

**WHITEFISH FUTURE CITY HALL STEERING COMMITTEE  
TUESDAY SEPTEMBER 24, 2013, 9:00 AM TO 12:00 PM  
402 E. 2<sup>ND</sup> STREET**

**CALL TO ORDER**

Chairman Baccaro called the meeting to order at 9:00 a.m. Members present were John Muhlfeld, Robert Blickenstaff, Toby Scott, City Manager Stearns, Necile Lorang, Wendy Compton-Ring, Ian Collins, Ross Anderson, Mike Jenson and Vanice Woodbeck. Members not present were George Gardner, Marcus Duffy and Phil Mitchell. In the audience were John Wilson and Kathy Skemp.

**APPROVAL OF MINUTES FROM SEPTEMBER 10, 2013**

**Necile made a motion, 2<sup>nd</sup> by Toby, to approve the September 10, 2013 minutes.**

City Manager Stearns had a correction on page 1 second paragraph on review/discuss that Locati's was misspelled and Wendy said that 1 & 2 of her top five choices were a tie.

**The motion passed unanimously as amended.**

**BRAINSTORMING SESSION FOR MEETING WITH ARCHITECTS**

After much discussion the committee came up with a list of ideas they would like to see and from this list they will narrow it down to the top points to be given to the architects.

**Project Management – Construction Management**

Final plans/as-builts consolidated  
Maintenance/upkeep management  
Life cycle costing=\$ limits  
User friendly/efficient HVAC  
Implementation of electronics/backup re: national disasters  
Back-up power-generator (full bldg.)  
Mechanical & Communication systems  
Mechanical rooms, IT & storage rooms  
Problem of past projects & what they learned from them  
State of the Art/but not experimental  
Basement-we have one now

**Materials**

-Brick & stone  
-Indigenous materials (local materials)  
-Timber frame (extensive maintenance)

**Design**

-Timeless  
-Landmark-iconic  
-Represent Whitefish old and new

- Historic
- Functionality over time
- Roof top/snow removal/solar panels-covered parking on 3<sup>rd</sup> level

### **Interior/Exterior Design Criteria**

- Entryway
- LEED certified (lite)
- Natural light
- Fresh air
- Windows
- Expressed structure-visible/consider housecleaning
- Less whiteness beams/more open
- Materials
- City Hall entrance-connectivity to Central Ave./equal (for public)from street and /or pkg structure, covered walkway
- Parking sides/variable-human scale-soften the edge/landscaping active edge
- Breaking up the massing
- Permissible stair(healthy) vs elevator focus(keep elevator attractive)
- Open staircase/wide, light, open, landings
- Entry-open concept-atrium-glass
- Outside landscaping and inside plants
- MDT won't allow post & awning in the public right-of-way; may allow thru variance (columns)
- Accessible full kitchen/employee break areas
- Flexibility-future technology
- Exterior structure allows flexibility-no load barring interior walls

### **Orientation**

- Entrance at corner
- Multiple front doors-to meeting rooms/to offices
- Entrance form parking structure
- Open lobby-seating area/computer access/information center/public restrooms
- Customer service area/all department reception area (one stop shopping)
- Connectivity-departments/meetings/council & public (interactional)

### **Council Chambers**

- Convenient
- % of use day to day basis-compared to other city hall purposes
- 3<sup>rd</sup> floor-top floor/roof top/green terrace & outdoor space (penthouse)
- more public utilizations

### **Goals**

- Public Convenience (easy to find things)
- How inviting do we want to draw more in public

### **Other uses**

- City Hall, parking structure, WCVB-Chamber, retail with it going back to city hall if needed in the future, We may need all the space for City Hall.

### **Consideration**

- Master Plan goal/the structures connection to RR district
- Short term parking/customer parking
- Iconic can be either front location
- Don't let parking structure outweigh employee environment

Ian thought we could have a kiosk in the lobby. Toby said a TV screen were people would be able to bring up any information they would need. Mike feels we should have the Chamber and WCVB in the park where Planning, Building and Parks are now and lease the building to them he also thought with the L shape building we could have an inside sidewalk with transparent sides for the customers to come into.

- Attention to detail-how it all comes together
- Accessibility to parking (for entrance public and employees)

### **Hwy 93-site**

#### **Pros**

- Allows for more of an "iconic" city hall building
- North end of structure on 1<sup>st</sup> can be utilized for mixed retail/WCVB/Chamber
- Allows for 3<sup>rd</sup> story council chambers setback 20' per code if greater than 35 ft in height
- Floor plan more conducive/desirable for City Hall employees
- More potential of expansion of City Hall
- Allows for south facing for light & passive solar
- More windows/snow melt

#### **Cons**

- Noise/traffic
- Parking structure less "masked" to compared to Baker frontage
- Prevents retail/mixed use from "wrapping" south end of structure
- May be less effective in terms of "activating" intersection and drawing pedestrians to RR district-key goal of update to DMP
- "Less lease revenue" to City
- Fewer short term parking spaces available (?) for city business (permits, paying bills etc).

### **Baker Ave.**

#### **Pros**

- Maximizes/provides for up to 18 short term parking spaces for city business
- North and south ends of structure available for mixed use including retail/CVB/Chamber
- More effectively masks the parking structure compared to 93 alternative
- More effectively "activates" 93 and 1<sup>st</sup> Street intersections-benefit to RR district as identified as primary goal in update to DMP
- Allows for "parking" stairwells and signage at the SE and NE corners of the structure-may be more effective at drawing in users
- Connectivity RR district and street parking on Baker

#### **Cons**

- Noise/traffic
- Limits potential expansion

- Takes away from "Iconic" City Hall building, floor plan less conducive for city employees-fewer windows, more cubicle style atmosphere
- City Hall chambers on 3<sup>rd</sup> story not feasible
- Offices go back away from windows and light

### **L shaped Hwy 93 and Baker**

#### **Pros**

- Public accessibility
- Future expansion
- Iconic look
- 45 degree angle door

#### **Cons**

- Reconfiguration parking structure
- Noise/Traffic

### **High points from the list to give to the architects.**

Project Management & final plans/as built/consolidated construction management  
Maintenance /upkeep management  
Natural Light/ windows/ fresh air  
Break up massing  
Entry-open concept-atrium-glass-outside landscaping and inside plants  
Materials/brick/stone/indigenous, timber frame (ext maintenance)  
Design/timeless/iconic building/Represent Whitefish old & new/historic/functionality over time  
Connectivity with depts./meetings/ council and public  
Public convenience/easy to find staff  
Exterior structure allows flexibility for interior (no load bearing walls on interior)  
Internal connectivity  
Human scale-soften the edge landscaping/active edge

### **DISCUSSION ON DESIGN COMPETITION**

Toby had an e-mail from John Kramer offering a \$6,000 gift towards a courtesy gratuity to the design competition runner ups.

City Manager Stearns said the RFQ stated that the three to five highest ranked teams will also be allotted \$5,000 each for a design competition. The RFQ was legally advertised & therefore the city will either have to amend that RFQ or stay within the perimeter listed in the RFQ.

**OTHER BUSINESS:** None

### **COMMUNICATIONS FROM THE PUBLIC**

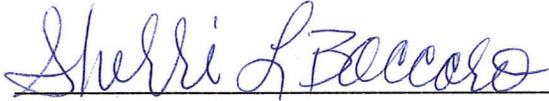
Kathy Skemp who is on the Architectural Review Committee and an architect herself suggested giving the architects more information on the interior so that the exterior works to the design. Also has the committee thought about maybe in the future being able to add onto the parking structure if needed.

**SET DATE AND TIME FOR NEXT MEETING**

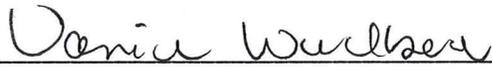
The next meeting has been set for either October 23rd from 9 to 12 or the 24<sup>th</sup> from 10 to 1. This will be an informational meeting with the 4 architectural firms.

**ADJOURNMENT**

The meeting adjourned at 12:08 p.m.

Handwritten signature of Sherri L. Baccaro in blue ink, written over a horizontal line.

Sherri Baccaro, Chairman

Handwritten signature of Vanice Woodbeck in blue ink, written over a horizontal line.

Vanice Woodbeck, Secretary



## **WHITEFISH FUTURE CITY HALL STEERING COMMITTEE**

**MEETING OF Tuesday, September 10, 2013 9:30 – 11:30 A.M.  
CITY COUNCIL CONFERENCE ROOM, 402 East 2<sup>nd</sup> Street**

- 1) CALL TO ORDER
- 2) APPROVAL OF MINUTES FROM LAST MEETING
- 3) REVIEW/DISCUSS RFQ FOR ARCHITECTURAL SELECTION
- 4) OTHER BUSINESS
- 5) COMMUNICATIONS FROM THE PUBLIC (limit 3 min. per person)
- 6) SET DATE AND TIME FOR NEXT MEETING(S)
- 7) ADJOURNMENT

**WHITEFISH FUTURE CITY HALL STEERING COMMITTEE  
TUESDAY SEPTEMBER 10, 2013 9:30 TO 11:00 A.M.  
CITY COUNCIL CONFERENCE ROOM  
402 E. 2<sup>ND</sup> STREET**

**CALL TO ORDER**

Chairman Baccaro called the meeting to order at 9:37 a.m. Members present were John Muhlfeld, Robert Blickenstaff, Toby Scott, City Manager Stearns, Necile Lorang, Wendy Compton-Ring, Ian Collins, Ross Anderson, George Gardner and Vanice Woodbeck. Members not present were Mike Jenson, Marcus Duffy and Phil Mitchell. In the audience were Heidi from the Pilot and Kathy Skimp.

**APPROVAL OF MINUTES FROM LAST MEETING**

**Chuck made a motion, 2<sup>nd</sup> by Necile, to approve the minutes from the June 12, 2013 meeting. The motion passed unanimously.**

**REVIEW/DISCUSS RFQ FOR ARCHITECTURAL SELECTION**

City Manager Stearns said he received an e-mail from Montana Creative and they said they did not add an engineer with their proposal because they were not asked to and the RFQ did say they would be working with Kimerly-Horn. City Manager Stearns received another suggestion from an architectural firm that once the list was narrowed down to 3 or 5 that it would be useful to invite them to meet with the committee either jointly or individually and get a feedback from the committee on what they are looking for.

Robert said he felt Locati's was the best as he read the paragraph from their submittal which was their experience with building of similar context, use, function and scope. Sherri said she looked at all the submittals as to their workload and if they have the staff available to keep up with this project. Ross said sometimes the smaller firms will give a project more attention than some of the bigger firms.

Everybody gave their top 5 picks of the 10 submittals:

John:           1. MMW (MacArthur, Means & Wells)  
                  2. Collaborative Design Architects  
                  3. CTA  
                  4. Mosaic  
                  5. Montana Creative

Robert:       1. Locati Architects  
                  2. Montana Creative  
                  3. CTA

Toby:           1. MMW  
                  2. Mosaic  
                  3. Oz Architects/John Constenius

Chuck: 1. Collaborative Design Architects  
2. CTA  
3. Schutz Foss  
4. Oz Architects/John Constenius  
5. MMW

Necile: 1. Phillips  
2. Schutz Foss  
3. CTA  
4. MMW  
5. Oz Architects/John Constenius

Sherri: 1. CTA  
2. MMW  
3. Oz Architects/John Constenius  
4. Mosaic  
5. Collaborative

Wendy: 1. Oz Architects/John Constenius  
1. Mosaic  
3. MMW  
4. CTA  
5. Phillips

Ian: 1. MMW  
2. Mosaic  
3. CTA  
4. Collaborative  
5. Oz Architects/John Constenius

Ross: 1. CTA  
2. Mosaic  
3. MMW  
4. Oz Architects/John Constenius  
5. Collaborative

George: 1. CTA  
2. Montana Creative  
3. Locati

The top 4 are CTA/MMW/Mosaic/Oz.

Necile suggested that our next meeting should consist of brainstorming to get information together on what we want for a city hall/parking structure.

**Toby made a motion, 2<sup>nd</sup> by Wendy, to reduce the number from 10 firms to 4 with them being CTA/MMW/Mosaic and Oz Architects. The motion passed with 9 yes votes. Robert Blickenstaff abstained.**

City Manager Stearns said the first meeting we have with the architects will be them interviewing us. The second will be us interviewing them.

City Manager Stearns said for everyone to have pro's and con's for city hall being on 93 or Baker Avenue that we can give to them. Toby suggested some other ideas would be landscaping/ overall look/ layout of office space and public entryway.

**OTHER BUSINESS:** None.

**COMMUNICATIONS FROM THE PUBLIC:** None.

**SET DATE AND TIME FOR NEXT MEETING(S)**

The next meeting date has been set for September 24, 2013 at 9:00 a.m. to 12:00 p.m.

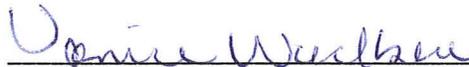
**ADJOURNMENT**

Ian made a motion, 2<sup>nd</sup> by George, to adjourn the meeting. The motion passed unanimously.

Meeting adjourned at 10:53 a.m.



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Sherri Baccaro, Chairman



\_\_\_\_\_  
Vanice Woodbeck, Secretary



## **WHITEFISH FUTURE CITY HALL STEERING COMMITTEE**

**MEETING OF Tuesday, September 24, 2013 9:00 – 12:00 P.M.  
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- 1) CALL TO ORDER
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- 4) DISCUSSION ON DESIGN COMPETITION
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- 8) ADJOURNMENT

Prepared by: John Muhlfeld

City Hall Fronting Highway 93	
Pros	Cons
Allows for more of an “iconic” city hall building	Parking structure less “masked” compared to Baker frontage
North end of structure on 1 <sup>st</sup> can be utilized for mixed retail / WCVB / Chamber	Prevents retail / mixed use from “wrapping” south end of structure
Allows for 3 <sup>rd</sup> story council chambers setback 20’ per code if greater than 35 ft in height	May be less effective in terms of “activating” intersection and drawing pedestrians to RR district – key goal of update to DMP
Floor plan more conducive / desirable for City Hall employees	“Less lease revenue” to City
	Fewer short term parking spaces available (?) for city business (permits, paying bills etc).

City Hall Fronting Baker Avenue	
Pros	Cons
Maximizes / provides for up to 18 short term parking spaces for city business	Takes away from “iconic” City Hall building
North and south ends of structure available for mixed use including retail / CVB / Chamber	Floor plan less conducive for City employees – fewer windows, more cubicle-style atmosphere
More effectively masks the parking structure compared to 93 alternative	City Hall chambers on 3 <sup>rd</sup> story not feasible (?)
More effectively “activates” 93 and 1 <sup>st</sup> Street intersections – benefit to railway district as identified as primary goal in update to DMP	
Allows for “parking” stairwells and signage at the SE and NE corners of the structure – may be more effective at drawing in users	

**Data Gaps / Questions**

1. Number of parking stalls provided for each alternative configuration?
2. Do the different configurations affect ramp design (grades/slopes)?
3. Cost-benefit analysis for each alternative (# spaces provide / cost / space etc.)
4. Construction sequencing/phasing – any benefits in terms of minimizing impact on City Hall functions
5. I want to better understand how the different configurations accommodate or limit landscaping and buffering along 93 and Baker Ave.

John Kramer to City Hall Steering committee

And thank you for being on the City Hall/parking facility planning committee. A couple of thoughts about the potential architecture as this will be a key part of whether this project will be successful in the community or not. May I throw out a few words to describe what we think the community would like? Words that come to mind would be a timeless historic landmark look that would stand the test of time and not become dated. And materials such as brick or stone that would be durable, long-lasting, low maintenance and fire resistant. I think simple words and phrases like that will give your Architects a little general direction without tying their creative hands.

And would someone please ask the city manager if my \$6000 gift towards a courtesy gratuity to the design competition runner ups Could be augmented possibly with some TIF money? I have been told that in a design competition like this even though it will be quite simple, that each firm could easily be putting in \$10,000-\$20,000 worth of time and effort. A \$5000 each runner-up prize would be much more appropriate. And possibly one of the firms might drop out and that would mean only two runner-up prizes would be necessary? If I weren't so deeply involved with five-year pledges 23 major projects at this time I would've been happy to provide that. But unfortunately \$6000 was all that I could still afford. But I think the design competition you will find will be very helpful in determining which firm is the best fit and the best firm for your committee and city staff to work with. And when they each present one or possibly two ideas each, you will probably see some wonderful design ideas and the right architectural firm will bring themselves to the surface for final selection.