R-1) One Family Unit

Building Code Review

C. Applicable Codes
Minnesota Building Code – 2020
Minnesota Accessibility Code - 2020
Minnesota Energy Code - 2024
Minnesota Mechanical and Fuel Gas Code - 2020
Minnesota Plumbing Code - 2015
Minnesota Fire Code - 2020
National Electric Code - 2020

D. Proposed Building

The project is a 6,122 square foot new amenity hub for the City of Fridley's Commons Park. The building contains seating for gathering, recreation destination, multipurpose classroom space, kitchenette, vending, internal restrooms, storage, and mechanical areas. The exterior features several overhangs for public gatherings and outdoor seating

E. Occupancy Classifications
(2020 Minnesota Building Code, Ch. 3)

The proposed building will have the following Main Occupancy Group
- *Group A3 - Community Gathering/ Recreation*

Per MN Building Code | 2020: Sections 303.1 2.1 & 303.1 2.2
- *Accessory spaces that do not exceed the minimums set forth will be classified as a Group B occupancy.*

F. Building Construction Type II-B (Sprinklered)
(2020 Minnesota Building Code, Ch. 6 & Table 601)

Primary Structural Frame	*0 HR*
Bearing Walls - exterior	*0 HR*
Bearing Walls – interior	*0 HR*
Nonbearing Walls - exterior	*0 HR per Table 602*
Nonbearing Walls – interior	*0 HR*
Floor Construction	*0 HR*
Roof Construction	*0 HR*

G. Construction Type and Allowable Building Height & Area
(2020 Minnesota Building Code, Table 504.3, 504.4 & 506.2)

See Example Below

Type II-B (Sprinklered)	*75' Max Height above grade*
	Max 3 Stories above grade permitted
	Max Area of 36,000 SF

H. Separated Occupancies *(If Required)*
(2020 Minnesota Building Code, Table 508.4)

No separation is required between Group A-3 and Group S-1

I. Exit Requirements
(2020 Minnesota Building Code, Table 1004.5, Section 1005)

AREA SCHEDULE

Name	Area	Occupancy Type	Code Rate	Max Occupancy
ACTIVITY ROOM 1 & 2	1200 SF	A3	15	81
ACTIVITY ROOM 3	587 SF	A3	15	40
LOBBY	1186 SF	A3	15	80
WARMING AREA	367 SF	A3	15	25
KITCHENETTE	111 SF	B	150	1
QUIET ROOM	78 SF	B	150	1
REC./OFFICE	356 SF	B	150	3
JAN	53 SF	S1	300	1
MECH	631 SF	S1	300	2
STORAGE/IT	424 SF	S1	300	3
WATER ROOM	77 SF	S1	300	1
	4978 SF			237

EGRESS SCHEDULE

Occupancy Type	Area	Load Factor	Max Occupancy	Egress Width
A3	3349 SF	15	205	45.2
B	544 SF	150	5	1
S1	1084 SF	300	6	1.2
	4978 SF		237	47.4

Accessible Egress Component sizing will exceed minimum requirements stated in 2020 Minnesota Building Code Sections 1009 & 1010

J. Accessibility
All spaces shall comply with 2020 Minnesota Accessibility Code

K. Plumbing Fixture Requirements
(2020 Minnesota Building Code, Table 2902.1)

ALTERNATE OPERATION

A-Occupancy: 27 Occupants (14 Male / 14 Female)
- *Similar to Restaurants, Banquet Halls and Food Courts per Table 2902.1*

Male (14 Occupants):
- Water Closets Required (1 per 75) — Total Req'd / Total Provided = 1/3
- Lavatories Required (1 per 200) — Total Req'd / Total Provided = 1/2

Female (14 Occupants):
- Water Closets Required (1 per 75) — Total Req'd / Total Provided = 1/3
- Lavatories Required (1 per 200) — Total Req'd / Total Provided = 1/2

Drinking Fountains:
- (1 per 500 occupants) — Total Req'd / Total Provided = 1/2

Service Sinks:
- (1 service sink) — Total Req'd / Total Provided = 1/1

HAGEN, CHRISTENSEN & McILWAIN ARCHITECTS

STRUCTURAL ENGINEER: MBJ

MECHANICAL / ELECTRICAL / PLUMBING ENGINEER: AKF Member of WSP

INTERIOR DESIGNER: bound collaborative

Architect
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.
Signature:
Typed or Printed Name:
License Number: XXXXX

NOT FOR CONSTRUCTION

KEY PLAN

NORTH

REVISION	DATE	DESCRIPTION

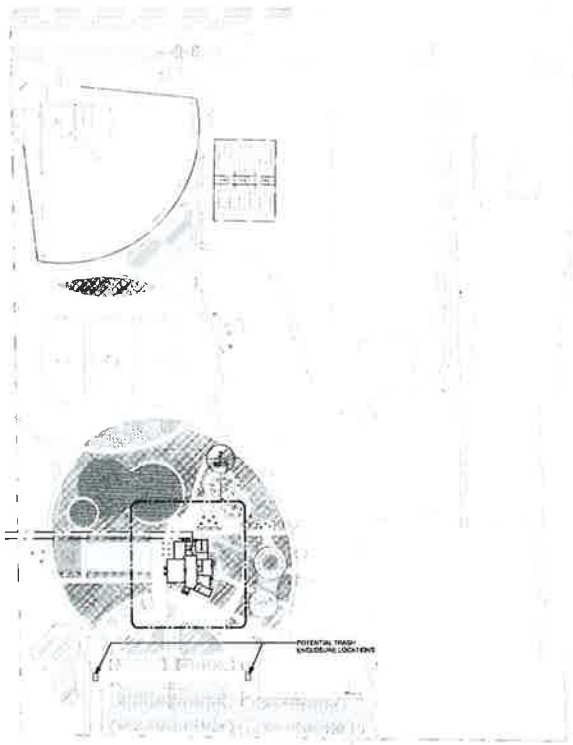
CLIENT: CITY OF FRIDLEY

CITY OF FRIDLEY COMMONS PARK BUILDING

DRAWING TITLE: **CODE REVIEW - LOCKDOWN**

DRAWING NUMBER: **a0.2**

PROJECT NUMBER: 2437



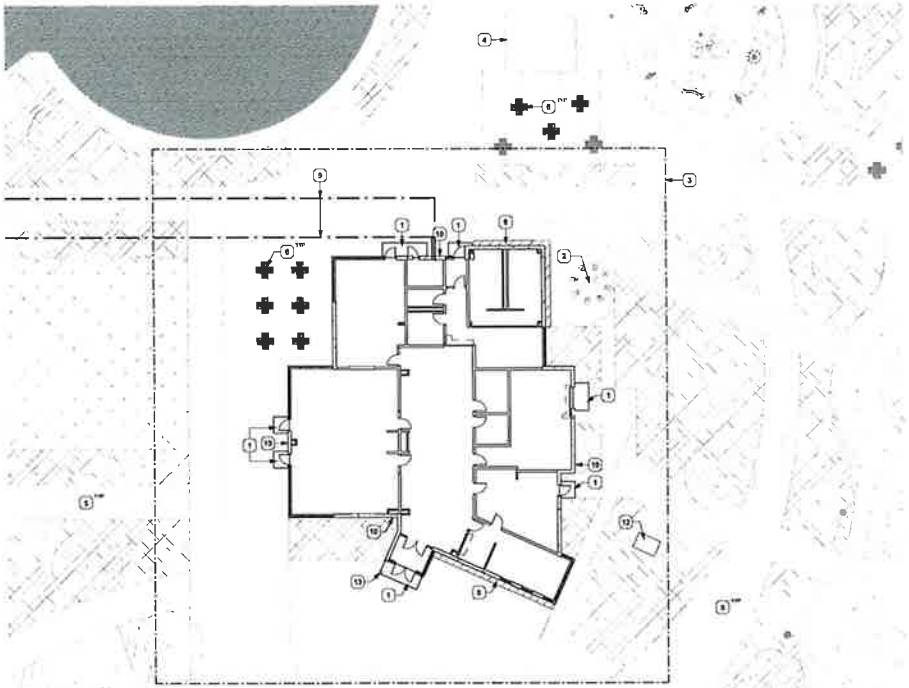
1 OVERALL SITE PLAN - FOR REFERENCE ONLY
1" = 100'-0"

NORTH

KEYNOTES - SITE	
Number	Description
1	CONCRETE STOOP - SEE STRUCTURAL, COORDINATE WITH SEPARATE CIVIL PACKAGE
2	FIRE PIT - PROVIDE SERVICE LINES FROM MAIN BUILDING, REFER TO MECHANICAL. COORDINATE WITH CIVIL & LANDSCAPING PACKAGE
3	CONSTRUCTION BOUNDS - COORDINATE BOUNDARY AND CONSTRUCTION FENCING WITH CIVIL & LANDSCAPING PACKAGE. NOTE: 6'-0" MIN CHAIN LINK FENCE
4	OUTDOOR RESTROOM PAVILION BY OTHERS
5	CONCRETE SIDEWALK, REFER TO CIVIL
6	SITE FURNITURE, COORDINATE WITH CIVIL / LA
7	HANDICAP ACCESSIBLE PARKING, REFER TO CIVIL
8	EXTERIOR FLOOR MOUNTED BENCH, REFER TO CIVIL & LANDSCAPING PACKAGE
9	UTILITY LINES, REFER TO CIVIL
10	EXTERIOR HOSE BIB, REFER TO MEP FOR NOTES & DETAILS
11	EXTERIOR FLOOR MOUNTED BENCH
12	ELECTRICAL TRANSFORMER, SEE ELECTRICAL
13	EXTERIOR BOLLARD WITH CARD READER AND DOOR ACTUATOR

SITE PLAN GENERAL NOTES

1. CONTRACTOR TO VERIFY ALL CONDITIONS AND REPORT DISCREPANCIES TO THE ARCHITECT OR OWNER, PRIOR TO BEGINNING CONSTRUCTION.
2. REFER TO SHEET A0.1 FOR DETAILING SCOPE OF WORK.
3. REFER OT SHEET G1.1 FOR FINISHES AND FFE SCOPE OF WORK.
4. ALL ROOMS TO RECEIVE ACCESSIBLE ROOM SIGNAGE PER CODE.
5. ALL ELECTRICAL OUTLETS, SWITCHES, THERMOSTATS, PRESSURE MONITORS, ETC. TO BE VERIFIED WITH OWNER ON-SITE BEFORE WALLS ARE CLOSED UP.



2 SITE PLAN - FOR REFERENCE ONLY
1/16" = 1'-0"

NORTH

HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

STRUCTURAL ENGINEER
MBJ

MECHANICAL / ELECTRICAL / PLUMBING ENGINEER
AKF
Member of WSP

INTERIOR DESIGNER
bound
collaborative

Architect
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.
Signature
Typed or Printed Name
License Number: XXXXX
NOT FOR CONSTRUCTION

KEY PLAN

NORTH

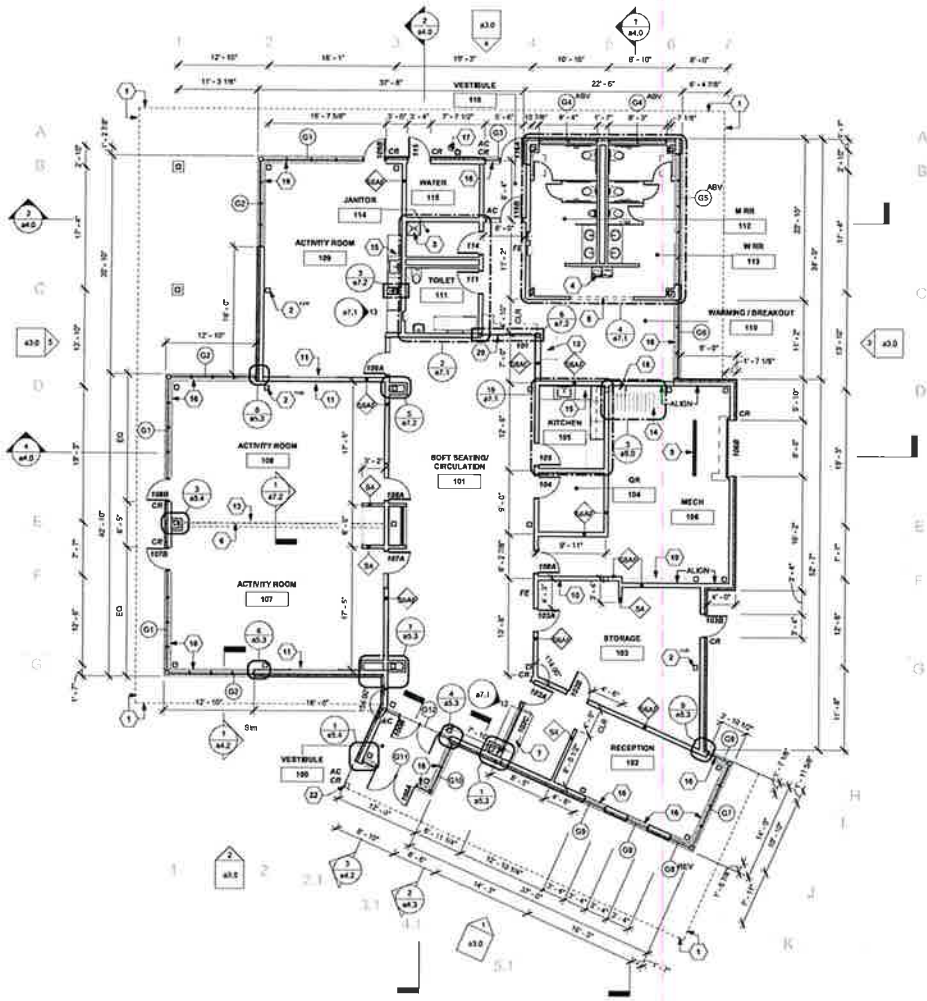
REVISION	DATE	DESCRIPTION

CLIENT
CITY OF FRIDLEY
COMMONS PARK BUILDING

DRAWING TITLE
ARCHITECTURAL SITE PLAN

DRAWING NUMBER
a0.5

PROJECT NUMBER 2437



1 CONSTRUCTION FLOOR PLAN - MAIN LEVEL
1/8" = 1'-0"

NORTH

FLOOR PLAN GENERAL NOTES

1. CONTRACTOR TO VERIFY ALL CONDITIONS AND REPORT DISCREPANCIES TO THE ARCHITECT OR OWNER, PRIOR TO BEGINNING CONSTRUCTION.
2. REFER TO SHEET a0.1 FOR CEILING SCOPE OF WORK.
3. REFER OT SHEET I2.1 FOR FINISHES AND FFE SCOPE OF WORK.
4. ALL ROOMS TO RECEIVE ACCESSSIBLE ROOM SIGNAGE PER CODE.
5. SEE CIVIL DRAWINGS FOR FIRST FLOOR ELEVATION EQUIVALENT TO 100'-0" FOR LEVEL 1 IN ARCHITECTURAL DRAWINGS.
6. ALL PENETRATIONS THROUGH NONRATED FLOORS, WALLS AND OTHER ASSEMBLIES SHALL BE SEALED AT BOTH SIDES WITH MATERIALS APPROPRIATE TO THE ASSEMBLY CONSTRUCTION TO REDUCE SOUND TRANSMISSION.
7. PROVIDE BLOCKING AS REQUIRED TO SUPPORT ALL WALL MOUNTED ITEMS (INCLUDING, BUT NOT LIMITED TO: MAP RAILS, MARKER BOARDS, SIGNAGE, CASEWORK, MILLWORK, AND TOILET ACCESSORIES).
8. VERIFY CLEARANCES REQUIRED FOR INSTALLATION OF ALL RECESSED OR SEMI-RECESSED EQUIPMENT AND FIXTURES (E.G. CABINETS, DISPENSERS, PANELS, ETC.). NOTIFY ARCHITECT IMMEDIATELY IF SPECIFIED WALL TYPES DO NOT PROVIDE ADEQUATE SPACE FOR PROPER INSTALLATION.
9. FLOOR PLAN DIMENSIONS ARE LOCATED FROM THE CENTERLINE OF PARTITIONS AND GRIDLINES, UNLESS NOTED OTHERWISE.
10. DO NOT SCALE DRAWINGS; DIMENSIONS SHALL GOVERN.
11. ALL DOORS ARE 4" FROM OUTSIDE OF FRAME TO INTERIOR FINISH FACE OF PARTITION UNLESS OTHERWISE NOTED

FLOOR PLAN - SYMBOL KEY

NEW PARTITIONS, SEE PARTITION TYPES

NEW DOOR

DOOR NUMBER - SEE SCHEDULE ON SHEET a8.0

CR CARD READER

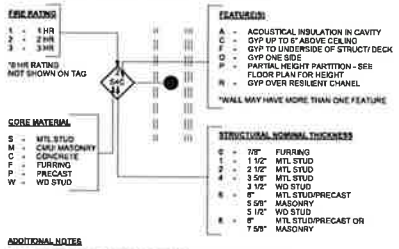
FE FIRE EXTINGUISHER

AC ACCESSIBLE POWER DOOR OPERATOR

KEYNOTES - FLOOR PLANS

Number	Description
1	LINE OF ROOF OVERHANG ABOVE, REFER TO ROOF PLANS
2	EXPOSED COLUMN, PAINT, SEE STRUCTURAL
3	24" x 24" MOP SINK, SST SHELF AND MOP HANGERS/HOOKS
4	HI/ LOW DRINKING FOUNTAIN WITH BOTTLE FILLER
5	TRUNCH DRAIN, SEE MEP SHEETS FOR NOTES & DETAILS
6	DUAL-PANEL MANUAL OPERABLE WALL. SEE SPECS FOR MORE INFORMATION
7	RECEPTION SERVICE WINDOW WITH COUNTERTOP
8	9'-0" W x 8'-0" H WALL OPENING. PROVIDE FINISHED TOP PAN SEE GYP BOARD CEIL
9	IT EQUIPMENT - REFER TO ELECTRICAL DRAWINGS FOR FULL NOTES & DETAILS. PROVIDE PLYWOOD BACKER FULL LENGTH OF PLANNED EQUIPMENT
11	WALL MOUNTED MONITOR, PROVIDE POWER
12	FOOD & BEVERAGE VENDING MACHINES, BY OWNER
13	LINE OF WALL ABOVE (SIM). REFER TO WALL TYPE'S ON SHEET a5.0
14	PAINTED STEEL SHIPS LADDER TO ROOF ABOVE W/ ROOF ACCESS HATCH, SEE DETAIL ON SHEET a6.0
15	MILLWORK ASSEMBLIES - SEE ENLARGED PLANS AND ELEVATIONS ON SHEET a7.1 FOR DETAILS
16	QUARTZ COUNTER WINDOW SILL (OS.1) FULL LENGTH OF STOREFRONT ASSEMBLY, REFER TO FINISHES ON SHEET a2.5
17	EXTERIOR DRINKING FOUNTAIN WITH BOTTLE FILLER
18	WALL MOUNTED UTILITY SINK
19	ELECTRICAL PANELS - REFER TO ELECTRICAL DRAWINGS FOR FULL NOTES & DETAILS. PROVIDE PLYWOOD BACKER FULL LENGTH OF PLANNED EQUIPMENT
20	CONCEALED SECURITY COILING SHUTTER, SEE SHEET FOR a0.2 FOR CODE PLAN WHEN IN USE
22	4'-0" EXTERIOR BOLLARD WITH CARD READER AND DOOR ACTUATOR.

INTERIOR PARTITION TYPE LEGEND



ADDITIONAL NOTES

1. ALL WALLS UP TO BOTTOM OF DECK UNLESS NOTED OTHERWISE (U.N.O)
2. PROVIDE ACOUSTICAL SEALANT AT ALL TYPE A AND TYPE R WALLS
3. PROVIDE EQUAL THICKNESS CEMENT BOARD IN LIEU OF GYP AT ALL TILE LOCATIONS. SEE INTERIOR ELEVATIONS
4. COORDINATE BLOCKING LOCATIONS WITH ARCHITECT TO PREVENT ACOUSTICAL INTEGRITY FROM BEING COMPROMISED

HAGEN, CHRISTENSEN & McILWAIN ARCHITECTS

STRUCTURAL ENGINEER
MBJ

MECHANICAL / ELECTRICAL/ PLUMBING ENGINEER
AKF
Member of WSP

INTERIOR DESIGNER
bound collaborative

Architect
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.
Signature:
Typed or Printed Name:
License Number:
NOT FOR CONSTRUCTION

KEY PLAN
NORTH

REVISION	DATE	DESCRIPTION

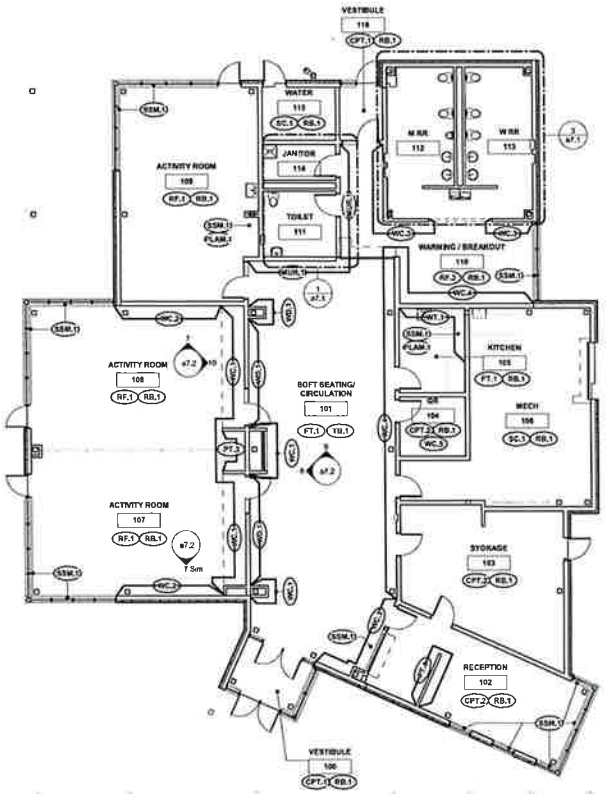
CLIENT
CITY OF FRIDLEY

CITY OF FRIDLEY COMMONS PARK BUILDING

DRAWING TITLE
CONSTRUCTION FLOOR PLAN

DRAWING NUMBER
a2.1

PROJECT NUMBER 2437



1 MAIN LEVEL - INTERIOR FINISHES PLAN
1/8" = 1'-0"

NORTH

FINISHES PLAN GENERAL NOTES:

1. CONTRACTOR TO VERIFY ALL CONDITIONS AND REPORT DISCREPANCIES TO THE ARCHITECT OR OWNER, PRIOR TO BEGINNING CONSTRUCTION.
2. REFER TO SHEET a0.1 FOR CEILING SCOPE OF WORK.
3. REFER TO SHEET a0.1 FOR ENLARGED TOILET PLANS.
4. ALL ROOMS TO RECEIVE ACCESSIBLE ROOM SIGNAGE PER CODE.
5. ALL ELECTRICAL OUTLETS, SWITCHES, THERMOSTATS, PRESSURE MONITORS, ETC. TO BE VERIFIED WITH OWNER ON/OFF SITE PRIOR WALLS ARE CLOSED UP.
6. ALL T&L TO CARPET TRANSITIONS TO BE METAL SCHLUTER TRIM.
7. PROVIDE TRANSITION STRIPS AT ALL FLOORING FINISH CHANGES WITH A DELTA GREATER THAN 1/4" AND WHERE INDICATED ON FINISH PLANS.
8. ALL FLOORING TO CONTINUE UNDER MILLWORK, EQUIPMENT & SEATING. TYP.
9. ALL T&L EDGES TO RECEIVE METAL SCHLUTER TRIM.

ROOM FINISH SCHEDULE

Number	Name	Area	Floor Finish	Base Finish	Ceiling Finish	North Finish	East Finish	South Finish	West Finish	Comments
100	VESTIBULE	76 SF	CPT-1	RB-2	MT-2	PT-1	PT-1	PT-1	PT-1/ MT-2	
101	SOFT SEATING/ CIRCULATION	1114 SF	PCL-1	TB-1	BAF-1/MT-2	MUR-1	SEE ELEV	SEE ELEV	SEE ELEV	
102	RECEPTION	342 SF	CPT-2	RB-2	ACT-1	PT-3	PT-1	PT-1	PT-1	
103	STORAGE	419 SF	CPT-2	RB-2	--	PT-1	PT-1	PT-1	PT-1	
104	OR	78 SF	CPT-2	RB-2	ACT-1	WD-5	WD-5	WD-5	WD-5	
105	KITCHEN	111 SF	PCL-1	RB-2	ACT-3					SEE ELEVATIONS FOR TILE EXTENTS
106	MECH	535 SF	SC-1	RB-2	--	PT-1	PT-1	PT-1	PT-1	
107	ACTIVITY ROOM	612 SF	RF-1	RB-1	ACT-2	WC-2/PT-5	SEE ELEV	WC-2/PT-5	WC-2	
108	ACTIVITY ROOM	618 SF	RF-1	RB-1	ACT-2	WC-2/PT-5	SEE ELEV	WC-2/PT-5	WC-2	
109	ACTIVITY ROOM	578 SF	RF-1	RB-1	ACT-2	WC-2/PT-5	SEE ELEV	WC-2/PT-5	WC-2	
110	WARMING / BREAKOUT	323 SF	AF-2	RB-2	ACT-1	WC-5/PT-4	WD-4	WD-4	WD-4	SEE ELEVATIONS
111	TOILET	96 SF	PCL-1	WT-1	PT-2	WT-1 / PT-3	WT-1 / PT-3	WT-1 / PT-3	WT-1 / PT-3	SEE ELEVATIONS FOR TILE EXTENTS
112	M RR	168 SF	AF-2	MCB-1	PT-1	WT-1 / PT-3	WT-1 / PT-3	WT-1 / PT-3	WT-1 / PT-3	SEE ELEVATIONS FOR TILE EXTENTS
113	W RR	185 SF	RF-2		PT-1	WT-1 / PT-3	WT-1 / PT-3	WT-1 / PT-3	WT-1 / PT-3	SEE ELEVATIONS FOR TILE EXTENTS
114	JANITOR	62 SF	SC-1	RB-1	--	PT-1/FRP-1	PT-1	PT-1	PT-1/FRP-1	
115	WATER	78 SF	SC-1	RB-1	--	PT-1	PT-1	PT-1	PT-1	
116	VESTIBULE	47 SF	CPT-1	RB-2	MT-2		PT-1	PT-1	PT-1	

FF&E SCHEDULE

MARK	TAG	TYPE	MANUFACTURER	DESCRIPTION	PHONE/CODE	CONTACT	COMMENTS
				WALL FINISHES			
	PT-1	INTERIOR PAINT	BENJAMIN MOORE	PREMIUM BM ZERO VOC INTERIOR LATEX	BM WHITE DOVE OC-17 WHITE SWISS COFFEE	jennifer.georges-ng@wsp.com	ALL WALLS TO BE PT-1 UNO
	PT-2	INTERIOR PAINT	BENJAMIN MOORE	PREMIUM ZERO VOC INTERIOR LATEX	WHITE DOVE OC-17/ ECLIPSE WHITE / PEW-1 FLAT	jennifer.georges-ng@wsp.com	
	PT-3	INTERIOR PAINT	BENJAMIN MOORE	PREMIUM ZERO VOC INTERIOR LATEX	TO MATCH BENJAMIN MOORE SHERWIN WILLIAMS TO MATCH WC-2 / HC-1 / 1153-HC	jennifer.georges-ng@wsp.com	
	PT-4	INTERIOR PAINT	BENJAMIN MOORE	PREMIUM ZERO VOC INTERIOR LATEX	SW PRO INDUSTRY ENAMEL DEEP BASE TO MATCH WC-5 / PEW-1 / 1153-HC	jennifer.georges-ng@wsp.com	
	PT-5	INTERIOR PAINT	BENJAMIN MOORE	PREMIUM ZERO VOC INTERIOR LATEX	SW EXTRA WHITE SW 7006 / PEW-1 / 1153-HC	jennifer.georges-ng@wsp.com	
	WT-1	WALLCOVERING	LUMINAR	VINYL, PVC FREE WALLCOVERING	VICTOR 5010	info@luminarwallcovering.com	
	WT-2	WALLCOVERING	LUMINAR	VINYL, PVC FREE WALLCOVERING	VICTOR 5011	info@luminarwallcovering.com	
	WT-3	WALLCOVERING	LUMINAR	VINYL, PVC FREE WALL COVERING	VICTOR 5012	info@luminarwallcovering.com	
	WT-4	WALLCOVERING	LUMINAR	VINYL, PVC FREE WALL COVERING	VICTOR 5013	info@luminarwallcovering.com	
	WT-5	WALLCOVERING	LUMINAR	VINYL, PVC FREE WALL COVERING	VICTOR 5014	info@luminarwallcovering.com	
	WP-1	WOOD PANEL	URBAN WOOD PANELS	ENGINEERED WOOD WALL PANEL	URBAN WOOD PANELS 1/4 PANEL WHITE OAK COMPANION GROOVE WITH ALL T-CLIPS	info@urbanwoodpanels.com	
	WP-2	WOOD PANEL	CUSTOM FABRIC	WOOL TWO PLY YARN TO BE TUFTED ON A SOLID BACKING AND CLEVY			LEVEL 1 ONLY
	WP-3	CERAMIC WALL TILE	CERAMIC TILE DISTRIBUTOR	WHITE SUBWAY TILE	BOUDREAUX 3X6 / PVF / MAT COLOR WHITE / MATTE FINISH 1 PIECE TRIM SIZE SHOUT 3X-VT	sales@boudreauxtile.com 713.413.5151	
	WP-4	WOOD PANEL	URBAN WOOD PANELS	ENGINEERED WOOD WALL PANEL	URBAN WOOD PANELS 1/4 PANEL WHITE OAK COMPANION GROOVE WITH ALL T-CLIPS	info@urbanwoodpanels.com	
	WP-5	WOOD PANEL	URBAN WOOD PANELS	ENGINEERED WOOD WALL PANEL	URBAN WOOD PANELS 1/4 PANEL WHITE OAK COMPANION GROOVE WITH ALL T-CLIPS	info@urbanwoodpanels.com	
	WP-6	WOOD PANEL	URBAN WOOD PANELS	ENGINEERED WOOD WALL PANEL	URBAN WOOD PANELS 1/4 PANEL WHITE OAK COMPANION GROOVE WITH ALL T-CLIPS	info@urbanwoodpanels.com	
	WP-7	WOOD PANEL	URBAN WOOD PANELS	ENGINEERED WOOD WALL PANEL	URBAN WOOD PANELS 1/4 PANEL WHITE OAK COMPANION GROOVE WITH ALL T-CLIPS	info@urbanwoodpanels.com	
				FLOORING FINISHES			
	FT-1	CERAMIC TILE	CERAMIC TILE DISTRIBUTOR	12X24 TILE	12X24 PVF / MAT COLOR WHITE / MATTE FINISH 1 PIECE TRIM SIZE SHOUT 3X-VT	sales@boudreauxtile.com 713.413.5151	
	MT-1	METAL BAR FLOOR	MILLWORK	METAL FORMWORK	1/2X1 FLAT COLOR SCHEDULE 10B-05	Kelly.Young@mcilwain.com	
	MT-2	METAL BAR TILE	METAL	METAL FORMWORK	ARTILE PTC 1/2 X 2 MET PPC 1000 COLOR PEARL NICKEL 10B	Tyler.Young@mcilwain.com	
	CPT-1	CARPET TILE	MILLIKEN	TILE 24X24 CUSTOMER 7	24X24 TILE 7 STEP 20 OF 10 PLANE	Kelly.Young@mcilwain.com	
	CPT-2	CARPET TILE	MILLIKEN	TILE 24X24 CUSTOMER 7	24X24 TILE 7 STEP 20 OF 10 PLANE	Kelly.Young@mcilwain.com	
	RB-1	RUBBER BASE					
				ACCESSORIES			
	AC-1	ACCESSORY	BOBRICK	SOAP DISPENSER	B-2112		
	AC-2	ACCESSORY	BOBRICK	PAPER TOWEL DISPENSER	B-262		
	AC-3	ACCESSORY	BOBRICK	TOILET PAPER DISPENSER	B-2888		
	AC-4	ACCESSORY	BOBRICK	SANITARY NAPKIN DISPOSAL	B-270		
	AC-5	ACCESSORY	BOBRICK	MIRROR	B-165 2436		
				BASE FINISHES & TRANSITION STRIPS			
	TB-1	TILE BASE	CERAMIC TILE DISTRIBUTOR	12X24 TILE	12X24 PVF / MAT COLOR WHITE / MATTE FINISH 1 PIECE TRIM SIZE SHOUT 3X-VT		
	RB-1	RUBBER BASE	TARKETT				LEVEL 1 ONLY
	RB-2	RUBBER BASE	TARKETT				LOCATION OF RB-1 & RB-2 TYPE
	TS-1	TRANSITION STRIP	SCHLUTER SYSTEMS	TILE TO OTHER			
	TS-2	TRANSITION STRIP	SCHLUTER SYSTEMS	TILE TO TILE			
	TS-3	TRANSITION STRIP	SCHLUTER SYSTEMS	TILE TO TILE			
	TS-4	TRANSITION STRIP	SCHLUTER SYSTEMS	CARPET TO TILE			
	TS-5	TRANSITION STRIP	TBD BUDGET				

HAGEN, CHRISTENSEN & MCILWAIN ARCHITECTS

STRUCTURAL ENGINEER
MBJ

MECHANICAL / ELECTRICAL/ PLUMBING ENGINEER
AKF
Member of WSP

INTERIOR DESIGNER
bound collaborative

Architect

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.

Signature
Typed or Printed Name:
Date: License Number: XXXXX

NOT FOR CONSTRUCTION

KEY PLAN

NORTH

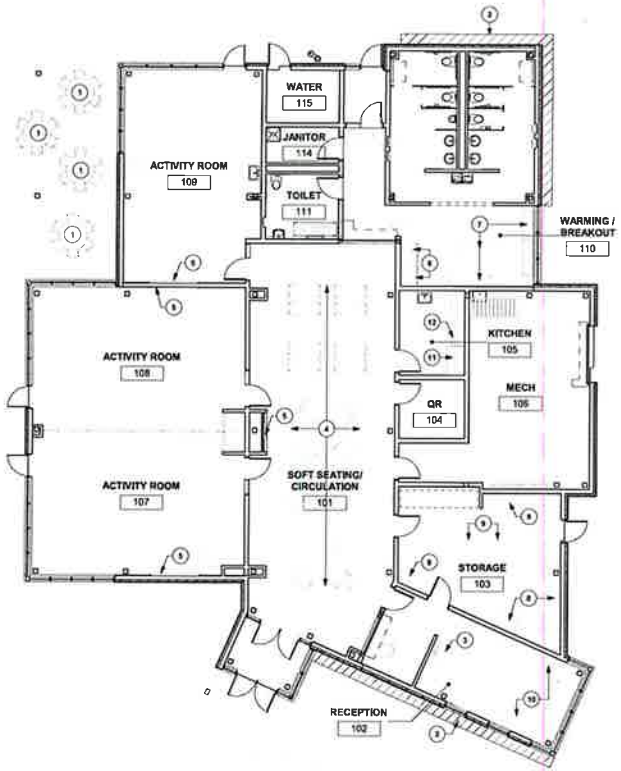
REVISION	DATE	DESCRIPTION

CLIENT
Fridley
CITY OF FRIDLEY COMMONS PARK BUILDING

DRAWING TITLE
INTERIOR FINISH PLAN AND SCHEDULE

DRAWING NUMBER
a2.1i

PROJECT NUMBER 2407



1 MAIN LEVEL - FURNITURE AND EQUIPMENT PLAN
1/8" = 1'-0"

NORTH

FURNITURE & EQUIPMENT GENERAL NOTES

1. ALL FURNITURE & EQUIPMENT PROVIDED AND INSTALLED BY OWNER - CONTRACTOR TO PROVIDE POWER/DATA AS REQUIRED FOR ALL FURNITURE/EQUIPMENT SHOWN.
2. CONTRACTOR TO VERIFY ALL CONDITIONS PRIOR TO CONSTRUCTION TO NOTIFY OWNER/ARCHITECT OF ANY DISCREPANCIES
3. FURNITURE IS PROVIDED BY OTHERS AND IS SHOWN FOR COORDINATION PURPOSES ONLY.
4. PRINTERS, COPIERS, FAX MACHINES, MONITORS AND APPLIANCES ARE NIC AND SHOWN FOR COORDINATION PURPOSES ONLY. VERIFY FINAL PLACEMENT WITH OWNER.

FURNITURE & EQUIPMENT - SYMBOL KEY

EXISTING PARTITIONS TO REMAIN

NEW PARTITIONS, SEE PARTITION TYPES

NO WORK IN THIS AREA

KEYNOTES - FURNITURE & EQUIPMENT

Number	Description
1	EXTERIOR TABLE AND CHAIRS, REFER TO CIVIL/LA FOR EXTERIOR SITE COMPONENTS
2	EXTERIOR SURFACE MOUNTED BENCH, SEE CIVIL/LA FOR MORE INFORMATION
3	PRINTER/ COPIER BY OWNER, PROVIDE POWER
4	LOBBY SOFT SEATING AND HIGH TOPS, BY OWNER
5	WALL MOUNTED MONITOR, BY OWNER, PROVIDE POWER AND DATA AS REQ'D. PROVIDE IN-WALL BLOCKING
6	FOOD/ BEVERAGE VENDING, BY OWNER, PROVIDE POWER
7	BENCHES, BY OWNER
8	SHELVING/ STORAGE, BY OWNER
9	WORK TABLES, BY OWNER
10	DESKS, BY OWNER
11	REFRIGERATOR, BY OWNER, PROVIDE POWER AND WATER, REFER TO PLUMBING
12	MICROWAVE, BY OWNER, PROVIDE POWER

Item 7

HAGEN, CHRISTENSEN & MCILWAIN ARCHITECTS

STRUCTURAL ENGINEER
MBJ

MECHANICAL / ELECTRICAL/ PLUMBING ENGINEER
AKF
Member of WSP

INTERIOR DESIGNER
bound
collaborative

Architect
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.
Signature
Typed Name
License Number

NOT FOR CONSTRUCTION

KEY PLAN

NORTH

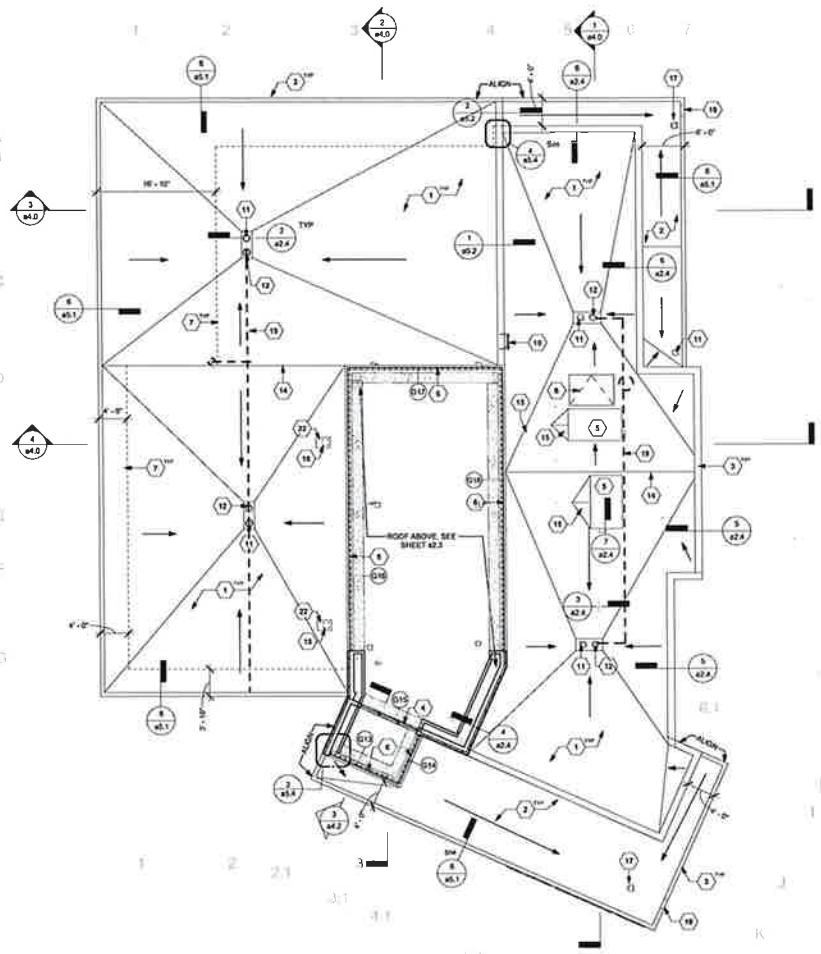
REVISION	DATE	DESCRIPTION

CLIENT
CITY OF FRIDLEY
COMMONS PARK BUILDING

DRAWING TITLE
FURNITURE & EQUIPMENT PLAN

DRAWING NUMBER
a2.1fe

PROJECT NUMBER 2437



1 ROOF PLAN - LOW & MID ROOFS
1/8" = 1'-0"

NORTH

ROOF PLAN GENERAL NOTES:

1. CONTRACTOR TO VERIFY ALL CONDITIONS AND REPORT DISCREPANCIES TO THE ARCHITECT OR OWNER, PRIOR TO BEGINNING CONSTRUCTION.
2. ALL PENETRATIONS THROUGH ROOF ASSEMBLIES SHALL BE SEALED AT BOTH SIDES WITH MATERIALS APPROPRIATE TO THE ASSEMBLY.
3. PROVIDE BLOCKING AS REQUIRED TO SUPPORT ALL ROOFTOP EQUIPMENT PER MANUFACTURERS INSTALLATION INSTRUCTIONS.
4. DO NOT SCALE DRAWINGS; DIMENSIONS SHALL GOVERN.

KEYNOTES - ROOF PLAN	
Number	Description
1	ROOF ASSEMBLY: FULLY ADHERED SINGLE PLY EPDM ROOF MEMBRANE. PROVIDE TAPERED INSULATION AT 1/4" PER FOOT TO ROOF DRAIN AS REQUIRED, UNLESS OTHERWISE NOTED.
2	CANOPY ASSEMBLY: FULLY ADHERED SINGLE PLY EPDM ROOF MEMBRANE. PROVIDE 1" BASE INSULATION AS REQUIRED AND TAPERED INSULATION AT 1/8" - 1/4" TO DRAIN AS REQUIRED
3	ROOF PARAPET WITH PREFINISHED METAL CAP COPING
4	STOREFRONT GLAZING ASSEMBLY AT 13'-2" AFF. SEE GLAZING ELEVATIONS ON SHEET a6.1
5	ROOFTOP MECHANICAL EQUIPMENT ON EQUIPMENT SKIDS- REFER TO MECHANICAL FOR EXACT LOCATION, SIZE & DETAILS
6	CLERESTORY TRANSLUCENT WALL ASSEMBLY AT 13'-2" AFF. SEE GLAZING ELEVATIONS ON SHEET a6.1
7	LINE OF EXTERIOR FACE OF BUILDING WALL BELOW
8	ROOF HATCH. SEE DETAILS ON SHEET a5.3
9	LINE OF ROOF BELOW
10	ROOF SCUPPER AND DOWNSPOUT TO ROOF BELOW
11	PRIMARY ROOF DRAIN
12	OVERFLOW ROOF DRAIN, 2" ABOVE PRIMARY ROOF DRAIN
14	ROOF INSULATION RIDGE
15	TAPERED INSULATION CRICKET
16	LINE OF ROOF SCUPPER ABOVE
17	PRIMARY ROOF DRAIN WITH DOWNSPOUT ALONG COLUMN NOTE: ROUTE DRAIN UNDER SIDEWALK TO ADJACENT LANDSCAPING
18	OVERFLOW SCUPPER
19	POTENTIAL LOCATION OF PIPING BETWEEN ROOF DRAINS
22	PROVIDE SPLASHBLOCK BELOW DOWNSPOUT

HAGEN, CHRISTENSEN & McILWAIN ARCHITECTS

STRUCTURAL ENGINEER
MBJ

MECHANICAL / ELECTRICAL/ PLUMBING ENGINEER
AKF
Member of WSP

INTERIOR DESIGNER
bound collaborative

Architect
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.
Signature
Typed or Printed Name:
Date: 1-1-XXXX License Number: XXXXX

NOT FOR CONSTRUCTION

KEY PLAN

NORTH

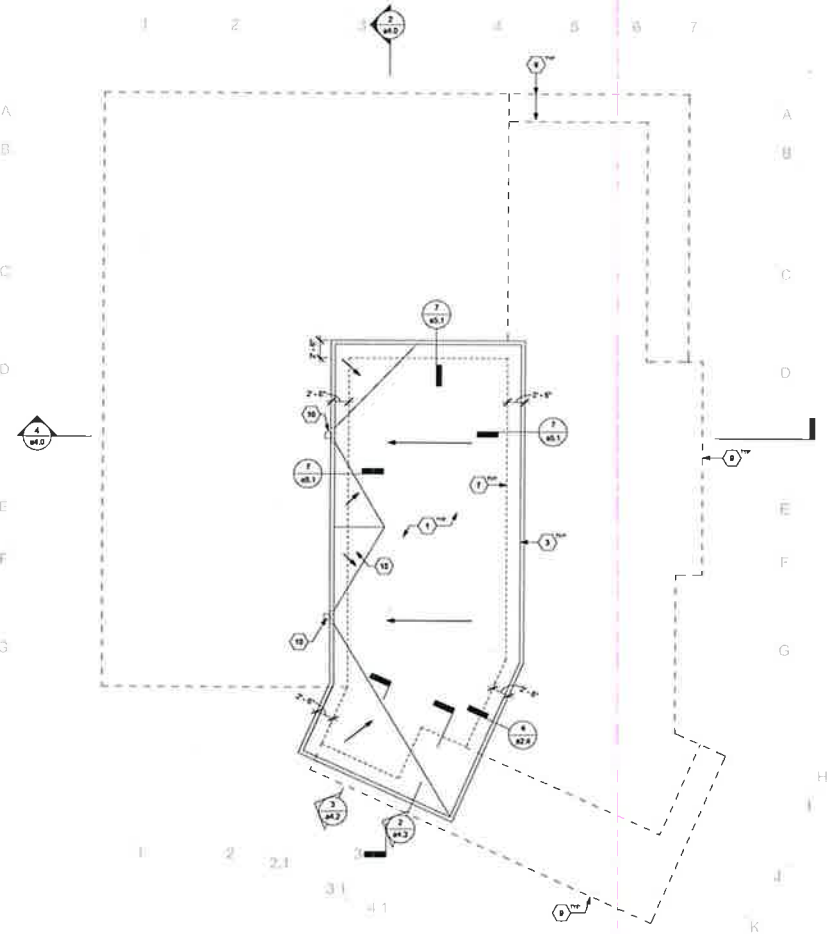
REVISION	DATE	DESCRIPTION

CLIENT
CITY OF FRIDLEY
COMMONS PARK BUILDING

DRAWING TITLE
LOW ROOF / MID ROOF PLAN

DRAWING NUMBER
a2.2

PROJECT NUMBER 2437



① ROOF PLAN - HIGH ROOF
1/8" = 1'-0"

ROOF PLAN GENERAL NOTES:

1. CONTRACTOR TO VERIFY ALL CONDITIONS AND REPORT DISCREPANCIES TO THE ARCHITECT OR OWNER, PRIOR TO BEGINNING CONSTRUCTION.
2. ALL PENETRATIONS THROUGH ROOF ASSEMBLIES SHALL BE SEALED AT BOTH SIDES WITH MATERIALS APPROPRIATE TO THE ASSEMBLY.
3. PROVIDE BLOCKING AS REQUIRED TO SUPPORT ALL ROOFTOP EQUIPMENT PER MANUFACTURERS INSTALLATION INSTRUCTIONS.
4. DO NOT SCALE DRAWINGS. DIMENSIONS SHALL GOVERN.

KEYNOTES - ROOF PLAN

Number	Description
1	ROOF ASSEMBLY: FULLY ADHERED SINGLE PLY EPDM ROOF MEMBRANE. PROVIDE TAPERED INSULATION AT 1/4" PER FOOT TO ROOF DRAIN AS REQUIRED, UNLESS OTHERWISE NOTED
2	CANOPY ASSEMBLY: FULLY ADHERED SINGLE PLY EPDM ROOF MEMBRANE. PROVIDE 1" BASE INSULATION AS REQUIRED AND TAPERED INSULATION AT 1/8" - 1/4" TO DRAIN AS REQUIRED
3	ROOF PARAPET WITH PREFINISHED METAL CAP/ COPING
4	STOREFRONT GLAZING ASSEMBLY AT 13'-2" AFF. SEE GLAZING ELEVATIONS ON SHEET a8.1
5	ROOFTOP MECHANICAL EQUIPMENT ON EQUIPMENT SKIDS- REFER TO MECHANICAL FOR EXACT LOCATION, SIZE & DETAILS
6	CLERESTORY TRANSLUCENT RAILWALL ASSEMBLY AT 17'-3" AFF. SEE GLAZING ELEVATIONS ON SHEET a8.1
7	LINE OF EXTERIOR FACE OF BUILDING WALL BELOW
8	ROOF HATCH. SEE DETAILS ON SHEET a8.2
9	LINE OF ROOF BELOW
10	ROOF SCUPPER AND DOWNSPOUT TO ROOF BELOW
11	PRIMARY ROOF DRAIN
12	OVERFLOW ROOF DRAIN. 2" ABOVE PRIMARY ROOF DRAIN
14	ROOF INSULATION RIDGE
15	TAPERED INSULATION CRICKET
16	LINE OF ROOF SCUPPER ABOVE
17	PRIMARY ROOF DRAIN WITH DOWNSPOUT ALONG COLUMN NOTE: ROUTE DRAIN UNDER SIDEWALK TO ADJACENT LANDSCAPING
18	OVERFLOW SCUPPER
19	POTENTIAL LOCATION OF PIPING BETWEEN ROOF DRAINS
22	PROVIDE SPLASHBLOCK BELOW DOWNSPOUT

HAGEN, CHRISTENSEN & McILWAIN
ARCHITECTS

STRUCTURAL ENGINEER
MBJ

MECHANICAL / ELECTRICAL/ PLUMBING ENGINEER
AKF
Member of WSP

INTERIOR DESIGNER
bound
collaborative

Architect
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.
Signature:
Typed or Printed Name:
License Number

NOT FOR CONSTRUCTION

KEY PLAN

NORTH

REVISION	DATE	DESCRIPTION

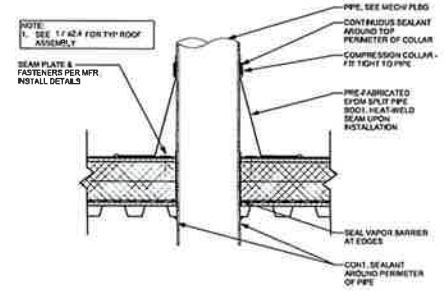
CLIENT
CITY OF FRIDLEY

CITY OF FRIDLEY COMMONS PARK BUILDING

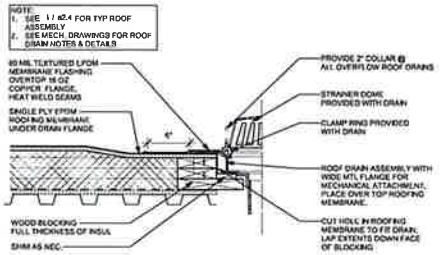
DRAWING TITLE
HIGH ROOF PLAN

DRAWING NUMBER
a2.3

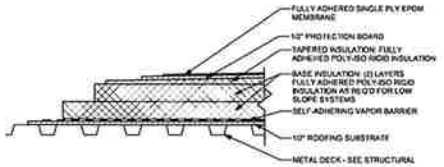
PROJECT NUMBER 2427



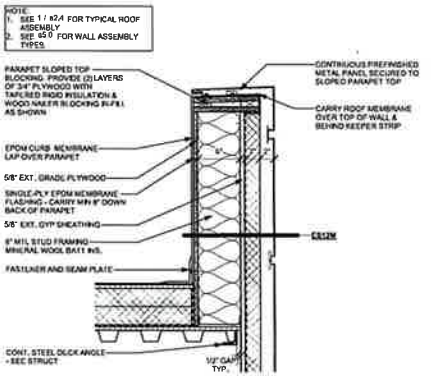
3 HCM STANDARD - EPDM - LARGE PIPE PENETRATION
1 1/2" = 1'-0"



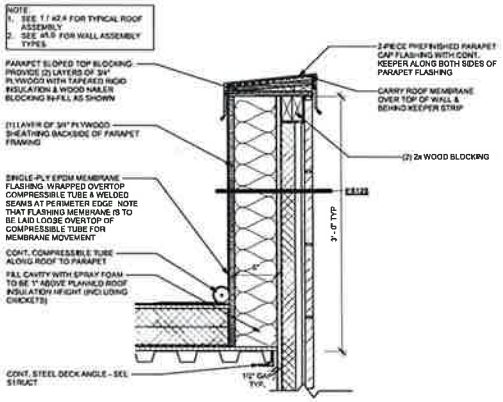
2 ROOF DETAIL - ROOF DRAIN
1 1/2" = 1'-0"



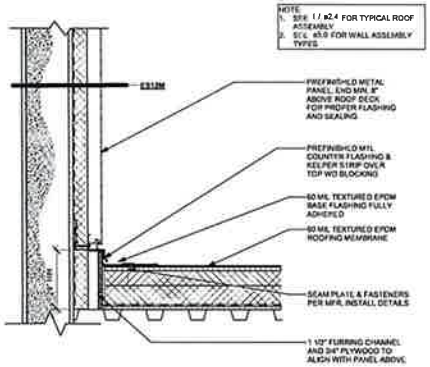
1 ROOF DETAIL - TYPE 1 ROOF ASSEMBLY
1 1/2" = 1'-0"



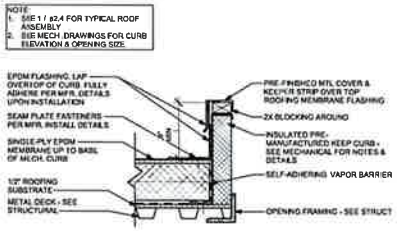
6 SECTION DETAIL - PARAPET AT METAL PANEL
1 1/2" = 1'-0"



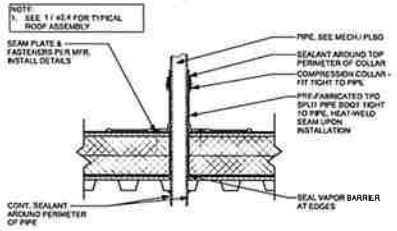
5 SECTION DETAIL - PARAPET AT STONE VENEER
1 1/2" = 1'-0"



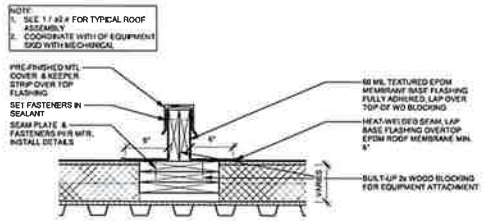
4 HCM STANDARD - EPDM - FLASHING AT WALL
1 1/2" = 1'-0"



9 HCM STANDARD - EPDM - MECH. PENETRATION CURB
1 1/2" = 1'-0"



8 HCM STANDARD - EPDM - SMALL PIPE PENETRATION
1 1/2" = 1'-0"



7 HCM STANDARD - EPDM - EQUIPMENT SKID
1 1/2" = 1'-0"

HAGEN, CHRISTENSEN & McILWAIN ARCHITECTS

STRUCTURAL ENGINEER
MBJ

MECHANICAL / ELECTRICAL/ PLUMBING ENGINEER
AKF
Member of WSP

INTERIOR DESIGNER
bound collaborative

Architect
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 Illinois.
NOT FOR CONSTRUCTION
Signature
Typed or Printed Name
License Number

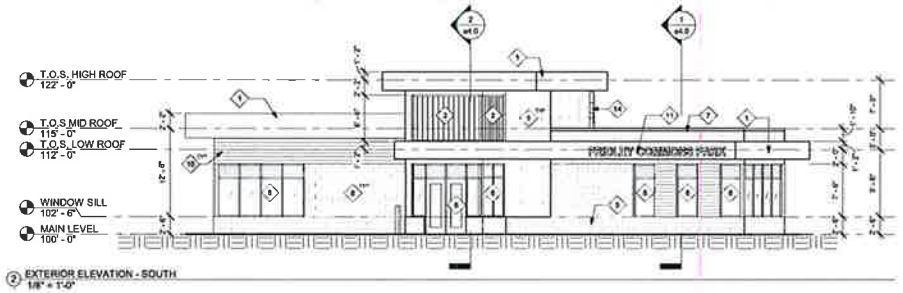
KEY PLAN
NORTH

REVISION	DATE	DESCRIPTION

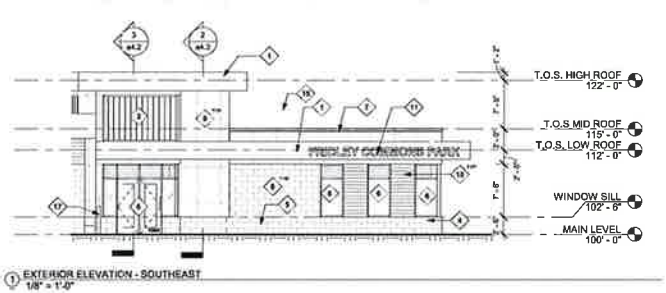
CLIENT
CITY OF FRIDLEY
COMMONS PARK BUILDING

DRAWING TITLE
ROOF DETAILS

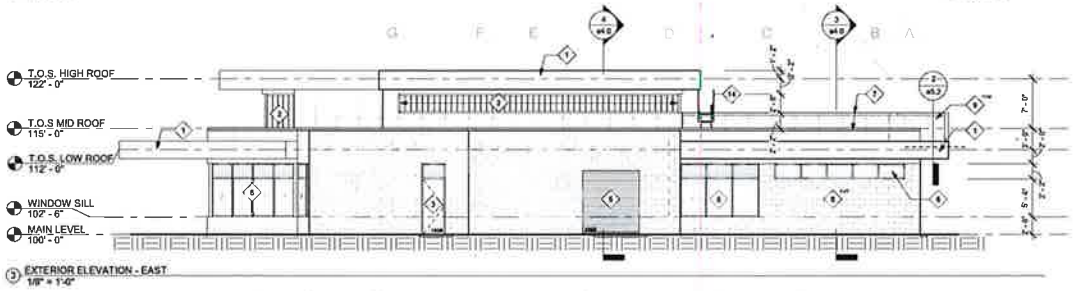
DRAWING NUMBER
a2.4
PROJECT NUMBER 2437



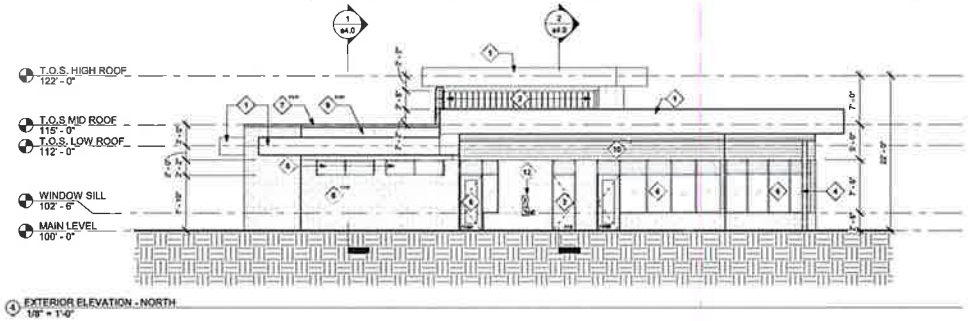
2 EXTERIOR ELEVATION - SOUTH
1/8" = 1'-0"



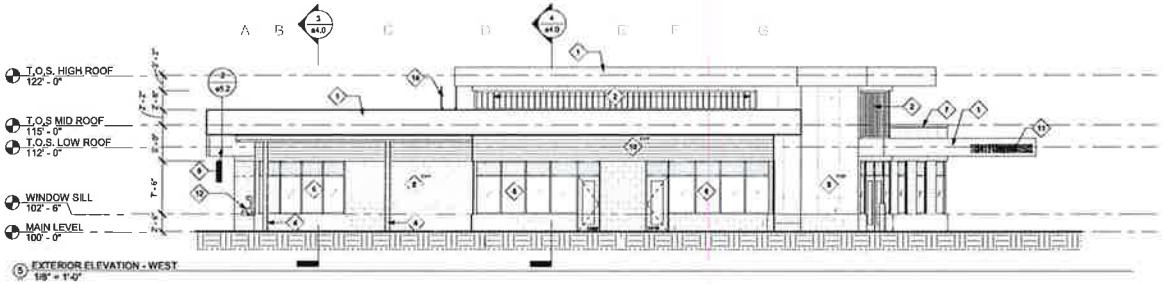
1 EXTERIOR ELEVATION - SOUTHEAST
1/8" = 1'-0"



3 EXTERIOR ELEVATION - EAST
1/8" = 1'-0"



4 EXTERIOR ELEVATION - NORTH
1/8" = 1'-0"



5 EXTERIOR ELEVATION - WEST
1/8" = 1'-0"

EXTERIOR ELEVATION GENERAL NOTES:

1. CONTRACTOR TO VERIFY ALL CONDITIONS AND REPORT DISCREPANCIES TO THE ARCHITECT OR OWNER PRIOR TO BEGINNING CONSTRUCTION.
2. SEE a5.0 FOR EXTERIOR WALL TYPES
3. SEE a8.1 AND a8.2 FOR DOOR AND WINDOW DETAILS

KEYNOTES - EXTERIOR ELEVATIONS

Number	Description
1	PREFINISHED METAL PANEL, FASCIA/ PARAPET, BASIS OF DESIGN: ALUCOBOND, 4MM PLUS DRY REVEAL, MEDIUM ANODIZED BRONZE
2	TRANSLUCENT INSULATED WALL SYSTEM, BASIS OF DESIGN: KALWALL, 4" WALL SYSTEM, 0.70 CRYSTAL SW ERT & .045 WHITE S-171
3	INSULATED ALUMINUM DOOR/ FRAME ASSEMBLY, SEE DOOR SCHEDULE ON SHEET a8.0
4	STEEL COLUMN SUPPORT FOR ROOF CANOPIES AND OVERHANG, SEE STRUCTURAL
5	INSULATED COILING OVERHEAD DOOR, SEE DOOR SCHEDULE ON SHEET a8.0
6	ALUMINUM STOREFRONT ASSEMBLY, REFER TO GLAZING ELEVATIONS ON SHEET a8.1
7	PREFINISHED METAL CAP FLASHING
8	BLOCK VENEER WALL ASSEMBLY WITH RIGID INSULATION AND METAL STUD BACK-UP, BASIS OF DESIGN: CREATIVE MINES, CARVED RECTANGLE STONE VENEER, SANDDOLLAR
9	PREFINISHED METAL PANEL (MT-1) WITH RIGID INSULATION AND METAL STUD BACK-UP, BASIS OF DESIGN: ALUCOBOND, 4MM PLUS DRY REVEAL, MEDIUM ANODIZED BRONZE.
10	PREFINISHED METAL PANEL (MT-2) WITH RIGID INSULATION AND METAL STUD BACK-UP, BASIS OF DESIGN: LONGBOARD, TONGUE AND GROOVE PLANKS, 6", TABLE WALNUT
11	METAL SIGNAGE BY OWNER
12	EXTERIOR DRINKING FOUNTAIN WITH BOTTLE FILLER
14	ROOF LADDER FROM LOW TO MID ROOF
15	ROOFTOP MECHANICAL EQUIPMENT, SEE MEP SHEETS
17	EXTERIOR BOLLARD FOR DOOR ACTUATOR AND CARD READER MOUNTING

HAGEN, CHRISTENSEN & McILWAIN ARCHITECTS

STRUCTURAL ENGINEER
MBJ

MECHANICAL / ELECTRICAL/ PLUMBING ENGINEER
AKF
Member of WSP

INTERIOR DESIGNER
bound
collaborative

Architect
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.
Signature:
Typed or Printed Name:
Date: xx/xx License Number: xxxxx

NOT FOR CONSTRUCTION

KEY PLAN
NORTH

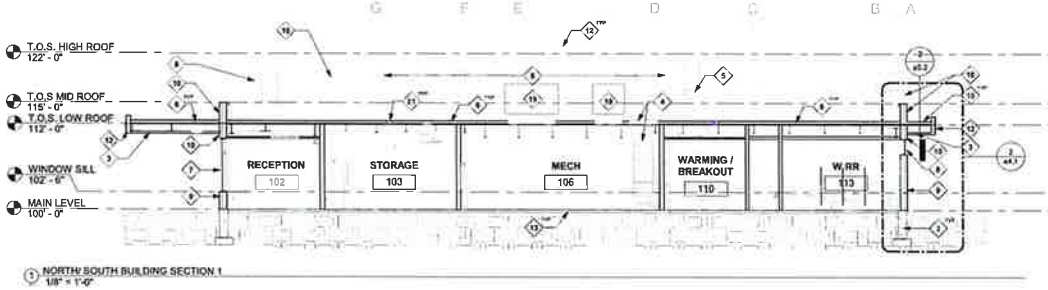
REVISION	DATE	DESCRIPTION

CLIENT
CITY OF FRIDLEY
COMMONS PARK
BUILDING

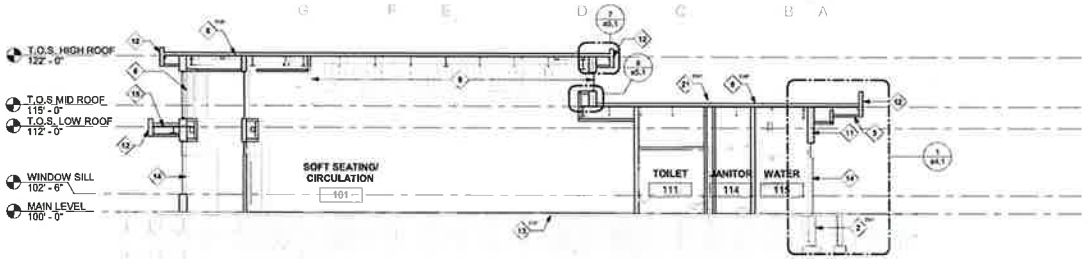
DRAWING TITLE
EXTERIOR
ELEVATIONS

DRAWING NUMBER
a3.0

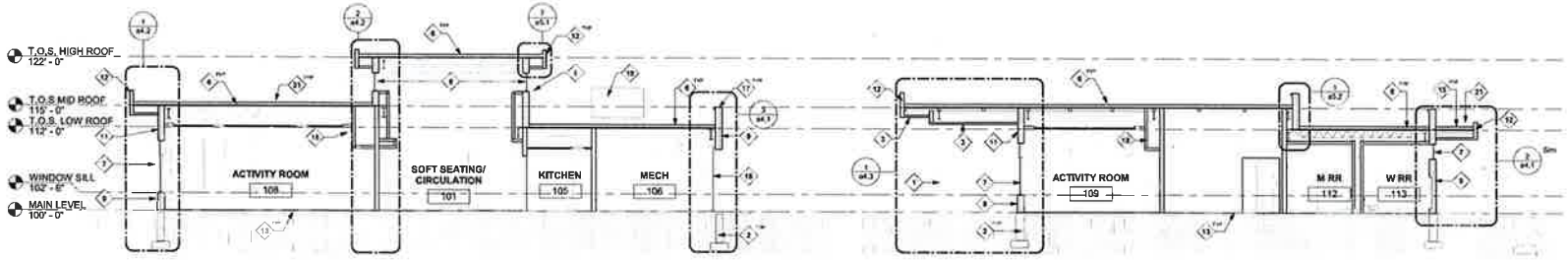
PROJECT NUMBER 2437



1 NORTH/ SOUTH BUILDING SECTION 1
1/8" = 1'-0"



2 NORTH/ SOUTH BUILDING SECTION 2
1/8" = 1'-0"



4 EAST/ WEST BUILDING SECTION 1
1/8" = 1'-0"

3 EAST/ WEST BUILDING SECTION 2
1/8" = 1'-0"

KEYNOTES - BUILDING SECTION

Number	Description
1	STEEL COLUMN FOR CANOPY/OVERHANG SUPPORT, PAINTED. REFER TO STRUCT FOR NOTES & DETAILS
2	CAST-IN-PLACE CONCRETE FOUNDATION WALL & FOOTING. PROVIDE 2" RIGID INSULATION ON EXTERIOR FACE FROM TOP OF FOOTING TO FINISHED GRADE, OVER WEATHER BARRIER
3	EXTERIOR METAL PANEL SOFFIT (MT-2) WITH 4" CAN LIGHTING - SEE RCP ON SHEET a5.0 FOR NOTES & DETAILS. SEE ELECTRICAL FOR LIGHTING NOTES & DETAILS
4	SHIPS LADDER AND ROOF HATCH
5	ROOF LADDER FROM LOW TO MID ROOF
6	ROOF SYSTEM ASSEMBLY AT METAL DECK STRUCTURE: FULLY ADHERED, SINGLE PLY 60 MIL EPDM ROOF MEMBRANE, PROVIDE TAPERED INSULATION AT 1/8" PER FOOT TO DRAIN AS REQ'D.
7	PREFINISHED ALUMINUM STOREFRONT ASSEMBLY - SEE GLAZING SCHEDULE ON SHEET a8.1
8	TRANSLUCENT INSULATED GLAZING ASSEMBLY. BASIS OF DESIGN: RALWALL. REFER TO a8.1
9	BLOCK VENEER WALL ASSEMBLY WITH RIGID INSULATION AND METAL STUD BACK-UP. BASIS OF DESIGN: CREATIVE MINES - CARVED RECTANGLE, SANDOLLAR
10	PREFINISHED METAL PANEL (MT-1) WITH RIGID INSULATION AND METAL STUD BACK-UP. BASIS OF DESIGN: ALUCOBOND
11	PREFINISHED METAL PANEL (MT-2) WITH RIGID INSULATION AND METAL STUD BACK-UP. BASIS OF DESIGN: LONGBOARD
12	PREFINISHED METAL PANEL FASCIA/ PARAPET (MT-1) WITH METAL STUD BACK-UP, REFER TO EXT. ELEVATIONS ON SHEET a3.0
13	CONCRETE SLAB OVER CONTINUOUS VAPOR BARRIER AND COMPACTED FILL - SEE STRUCTURAL
14	PREFINISHED ALUMINUM DOOR ASSEMBLY WITH LOW-E INSULATED GLAZING, SHF a8.0
15	ROOF CANOPY ASSEMBLY: FULLY ADHERED, SINGLE PLY 50 MIL EPDM ROOF MEMBRANE, PROVIDE TAPERED INSULATION AT 1/8" PER FOOT TO DRAIN AS REQ'D.
16	PREFINISHED ALUMINUM DOOR ASSEMBLY WITH TRANSOM GLAZING, SHF a8.0
17	PREFINISHED METAL CAP FLASHING
18	GYP. BD. SOFFIT ASSEMBLY AROUND MECH. CHASE - SEE RCP ON SHEET a5.0
19	EXTERIOR MECHANICAL ROOF TOP EQUIPMENT. REFER TO M&P SHEETS
21	ROOF DRAIN, SEE M&P SHEETS FOR NOTES & DETAILS

HAGEN, CHRISTENSEN & MCILWAIN ARCHITECTS

STRUCTURAL ENGINEER
MBJ

MECHANICAL / ELECTRICAL/ PLUMBING ENGINEER
AKF
Member of WSP

INTERIOR DESIGNER
bound collaborative

Architect
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.
Signature:
Typed or Printed Name:
License Number:
NOT FOR CONSTRUCTION

KEY PLAN
NORTH

REVISION	DATE	DESCRIPTION

CLIENT
CITY OF FRIDLEY

CITY OF FRIDLEY COMMONS PARK BUILDING

DRAWING TITLE
BUILDING SECTIONS

DRAWING NUMBER
a4.0

PROJECT NUMBER 2437

Item 2.

CONSTRUCTION

ESTIMATE SU

ESTIMATE DATE:	December 9, 2024
PROJECT:	**City of Fridley Commons Park**
ARCHITECT:	HCM
DRAWING DATE:	October 25, 2024

DESCRIPTION	Notes	Base Estimate	$/sf 6,000
Construction Costs			
Concrete		$312,638	$52.11
Masonry		$144,430	$24.07
Structural Steel & Erection		$385,000	$64.17
Carpentry		$131,145	$21.86
Architectural Millwork		$77,327	$12.89
Waterproofing		$18,640	$3.11
Air & Vapor Barrier		$48,319	$8.05
Metal Panel & Metal Roof		$309,213	$51.54
Roofing		$310,000	$51.67
Joint Sealants		$8,475	$1.41
Doors, Frames, Hardware		$38,978	$6.50
Storefront & Glazing Systems		$338,430	$56.41
Gypsum Drywall		$372,880	$62.15
Tile		$70,004	$11.67
Acoustical Ceilings		$68,360	$11.39
Carpet & Resilient Flooring		$23,000	$3.83
Fluid Applied Flooring		$2,176	$0.36
Painting & Wallcovering		$29,225	$4.87
Specialties		$25,083	$4.18
Operable Partition		$33,367	$5.56
Appliances	By Owner	$0	$0.00
Window Treatments		$12,000	$2.00
Site Furnishings	By Owner	$0	$0.00
Signage		$7,500	$1.25
Fire Protection		$47,600	$7.93
Plumbing		$268,000	$44.67
HVAC		$420,000	$70.00
Electrical		$247,750	$41.29
Earthwork		$98,000	$16.33
Asphalt Paving	Not included	$0	$0.00
Site Concrete		$15,000	$2.50
Retaining Walls	Not included	$0	$0.00
Landscaping & Irrigation	Not included	$0	$0.00
Site Utilities		$50,000	$8.33
Surveying		$4,800	$0.80

CONSTRUCTION

ESTIMATE SU

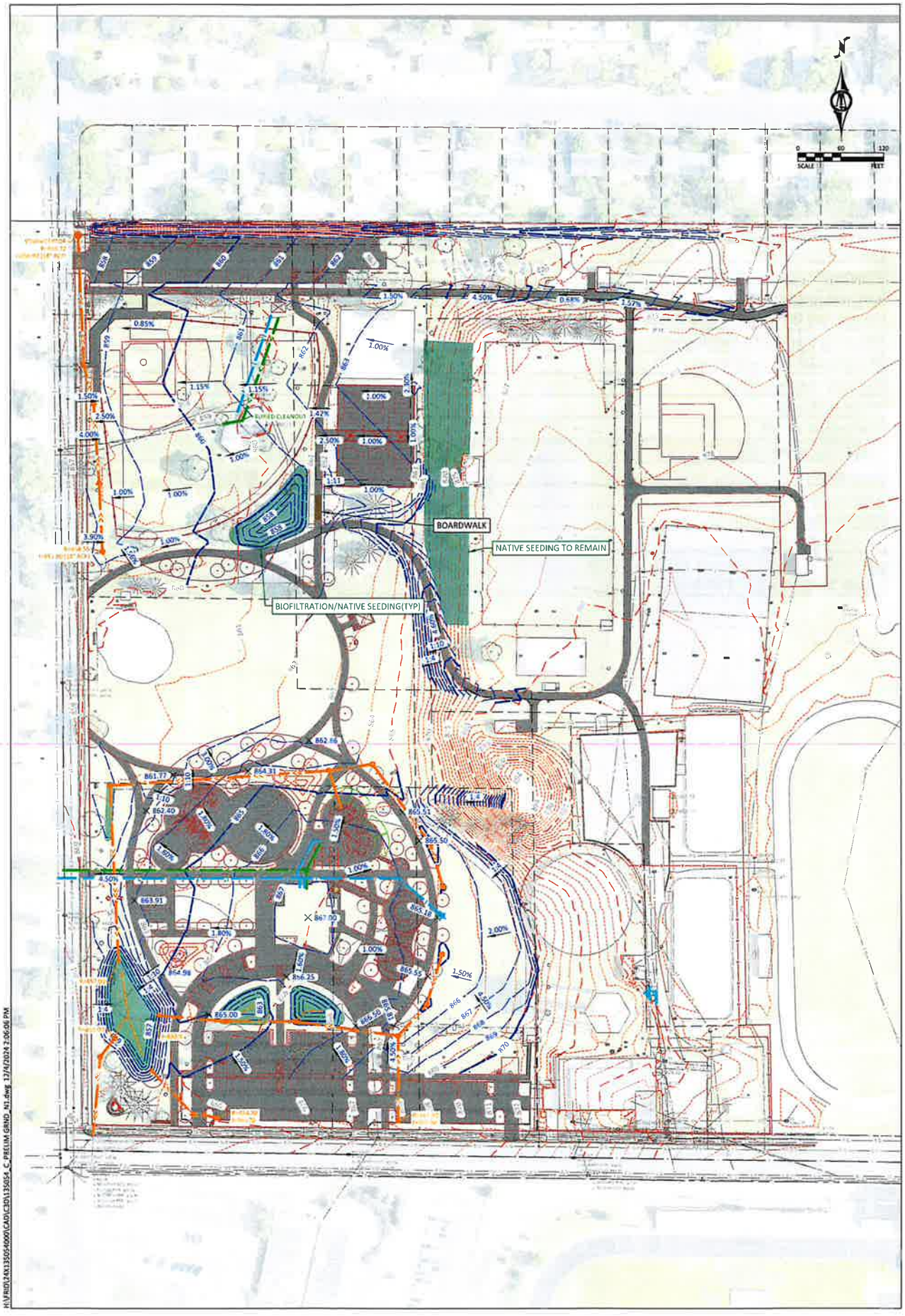
ESTIMATE DATE:	December 9, 2024
PROJECT:	**City of Fridley Commons Park**
ARCHITECT:	HCM
DRAWING DATE:	October 25, 2024

General Conditions		$279,289	$46.55
Preconstruction Services		$25,448	$4.24
General Requirements		$99,328	$16.55
Temporary Barriers and Enclosures		$123,570	$20.60
Cleaning and Waste Management		$16,740	$2.79
General Liability Insurance		$36,950	$6.16
Builders Risk Insurance		$10,557	$1.76
Building Permit		$55,714	$9.29
Bonds/Sub Bonds		$42,897	$7.15
Subtotal Construction Costs		***$4,607,833***	***$767.97***
Escalation	2.50%	$114,123	$19.02
Design Contingency	5.00%	$228,247	$38.04
Construction Contingency	5.00%	$228,247	$38.04
Contractors Fee		$100,143	$16.69
Total Construction Estimate		***$5,278,593***	***$879.77***

COMMONS PARK
CITY OF FRIDLEY

PRELIMINARY SITE GRADING
DECEMBER 2024

BOLTON & MENK



COMMONS PARK IMPROVEMENTS
CITY OF FRIDLEY
BMI Project Number 24K135054
DATE: 12/4/2024

ENGINEER'S ESTIMATE

ITEM NO.	TAB	MnDOT ITEM NO.	ITEM	NOTES	UNIT	ESTIMATED UNIT PRICE	TOTALS		SCHEDULE A - REMOVALS		SCHEDULE 1 - HUB		SCHEDULE 2 - SOUTH AREA		SCHEDULE 3 - ADDED PARKING		SCHEDULE 4 - CENTRAL SITE AREA		SCHEDULE 5 - PICKLEBALL AREA		SCHEDULE 6 - NORTH PARKING LOT		SCHEDULE 7 - NW BALL FIELD AREA		SCHEDULE 8 - NE BALL FIELD	
							ESTIMATED QUANTITY	ESTIMATED CONSTRUCTION COST	ESTIMATED QUANTITY	ESTIMATED CONSTRUCTION COST	ESTIMATED QUANTITY	ESTIMATED CONSTRUCTION COST	ESTIMATED QUANTITY	ESTIMATED CONSTRUCTION COST	ESTIMATED QUANTITY	ESTIMATED CONSTRUCTION COST	ESTIMATED QUANTITY	ESTIMATED CONSTRUCTION COST	ESTIMATED QUANTITY	ESTIMATED CONSTRUCTION COST	ESTIMATED QUANTITY	ESTIMATED CONSTRUCTION COST	ESTIMATED QUANTITY	ESTIMATED CONSTRUCTION COST	ESTIMATED QUANTITY	ESTIMATED CONSTRUCTION COST
1		2013.601	EV CHARGING STATION		LUMP SUM	$30,000.00	2	$60,000.00					1	$33,000.00							1	$30,000.00				
2		2021.501	MOBILIZATION		LUMP SUM	$450,000.00	1	$450,000.00	0.02	$9,000.00	0.54	$243,000.00	0.07	$31,500.00	0.02	$9,000.00	0.11	$49,500.00	0.07	$31,500.00	0.04	$18,000.00	0.1	$45,000.00	0.03	$13,500.00
3		2101.505	CLEARING		EACH	$450.00	26	$11,700.00	26	$11,700.00																
4		2101.502	GRUBBING		EACH	$400.00	26	$10,400.00	26	$10,400.00																
5		2103.501	BUILDING REMOVAL A -WARMING HOUSE		LUMP SUM	$40,000.00	1	$40,000.00	1	$40,000.00																
6		2103.501	BUILDING REMOVAL B -BALL FIELD SHED		LUMP SUM	$10,000.00	1	$10,000.00	1	$10,000.00																
7		2104.502	REMOVE DRAINAGE STRUCTURE		EACH	$800.00	1	$800.00	1	$800.00																
8		2104.502	REMOVE BENCH		EACH	$300.00	19	$5,700.00	19	$5,700.00																
9		2104.503	REMOVE WATERMAIN		LIN FT	$15.00	20	$300.00	20	$300.00																
10		2104.503	REMOVE SEWER PIPE (STORM)		LIN FT	$10.00	210	$2,100.00	210	$2,100.00																
11		2104.503	REMOVE SEWER PIPE (SANITARY)		LIN FT	$20.00	30	$600.00	30	$600.00																
12		2104.503	REMOVE IRRIGATION SYSTEM		LIN FT	$1.25	23000	$28,750.00	23000	$28,750.00																
13		2104.503	REMOVE CURB AND GUTTER		LIN FT	$7.00	2000	$14,000.00	2000	$14,000.00																
14		2104.503	REMOVE FENCE		LIN FT	$12.00	3500	$42,000.00	3500	$42,000.00																
15		2104.503	REMOVE ICE RINK FENCE		LIN FT	$25.00	1090	$27,250.00	1090	$27,250.00																
16		2104.518	REMOVE CONCRETE WALK		SQ FT	$1.00	6250	$6,250.00	6250	$6,250.00																
17		2104.518	REMOVE BITUMINOUS PAVEMENT		SQ FT	$0.75	17000	$12,750.00	17000	$12,750.00																
18			SALVAGE PLAYGROUND EQUIPMENT TO CITY		LUMP SUM	$25,000.00	1	$25,000.00									1	$25,000.00								
19		2105.507	EXCAVATION - COMMON	(P) (EV)	CU YD	$6.00	16380	$97,680.00			3200	$19,200.00	5300	$31,800.00	550	$3,300.00	2250	$13,500.00	1800	$10,800.00	800	$4,600.00	1950	$11,700.00	630	$3,780.00
20		2105.507	COMMON EMBANKMENT (CV)	(P)	CU YD	$4.00	23180	$92,720.00			10600	$42,400.00	990	$3,960.00	210	$840.00	2650	$10,600.00	1400	$5,600.00	2100	$8,400.00	4600	$18,400.00	630	$2,520.00
21		2211.507	AGGREGATE BASE (CV) CLASS 5 - 8" THICK		CU YD	$40.00	1840	$73,600.00			250	$10,000.00	500	$20,000.00	390	$15,600.00			410	$16,400.00	290	$11,600.00				
22		2123.610	STREET SWEEPER (WITH PICKUP BROOM)		HOUR	$200.00	80	$16,000.00			10	$2,000.00	10	$2,000.00	10	$2,000.00	10	$2,000.00	10	$2,000.00	10	$2,000.00	10	$2,000.00	10	$2,000.00
23		2215.504	FULL DEPTH RECLAMATION		SQ YD	$5.00	11290	$56,450.00					3250	$16,250.00			4300	$21,500.00	1680	$8,400.00	2060	$10,300.00				
24		2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3;C) - 4" THICK		TON	$120.00	1975	$237,000.00					930	$111,800.00	300	$36,000.00					685	$82,200.00				
25		2502.603	6" PERF TP PIPE DRAIN		LIN FT	$25.00	250	$6,250.00					250	$6,250.00													
26		2502.602	6" PVC PIPE DRAIN CLEANOUT		EACH	$500.00	1	$500.00													1	$500.00				
27		2503.602	CONNECT TO EXISTING SANITARY SEWER		EACH	$1,500.00	3	$4,500.00			2	$3,000.00											1	$1,500.00		
28		2503.602	CONNECT TO EXISTING SANITARY - CORE		EACH	$5,000.00	1	$5,000.00			1	$5,000.00														
29		2503.603	CONNECT INTO EXISTING DRAINAGE STRUCTURE		EACH	$1,500.00	1	$1,500.00					1	$1,500.00												
30		2503.603	6" PVC PIPE SEWER		LIN FT	$32.00	605	$19,360.00			415	$13,280.00											190	$6,080.00		
31		2504.602	CONNECT TO EXISTING WATER MAIN		EACH	$2,500.00	2	$5,000.00			1	$2,500.00											1	$2,500.00		
32		2504.602	HYDRANT		EACH	$7,000.00	1	$7,000.00			1	$7,000.00														
33		2504.602	6" GATE VALVE & BOX		EACH	$3,000.00	3	$9,000.00			2	$6,000.00											1	$3,000.00		
34		2504.603	6" WATERMAIN DUCTILE IRON CL 52		LIN FT	$80.00	830	$66,400.00			680	$54,400.00											150	$12,000.00		
35		2504.608	WATERMAIN FITTINGS		POUND	$17.00	550	$9,350.00			350	$5,950.00											200	$3,400.00		
36		2501.502	12" RC PIPE APRON		EACH	$1,400.00	2	$2,800.00					2	$2,800.00												
37		2501.502	15" RC PIPE APRON		EACH	$1,600.00	2	$3,200.00					2	$3,200.00												
38		2501.602	TRASH GUARD FOR 12" PIPE APRON		EACH	$600.00	2	$1,200.00					2	$1,200.00												
39		2501.602	TRASH GUARD FOR 15" PIPE APRON		EACH	$800.00	2	$1,600.00					2	$1,600.00												
40		2503.503	12" RC PIPE SEWER CLASS V		LIN FT	$75.00	765	$57,375.00			25	$1,875.00	558	$41,858.00			190	$14,250.00									
41		2503.503	15" RC PIPE SEWER CLASS V		LIN FT	$85.00	830	$70,550.00			510	$43,350.00	320	$27,200.00													
42		2503.503	18" RC PIPE SEWER CLASS V		LIN FT	$95.00	460	$43,700.00											20	$1,900.00	90	$8,550.00	350	$33,250.00		
43		2504.601	IRRIGATION SYSTEM ALLOWANCE		LUMP SUM	$150,000.00	1	$150,000.00			0.29	$43,500.00	0.13	$19,500.00			0.14	$21,000.00					0.22	$33,000.00	0.22	$33,000.00

Item 2.

COMMONS PARK IMPROVEMENTS
CITY OF FRIDLEY
BMI Project Number 24A135054
DATE 12/6/2024

ENGINEER'S ESTIMATE

ITEM NO.	TAB	MnDOT ITEM NO.	ITEM	NOTES	UNIT	ESTIMATED UNIT PRICE	TOTALS		SCHEDULE 0 - REMOVALS		SCHEDULE 1 - IUB		SCHEDULE 2 - SOUTH AREA		SCHEDULE 3 - ADDED PARKING		SCHEDULE 4 - CENTRAL SITE AREA		SCHEDULE 5 - PICKLEBALL AREA		SCHEDULE 6 - NORTH PARKING LOT		SCHEDULE 7 - NW BALL FIELD AREA		SCHEDULE 8 - NE BALL FIELD	
							ESTIMATED QUANTITY	ESTIMATED CONSTRUCTION COST	ESTIMATED QUANTITY	ESTIMATED CONSTRUCTION COST	ESTIMATED QUANTITY	ESTIMATED CONSTRUCTION COST	ESTIMATED QUANTITY	ESTIMATED CONSTRUCTION COST	ESTIMATED QUANTITY	ESTIMATED CONSTRUCTION COST	ESTIMATED QUANTITY	ESTIMATED CONSTRUCTION COST	ESTIMATED QUANTITY	ESTIMATED CONSTRUCTION COST	ESTIMATED QUANTITY	ESTIMATED CONSTRUCTION COST	ESTIMATED QUANTITY	ESTIMATED CONSTRUCTION COST	ESTIMATED QUANTITY	ESTIMATED CONSTRUCTION COST
44		2506.502	CASTING ASSEMBLY (STORM SEWER)		EACH	$1,200.00	19	$22,800.00			2	$2,400.00	11	$13,200.00			2	$2,400.00	1	$1,200.00			3	$3,600.00		
45		2506.502	CASTING ASSEMBLY (SANITARY SEWER)		EACH	$1,200.00	2	$2,400.00			2	$2,400.00														
46		2506.503	CONSTRUCT SANITARY SEWER MANHOLE		LIN FT	$600.00	22	$13,200.00			22	$13,200.00														
47		2506.503	CONSTRUCT SANITARY SEWER MANHOLE (OUTSIDE DROP)		LIN FT	$750.00	21	$15,750.00			21	$15,750.00														
48		2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL (2 X 3)		LIN FT	$550.00	40	$22,000.00					32	$17,600.00			8	$4,400.00								
49		2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL (STORMCEPTOR)		LIN FT	$2,500.00	10	$25,000.00															10	$25,000.00		
50		2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020		LIN FT	$900.00	49	$44,100.00			10	$9,000.00	4	$3,600.00					7	$6,300.00			28	$25,200.00		
51		2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 4R 4022		LIN FT	$750.00	6	$4,500.00					6	$4,500.00												
52		2511.507	RANDOM RIPRAP CLASS III		CU YD	$150.00	45	$6,750.00					45	$6,750.00												
53		2521.518	4" CONCRETE WALK (W/ 6" AGG. BASE)	A	SQ FT	$7.00	50875	$356,125.00			34500	$241,500.00	8500	$59,500.00			1250	$8,750.00	2625	$18,375.00			4000	$28,000.00		
54		2521.518	6" CONCRETE WALK (W/ 6" AGG. BASE)	B	SQ FT	$25.00	18800	$470,000.00			18800	$470,000.00														
55		2521.518	7" CONCRETE WALK (W/ 6" AGG. BASE)	C	SQ FT	$12.00	3000	$36,000.00															3000	$36,000.00		
56		2521.518	3" BITUMINOUS TRAIL (W/ 6" AGG. BASE)		SQ FT	$7.50	44300	$335,250.00									29400	$220,500.00	3900	$29,250.00	11400	$85,500.00				
57		2531.503	CONCRETE CURB AND GUTTER / RIBBON CURB		LIN FT	$26.00	3380	$87,880.00					1800	$46,800.00	560	$14,560.00					1020	$26,520.00				
58		2531.503	6" CONCRETE CURB - PLAYGROUND CONTAINER		LIN FT	$35.00	200	$7,000.00			200	$7,000.00														
59		2531.618	TRUNCATED DOMES		SQ FT	$60.00	80	$4,800.00					80	$4,800.00												
60		2563.601	TRAFFIC CONTROL		LUMP SUM	$50,000.00	1	$50,000.00	0.02	$1,000.00	0.54	$27,000.00	0.07	$3,500.00	0.02	$1,000.00	0.11	$5,500.00	0.07	$3,500.00	0.04	$2,000.00	0.1	$5,000.00	0.03	$1,500.00
61		2573.502	STORM DRAIN INLET PROTECTION		EACH	$200.00	45	$9,000.00	5	$1,000.00	5	$1,000.00	5	$1,000.00	5	$1,000.00	5	$1,000.00	5	$1,000.00	5	$1,000.00	5	$1,000.00	5	$1,000.00
62		2573.501	STABILIZED CONSTRUCTION EXIT		LUMP SUM	$10,000.00	1	$10,000.00	0.02	$200.00	0.36	$3,600.00	0.11	$1,100.00	0.04	$400.00	0.11	$1,100.00	0.08	$800.00	0.08	$800.00	0.14	$1,400.00	0.06	$600.00
63		2573.503	SILT FENCE, TYPE HI		LIN FT	$2.00	4800	$9,600.00			600	$1,200.00	600	$1,200.00	600	$1,200.00	600	$1,200.00	600	$1,200.00	600	$1,200.00	600	$1,200.00	600	$1,200.00
64		2573.503	SEDIMENT CONTROL LOG TYPE COMPOST		LIN FT	$3.00	4950	$14,850.00			800	$2,400.00	800	$2,400.00	450	$1,350.00	500	$1,500.00	400	$1,200.00	400	$1,200.00	800	$2,400.00	800	$2,400.00
65		2574.508	FERTILIZER TYPE 3		POUND	$1.00	4032	$4,032.00			290	$290.00	78	$78.00			2580	$2,580.00	159	$159.00	45	$45.00	630	$630.00	150	$150.00
66		2575.504	ROLLED EROSION PREVENTION CATEGORY 20		SQ YD	$2.50	1600	$4,000.00			200	$500.00	200	$500.00	200	$500.00	200	$500.00	200	$500.00	200	$500.00	200	$500.00	200	$500.00
67		2575.505	SEEDING		ACRE	$300.00	7.84	$2,352.00			1.3	$390.00	0.26	$78.00			3	$900.00	0.53	$159.00	0.15	$45.00	2.1	$630.00	0.5	$150.00
68		2575.508	SEED MIXTURE 25-151		POUND	$6.00	1632	$9,792.00			390	$2,340.00	78	$468.00			960	$5,760.00	358	$954.00	45	$270.00				
69		2575.508	SPORTS FIELD SEED MIX		ACRE	$6,000.00	2.1	$12,600.00															1.5	$9,000.00	0.6	$3,600.00
70		2575.508	HYDRAULIC MULCH MATRIX		POUND	$2.00	27440	$54,880.00			4550	$9,100.00	910	$1,820.00			10500	$21,000.00	1855	$3,710.00	525	$1,050.00	7350	$14,700.00	1750	$3,500.00
71		2575.601	NATIVE SEEDING		ACRE	$10,000.00	1.06	$10,600.00					0.35	$3,500.00			0.55	$5,500.00	0.16	$1,600.00						
72		2582.503	4" SOLID LINE MULTI COMPONENT		LIN FT	$4.00	3920	$15,680.00					1500	$6,000.00	960	$3,840.00					1460	$5,840.00				
73																										
74		-	AGLIME INFIELD		CU YD	$34.00	425	$14,450.00															200	$6,800.00	225	$7,650.00
75		-	8' HT. GALVANIZED CHAIN LINK FENCE	D	LIN FT	$85.00	900	$76,500.00															800	$376,500.00		
76		-	8' HT. GALVANIZED CHAIN LINK FENCE DOUBLE GATE, 10' WIDE	D	EACH	$3,000.00	2	$6,000.00											2	$6,000.00						
77		-	6' HT. GALVANIZED CHAIN LINK FENCE	D	EACH	$65.00	200	$13,000.00											200	$13,000.00						
78		-	4' HT. GALVANIZED CHAIN LINK FENCE DOUBLE GATE, 10' WIDE	D	EACH	$1,400.00	4	$5,600.00											4	$5,600.00						
79		-	10' HT. GALVANIZED CHAIN LINK FENCE	D	LIN FT	$140.00	500	$70,000.00											500	$70,000.00						
80		-	18' HT. GALVANIZED CHAIN LINK FENCE - BACKSTOP	D	LIN FT	$360.00	340	$86,400.00															120	$43,200.00	120	$43,200.00
81			42" PLAYGROUND PERIMETER FENCE		LIN FT	$175.00	515	$90,125.00			515	$90,125.00														
82		-	BASES, HOME PLATE, AND PITCHING RUBBER		EACH	$2,600.00	3	$7,800.00															2	$5,200.00	1	$2,600.00
83		-	DUG OUT COVERED		EACH	$35,000.00	2	$70,000.00															2	$70,000.00		
84		-	DUG OUT BENCHES		EACH	$2,500.00	3	$7,500.00															2	$5,000.00	1	$2,500.00
85		-	FLAG POLE		EACH	$2,500.00	2	$5,000.00															1	$2,500.00	1	$2,500.00
86		-	BLEACHER REINSTALLATION		LUMP SUM	$20,000.00	1	$20,000.00															1	$20,000.00		
87		-	SCOREBOARD ELECTRICAL		EACH	$2,000.00	1	$2,000.00															1	$2,000.00		
88		-	PORTABLE PITCHING MOUND		EACH	$6,000.00	2	$12,000.00															1	$6,000.00	1	$6,000.00
89		-	ACRYLIC SPORT COURT SURFACING (INCLUDES STRIPING)		SQ YD	$17.00	1500	$25,500.00											1500	$25,500.00						
90		-	SPORT COURT TYPE SP 9.5 WEAR COURSE MIXTURE		SQ YD	$13.50	1500	$20,250.00											1500	$20,250.00						
91		-	SPORT COURT TYPE SP 9.5 BINDER COURSE MIXTURE		SQ YD	$14.50	1500	$21,750.00											1500	$21,750.00						
92		-	PICKLEBALL NET AND POST SYSTEM		EACH	$3,600.00	6	$21,600.00											6	$21,600.00						

COMMONS PARK IMPROVEMENTS
CITY OF FRIDLEY
BMI Project Number 24K135054
DATE 12/9/2024

ENGINEER'S ESTIMATE

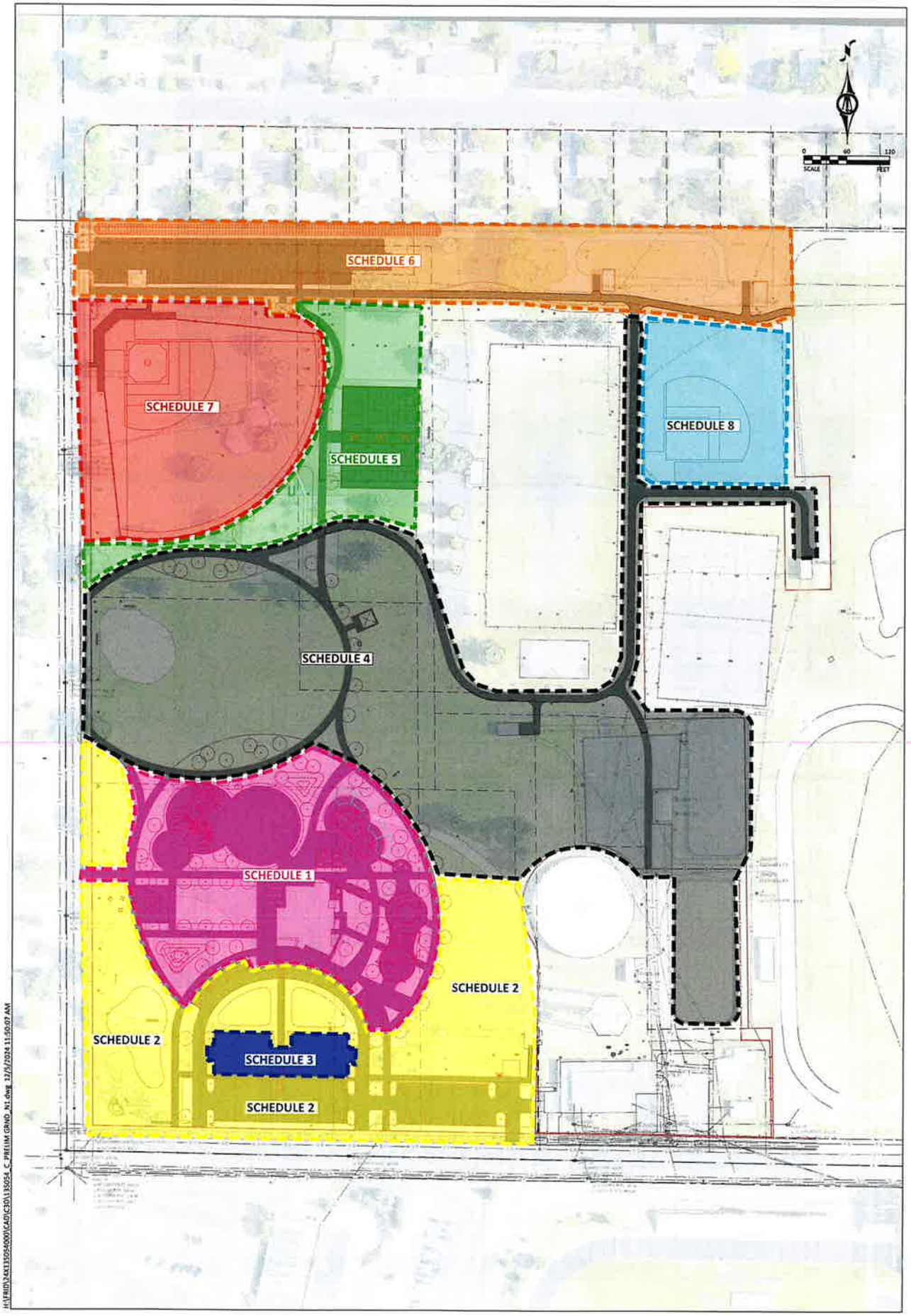
ITEM NO.	TAB	MnDOT ITEM NO.	ITEM	NOTES	UNIT	ESTIMATED UNIT PRICE	TOTALS		SCHEDULE 0 - REMOVALS		SCHEDULE 1 - HUB		SCHEDULE 2 - SOUTH AREA		SCHEDULE 3 - ADDED PARKING		SCHEDULE 4 - CENTRAL SITE AREA		SCHEDULE 5 - PICKLEBALL AREA		SCHEDULE 6 - NORTH PARKING LOT		SCHEDULE 7 - NW BALL FIELD AREA		SCHEDULE 8 - NE BALL FIELD	
							ESTIMATED QUANTITY	ESTIMATED CONSTRUCTION COST	ESTIMATED QUANTITY	ESTIMATED CONSTRUCTION COST	ESTIMATED QUANTITY	ESTIMATED CONSTRUCTION COST	ESTIMATED QUANTITY	ESTIMATED CONSTRUCTION COST	ESTIMATED QUANTITY	ESTIMATED CONSTRUCTION COST	ESTIMATED QUANTITY	ESTIMATED CONSTRUCTION COST	ESTIMATED QUANTITY	ESTIMATED CONSTRUCTION COST	ESTIMATED QUANTITY	ESTIMATED CONSTRUCTION COST	ESTIMATED QUANTITY	ESTIMATED CONSTRUCTION COST	ESTIMATED QUANTITY	ESTIMATED CONSTRUCTION COST
93		-	SHADE STRUCTURE		EACH	$10,000.00	3	$30,000.00											3	$30,000.00						
94		-	METAL PICNIC TABLE UMBRELLA		EACH	$4,500.00	3	$13,500.00											3	$13,500.00						
95		-	DOUBLE SHREDDED HARDWOOD MULCH		CU YD	$67.00	330	$28,710.00			330	$28,710.00														
96		-	HAMMOCK GROVE GROUND MATERIAL		SQ FT	$5.00	5550	$27,750.00									5550	$27,750.00								
97		-	PERENNIALS		SQ FT	$5.50	14280	$78,265.00			14280	$78,265.00														
98		-	SHRUBS		SQ FT	$3.50	21350	$74,725.00			21350	$74,725.00														
99		-	ORNAMENTAL TREES		EACH	$450.00	15	$6,750.00			15	$6,750.00														
100		-	SHADE TREES		EACH	$650.00	75	$48,750.00			32	$20,800.00	15	$9,750.00			23	$14,950.00					5	$3,250.00		
101		-	UPGRADED LIGHTS AT SAND VOLLEYBALL AND PICKLE BALL COURTS		LUMP SUM	$120,000.00	1	$120,000.00											1	$120,000.00						
102		-	PARKING LOT LIGHTING		EACH	$14,000.00	11	$154,000.00			8	$112,000.00									3	$42,000.00				
103		-	PEDESTRIAN SCALE PATH LIGHTS		EACH	$16,000.00	33	$528,000.00			10	$160,000.00	6	$96,000.00			12	$192,000.00	4	$64,000.00					1	$16,000.00
104		-	BOLLARD WALKWAY LIGHTS		EACH	$5,000.00	24	$120,000.00			15	$75,000.00	3	$15,000.00			6	$30,000.00								
105		-	SEATWALL LIGHTS		UNIT FT	$85.00	285	$24,225.00			285	$24,225.00														
106		-	OVERHEAD STRING LIGHTS AND POSTS		LIN FT	$275.00	120	$33,000.00			120	$33,000.00														
107		-	ACCENT TREE UPLIGHTING		EACH	$4,000.00	14	$56,000.00			14	$56,000.00														
108		-	ELECTRICAL HOOK UP FOR FOOD TRUCKS		EACH	$5,000.00	5	$25,000.00			2	$10,000.00	3	$15,000.00												
109		-	TABLE AND BENCH		EACH	$5,000.00	8	$40,000.00					3	$15,000.00			3	$15,000.00					2	$10,000.00		
110		-	BISTRO CHAIRS		EACH	$800.00	11	$8,800.00			11	$8,800.00														
111		-	BISTRO TABLES		EACH	$1,200.00	11	$13,200.00			11	$13,200.00														
113		-	BENCH (BACKLESS)		EACH	$2,000.00	11	$22,000.00			3	$6,000.00	4	$8,000.00			1	$4,000.00	2	$4,000.00						
113		-	BENCH (WITH BACK)		EACH	$2,500.00	14	$35,000.00			13	$32,500.00					1	$2,500.00								
114		-	HAMMOCK POSTS		EACH	$2,500.00	9	$22,500.00									9	$22,500.00								
115		-	DRINKING FOUNTAIN (WITH DOG BOWL)		EACH	$8,000.00	2	$16,000.00			1	$8,000.00							1	$8,000.00						
116		-	DOG WASTE RECEPTACLE		EACH	$1,400.00	4	$5,600.00					1	$1,400.00			3	$4,200.00								
117		-	LITTER AND RECYLING RECEPTACLE		EACH	$3,000.00	13	$39,000.00			4	$12,000.00	2	$6,000.00			3	$9,000.00	3	$9,000.00			1	$3,000.00		
118		-	~~20 X 20 PICNIC SHELTER~~		EACH	$90,000.00																				
119		-	~~PORTABLE RESTROOM CONCRETE PAD AND BIFF ENCLOSURE~~		EACH	$20,000.00																				
120		-	SPLASH PAD, EQUIPMENT, AND INSTALL		LUMP SUM	$600,000.00	1	$600,000.00			1	$600,000.00														
121		-	STRUCTURAL CONCRETE (SEATWALL)		LIN FT	$200.00	200	$40,000.00			200	$40,000.00														
122		-	SHADE SAIL AT SPLASH PAD		EACH	$20,000.00	4	$80,000.00			4	$80,000.00														
123		-	PLAY GROUND		LUMP SUM	$1,100,000.00	1	$1,100,000.00			1	$1,100,000.00														
124		-	POURED-IN-PLACE SAFTEY SURFACING		SQ FT	$15.00	8200	$123,000.00			8200	$123,000.00														
125		-	ENGINEERED WOOD FIBER (EWF)		SQ FT	$3.00	8200	$24,600.00			8200	$24,600.00														
126		-	16 X 20 RESTROOM BUILDING		LUMP SUM	$250,000.00	1	$250,000.00													1	$250,000.00				
127		-	WINTER ACTIVITY PLAZA		SQ FT	$25.00	5750	$143,750.00			5750	$143,750.00														
128		-	SHADE SAIL AT WINTER ACTIVITY PLAZA		EACH	$20,000.00	3	$60,000.00			3	$60,000.00														
129		-	~~HEATED WALK~~		LUMP SUM	$150,000.00																				
130		-	FIRE FEATURE (WITH ELECTRIC GAS HOOKUP)		LUMP SUM	$20,000.00	1	$20,000.00			1	$20,000.00														
131		-	INFORMATIONAL KIOSK		EACH	$25,000.00	1	$25,000.00			1	$25,000.00														
			ESTIMATED CONSTRUCTION SUBTOTAL COST					$8,058,876.00		$223,800.00		$4,378,075.00		$703,354.00		$90,590.00		$761,840.00		$578,707.00		$618,120.00		$554,540.00		$149,850.00
			10% CONTINGENCY					$805,887.50		$22,380.00		$437,807.50		$70,335.40		$9,059.00		$76,184.00		$57,870.70		$61,812.00		$55,454.00		$14,985.00
			TOTAL ESTIMATED CONTRUCTION COST					$8,864,763.60		$246,180.00		$4,815,882.50		$773,689.40		$99,649.00		$838,024.00		$636,577.70		$679,932.00		$609,994.00		$164,835.00

NOTES:
(P) DENOTES PLANNED QUANTITY
(CV) DENOTES COMPACTED VOLUME QUANTITY
A STANDARD CONCRETE, MAINTENANCE STRIP, AND BENCH PADS
B COLORED CONCRETE
C BALL FIELD VIEWER PLATFORM
D BLACK VINYL FENCING

COMMONS PARK
CITY OF FRIDLEY

COST ESTIMATING SCHEDULE AREAS
DECEMBER 2024

BOLTON & MENK



AGENDA REPORT

Meeting Date: January 8, 2025 **Meeting Type:** Public Arts Commission

Submitted By: Scott Hickok, Community Development Director

Title

Commission Member Onboarding Manual Discussion

Background

The City Clerk's Office has worked to formal processes and memorialize those processes in Council approved policy documents. As part of that process, the Clerk's office has prepared an Onboarding Manual for Council and each of the commissions. I have included the final draft of the document as approved by Council in late 2024.

At our January meeting we will discuss the document as an introduction to the materials and at our February meeting we will have a formal document for each member to sign indicating you have received and reviewed the document. A signature will likely be required annually to make certain the elements of the manual have been reviewed and a fresh understanding of the document ratified through an updated signature.

Though the process might appear bureaucratic, members of Council and the Commissions play such an important public role that it was felt to be necessary to provide a policy document describing the importance of the role as Council member or Commissioner and to define the job description of the given position.

Financial Impact

Absorbed

Recommendation

Staff recommends that the Commission review the Redevelopment Plan

Attachments and Other Resources

- City of Fridley Commission Onboarding Manual Council Approved Draft

Commission Onboarding Manual

Updated 2024

Welcome,

On behalf of the City of Fridley, I would like to extend my gratitude for your willingness to serve our community as a member of one of our commissions. Your dedication to volunteering your time, expertise, and passion is truly commendable and essential to the growth and development of our City.

Our mission remains clear: "We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses." This vision guides everything we do, and your role as a commission member is crucial in helping us achieve this goal. Whether you're serving on the Planning Commission, Parks and Recreation Commission, Environmental Quality and Energy Commission, Charter Commission, Public Arts Commission or the Housing & Redevelopment Authority, your unique perspectives and experiences will contribute significantly to shaping the future of Fridley.

This handbook is designed to provide you with valuable information about the operation of our local government, the roles and responsibilities of commission members, and the general operating policies that will guide your service. It serves as a resource to support you in your efforts to fulfill the City's mission.

Once again, thank you for stepping forward to serve our great City. I am confident that you will find this experience rewarding, and I look forward to the positive impact your contributions will have on Fridley.

[x]
Mayor, City of Fridley

Table of Contents

Purpose 4
City Government Overview 4
Commissions Overview 6
Types of Commissions 10
Be an Effective Commission Member 14
Commission Meeting Procedure 17
Appendix and Other Resources 21

Purpose

This handbook is designed to serve as a guide to general policies and procedures that apply to commission members for the City of Fridley (City). As a new Commission member, we recommend you review the City's mission, recent agendas and minutes from your appointed commission to understand ongoing issues.

While not exhaustive, this manual outlines key expectations and practices to guide your service, summarizes how commissions relate to overall City operations, and provides a foundation for your role. It's designed to be a helpful reference, but does not incorporate all material and information necessary to be an effective member of a commission. Remember that your commission liaison is always available for additional support or clarification.

City Government Overview

This section provides an overview of the City's governance structure, outlining the roles and responsibilities of key entities and individuals involved in City operations. Understanding this structure will help you navigate your role as a commission member more effectively.

Form of Government

The City operates under a council-manager form of government, as established by the City Charter. In this system, the Council acts as the policy-making and legislative body, while the City Manager is responsible for the day-to-day administration of the City. Residents of Fridley are represented by the Mayor and four Councilmembers.

Mayor and Council

The Mayor and the Council are elected positions and are collectively referred to as 'the Council'. The Council relies on the six commissions to guide them on decision making as it relates to the special interests of said commission. Generally, the Council appoints members to commissions and can remove members from commissions.

Commissions

Commissions are vital components of Fridley's governance structure, established by the City Charter provision, City Code, and/or Statute. As a Commission Member, you play a crucial role in providing ongoing input on major policy areas and helping shape the future of Fridley.

Responsibilities of Commission Members:

- Attend and actively participate in all commission meetings, ensuring thorough review and discussion of agenda items.

- Provide ongoing recommendations to the Council and staff regarding your commission's specific focus area.
- Identify issues within your commission's purview that should be addressed by the Council or staff.
- Engage with the community to gather input and provide education on policy issues and concerns related to your commission's work.
- Collaborate with other commission members to develop comprehensive and well-considered recommendations.
- Stay informed about current issues, trends, and best practices relevant to your commission's area of focus.
- Represent your commission at community events or meetings when appropriate.

This manual provides more detailed information on each commission in the Types of Commission section.

City Manager

The City Manager is responsible for the overall management of City operations, including budgeting, planning, personnel, legal issues, economic development, and intergovernmental functions. The City Manager serves as a key liaison between the Council, city staff, and commissions. They can be thought of as the chief executive officer.

Department Directors

City work is divided into six departments with department directors: Community Development, Employee Resources, Finance, Parks and Recreation, Public Safety and Public Works. The Department Directors play an integral role in ensuring the effective and efficient functioning of the City. They provide the specialized knowledge, leadership, and management to translate the Council initiatives and priorities into tangible projects and services that benefit the community. As a commission member, you may interact with Department Directors when the Director also acts as a staff liaison or their expertise is relevant to your commission's work.

City Attorney

The City contracts legal services to external firms. The City Attorney provides legal advice and attends Council meetings as needed. If your commission requires legal guidance, this should be coordinated through your staff liaison and the City Manager.

Staff and Departments

City staff are responsible for carrying out the day-to-day operations of the City. They implement policies set by the Council, provide services to residents, and support the work of commissions through staff liaisons. Each commission is assigned a staff liaison who serves as a primary point of contact between the commission and city administration. Staff liaisons assist with meeting preparation, provide information and resources, coordinate with other departments, and help facilitate the implementation of commission recommendations.

Staff fall into seven departments, each playing a vital role in city governance:

1. **City Manager's Office:** This department oversees city administration, implements Council policies, maintains the City Code and the City Charter and serves as a key liaison between the Council, city departments, and commissions. This department works closely with the Charter Commission.
2. **Community Development:** This department oversees planning, zoning, building inspections, and economic development. It often works closely with the Planning Commission, Environmental Quality and Energy Commission, and Public Arts Commission and may interact with other commissions on development-related matters.
3. **Employee Resources:** Managing human resources, recruitment, and employee benefits, this department ensures the City has the personnel needed to carry out its functions effectively.
4. **Finance:** Handling budgeting, accounting, and financial reporting, the Finance department plays a crucial role in the city's fiscal health. Its work may inform decisions across all commissions.
5. **Parks and Recreation:** This department organizes recreational programs and establishes policies for use of Fridley's park system. It works closely with the Parks and Recreation Commission and may collaborate with others on environmental or community engagement initiatives.
6. **Public Safety:** Encompassing both police and fire services, this department ensures community safety. While it may not frequently interact with most commissions, its work is fundamental to the city's well-being.
7. **Public Works:** Managing city infrastructure, including roads, water, and sewer systems, this department's work often intersects with various commission concerns, from environmental issues to city planning.

Commissions Overview

Commissions play a vital role in Fridley's governance structure, serving as advisory bodies to the Council. As a commission member, you are an essential part of the City's decision-making process, providing expertise and community perspective on important issues.

Legal Authority and Responsibility

This section outlines the legal basis for Fridley's commissions and your responsibilities as a commission member. Understanding this framework is crucial for effective service and ensuring that your actions align with the city's governance structure and legal requirements.

The City of Fridley, as a Home Rule Charter City, has the authority to establish commissions as part of its governance structure. This authority is derived from the Minnesota Constitution and various statutes that allow cities to create their form of government.

Commissions derive their authority and responsibilities from the City Charter, ordinances, or resolutions that establish them. Some commissions are also required or authorized by state statute. To ensure effective service, each commission member should be well-informed about

the matters presented to their commission, understanding their implications and potential consequences.

The specific powers and duties of each commission are outlined in the establishing ordinance or resolution. These may include (but are not limited to):

- Providing recommendations to the Council on specific policy areas
- Conducting research and analysis on specialized topics
- Engaging with the community to gather input on relevant issues
- Reviewing and providing input on proposed city projects or initiatives

Commission members serve in a nonpartisan capacity, and all actions taken should prioritize the public's welfare. When considering actions or recommendations, commission members should be familiar with their responsibilities and powers as outlined in the relevant laws, regulations and bylaws. It's essential to act transparently, honestly, and in good faith, following all legal and procedural requirements. When uncertain about the appropriateness or legality of an action, it's always prudent to consult with the commission's staff liaison.

Roles and Responsibilities

This section outlines the key roles within the commission structure and their responsibilities, helping you understand your position as a commission member and how you interact with other city entities.

Role of Chair and Vice Chairs

Chairs of commissions are appointed by the Council, with the vice chair being elected by the commission members. The Charter Commission and the Housing Redevelopment Authority are exceptions because their Chair and Vice Chair are appointed by the procedure in their by-laws.

Generally, the Chair presides at all official meetings and generally ensures that the Commission reviews and acts upon the items on the agenda. The Chair should ensure that decisions are made in a timely manner, yet be careful not to limit discussion-assuring that commission members have an opportunity to be heard. The vice chair aids the chair in these responsibilities and acts as the Chair when the Chair cannot attend a meeting.

Responsibilities of the Chair:

- Lead all commission meetings
- Work with the staff liaison to set meeting agendas
- Facilitate discussions and ensure all members have a chance to contribute.
- Maintain control of the meeting, including managing public input and interactions
- Act as the primary liaison between the commission and the Council when necessary

Staff Liaison

Each commission is assigned a member of staff called a staff liaison. The staff liaison acts as a crucial link between the commission and city staff. The staff liaison typically has expertise in the

commission's area of focus. Their role is to support the commission's work and ensure effective communication between the commission, city staff, and the Council.

Key responsibilities of staff liaisons include:

1. **Meeting Preparation**: Generate meeting agendas, compile necessary background information, and ensure materials are distributed to commission members in a timely manner.
2. **Information and Expertise**: Provide professional knowledge and insights related to the commission's area of focus. This may include updates on city projects, explanations of policies or regulations, and context for issues under consideration.
3. **Administrative Support**: Assist with scheduling meetings, securing meeting locations, and managing commission-related correspondence.
4. **Facilitation**: Help guide discussions during meetings, ensuring that conversations remain productive and aligned with the commission's goals and responsibilities.
5. **Council Communication**: Work with the commission to prepare and present recommendations to the Council. This includes drafting reports and helping commission members understand the Council's decision-making process.
6. **Orientation and Training**: Assist in onboarding new commission members, providing them with necessary background information and explaining commission procedures.
7. **Compliance Oversight**: Ensure that the commission operates in compliance with relevant laws, including open meeting laws and data practices regulations.
8. **Resource Coordination**: Connect the commission with other city departments, external experts, or resources as needed to support their work.
9. **Continuity**: Provide historical context and institutional knowledge to support the commission's ongoing work, especially as membership changes over time.

The staff liaison is a valuable resource for your commission. They can help you navigate city processes, access needed information, and ensure that your commission's work aligns with and supports the city's overall goals and operations. While staff liaisons provide support and guidance, it's important to remember that they do not vote on commission matters or make decisions on behalf of the commission.

Relationship with Council

Commissions play a crucial advisory role to the City Council, serving as a bridge between the community and local government. Here's how this relationship functions:

1. **Analysis:** Commissions often have bandwidth to focus on areas within the expertise of that commissions, conduct research and analysis that the Council may not be able to do given their broad responsibilities.
2. **Communication Channels:**

- Typically, at least one joint meeting with the Council per year is held for some commissions.
- For guidance or clarification, commissioners should communicate with their staff liaison.
- The staff liaison can represent the Council's perspective or facilitate the commission chair to present or speak with Council at City Council Conference Meetings if needed.

3. **Expertise and Community Perspective:** Commissioners bring specialized knowledge and community input to complex issues, helping the Council make more informed decisions.
4. **Guided by Council Needs**: Commissions are guided by the needs of the Council through their staff liaison. This ensures that commission work aligns with Council priorities and objectives.
5. **Long-Term Planning:** Commissions often work on long-term projects and plans, providing continuity and vision that extends beyond election cycles.
6. **Policy Development:** Commission recommendations can form the basis for new city policies or programs or update existing ones.

While commission recommendations carry significant weight, the final decision-making authority typically rests with the Council. The role of commissions is to provide the best possible advice based on expertise, research, and community input, thereby supporting the Council in making well-informed decisions for the city.

Completion of Service and Member Removal

While we hope your service will be long and rewarding, it's important to understand the circumstances under which commission service may end. This section provides information on term completion, resignation, and the rarely-used removal process.

Reasons for Early Completion of Service:

1. Resignation: Members may choose to resign from their position at any time by submitting a written notice to the City Clerk or their commission's staff liaison.
2. Attendance: Regular attendance is crucial for the effective functioning of commissions. Extended absences or frequent missed meetings may result in a review of membership.
3. Term Expiration: Members serve for specified terms. At the end of a term, members may be reappointed or may conclude their service.
4. Commission Dissolution: In rare cases, if a commission is dissolved by the Council, all member terms would naturally conclude.

Removal Process:

The Council has the authority to remove commission members, aside from the Charter Commission (Charter Commission members must be removed by the Court). This authority is exercised rarely and with careful consideration. Reasons for removal might include:

- Violation of ethics policies or conflict of interest rules
- Persistent failure to perform duties
- Actions that undermine the commission's effectiveness or the public trust

If concerns arise about a member's conduct or ability to serve, the typical process involves:

1. Discussion with the member to address concerns
2. If issues persist, formal review by the Council
3. The member is given an opportunity to respond to any concerns
4. The Council makes a final decision in an open meeting

Types of Commissions

The City has six total commissions consisting of both ordinance established commissions and statutory established commissions. Ordinance established commissions, sometimes rereferred to as advisory commissions, make recommendations to the Council but do not have independent decision-making authority. Statutory established commissions, sometimes rereferred to as authoritative commissions, have some level of autonomous authority granted by statute or ordinance. The commissions are separated below based on ordinance established commissions and statutory established commissions.

Ordinance Established Commissions:

Ordinance established commissions derive their power and obligations from Chapter 105 of the Fridley City Code. Ordinance established commissions make recommendations to the Council but do not have independent decision-making authority. They provide expert advice and community perspective on various aspects of city life.

- **Environmental Quality and Energy Commission (EQEC)**

Establishment: Advisory commission established by ordinance.

Composition and Leadership: EQEC commission members are appoint by the Council. The chair is appointed by the Council and vice-chair is appointed by the commission. The person who holds these appointments is listed on the first resolution every year.

Meeting: The EQEC typically meets the second Tuesday of every month. The EQEC is not televised, so meeting minutes are recorded by the staff liaison. The staff liaison will communicate if meetings are rescheduled or canceled.

Purpose and Responsibilities: The EQEC serves as a resource to the City in the conservation and management of energy and the environment. The EQEC provides the Council with accurate information to assist in making and implementing sound environmental policy in areas such as:

- Solid waste abatement programming
- Environmental education
- Waste reduction
- Water resource management
- Energy conservation and management

The EQEC also advises on environmental problems, laws, policies, and regulations at the county, metropolitan, state, and federal levels to the extent of their effect on Fridley. It advises the Council, the City Manager, and other appropriate city commissions on matters pertaining to conservation and management of energy and the environment, including the review and recommendation of programs and policies within the City.

What the purpose of the commissioner? As an EQEC member, you're at the forefront of Fridley's environmental initiatives. Your work directly influences:

- The City's approach to waste reduction and recycling programs
- Strategies for water conservation and quality improvement
- Energy efficiency initiatives in city operations and community-wide
- Public education on environmental issues

- **Parks and Recreation Commission (PRC)**

Establishment: Advisory commission established by ordinance.

Composition and Leadership: PRC commission members are appointed by the Council. The chair is appointed by the Council and vice-chair is appointed by the commission. The person who holds these appointments is listed on the first resolution every year.

Meeting: The PRC typically meets the first Monday of every month. The PRC is televised, so meeting minutes are created by an off-site minutes vendor. The staff liaison will communicate if meetings are rescheduled or canceled.

Purpose and Responsibilities: The PRC was established to provide comprehensive development of park facilities and a recreational activities program for the well-being of the residents of the City. It also guides the development of programs to implement these goals effectively. By June 1 each year, the Commission recommends a capital investment program for park improvements, acquisitions, and recreational activities.

What is the purpose of the commissioner? As a PRC member, you play a key role in:

- Shaping the future of Fridley's parks and green spaces
- Developing inclusive recreational programs for all ages and abilities
- Advising on the maintenance and improvement of park facilities
- Ensuring that Fridley's recreational offerings contribute to community well-being and city attractiveness

- **Planning Commission (PC)**

Establishment: Advisory commission recommended by Statute and established by ordinance.

Composition and Leadership: The PC has a unique structure, the Commission comprises seven members: the Planning Commission chairperson, the chairs of both the Park and Recreation Commission and the Environmental Quality and Energy Commission, and four at-large members. The chair is appointed by the Council and vice-chair is appointed by the commission. The PC commission at-large members are appoint by the Council. Chair and vice-chair appointments are recorded in the first resolution of each year.

Meeting: The Planning Commission typically meets the second Wednesday of every month. The PC is televised, so meeting minutes are created by an off-site minutes vendor. The staff liaison will communicate if meetings are rescheduled or canceled.

Purpose and Responsibilities: The Planning Commission is responsible for continuous community planning and development of comprehensive goals and policies, including but not limited to land use, housing, environment, parks and recreation, and other related community activities. The Commission also serves as the Board of Appeals and Adjustments, exercising all authority and functions of said Board according to M.S. §§ 462.351 to 462.364.

What is the purpose of the commissioner? As a Planning Commission member, your work has a lasting impact on Fridley's future. You contribute to:

- Developing and updating the city's comprehensive plan
- Reviewing and recommending action on zoning changes, land use applications, and development proposals
- Ensuring that Fridley's growth aligns with community values and long-term sustainability
- Addressing housing needs and promoting equitable development

- **Public Arts Commission (PAC)**

Establishment: Advisory Commission established by ordinance.

Leadership and Composition: PAC members are appointed by the Council. The chair is appointed by the Council and vice-chair is appointed by the commission. The individual who holds these appointments is listed on the first resolution every year.

Meeting: The PAC typically meets the first Wednesday of every month. The PAC is not televised, so meeting minutes are recorded by the staff liaison. The staff liaison will communicate if meetings are rescheduled or canceled.

Purpose and Responsibilities: The PAC was established to foster the development of the arts, to advise the Council on arts-related matters, and to stimulate participation in and appreciation of the arts by residents.

What is the purpose of the commissioner? As a PAC member, you have the exciting opportunity to:

- Shape the artistic landscape of Fridley
- Advocate for and support local artists
- Develop public art initiatives that reflect our community's diversity and values
- Integrate art into public spaces and city development projects

Statutory Established Commissions

Statutory established commissions have limited self-governing authority granted by statute, including some internal processes that are regulated by law. Statutory established commissions still require final approval from the Council by resolution to turn any recommendations into action.

- **Charter Commission**

Establishment: Required by Statute as a Home Rule Charter City.

Composition and Leadership: Charter commission members are appointed by a District Court Judge. The chair and vice-chair are elected according to the procedure in the Charter Commission by-laws.

Meeting: The Charter Commission typically meets the second Monday of every month and meets approximately 7 times per year. The Charter Commission is not televised, so meeting minutes are recorded by the staff liaison. The staff liaison will communicate if meetings are rescheduled or canceled.

Purpose and Responsibilities: Has the authority to review the City Charter and make recommendations for amendments to the Council.

What is the purpose of the commissioner? As a Charter Commission member, you play a critical role in Fridley's governance by:

- Reviewing and recommending updates to the City Charter
- Ensuring that Fridley's governance structure remains effective and efficient
- Safeguarding the rights and responsibilities outlined in the City Charter
- Providing a vital check and balance in our local government system

- **Housing and Redevelopment Authority (HRA)**

Establishment: Authorized by Statute and established by ordinance.

Composition and Leadership: HRA members are appointed by the HRA where the City Manager serves as Executive Director. The chair and vice-chair are appointed by the HRA. The person who holds these appointments is listed on the first resolution every year.

Meeting: The HRA meets the first Thursday of every month. The HRA is televised, so meeting minutes are recorded by the off-site minute taking service. The staff liaison will communicate if meetings are rescheduled or canceled.

Purpose and Responsibilities: Implements housing rehabilitation programs and redevelopment projects that create new housing opportunities to meet local housing needs. Administers programs that are designed to enlarge the tax base, create jobs, and create vital, attractive businesses in blighted or underdeveloped areas of the City.

What is the purpose of the commissioner? As an HRA member, your work has a direct and tangible impact on Fridley's housing landscape and economic development. You contribute to:

- Implementing housing rehabilitation programs that improve living conditions for residents
- Developing new housing opportunities to meet diverse community needs
- Creating and executing redevelopment projects that attract businesses and create jobs

- Administering programs that enlarge the city's tax base and enhance economic stability

The Council may, by ordinance or resolution, establish and regulate any board or commission, to advise the Council with respect to any City function or activity, to investigate any subject of interest to the City, or to perform quasi-judicial functions. The Council relies on the work of City commissions, and members serve an important role in extending the reach of the democratic process into the community.

Be an Effective Commission Member

Attending your first commission meeting is often a blend of excitement and uncertainty. You might find yourself pondering over the right protocols, what to say, and how best to contribute. This section aims to alleviate those initial concerns while setting you on a path to excel in your role for the betterment of the City. It lays out key practices and guidelines that serve dual purposes: enabling you to make informed decisions and ensuring that both you and the City operate within legal boundaries. The essence of being an effective commission member lies in being prepared, listening actively and contributing thoughtfully to discussions.

Participation

Commission members benefit through participation and discussion of all members. A quorum (or majority) of the body is necessary to conduct official business. Members are expected and encouraged to attend all meetings as the regular attendance of commission members is necessary for the most effective performance of the commission. If a commission member must miss a meeting(s) or attend a meeting(s) virtually, the member should advise their staff liaison before the scheduled meeting(s). Additionally, commission members should familiarize themselves with any bylaws of their commissions. Some commissions have a limit on the number of meetings that can be missed before that member is dismissed from the commission.

Quorum

A quorum is the minimum number of members required to conduct official business. It's crucial for decision-making and gives legal validity to the commission's actions. Usually, a quorum is achieved when more than half of the members are present. The City Clerk will post a notice whenever a quorum is expected, even if official business isn't on the agenda, to maintain transparency and avoid potential violations.

To avoid quorum violations, always be mindful of attendance numbers and consult with your staff liaison if you are unsure.

Conflict of Interest

State law, the City Charter and Code prohibit public officials, including commission members, from having a personal financial interest in a sale, lease or contract they are authorized to make

in their official capacity. Commission members must avoid actions that might give the appearance of impropriety or a conflict of interest. They must not use their position to gain privileges or special treatment.

If there is a conflict of interest on an issue, that member must abstain from discussion or voting on the issue.

If commission members have any question about a possible conflict of interest, they should contact their staff liaison.

Standards of Appearance

All commission meetings are open public meetings where members of the public are welcome to attend. Some are also televised on Fridley City TV and recorded. Therefore, it is important that a professional appearance be maintained.

Communication

Communication is a critical aspect of your role as a commission member. Your words and actions reflect the City's interests and values, whether in official meetings or in your personal life.

Media Interactions

Although uncommon, there could be occasions where you are approached by the media for an interview or a public comment. When communicating any information, it is essential to ensure that it is accurate, timely, and professional to maintain the City's credibility.

If you ever find yourself contacted for a media interview or statement, it is generally recommended to consult with the staff liaison for guidance, who may then consult with the City's Communication and Engagement Division. You represent the City in every capacity, and your words and actions reflect the City's interests and values.

Social Media Use

While many commission members use social media, it's important to draw a clear line between public, professional and private use. Many members use social media in various ways. However, the 'personal' style of social media can make it difficult to draw the line between public, professional and private use. As an ambassador of the City, it is important to remember that your statements and opinions must remain personal and cannot be regarded as representing the City's official position. Please consider this when posting on social media on topics that could be related to your work with the City and do not give the impression that you are speaking on behalf of the City, or commission. Exercise good judgment and remember that even when you write in your personal capacity, you are still a commission member.

General Communication Tips

- Keep messages concise, focusing on a couple of main points.
- Be mindful of your tone and voice.

- Use clear, straightforward language, avoiding jargon or overly technical terms.
- Stay authentic and true to yourself. Positivity and optimism can go a long way.

Code of Conduct and Ethics

As a commission member, you're held to a high standard of conduct due to the nature of your duties and responsibilities. The following principles will help ensure that your commission operates with maximum efficiency and effectiveness:

- Attend meetings regularly and punctually.
- Respect the decision-making process and any decisions made by the group.
- Notify your staff liaison if you'll miss a meeting, to ensure quorum.
- Openly discuss issues and decisions during meetings.
- Don't seek special consideration or influence based on your position.
- Adhere to gift prohibition rules as outlined in Minn. Stat. § 471.895.
- Maintain confidentiality when required and adhere to data practices regulations.

Ethical Considerations

Commissioners are held to high ethical standards. Here are some key areas to be aware of:

- **Recusal from Voting:**
  - Commissioners should recuse themselves from voting on any matter where they have a personal interest in that matter.
  - Examples include: financial interests in a project under review, family members applying for a land use permit, or being employed by an organization seeking approval from the commission.
  - If in doubt, consult with your staff liaison.
- **Gifts:**
  - Commissioners are subject to gift prohibition rules as outlined in Minnesota Statutes § 471.895.
  - Generally, gifts should not be accepted from individuals or organizations that have business before the commission.
  - When in doubt, it's best to politely decline or seek guidance from the staff liaison
- **Relationships with Applicants:**
  - If a commission member has a personal or professional relationship with someone applying for approval from the commission, disclose this relationship publicly before any discussion of the matter.
  - If the relationship could be perceived as influencing decisions, consider recusing yourself from the vote.
  - Always err on the side of transparency to maintain public trust.

Maintaining high ethical standards is crucial for the credibility of your commission and the City as a whole. If you're ever unsure about an ethical issue, don't hesitate to seek guidance from your staff liaison.

Data Practices

Minnesota Statutes, Chapter 13, known as Minnesota Government Data Practices Act (MGDPA), and Chapter 12 of the City Charter govern all data collected, created, received, maintained, or disseminated by the City. Generally, the MGDPA presumes that all Government Data are public unless a State or Federal law says differently. The City's Data Practices Policy is available online.

Commission members should presume all documents, notes, and messages created or maintained in the course of their work, or stored on their devices, will be subject to release if requested.

The City Clerk has been designated as the City's Responsible Authority and is responsible for administering the MGDPA. No employee, commission member or elected official of the City may release any private or confidential data to any person except for the City Clerk or a designee. All data practices requests should be forwarded to the City Clerk for processing as the Data Practices Act requires understanding to successfully respond to requests.

Compensation and Reimbursement

Acting as a commission member is a volunteer position, meaning there is no compensation. However, commission members may occasionally attend conferences, seminars, or other events that align with their roles. Reimbursement may be available for commission-related travel, meals, lodging, and other necessary expenses, consistent with budget authorization.

Commission members interested in attending a conference that will require reimbursement needs to obtain permission from the City before attendance. Commission members will not be reimbursed for any expenses that do not have prior approval.

Commission Meeting Procedure

Typically, commissions meet once monthly. Meetings can be anywhere to 30 minutes to a couple of hours. Special Meetings may occasionally be called by a commission. If this occurs, the City will issue a public notice and produce an agenda.

The staff liaison is present at every meeting to help answer questions the Commission has on any agenda items.

Parliamentary Procedures

All Commissions follow Rosenberg's Rules of Order at meetings. Parliamentary procedure is simply considered as a set of guidelines used to assure that a meeting goes smoothly and fairly. It is used to facilitate a group coming to a majority decision when there are differing points of view. A detailed list of procedures can be found in Rosenberg's Rules of Order.

Agenda

The agendas for the meetings of the commission are determined by the commission chair and the staff liaison. They are then prepared by City staff and distributed to each commission member at least one business day before the meeting. The commission agenda outlines the topics or items of business that will be introduced, discussed and acted upon at each meeting.

Once the agenda has been sent to the commission along with the accompanying packet material, no item is added or deleted prior to the meeting. The agenda may be amended at the beginning of the commission meeting to include any additional items or to delete any item from the agenda.

The order of business on the meeting agenda varies slightly between commission, but generally is as follows:

Open Forum/Visitors: Open Forum allows the public to address the commission on subjects that are not on the agenda. The commission may take action, reply or give direction to staff.

Proposed Agenda: These items are proposed for the commission's discussion and consideration. All items will be discussed and considered by the commission for approval by vote through separate motions.

Public Hearing(s): Some commission are required to hold public hearings on certain matters. Items under the public hearing section allow members of the public to address the commission on items that are required to have a public hearing. The commission will call the public hearing, take public comment, then close the public hearing. Once the public hearing is closed, the commission may vote on passing the proposed action.

Informal Status Reports: An opportunity for staff to update the commission on upcoming events and on staff activities as requested by the commission. Typically, these activities are in preliminary stages and not ready for formal action.

Open Meeting Law

All of the meetings of the commission are open to the public and subject to the Open Meeting Law (Minnesota Statutes, Chapter 13D). A meeting is defined as the convening of members of a governmental body for the purpose of exercising the responsibility, authority, power or duties delegated to that body. A meeting is subject to the open meeting law whenever the governmental body meets for official purposes. A meeting does not include social or chance gatherings not intended to avoid the law. When there are more than half of the commission member present at a meeting, it is considered a quorum and therefore a meeting for official purposes.

The purpose of the law is to:

- Prohibit action from being taken at a secret meeting where the interested public cannot be fully informed of the decision of the public body;
- Ensures the public's right to be informed; and
- Gives the public an opportunity to present its views.

Any communication (including emails or other electronic communication) between some or all of the commission could potentially be considered a public meeting.

If you have information or any type of communication that you would like to share with other members, it is recommended that it be sent to the staff liaison, who may then forward it for review and discussion at a public meeting. The Open Meeting law does not preclude an individual member from contacting the staff liaison regarding questions or concerns, or seeking further information on topics or agenda items.

In any meeting which must be open to the public, the City must make at least one copy of any printed material available in the meeting room for public inspection. This applies to any printed material prepared by the City and distributed or made available to all members of the commission. This requirement does not apply to materials that are classified as other than public under the Government Data Practices Act.

The exception to the Open Meeting Law is "Closed Meetings." Closed Meetings are strictly regulated and rarely used by commissions. If you think a meeting needs to be closed, please consult with the staff liaison.

Public Notice

The Open Meeting Law (Minnesota Statutes, Chapter 13D) requires public bodies to establish a schedule for regular meetings and keep that schedule on file at its primary offices (i.e., City Hall). If the body changes the time or location from the regular meeting schedule, advance notice must be provided.

Minutes and Records of Commission Meetings

Open Meeting Law (Section 13D.01, subdivision 4) requires public bodies to record and maintain votes of its members. Minutes of each commission meeting should comprise a summary of the proceedings, including who makes and seconds the motions and the results thereof. The minutes serve as a permanent record of the commissions' actions, discussion, and opinions, and are forwarded to the City Manager's office for public distribution and used as input and background for commission decisions.

Minutes can be taken by an off-site minute-taking service or the commission staff liaison and are incorporated into the next meeting agenda packet for approval by the commission. The commission minutes are then placed on the Council meeting agenda to be formally received by the Council. It is important for commission members to closely review minutes and make corrections if needed so the approved minutes accurately reflect the work of the commission.

Corrections to minutes should be made at the meeting when the minutes are brought forward for adoption. Corrections require a motion, a second, and a majority vote, and if approved, are noted in the minutes of the current meeting. Any changes to the draft minutes approved by the commission should be reflected in the minutes for the meeting at which the corrections are made.

In addition to the written minutes, some commission meetings are recorded, shown live, and replayed on the City's cable station. While the recordings are not an official record of the commission meeting, they are retained for 20 years, after which time they may be destroyed, pursuant to the City's Public Meetings Minutes Policy. Copies of the recordings are available for the Council, staff, and public viewing upon request.

Appendix and Other Resources

Data Practices
Open Meeting Law
City Code and Charter
Rosenburg's Rule of Order
Commission Meeting Calendar
City Organization Chart
Data vs. Information Sheet