



ALBERT LEA SENIOR CENTER  
ADVISORY BOARD  
MEETING MINUTES

Wednesday, March 11, 2026 12:00pm  
Senior Center

**MEMBERS PRESENT:** Doran Gray, Sharon Gardner, Marlys Steele, Rosemary Bloomquist, Linda Stenseth, Alice Hanson, and Michelle Jardine

**MEMBERS ABSENT:** Council Liaison Rachel Christensen

**YMCA STAFF IN ATTENDANCE:** Senior Director of Programs Brandy Schewe and Senior Center Program Coordinator Sarah Chavarria

**CITY STAFF IN ATTENDANCE:** Community Engagement and Enrichment Director Cathy Malakowsky, and Administrative Assistant/Deputy City Clerk Karla Tukua

**CALL TO ORDER:**

Hanson called the meeting to order at 12:00pm

**ADOPT AGENDA:**

Stenseth made motion to adopt the agenda and Steele seconded the motion. The board voted in favor of said motion 7-0. Motion carried.

**APPROVAL OF MINUTES:**

Stenseth made motion to approve the minutes for February 11, 2026 and Bloomquist seconded the motion. The board voted in favor of said motion 7-0. Motion carried.

**OLD BUSINESS:**

**A. Update on facility location 2027 – Cathy Malakowsky**

Malakowsky spoke with the Architect and Engineering firm Wold out of Minneapolis. She had reached out to Wold because of their previous work at Health Reach and their familiarity with the space. Due to their previous work, there were not additional costs for architectural drawings. Their proposal for design and construction oversight of the project is \$43,000. They added that it could be less if Jim & Dudes does some of the work. They estimated the construction cost at \$540,000.

Malakowsky laid out some of the next steps –

- Meet with the City Manager next Tuesday to discuss the proposal.
- She'll bring the project to City Council for approval.
- Decide how this can get into the budget for this year.
- Meet with City Attorney with questions, due to the building being a private business and the City being a public entity, there will be questions on how to bid, fund and pay for the project.

- If Jim & Dudes undertakes it, they can do it all and then add cost to the Senior Center lease to be paid over 20 years.
- First step is to discuss with City Manager and Attorney, then give the City's proposal to Jim & Dudes
- Will need to discuss with Finance Director on best way to finance this.

Additional discussion points in regards to project and fundraising.

- Hanson spoke about her experience with the Art Center's fundraisers. Stating they had done a \$100 a plate fundraiser hosted by Mom's Bread Co., possible option for the Senior Center.
- Malakowsky said once there is a plan for construction, an estimate for the cost, and decision made on how it will be paid for, then there can be a plan for how to fundraise for the project and what will be needed in grants.
- Hanson gave additional examples of fundraising events she has attended. She said she will follow up with the Art Center on how they did their events.
- Schewe added that to do this, they'd need a dollar amount and ensure there was enough volunteers to spearhead the project.
- Jardine asked for a timeline on how long this will take from planning to construction, to which Malakowsky explained that ideally it will go to Council in April and then it would start from there.
- Malakowsky gave an overview of what all was included in the proposal from Wold, which did include the separate entrance. She continued to answer additional board member questions in regards to construction and proposal.
- Malakowsky will send Wold's proposal to Tukua to be included in these minutes.

#### **NEW BUSINESS:**

##### **A. Introduction of new Program Coordinator – Sarah Chavarria**

Schewe introduced Sarah to the board and said she has been with the YMCA for 3 years. Sarah is well organized and will keep things on track.

Schewe let board members know the Y will be hiring for an afternoon, part-time position. It will be a support staff position doing janitorial, office work and the person chosen would also close down the facility.

#### **EVENTS AND ACTIVITIES UPDATE:**

- Chavarria provided an overview of events – Most recent activity was the Valentines party with 19 people attending.
- Upcoming trips – Treasure Island trip has 20 people signed up so far. More people will need to sign up to cover the cost of the bus.
- Birthday Candles – 20 people signed up
- New group playing Hand & Foot card game – Mondays from 10a-3p.
- Mahjong moved to Tuesdays from 12p-2:30p, and Tai Chi started back up last week.

**UPDATES/STAFF COMMUNICATIONS:**

Malakowsky gave an update on filling the Recreation Manager position. She said they are down to 2 candidates and both will be great in the position. There should be a decision in the next couple weeks.

**BOARD MEMBER ITEMS:**

Linda Stenseth

- Thanked Sarah, Emelia, and Sue for the Valentines event they put on it was done well and a lot of fun.
- She let staff know there are times when the scanner to scan in has not been working. She suggested there be a sign in sheet by the scanner when this happens, so members can sign in on paper and it can be entered later.
- Stenseth wanted to know if members needed to sign in for coffee with a cop to which Schewe said members should scan in any time they are in the building.
  - Doran suggested that the Bingo caller ask if everyone had scanned in before bingo to help improve members scanning in.
- Stenseth asked Hanson to speak with the Art Center to see if they would have someone come to do crafts. This would replace Crafts with Emelia, since Emelia is gone. Malakowsky suggested asking Senior Center members, to see if anyone would be willing to do an art project monthly with members. Chavarria said she'd contact Emelia because she had a member in mind for this.

Alice Hanson

- Hanson asked board members to get ideas from other Senior Center members on what they would like to see in the new facility. On discussion it was decided to put up a suggestion box for members to put their ideas in.

**ADJOURNMENT – 12:30 P.M.**

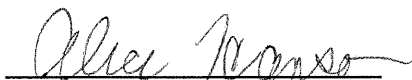
Gray made motion for adjournment at 12:30pm, and Gardner seconded the motion. All members voted in favor of said motion 7-0. Motion carried.

Respectfully submitted,



Karla Tukua  
Senior Center Board Secretary

Approved:



Alice Hanson  
Senior Center Board Chair

March 4, 2026



Cathy Malakowsky  
Engagement and Enrichment Director  
City of Albert Lea  
221 East Clark Street  
Albert Lea, Minnesota 56007

Re: City of Albert Lea  
New Senior Center  
Commission No. 9999

Dear Cathy:

Wold Architects and Engineers is pleased to submit a proposal to you to provide professional services in Architecture, Mechanical Engineering, Electrical Engineering and Low Voltage System Designs for the proposed New Senior Center for the City of Albert Lea located in the building owned by Jim and Dudes located at 1705 Southeast Broadway in Albert Lea, Minnesota. As we have discussed, the City is planning on leasing 6,000 square feet in the building and plans to remodel the space to better suit the Senior Center's programming.

As we understand, the desired programmatic spaces include:

- (2) Offices for Senior Center staff (1 FTE, 2 PTE).
- A large activity room to host up to 80 people to play Bingo.
- A medium activity room to house four billiard tables.
- Potential smaller group rooms for quieter activities.
- Toilet rooms with accessibility and increased capacity over current sizing.
- A kitchen space for small demonstration cooking classes.
- A separate entry to maximize flexibility for hours of operation.

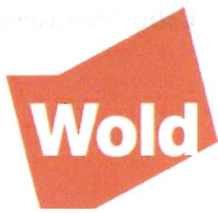
As the architect and engineer that most recently remodeled the space into the Dialysis Center and as a firm that has experience working with cities to create Community and Senior Centers, Wold is in the perfect position to assist the City of Albert Lea in successfully completing this project. Additionally, Wold's in-house mechanical and electrical engineers results in the city having a single point of accountability to ensure that the project is successful.

Wold typically establishes a fixed fee at the onset of each effort. We provide a comprehensive package of full architectural and engineering professional design and management services for our clients and manage our time internally to always meet your expectations. We believe that by establishing a fixed fee for each project based on an agreed upon construction cost or scope of work, it eliminates the potentially negative dialog that can often happen regarding extra services. Our commitment to you is to agree on a fixed fee and not request additional fees unless the scope of the project changes significantly.

We propose to provide full service architectural and engineering services, including mechanical and electrical engineering and low voltage system designs as outlined in the American Institute of Architects Document B101 – Standard Form of Agreement Between Owner and Architect. This letter is to serve as an amendment to that contract per Article 11.1. Phases of work are as follows:

**Wold Architects and Engineers**  
50 South 6th Street, Suite 2250  
Minneapolis, MN 55402  
woldae.com | 612 772 9025

**PLANNERS  
ARCHITECTS  
ENGINEERS**



### **SCHEMATIC DESIGN PHASE SERVICES**

During the first phase—Schematic Design (SD) —an Architect consults with the Owner to determine project goals and requirements. During Schematic Design, study drawings, documents, or other media are developed that illustrate the concepts of the design and include spatial relationships, scale, and form for the Owner to review. Schematic Design also is the research phase of the project, when zoning requirements and jurisdictional restrictions are discovered and addressed. Costs are estimated based on overall project volume. Schematic Design often produces a site plan, floor plans, sections, an elevation, and other illustrative materials; computer images, renderings, or models. SD accounts for 15% of services.

### **DESIGN DEVELOPMENT PHASE SERVICES**

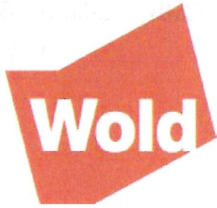
Design Development (DD) services use the initial design documents from the schematic phase and take them one step further. This phase lays out mechanical, electrical, plumbing, and architectural details. Close coordination with civil and structural engineers must also occur to ensure that the scope of their design is incorporated into the overall project. Typically referred to as DD, this phase results in drawings that often specify design elements such as material types and location of windows and doors. Specific room layouts and amenities are finalized with building users. Design Development often produces floor plans, sections, and elevations with full dimensions. These drawings typically include door and window details and outline material specifications. DD accounts for 20% of architectural services.

### **CONSTRUCTION DOCUMENT PHASE SERVICES**

The next phase is Construction Documents (CDs). Once the Owner and Architect are satisfied with the documents produced during DD, the Architect moves forward and produces drawings with greater detail. These drawings typically include specifications for construction details and materials. Once CDs are completed, the Architect sends them to contractors for bidding. The construction document phase produces a set of drawings and specifications that include all pertinent information required for a contractor to price and build the project. CDs accounts for 40% of architectural services.

### **PROCUREMENT PHASE SERVICES**

The first step of this phase is preparation of the pricing (bid) documents to go out to potential contractors for pricing. The bid document set often includes an advertisement for bids, instructions to bidders, the bid form, bid documents, the Owner-Contractor agreement, labor and material payment bond requirements, and any other sections necessary for successful price bids. The Architect and Owner may elect to have a pre-bid meeting for potential contractors. After bid sets are distributed, the Architect answers contractor questions, reviews any requests for alternate materials and issues addenda to the bid document to clarify them prior to bids being received. The Owner, with the help of the Architect, evaluate the bids and select a winning bid. The final step is to award the contract to the selected bidder with a formal letter of intent to allow construction to begin. The final deliverable is a construction contract generated by Wold. Once this document is signed, project construction can begin. Bidding accounts for 5% of architectural services.



### CONSTRUCTION PHASE SERVICES

Contract Administration (CA) services are outlined in the Owner-Architect construction agreement. CA services begin with the initial contract for construction and terminate when the final certificate of payment is issued. The Architect's core responsibility during this phase is to help the Contractor to build the project as specified in the CDs as approved by the Owner. Questions may arise on site that require the Architect to develop architectural sketches: drawings issued after construction documents have been released that offer additional clarification to finish the project properly. Different situations may require the architect to issue a Change in Services to complete the project. Deliverables: A successfully built and contracted project. CA accounts for 20% of architectural services.

For these services, we consistently propose calculating the fixed fees using a rate of 7.5% for remodeling projects. Based upon the project information that you've provided including plans and lease proposals and our relevant experience designing other Senior Centers, we have estimated the probable cost of construction that we would expect for the designs presented to be in the range of \$90/sf to \$120/sf. This scope includes new finishes throughout the remodeled space, modifications and expansion of the toilets, creation of a demonstration kitchen and a new entryway as well as all relevant mechanical and electrical engineering. This results in the following calculations, including our efforts for the overall design and construction phases:

Estimated Construction Cost (6,000sf x \$90/sf)		\$	540,000
Full Service Fixed Fee Rate	x		7.5
<b>Full Service Fixed Fee</b>		<b>\$</b>	<b>40,500</b>

Reimbursable Expenses are in addition to compensation for Basic and Supplemental Basic Services and include expenses incurred by the Architect's consultants directly related to the Project, as follows:

- » Transportation in connection with travel.
- » Fees paid for securing approval of authorities having jurisdiction over the Project.
- » Printing, reproductions (except sets of each phase for Owner review), plots, standard form documents.
- » Postage, handling and delivery.
- » Other similar Project-related expenditures, if authorized in advance by the Owner.

We propose to invoice reimbursable expenses at actual cost with a maximum amount capped at \$2,500. This results in a **total maximum contract value of \$43,000** for this project.



We thank you for this opportunity to team and look forward to building a strong and successful partnership while providing the City of Albert Lea with a facility that will proudly serve their needs for decades! Please let me know if I can provide any additional information.

Sincerely,

Wold Architects and Engineers

A handwritten signature in black ink, appearing to read "Joel Dunning".

Joel Dunning | AIA, LEED AP  
Government Practice Leader

cc: Andy Dahlquist, Wold  
Accounting, Wold

