



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

**MEETING OF Thursday, November 14, 2013 9:30 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) DISCUSS QUESTIONS RECEIVED FROM ARCHITECTS AND PROVIDE ANSWERS
- 4) DISCUSS & CREATE QUESTIONS FOR ARCHITECT INTERVIEWS
- 5) DISCUSS TIMES FOR PRESENTATIONS
- 6) DISCUSS PUBLICITY FOR PRESENTATIONS
- 7) OTHER BUSINESS
- 8) COMMUNICATIONS FROM THE PUBLIC (limit 3 min. per person)
- 9) SET DATE AND TIME FOR NEXT MEETING(S)
- 10) ADJOURNMENT

WHITEFISH FUTURE CITY HALL STEERING COMMITTEE  
THURSDAY OCTOBER 24, 2013, 10:00 A.M. TO 1:00 P.M.  
402 E. 2<sup>ND</sup> STREET

**CALL TO ORDR**

Chairman Baccaro called the meeting to order at 10:00 a.m. Members present were Ian Collins, Phil Mitchell, City Manager Chuck Stearns, Necile Lorang, Toby Scott, Ross Anderson, John Muhlfeld, Robert Blickstaff, George Gardner, Wendy Compton-Ring and Vanice Woodbeck. Members not present were Mike Jenson and Marcus Duffy. In the audience was John Wilson. The architect firms attending were Logan Kato-Oz Architects, Dennis Greeno-Oz Architects, Scott Gilder-Oz Architects, John Constenius-John Constenius Architects/Oz, Don MacArthur-MMW Architects, Luke Jackson-MMW Architects, Bruce Boody-Landscape Architects, Mark Ophus-Mosaic Architecture, Matt Aune-Mosaic Architecture, Ben Tintinger-Mosaic Architecture, David Mitchell-CTA and Fran Quiram-CTA.

**APPROVAL OF MINUTES**

**Necile made a motion, seconded by John to approve the minutes from September 24, 2013.**

Necile had one correction on page 3 under Consideration- Don't let parking structure out way employee environment it should be Don't let parking structure outweigh employee environment.

**The motion passed unanimously as amended.**

**DISCUSSION WITH ARCHITECTS**

Chairman Baccaro went through the list of ideas that the committee had come up with.

**Project Management and Maintenance:** It is very important for us to have a very strong team who can lead in the project and construction management and who will follow through with a consolidated set of as-built drawings. We would like life cycling, efficient and user friendly HVAC, state if the art equipment but also where we would be able to work on it in house, IT room where all the equipment could be in one location also with IT to really look to the future with the equipment, storage room, we would like one phone systems for the whole city. John Wilson said we are in the process of going wireless for our radios and cell phones and we would like to see the same equipment all though the city.

**Natural Light and Entry-Open Concept:** It is very important that the building have a lot of natural light and an airy open feeling. We would windows, maybe a nice entryway with a very wide staircase that goes up to the 2<sup>nd</sup> and 3<sup>rd</sup> floors, nice landscaping on the outside which in turn would come into the inside like an atrium.

**Break of massing:** We do not want the building to look like one uniform mass. This aspect is especially important where the parking structure is not masked by City Hall. John Muhlfeld said we do not want it to look like a parking structure and maybe some retail space and that it fits with the downtown core. Ian said they should be very familiar with the Downtown Master Plan and there might be some changes to that soon. City Manager Stearns said he would get them the Downtown Master Plan and also the updated one. He will also send them the Architectural Standards and the WB-3 zoning.

John Constenius asked if the corner will be like American Bank's corner and if we are keep the siren on top of the building. John Wilson said they would have to keep the building back from the corner as there are a lot of trucks turning this corner. City Manager Stearns said they will be keeping the siren going so that would also have to be figured in. Necile also thought if we put the council chambers on the top floor we could do like a penthouse on top with views and a green area where people could also go. Ian would also like to see a nice lobby area for the public.

**Materials and Design:** It is important to the committee that the aesthetics of the building are of indigenous materials such as brick, stone and possibly timber frame. Ross thought having the frame being timber. City Manager Stearns said that MDT does not want posts in the right-of-way. They might consider a variance if we wanted to do a breakaway. We could also do cantilevers. George felt using timbers would be neat as this was a lumbering community. We do not want all brick.

**Connectivity:** The connectivity and convenience for flow with all departments, public and council throughout the building should make sense and have an easy free feeling. Also to help create an active street outside City Hall. Ben Tintinger, Mosaic Architecture asked if they were still working with 19,000 sq. feet and City Manager Stearns said yes but they would need to do another need assessment later on. The cost they would be looking at will be about 4.8 for City Hall and 6.5 million for Parking Structure.

**Exterior Structure:** We would prefer no load bearing walls on interior for future expansion as needed.

**Human Scale:** We would like to see softer edges on the parking structure portion of the building. Ross wants people to feel comfortable inside and outside of the building. City Manager Stearns said the north end of the site could possibly be retail that would flow into the Railway District which they could rent out. The parking structure and city hall really need to work together and the parking structure should also have an open feeling. The parking structure should be granny friendly. Ross would like them to follow through with all the details.

Don MacArthur asked the committee what words they would describe City Hall and going around the room they were: healthy, mountain charming, family friendly, progressive, pride, anchor, face to face connect with employees and citizens, open flow, old and new, nice landscaping, transparent government, balance between community and resort, helpful, feels like a small town of the old west.

City Manager Stearns said they will each be given \$5,000 for the work and asked how long they would need. They all felt 4 to 6 weeks would be long enough. We will be doing the interview and looking at the concept at the same time. The board decided that if the architects have any other questions they will give them until November 8<sup>th</sup> to submit to the City Manager and then the board can meet sometime the week of November 11<sup>th</sup> thru the 15<sup>th</sup>. They will set up the interviews for either December 11<sup>th</sup> or 12<sup>th</sup>. The committee felt that ½ for their presentation and 1 hour for the interview would be enough time.

The meeting was adjourned at 12:13 p.m.

QUESTIONS TO ASK CITY HALL ARCHITECTURAL FIRMS  
DURING INTERVIEWS ON DECEMBER 11, 2013  
**(CONFIDENTIAL – DO NOT DISTRIBUTE BEYOND COMMITTEE MEMBERS)**

1. Please describe the personnel team that you are proposing for the City Hall/Parking Structure project including their locations, workload, and attributes.
2. How do we ensure that this proposed team will be the same team from start to finish on the project?
3. Please describe and elaborate on this team's experience with City Hall projects, parking structure projects, or other large, comparable projects.
4. Please describe and elaborate on this team's experience with construction management during a project. Any evidence that you can provide such as % of project cost in changeorders or other measurement techniques?
5. Which projects in your original, written proposal should we contact regarding your experience on construction management? Are the contact people for those projects listed in the original, written proposal?
6. Please describe the process that your team would use to update the original space needs study that was done in 2007.
7. Do you have any thoughts on an architectural style for the new City Hall/Parking Structure that are not conveyed in your visual presentation?
8. What are the considerations or trade-offs for us to consider when deciding to limit or exclude load-bearing walls from the interior of the City Hall portion of the building?
9. What are some ideas that would help activate the sidewalks and pedestrian paths along 2<sup>nd</sup> Street and Baker Avenue.
10. Why are you the best firm for us to consider for our project?

## Vanice Woodbeck

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**From:** Toby Scott <tobyscott@earthlink.net>  
**Sent:** Sunday, November 10, 2013 9:43 AM  
**To:** Sherri Baccaro; City Manager Chuck; George Gardner; 'Ian Collins'; John; Marcus Duffey; 'Mike Jenson'; Necile Lorang; Phil Mitchell; 'Robert Blickenstaff'; 'Ross Anderson'; Vanice Woodbeck; Wendy Compton-Ring  
**Subject:** Re: City Hall / Parking Structure-Question

Sherri, (& committee members)

I will be unable to attend the meeting on Thursday due to work commitment.

Regarding the questions:

1. As a standalone structure; the Library, Whitefish Credit Union and the Wave buildings. Feature, the wood and stone work.
2. Yes, these features should be a part of the structure and look of the building.

Try to incorporate the older western/hand hewn look along with a slightly contemporary look. The refacing of the Sportsman is a good example of this style. The Piney Creek (Coaches Corner) and Brewery buildings are too contemporary and industrial looking.

As part of an overall "look", I also like that of the diverse retail storefronts along Central Avenue. Perhaps not so many, but along that concept of "breaking up the massing".

Toby

**From:** Sherri Baccaro <[publicworks@cityofwhitefish.org](mailto:publicworks@cityofwhitefish.org)>  
**Organization:** City of Whitefish  
**Date:** Friday, November 8, 2013 3:52 PM  
**Subject:** FW: City Hall / Parking Structure-Question

1. What is your favorite Whitefish building and/or architectural feature?
2. Does this building or feature embody the spirit that the new City Hall / Parking Structure should capture?

Thank you.

Dennis Greeno AIA, LEED AP BD+C

**OZ Architects**

## Vanice Woodbeck

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**From:** Necile Lorang <nlorang@cityofwhitefish.org>  
**Sent:** Monday, November 11, 2013 9:34 AM  
**To:** Toby Scott  
**Cc:** Sherri Baccaro; City Manager Chuck; George Gardner; Ian Collins; John; Marcus Duffey; Mike Jenson; Phil Mitchell; Robert Blickenstaff; Ross Anderson; Vanice Woodbeck; Wendy Compton-Ring  
**Subject:** Re: City Hall / Parking Structure-Question

1. American Bank and Glacier Sotheby's Real Estate buildings and Clock Tower - Brick, stone & big windows. Casey's building is nice too with the large stones.
2. Yes - I think a combination of features is striking.

Necile

Sent from my iPad

On Nov 10, 2013, at 9:42 AM, Toby Scott <[tobyscott@earthlink.net](mailto:tobyscott@earthlink.net)> wrote:

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**Cc:** Sherri Baccaro; City Manager Chuck; George Gardner; Ian Collins; John; Marcus Duffey; Mike Jenson; Phil Mitchell; Robert Blickenstaff; Ross Anderson; Vanice Woodbeck; Wendy Compton-Ring  
**Subject:** Re: City Hall / Parking Structure-Question

One more...

The Lodge at Whitefish Lake is nice for a very large structure.

Toby

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**From:** Necile Lorang <nlorang@cityofwhitefish.org>  
**Date:** Monday, November 11, 2013 11:33 AM  
**To:** Toby Scott <tobyscott@earthlink.net>  
**Cc:** Sherri Baccaro <publicworks@cityofwhitefish.org>, Chuck Stearns <cstearns@cityofwhitefish.org>, George Gardner <ggardner@cyberport.net>, Ian Collins <ianbcollins@gmail.com>, John Muhlfeld <jmuhlfeld@cityofwhitefish.org>, Marcus Duffey <marcusduffey@greatnorthernbrewing.com>, Mike Jenson <mjenson@bresnan.net>, Phil Mitchell <pmitchell@cityofwhitefish.org>, Robert Blickenstaff <rob2blick@gmail.com>, Ross Anderson <info@rossganderson.com>, Vanice Woodbeck <vwoodbeck@cityofwhitefish.org>, Wendy Compton-Ring <wcompton-ring@cityofwhitefish.org>  
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