



Nine Mile Creek Discovery Point
12800 Gerard Drive

Eden Prairie, MN 55346

(952) 835-2078

www.ninemilecreek.org

MEMO

TO: Nine Mile Creek Watershed District Board of Managers
FROM: Randy Anhorn
DATE: June 12, 2018
RE: District Office Space/Staffing

Background

Given the success of our recent request to Eden Prairie to amend our Development Agreement to increase the limit on the number of full time employees (FTEs) at Discovery Point from three (3) to five (5), we have been looking at options to create office space for additional FTEs. For this reason, I reached out to two (2) different commercial furniture service consultants to provide options for creating an additional office space within our current building constraints.

In looking at current workloads and expectations laid out in our recently adopted 5th generation Water Management Plan however, the need for more than just one (1) added FTE (a soon to be posted position to support of our regulatory program), became apparent. We could really use a second FTE that would be more technical in nature and could take over our cost-share grant program, provide technical support (design and planning) on current and future projects within the District (including citizens and single-family home permit applicants), provide landscape design support (both internally and externally) and provide some project management support as we start to have multiple projects at different stages being implemented simultaneously. For this reason, I also asked one of the consultants to provide options for creating two (2) office spaces as opposed to just one (1). Attached are various options to fulfill different scenarios.

Options 1-3 entail the creation of freestanding cubicle(s) in the current open office space by the copier. Option 4 would look at adding on to the building in that area to create two (2) permanent offices.

Another option considered was creating long-term office space in our Interactive Room. However, due to the renovation needs to update the room to be able to create two (2) office spaces, and the fact that we use this room for events on a routine basis, the use of this room for a long-term office space solution was dropped resulting in a yet to be flushed out Option 4 (adding on to the building to create two (2) permanent offices).

Option 1 (drawing attached); would create one (1) ~8.5' x 8.5' freestanding cubicle (67' high) with furniture in the space. The cost of this (not including a new electrical, telephone and computer needs) would be \$4,500 - \$5,000. This option would work well in the short-term for the addition of one (1) FTE, it didn't address needs for a second employee.

Option 2 (drawing attached); would create the same ~8.5' x 8.5' freestanding cubicle with a smaller ~6.0' x 6.0' freestanding cubicle next to it. The cost of this option (not including a new electrical, telephone and computer needs) would be \$6,000 - \$6,500.

Option 3 (drawing attached); would create two (2) ~6.0' x 6.0' freestanding cubicles. The cost of this option (not including a new electrical, telephone and computer needs) would be \$5,500 - \$6,000.

Both Option 2 and Option 3 do not seem like a long-term solution to our office space needs to fulfill our workload.

Option 4 (concept sketch attached); would bump the outside wall of the copier room out roughly nine (9) feet creating a area of roughly 162 square feet that could result in two (2) identical ~9.0 x 9.0' permanent offices. A small addition to the building is allowable under our current Development Agreement with the City.

Because we plan on hiring one (1) staff within the next six (6) months (I am waiting on the results of the Noah & Associates salary/job description survey before posting the job notice) and then likely looking to hire another FTE sometime in the near future, we would need some temporary office space as we go through the design, permitting and construction phase for this option. In the interim of having the permanent office space completed, we would look at leasing temporary cubicles it be set up in the Interactive Room until the addition is completed.

Action

No action is needed at this time. The presented is for informational purposes to promote discuss and seek Manager input and possible direction.

COMMERCIAL FURNITURE SERVICES

4301 HIGHWAY 7
ST LOUIS PARK, MN 55416
T 952 922 6683
F 952 922 4025
WWW.CFSMN.COM
M-F 8-5, SAT 9-12

PROJECT:

9 MILE CREEK

TITLE:

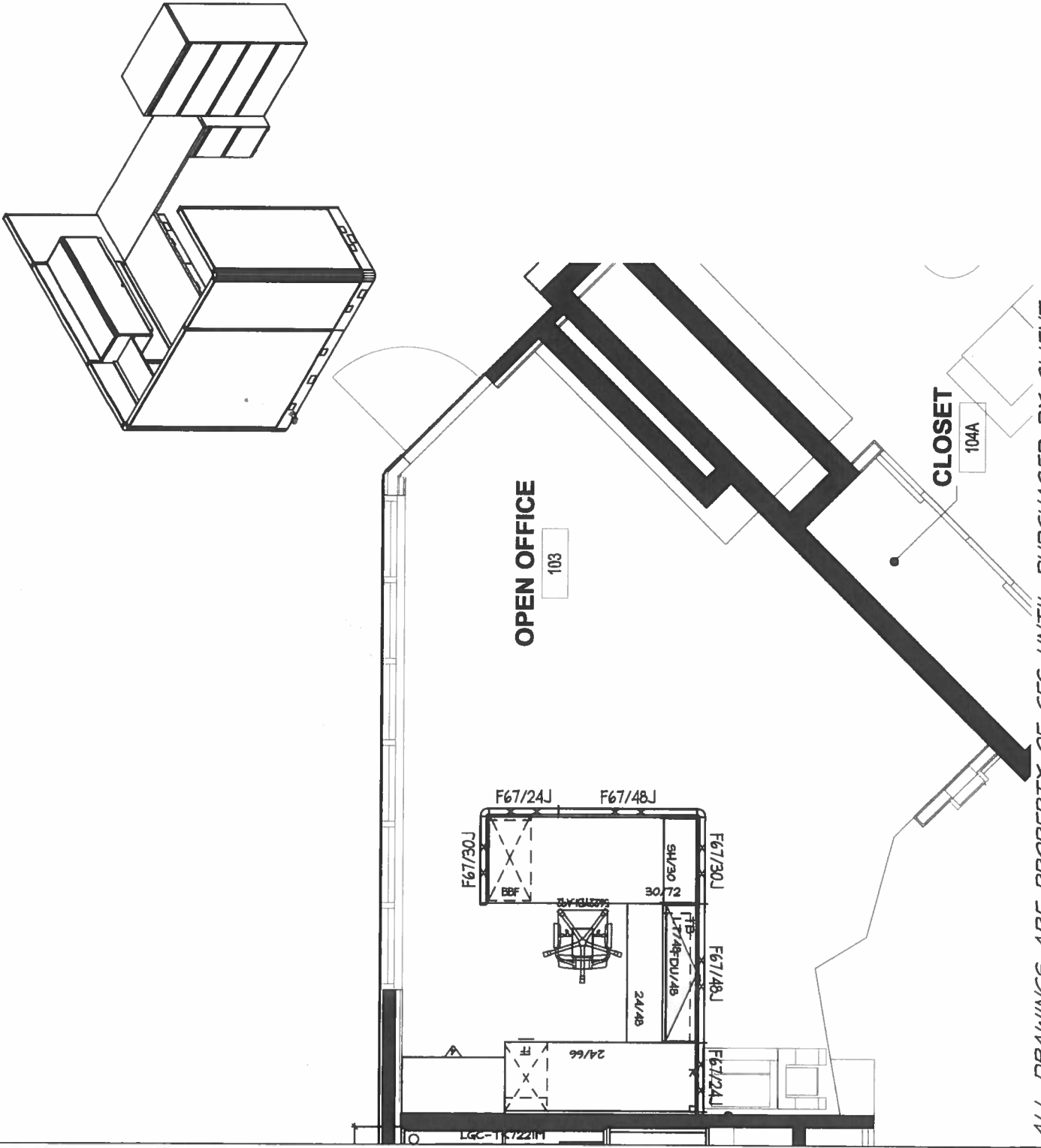
FURNITURE PLAN

REVISIONS:

[illegible]

DRAWN BY: AN
SALES REP: AD
START DATE: 10 MAY 18
PRINT DATE: 10 MAY 18
SCALE: 1/4"=1'-0"

#80434



option 1

OPTION 2



COMMERCIAL FURNITURE SERVICES
 4301 HIGHWAY 7
 ST LOUIS PARK, MN 55416
 T 952 922 6683
 F 952 922 4025
 WWW.CFSMN.COM
 M-F 8-5, SAT 9-12

PROJECT:
 9 MILE CREEK

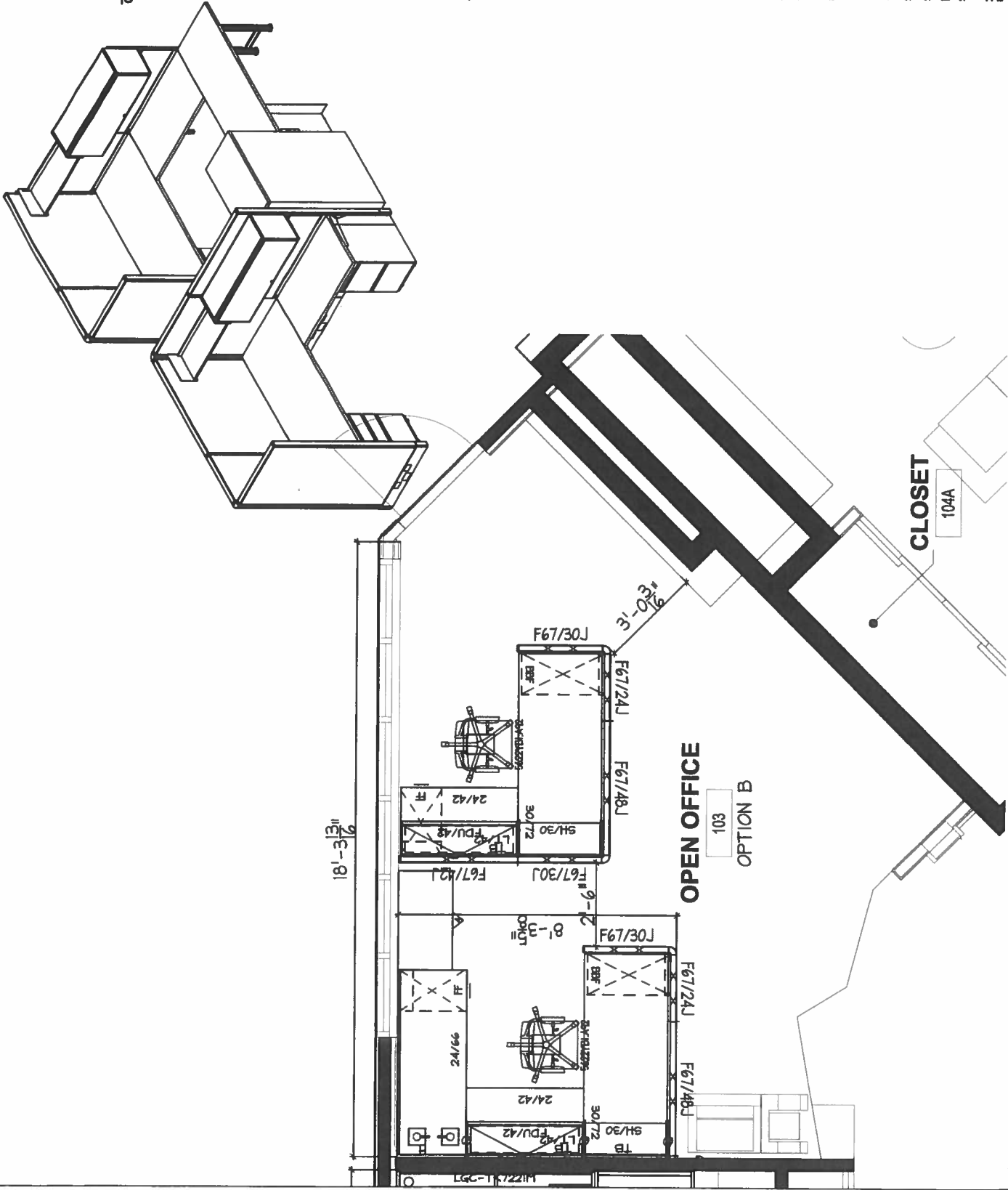
TITLE:
 FURNITURE PLAN

REVISIONS:

DATE	DESCRIPTION	BY
5/28	OPTIONS FOR 2	

DRAWN BY: AN
 SALES REP: AD
 START DATE: 10 MAY 18
 PRINT DATE: 29 MAY 18
 SCALE: 1/4"=1'-0"

#80434



ALL DRAWINGS ARE PROPERTY OF CFS UNTIL PURCHASED BY CLIENT.

option 3



COMMERCIAL FURNITURE SERVICES
4301 HIGHWAY 7
ST LOUIS PARK, MN 55416
T 952 922 6683
F 952 922 4025
WWW.CFSMN.COM
M-F 8-5, SAT 9-12

PROJECT:

9 MILE CREEK

TITLE:

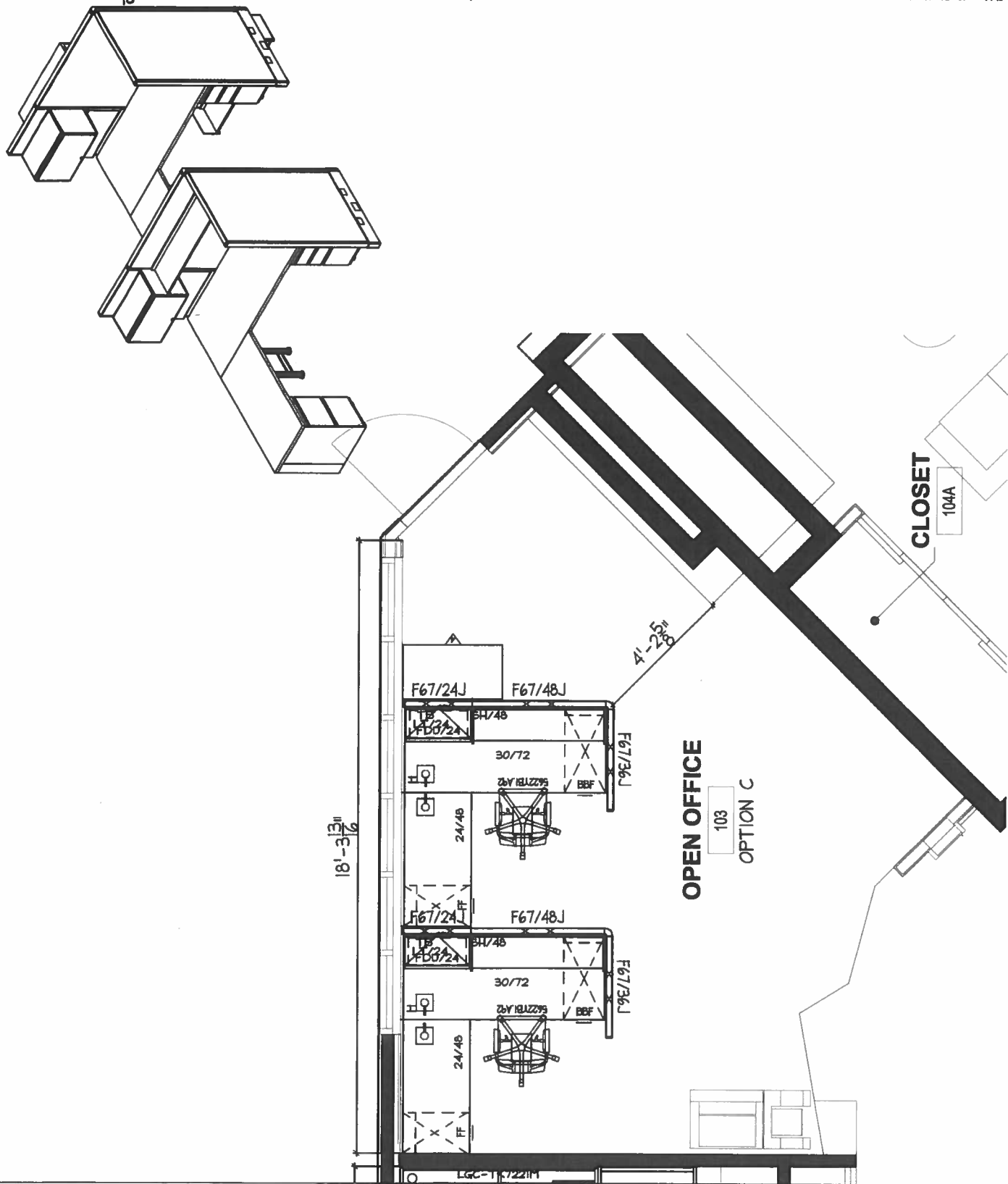
FURNITURE PLAN

REVISIONS:

DATE	DESCRIPTION
5/29/18	OPTIONS FOR 2

DRAWN BY: AN
SALES REP: AD
START DATE: 10 MAY 18
PRINT DATE: 29 MAY 18
SCALE: 1/4"=1'-0"

#80434



ALL DRAWINGS ARE PROPERTY OF CFS UNTIL PURCHASED BY CLIENT.

option 4

CFS
COMMERCIAL FURNITURE SERVICES
4301 JACARANDA
ST. LOUIS, MO 63114
P 314.992.0000
F 314.992.0001
WWW.CFSFURN.COM

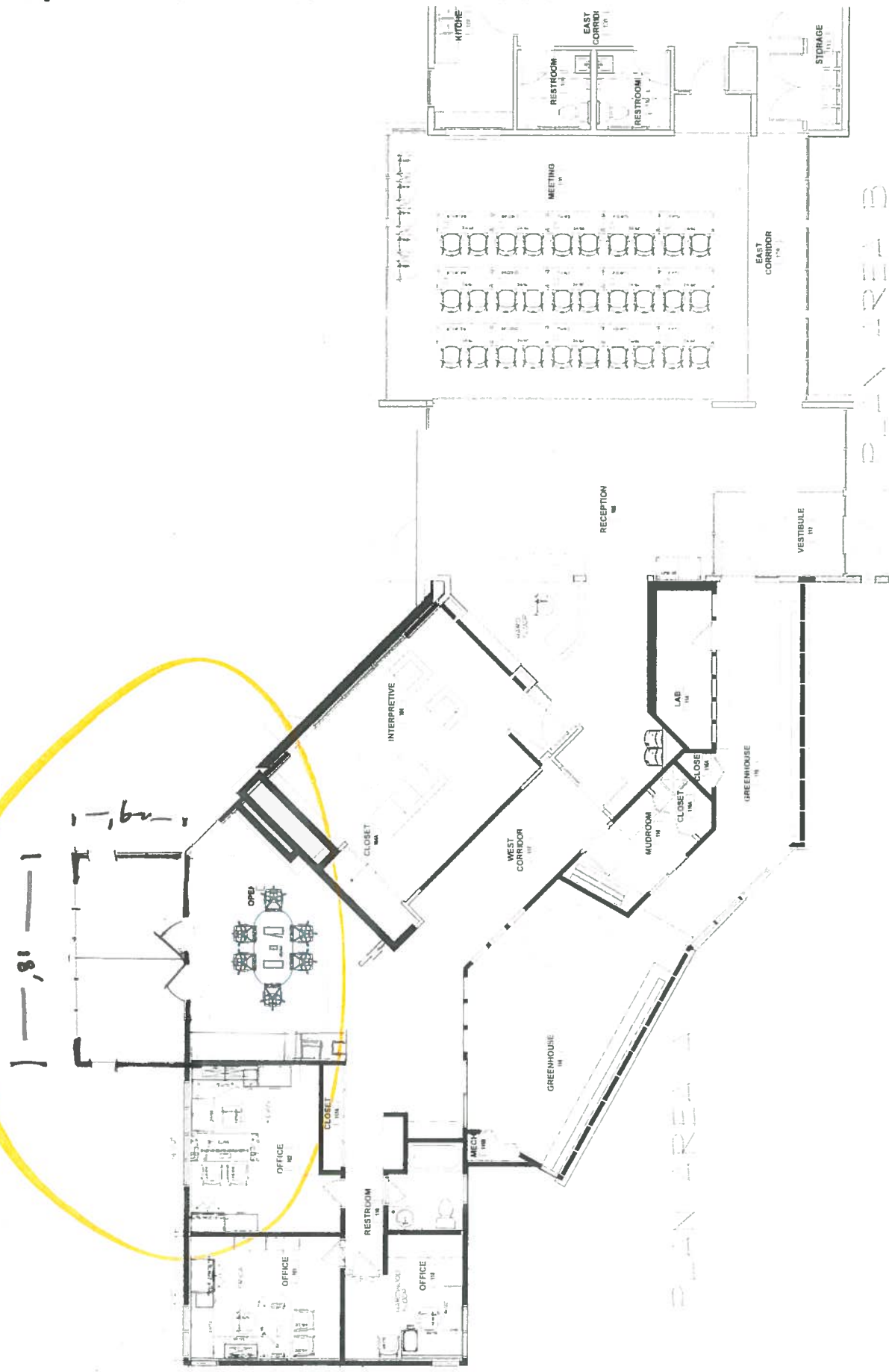
PROJECT
6 MILE CREEK

FURNITURE PLAN

REVISIONS

DATE	DESCRIPTION
10/28	LAG ALL
11/21	CAS ALL
12/10	CONF. S. DTD.

DESIGN BY	DATE
SALES DEPT	10/28/14
START DATE	11/02/14
END DATE	11/02/14



OPTION 4