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# BUILDING CONSOLIDATION PROPOSAL

- " The entire facility  
(Detroit Lakes) is  
obsolete for human  
habitation. The  
occupied space  
for personnel is  
deficient in all  
aspects of health,  
life safety, fire safety  
and function."

Richard A. Brooks,  
Director  
Department of Administration,  
Building Codes and Standards

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## **i. INTRODUCTION**

**Dear fellow Minnesotan,**

*The Department of Natural Resources has submitted a substantial capital budget request to the state legislature. A large portion of this request is to meet a need that I feel has reached critical proportions within the DNR: severe overcrowding and hazardously inadequate office conditions at many locations.*

*During the last fifteen years, the DNR has made a tremendous effort to consolidate field offices to improve our efficiency, reduce maintenance costs and provide better public service. In the process we have abandoned and disposed of more than a hundred outdated, high maintenance buildings and consolidated work forces at thirty locations.*

*However, in some cases this has necessitated moving employees into buildings that were at, or near capacity already. Expanding natural resource responsibilities are adding to the problem. We now have employees whose offices are in attics, storage areas, basements and garages. Not only is this unfair, in many cases it is just plain illegal; violating building and safety codes. In addition, many of these buildings are totally inaccessible to the handicapped.*

*This capital budget request will remodel, expand and provide new facilities to address the worst of these problems. It will also allow the DNR to continue consolidating offices so as to provide efficient and effective public service. If you have any questions, please contact Gene Gere, DNR Assistant Commissioner at (612) 296-0553.*

**Sincerely,**



**Joseph N. Alexander,  
Commissioner**

## I. SUMMARY

**PROJECT PROPOSAL SCOPE:** This proposal involves fifteen office locations. One site is in the seven county metro area; the other fourteen are throughout greater Minnesota. The proposal includes expansion and renovation of ten existing facilities. Five facility proposals require new locations. Five of the proposals include consolidation of up to four separate facilities into a single new facility.

**PROJECT PURPOSE:** If implemented, the proposal will correct inadequate, unsafe, and unproductive work environments so that DNR employees are better able to serve the public, work efficiently, and maintain quality management services. Major improvements for handicapped accessibility are a key component and benefit of the request.

**PROJECT COST:** The projected cost of the proposal is \$9.4 million.

**SHORT AND LONG-TERM ECONOMIC IMPACT:** With the amount and size of individual building projects, this proposal could provide work and employment opportunities for many smaller Minnesota contractors, tradespeople, and suppliers from a broad geographic area.

Completion of these projects would solidify the DNR presence in these communities for the foreseeable future. DNR staff would continue to be prominent economic and social contributors in these areas. The projects would also allow for anticipated growth in the DNR labor force located at these sites.

Funding of this proposal would allow the DNR to save the nearly \$60,000 a year in rent it currently pays for stop-gap office and storage space. It would also allow substantial energy savings as many of these buildings currently use two to three times the energy of newer, properly constructed buildings. Other maintenance dollars also would be saved as the DNR would be able to retire dozens of old buildings in poor condition, many of which are more than 50 years old.

## PROPOSAL SUMMARY

<u>FACILITY</u>	<u>COST</u>	<u>ACTION</u>
<b>Bemidji Area/ Regional Hdqtrs.</b>	\$3,150,000	Remodel headquarters, construct office/storage addition, consolidate remote area facilities
<b>Metro Regional Headquarters</b>	\$ 195,000	Remodel warehouse space, replace roof
<b>Aitkin</b>	\$ 600,000	Consolidate four area/district facilities, purchase and develop consolidated office and storage facility
<b>Detroit Lakes</b>	\$ 660,000	Demolish existing buildings; Construct new offices, storage, fish hatchery
<b>Warroad</b>	\$ 785,000	Consolidate Red Lake Wildlife Management Area (Norris Camp) with area/district Forestry facilities in new Warroad site
<b>Cambridge</b>	\$ 560,000	Secure and develop new site for consolidated Cambridge offices
<b>Grand Marais</b>	\$ 183,000	Remodel existing offices; construct addition with office, storage and laboratory space
<b>Moose Lake</b>	\$ 270,000	Remodel existing space; construct office and storage addition
<b>Thief River Falls</b>	\$ 126,000	Relocate existing offices to new state office facility
<b>Lake George</b>	\$ 180,000	Relocate Guthrie Forestry office, construct new office facility at Lake George
<b>Lewiston</b>	\$ 97,000	Construct office and meeting space addition, upgrade heating/cooling system
<b>International Falls</b>	\$ 90,000	Remodel existing facility, construct addition with space for office, storage, public use
<b>Lake City</b>	\$ 162,000	Floodproof basement; construct addition with office, storage and meeting room space
<b>Spicer</b>	\$ 700,000	Abandon Madelia Farmland Research Center and consolidate staff at Spicer; construct addition with office, laboratory, library and storage space
<b>Ely</b>	\$1,650,000	Relocate existing offices with newly developed NE Minnesota Fish and Wildlife Research Center

**Figure 1: LOCATION OF DNR FACILITIES WITH HIGH PRIORITY FOR 1990 BONDING**



## II. CONSOLIDATION RATIONALE

**THE NEED:** To improve its service to the public and upgrade internal efficiency, the DNR has made a concerted effort to consolidate many of its offices throughout the state. These consolidations have allowed the merger of Fish, Wildlife, Forestry, Parks and Recreation, Trails and Waterways, and Waters staff at key locations. Benefits of this consolidation effort are many. (See 'Consolidation Makes Sense' below.)

The DNR has been successful in consolidating offices in nearly thirty communities. This has allowed disposal of more than 100 antiquated, high maintenance buildings.

A number of other office consolidation opportunities have been identified but capital funding is needed to take advantage of them. In addition, and of more immediate concern, is that previous staff consolidations have resulted in severe over-crowding of existing facilities. As a result, many facilities have working conditions that retard efficiency and pose health and safety hazards to DNR staff and the public.

Accordingly, the cornerstone of the DNR Six Year Capital Improvement Plan and the DNR 1990 Capital Budget request will be funding for facilities to continue office consolidation and to provide for expansion of the most critical, overtaxed facilities.

**CONSOLIDATION MAKES SENSE:** The DNR staffs and maintains hundreds of small, often remotely located offices throughout the state. Consolidation of some of these offices makes sense.

Maximizing the potential of professional staff is a key benefit of office consolidation. In small one or two person offices, hiring of clerical staff is economically unfeasible. Resource managers must spend a lot of time typing reports and letters (painfully slow), filing correspondence and doing many other necessary tasks. By placing a number of resource managers at one location, hiring clerical help becomes more feasible. Managers can spend more time doing what they were trained to do.

Improving interdepartmental communications is another key benefit of consolidation. By housing several disciplines at the same location, communication and understanding between managers improves. Foresters and wildlife managers see and learn from each other, and gain a better understanding of each other's mission and challenges. Hydrologists and fisheries managers can coordinate activities more efficiently.

Probably the major benefactors of consolidation are the people we serve. We now are locating offices for their convenience and not ours. We will be able to provide comprehensive resource management services and information, so people need not run around in order to find what they need. The DNR will be able to live up to its goal of being a responsive, public service oriented agency.

### **III. FOUR YEAR BUILDING CONSOLIDATION CAPITAL BUDGET PLAN**

#### **PRIORITY FOR 1990 BONDING PROPOSAL**

*Bemidji Area/Regional  
Metro Regional  
Aitkin  
Detroit Lakes  
Warroad  
Cambridge  
Grand Marais  
Moose Lake  
Thief River Falls  
Lake George  
Lewiston  
International Falls  
Lake City  
Spicer/Ely*

#### **PRIORITY FOR 1992 BONDING PROPOSAL**

*Tower  
Duluth  
St. Cloud  
Park Rapids  
Wannaska  
Hinckley  
Hibbing  
Little Falls  
Two Harbors  
Orr  
Windom  
Rochester  
Backus*

#### **IV. FACILITY INFORMATION SHEETS**



# BEMIDJI AREA/REGIONAL OFFICE FACT SHEET

## BACKGROUND INFORMATION

**LOCATION:** 2115 Birchmont Beach Road N.E.  
Bemidji Mn  
(near Bemidji State Park)

**FUNCTION:** Regional and area administrative services for all DNR divisions and bureaus

**SITUATION:** A staff of 102 DNR employees provides services from six scattered locations in the Bemidji area. This includes Regional Administration Headquarters (state-owned), Area Forestry (state-owned, remote site), Area Fisheries (state-owned, remote site), Wildlife Research (state-owned, remote site), Regional Forestry and Real Estate Management (leased, remote sites) and Enforcement (mobile home at the Regional Headquarters).

## BUILDING INFORMATION (Regional Headquarters)

**DESCRIPTION:** Concrete and wood frame structure

**GROSS AREA** 8,584 sq. ft.  
**NET OFFICE AREA** 4,200 sq. ft.  
**YEAR CONSTRUCTED** 1972

## STAFFING AND USE

84 TOTAL FULL-TIME STAFF BASED AT THIS FACILITY  
18 SEASONAL/TEMPORARY STAFF USING FACILITY  
102 TOTAL STAFF BASED AT THIS FACILITY  
9 PROJECTED INCREASE IN STAFF (5YRS)  
35 GENERAL PUBLIC VISIT OCCASIONS PER DAY

**COMMENTS:** Projected staff increases are for full-time only. Seasonal and part-time staff is expected to increase by 15 to 20 people. Severe crowding at the Headquarters site has been alleviated somewhat by relocating Regional Forestry, Enforcement and Real Estate Management to remote/detached locations. This results in inefficient interdivisional communications and meetings; duplication of common facilities and staff functions; forced use of sub-standard facilities; and public confusion regarding location of information sources. In summary, the situation impairs effective resource management and public service.

## **FACILITY EVALUATION**

**OFFICE SPACE:** Minimum required under current standards is 10,500 sq. ft. Currently, 4,200 sq. ft. is available at the Headquarters location.

**GENERAL CONDITION OF BUILDINGS:** state-owned Area Headquarters facilities are in excess of 50 years old, are overcrowded, and are in need of major investments to create acceptable staff space. The mobile home at the Regional Headquarters may violate state building codes. Wildlife Research is in a residential type of facility and uses non-complying basement space to house staff. It would be more cost effective and administratively efficient to consolidate all facilities and staff at the Bemidji Regional Headquarters facility.

**OFFICE HABITABILITY:** The headquarters and leased space are in fine to good condition. All other detached facilities are in poor condition.

**ENERGY CHARACTERISTICS:** The energy efficiency of the Regional Headquarters and of leased facilities is very good. The energy efficiency of other facilities ranges from poor to very poor.

## **MAJOR PROBLEMS AND CODE VIOLATIONS**

The following problems occur mostly in the remote locations.

1. no handicapped access at most facilities
2. combustible finishes
3. inadequate ventilation at several facilities
4. high energy consumption at several facilities
5. inadequate toilets at several facilities
6. inadequate lighting and wiring at several facilities

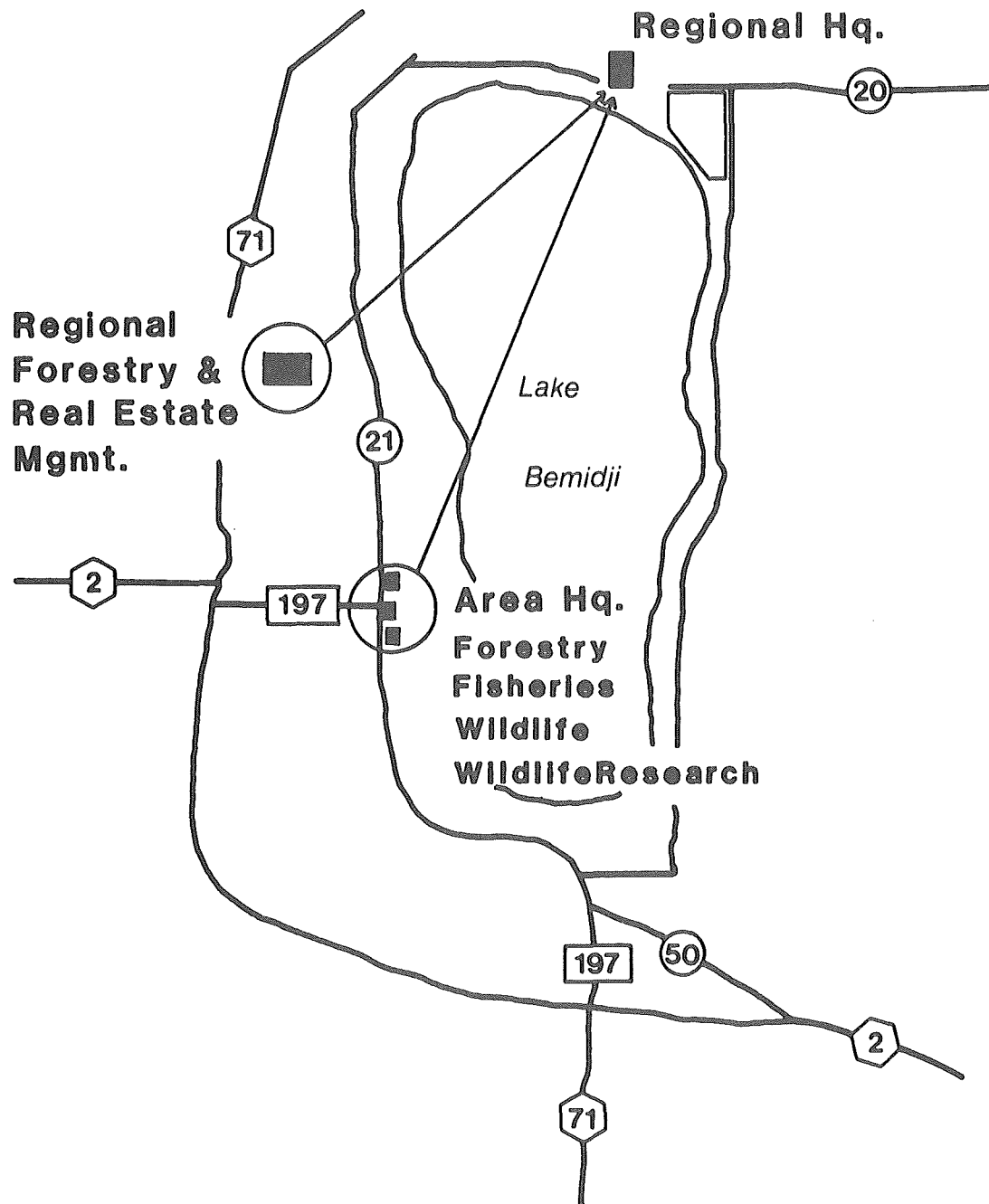
## **CONCLUSIONS**

The public interest and DNR mission are most effectively served by one consolidated Regional and Area Headquarters. The DNR will need to acquire additional land adjacent to the Regional Headquarters facility for expansion to maintain the environmental integrity of the site. Additional land is available from willing sellers.

## **PROPOSED ACTIONS**

The existing Regional Headquarters should be remodeled and an addition constructed that includes adequate office, conference, lunch room, storage, and parking space. The estimated cost of construction for the remodeled space (8,584 sq. ft.), a new addition (21,500 sq. ft.), site improvements, land acquisition, storage, elevator, and a wood heating system is \$3.15 million.

**Figure 2: LOCATION OF EXISTING DNR FACILITIES IN BEMIDJI**



# METRO REGIONAL FACILITY FACT SHEET

## BACKGROUND INFORMATION

**LOCATION:** 1200 Warner Road  
St. Paul, Mn  
(east of downtown St. Paul)

**FUNCTION:** Metro Regional Headquarters; Area offices for Forestry, Fisheries, Waters, Trails and Waterways, fish hatchery, Southern Service Center.

**SITUATION:** This consolidated facility is highly over-crowded. There is insufficient space to accommodate all staff assigned to work in this office. Thus, interdisciplinary coordination and public service are severely hampered.

## BUILDING INFORMATION (Regional Headquarters)

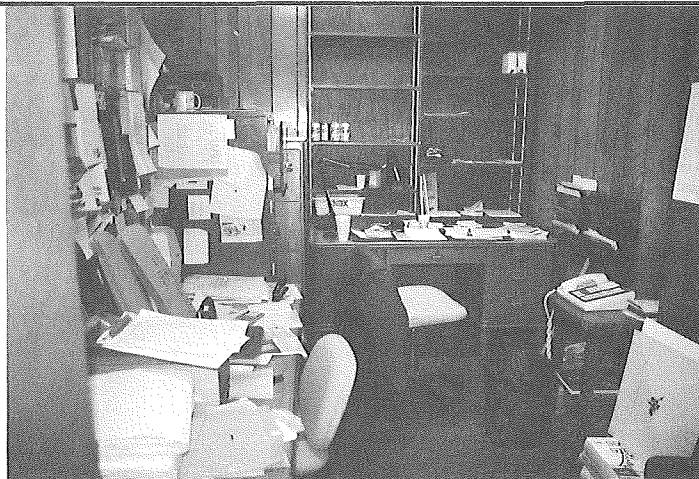
**DESCRIPTION:** One story with basement, cast-in-place concrete and masonry

**GROSS AREA** 30,750 sq. ft.  
**NET OFFICE AREA** 5,150 sq. ft.  
**YEAR CONSTRUCTED** 1940

## STAFFING AND USE

59 TOTAL FULL-TIME STAFF BASED AT THIS FACILITY  
16 SEASONAL/TEMPORARY STAFF USING FACILITY  
15 PROJECTED INCREASE IN STAFF (5YRS)  
10 GENERAL PUBLIC VISIT OCCASIONS PER DAY

**COMMENTS:** These employment totals include staff located in a detached temporary annex. The projected staff increases include nine positions already authorized this biennium and three projected for each of the next two bienniums.





## FACILITY EVALUATION

**OFFICE SPACE:** Minimum required under current standards is 7,000 sq. ft. Currently, 5,140 sq. ft. is available.

**GENERAL CONDITION OF BUILDING:** The general condition of the building is good. Its use can be continued with expansion to accommodate additional staff. Currently, 2,200 sq. ft. of available warehouse space could be remodeled to provide a clean and safe working environment.

**OFFICE HABITABILITY:** Current finished office space is habitable. It needs to be brightened with lighter colors and crowding needs to be alleviated.

**ENERGY CHARACTERISTICS:** The energy efficiency is good. The first floor office area outside walls were insulated at the time of remodeling in 1975. The boiler was converted to natural gas in 1987 and the cost of heating was reduced considerably.

## MAJOR PROBLEMS AND CODE VIOLATIONS

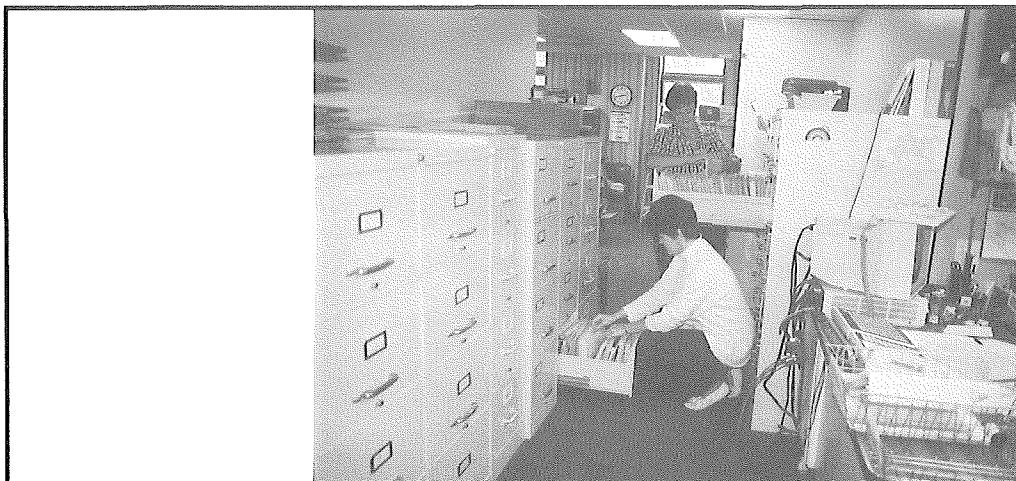
The main floor handicapped access is marginal. Encroachments in corridors create questionable exits. Basement offices are not handicapped accessible. The building roof leaks and, without immediate repair, will cause damage to building contents.

## CONCLUSIONS

The building office space is over-crowded, hampering service to the public and attainment of resource management objectives. Crowding problems can be alleviated by remodeling available warehouse space for office use.

## PROPOSED ACTIONS

The 2,200 sq. ft. of vacant warehouse space should be remodeled to yield a net of 1,400 sq. ft. of office space. The roof should be replaced to protect building contents, especially computer systems. The estimated cost is \$195,000.



## **AITKIN FACILITY FACT SHEET**

### **BACKGROUND INFORMATION**

**LOCATION:** Four DNR facilities in Aitkin and Hill City could be consolidated. These include:

State-owned Area Forestry offices in Hill City  
State-owned Forestry District offices in Aitkin  
Leased Wildlife Area offices in Aitkin  
Leased Fisheries Area offices in Aitkin

**FUNCTION:** These facilities serve as area and district offices for Forestry, Wildlife and Fisheries and all serve a public information function.

**SITUATION:** Two of the four existing facilities are leased. The two state-owned facilities are not suited to expansion for reasons of condition, age and location. As a result of multiple locations; maintenance costs are higher, interdisciplinary coordination impaired, and public service reduced.

### **BUILDING INFORMATION**

**DESCRIPTION:** Presently, these sites are scattered in four separate facilities with net office area estimated to be about 2,100 sq. ft. The leased Section of Wildlife office was constructed about 1930. The leased Section of Fisheries office was constructed about 1890. The Aitkin state-owned Forestry office was built around 1944.

### **STAFFING AND USE**

19 TOTAL FULL-TIME STAFF BASED AT THIS FACILITY  
10 SEASONAL/TEMPORARY STAFF USING FACILITY  
29 TOTAL STAFF USING THIS FACILITY  
5 PROJECTED INCREASE IN STAFF (5YRS)  
20 GENERAL PUBLIC VISIT OCCASIONS PER DAY

**COMMENTS:** The total available space at these four sites is not proportionally shared. Three of the facilities are over-crowded.

## EVALUATION OF EXISTING FACILITIES

**OFFICE SPACE:** Minimum required under current standards is 2,500 sq. ft. Currently, 2,100 sq. ft. is available at three detached sites.

**GENERAL CONDITION OF BUILDINGS:** The general condition of these four facilities is poor. Three of the sites are in need of major improvements. There is little possibility of expanding any one of them to serve as a consolidated facility for the four offices.

**OFFICE HABITABILITY:** The newly-leased Fisheries office has been painted recently and has new lighting. The other facilities are marginal to poor in their current condition.

**ENERGY CHARACTERISTICS:** the energy efficiency of three of the offices is poor. The fourth, the Fisheries offices, is leased and not been occupied for a heating season.

## MAJOR PROBLEMS AND CODE VIOLATIONS

The following concerns apply to most of the four existing facilities.

1. no handicapped access
2. inadequate ventilation
3. inadequate wiring
4. poor lighting
5. high energy consumption
6. inadequate toilet facilities
7. fish holding tanks needed at Fisheries office.

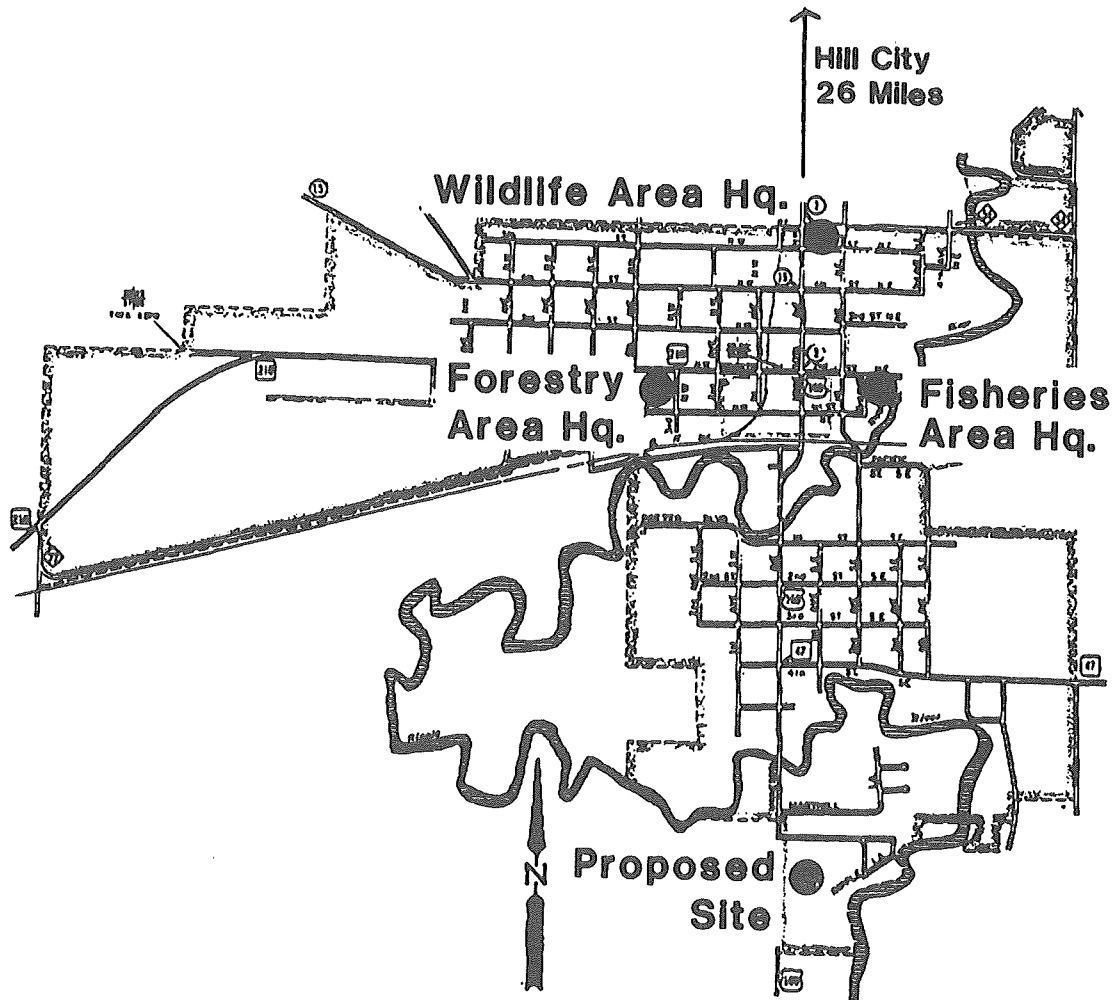
## CONCLUSIONS

Scattered sites in the same vicinity result in duplication of facilities, public accessibility problems, and management inefficiencies. Area services should be consolidated into a single facility located in Aitkin.

## PROPOSED ACTIONS

A site should be purchased and developed (with or without an existing structure) of adequate size for secure outdoor storage, parking, and public access, office space, fish holding facilities, and storage buildings. The estimated cost for land acquisition, office space (4,000 sq. ft.) and shop/storage (8,000 sq. ft.) is \$600,000.

## LOCATION OF EXISTING DNR FACILITIES IN AITKIN





## DETROIT LAKES AREA OFFICE FACT SHEET

*"From my perspective the salvageable space for future use would be the two garage areas for cold storage of vehicles, equipment and non hazardous materials. The remainder should be vacated and personnel relocated into adequate space."*

**Richard A. Brooks, Director  
Dept. of Administration,  
Building Codes and Standards**

### BACKGROUND INFORMATION

**LOCATION:** Eastern Shore of Lake Sallie, 7 miles south of Detroit Lakes

**FUNCTION:** Area offices for Forestry, Waters, Fisheries and Wildlife; a fish hatchery; warehouse and workshops; plus a public information function

**SITUATION:** This is a consolidated facility that is badly overcrowded and must be replaced because of its old age and high operating and maintenance costs.

### BUILDING INFORMATION

**DESCRIPTION:** Masonry and wood frame; main floor, partial second floor, combined office space, fish hatchery and shop

<b>GROSS AREA</b>	8,200 sq. ft.
<b>NET OFFICE AREA</b>	1,250 sq. ft.
<b>YEAR CONSTRUCTED</b>	1912

### STAFFING AND USE

26	TOTAL FULL-TIME STAFF BASED AT THIS LOCATION
15	SEASONAL/TEMPORARY STAFF
41	TOTAL STAFF BASED AT THIS FACILITY
6	GENERAL PUBLIC VISIT OCCASIONS PER DAY

## FACILITY EVALUATION

**OFFICE SPACE:** Minimum required under current standards is 3,400 sq. ft. Currently, 1250 sq. ft. is available.

**GENERAL CONDITION OF BUILDING:** This building is in poor condition. It requires continued maintenance dollars. Mechanical and electrical systems are patchwork efforts fitted into the structure for minimal accommodations.

**OFFICE HABITABILITY:** Office habitability is very poor. Continued stopgap remodeling places staff in locations and situations normally considered unsuitable. Multiple use places some operations (fish laboratory work) in totally inappropriate locations (lunchroom).

**ENERGY CHARACTERISTICS:** The energy efficiency of this building is low. Improvements have been made to elevate the energy characteristics to minimum standards. The building age and construction methods prohibit cost-effective thermal envelope rehabilitation.

## CODE VIOLATIONS AND PROBLEMS

- |   |                                |
|---|--------------------------------|
| 1. inadequate ventilation/exhausts                    | 2. combustible finishes        |
| 3. no fire separations at hazardous areas             | 4. substandard toilets         |
| 5. high energy consumption                            | 6. exiting and fire protection |
| 7. 3 ft. standing water in basement                   | 8. no handicapped access       |
| 9. indoor unprotected emergency generator (gas fired) |                                |

## CONCLUSIONS

The building is inadequate and has outlived its usefulness. It is suited only for storage or demolition. Employees are functioning in a grossly inadequate facility. Continued use of the facility endangers the health and safety of employees and those of the public who visit the facility. The DNR's ability to serve the public is significantly impaired due to the major building deficiencies.

## PROPOSED ACTIONS

The existing office structure should be demolished. One to three new buildings should be constructed including offices, crew rooms, etc. (5,000 sq. ft.), fish hatchery (2,000 sq. ft.), and heated and unheated storage. Estimated costs for demolition, new buildings and miscellaneous site work is \$660,000.

# WARROAD FACILITY FACT SHEET

## BACKGROUND INFORMATION

**LOCATION:** The DNR has two existing facilities that should be consolidated; one in the city of Warroad and the other at the Redlake Wildlife Management Area (Norris Camp).

**FUNCTION:** The proposed facility would provide offices for consolidated Area Forestry, Clear River Forestry, and Red Lake Wildlife Management in one accessible Warroad facility. Existing facilities in Warroad and Norris camp would be shut down.

**EXISTING SITUATION:** The existing Forestry facility is obsolete and inadequate. The Wildlife Management Area facility is only marginally serviceable and location is in so remote an area as to make administration and support functions cumbersome and inefficient. Public access is difficult. The current Warroad site is not expandable and is sometimes locked in by rail traffic.

## BUILDING INFORMATION

**DESCRIPTION:** Below are totals for all existing buildings at both sites.

<b>GROSS AREA</b>	33,656 sq. ft.
<b>NET OFFICE AREA</b>	1,480 sq. ft.

**YEAR CONSTRUCTED:** Most of the buildings were constructed during the 1930's by the CCC and WPA.

## STAFFING AND USE

17 TOTAL FULL-TIME STAFF BASED AT THIS FACILITY  
5 SEASONAL/TEMPORARY STAFF USING FACILITY  
22 TOTAL STAFF BASED AT THIS FACILITY  
15 GENERAL PUBLIC VISIT OCCASIONS PER DAY

**COMMENTS:** Public access and use would increase significantly with a more visible Warroad location.

## EVALUATION OF EXISTING FACILITIES

**OFFICE SPACE:** Minimum required under current standards is 2,100 sq. ft. Currently, 1,480 sq. ft. is available.

**GENERAL CONDITION OF BUILDING:** The Warroad Area Forestry Headquarters is not expandable and in a residential area. The buildings are deteriorated and inadequate for current use. The Red Lake Wildlife Management Area (Norris Camp) facilities are in a remote location and are ill suited for DNR use. Maintenance demands for these buildings have far outstripped the available budgets. Facilities at both locations are inadequate and continued use or expansion is not appropriate.

**OFFICE HABITABILITY:** Office habitability is very poor. Mechanical, electrical and building components are all 30 to 50 years old with limited useful life remaining. Increasingly more sophisticated demands on old structures, changing occupancy, using space for purposes other than for what they were intended has left the facilities over-crowded and under-lighted; with inadequate heating, ventilation and air conditioning (HVAC); and with building utilities obsolete and overworked. None of the buildings are handicapped accessible.

**ENERGY CHARACTERISTICS:** The energy efficiency of most of these buildings is poor. Age, condition of the buildings and their mechanical characteristics require constant financial inputs to maintain even minimum standards.

## MAJOR PROBLEMS AND CODE VIOLATIONS

The following problems and violations apply to most buildings in these two facilities.

- |                                 |                                  |
|---------------------------------|----------------------------------|
| 1. no handicapped access        | 2. inadequate toilets            |
| 3. inadequate shop floor drains | 4. inadequate electrical systems |

In general the buildings are not appropriate for their present use and occupancy.

## CONCLUSIONS

Aged, remote and high-maintenance facilities should be abandoned. A smaller, more efficient, accessible and serviceable consolidated facility should be acquired and constructed in Warroad. Better management and public service would result.

## PROPOSED ACTIONS

A Warroad site should be acquired and developed. Site acquisition, an office building (5,000 sq. ft.) with storage and maintenance structures (8,000 sq. ft.) with site development and amenities would cost an estimated \$785,000.



## CAMBRIDGE FACILITY FACT SHEET

### BACKGROUND INFORMATION

**LOCATION:** Highway 65 in Cambridge, Minnesota

**FUNCTION:** DNR offices for Forestry, Waters, and Wildlife; sub-station for Mn Department of Public Safety Highway Patrol; warehouse space; and a garage area.

**SITUATION:** The facility was designed originally as a Forestry District office for 4 to 5 staff. Following consolidation, it now accommodates 14 DNR personnel, plus 5 to 6 highway patrol officers. Storage and parking areas also are over-crowded.

### BUILDING INFORMATION

**DESCRIPTION:** one story wood frame structure  
partial basement and partial second floor  
adjacent shop storage

**GROSS AREA** 4,080 sq. ft.  
**NET OFFICE AREA** 1,140 sq. ft.  
**YEAR CONSTRUCTED** 1947

### STAFFING AND USE

19 TOTAL FULL-TIME STAFF BASED AT THIS FACILITY  
3 SEASONAL/TEMPORARY STAFF USING FACILITY  
22 TOTAL STAFF USING FACILITY  
2 PROJECTED INCREASE IN STAFF (5YRS)  
30 GENERAL PUBLIC VISIT OCCASIONS PER DAY

**COMMENTS:** The site is well-established and very accessible to the general public. A non-complying basement is used for offices and as a lunch room.

## EVALUATION OF EXISTING FACILITY

**OFFICE SPACE:** Minimum required under current standards is 2,000 sq. ft. Currently, 1,140 sq. ft. is available.

**GENERAL CONDITION OF BUILDING:** The general condition of this building is poor. The headquarters is limited to a site of about six tenths of an acre. It has little or no parking available for employees and the public. Emergency and other DNR vehicles occupy most available space. All personnel park on residential streets. Expansion and continued occupancy of this building is unfeasible.

**OFFICE HABITABILITY:** Office working conditions are crowded and there is little room to accommodate the frequent public visitors.

**ENERGY CHARACTERISTICS:** The energy efficiency of this building is poor.

## MAJOR PROBLEMS AND CODE VIOLATIONS

1. no handicapped access
2. inadequate ventilation.
3. inadequate basement exits
4. high energy consumption
5. inadequate toilet facilities

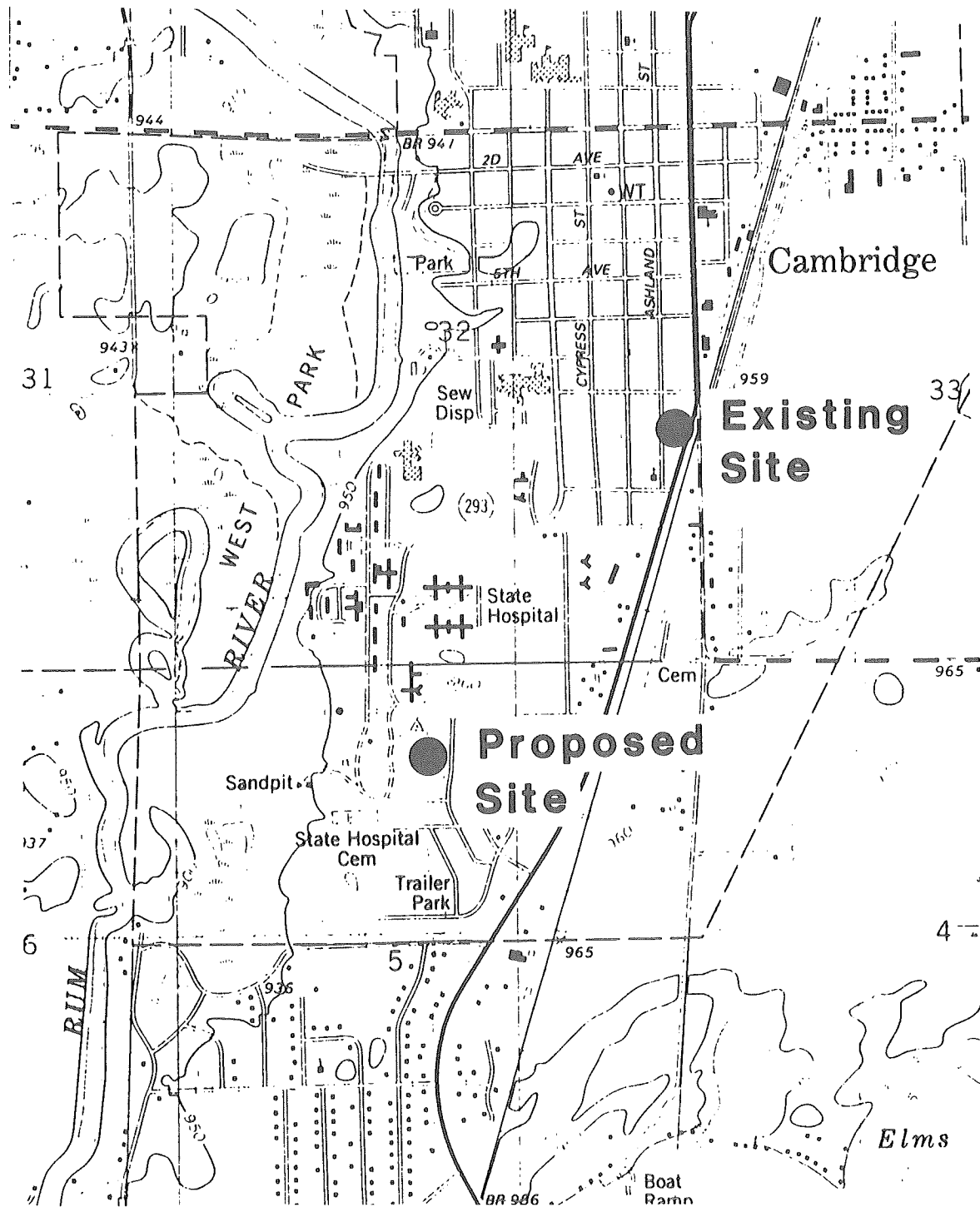
## CONCLUSIONS

Past consolidation was approved on the assumption that office space would be expanded. Because this has not happened, the facility is grossly overcrowded and is not suited to expansion. The public interest and DNR mission are best served by relocating the entire area headquarters to other state-owned property in the Cambridge area (Cambridge Regional Human Services Center).

## PROPOSED ACTIONS

The proposal is to secure and develop a site, construct an office building to adequately house staff and serve the public, and to construct a shop/storage building for equipment. The estimated cost for an office (4,500 sq. ft.) and shop/storage (7,200 sq. ft.) is \$560,000.

**Figure 4: LOCATION OF EXISTING AND PROPOSED SITES OF DNR FACILITIES IN CAMBRIDGE**



# GRAND MARAIS FACILITY FACT SHEET

## BACKGROUND INFORMATION

**LOCATION:** North of Grand Marais on Highway 61

**FUNCTION:** Offices for Area Fish and Wildlife, District Forestry, Fish Research, and Ecological Services; research lab; warehouse; shop; and necropsy area

**SITUATION:** This consolidated facility is badly over crowded. Space is needed to adequately house current staff and to further consolidate Hovland District Forestry staff who will be transferred to Grand Marais.

## BUILDING INFORMATION

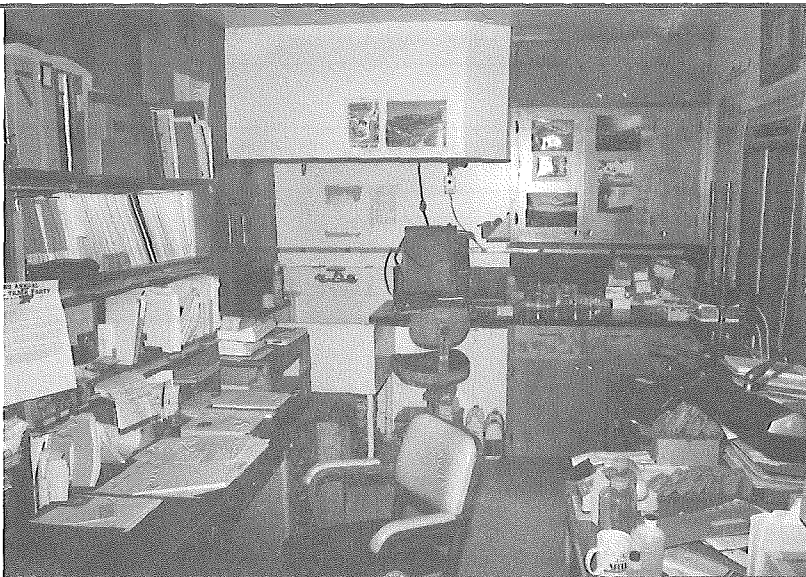
**DESCRIPTION:** Wood frame with combined offices and shop/warehouse

<b>GROSS AREA</b>	2,682 sq. ft.
<b>NET OFFICE AREA</b>	825 sq. ft.
<b>YEAR CONSTRUCTED</b>	1973

## STAFFING AND USE

- 11 TOTAL FULL-TIME STAFF BASED AT THIS FACILITY
- 11 SEASONAL/TEMPORARY STAFF USING FACILITY
- 22 TOTAL STAFF USING FACILITY
- 2 PROJECTED INCREASE IN STAFF (5YRS)
- 25 GENERAL PUBLIC VISIT OCCASIONS PER DAY

**COMMENTS:** Seasonal employees use the office about 40% of the time. In addition, a Conservation Officer uses the facility on an occasional basis.





## EXISTING FACILITY EVALUATION

**OFFICE SPACE:** Minimum required under current standards is 1,600 sq. ft. Currently, 825 sq. ft. is available.

**GENERAL CONDITION OF BUILDING:** The existing building shell is in good condition. Some mechanical and finish improvements are needed along with a building expansion. With those improvements, the building can continue to be used.

**OFFICE HABITABILITY:** The potential of this building to provide a suitable office environment is good, however, crowding creates a negative situation.

**ENERGY CHARACTERISTICS:** The energy efficiency of this building is poor. Minor energy retrofitting would significantly improve the energy characteristics of the existing building.

## MAJOR PROBLEMS AND CODE VIOLATIONS

1. inadequate toilet facilities
2. combustible finishes
3. no handicapped access
4. inadequate temperature controls
5. inadequate parking
6. inadequate public access
7. non-complying necropsy laboratory

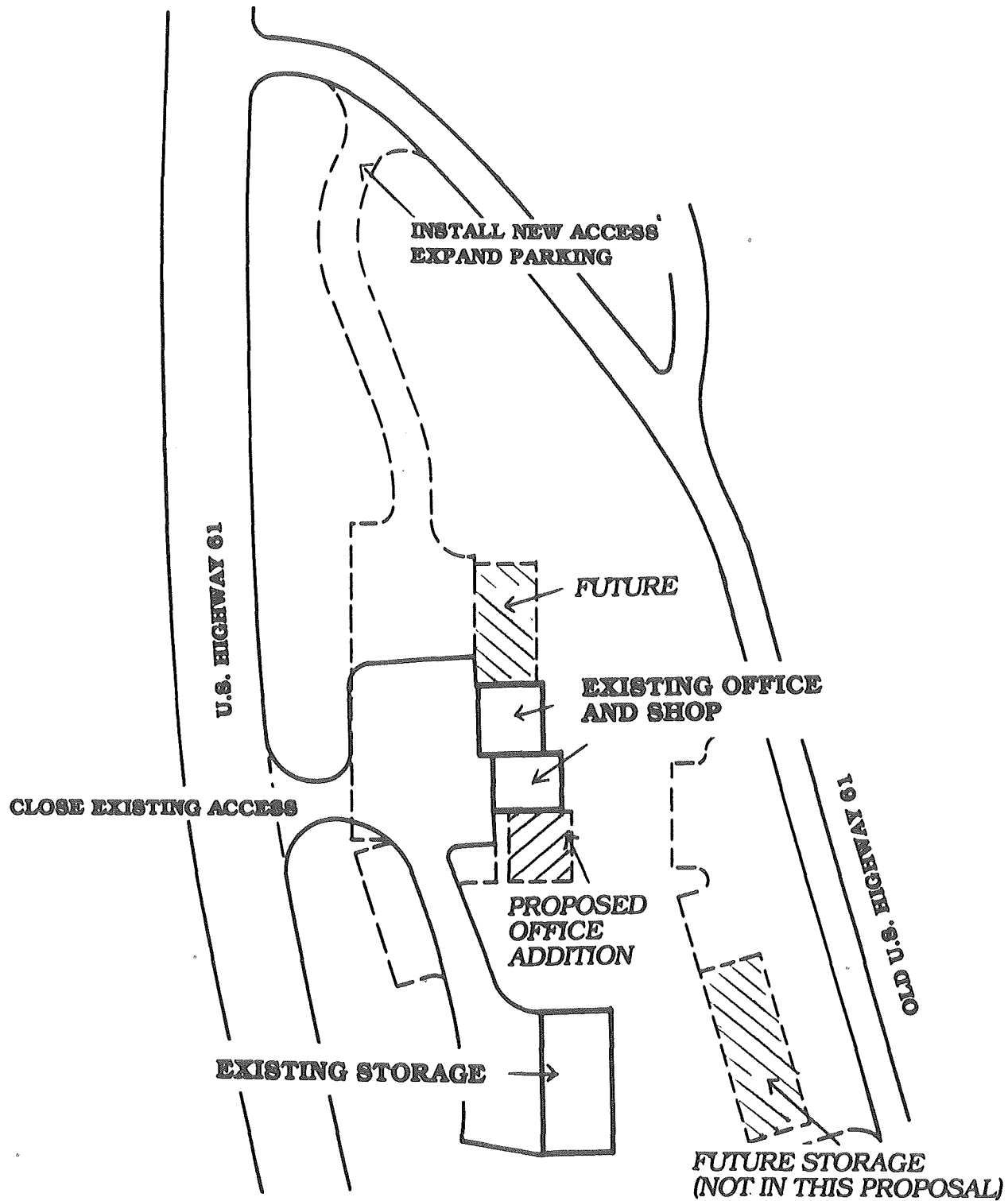
## CONCLUSIONS

The Grand Marais facility is very overcrowded. Consolidating with the District Hovland office is prevented by the current office space problems in Grand Marais. The Fisheries Research initiatives and their need for laboratory and computer space has intensified the space shortage. The office environment is noisy, congested and distracting. Staff efficiency suffers accordingly. A hazardous, high energy access should be relocated and improved. Additional space is needed for offices, conference areas, laboratory space and public reception to accommodate existing staff and projected future consolidations.

## PROPOSED ACTIONS

The existing office space should be remodeled and a new addition developed. The estimated cost to construct a 1,440 sq. ft. addition, remodel 1,080 sq. ft. of existing office space and for site improvements is \$183,000.

**Figure 5: PROPOSED CHANGES AT DNR GRAND MARAIS FACILITY**



# MOOSE LAKE FACILITY FACT SHEET

## BACKGROUND INFORMATION

**LOCATION:** Highway 61 in Moose Lake

**FUNCTION:** Area offices for Forestry and Trails and Waterways; repair shop and a DNR Information Center.

**SITUATION:** This facility is severely overcrowded due to the closing of the ranger station at Nickerson and movement of three staff persons from that facility to Moose Lake. Trails and Waterways staff, with two permanent and several temporary staff, are a recent addition to the Moose Lake office. Additional space will be needed for future clerical staff and a conservation officer.

## BUILDING INFORMATION

**DESCRIPTION:** One story wood frame building with offices in the basement

**GROSS AREA**

<i>main floor</i>	<i>1,456 sq. ft.</i>
<i>basement</i>	<i>1,352 sq. ft.</i>

**NET OFFICE AREA**

<i>main floor</i>	<i>1,000 sq. ft.</i>
<i>basement</i>	<i>397 sq. ft.</i>

**YEAR CONSTRUCTED**      1968

## STAFFING AND USE

**15 TOTAL FULL-TIME STAFF BASED AT THIS FACILITY**

**20 SEASONAL/TEMPORARY STAFF USING FACILITY**

**51 TOTAL STAFF USING FACILITY**

**1 PROJECTED INCREASE IN STAFF (5YRS)**

**20 GENERAL PUBLIC VISIT OCCASIONS PER DAY**

**COMMENTS:** During fire season, personnel numbers increase substantially. Up to 20 additional staff may use the building during that period. Currently, some staff operate out of the basement, although this violates building codes. Prior office consolidations moved staff into this facility with the understanding that a new facility would be constructed soon. This has caused a high crowding situation.

## EVALUATION OF THIS FACILITY

**OFFICE SPACE:** Minimum required under current standards is 2,000 sq. ft. Currently, 1,000 sq. ft. is available.

**GENERAL CONDITION OF BUILDING:** The present building is in good condition though it needs modernization and expansion to accommodate DNR staff and public.

**OFFICE HABITABILITY:** The habitability of the main floor is fair to good, while the basement is very poor.

**ENERGY CHARACTERISTICS:** The energy efficiency of this building is acceptable although some offices need to be better insulated to reduce winter heating costs.

## MAJOR PROBLEMS AND CODE VIOLATIONS

1. no handicapped access
2. inadequate ventilation and air conditioning
3. inadequate basement exits
4. inadequate toilets

## CONCLUSIONS

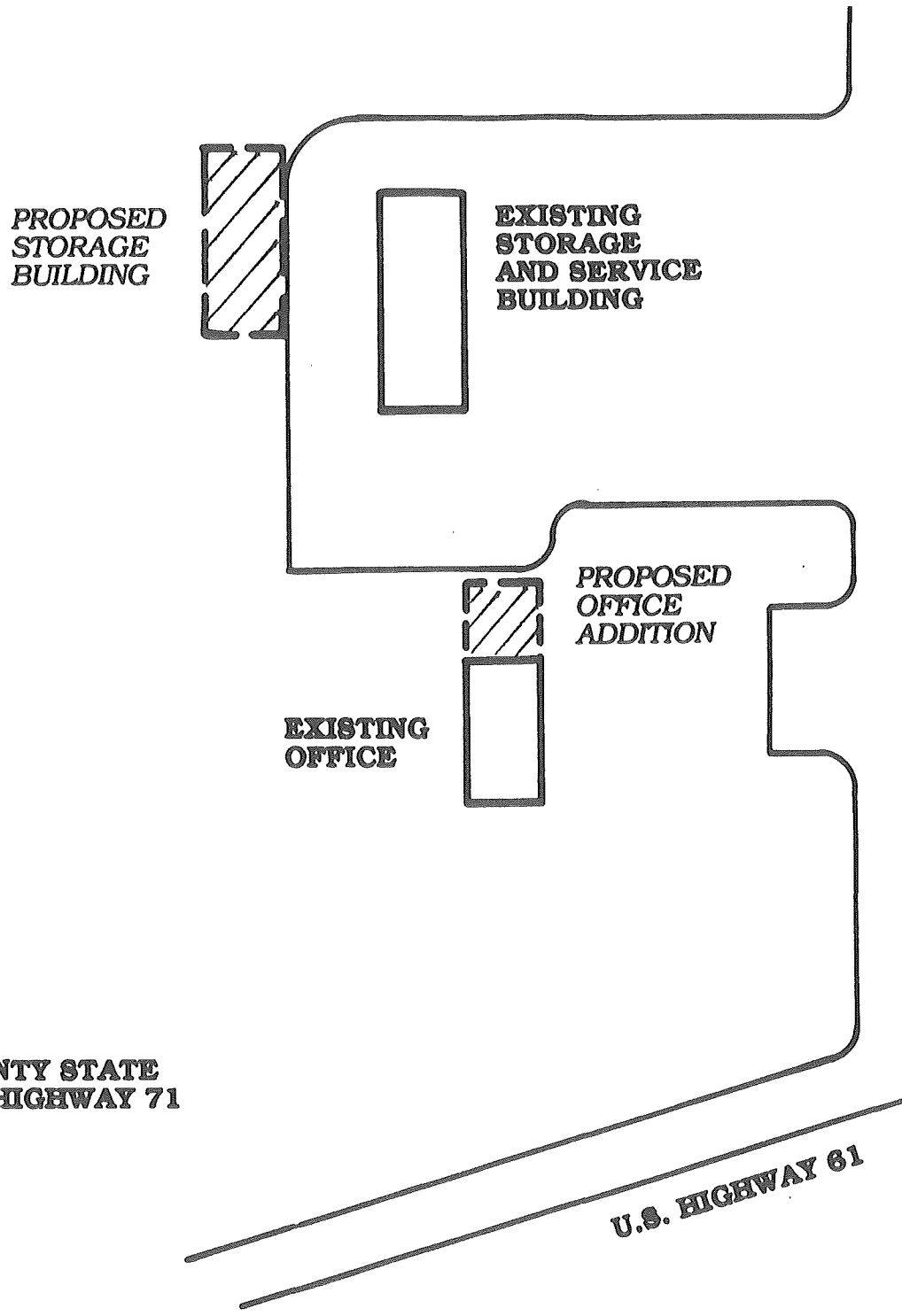
The building no longer provides adequate office space for present staff levels. The existing space should be remodeled and an addition constructed to provide adequate office, storage and meeting space.

## PROPOSED ACTIONS

Additional space should be constructed and existing space should be remodeled to provide adequate office, work and public space. Estimated costs for office addition (2,000 sq. ft.), a cold storage building (4,000 sq. ft.), service space (900 sq. ft.) and for site development is \$270,000.

Figure 6:

**EXISTING AND PROPOSED STRUCTURES  
AT DNR MOOSE LAKE FACILITY**



# THIEF RIVER FALLS FACT SHEET

## BACKGROUND INFORMATION

**LOCATION:** Second floor of the city auditorium in Thief River Falls

**FUNCTION:** Consolidated offices for Wildlife, Waters, and Enforcement

**SITUATION:** This office space is inaccessible and provides no space for equipment or vehicle storage. There is a proposal to construct a new facility to combine space for DNR, MnDOT and MHP.

## BUILDING INFORMATION

**GROSS AREA** 764 sq. ft.  
**NET OFFICE AREA** 480 sq. ft.  
**YEAR CONSTRUCTED** ca 1945

## STAFFING AND USE

5 TOTAL FULL-TIME STAFF BASED AT THIS FACILITY  
1 SEASONAL/TEMPORARY STAFF USING FACILITY  
6 TOTAL STAFF BASED AT THIS FACILITY  
4 GENERAL PUBLIC VISIT OCCASIONS PER DAY

**COMMENTS:** Public visitation is limited by poor accessibility.

## EVALUATION OF THIS FACILITY

**OFFICE SPACE:** Minimum required under current standards is 540 sq. ft. Currently, 480 sq. ft. is available.

**GENERAL CONDITION OF BUILDING:** While the existing space is useable by DNR staff, poor access for the public is an extreme constraint to continued use. Existing space is leased from the City of Thief River Falls. Expansion or upgrading is a function of what the city is willing to do.

**OFFICE HABITABILITY:** The existing space is reasonably comfortable. However, heating, ventilation and air-conditioning (HVAC) is outmoded and the building utilities just adequate. The existing facilities cannot provide adequate space for expansion or for sophisticated equipment such as computers.

**ENERGY CHARACTERISTICS:** The current lease arrangement provides some utility costs.

## MAJOR PROBLEMS AND CODE VIOLATIONS

1. no handicapped access
2. no public parking

## CONCLUSIONS

This facility cannot be accessed easily by the public or the handicapped. The DNR should move to a new, more accessible location that provides adequate space for offices and equipment.

## PROPOSED ACTIONS

DNR operations should be shifted to a newly-proposed, combined state office facility which would include detached storage space and 1,000 sq. ft. of office and meeting space for the DNR. The estimated implementation cost is \$126,000.



## LAKE GEORGE FACILITY FACT SHEET

### BACKGROUND INFORMATION

**LOCATION:** The existing facility is located in Guthrie. This facility would be closed and a new facility constructed in state-owned land at Lake George, approximately 10 miles east of Itasca State Park.

**FUNCTION:** Consolidated District Forestry office

**SITUATION:** Currently, two district Forestry stations, Itasca and Guthrie, have consolidated into the Guthrie Forestry station. The Guthrie Station is on the extreme edge of the district causing increased expense and lower efficiency in managing the district. The proposed location at Lake George is central to the district work area.

### BUILDING INFORMATION

**DESCRIPTION:** The Guthrie facility is a wood frame combined garage and office.

<b>GROSS AREA</b>	1,920 sq. ft.
<b>NET OFFICE AREA</b>	384 sq. ft.
<b>YEAR CONSTRUCTED</b>	1949

### STAFFING AND USE

- 4 TOTAL FULL-TIME STAFF BASED AT THIS FACILITY
- 2 SEASONAL/TEMPORARY STAFF USING FACILITY
- 6 TOTAL STAFF BASED AT THIS FACILITY
- 1 PROJECTED INCREASE IN STAFF (5YRS)
- 3 GENERAL PUBLIC VISIT OCCASIONS PER DAY

**COMMENTS:** An increase in assigned personnel will result from the reassignment of an existing position at the Lake George Forestry Station to work almost exclusively with forestry issues in Itasca State Park. This reassignment will require additional office space as well as storage space for vehicle and equipment. Itasca State Park is a critical element in this station's fire protection responsibility. Additionally, very vulnerable timber areas outside the park are assigned to this station.

## EVALUATION OF THIS FACILITY

**OFFICE SPACE:** Minimum required under current standards is 580 sq. ft. Currently, 384 sq. ft. is available.

**GENERAL CONDITION OF BUILDING:** The general condition of the existing facility in Guthrie is acceptable but is approaching the end of its design life. Substantial expenditures will be required to upgrade and expand it to meet current demands. Those expenditures would be imprudent given the poor location of the facility with respect to the area it services.

**OFFICE HABITABILITY:** All lighting fixtures, heating, ventilation and air conditioning (HVAC) and finishes are 1949 vintage and due for replacement. The current office space is somewhat crowded and will be more so with the addition of one staff member.

**ENERGY CHARACTERISTICS:** The energy efficiency of this facility is poor. All building components and systems that are considered vital for energy conservation and efficiency are original components, in aging condition and will require replacement or enhancement.

## MAJOR PROBLEMS AND CODE VIOLATIONS

1. obsolete electrical and mechanical systems
2. inadequate toilet facilities
3. building components that form the energy envelope are old and ineffective.

## CONCLUSIONS

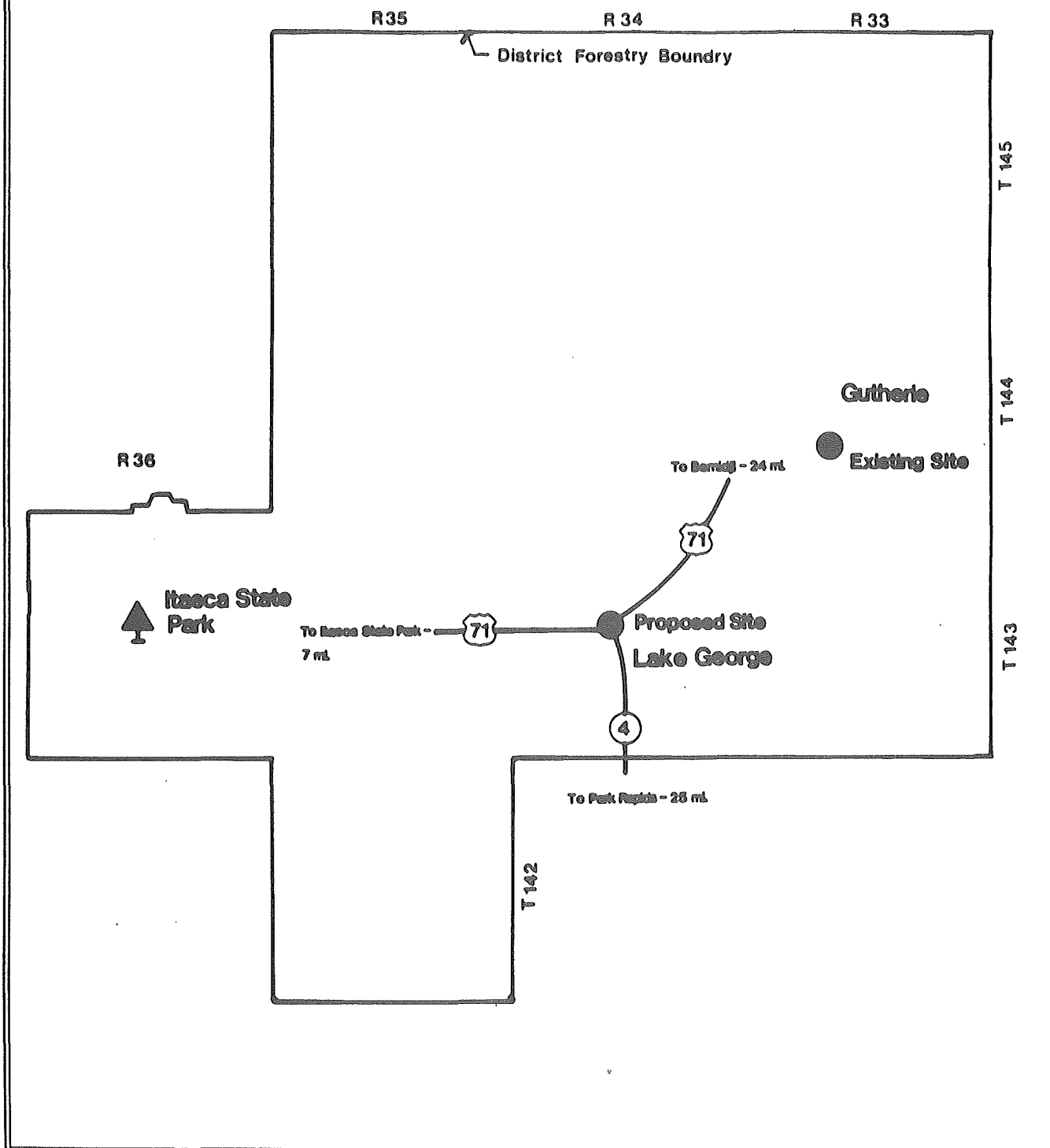
The Guthrie District Forestry Station facility is inadequate for the current use and its strategic location is poor with respect to the area it services. Up to 12 existing buildings could be eliminated with a combined facility at Lake George.

## PROPOSED ACTIONS

A new District Forestry station should be constructed on state-owned land at Lake George. The estimated cost for the proposed 1,000 sq. ft. of office space, 5,000 sq. ft. of storage, site development and amenities is \$180,000.

Figure 7:

# LOCATION OF EXISTING DNR FACILITY AT GUTHRIE AND PROPOSED LOCATION AT LAKE GEORGE



## LEWISTON FACILITY FACT SHEET

### BACKGROUND INFORMATION

**LOCATION:** Highway 14 in Lewiston

**FUNCTION:** Area and District office for Forestry, public information function, warehouse, workshop and cold storage facilities

**SITUATION:** The original office was constructed for one District Forester and was remodeled to accommodate an area forester and clerk. Since then, four additional personnel have been assigned to the office. This facility now is overcrowded.

### BUILDING INFORMATION

**DESCRIPTION:** Wood frame building

**GROSS AREA** 2,340 sq. ft.

**NET OFFICE AREA** 600 sq. ft.

**YEAR CONSTRUCTED** 1965

### STAFFING AND USE

5 TOTAL FULL-TIME STAFF BASED AT THIS FACILITY

5 SEASONAL/TEMPORARY STAFF USING FACILITY

10 TOTAL STAFF BASED AT THIS FACILITY

3 PROJECTED INCREASE IN STAFF (5YRS)

5 GENERAL PUBLIC VISIT OCCASIONS PER DAY

**COMMENTS:** Seasonal and temporary staff include MCC crews and forestry interns. Desk space is not available for the crew leaders.

## EVALUATION OF THIS FACILITY

**OFFICE SPACE:** Minimum required under current standards is 700 sq. ft. Currently, 600 sq. ft. is available.

**GENERAL CONDITION OF BUILDING:** The general condition of this building is good. It can be expanded for continued DNR use.

**OFFICE HABITABILITY:** Overcrowding and poor ventilation produce conditions that lower the overall habitability of the office.

**ENERGY CHARACTERISTICS:** The energy efficiency of this building is acceptable. It has been remodeled to include insulation, siding and a new furnace

## MAJOR PROBLEMS AND CODE VIOLATIONS

1. no handicapped access
2. inadequate ventilation

## CONCLUSIONS

The present facility is in good condition, but needs to be expanded to provide a safe and conducive work

## PROPOSED ACTIONS

A building addition should be constructed that includes office, meeting and public space and the heating and cooling system should be upgraded. An office addition (900 sq. ft.) plus improvements would cost an estimated \$97,000.



# INTERNATIONAL FALLS FACILITY FACT SHEET

## BACKGROUND INFORMATION

**LOCATION:** Minnesota Highway 11, east of International Falls, near Ranier

**FUNCTION:** Offices for Area Fisheries and Wildlife, District Forestry and Enforcement (occasionally); laboratory; garage; warehouse; and public information function.

**SITUATION:** This consolidated facility is over-crowded. Computer use and lab operations are in the same areas with offices and storage.

## BUILDING INFORMATION

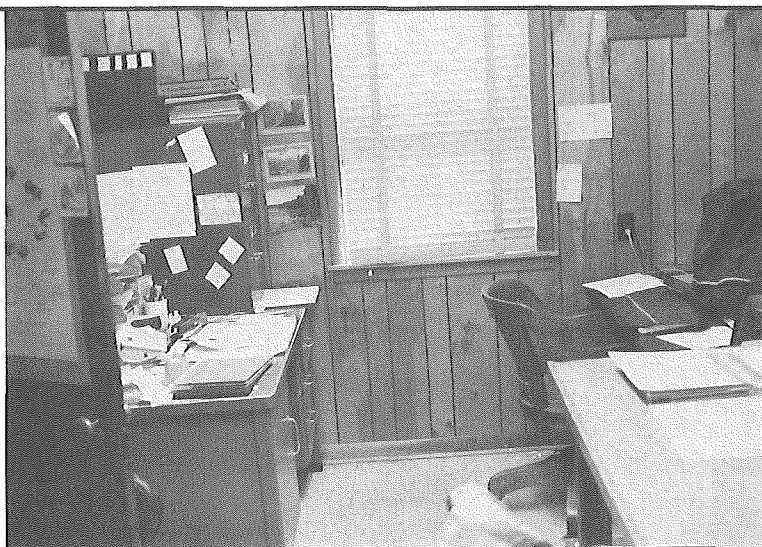
**DESCRIPTION:** Wood frame structure with combined office and shops/storage

<b>GROSS AREA</b>	3,000 sq. ft.
<b>NET OFFICE AREA</b>	800 sq. ft.
<b>YEAR CONSTRUCTED</b>	1968

## STAFFING AND USE

10 TOTAL FULL-TIME STAFF BASED AT THIS FACILITY  
8 SEASONAL/TEMPORARY STAFF USING FACILITY  
18 TOTAL STAFF USING FACILITY  
5 PROJECTED INCREASE IN STAFF (5YRS)  
25 GENERAL PUBLIC VISIT OCCASIONS PER DAY

**COMMENTS:** The location of this facility along Highway 11 encourages public visits. However, the facility has three separate entrances for Wildlife, Fisheries and Forestry. This confuses the public and presents an image of separation rather than cooperation.



## EVALUATION OF THIS FACILITY

**OFFICE SPACE:** Minimum required under current standards is 1,240 sq. ft. Currently, 800 sq. ft. is available.

**GENERAL CONDITION OF BUILDING:** The existing building shell is in good condition but needs remodeling and expansion.

**OFFICE HABITABILITY:** Crowding is the biggest problem. Temperature and humidity control is difficult. Traffic flow for staff and public is inconvenient, at best, and hampers interdisciplinary communication and public service.

**ENERGY CHARACTERISTICS:** The energy efficiency of this building is very poor. Problems are primarily mechanical. Remodeling and energy retrofiting will create a satisfactory situation.

## MAJOR PROBLEMS AND CODE VIOLATIONS

1. inadequate toilet facilities
2. inadequate parking space
3. no handicapped access
4. non-complying laboratory space
5. inadequate ventilation and temperature control
6. combustible finishes

## CONCLUSIONS

The existing facility provides an inadequate office environment. It is crowded, difficult to heat, provides a congested atmosphere for public contact, aggravates distractions associated with normal staff movement, and does not provide adequate space for laboratory or computer facilities.

## PROPOSED ACTIONS

An addition should be constructed that would provide additional office space, more parking, better public reception area, and improved space for staff circulation and habitability. An addition of 936 sq. ft. and remodeling of 800 sq. ft. will cost an estimated \$90,000.





# LAKE CITY FACILITY FACT SHEET

## BACKGROUND INFORMATION

**LOCATION:** Southwestern shore of Lake Pepin, one mile south of Lake City

**FUNCTION:** Area offices for Fisheries, District offices for Forestry, warehouse and workshops, public information function.

**SITUATION:** This consolidated facility is extremely overcrowded and is occasionally prone to flooding. The facility must be expanded and flood control measures taken to protect the facility, relieve crowding and protect equipment.

## BUILDING INFORMATION

**DESCRIPTION:** Single story wood frame structure with a full basement

**GROSS AREA** 1,678 sq. ft.

**NET OFFICE AREA** 1,200 sq. ft.

**YEAR CONSTRUCTED** 1965

## STAFFING AND USE

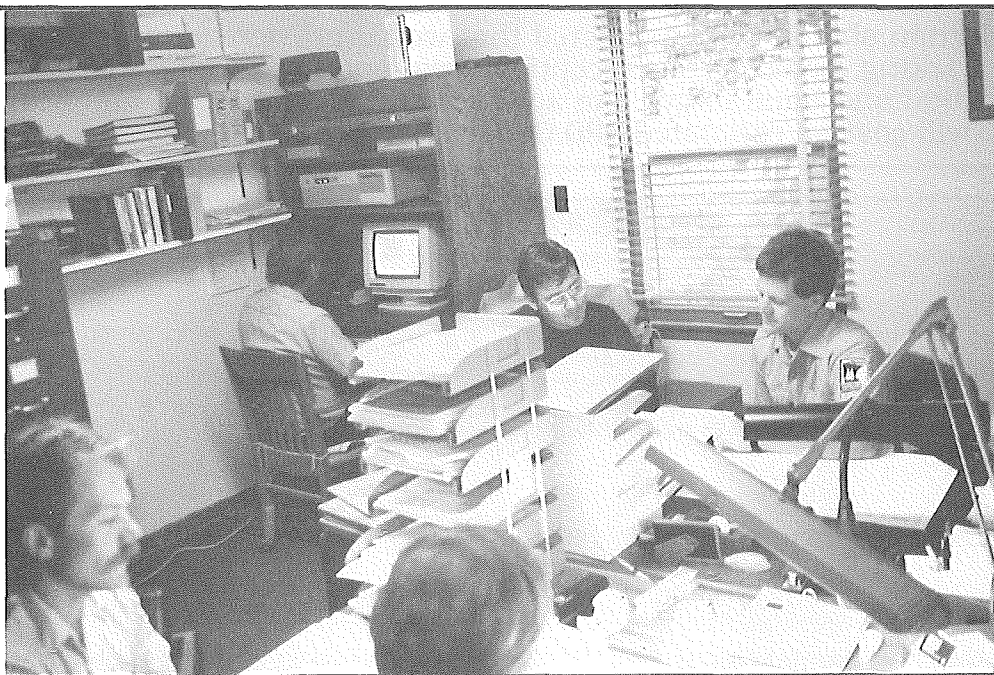
17 TOTAL FULL-TIME STAFF BASED AT THIS FACILITY

4 SEASONAL/TEMPORARY STAFF USING FACILITY

21 TOTAL STAFF USING FACILITY

5 PROJECTED INCREASE IN STAFF (5YRS)

6 GENERAL PUBLIC VISIT OCCASIONS PER DAY



## EVALUATION OF THIS FACILITY

**OFFICE SPACE:** Minimum required under current standards is 1,852 sq. ft. Currently, 1,200 sq. ft. is available.

**GENERAL CONDITION OF BUILDING:** Flood proofing and construction of additional office space would allow this building to continue to meet the needs of the department. The basement, which often floods, is used for offices and a laboratory out of sheer necessity.

**OFFICE HABITABILITY:** The habitability of the offices is good other than occasional flooding and constant overcrowding with its associated problems of ventilation, etc.

**ENERGY CHARACTERISTICS:** The energy efficiency of this building is acceptable. Offices have been expanded into the basement. The heating system is not set for, nor is it capable of heating the basement area.

## MAJOR PROBLEMS AND CODE VIOLATIONS

1. inadequate ventilation and exhausts
2. inadequate heating system
3. no handicapped access
4. inadequate exits for fire protection
5. standing water in lower offices which occasionally flood

## CONCLUSIONS

The facility is in good condition, but an expansion is needed to provide a safe and conducive office environment. Use of the basement poses continuing hazards to health and safety of employees and inconvenience to the public visiting for information. DNR public service would be significantly enhanced by expanding this facility.

## PROPOSED ACTIONS

The building should be floodproofed and the basement offices and laboratory space vacated. Additional space should be constructed that is handicapped accessible and that provides adequate offices, meeting rooms, laboratory and safe storage. The estimated cost of remodeling and adding space (1,500 sq. ft.) is \$162,000.

## SPICER FACILITY FACT SHEET

### BACKGROUND INFORMATION

**LOCATION:** 232 Lake Avenue South  
Spicer, Mn

**FUNCTION:** Offices for Area Fisheries, Trails and Waterways and Waters;  
shop; and storage

**SITUATION:** The facility will be expanded to include office and research space  
for Forestry and Enforcement offices now in Wilmar, and, for the Farmland  
Research Station now in Madelia.

### BUILDING INFORMATION

**DESCRIPTION:** One story, pre-engineered steel building with a partial  
basement combining offices and shop/storage

**GROSS AREA** 4,600 sq. ft.

**NET OFFICE AREA** 862 sq. ft.

**YEAR CONSTRUCTED** 1974 with a 1988 addition

### STAFFING AND USE

39 TOTAL FULL-TIME STAFF BASED AT THIS FACILITY

5 SEASONAL/TEMPORARY STAFF USING FACILITY

44 TOTAL STAFF BASED AT THIS FACILITY

2 PROJECTED INCREASE IN STAFF (5YRS)

15 GENERAL PUBLIC VISIT OCCASIONS PER DAY

**COMMENTS:** Public visits are increasing and major public use is anticipated  
with further consolidation.

## EVALUATION OF THIS FACILITY

**OFFICE SPACE:** Minimum required under current standards is 3,500 sq. ft. Currently, 862 sq. ft. is available.

**GENERAL CONDITION OF BUILDING:** The building in Spicer is in very good condition. The Farmland Research facility at Madelia is in poor condition and continually demands abnormally high upkeep and improvement efforts. The project will also vacate rented office space in Wilmar.

**OFFICE HABITABILITY:** The facility at Spicer provides good office space but cannot accommodate additional staff for further consolidation of facility at Wilmar and Madelia.

**ENERGY CHARACTERISTICS:** The energy efficiency of the facility at Spicer is good. The Madelia facility has poor energy efficiency.

## MAJOR PROBLEMS AND CODE VIOLATIONS

The Spicer Facility has no major problems. The following are problems at the Madelia facility.

1. inadequate ventilation
2. poor thermal characteristics
3. no handicapped access

## CONCLUSIONS

Spicer provides the best facility for the needed consolidation of DNR functions.

## PROPOSED ACTIONS

The Madelia facility should be abandoned and the office space in Wilmar vacated. The facility in Spicer should be expanded to accommodate an Area Headquarters and the Farmland Wildlife Research facility. This involves construction of office, laboratory, library, complex to include public space (7,400 sq. ft./) and construction of storage facilities and service building (2,200 sq. ft.). The estimated cost including site development and fencing is \$700,000.

# **ELY FACILITY FACT SHEET: NORTHEAST MINNESOTA FISH AND WILDLIFE RESEARCH CENTER AND ASSOCIATED AREA HEADQUARTERS**

## **BACKGROUND INFORMATION**

**LOCATION:** The existing Area Headquarters facility is about 2 miles northeast of Highway 169 on Highway 116 (Echo Trail).

**FUNCTION:** The existing Area Headquarters facility provides offices for Area Fisheries and Wildlife, storage for two conservation officers, workshop, fish holding tank, lab operations and one stall for vehicle storage.

**SITUATION:** Sixteen staff people work in an office designed for two people. Garage stalls have been converted to limited office use space to relieve crowding. The building is not used as originally designed causing many code violations and safety and health issues. Building space does not exist for a research center.

## **BUILDING INFORMATION**

**DESCRIPTION:** The existing area headquarters is a one story building with a basement under the office area and an attached garage.

**GROSS AREA** 3,584 sq. ft.  
**NET OFFICE AREA** 415 sq. ft.  
**YEAR CONSTRUCTED** 1961

## **STAFFING AND USE (Area Headquarters)**

11 TOTAL FULL-TIME STAFF BASED AT THIS FACILITY  
5 SEASONAL/TEMPORARY STAFF USING FACILITY  
16 TOTAL STAFF BASED AT THIS FACILITY  
2 PROJECTED INCREASE IN STAFF (5YRS)  
5 GENERAL PUBLIC VISIT OCCASIONS PER DAY

**COMMENTS:** Two conservation officers also use the facility on an occasional basis.

## **ESTIMATED NEW STAFFING (for proposed Research facility)**

22 TOTAL FULL-TIME STAFF BASED AT THIS FACILITY  
4 SEASONAL/TEMPORARY STAFF USING FACILITY  
26 TOTAL STAFF BASED AT THIS FACILITY

**COMMENTS:** In addition, the 16 existing staff currently in the Ely Area Headquarters would be based at this new facility.

## EVALUATION OF THIS FACILITY

**OFFICE SPACE:** Minimum required under current standards for a consolidated Area Headquarters and Research Facility is 8,100 sq. ft. Currently, 415 sq. ft. is available.

**GENERAL CONDITION OF BUILDING:** The general condition of the Area Headquarters building is acceptable. The building shell is in good repair. It needs maintenance and mechanical improvements.

**OFFICE HABITABILITY:** Crowding currently is a serious problem at the existing Area Headquarters. The interior colors are drab and the general habitability of the office is very poor.

**ENERGY CHARACTERISTICS:** The energy efficiency of this building is very poor. The building was not designed for its present use. Space heating used to heat offices in the garage is not efficient.

## MAJOR PROBLEMS AND CODE VIOLATIONS

- |   |                                   |
|---|-----------------------------------|
| 1. inadequate ventilation and exhaust     | 2. inadequate temperature control |
| 3. no fire separations at hazardous areas | 4. combustible finishes           |
| 5. no handicapped access.                 | 6. non-complying laboratory       |
| 7. inadequate toilet facilities           | 8. inadequate space for public    |
| 9. staff offices in garage space          |                                   |

## CONCLUSIONS

This Area Headquarters office facility provides an unprofessional and unhealthy environment for employees. The make-shift offices in the converted garage stalls are, at best, a temporary measure. Employees suffer from very cold office temperatures. Heating efficiency is very low. Vehicles and equipment that should be stored indoors are kept outside.



## PROPOSED ACTIONS

The existing area site and buildings should be abandoned or disposed of. A site in Ely should be acquired and developed for a combined Area Headquarters and Northeast Minnesota Fish and Wildlife Research Center. An office, library and laboratory building should be constructed with adequate public space. Heated and unheated storage buildings must also be provided.

<b>GROSS AREA</b>	<i>11,000 sq. ft.</i>
<b>OFFICE AND LAB AREA</b>	<i>8,100 sq. ft.</i>

<b>HEATED STORAGE</b>	<i>7,500 sq. ft.</i>
<b>UNHEATED STORAGE</b>	<i>7,500 sq. ft.</i>

The estimated cost including office, laboratory equipment and storage is \$1,650,000. Land acquisition costs are not included.

## NE MINNESOTA FISH AND WILDLIFE RESEARCH CENTER

**FUNCTIONS:** Studies on acid rain, smallmouth bass, mine pit evaluations, fish community dynamics, forest fragmentation, forest plant community, fur bearers, big game and data acquisition on numerous subjects.

**SITUATION:** The staffing and operation of this facility will be coordinated with the Natural Resources Research Institute in Duluth.



## APPENDIX

DEPARTMENT

of Administration  
BUILDING CODES & STANDARDS

## Office Memorandum

TO: Charles French  
Department of Natural Resources

DATE: 8/16/89

FROM: Richard A. Brooks  
Director

PHONE:

**RECEIVED**

AUG 16 1989

SUBJECT: REVIEW OF DETROIT LAKES REGIONAL CENTER

BUREAU OF ENGINEERING

The entire facility is obsolete for human habitation. The occupied space for personnel is deficient in all aspects of health, life safety, fire safety, and function. Namely:

1. lack of adequate exiting.
2. hazardous wiring.
3. hazardous plumbing.
4. make shift mechanical, i.e. heating, air conditioning, no air changes, lack of space (air) volume per occupant.
5. lab work in employee lunch rooms (food area) is improper.
6. energy utilization is exorbitant due to lack of insulation and fenistration leakage.
7. inaccessible for handicapped.
8. hazardous fuel storage.
9. basement full of water.
10. repair shops are not proper for vehicle and equipment storage and repair.
11. The environment shortcomings should be enumerated by DNR.

These are only the most obvious items, I'm confident that a detailed evaluation would only reinforce the total inadequacy of the total facility.

I would like to see department safety and O.S.H.A. evaluations of the facility if available.

From my perspective the salvageable space for future use would be the two garage areas for cold storage of vehicles, equipment and non hazardous materials. The remainder should be vacated and personnel relocated into adequate space.

RAB:p