



Inver Grove Heights City Council
Monday, February 24, 2025 at 6:00 PM
8150 Barbara Ave, Inver Grove Heights, MN 55077

AGENDA

NOTICE TO RESIDENTS: Individuals may submit written public comments in advance of the meeting by emailing comments to Rebecca Kiernan (rkiernan@ighmn.gov). Comments received prior to **12:00 p.m.** on Monday, February 24, 2025, will be provided to the Council at or before the February 24, 2025 meeting.

NOTICE OF REMOTE ATTENDANCE: Councilmember Sue Gliva is expected to attend this meeting remotely from 8-33 Emmaus St, St John 00830 US Virgin Islands.

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Presentations**

A. Inver Glen Library 25th Anniversary

5. **Consent Agenda**

All items on the consent agenda are considered routine and have been made available to the City Council at least two days prior to the meeting; the items will be enacted in one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests, in which event the item will be removed from this agenda and considered in normal sequence.

- A. Approval of the Minutes of the January 13, 2025, City Council Work Session
- B. Approval of the Minutes of the January 13, 2025, City Council Special Meeting
- C. Approval of Disbursements
- D. Personnel Actions
- E. Authorization to Enter into 2025-26 Labor Agreement with IUOE, Local No. 49
- F. Authorization to Enter into 2025-2026 Labor Agreement with IAFF, Local 5251
- G. Approval to Provide AFLAC Cancer Benefit to Fire Department Personnel According to Certain Terms & Conditions
- H. Resolution Approving Cooperative Construction Agreement with MnDOT for City Project No. 2016-17 - 117th Street Reconstruction
- I. Resolution Approving Final Plans & Specifications and Authorizing Advertisement for Bids for City Project No. 2025-09G - Bacardi Avenue and 88th Street West Improvements
- J. Resolution to Amend the 2025 Central Equipment Budget and Approve Vehicle Replacement

- K. Resolution Approving 2024 Budget Carryovers
- L. Resolution Approving Write-Off of Deferred Special Assessment
- M. Resolution Approving the 2025 Tree Replacement Plan
- N. Amendment to Purchase Amount of Heritage Village Park Phase 5 Inclusive Playground, Splash Pad, and Shade Structures for City Project No. 2210
- O. Approval of Contract Amendment - Additional Professional Services for Heritage Village Park Phase 5 Project
- P. Resolution Accepting Donations and Sponsorships to the Parks and Recreation Department
- Q. Approval of Payment Agreement for Metropolitan Council Sewer Availability Charge

6. Public Hearing

- A. Off-Sale Liquor License for A & M Liquor (CHETAAYU, LLC)
- B. Massage Therapist License Violation - Fengxia Liu

7. Regular Business

- A. Consider Approval of a Zoning Text Amendment, Establishing Palliative Care Home as an Interim Use in the E-1, Estate Residential Zoning District.
- B. Draft Report and Recommendations for the Central Maintenance Facility Needs Analysis and Site Plan (City Project No. 2017-01)
- C. Consider Resolution Approving Project and Budget for Public Archery Range at South Valley Park
- D. CLOSED SESSION to Discuss Labor Relations Matters

8. Public Comment

Public comment provides an opportunity for the public to address the Council on items that are not on the agenda. Comments will be limited to three (3) minutes per person.

9. Mayor and Council Comments

10. Adjourn

This document is available upon a three (3) business day request in alternate formats such as braille, large print, audio recording, etc. Please contact Rebecca Kiernan, City Clerk, at 651.450.2513 or rkiernan@ighmn.gov.



Request for Council Action

SUBJECT: **Inver Glen Library 25th Anniversary**

MEETING DATE: February 24, 2025

ITEM TYPE: Presentations

CONTACT: Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to receive a brief presentation from Laura Morlock, branch manager of Dakota County Library's Inver Glen location, which will be celebrating its 25th anniversary on March 11.

BACKGROUND

FISCAL IMPACT

RECOMMENDATION

ATTACHMENTS

None

**INVER GROVE HEIGHTS CITY COUNCIL WORK SESSION
MONDAY, JANUARY 13, 2025 - 6:00 P.M. - 8150 BARBARA AVENUE**

1. CALL TO ORDER:

The City Council of Inver Grove Heights met in regular session on Monday, January 13, 2025, in person. Mayor Dietrich called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

2. ROLL CALL:

Present In-Person: Mayor Dietrich; Council Members: Gliva, Scales, Murphy and T’Kach; City Administrator Wilson, City Attorney Nason, Public Works Director Connolly, and Deputy Clerk Malott.

3. APPROVAL OF AGENDA:

Motion to Approve by Gliva, Second by T’Kach.

Ayes: 4

Nays: 0 Motion carried.

4. DISCUSSION ITEMS

A. Stormwater Utility Rate Study (City Project 2024-11)

Director Connolly presented this item.

Review Topics:

- Stormwater Utility Rate History
- Peer Community Revenues/Comparison to IGH
- Scope of Stormwater Utility Rate Study
- Focus Group Establishment
- Soliciting Proposals
- Rate Study Schedule

Stormwater Utility Rate History:

Stormwater Utility Established in 2007 via Ordinance No. 1155

- City Code Section 8-7
- No user fee structure established
- Platting/Connection Fees established in NWA Only

Rate Structure/Fee Schedule implemented in 2012

- Initial rates established to fund 50% of stormwater needs
- Remaining 50% from other sources (primarily General Fund via Pavement Management funding and special assessments)
- Anticipated annual increases to stormwater utility rates over time to meet 100% of stormwater needs

Director Connolly said the stormwater needs in 2012 were about \$1.5 million per year.

Summary of Annual Rate Increases:

- 2013-2017 – No Rate Increases (0%)

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- 2018 - 45% (all rates)
- 2019-2022 - 5% increase per year (all rates)
- 2023-2025 - 5% on NWA rates, 25% on Rural & Urban Rates
 - Goal is to bring Urban and NWA rates together by 2027
 - Added non-NWA Stormwater Plat Connection Fees in 2023

Stormwater Needs Out space Revenue:

- Stormwater Rates and Development Revenue Covers:
 - 68% of Expenses for Stormwater (2020-2024)
 - 55% of Expenses for Stormwater (2025-2029 - Projected)

Supplement Revenue through Non-Utility Sources

- Special Assessments (PMI Projects)
- Host Community Fund

Director Connolly said every year the costs have been higher than the revenue brought in. In 2020, the revenue was 51.5% of the expenses. For 2025-2027, revenue will be less than 50% of the expenses.

Current Rate Structure Challenges:

- 15 Rate Categories based on Land Use/Zoning
- 3 Rate Classifications based on Location
 - Rural
 - Urban (non-NWA)
 - NWA
 - Results in 45 different rate classifications
- Difficult to consistently administer/audit
- Designed in 2007 based on a Residential Equivalency Factor - REF
 - 2012 implementation did not adhere to REF recommendations (ex: reduced rural fees and added/inflated NWA fees)
 - Property-by-property fee adjustments at staff level further skewed equality in fee structure

2025 Stormwater Utility Rates

Stormwater Utility Group		Per Lot (L) or Acre (A)	Rural (Base Fee)	Urban (Base + Surcharge)	NWA Developed (Base + Surcharge)
			Monthly	Monthly	Monthly
Single Family Residential	R-1A	L	\$3.76	\$10.95	\$16.37
	R-1B	L	2.43	7.04	10.51
	R-1C	L	2.08	5.18	7.80
	Estate (5 AC Cap)	A	2.73	7.83	11.67
Multi-Family	R-2 (Duplex/Townhome	A	5.95	17.20	25.73
	R-3 (6+ Units/Acre)	A	7.04	20.39	30.42

Residential	R-4 (Manufactured Home Park)	A	8.11	23.51	35.10
Other	Agricultural/Open Space (10 Ac cap)	A	1.64	4.70	1.64
	Business District	A	11.89	34.44	51.47
	General Business	A	15.70	45.41	67.84
	Shopping Center	A	13.54	39.14	58.50
	Industrial	A	11.34	32.88	49.14
Public/ Institutional	Schools/Churches/Other	A	7.04	20.39	30.42
	Golf Courses/Cemeteries/Parks	A	1.64	4.70	7.02
	City Facilities	A	11.89	34.44	51.47

Director Connolly said that the rate structure is difficult to manage and challenging to explain to residents. Staff is looking to simplify utility rates and build better equity and equality into the system.

Director Connolly said he polled mostly Dakota county communities from a public works and engineering group that he participates in, a Coalition of Northern Dakota County Communities. There are 15 to 16 cities that are in the group but 8 of the communities completed the poll completely.

Peer Community Stormwater – Revenue Reviews:

Feedback from 8 South-Suburban Communities

- All communities have a stormwater utility
- Two communities subsidize capital costs with other funding on an as-needed basis:
 - Bonding
 - General Fund/Tax Levy
 - Special Assessments
- No communities do special taxing districts for stormwater
 - It was a past approach used by Inver Grove Heights prior to establishing a stormwater utility (and still in City Code).

Director Connolly said Inver Grove Heights is supplementing the stormwater needs from other sources without paying the other sources back. The City currently has special tax districts that will expire within the next two to three years. Special taxing districts still exist within the City Code, but Staff is not recommending this option now, but it could be utilized depending on the stormwater rate study and what Council decides.

Inver Grove Heights takes in approximately \$1 million in stormwater rate revenue per year. The eight communities ranged between \$475 million to \$600,000 per year in annual stormwater rate revenue. Most of the communities take in more revenue per capita than Inver Grove Heights, ranging from \$75 to \$28. Inver Grove Heights revenue per capita is approximately \$29. Rosemount and Savage are the two closest peer communities in terms of number of residents. Rosemount's Stormwater Rate Revenue per capita is approximately double the revenue and Savage is approximately 50% more revenue than Inver Grove Heights. Director Connolly said he also reviewed the revenue collected per square mile

and Inver Grove Heights collects the least revenue per square mile when compared to the other eight communities.

Director Connolly said the information was collected for a three year time frame and it does show that Inver Grove Heights' revenue is at the low end of what is collected by neighboring cities. The needs of the City are not any less than these other communities, but they may be different. They need to make sure they meet the MS4 requirements and that they are doing pollution prevention and control.

Director Connolly said the Stormwater Rate Study was in the CIP and it was intended to start in 2024. Due to other priorities, it was delayed until the first quarter of 2025. Staff is ready to start the process for the study if Council permits.

Stormwater Rate Study Scope:

- Analyze the City's stormwater utility needs for a 15-year time horizon.
- Develop options for a rate structure that is:
 - Fair
 - Equitable
 - Reasonable to Administer
 - Sufficient to fund the City's stormwater operation and capital needs

Stormwater Rate Study Deliverables:

- Rate study summary, recommendations, and key components:
 - Review existing rate structure
 - Revenue forecasting/needs (15 years)
 - Review alternative rate structures/options
 - Provide a recommended rate structure
 - Review revenue adequacy and any "stop gap" funding options
 - Identify billing impacts and benchmarking against current rate structure and peer communities
- Develop stormwater rate model for future budget development
- Public communications/engagement materials based on recommended changes to the current rate structure (i.e., need for changes, billing impacts, etc.)

Stormwater Rate Study Scope:

- Anticipate three City Council engagements
 - Work Session #1 - Progress update after rate structure options are developed.
 - Work Session #2 - Review draft report and recommendations
 - City Council Meeting - Final report presentation/adoption

Mayor Dietrich asked where the Stormwater modeling would be in the planning process.

Director Connolly said the model would likely be developed with the different rate structure options. They would have a baseline model but depending on what rate structure was chosen it would get put into the model. It would likely be planned somewhere between the second work session and the final City Council meeting.

Council Member T'Kach asked if community input, outside of a formal Council meeting, would be asked for prior to adopting a structure.

Director Connolly said yes, they will be asking for input from the community outside of a formal Council meeting.

Citizen Focus Group:

- Similar to Citizen Task Force for Pavement Management
- Targeted focus on providing public feedback for key stormwater utility items:
 - Education: Review current stormwater rate structure and understand its purpose and effectiveness (and shortcomings).
 - Options: Review alternative rate structure options and provide feedback on preferred alternatives with respect to fairness, equity, and fiscal sustainability (including comparison to peer communities).
 - Public Perception: Provide feedback on messaging to the public regarding need for utility rate structure changes.

Staff, Council, and Consultants can take feedback from the Focus Group and implement that feedback into the rate study effort.

Council Member T’Kach said she thinks Staff is on the right track with a focus group but said she is concerned that there will be a limited number of people participating. With the Pavement Management Taskforce, residents appreciated the City committing to certain items like completing a certain number of miles per year. As Pavement Management projects moved forward and affected residents, it seemed that other issues surfaced that could have been discussed more thoroughly with the taskforce. Council Member T’Kach said she is having a public meeting during the middle of the process which might help to provide information which may help bring forward additional concerns and the more engagement they can have with a broad group, the better.

Director Connolly said if Council would like to see more public input, Staff can do that. There can be additional challenges in getting through problems when the group is larger. It is a citizen-run government and Council is elected to make these types of decisions. If Council would like a greater outreach or has other specific ideas, Staff can look to integrate them at some point. Director Connolly said he is trying to remain aware of the time that they have to complete the report and not continue to push it further out. It is important to have the information given to the public. Staff’s goal is to have a focus group that is working alongside the process when they are putting the study together. They do not want to put a finished project together without community input. The focus group is part of the scope of work for the utility rate study to have engagement during the process.

- 8-12 Members
 - Residential Property Owners (both rural and urban property types)
 - Commercial/Industrial Property Representatives
 - Professionals with stormwater management or finance backgrounds
 - Two City Council members
- Solicit interested candidates in March (Insights newsletter in April)
- Select candidates by May 2025
- Approximately 7-8 meetings between May and September
- Led by Consultant (part of study work scope)

Focus Group summary would be included with rate study report.

- Advisory Body - No voting authority or ability to direct policy
- Benefits:
 - Provides transparent, public feedback on a historically challenging issue to staff, consultants, and Council in real-time.
 - Provides a litmus test for Council as it relates to community support for modifications to the City’s stormwater utility rate structure.
 - Provides guidance and feedback on messaging a very technical issue in layman’s terms.

- May result in smoother implementation of changes
- Drawbacks:
 - May not garner consensus among Focus Group members.
 - Time and cost for staff and consultant to coordinate meetings, meeting materials, responding to inquiries, and addressing questions.
 - Tangents and rabbit holes

Consultant Solicitation:

Staff Recommend Direct-Soliciting to AE2S

- AE2S successfully performed sewer and water rate study analysis in 2022-2023.
- AE2S continues to work positively with City Finance staff on sewer and water model updates and provide tutorial services for modifying these rate models.
- AE2S already completed a baseline analysis of our stormwater infrastructure and rate revenue in 2023; cost-savings to not have to “re-do” this work with another consultant.
- AE2S is in the City’s Engineering Consultant Pool and is qualified for this type of study work (Municipal Utilities Category).

\$65,000 in 2024 Budget (carryover) plus \$25,000 in 2025 Budget.

Director Connolly said in 2023 Staff received a quote from AE2S for the Stormwater Rate Study that was \$50,000. The quote did not include the task force component and some other deep dive information that they have been working on. AE2S and Staff believe the study can be completed for \$90,000 or less. If Council accepts the recommendation, Staff will finish the work scope and submit it to AE2S for a formal quote.

Council Member Murphy said he supports the recommendation and thinks the structure is good with the right size group. Attendance at the focus group meetings is important because they cannot continue to review previous meeting items and do not cause members lack of attendance.

Council Member T’Kach asked if AE2S has experience managing focus groups either for Inver Grove Heights or other projects.

Director Connolly said yes, they are currently in the process of doing a focus group in Woodbury. The City’s water and sewer rate study scope did not include a focus group. Director Connolly said he has spoken to peers in other communities who have worked with AE2S, and they have said AE2S is fully capable of managing it.

Council Member T’Kach asked if it is more of a task force instead of a focus group because people will have to dig into the material and understand it.

Director Connolly said he did not call it a task force because he is not recommending as deep of a dive as they had previously done in Pavement Management. It is intended to be a higher level review in terms of getting feedback. Staff is wanting more about public perception from the focus group because they have a solid understanding of the stormwater needs. Pavement Management was a bigger challenge because Pavement Management has aspects that are directly affected by assessments and the types of projects the City had been doing historically, as well as the way Staff had presented the projects. The Pavement Management projects were larger projects that are disruptive to the community.

Council Member T’Kach said she thinks having the focus group not to be structured like the task force is beneficial because the focus group will be able to provide feedback and challenges on what is being presented to them.

Council Member Gliva said she supported the focus group and Stormwater Rate Study. Explaining 45 rates is not an easy task and is Staff time that could be spent elsewhere.

Council Member Scales said he supported the idea and likes the idea of having representatives from across the City. It is important the rural areas are also represented so that the City can better explain why the stormwater fee is needed.

Schedule:

Contract Approval	February 10, 2025
Complete Stormwater Data Collection/Review	April 2025
Citizen Focus Group Established	May 12, 2025
Citizen Focus Group Kickoff	May 20, 2025
Complete Rate Design & Financing Options	June 27, 2025
Citizen Focus Group Discussions	June - September 2025
Draft Report Presentation (Council Meeting)	September 2025
Final Report Presentation (Council Meeting)	October/November 2025

Mayor Dietrich asked what direction could be given to the Finance Director during budgeting time since that will start early summer.

Director Connolly said the proposed schedule gives Staff an opportunity to have something presented by the end of the year. Staff has talked to the Finance Director and Utility Billing Staff and the expectation is that this will not be implemented in 2026. There is likely to be a dramatic change that will take a while after the report implements it. The budget will assume that current rates will increase another 5% for the NWA and 25% for the remaining areas of the City in 2026 and work on implementing the study results in 2026. It is a fast timeline, and Staff wants to try to stay on schedule. They will work with the Finance Staff to develop budgets with the information they have ahead of them.

Mayor Dietrich said there are stormwater pipes in severe deterioration so she would welcome a midterm implementation or other options.

Director Connolly said Staff will vet options when they make recommendations to implement. Part of the study scope includes AE2S providing a quote and an understanding of how the City would implement the rates and how the consultants could help with implementation.

Director Connolly said they will send information to Council to solicit interest in participating in the focus group but will not likely put out a public request until March or April. The next step is to have AE2S provide a quote and get a contract started so they can start the process.

Council agreed to move forward with the next steps.

B. 2025-26 Board and Liaison Appointments for Councilmembers & Staff

Administrator Wilson presented this item.

Administrator Wilson said annually or biannually they need to decide which Council Member(s) and/or Staff members will represent Inver Grove Heights on various boards where the City has a voting seat or as a liaison to various groups. Administrator Wilson said she recommends making two-year

appointments that will cover 2025 through 2026 as being familiar with the topics and issue can be helpful when representing the City.

Requested Appointments:

- Annual - or biannual - action of the Council
- Appointments include:
 - Dakota 911 Board
 - Fire Relief Association
 - Municipal Legislative Commission (MLC)
 - River Heights Chamber - Local Issues
 - NDC4 Commission
 - LOGIS

Administrator Wilson said the Dakota 911 Board is a countywide joint powers agreement that manages the 911 emergency services in the City. The City pays a portion of the budget for the organization and has a voting seat on the Board of Directors.

Dakota 911 Board:

- 1 Board member and 1 Alternate
- Must be elected officials
- Thursday morning meetings, 8:00 - 10:00 a.m.
- Meeting Dates for 2025:
 - Feb. 20
 - May 15
 - Sept 18
 - Nov 20

Administrator Wilson said she serves on the Executive Committee and the City's Fire Chief and Police Chief serve at committees that look at specific areas. Council Member Murphy has represented the City for the past two years and they have not had an alternate. Council Member Murphy has expressed an interest to discontinue the role and Council Member Scales has expressed a willingness to serve on the board, but they still need an alternate.

Council Member Murphy said he would be the alternate.

Fire Relief Association:

- 1 elected official
- Finance Director Hove
- Fire Chief Thill
- Meetings are typically Sunday evenings.

Council Member Scales said he will fill the seat.

Municipal Legislative Commission (MLC):

- 1 elected official - typically the Mayor
- 1 staff person - typically City Administrator
- Meetings are typically mid-day Wednesdays and move around the metro area
- 2025 Meeting Dates:
 - March 5
 - June 4
 - Oct. 1

- Dec. 3

Administrator Wilson said the role is typically filled by the Mayor but Council Member T’Kach also expressed interest in the role.

Council Member Gliva said she thinks the Mayor should fill the Commission seat as the head of the City.

Mayor Dietrich said that Council Member Murphy is acting Mayor when she is away and asked if Council Member Murphy would continue to back up the role.

Council Member Murphy said yes, he would be an alternate in the Mayor’s absence.

Mayor Dietrich said she would continue the role with Council Member Murphy as an alternate.

River Heights Chamber - Local Issues

- 8:00 a.m. on the 2nd Thursday of the month

Administrator Wilson said this meeting is one of the slightly less formal appointments. It is an opportunity to share with school districts, the County, the City, and local business owners’ things that are going on in Inver Grove Heights organizations that might be of interest to one another. Usually either the Police Chief or Fire Chief attend the meeting as well as the Community Development Director or the Parks and Recreation Director. Historically they have had at least one Council Member that also commits to being a regular attendee. Council Members Gliva and Scales have been attending these meetings over the past two years.

Council Member Scales said he would like to continue attending the meetings.

Council Member Gliva said if another Council Member would like to participate, she can step back as she is still with the chamber and a member.

Council Member T’Kach said she would be interested in attending these meetings.

Administrator Wilson said the NDC4 is a two year appointment but in the Council packet it said that no new appointments were needed but that was incorrect.

Norther Dakota County Cable Communications Commission (NDC4):

- 1 elected official
- 1 resident
- Meetings are typically Wednesdays at 7:00 p.m.
- 2025 Meeting Dates:
 - Feb. 5
 - April 2
 - June 4
 - Aug. 6
 - Oct. 8
 - Dec. 3

Administrator Wilson said Council Member T’Kach currently serves as the elected official and Regina Barr is the resident appointee. Barr is willing to continue in the role but understands if the Council wishes to either advertise or give the opportunity to someone else.

Mayor Dietrich asked if the opportunity could be put on their social media to see if there are other residents that would like the opportunity.

Administrator Wilson said they can get it out on social media the following day and it is typically a really simple letter of interest.

Council Member T’Kach said she would be interested in continuing, and that Regina Barr has been a good advocate for the City and serving on the NDC4 Commission. It is fair to have someone new and it is more complicated at times.

Local Government Information Systems (LOGIS):

- Board Member & Alternate – both staff
- Current:
 - Board Member: Chief Chiodo
 - Alternate: Commander Josh Otis
- Proposed:
 - Board Member: Marc Gade, Technology Manager
 - Alternate: Kris Wilson, City Administrator

Administrator Wilson said LOGIS provides very large software packages to cities as well as support for things like the phone systems, emergency backups, fiber, etc. Historically the Police Department was one of the primary users of LOGIS and this is why Chief Chiodo and Commander Otis are the board member and alternate. The board has been getting into an increasing number of discussions that go beyond police and the police representatives have asked them to be replaced. Marc Gade, City Technology Manager, has agreed to be the Board Member and Administrator Wilson as the alternate. Administrator Wilson said she has previously served on this board in previous city government jobs, so she has some familiarity with the workings of LOGIS and the types of decisions their Board makes.

Mayor Dietrich asked if Administrator Wilson would have the time for this.

Administrator Wilson said yes, she would be the alternate and Technology Manager Gade would attend most of the time. If there was an important vote that the City wanted to have a voice in, Administrator Wilson would attend and have Technology Manager Gade help her prep.

Council agreed with the proposed change.

C. City of IGH 5-Year Capital Improvement Plan (2025-2029)

Administrator Wilson presented this item.

2025 MN Legislative Session:

- January 14 – May 19
- Both houses are very closely divided Republican / DFL
- Must adopt a two-year budget for the State
- May consider a bonding bill – requires a super majority, which means bipartisan support

Administrator Wilson said the MN Legislature worked on a bonding bill last year, but they could not reach a final agreement, so nothing was passed during the 2024 legislative session.

Proposed City Priorities & Positions:

- Streamlined compared to last few years
- Focus on local control – particularly as it relates to planning and zoning and funding City government
- Request \$2 million in state bonding for final phase of Heritage Village Park (same request as last year)

- Support the work and positions of the various associations the City belongs to:
 - League of MN Cities
 - Municipal Legislative Commission
 - Metro Cities

Items to watch for:

- Jan. 27 Consent Agenda:
 - Adoption of Attached Positions & Priorities Doc.
 - 2025 Contract with Katy Sen, Messerli & Kramer
- Return of "Legislative Updates" to weekly update

Related Upcoming Events:

- Friday, January 24 - Municipal Legislative Commission (MLC) at the VMCC
- Friday, January 31 - Dakota County Legislative Breakfast at Dakota Co. Western Service Center
 - IGH can send up to 3 representatives
 - Mayor Dietrich
 - Councilmember
 - City Administrator Wilson

Administrator Wilson said both Council Member Murphy and Scales have said they could attend the January 31st event, and Staff is asking for clarity on which Council member will attend.

Council Member Scales said that Council Member Murphy could attend.

Council Member Murphy said he would attend.

Administrator Wilson asked if Council had any questions, comments, concerns, or desired changes to the proposed City positions.

Council Member Murphy said the City Administrator brought House File 4009 to Council's attention instead of the lobbyist and at the time asked if it was part of the lobbyist's contract. The information given was that there are different contracts. Council Member Murphy asked if that was important to Staff and Council or if Administrator Wilson feels they are ok with where they are.

Administrator Wilson said she will include the contract for the lobbyist in the next Council packet, but she is comfortable with the contract. Many times, the lobbyist sends the information to the City Administrator and then the information is given to the Council. The City's direct lobbyist, Katy Sen, focuses on the City's bonding requests and keeps an eye on landfill matters because it is a unique concern to Inver Grove Heights. Sen also assists outside of the legislative session in integrating with the City's legislators and state agencies.

Council Member T'Kach said she is not proposing changes but would like to see more conversations around local control. Without knowing the details of the legislative session, there is some measure of local decision making that should be balanced with broader input and decisions from a wider range for issues that have potential for significant regional and statewide impacts. An example would be if a city wanted to make a decision that could have an impact on neighboring cities like a water bottling plant in Eagan that could impact Inver Grove Heights' groundwater. That may be a more regional decision. Local control is great, but it is not a blanket statement that they would agree with a specific decision. Council Member T'Kach asked if their lobbyist may say that they do not agree with the bill even though they are part of a group that does agree.

Administrator Wilson said it would likely be an issue that they would bring to Council's attention and discuss it. Inver Grove Heights as well as the League of Minnesota Cities and Metro Cities has a strong

respect for local control. If the City wanted to deviate from that, they would want to have a discussion. There is a process that the Metropolitan Council engages in on development of regional significance for really big developments like airports or the Mall of America.

The majority of Council agreed with the priorities and positions.

5. Adjourn

Motion to adjourn at 7:25 p.m. by Murphy, second by Scales.

Ayes: 5

Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Sara Lyons.

**INVER GROVE HEIGHTS CITY COUNCIL SPECIAL MEETING
MONDAY, JANUARY 13, 2025 - 7:00 P.M. - 8150 BARBARA AVENUE**

1. CALL TO ORDER:

The City Council of Inver Grove Heights met in special session on Monday, January 13, 2025, in person. Mayor Dietrich called the meeting to order at 7:25 p.m.

2. ROLL CALL:

Present In-Person: Mayor Dietrich; Council Members: Gliva, Scales, Murphy and T’Kach; City Administrator Wilson, City Attorney Nason, and Deputy City Clerk Malott.

Motion to put email from resident into record by Scales, second by Gliva.

Ayes: 5

Nays: 0 Motion carried.

3. APPROVAL OF AGENDA:

4. DISCUSSION ITEMS

A. Multiple Agreements and Land Use Approvals to Permit the Vertical Expansion of Pine Bend Landfill (continued from Jan. 6, 2025 Council Meeting)

Administrator Wilson presented this item.

Recommendations:

- Continue to January 27, 2025 meeting
- Appoint two representatives of Council to participate directly in ongoing discussions with Pine Bend Landfill.

Administrator Wilson said they have received an extension of the applicant on the land use items until January 28, 2025. It would be the expectation that Council would act at the January 27, 2025 Council Meeting.

Council Member Gliva said it is a great idea to continue, and Council may not have had enough time to go through the actual Host Community Agreement. Having two representatives attending the discussion is a really good idea.

Mayor Dietrich asked if any Council Members would volunteer to be involved in the discussions.

Council Member Scales, Council Member Murphy and Mayor Dietrich volunteered to represent Council through discussions.

Council Member T’Kach asked to clarify that the motion is to have two representatives review the Host Community Agreement and discuss and negotiate the agreement to a point that Council can vote on it.

Mayor Dietrich said yes, this meeting would be an effort to resolve any remaining questions, concerns, or issues with this item.

Motion to appoint Mayor Dietrich and Council Member Murphy to directly participate in ongoing discussions with Pine Bend Landfill and to continue the item, until January 27th, 2025 by Gliva, second by Scales.

Ayes: 5

Nays: 0 Motion carried.

B. Resolution Tolling Deadline for Compliance with CUP Condition #14 to February 28, 2025

Administrator Wilson presented this item.

Administrator Wilson said on December 9, 2024 Council action extended the deadline for compliance of Condition #14 of the current CUP for Pine Bend Landfill to January 31, 2025. The proposed action extends the deadline to February 28, 2025. Staff recommends Council adopt the Resolution.

Motion to toll the deadline for compliance with CUP Condition #14 to February 28, 2025 by Murphy, second by Scales.

Ayes: 5

Nays: 0 Motion carried.

5. Adjourn

Motion to adjourn at 7:30 p.m. by Scales, second by Murphy.

Ayes: 5

Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Sara Lyons.



Request for Council Action

SUBJECT: Approval of Disbursements

MEETING DATE: February 24, 2025
ITEM TYPE: Consent Agenda
CONTACT: Amy Hove, Finance Director, 651.450.2521

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving disbursements for the period of February 5 – 18, 2025.

BACKGROUND

The following chart represents a summary by fund type of the disbursements processed during the period of February 5 – 18, 2025. Disbursement details are attached to this memo.

Fund Type	Amount
General Fund	\$557,015.51
Special Revenue	60,119.92
Debt Service	-
Capital Projects	353,168.40
Enterprise	479,343.48
Internal Service	445,878.69
Escrows	36,489.86
Total - All Funds	\$1,932,015.86

FISCAL IMPACT

The disbursements are within adopted budgets for the associated funds or have otherwise been approved by the Council.

RECOMMENDATION

Staff recommends approval of the disbursements as presented.

ATTACHMENTS

1. Resolution 2.24.2025
2. Disbursements Listing (2.5.2025- 2.18.2025)

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. ____

**RESOLUTION APPROVING DISBURSEMENTS FOR THE PERIOD OF
February 5, 2025 - February 18, 2025.**

WHEREAS, a detailed listing of disbursements for the period of February 5, 2025 - February 18, 2025 was presented to council for approval.

NOW, THEREFORE BE IT RESOLVED, BY THE CITY OF INVER GROVE HEIGHTS:
Payment of the disbursements for the following fund types are approved:

Fund Type	Amount
General Fund	\$557,015.51
Special Revenue	60,119.92
Debt Service	-
Capital Projects	353,168.40
Enterprise	479,343.48
Internal Service	445,878.69
Escrows	36,489.86
Total - All Funds	\$1,932,015.86

Approved by the City of Inver Grove Heights, Minnesota this 24th day of February 2025.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Expense Approval Report

By Fund

Payment Dates 2/5/2025 - 2/18/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 101 - GENERAL FUND					
ANCOM COMMUNICATIONS, ...	125821	12/31/2024	New pagers	101.2200.000.5190	6,143.00
EHLERS AND ASSOCIATES, INC.	1441	12/31/2024	FMP Updates	101.1800.000.5310	427.50
CITY OF BURNSVILLE	2024-00000047	12/31/2024	2024 station alerting dispatch ...	101.2200.000.5310	902.84
LANDFORM PROFESSIONAL S...	36415	12/31/2024	Contracted Planning Services	101.5100.000.5310	13,406.25
TOTAL CONSTRUCTION & EQU...	41908	12/31/2024	2024 - repairs to Groveland Its...	101.4200.000.5400	1,025.62
DAKOTA CTY FINANCIAL SVCS	5502831	12/31/2024	4th Quarter Electric Billing - 2...	101.3400.000.5355	895.32
EMERGENCY AUTOMOTIVE TE...	AB121824-52	12/31/2024	Consoles and accessories for s...	101.2200.000.5410	1,238.36
ST PAUL STAMP WORKS INC	IV00567422B	12/31/2024	Missed freight charge for Bre...	101.2000.000.5190	5.25
GEOTAB USA, INC.	CN209526	01/23/2025	2025 Extension Harnesses Cre...	101.2000.000.5395	-9.30
BJORKLUND COMPENSATION ...	'00004700	02/06/2025	Job evaluation - Police Records..	101.1120.000.5310	150.00
SOUTH METRO SWAT	1/31/2025	02/06/2025	South Metro SWAT 2025 Dues	101.2000.000.5335	18,250.00
ACME TOOLS	13879859	02/06/2025	Milwaukee saw	101.2200.000.5160	2,999.00
ACME TOOLS	13890880	02/06/2025	Milwaukee saw	101.2200.000.5160	2,999.00
UNIFIRST CORPORATION	1410117989	02/06/2025	Street Uniforms	101.3200.000.5175	50.77
UNIFIRST CORPORATION	1410117989	02/06/2025	Park Uniforms	101.4200.000.5175	21.37
CULLIGAN	157984591006X013125	02/06/2025	bottled water service fire stati...	101.2200.000.5310	116.13
CULLIGAN	157984591188X013125	02/06/2025	bottled water service fire stati...	101.2200.000.5310	88.00
CULLIGAN	157985524824X013125	02/06/2025	Rich Valley bottled water rent...	101.4200.000.5430	11.30
CULLIGAN	157986034674X013125	02/06/2025	bottled water service fire stati...	101.2200.000.5310	166.89
FIRST IMPRESSION GROUP	164750	02/06/2025	Swearing in plaque 1.2025	101.1000.000.5190	44.92
FIRST IMPRESSION GROUP	164942	02/06/2025	IGH logo label pins	101.1000.000.5190	261.00
FIRST IMPRESSION GROUP	165156	02/06/2025	youth program flyer sent to sc...	101.4300.459.5333	250.00
HESSE, INC.	1866	02/06/2025	De-Icing Liquid	101.3200.000.5125	3,224.00
KENISON, TERRI	2/1/2025	02/06/2025	1.2025 cleaning of fire stations..	101.2200.000.5310	1,600.00
GUARDIAN SUPPLY, LLC	20372	02/06/2025	Custom leather name tags	101.2200.000.5175	136.00
L.T.G. POWER EQUIPMENT	291410	02/06/2025	new parts for chainsaws	101.4200.000.5405	182.86
ASPEN MILLS	347697	02/06/2025	Meeks New Uniform Supply	101.2000.000.5175	855.70
VERIFIED HOLDINGS, LLC	360155	02/06/2025	Pre-employment background ...	101.1120.000.5310	925.50
STERICYCLE INC	8009578352	02/06/2025	Shred-it Services 1.2025	101.2000.000.5310	207.50
CINTAS CORPORATION	9306922285	02/06/2025	AED agreement - Rich Valley 1...	101.4200.000.5310	134.42
DAKOTA 911	AR-0000000452	02/06/2025	Dakota 911 Capital Fee 2.2025	101.2000.000.5313	1,845.50
DAKOTA 911	AR-0000000452	02/06/2025	Dakota 911 Fee 2.2025	101.2000.000.5313	70,852.50
DAKOTA 911	AR-0000000452	02/06/2025	Dakota 911 Fee 2.2025	101.2000.000.5313	7,872.50
DAKOTA 911	AR-0000000452	02/06/2025	Dakota 911 Capital Fee 2.2025	101.2000.000.5313	1,845.50
3RD LAIR SKATEPARK	CR3002	02/06/2025	Deposit for summer skateboa...	101.4300.452.5310	300.00
GEOTAB USA, INC.	IN417679	02/06/2025	ProPlus Plan 1.2025	101.2000.000.5395	283.43
DAKOTA CTY PROP TAXATION...	TNT2025-20	02/06/2025	2025 TNT Processing Charges	101.1800.000.5310	2,348.39
ICMA RETIREMENT TRUST - 4...	INV0210812	02/07/2025	457 -AGE <49	101.0000.000.2038	4,761.38
ICMA RETIREMENT TRUST - 4...	INV0210813	02/07/2025	457 -AGE <49 %	101.0000.000.2038	10,917.10
ICMA RETIREMENT TRUST - 4...	INV0210814	02/07/2025	457 -AGE 50+	101.0000.000.2038	1,150.29
ICMA RETIREMENT TRUST - 4...	INV0210815	02/07/2025	457 PLAN -AGE 50+ %	101.0000.000.2038	1,071.75
ICMA RETIREMENT TRUST - 4...	INV0210816	02/07/2025	457 - ROTH AGE <50	101.0000.000.2038	1,031.00
ICMA RETIREMENT TRUST - 4...	INV0210817	02/07/2025	457 - ROTH AGE <50 %	101.0000.000.2038	1,816.37
ICMA RETIREMENT TRUST - 4...	INV0210818	02/07/2025	457 - ROTH AGE 50+	101.0000.000.2038	20.00
AFSCME COUNCIL 5	INV0210819	02/07/2025	UNION DUES (AFSCME FULL S...	101.0000.000.2041	827.28
AFSCME COUNCIL 5	INV0210820	02/07/2025	UNION DUES (AFSCME FULL S...	101.0000.000.2041	45.96
MINNESOTA DEPARTMENT OF...	INV0210821	02/07/2025	CASE #001570640001	101.0000.000.2220	342.87
TEXAS STATE DISBURSEMENT...	INV0210822	02/07/2025	CASE #0012022247	101.0000.000.2220	230.77
MINNESOTA DEPARTMENT OF...	INV0210823	02/07/2025	CASE #001490481201	101.0000.000.2220	357.72
MINNESOTA DEPARTMENT OF...	INV0210824	02/07/2025	CASE #001563363401	101.0000.000.2220	426.85
WI SCTF (WI SUPPORT COLLEC...	INV0210825	02/07/2025	PARTICIPANT ID#0004986316	101.0000.000.2220	433.06
LELS	INV0210826	02/07/2025	UNION DUES (LELS LIEUTENA...	101.0000.000.2041	292.00
MEDSURETY ACH ONLY	INV0210827	02/07/2025	HSA ELECTION-FAMILY	101.0000.000.2031	4,088.42

Expense Approval Report

Payment Dates: 2/5/2025 - 2/18/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MEDSURETY ACH ONLY	INV0210828	02/07/2025	HSA ELECTION-SINGLE	101.0000.000.2031	8,168.08
IGH PROFESSIONAL FIREFIGHT...	INV0210829	02/07/2025	UNION DUES (IAFF)	101.0000.000.2041	504.01
INVER GROVE HEIGHTS POLICE...	INV0210830	02/07/2025	IGH POLICE ASSOCIATION CO...	101.0000.000.2041	360.00
INTERNATIONAL UNION OF O...	INV0210831	02/07/2025	UNION DUES IUOE-49 REGUL...	101.0000.000.2041	245.00
INTERNATIONAL UNION OF O...	INV0210832	02/07/2025	UNION DUES IUOE-49 WORKI...	101.0000.000.2041	121.31
IUOE	INV0210833	02/07/2025	UNION DUES IUOE-70	101.0000.000.2041	1,958.50
LELS LOCAL #84	INV0210834	02/07/2025	UNION DUES (LELS)	101.0000.000.2041	2,628.00
MN STATE RETIREMENT SYST...	INV0210835	02/07/2025	MINNESOTA DEFERRED COM...	101.0000.000.2038	2,795.30
MN STATE RETIREMENT SYST...	INV0210836	02/07/2025	MINNESOTA DEFERRED COM...	101.0000.000.2038	881.84
MN STATE RETIREMENT SYST...	INV0210837	02/07/2025	457 ROTH IRA (AGE 49 & UND...	101.0000.000.2038	970.00
PERA	INV0210838	02/07/2025	PERA COORDINATED PLAN	101.0000.000.2225	51,829.86
PERA	INV0210839	02/07/2025	EMPLOYER SHARE (EXTRA PE...	101.0000.000.2225	3,986.92
PERA	INV0210840	02/07/2025	PERA DEFINED PLAN	101.0000.000.2225	15.77
PERA	INV0210841	02/07/2025	EMPLOYER SHARE (PERA DEFI...	101.0000.000.2225	15.77
PERA	INV0210842	02/07/2025	PERA POLICE & FIRE PLAN	101.0000.000.2225	36,624.32
PERA	INV0210843	02/07/2025	EMPLOYER SHARE (POLICE & F...	101.0000.000.2225	54,936.43
ICMA RETIREMENT TRUST - 4...	INV0210844	02/07/2025	ROTH IRA (AGE 49 & UNDER)	101.0000.000.2039	4,000.45
ICMA RETIREMENT TRUST - 4...	INV0210845	02/07/2025	ROTH-AGE <49 %	101.0000.000.2039	127.70
ICMA RETIREMENT TRUST - 4...	INV0210846	02/07/2025	ROTH IRA (AGE 50 & OVER)	101.0000.000.2039	638.46
LELS	INV0210847	02/07/2025	UNION DUES (LELS SGT)	101.0000.000.2041	511.00
EFTPS	INV0210848	02/07/2025	FEDERAL WITHHOLDING	101.0000.000.2213	76,606.67
MN DEPT OF REVENUE (PAYR...	INV0210849	02/07/2025	STATE WITHHOLDING	101.0000.000.2215	33,213.07
EFTPS	INV0210850	02/07/2025	MEDICARE WITHHOLDING	101.0000.000.2211	21,124.00
EFTPS	INV0210851	02/07/2025	SOCIAL SECURITY WITHHOLDI...	101.0000.000.2210	51,834.32
EMERGENCY TECHNICAL DEC...	00000146	02/13/2025	fixing turnout gear	101.2200.000.5310	43.50
EMERGENCY TECHNICAL DEC...	00000153	02/13/2025	fixing turnout gear	101.2200.000.5310	165.00
ST. PAUL PIONEER PRESS	0125572521	02/13/2025	New Liquor License Publicatio...	101.1140.000.5330	22.00
ST. PAUL PIONEER PRESS	0125572521	02/13/2025	Open Water Notification 1.20...	101.4200.000.5330	224.40
SOUTH EAST TOWING, Inc.	1/22/2025	02/13/2025	SE Towing Fees 24003155	101.2000.000.5310	277.00
JOSEPH BEZOTTE - CORE SECU...	1054	02/13/2025	Use of force/Firearms training...	101.2000.000.5340	1,960.00
ANCOM COMMUNICATIONS, ...	126074	02/13/2025	fixing radio in fire tanker	101.2200.000.5410	756.00
FROELICH FIREARMS, INC.	1343	02/13/2025	Train the Trainer Course 5.22...	101.2000.000.5340	2,500.00
MARTIN-MCALLISTER	16660	02/13/2025	Pre-employment Psych - Firef...	101.2200.000.5312	650.00
DRONESENSE, INC.	2024-17595	02/13/2025	2025 UAS license	101.2000.000.5335	1,700.00
KIRI ANN FAUL	2285	02/13/2025	Pre-employment Eval - Pouch...	101.2000.000.5312	665.00
FRATTALONE COMPANIES INC	2501007	02/13/2025	Southern Lakes playground fo...	101.4200.000.5400	68.00
TAHO SPORTSWEAR	25TS00497	02/13/2025	T-shirts for Youth Basketball L...	101.4300.454.5190	526.00
ASPEN MILLS	348060	02/13/2025	Prail Vest/Body Armor	101.2000.000.5175	1,566.32
ASPEN MILLS	348080	02/13/2025	Gloves - Adam W.	101.2000.000.5175	35.99
ASPEN MILLS	348129	02/13/2025	Class A pants and patches on j...	101.2200.000.5175	339.00
ASPEN MILLS	348168	02/13/2025	Makres Body Armor Vest/Carr...	101.2000.000.5175	1,324.26
MN GLOVE & SAFETY, INC.	351216	02/13/2025	cold weather gear - Joe R	101.4200.000.5175	69.95
BUREAU OF CRIMINAL APPRE...	39281	02/13/2025	DMT Recert Training Bohland	101.2000.000.5340	75.00
MESSERLI & KRAMER, P.A.	476153	02/13/2025	2025 Q1 retainer for Legislativ...	101.1000.000.5310	11,500.00
MN NCPERS LIFE INSURANCE	542000032025	02/13/2025	3.2025 Premium	101.0000.000.2024	224.00
REACH FOR RESOURCES	6849751	02/13/2025	Reach for Resources 2025 con...	101.4300.459.5310	7,417.11
XCEL ENERGY	912840542	02/13/2025	Vista Pines irrigation	101.4200.000.5355	11.61
ST PAUL STAMP WORKS INC	IV00571131	02/13/2025	Ink Stamper for City Seal (2)	101.1140.000.5105	68.55
MACQUEEN EMERGENCY GR...	P43177	02/13/2025	gas detector	101.2200.000.5190	860.20
Fund 101 - GENERAL FUND Total:					557,015.51
Fund: 201 - C.V.B. FUND					
GREENSPRING MEDIA GROUP	2024ci-6809	12/31/2024	CVB advertisement with MN ...	201.5600.000.5330	800.00
CATHERINE PIEPER	9309	12/31/2024	Google & Facebook Ad + Web...	201.5600.000.5330	1,071.50
KENTON SCHROEDER	1/17/2025	02/13/2025	Ad on Drkulas Bowl Monitor S...	201.5600.000.5330	310.00
FOX CORPORATION	1/30/2025	02/13/2025	Ad campaign, 05.25-06.25	201.5600.000.5330	5,000.00
RIVER HEIGHTS CHAMBER OF ...	1002	02/13/2025	Monthly Office Rent 1.2025	201.5600.000.5430	600.00
THE CANADA MAGAZINE	3226	02/13/2025	Full page Magazine Ad (+Digita...	201.5600.000.5330	3,500.00
KEY ENTERPRISES, LLC	M2025ci-15849	02/13/2025	Print & Digital Ads in MPLS &...	201.5600.000.5330	5,810.00
Fund 201 - C.V.B. FUND Total:					17,091.50

Expense Approval Report

Payment Dates: 2/5/2025 - 2/18/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 205 - COMMUNITY CENTER-OPERATING FUND					
MYRON DANIEL RUSSELL JR	1211	12/31/2024	2024 case of cleaning pads	205.4440.000.5125	85.00
MYRON DANIEL RUSSELL JR	1211	12/31/2024	2024 cleaning svc for dasher b...	205.4440.000.5310	1,200.00
DANIEL BAUER - TRUE MECH...	1886	12/31/2024	2024 - replaced Zamboni room..	205.4440.000.5400	3,190.00
TWIN SOURCE SUPPLY	'00515005	02/06/2025	floor cleaner, TP, mop heads	205.4420.000.5125	215.22
TWIN SOURCE SUPPLY	'00515005	02/06/2025	floor cleaner, TP, mop heads	205.4430.000.5125	143.48
TWIN SOURCE SUPPLY	'00515005	02/06/2025	floor cleaner, TP, mop heads	205.4440.000.5125	269.02
TWIN SOURCE SUPPLY	'00515005	02/06/2025	floor cleaner, TP, mop heads	205.4450.481.5125	89.68
R & R SPECIALTIES OF WI, INC.	0084596-IN	02/06/2025	Zamboni blade sharpening	205.4440.000.5405	115.00
MEDICINE LAKE TOURS	1/29/2025	02/06/2025	TIS trip payment 2.2025	205.4450.480.5343	1,260.00
CULLIGAN	157011438908X013125	02/06/2025	softener salt	205.4420.000.5125	177.20
CULLIGAN	157011438908X013125	02/06/2025	softener salt	205.4430.000.5125	118.13
CULLIGAN	157011438908X013125	02/06/2025	softener salt	205.4440.000.5125	94.93
CULLIGAN	157011438908X013125	02/06/2025	softener salt	205.4450.481.5125	31.64
FIRST IMPRESSION GROUP	165156	02/06/2025	Youth program flyer sent to s...	205.4410.472.5333	375.00
MN HOCKEY DISTRICT 8	2/3/2025	02/06/2025	VMCC membership ad in Mn ...	205.4410.472.5330	175.00
PERFECTION PLUS, INC	315822	02/06/2025	02.2025 cleaning svcs	205.4410.470.5310	691.28
PERFECTION PLUS, INC	315822	02/06/2025	02.2025 cleaning svcs	205.4420.000.5310	3,110.71
PERFECTION PLUS, INC	315822	02/06/2025	02.2025 cleaning svcs	205.4430.000.5310	3,110.71
CINTAS CORPORATION	9306919772	02/06/2025	AED agreement - VMCC 1.25	205.4410.470.5310	537.68
GRAINGER	9384812674	02/06/2025	flush valves	205.4420.000.5150	59.06
GRAINGER	9384812674	02/06/2025	flush valves	205.4430.000.5150	39.37
GRAINGER	9384812674	02/06/2025	flush valves	205.4440.000.5150	73.82
GRAINGER	9384812674	02/06/2025	flush valves	205.4450.481.5150	24.61
GRAINGER	9385908133	02/06/2025	vacuum breaker repair kits	205.4420.000.5150	13.30
GRAINGER	9385908133	02/06/2025	vacuum breaker repair kits	205.4430.000.5150	8.87
GRAINGER	9389243503	02/06/2025	fan replacement for pool deck...	205.4420.000.5160	260.94
KENDELL DOORS & HARDWARE	IN109986	02/06/2025	door hardware for the grove s...	205.4420.000.5400	69.36
KENDELL DOORS & HARDWARE	IN109986	02/06/2025	door hardware for the grove s...	205.4430.000.5400	46.24
HORIZON COMMERCIAL POOL...	INV94430	02/06/2025	pool vacuum repairs	205.4420.000.5405	2,128.33
PERA	1/17/2025	02/13/2025	Omitted Deductions - L. Perry ...	205.4430.000.5060	1,329.27
PERA	1/17/2025	02/13/2025	Omitted Deductions - L. Perry ...	205.4430.000.5060	1,234.33
PERA	1/17/2025	02/13/2025	Omitted Deductions - L. Perry ...	205.4430.000.5060	379.79
PERA	1/17/2025	02/13/2025	Omitted Deductions - L. Perry ...	205.4430.000.5060	221.55
LVC COMPANIES, INC.	161830	02/13/2025	smoke alarm repair in pool ar...	205.4420.000.5400	310.00
DANIEL BAUER - TRUE MECH...	1855	02/13/2025	Boiler operation checks 1.2025	205.4420.000.5310	405.00
DANIEL BAUER - TRUE MECH...	1887	02/13/2025	repairs to MUA in ice arena	205.4440.000.5400	1,882.40
DANIEL BAUER - TRUE MECH...	1906	02/13/2025	2025 arena dehumidifier main...	205.4440.000.5310	1,250.00
ROBERTA STERNY	2/10/2025	02/13/2025	Class cancellation less \$5 adm...	205.4450.480.4374	89.00
BUKOLA AWOSANYA	2/4/2025	02/13/2025	gym rental damage deposit re...	205.4450.481.4380	500.00
TAHO SPORTSWEAR	25TS00263	02/13/2025	Shirts for Fitness Challenge	205.4430.000.5190	411.86
NASSEFF PLUMBING & HEATI...	65067	02/13/2025	mid-year IR heater inspections...	205.4440.000.5310	3,140.00
NASSEFF PLUMBING & HEATI...	65068	02/13/2025	HVAC inspection contract	205.4420.000.5310	942.00
NASSEFF PLUMBING & HEATI...	65068	02/13/2025	HVAC inspection contract	205.4430.000.5310	628.00
NASSEFF PLUMBING & HEATI...	65068	02/13/2025	HVAC inspection contract	205.4440.000.5310	1,177.50
NASSEFF PLUMBING & HEATI...	65068	02/13/2025	HVAC inspection contract	205.4450.481.5310	392.50
ONSITE PARTNERS PROJECTCO...	INV-0407	02/13/2025	1.2025 solar panel fees	205.4420.000.5355	1,080.01
ONSITE PARTNERS PROJECTCO...	INV-0407	02/13/2025	1.2025 solar panel fees	205.4430.000.5355	720.00
ONSITE PARTNERS PROJECTCO...	INV-0407	02/13/2025	1.2025 solar panel fees	205.4440.000.5355	1,539.85
ONSITE PARTNERS PROJECTCO...	INV-0407	02/13/2025	1.2025 solar panel fees	205.4450.481.5355	513.28
TOTAL MECHANICAL SERVICES...	513249	02/13/2025	changed condenser v-belts	205.4440.000.5400	685.50
Fund 205 - COMMUNITY CENTER-OPERATING FUND Total:					36,545.42
Fund: 290 - EDA-OPERATING FUND					
KENNEDY & GRAVEN	186053	12/31/2024	Prepare and Attend EDA Meet...	290.5800.000.5305	483.00
KRUEGER REAL ESTATE ADVIS...	1	02/06/2025	Monthly Consulting Services 2...	290.5800.000.5310	2,500.00
KRUEGER REAL ESTATE ADVIS...	2/1/2025	02/06/2025	Monthly Contracted Services ...	290.5800.000.5310	3,500.00
Fund 290 - EDA-OPERATING FUND Total:					6,483.00

Expense Approval Report

Payment Dates: 2/5/2025 - 2/18/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 402 - PARK ACQUISITION & DEVELOPMENT FUND					
WSB & ASSOCIATES, INC.	R-023629-000-14	12/31/2024	HVP Phase V Services 12.2024	402.4210.000.5310	2,404.50
Fund 402 - PARK ACQUISITION & DEVELOPMENT FUND Total:					2,404.50
Fund: 436 - 117TH STREET RECONSTRUCTION					
SRF CONSULTING GROUP, INC	16424.00-17	02/13/2025	117th Street Final Design	436.3210.000.5310	26,551.99
SRF CONSULTING GROUP, INC	16424.02-4	02/13/2025	Advance Clear & Grub Contrac...	436.3210.000.5310	1,121.40
Fund 436 - 117TH STREET RECONSTRUCTION Total:					27,673.39
Fund: 437 - PW FACILITY REMODEL/EXPANSION					
WOLD ARCHITECTS INCORPO...	97388	12/31/2024	CMF Site Plan Analysis - Invoic...	437.0000.000.5310	23,453.37
WOLD ARCHITECTS INCORPO...	98558	02/06/2025	CMF Site Plan Analysis - Invoic...	437.0000.000.5310	4,685.85
Fund 437 - PW FACILITY REMODEL/EXPANSION Total:					28,139.22
Fund: 440 - PAVEMENT MGMT-LOCAL STREETS					
DANNER INC	1/15/2025	12/31/2024	Final Pay Voucher- Project 16...	440.3210.000.5610	14,642.38
KENNEDY & GRAVEN	186055	12/31/2024	Easement Acquisition legal fees	440.3210.000.5305	124.00
KENNEDY & GRAVEN	186055	12/31/2024	Easement Acquisition Legal Fe...	440.3210.000.5305	232.50
KENNEDY & GRAVEN	186055	12/31/2024	Legal Services - Assessment C...	440.3210.000.5305	2,743.50
MCNAMARA CONTRACTING I...	2/9/2025	12/31/2024	Construction Pay Voucher #6	440.3210.000.5610	109,092.77
MCNAMARA CONTRACTING I...	2/9/2025	12/31/2024	Construction Pay Voucher #6	440.3210.000.5610	63,514.81
MCNAMARA CONTRACTING I...	2/9/2025	12/31/2024	Construction Pay Voucher #6	440.3210.000.5610	55,596.31
MCNAMARA CONTRACTING I...	2/9/2025	12/31/2024	Construction Pay Voucher #6	440.3210.000.5610	45,728.09
MCNAMARA CONTRACTING I...	2/9/2025	12/31/2024	Construction Pay Voucher #6	440.3210.000.5610	3,189.25
MN DEPT OF TRANSPORTATI...	P00019469	12/31/2024	Concrete Plant Inspections 9...	440.3210.000.5310	87.68
Fund 440 - PAVEMENT MGMT-LOCAL STREETS Total:					294,951.29
Fund: 510 - WATER-OPERATING FUND					
LONE OAK COMPANIES	96226	02/06/2025	1.2025 UT Billing (50%)	510.7100.000.5310	1,013.37
WATER CONSERVATION SERV...	14657	02/13/2025	Leak Detection for water main...	510.7100.000.5310	787.60
USABBLUEBOOK	2/6/2025	02/13/2025	Missing freight charge	510.7100.000.5150	10.00
DALEY ELECTRIC, LLC	252013	02/13/2025	Variable frequency drive main...	510.7100.000.5405	540.00
SHERWIN-WILLIAMS CO.	2737-7	02/13/2025	Paint for well house	510.7100.000.5150	183.10
GOPHER STATE ONE-CALL	5010494	02/13/2025	Locating Services	510.7100.000.5310	206.60
SHERWIN-WILLIAMS CO.	5908-8	02/13/2025	Paint Supplies	510.7100.000.5150	43.52
USABBLUEBOOK	INV00608348	02/13/2025	Pump repair kit	510.7100.000.5150	143.72
USABBLUEBOOK	INV00613255	02/13/2025	Chemical Testing Supplies	510.7100.000.5125	1,351.20
CORE & MAIN LP	W156712	02/13/2025	Water Meters	510.7100.000.5158	11,050.00
Fund 510 - WATER-OPERATING FUND Total:					15,329.11
Fund: 511 - WATER-CAPITAL FUND					
KENNEDY & GRAVEN	186055	12/31/2024	Skyline Village Water Connect...	511.7110.000.5305	51.00
MN MECHANICAL SOLUTIONS,...	2/5/2025	12/31/2024	Water Plant Upgrades Pay Vo...	511.7110.000.5630	242,725.00
WSB & ASSOCIATES, INC.	R-027531-000-1	12/31/2024	Water Treatment Plant - Mate...	511.7110.000.5310	2,322.50
Fund 511 - WATER-CAPITAL FUND Total:					245,098.50
Fund: 520 - SEWER-OPERATING FUND					
AUTOMATIC SYSTEMS CO.	042905	12/31/2024	Fix communication problems a...	520.7200.000.5310	585.00
LONE OAK COMPANIES	96226	02/06/2025	1.2025 UT Billing (50%)	520.7200.000.5310	1,013.36
METROPOLITAN COUNCIL	0001183240	02/13/2025	MCES Sewer Charges 3.2025	520.7200.000.5373	202,840.87
QUALITY FLOW SYSTEMS, INC.	48347	02/13/2025	Lift station repairs	520.7200.000.5405	4,755.00
Fund 520 - SEWER-OPERATING FUND Total:					209,194.23
Fund: 550 - INVER WOOD GOLF COURSE					
P&W GOLF SUPPLY LLC	1/1/2024	11/21/2024	credit on acct - dupe pymt fr...	550.7600.000.5405	-551.27
UNIFIRST CORPORATION	1410119560	02/06/2025	GC uniforms	550.7700.000.5175	41.31
TAYLOR MADE GOLF COMPA...	37840717	02/06/2025	golf club for resale	550.7600.000.5195	357.00
GEMPLER'S INC.	INV0004603266	02/06/2025	Masks & cartridges	550.7700.000.5125	70.30
P&W GOLF SUPPLY LLC	INV141623	02/06/2025	Ball Machine 2 replacement	550.7600.000.5615	9,538.11
PERA	1/17/2025	02/13/2025	Omitted Deductions - J. Fechn...	550.7600.000.5060	56.19
GT GOLF HOLDINGS, INC.	INV496207	02/13/2025	Push cart for resale	550.7600.000.5195	210.00
Fund 550 - INVER WOOD GOLF COURSE Total:					9,721.64
Fund: 602 - RISK MANAGEMENT					
LEAGUE OF MN CITIES INS TR...	2/4/2025	02/13/2025	P/C Premium 3.1-5.31.2025	602.8200.000.5470	118,728.00
LEAGUE OF MN CITIES INS TR...	2/4/2025WC	02/13/2025	Worker Comp Premium 3.1-5....	602.8200.000.5471	166,710.00

Expense Approval Report

Payment Dates: 2/5/2025 - 2/18/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
LEAGUE OF MN CITIES INS TR...	23905	02/13/2025	W/C Deductible #506810	602.8200.000.5474	465.70
LEAGUE OF MN CITIES INS TR...	9407	02/13/2025	Deductible #278776 (2022-20...	602.8200.000.5472	12,797.84
Fund 602 - RISK MANAGEMENT Total:					298,701.54

Fund: 603 - CENTRAL EQUIPMENT

NORTH AMERICAN TRAILER S...	030004237665	02/06/2025	Coupler & hose shank for F550..	603.8300.000.5410	47.03
ALLDATA LLC	1/30/2025	02/06/2025	Online repair information sub...	603.8300.000.5335	1,500.00
PUMP AND METER SERVICE I...	1018655	02/06/2025	Annual lift inspection	603.8300.000.5310	1,054.00
KIMBALL MIDWEST	103018374	02/06/2025	Connector, Protector & Solder...	603.8300.000.5150	208.46
METRO JANITORIAL SUPPLY I...	11016071	02/06/2025	Commercial Vacuum	603.8300.000.5160	479.43
UNIFIRST CORPORATION	1410117989	02/06/2025	Mechanic Uniforms	603.8300.000.5175	35.15
UNIFIRST CORPORATION	1410117989	02/06/2025	Shop Rentals	603.8300.000.5430	146.97
MTI DISTRIBUTING CO	1459325-00	02/06/2025	Tank Filter for Mower (535)	603.8300.000.5405	274.63
BEAUDRY OIL & SERVICE INC	2837474	02/06/2025	Fuel	603.8300.000.5130	4,617.22
BEAUDRY OIL & SERVICE INC	2837478	02/06/2025	Fuel	603.8300.000.5130	7,517.47
PERFECTION PLUS, INC	315822	02/06/2025	02.2025 cleaning svcs	603.8300.000.5310	521.62
MAUER CHEVROLET	5104331	02/06/2025	Rotor, Pad Kit & Seal	603.8300.000.5410	455.89
MAUER CHEVROLET	5104345	02/06/2025	Brake parts & pink kits	603.8300.000.5410	561.24
WORLD FUEL SERVICES	521290769415-41801	02/06/2025	Ehaust fluid for dump truck (3...	603.8300.000.5410	197.50
WORLD FUEL SERVICES	521298059952-41801	02/06/2025	Exhaust fluid & Coupler for Fir...	603.8300.000.5410	349.19
WORLD FUEL SERVICES	524211844573-41801	02/06/2025	Ehaust fluid for dump truck (...	603.8300.000.5410	190.90
INVER GROVE FORD	5353047	02/06/2025	Rear Lamp for F250 (508)	603.8300.000.5410	164.01
INVER GROVE FORD	5353134	02/06/2025	TPMS Sensor for Squad Car (2...	603.8300.000.5410	211.56
INVER GROVE FORD	5353135	02/06/2025	Ignition Parts & Spark Plugs for..	603.8300.000.5410	319.76
INVER GROVE FORD	5353165	02/06/2025	Ignition Wiring for F250 (504)	603.8300.000.5410	67.53
INVER GROVE FORD	5353262	02/06/2025	Ignition parts & Spark plugs for...	603.8300.000.5410	117.39
INVER GROVE FORD	5353263	02/06/2025	TPMS sensor & Ignition parts ...	603.8300.000.5410	136.24
INVER GROVE FORD	5353330	02/06/2025	Spark plugs for squad car (202...	603.8300.000.5410	33.30
INVER GROVE FORD	5353335	02/06/2025	Heater hose for squad car (20...	603.8300.000.5410	127.65
INVER GROVE FORD	5353338	02/06/2025	Exhaust valve for squad car (2...	603.8300.000.5410	112.93
INVER GROVE FORD	5353385	02/06/2025	A/C repair parts for squad car ...	603.8300.000.5410	50.69
INVER GROVE FORD	5353439	02/06/2025	Exhaust valve & heater hose f...	603.8300.000.5410	240.58
INVER GROVE FORD	5353440	02/06/2025	Exhaust valve & heater hose f...	603.8300.000.5410	240.58
INVER GROVE FORD	5353455	02/06/2025	Ignition coil for squad car (20...	603.8300.000.5410	200.10
MAUER CHEVROLET	6112246	02/06/2025	Remote start installation in fir...	603.8300.000.5410	531.60
MAUER CHEVROLET	6112618	02/06/2025	Add remote start to fire squad...	603.8300.000.5410	531.60
INVER GROVE FORD	6434700	02/06/2025	Squad car (2131) engine repai...	603.8300.000.5410	492.96
GRAINGER	9368324431	02/06/2025	Engine parts for brine truck (3...	603.8300.000.5410	644.28
SNAP-ON INDUSTRIAL	ARV/63727098	02/06/2025	3 piece trim pad tool set	603.8300.000.5160	75.47
CUMMINS INC.	E4-250189844	02/06/2025	Valves for water truck (510)	603.8300.000.5410	1,174.70
MACQUEEN EQUIPMENT INC	P12091	02/06/2025	Crosslay tag for fire truck (E17)	603.8300.000.5410	11.17
NUSS TRUCK AND EQUIPMENT	PSO175758-1	02/06/2025	Wheel sensor for dump truck ...	603.8300.000.5410	92.10
MACQUEEN EQUIPMENT INC	W06679	02/06/2025	Wear pad & stabilizer repairs ...	603.8300.000.5410	657.92
MACQUEEN EQUIPMENT INC	W06681	02/06/2025	Fire truck (L13) wear pad bolt ...	603.8300.000.5410	368.44
FACTORY MOTOR PARTS COM...	1-Z36520	02/13/2025	Nitrile gloves	603.8300.000.5125	209.40
FACTORY MOTOR PARTS COM...	1-Z36520	02/13/2025	Stock filters	603.8300.000.5410	221.50
L.T.G. POWER EQUIPMENT	291345	02/13/2025	Pivot for Mower (#445)	603.8300.000.5405	216.18
INVER GROVE FORD	5353489	02/13/2025	Exhaust Sensor for Squad Car ...	603.8300.000.5410	55.89
INVER GROVE FORD	5353518	02/13/2025	Brake & Rotor for Fire Truck (...	603.8300.000.5410	264.47
INVER GROVE FORD	5353531	02/13/2025	Sensor for squad car (#332)	603.8300.000.5410	105.69
INVER GROVE FORD	5353532	02/13/2025	Oil Indicator Fire Truck (#E21)	603.8300.000.5410	17.83
INVER GROVE FORD	5353545	02/13/2025	Locating Pin for Fire Truck (#E...	603.8300.000.5410	41.86
INVER GROVE FORD	5353596	02/13/2025	Converter for Squad Car (#20...	603.8300.000.5410	642.62
INVER GROVE FORD	5353660	02/13/2025	TPMS Sensor for Squad Car (#...	603.8300.000.5410	105.78
INVER GROVE FORD	5353661	02/13/2025	Hose for Squad Car (#2025)	603.8300.000.5410	37.95
INVER GROVE FORD	5353666	02/13/2025	Brake Lining Kit for Squad Car ...	603.8300.000.5410	72.22
INVER GROVE FORD	5353940	02/13/2025	Rotor & Brake Parts for F250 (...	603.8300.000.5410	372.00
INVER GROVE FORD	5354011	02/13/2025	Bolts for Mower (#445)	603.8300.000.5405	24.84
FACTORY MOTOR PARTS COM...	74-347823	02/13/2025	Stock filters	603.8300.000.5410	15.84
FACTORY MOTOR PARTS COM...	74-348575	02/13/2025	Stock filter	603.8300.000.5410	15.84
1800 RADIATOR INC	76698747	02/13/2025	Radiator for police squad (#18...	603.8300.000.5410	262.00

Expense Approval Report

Payment Dates: 2/5/2025 - 2/18/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CUMMINS INC.	E4-250191424	02/13/2025	Pressure Sensor for Water Tru...	603.8300.000.5410	221.52
TRI-STATE BOBCAT INC.	P32650	02/13/2025	Air filt for toolcat (#332)	603.8300.000.5405	28.80
TRI-STATE BOBCAT INC.	P32651	02/13/2025	Shaft for toolcat (#521)	603.8300.000.5405	508.39
Fund 603 - CENTRAL EQUIPMENT Total:					28,199.88

Fund: 605 - CITY FACILITIES

DANIEL BAUER - TRUE MECH...	1798	12/31/2024	New fire dampeners, all failed...	605.8500.000.5605	16,782.00
DANIEL BAUER - TRUE MECH...	1842	12/31/2024	Heater repairs to FS 1	605.8500.000.5405	3,710.00
DANIEL BAUER - TRUE MECH...	1843	12/31/2024	smoke detectors for water pla...	605.8500.000.5400	4,564.00
DANIEL BAUER - TRUE MECH...	1844	12/31/2024	2024 RTU gas valve WTP	605.8500.000.5400	1,027.73
TOTAL CONSTRUCTION & EQU...	41900	12/31/2024	2024 repair lighting control in ...	605.8500.000.5400	432.75
GIP III ZEPHYR ACQUISITION P...	INVRGRV-12502	12/31/2024	12.2024 solar garden fees	605.8500.000.5357	7,273.48
GIP III ZEPHYR ACQUISITION P...	INVRGRV-22502	12/31/2024	12.2024 solar garden fees	605.8500.000.5357	2,123.88
APEC	125997	02/06/2025	HVAC filters FS1	605.8500.000.5125	100.22
APEC	125998	02/06/2025	HVAC filters FS3	605.8500.000.5125	67.62
APEC	126024	02/06/2025	HVAC filters	605.8500.000.5125	505.94
CULLIGAN	157985030228X013125	02/06/2025	softener salt	605.8500.000.5125	100.75
DANIEL BAUER - TRUE MECH...	1828	02/06/2025	Repairs to CH heat pumps	605.8500.000.5400	8,855.00
PERFECTION PLUS, INC	315822	02/06/2025	02.2025 cleaning svcs	605.8500.000.5310	5,133.19
DEY DISTRIBUTING	7340705	02/06/2025	Blower for FS 1 heater	605.8500.000.5405	213.90
CINTAS CORPORATION	9306944252	02/06/2025	City Hall AED Agreement 1.20...	605.8500.000.5310	270.00
GRAINGER	9374944339	02/06/2025	ice melt	605.8500.000.5125	112.35
GRAINGER	9389243511	02/06/2025	heater & bracket for FS 3	605.8500.000.5405	739.59
GRAINGER	9392140951	02/06/2025	mounting bracket for fire stati...	605.8500.000.5405	-179.26
DANIEL BAUER - TRUE MECH...	1880B	02/13/2025	replace PD heat pump	605.8500.000.5400	6,142.50
DANIEL BAUER - TRUE MECH...	1881	02/13/2025	25% down for FS #1 MU air un...	605.8500.000.5605	5,250.00
DANIEL BAUER - TRUE MECH...	1882	02/13/2025	25% down for CH Heat Pump ...	605.8500.000.5400	3,036.25
HUEBSCH SERVICES	20383996	02/13/2025	lobby mats	605.8500.000.5430	188.15
GILBERT MECHANICAL CONTR...	256178	02/13/2025	AHU 4 Stage 2 compressor re...	605.8500.000.5400	930.00
TOTAL CONSTRUCTION & EQU...	41901	02/13/2025	replace lighting control at city...	605.8500.000.5400	216.38
TOTAL CONSTRUCTION & EQU...	41909	02/13/2025	repair high bay LED fixture - fi...	605.8500.000.5400	881.65
TOTAL CONSTRUCTION & EQU...	41910	02/13/2025	replace power cord in fire stat...	605.8500.000.5400	545.12
TOTAL CONSTRUCTION & EQU...	41911	02/13/2025	repair to heater at fire station...	605.8500.000.5400	306.84
TOTAL CONSTRUCTION & EQU...	41912	02/13/2025	back up power to heater at fir...	605.8500.000.5400	1,629.96
CINTAS CORPORATION	5253453910	02/13/2025	first aid supplies	605.8500.000.5190	107.34
NASSEFF PLUMBING & HEATI...	65069	02/13/2025	mid-year IR heater inspections...	605.8500.000.5310	1,257.00
NASSEFF PLUMBING & HEATI...	65070	02/13/2025	mid-year IR heater inspections...	605.8500.000.5310	1,390.00
ONSITE PARTNERS PROJECTCO..	INV-0407	02/13/2025	1.2025 solar panel fees	605.8500.000.5355	1,162.94
Fund 605 - CITY FACILITIES Total:					74,877.27

Fund: 606 - TECHNOLOGY FUND

LOCAL GOVERNMENT INFOR...	109012	12/31/2024	Rock Island Bridge GPS Engine...	606.8600.000.5310	1,900.00
ESRI INC	94873977	02/13/2025	Software Maint Annual Subscr...	606.8600.000.5395	42,200.00
Fund 606 - TECHNOLOGY FUND Total:					44,100.00

Fund: 702 - ESCROW FUND

BOLTON & MENK, INC.	0354587	12/31/2024	Development Construction Ov...	702.3100.272.2050	357.50
BARR ENGINEERING COMPANY	23190218.02-17	12/31/2024	PBL Expansion Permit Applicat...	702.5100.015.2050	7,938.32
ZUBAREV, ILYA	1/28/2025	02/06/2025	Refund Planning Escrow (24-0...	702.5100.222.2050	5,720.00
INVER GROVE FORD	1/28/2025	02/06/2025	Refund Planning Escrow (24-1...	702.5100.232.2050	8,296.80
HILDA ORTIZ VEGA	1/28/2025	02/06/2025	Refund Planning Escrow 24-1...	702.5100.233.2050	632.48
LUPE DEVELOPMENT PARTNE...	1/28/2025	02/06/2025	Refund Planning Escrow 24-0...	702.5100.234.2050	2,415.95
NORTHERN STATES POWER C...	1/28/2025	02/06/2025	Refund Planning Escrow 24-2...	702.5100.238.2050	972.96
TKDA	1/7/2025	02/06/2025	Planning Escrow Refund 24-11...	702.5100.224.2050	5,922.71
BARR ENGINEERING COMPANY	23190218.02-18	02/06/2025	PBL Expansion Permit App Ser...	702.5100.015.2050	4,233.14
Fund 702 - ESCROW FUND Total:					36,489.86

Grand Total: 1,932,015.86



Request for Council Action

SUBJECT: **Personnel Actions**

MEETING DATE: February 24, 2025

ITEM TYPE: Consent Agenda

CONTACT: Cora Bauer, HR Coordinator, 651.450.2490

ACTION REQUESTED

The Council is asked to confirm and approve the personnel actions as attached.

BACKGROUND

The attached listing of hires, promotions, resignations and/or retirements is presented for Council approval. Data contained in the attachment is not public information until after Council takes action and therefore the attachment is not visible to the public prior to approval.

FISCAL IMPACT

All positions to be filled are funded within the adopted City budget.

RECOMMENDATION

Staff recommends approval of the attached personnel actions.

ATTACHMENTS

1. Personnel Actions 2.24.25 (hires-terms)



Request for Council Action

SUBJECT: **Authorization to Enter into 2025-26 Labor Agreement with IUOE, Local No. 49**

MEETING DATE: February 24, 2025
ITEM TYPE: Consent Agenda
CONTACT: Kris Wilson, City Administrator, 651.450.2511
 Janet Shefchik, HR Manager, 651.450.2512

ACTION REQUESTED

The Council is asked to authorize the appropriate officials to enter into a 2025-26 labor agreement with IUOE, Local No. 49.

BACKGROUND

The International Union of Operating Engineers (IUOE), Local No. 49, represents 9 employees in the Utilities Division of the City's Public Works Department. The previous contract expired on December 31, 2024, triggering negotiations for a new contract.

The following summarizes the highlights of the agreement negotiated for 2025-26:

1. **Duration:** A two-year agreement running from January 1, 2025 through December 31, 2026.
2. **Wages:** Provides a 3% cost of living increase effective January 1, 2025 and a 3% cost of living increase effective January 1, 2026. Also provides a 3% market adjustment effective January 1, 2025 and a 3% market adjustment effective January 1, 2026, based on an analysis of wages paid for comparable positions by 14 other metro-area cities. This comparison found that the City's wages for these positions had fallen substantially behind the market, requiring a market adjustment, spread over the two years of the contract, to ensure we can compete for and retain qualified employees in these positions.
3. **Insurance Benefits.** The contract establishes the same City insurance benefits and contributions as all other full-time employees are receiving for calendar year 2025, and provides for a reopener for this article only for 2026.
4. **Uniform Allowance.** Increases the uniform allowance by \$50.
5. **Holidays.** Combines the current half-day holiday for Christmas Eve and half-day holiday for Good Friday, into a single, full-day holiday for Christmas Eve.
6. **Paid Parental Leave.** Continues the existing paid parental leave benefit for calendar year 2025, after which point a statewide paid family and medical leave benefit is expected to take its place.

FISCAL IMPACT

The cost of living increase for 2025 was factored into the City's adopted 2025 budgets for the Water and Sewer funds, which pay the wage and benefit costs for this group of employees. The additional market adjustment for 2025 would be funded through wage and benefit savings resulting from a currently vacant position within the bargaining unit. Sufficient funds will remain to allow for the filling of that position mid-year. Funding for the 2026 wage adjustments will need to be included in the City's 2026 budget.

RECOMMENDATION

The City Administrator and HR Manager recommend approval of the negotiated agreement.

ATTACHMENTS

None



Request for Council Action

SUBJECT: **Authorization to Enter into 2025-2026 Labor Agreement with IAFF, Local 5251**

MEETING DATE: February 24, 2025
ITEM TYPE: Consent Agenda
CONTACT: Kris Wilson, City Administrator, 651.450.2511
Janet Shefchik, HR Manager, 651.450.2512

ACTION REQUESTED

The Council is asked to authorize the appropriate officials to enter into a collective bargaining agreement for 2025 and 2026, with the IAFF, Local #5251, representing the fulltime Firefighters, Fire Inspector, Lieutenants, and Shift Captains within the City's Fire Department.

BACKGROUND

The City's previous contract with IAFF expired on December 31, 2024, triggering negotiations for a new contract.

The following summarizes the highlights of the agreement negotiated for 2025-26:

1. **Duration:** A two-year agreement running from January 1, 2025 through December 31, 2026.
2. **Wages:** Provides a 3% cost of living increase effective January 1, 2025. For 2026, the agreement provides for at least a 3% cost of living adjustment, but ensures that the City will provide members of this bargaining unit with an equivalent increase to what it negotiates with either the AFSCME bargaining unit or the police officers' bargaining unit for 2026, whichever is higher.
3. **Insurance Benefits.** The contract establishes the same City insurance benefits and contributions as all other full-time employees are receiving for calendar year 2025, and provides for a reopener for this article only for 2026.
4. **Uniform Allowance.** Increases the uniform allowance by \$50.
5. **Holidays.** Combines the current half-day holiday for Christmas Eve and half-day holiday for Good Friday, into a single, full-day holiday for Christmas Eve. Increases the annual bank of holiday leave time provided to employees who work 24 hours shifts from 104 to 168 hours per year, making the City more competitive with surrounding fire departments.
6. **Paid Parental Leave.** Continues the existing paid parental leave benefit for calendar year 2025, after which point a statewide paid family and medical leave benefit is expected to take its place.

7. **AFLAC Cancer Policy.** In recent years there has been growing evidence and awareness of an increased risk of certain types of cancer among firefighters as a result of workplace exposure. The negotiated agreement includes a supplemental insurance policy through AFLAC that pays benefits in the case of certain cancer diagnosis and treatments. The cost to the City to provide this benefit is \$33.50 per employee per month. Additional terms and conditions for this benefit are outlined in the next item on this Council agenda, as it is recommended by the Chief that it be provided to both full-time and paid-on-call staff.

FISCAL IMPACT

The negotiated agreement falls within the parameters of the City's adopted 2025 budget for the Fire Department.

RECOMMENDATION

The City Administrator and HR Manager recommend approval of the negotiated agreement.

ATTACHMENTS

None

Request for Council Action

SUBJECT: **Approval to Provide AFLAC Cancer Benefit to Fire Department Personnel According to Certain Terms & Conditions**

MEETING DATE: February 24, 2025
ITEM TYPE: Consent Agenda
CONTACT: Judy Thill, Fire Chief, 651.450.2495

ACTION REQUESTED

The Council is asked to authorize providing a supplemental AFLAC Cancer Benefit to eligible firefighters according to the attached Terms & Conditions.

BACKGROUND

The negotiated 2025-26 union contract with IAFF, Local 5251, includes a City-funded Aflac cancer policy, which the Department also desires to provide to its paid on call staff.

While there are many dangers to working as a firefighter, recent years have brought increased evidence and awareness of the risk of a cancer diagnosis as a result of workplace exposures. Firefighters have a 9% higher risk of being diagnosed with cancer and a 14% higher risk of dying from cancer than the general US population. Causes are believed to include not just the toxins found in the byproducts of fires or hazardous materials calls, but also the firefighting foam that has been used by the industry and in the fire gear that has been worn for decades.

MN does have a presumptive law for certain cancers that affect firefighters. However, it is not all-inclusive for all cancers that have been shown to affect firefighters. And although the presumptive law exists, it can still be challenged and therefore, denied.

This firefighter cancer policy from Aflac covers all types of cancers, not just those specific to firefighters. Additionally, the coverage is not based on whether there are other benefits, such as from Worker's Compensation. Also, if enrolled through this program, all personnel are guaranteed coverage as no one in this special fire department plan can be denied. If fire personnel have already been treated for a specific type of cancer, this policy will pay towards additional treatment of that specific cancer, as long as there has been 5 years between treatments. In the general population, they would have to wait 10 years between treatments. Another advantage of this policy is that it can be continued after resignation or retirement at no increase in cost, as long as the policyholder continues to personally pay for the coverage.

Aflac provides this special program and a discount for fire departments who have 50 or more personnel that will become part of it. This is a unique benefit that would be an important and low-cost benefit we can offer our staff, giving a piece of mind to them and their families.

FISCAL IMPACT

The cost of \$33.50 per firefighter per month can be accommodated within the adopted 2025 wage and benefit budget for the Fire Department.

RECOMMENDATION

Staff recommends approval to provide Aflac Cancer Coverage to Fire Department Personnel according to the attached Terms & Conditions.

ATTACHMENTS

1. Terms and Conditions of the AFLAC Cancer Benefit for IGH FD

Terms & Conditions of the AFLAC Cancer Benefit for Eligible Employees of the Inver Grove Heights Fire Department

Benefit

Scientific research has found firefighters to be at an increased risk of certain types of cancer as a result of workplace exposure. The City of Inver Grove Heights seeks to reduce the risk faced by its firefighting personnel through the implementation of best practices, such as -

- providing proper personal protective equipment and clothing for use at emergency scenes where contaminants may exist, and taking steps to decontaminate that equipment and clothing, starting at the scene and once back at the station,
- utilizing vehicle exhaust systems to remove diesel fumes from inside the fire stations,
- supplying special washers at the stations designed specifically for eliminating contaminants from protective fire clothing and equipment,
- installing special steam showers so firefighters have the ability to fully remove contaminants that get into the pores of firefighters at emergency scenes, and
- establishing procedures for when and how to use all of the above resources.

The City also seeks to provide some level of monetary assistance to employees who do experience a cancer diagnosis, despite efforts to prevent such illness. The City does this through the provision of a supplemental insurance benefit that pays out in the case of specific cancer diagnoses and instances of treatment. The policy is purchased through AFLAC and AFLAC is responsible for all determinations of coverage, eligibility and amount of benefits, as well as processing of claims and payment of any benefits. The City's only responsibility is to pay the monthly premiums for eligible employees.

Cost

The City shall pay the full cost of the monthly premium, up to a maximum amount of \$40.20 per employee per month. If the AFLAC product is discontinued or the price per employee per month increases to the point that it exceeds \$40.20 per month, the City shall have no obligation to continue the benefit.

Eligible Employees

To be eligible for this benefit, an employee must meet one of the following criteria:

- 1) An active, full-time employee of the Inver Grove Heights Fire Department who is employed in a position covered under the Minnesota Public Employees Retirement Association Police and Fire Plan and who has successfully completed the new-hire orientation period.

- 2) An active, paid-on-call employee of the Inver Grove Heights Fire Department who is employed in a position covered by the Inver Grove Heights Fire Relief Association and who has successfully completed the new-hire orientation period.

Employee Option to Continue Coverage

A once-eligible employee who is no longer an active employee of the Inver Grove Heights Fire Department, due either to a leave of absence of three consecutive months or longer, resignation, retirement or termination, may have the option to continue coverage under the plan, at their own cost, subject to the policy terms and conditions established by AFLAC. The City will no longer pay the premium for this benefit once an individual ceases being an active employee of the Inver Grove Heights Fire Department.



Request for Council Action

SUBJECT: **Resolution Approving Cooperative Construction Agreement with MnDOT for City Project No. 2016-17 - 117th Street Reconstruction**

MEETING DATE: February 24, 2025

ITEM TYPE: Consent Agenda

CONTACT: Brian Connolly, Public Works Director, 651.450.2571

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving a Cooperative Construction Agreement with the Minnesota Department of Transportation (MnDOT) for City Project No. 2016-17 - 117th Street Reconstruction.

BACKGROUND

As part of the reconstruction of 117th Street, the City of Inver Grove Heights entered into a Joint Powers Agreement (JPA) with Dakota County for the final design, engineering, right of way acquisition, and jurisdictional transfer for Project No. 2016-17 - 117th Street Reconstruction Improvements on May 8, 2023 (Resolution No. 2023-102). Dakota County subsequently took ownership of 117th Street on July 31, 2023.

Proposed construction on 117th Street will include minor upgrades to traffic signals located at TH 52 on/off ramps, and at Clark Road. The City and the Minnesota Department of Transportation (MnDOT) had previously entered Cooperative Construction Agreement No. 83521-R, dated October 31, 2002, which detailed the shared maintenance responsibilities for these traffic signals between MnDOT and the City, and cost distribution for any future upgrades.

With the jurisdictional transfer of 117th Street to the County, and the pending reconstruction project, an updated Cooperative Construction Agreement between MnDOT, Dakota County, and the City of Inver Grove Heights is necessary to memorialize the updated construction requirements within MnDOT right of way, and the ongoing maintenance responsibilities for the three signal systems.

FISCAL IMPACT

N/A

RECOMMENDATION

Staff recommends adoption of the attached Resolution, approving a Cooperative Construction Agreement with MnDOT for the 117th Street Reconstruction project (City Project No. 2016-17).

ATTACHMENTS

1. Resolution - Cooperative Agreement Approval
2. MnDOT Cooperative Agreement for 117th Reconstruction Project

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. _____

**RESOLUTION APPROVING COOPERATIVE CONSTRUCTION AGREEMENT FOR 117th STREET
RECONSTRUCTION (CITY PROJCT NO. 2016-17; SP 019-632-051, SP 178-020-032, SP 019-671-
007, AND SP 1907-127)**

WHEREAS, the City has planned for improvements to 117th Street between Rich Valley Blvd and US Highway 52 as part of City Project No. 2016-17; and

WHEREAS, Cooperative Construction Agreement 83521-R, dated October 31, 2002, between the Minnesota Department of Transportation (MnDOT) and the City of Inver Grove Heights, detailed the shared maintenance responsibilities for traffic control signals located at 117th Street and TH 52; and

WHEREAS, due to the jurisdictional transfer of 117th Street from the City of Inver Grove Heights to Dakota County, and the upgrade of certain signal components as part of the reconstruction of 117th Street, an updated Cooperative Agreement is necessary between the MnDOT, the City of Inver Grove Heights, and Dakota County, to memorialize construction and ongoing signal maintenance responsibilities.

**NOW, THEREFORE, BE IT RESOLVED BY THE INVER GROVE HEIGHTS CITY COUNCIL,
THAT:**

1. The City of Inver Grove Heights will enter int MnDOT Agreement 1057369 (herein referred to as the "Agreement") with the State of Minnesota, Department of Transportation for the following purposes: To provide for the routine maintenance by the City upon, along, and adjacent to Trunk Highway 52, the limits of which are defined in said Agreement.
2. That the Mayor, City Clerk, and other staff as defined in the Agreement are authorized to execute the Agreement and any amendments to the Agreement on behalf of the City.

Approved by the City Council of the City of Inver Grove Heights, Minnesota, this 24th day of February 2025.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

**STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
AND
DAKOTA COUNTY
AND
CITY OF INVER GROVE HEIGHTS
COOPERATIVE CONSTRUCTION AGREEMENT**

State Project Number:	<u>1907-127</u>
Trunk Highway Number:	<u>52=053</u>
State Aid Project Number:	<u>019-632-051</u>
State Aid Project Number:	<u>019-671-007</u>
State Aid Project Number:	<u>178-020-032</u>
Federal Project Number:	<u>NFHP 1924(001)</u>
County Project Number:	<u>32-65(ST00006)</u>
Signal System B ID Number:	<u>1736323</u>
Signal System C ID Number:	<u>1736324</u>

This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State"), Dakota County, acting through its Board of Commissioners ("County"), and the City of Inver Grove Heights, acting through its City Council ("City").

Recitals

1. The County will perform grading, bituminous surfacing, concrete surfacing, ADA improvements, erosion control, milling, curb and gutter, retaining wall, bituminous trail, stormwater BMPs, turf establishment, signing and striping, and signals construction, and other associated construction upon, along, and adjacent to 117th Street from Rich Valley Boulevard to Courthouse Boulevard and on Rich Valley Boulevard from 911 feet south of 117th Street to 1162 feet north of 117th Street according to County-prepared plans, specifications, and special provisions designated by the County as County Project 32-65(ST00006) and as State Aid Projects 019-632-051, 019-671-007, and 178-020-032, and by the City and the State as State Project 1907-127 (TH 52=053) ("Project"); and
2. The County requests the State allow the construction of grading, bituminous surfacing, ADA improvements, and signal construction on the State's Trunk Highway 52 Right-of-Way, and the State is willing to allow said construction; and
3. Minnesota Statutes § 161.20, subdivision 2 authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining, and improving the trunk highway system.

Agreement

1. Term of Agreement; Survival of Terms; Plans; Incorporation of Exhibits

- 1.1. **Effective Date.** This Agreement will be effective on the date the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2.
- 1.2. **Expiration Date.** This Agreement will expire when all obligations have been satisfactorily fulfilled.

1.3. *Survival of Terms.* All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: 2.4. State Ownership of Improvements; 7. Liability; Worker Compensation Claims; Insurance; 9. State Audits; 10. Government Data Practices; 11. Governing Law; Jurisdiction; Venue; and 13. Force Majeure. The terms and conditions set forth in Article 4. Signal Systems and EVP Systems Operation and Maintenance will survive the expiration of this Agreement but may be terminated by another agreement between the parties.

1.4. *Plans, Specifications, and Special Provisions.* State-approved County plans, specifications, and special provisions designated by the County as County Project 32-65(ST00006) and as State Aid Projects 019-632-051, 019-671-007, and 178-020-032, and by the City and the State as State Project 1907-127 (TH 52=053) are on file in the office of the County's Engineer, the City's Public Works Director, and incorporated into this Agreement by reference ("Project Plans").

2. Right-of-Way Use

2.1. *Limited Right to Occupy.* The State grants to the County (and its contractors and consultants) the right to occupy Trunk Highway Right-of-Way as necessary to perform the work described in the Project Plans. This right is limited to the purpose of constructing the project, and administering such construction, and may be revoked by the State at any time, with or without cause. Cause for revoking this right of occupancy includes, but is not limited to, breaching the terms of this or any other agreement (relevant to this project) with the State, failing to provide adequate traffic control or other safety measures, failing to perform the construction properly and in a timely manner, and failing to observe applicable environmental laws or terms of applicable permits. The State will have no liability to the County (or its contractors or consultants) for revoking this right of occupancy.

2.2. *State Access; Suspension of Work; Remedial Measures.* The State's District Engineer or assigned representative retains the right to enter and inspect the Trunk Highway Right-of-Way (including the construction being performed on such right-of-way) at any time and without notice to the County or its contractor. If the State determines (in its sole discretion) that the construction is not being performed in a proper or timely manner, or that environmental laws (or the terms of permits) are not being complied with, or that traffic control or other necessary safety measures are not being properly implemented, then the State may notify and require the County (and its contractors and consultants) to suspend their operations until the County (and its contractors and consultants) take all necessary actions to rectify the situation to the satisfaction of the State. The State will have no liability to the County (or its contractors or consultants) for exercising or failing to exercise its rights under this provision.

2.3. *Traffic Control; Worker Safety.* While the County (and its contractors and consultants) are occupying the State's Trunk Highway Right-of-Way, they must comply with the approved traffic control plan, and with applicable provisions of the Work Zone Field Handbook (<http://www.dot.state.mn.us/trafficeng/workzone/index.html>). All County, contractor, and consultant personnel occupying the State's Trunk Highway Right-of-Way must be provided with required reflective clothing and hats.

2.4. *State Ownership of Improvements.* The State will retain ownership of its Trunk Highway Right-of-Way, including any improvements made to such right-of-way under this Agreement, unless otherwise noted. The warranties and guarantees made by the County's contractor with respect to such improvements (if any) will flow to the State. The County will assist the State, as necessary, to enforce such warranties and guarantees, and to obtain recovery from the County's consultants, and contractor (including its sureties) for non-performance of contract work, for design errors and omissions, and for defects in materials and

workmanship. Upon request of the State, the County will undertake such actions as are reasonably necessary to transfer or assign contract rights to the State and to permit subrogation by the State with respect to claims against the County's consultants and contractors.

2.5. *Direction, Supervision, and Inspection of Construction.*

- A. The contract construction will be under the direction of the County and under the supervision of a registered professional engineer; however, the State participation construction covered under this Agreement will be open to inspection by the State District Engineer's authorized representatives. The County will give the State Aid Agreements Engineer at Roseville five days notice of its intention to start the contract construction.
- B. Responsibility for the control of materials for the contract construction will be on the County and its contractor and will be carried out according to Specifications No. 1601 through and including No. 1609 in the State's current "Standard Specifications for Construction".

2.6. *Completion of Construction.* The County will cause the contract construction to be started and completed according to the time schedule in the construction contract special provisions. The completion date for the contract construction may be extended, by an exchange of letters between the appropriate County official and the State District Engineer's authorized representative, for unavoidable delays encountered in the performance of the contract construction.

2.7. *Compliance with Laws, Ordinances, and Regulations.* The County will comply and cause its contractor to comply with all Federal, State, and Local laws, and all applicable ordinances and regulations. With respect only to that portion of work performed on the State's Trunk Highway Right-of-Way, the County will not require the contractor to follow local ordinances or to obtain local permits.

3. *Right-of-Way; Easements; Permits*

- 3.1. The County will, without cost or expense to the State, obtain all rights-of-way, easements, construction permits, and any other permits and sanctions that may be required in connection with the local and trunk highway portions of the contract construction.
- 3.2. The County will convey to the State by quit claim deed, all newly acquired rights needed for the continuing operation and maintenance of the Trunk Highway, if any, upon completion of the Project, at no cost or expense to the State.
- 3.3. The County will comply with Minnesota Statutes § 216D.04, subdivision 1(a), for identification, notification, design meetings, and depiction of utilities affected by the contract construction.

4. *Signal Systems and EVP Systems Operation and Maintenance*

Operation and maintenance terms, including timing and power provisions, in Cooperative Construction Agreement 83521-R, dated October 31, 2002, between the State and the City of Inver Grove Heights will remain in full force and effect for the following Traffic Control Signal System:

- Signal System A and EVP System A (Signal ID 1736325)
117th Street and Clark Street

This Agreement will supersede and terminate the operation and maintenance terms of Cooperative Construction Agreement 83521-R, dated October 31, 2002, between the State and the City of Inver Grove Heights, for the following Traffic Control Signal Systems:

- Signal System B and EVP System B (Signal ID 1736323)
TH 52 southbound off and on ramps and 117th Street

- Signal System C and EVP System C (Signal ID 1736324)
TH 52 northbound off and on ramps, Courthouse Boulevard, and 117th Street

4.1. **Traffic Control Signal System B**

Operation and maintenance responsibilities will be as follows for Traffic Control Signal System B and EVP System B:

A. County Responsibilities

- i. **Power.** The County will be responsible for the hook-up cost and application to secure an adequate power supply to the service pad(s) or pole(s) and will pay all monthly electrical service expenses necessary to operate the Signal System, EVP System, and Interconnect.
- ii. **Minor Signal System Maintenance.** The County will provide for the following, without cost to the State.
 - (a) Maintain the signal pole mounted Light Emitting Diode (LED) luminaires, including replacing the luminaires when necessary. The LED luminaire must be replaced when it fails or when light levels drop below recommended American Association of State Highway and Transportation Official (AASHTO) levels for the installation.
 - (b) Replace the Signal System's LED indications. Replacing LED indications consists of replacing each LED indication when it reaches end of life per the MnDOT Traffic Engineering Manual or fails or no longer meets Institute of Traffic Engineers (ITE) standards for light output.
 - (c) Clean the Signal System's controller cabinet and service cabinet exteriors.
 - (d) Clean the Signal System and luminaire mast arm extensions.
 - (e) Paint and maintain the cross-street pedestrian crosswalk markings.
 - (f) Maintain the pedestrian ramps.

- B. **Other Agreements.** The State and the County may enter into additional agreements to further define the signal system maintenance responsibilities and associated costs.

C. State Responsibilities

- i. **Interconnect; Timing; Other Maintenance.** The State will maintain the Interconnect and signing, and perform all other Signal System, Accessible Pedestrian Signals, and signal pole luminaire circuit maintenance without cost to the County. All Signal System timing will be determined by the State, and no changes will be made without the State's approval.
- ii. **EVP System Operation.** The EVP System will be installed, operated, maintained, and removed according to the following conditions and requirements:
 - (a) All maintenance of the EVP System must be done by State forces.
 - (b) Emitter units may be installed only on authorized emergency vehicles, as defined in Minnesota Statutes § 169.011, Subdivision 3. Authorized emergency vehicles may use emitter units only when responding to an emergency. The County will provide the State's District Engineer or their designated representative a list of all vehicles with emitter units, if requested by the State.
 - (c) Malfunction of the EVP System must be reported to the State immediately.
 - (d) In the event the EVP System or its components are, in the opinion of the State, being misused or the conditions set forth in Paragraph ii. above are violated, and such misuse or violation

continues after the County receives written notice from the State, the State may remove the EVP System. Upon removal of the EVP System pursuant to this Paragraph, all of its parts and components become the property of the State.

(e) All timing of the EVP System will be determined by the State.

D. *Right-of-Way Access.* Each party authorizes the other party to enter upon their respective public right-of-way to perform the maintenance activities described in this Agreement.

4.2. *Traffic Control Signal System C*

Operation and maintenance responsibilities will be as follows for Traffic Control Signal System C and EVP System C:

A. *City Responsibilities*

- i. ***Power.*** The City will be responsible for the hook-up cost and application to secure an adequate power supply to the service pad(s) or pole(s) and will pay all monthly electrical service expenses necessary to operate the Signal System, EVP System, and Interconnect.
- ii. ***Minor Signal System Maintenance.*** The City will provide for the following, without cost to the State.
 - (a) Maintain the signal pole mounted Light Emitting Diode (LED) luminaires, including replacing the luminaires when necessary. The LED luminaire must be replaced when it fails or when light levels drop below recommended American Association of State Highway and Transportation Official (AASHTO) levels for the installation.
 - (b) Replace the Signal System's LED indications. Replacing LED indications consists of replacing each LED indication when it reaches end of life per the MnDOT Traffic Engineering Manual or fails or no longer meets Institute of Traffic Engineers (ITE) standards for light output.
 - (c) Clean the Signal System's controller cabinet and service cabinet exteriors.
 - (d) Clean the Signal System and luminaire mast arm extensions.
 - (e) Paint and maintain the cross-street pedestrian crosswalk markings.
 - (f) Maintain the pedestrian ramps.

B. *Other Agreements.* The State and the City may enter into additional agreements to further define the signal system maintenance responsibilities and associated costs.

C. *State Responsibilities*

- i. ***Interconnect; Timing; Other Maintenance.*** The State will maintain the Interconnect and signing, and perform all other Signal System, Accessible Pedestrian Signals, and signal pole luminaire circuit maintenance without cost to the City. All Signal System timing will be determined by the State, and no changes will be made without the State's approval.
- ii. ***EVP System Operation.*** The EVP System will be installed, operated, maintained, and removed according to the following conditions and requirements:
 - (a) All maintenance of the EVP System must be done by State forces.
 - (b) Emitter units may be installed only on authorized emergency vehicles, as defined in Minnesota Statutes § 169.011, Subdivision 3. Authorized emergency vehicles may use emitter units only when responding to an emergency. The City and the County will provide the State's District

Engineer or their designated representative a list of all vehicles with emitter units, if requested by the State.

- (c) Malfunction of the EVP System must be reported to the State immediately.
- (d) In the event the EVP System or its components are, in the opinion of the State, being misused or the conditions set forth in Paragraph ii. above are violated, and such misuse or violation continues after the City and the County receive written notice from the State, the State may remove the EVP System. Upon removal of the EVP System pursuant to this Paragraph, all of its parts and components become the property of the State.
- (e) All timing of the EVP System will be determined by the State.

D. Right-of-Way Access. Each party authorizes the other party to enter upon their respective public right-of-way to perform the maintenance activities described in this Agreement.

5. Authorized Representatives

Each party's Authorized Representative is responsible for administering this Agreement and is authorized to give and receive any notice or demand required or permitted by this Agreement.

5.1. The State's Authorized Representative will be:

Name, Title: Phillip Bergem, Metro Cooperative Agreements Engineer (or successor)
 Address: 1500 West County Road B-2, Roseville, MN 55113
 Telephone: (651) 234-7776
 Email: phillip.bergem@state.mn.us

5.2. The County's Authorized Representative will be:

Name, Title: Erin Laberee, County Engineer (or successor)
 Address: 14955 Galaxie Avenue, Apple Valley, MN 55124
 Telephone: (952) 891-7271
 Email: erin.laberee@co.dakota.mn.us

5.3. The City's Authorized Representative will be:

Name, Title: Brian Connolly, Public Works Director (or successor)
 Address: 8150 Barbara Avenue, Inver Grove Heights, MN 55077
 Telephone: (651) 450-2571
 Email: bconnolly@ighmn.gov

6. Assignment; Amendments; Waiver; Contract Complete

- 6.1. Assignment.** No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other parties and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office. The foregoing does not prohibit the County and the City from contracting with a third party to perform County or City maintenance responsibilities covered under this Agreement.
- 6.2. Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 6.3. Waiver.** If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.

6.4. *Contract Complete.* This Agreement contains all prior negotiations and agreements between the State, the County, and the City. No other understanding regarding this Agreement, whether written or oral, may be used to bind any party.

7. Liability; Worker Compensation Claims; Insurance

- 7.1.** Each party is responsible for its own acts, omissions, and the results thereof to the extent authorized by law and will not be responsible for the acts, omissions of others, and the results thereof. Minnesota Statutes § 3.736 and other applicable law govern liability of the State. Minnesota Statutes Chapter 466 and other applicable law govern liability of the County and the City. Notwithstanding the foregoing, the County will indemnify, hold harmless, and defend (to the extent permitted by the Minnesota Attorney General) the State against any claims, causes of actions, damages, costs (including reasonable attorneys fees), and expenses arising in connection with the project covered by this Agreement, regardless of whether such claims are asserted by the County's contractor(s) or consultant(s) or by a third party because of an act or omission by the County or its contractor(s) or consultant(s).
- 7.2.** Each party is responsible for its own employees for any claims arising under the Workers Compensation Act.
- 7.3.** The County may require its contractor to carry insurance to cover claims for damages asserted against the County's contractor.

8. Nondiscrimination

Provisions of Minnesota Statutes § 181.59 and of any applicable law relating to civil rights and discrimination are considered part of this Agreement.

9. State Audits

Under Minnesota Statutes § 16C.05, subdivision 5, the County's and the City's books, records, documents, accounting procedures, and practices relevant to this Agreement are subject to examination by the State and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

10. Government Data Practices

The County, the City, and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the County and the City under this Agreement. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by the County, the City, or the State.

11. Governing Law; Jurisdiction; Venue

Minnesota law governs the validity, interpretation, and enforcement of this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

12. Termination; Suspension

- 12.1. *By Mutual Agreement.*** This Agreement may be terminated by mutual agreement of the parties or by the State for insufficient funding as described below.
- 12.2. *Termination for Insufficient Funding.*** The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued

at a level sufficient to allow for the payment or the provision of the services covered here. Termination must be by written or fax notice to the County and the City. The State will not be assessed any penalty if this Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds.

12.3. *Suspension.* In the event of a total or partial government shutdown, the State may suspend this Agreement and all work, activities, performance, and payments authorized through this Agreement.

13. Force Majeure

No party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance) if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

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CITY OF INVER GROVE HEIGHTS

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DAKOTA COUNTY

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions, or ordinances.

By: _____
(County Engineer)

Approved as to form:

By: _____
(Assistant County Attorney)

Approved:

By: _____
(Physical Development Director)

Date: _____

County Board Resolution

No. _____ Date _____

DEPARTMENT OF TRANSPORTATION

Recommended for Approval:

By: _____
(District Engineer)

Date: _____

Approved:

By: _____
(State Design Engineer)

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____
(With Delegated Authority)

Date: _____

INCLUDE COPY OF RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.



Request for Council Action

SUBJECT: **Resolution Approving Final Plans & Specifications and Authorizing Advertisement for Bids for City Project No. 2025-09G - Bacardi Avenue and 88th Street West Improvements**

MEETING DATE: February 24, 2025
ITEM TYPE: Consent Agenda
CONTACT: Paul Merchlewicz, City Engineer, 651.450.2572

ACTION REQUESTED

The Council is being asked to adopt the attached Resolution, approving final plans and specifications and authorizing advertisement for bids for City Project No. 2025-09G for Bacardi Avenue and 88th Street West Improvements as part of the City's 2025 Pavement Management Initiative (PMI).

BACKGROUND

On January 22, 2024, the City Council ordered a feasibility study for Bacardi Avenue street improvements. At the completion of the feasibility study, a public hearing was held on August 12, 2024, where the Council ordered the project and authorized the preparation of plans for City Project No. 2025-09G - Bacardi Avenue and 88th Street West Improvements.

The final plans and specifications have been completed and are now available for viewing at the Engineering Division's office at City Hall. This project is scheduled in conjunction with the adjacent Argenta Trail Reconstruction (City Project No. 2023-09E), a joint construction project with the City of Eagan, currently advertised and accepting bids.

The bid opening for the Bacardi Avenue and 88th Street West project is tentatively scheduled for March 31, 2025, with the Council receiving bids and considering a contract award on April 14, 2025.

FISCAL IMPACT

Funding for the project will come from the Pavement Management - Local Streets Fund (440), Water Capital Fund (511), Sewer Capital Fund (521), Storm Water Capital Fund (531) and Special Assessments. Final budgets for the projects will be brought forth for City Council consideration at the time of the contract award.

RECOMMENDATION

Staff recommend adoption of the attached Resolution, approving the final plan and specifications and authorizing advertisement for bids for City Project No. 2025-09G - Bacardi Avenue and 88th Street West Improvements.

ATTACHMENTS

1. Resolution Approving Plans, Specs, & Authorizing Ad for Bids - 2025-09G

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. _____

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING
ADVERTISEMENT FOR BIDS FOR THE CITY PROJECT NO. 2025-09G**

WHEREAS, on August 12, 2024, following published notice given pursuant to Minnesota Statutes, Section 429.031 and a public hearing, the City Council ordered City Project No. 2025-09G; and

WHEREAS, pursuant to a resolution passed by the City Council on August 12, 2024, the plan and specifications for City Project No. 2025-09G was authorized to be prepared by engineering staff; and

WHEREAS, Engineering staff have prepared plans and specifications for bidding City Project No. 2025-09G – Bacardi Avenue and 88th Street West.

NOW, THEREFORE, BE IT RESOLVED BY THE INVER GROVE HEIGHTS CITY COUNCIL, THAT:

1. The plans and specifications for City Project No. 2025-09G, on file with the City are hereby approved as the plans and specifications, in accordance with which said improvements shall be constructed.
2. The City Engineer is hereby authorized to advertise for bids pursuant to the provisions of Minnesota Statutes Chapter 429, with respect to City Project No. 2025-09G.
3. The contract for these improvements shall be executed no later than two years after the adoption of this Resolution.

Approved by the City Council of the City of Inver Grove Heights, Minnesota on this 24th day of February 2025.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: **Resolution to Amend the 2025 Central Equipment Budget and Approve Vehicle Replacement**

MEETING DATE: February 24, 2025

ITEM TYPE: Consent Agenda

CONTACT: Brian Connolly, Public Works Director, 651.450.2571
Barry Underdahl, Street Superintendent, 651.450.2556
Amy Hove, Finance Director, 651.450.2521

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, amending the 2025 Central Equipment Fund (Fund 603) budget and approving a vehicle replacement.

BACKGROUND

The Engineering Division has regularly assigned Vehicle No. 202, a 2008 Ford Taurus, for use by a staff intern during the summer months, and the vehicle is utilized as a “pool” vehicle available for use by any staff for City business purposes during the remainder of the year. This vehicle had been scheduled for replacement in 2018, with a replacement allocation of \$28,556, but was not replaced due to its intermittent use and condition at that time. However, after the passage of another seven years, the vehicle has now experienced excessive deterioration of its operational and mechanical components, and no longer meets the current safety and operational needs for its use as a staff-assigned or pool vehicle.

The City's Police Department, through its vehicle lease program, can purchase leased police interceptor vehicles at a reduced price at varying times during the lease terms. The Police Department currently has three (3) vehicles that are at the end of their lease period in 2025 that the City has an option to purchase. One such vehicle, a 2020 Ford Explorer, has an off-lease purchase price of \$6,514. Central Equipment staff have reviewed the condition and mileage of this vehicle, and found the vehicle to meet the needs of the City as a “pool” vehicle to replace Vehicle No. 202. Approximately \$1,400 in costs for removal of police equipment and installation of safety lights is estimated to be needed to retrofit this vehicle for pool vehicle use. Vehicle No. 202 has an estimated trade-in/resale value of \$1,400, and staff are requesting council approval with this action to sell that vehicle to offset the retrofitting and off-lease vehicle purchase costs.

FISCAL IMPACT

The table below summarizes the proposed vehicle procurement costs:

Vehicle	Vehicle/Equipment	Allocation	Cost
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#	to be Replaced and/or Purchased	Balance (12/31/2024)	Replacement Vehicle Purchase Price	Equipment	Trade Value	Total Net Cost
#202	2008 Ford Taurus*	\$28,556	\$6,514	\$1,400	(\$1,400)	\$6,514

*Replacement vehicle to be a 2020 Ford Explorer XLT through the Police Department's current lease agreement with Enterprise Fleet Management.

As this procurement is in addition to the previously-approved vehicle procurements for 2025, staff recommend amending the 2025 Central Equipment Fund expenditure budget by \$6,514 to complete procurement of this vehicle.

RECOMMENDATION

Staff recommends adoption of the attached Resolution.

ATTACHMENTS

1. Resolution to Procure a Replacement Vehicle and Amend 2025 Central Equipment Fund Budget

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. _____

**RESOLUTION APPROVING AN UNSCHEDULED REPLACEMENT VEHICLE
PURCHASE AND AMENDING THE 2025 CENTRAL EQUIPMENT BUDGET**

WHEREAS, the Engineering Division has regularly assigned Vehicle No. 202, a 2008 Ford Taurus, for use by a staff intern during the summer months, and the vehicle is utilized as a “pool” vehicle available for use by any staff for City business purposes during the remainder of the year; and

WHEREAS, Vehicle No. 202 had been scheduled for replacement in 2018, with a replacement allocation of \$28,556, and was subsequently not replaced due to its intermittent staff use and condition at that time; and

WHEREAS, Vehicle No. 202 has exhibited deterioration of several of its operational and mechanical components since 2018, and it no longer meets the current safety and operational capabilities needed for its use in the Engineering Division; and

WHEREAS, there is no additional “pool” vehicle available for use by staff for official City business purposes; and

WHEREAS, the Police Department, through its vehicle lease program, can purchase leased police interceptor vehicles at a reduced price at varying times during the lease terms; and

WHEREAS, there are three (3) vehicles that are at the end of their lease period in 2025 that the City has an option to purchase; one of which is a 2020 Ford Explorer, for the cost of \$6,514; and

WHEREAS, Central Equipment staff have reviewed the condition of this vehicle, and found the vehicle to meet the needs of the City as a “pool” vehicle; and

WHEREAS, the allocation balance for Vehicle No. 202 is sufficient to cover the cost for procurement of this off-lease vehicle; and

WHEREAS, the 2025 Central Equipment Fund (Fund 603) should be amended by \$6,514 to allow for this additional spending in 2025.

**NOW, THEREFORE, BE IT RESOLVED BY THE INVER GROVE HEIGHTS CITY COUNCIL,
THAT:**

- 1) The following vehicle is added to the 2025 vehicle and equipment list approved via Resolution 2024-257 for the purposes of ordering replacement equipment:

Vehicle #	Vehicle/Equipment to be Replaced and/or Purchased	Allocation Balance (12/31/2024)	Cost			
			Vehicle	Equipment	Trade Value	Total
#202	2008 Ford Taurus	\$28,556	\$6,514	\$1,400	(\$1,400)	\$6,514

- 2) Finding this vehicle to be necessary and beneficial to the efficient operation of the City’s vehicle fleet, the City Council hereby approves the replacement and procurement of this vehicle and orders staff to process these vehicle and equipment orders.

- 3) Funding for the purchase of replacement vehicles and equipment shall be provided by the Central Equipment Fund (Fund 603) in the amount of \$6,514.
- 4) The vehicle being replaced is hereby declared surplus property and staff are authorized to trade in or sell said property to help offset acquisition costs of the new equipment.

Approved by the City Council of the City of Inver Grove Heights, Minnesota on this 24th Day of February 2025.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

Request for Council Action

SUBJECT: Resolution Approving 2024 Budget Carryovers

MEETING DATE: February 24, 2025
ITEM TYPE: Consent Agenda
CONTACT: Amy Hove, Finance Director, 651.450.2521
Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving 2024 budget carryovers.

BACKGROUND

At year-end, there tend to be projects, contracts, supplies, equipment, and/or other items that were part of a department's budget but were either delayed or remain incomplete at year-end. In 2024, there were also beginning of the year vacancies in key positions within City Facilities and the Community Center which led to delays in capital projects for those areas. And, there remain some incomplete contracts at year-end, so those areas that will need funds rolled over to 2025 to cover the balance of those contracts.

In late January 2025, the City Administrator and Finance Director asked Departments to submit for review any items that were incomplete/undelivered at year-end as well as a list of any needs that have come up in recent months but were not included in their 2025 budgets. Submissions were due the first part of February and both the City Administrator and Finance Director have reviewed all requests for accuracy and appropriateness, as well as determined there remained budgeted funds available for rollover.

Currently, staff request permission to proceed with \$1,501,302 in total carryover recommendations spanning the following nine funds: General Fund, Public Safety Small Equipment, Community Center (VMCC) Capital, Water-Operating, Water-Capital, Stormwater-Operating, Central Equipment, City Facilities Fund, and Technology.

General Fund

The original 2024 General Fund budget forecasted a savings, or increase in fund balance at year-end, of \$525,000, due to the third year of "saving" under the City's SAFER savings plan. However, current estimates, prior to approval of any requested carry-overs, project an increase in the fund balance of approximately \$4.5 million. Key factors driving this increase include:

- \$525,000 in savings under the City's SAFER Savings Plan (as originally budgeted)
- Expenditure budgets at 94% of budget (savings of \$1.6 million) - around \$700,000 of this was due to personnel savings and position vacancies during 2024, plus incomplete contracts and/or projects - most of which are included in tonight's carryover requests.
- Revenues coming in at 103% of budget (generating an additional \$1 million). Some of the largest areas where revenues exceeded the budgeted amount include building permit

revenues (\$220,000), plan check fees (\$230,000), new DUI grant and additional state aid for the Police Department (\$230,000), and interest revenue (\$100,000).

- Transfer in of almost \$1.4 million in ARPA funds to cover Police payroll in 2024 - funds to be set aside for Council to determine spending at a later date.

The City's policy is to maintain an unassigned fund balance of 40-45% within the General Fund. At the close of 2023, it was 44.45%.

Based on current estimates, the General Fund's percentage at the close of 2024 is estimated at 52.8% of the 2025 budget, if no budget carryovers are approved.

Before considering any carryovers, staff would recommend two items, and their respective amounts, be removed from the calculation:

- Staff recommend the Council set aside \$1.4 million in fund balance (the savings generated from the 2024 ARPA transfer) to ensure that balance is available for future use pending a decision by the City Council (discussion will be scheduled for a future meeting).
- Staff recommend the Council set aside \$350,000 in fund balance for the potential construction of a new cell tower antenna monopole - this project was considered a priority project for 2025 but sat unfunded within the City's 2025-2029 Capital Improvement Plan. The hope was that the General Fund might generate enough savings in 2024 to finance the project as the General Fund receives the revenue from these cell tower lease agreements. Staff will bring this project forward for formal Council consideration and approval once the preliminary study has concluded.

After removing the above two amounts from the General Fund's year-end fund balance (\$1.4 million + \$350,000 = \$1,750,000), the fund balance percentage would be 47.8%. This still leaves room in the policy for the consideration of budget carryovers. Recommended General Fund carryovers for 2024 total \$514,126. If approved, the corresponding fund balance percentage would be at 46.3%, still above the City's 40-45% minimum policy range and above the 44.45% at the close of 2023.

The following is a list of recommended budget carryovers for the General Fund:

Department	Request Description	Amount
Finance	AE2S rate model support	8,300
Finance	Ehlers financial rate model updates	10,000
Finance	Ongoing Tyler improvements	37,500
City Clerk	Additional funds needed for business licensing software	4,680
Police	Explorers program/Youth Citizen Academy	3,595
Police-trsfr to City Facilities	CIP Projects (2024 was 1st year of 3-year funding)	45,000
Fire	Phase 2-fire station location study	9,300
Fire	Uniforms, turnout gear & other personal protective equipment	36,620
Fire	Carbon monoxide detectors & other equipment	18,800
Fire	Specialized training for fighting fires in electric vehicles	3,500
Fire	Replace garage door at fire station #1	13,000
Fire	Additional radios replacements	94,975
Engineering	New division software	5,000
Engineering	Unpaid consultant contracts	70,000
Streets	Prepare temp storage locations for Emergency Response Plan	20,000
Streets	Perform additional street repairs & tree trimming	40,000
Streets	Additional funds to cover union contract settlement	20,000
Street Lighting	Additional funds for street light repairs	12,800
Planning	AUAR contract	37,000
Community Development	Contract with Ehlers to redesign utility connection fee structure	18,600
Inspections	Replace i-pads	5,456
		\$ 514,126

There are a handful of "new" requests/initiatives included in the above General Fund carryover requests:

- Fire Department - the department requested additional funds, using some of their personnel savings and unspent operational budgets, for additional turnout gear due to the size of the latest recruit class (\$16,500), additional equipment for medical bags and fire trucks (\$9,300), enhanced training for fighting fires in electric vehicles (\$3,500), replacing one of four garage doors at Fire Station #1 (remaining doors to get replaced using other funding sources), and continued/ongoing radio replacement efforts (\$94,975).
- Streets - the department would like to put some of their unspent 2024 dollars towards additional street repairs and tree trimming in 2025 (\$40,000), as well as prepare temporary storage locations for emergency response purposes (\$20,000).

Other Funds

The other funds listed below each operate as stand-alone funds within the City's accounting structure. In other words, any savings or unspent dollars within these funds automatically remain with the fund, but the authorization to spend these dollars in 2025 is still needed. Most of the items listed below were either part of an approved CIP budget or received Council approval in 2024 and most are either items that the City is still under contract for or delivery has been delayed due to supply chain issues.

The following is a list of recommended budget carryovers for other City Funds:

Fund/Department	Request Description	Amount
PS Small Equipment Fund	K9 Vehicle on order	56,000
Community Center Capital	Balance of work for sealcoating of parking lot	11,970
Community Center Capital	Replace air handling unit #3	94,688
Community Center Capital	Replace lobby tables & chairs	20,000
Community Center Capital	Replace skate racks	10,000
Community Center Capital	Remodel kitchenette & window sill	60,000
Water - Operating	Phase 2-Lead Service Line Inventory plus water tower inspection	60,000
Water - Capital	WTP dehumidification & make up air unit	187,900
Stormwater - Operating	Stormwater rate study	65,000
Central Equipment	Replace dump truck - on order since March 2024	250,982
City Facilities	City Hall LED upgrades - contract balance	99,000
City Facilities	Fire Station #1 make up air unit for garage	21,000
City Facilities	Replace IT room heat pump in Police Dept	6,143
City Facilities	Replace transfer switch Fire Station #1 generator-contract balance	7,300
City Facilities	City Hall front glass reception area contract	21,670
Technology	Replace additional laptops	12,000
Technology	Remaining balance on contract for business license software	3,523
		\$ 987,176

There are two "new" requests in the Other Fund carryovers, both within the Water Operating Fund:

- Water Operating Fund - due to a MN Department of Health grant, the City did not need to spend the \$45,000 budgeted for Phase 1 of the Lead Service Line Inventory effort in 2024. Using this savings and other savings found within the fund's professional services account, staff recommend moving into a second phase of lead service line inventory efforts (\$10,000). This is the first "new" request.
- The second "new" request is to add \$50,000 to the 2025 budget for water tower inspections. The Arbor Pointe Tower is overdue for inspection and the Northside Tower is currently scheduled for rehab in 2027. Recent regulatory changes may impact the cost and scope of work for that rehab, which means getting an inspection completed in 2025 would be particularly helpful.

FISCAL IMPACT

The carryover of spending authority from 2024 to 2025 for incomplete projects and/or supplies and materials ordered but not delivered in 2024, allows City departments to operate within a 2025 budget framework that has been adjusted for those 2024 contracts and orders.

The carryover of budget/dollars from 2024 to 2025 for additional work, projects and materials, provides City departments with additional resources to consider such projects in 2025 rather than wait until the 2026 budget cycle.

RECOMMENDATION

Staff recommends adoption of the attached Resolution, approving 2024 budget carryovers.

ATTACHMENTS

1. Resolution to Approve 2024 Budget Carryovers

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING AND DIRECTING THE CARRYOVER OF 2024 BUDGET
APPROPRIATIONS BY AMENDING THE 2025 BUDGET**

WHEREAS, there are a number of items that were appropriated for within the 2024 budget and remain incomplete at year-end; and

WHEREAS, there also exist a number of items that have come up as 2025 needs that were not included in the 2025 budget; and

WHEREAS, staff have reviewed balances in all applicable funds related to these requests and have found sufficient budgetary surplus within those 2024 budgets; and

WHEREAS, it is desirable that these items be accomplished during 2025 and therefore a budget appropriation is necessary in the 2025 budget for these items.

NOW, THEREFORE BE IT RESOLVED, BY CITY OF INVER GROVE HEIGHTS: that, the City Council of the City of Inver Grove Heights hereby amends the 2025 budget by a total amount of \$1,501,302 to be distributed to the following funds and departmental budgets:

General Fund Budget Amendments:

Department	Request Description	Amount
Finance	AE2S rate model support	8,300
Finance	Ehlers financial rate model updates	10,000
Finance	Ongoing Tyler improvements	37,500
City Clerk	Additional funds needed for business licensing software	4,680
Police	Explorers program/Youth Citizen Academy	3,595
Police-trsfr to City Facilities	CIP Projects (2024 was 1st year of 3-year funding)	45,000
Fire	Phase 2-fire station location study	9,300
Fire	Uniforms, turnout gear & other personal protective equipment	36,620
Fire	Carbon monoxide detectors & other equipment	18,800
Fire	Specialized training for fighting fires in electric vehicles	3,500
Fire	Replace garage door at fire station #1	13,000
Fire	Additional radios replacements	94,975
Engineering	New division software	5,000
Engineering	Unpaid consultant contracts	70,000
Streets	Prepare temp storage locations for Emergency Response Plan	20,000
Streets	Perform additional street repairs & tree trimming	40,000
Streets	Additional funds to cover union contract settlement	20,000
Street Lighting	Additional funds for street light repairs	12,800
Planning	AUAR contract	37,000
Community Development	Contract with Ehlers to redesign utility connection fee structure	18,600
Inspections	Replace i-pads	5,456
		\$ 514,126

Other Fund Budget Amendments

Fund/Department	Request Description	Amount
PS Small Equipment Fund	K9 Vehicle on order	56,000
Community Center Capital	Balance of work for sealcoating of parking lot	11,970
Community Center Capital	Replace air handling unit #3	94,688
Community Center Capital	Replace lobby tables & chairs	20,000
Community Center Capital	Replace skate racks	10,000
Community Center Capital	Remodel kitchenette & window sill	60,000
Water - Operating	Phase 2-Lead Service Line Inventory plus water tower inspection	60,000
Water - Capital	WTP dehumidification & make up air unit	187,900
Stormwater - Operating	Stormwater rate study	65,000
Central Equipment	Replace dump truck - on order since March 2024	250,982
City Facilities	City Hall LED upgrades - contract balance	99,000
City Facilities	Fire Station #1 make up air unit for garage	21,000
City Facilities	Replace IT room heat pump in Police Dept	6,143
City Facilities	Replace transfer switch Fire Station #1 generator-contract balance	7,300
City Facilities	City Hall front glass reception area contract	21,670
Technology	Replace additional laptops	12,000
Technology	Remaining balance on contract for business license software	3,523
		\$ 987,176

Total Budget Amendments	\$1,501,302
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Adopted this 24th day of February 2025 by the City Council of Inver Grove Heights, MN

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: **Resolution Approving Write-Off of Deferred Special Assessment**

MEETING DATE: February 24, 2025
ITEM TYPE: Consent Agenda
CONTACT: Amy Hove, Finance Director, 651.450.2521

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving the write-off of \$21,568 in deferred special assessments on parcel 20-01600-53-020.

BACKGROUND

In 1989-1990, the City extended trunk sanitary sewer along Dickman Trail to Concord Street, then south to Highway 55. Along with that project, the City adopted an assessment roll for benefiting properties which included water area and sewer area assessments. One of the properties on that assessment roll, parcel 20-01600-011-53, received an automatic deferral of special assessments due to the property's enrollment in the state's Green Acres program, which affords certain benefits and protections to agricultural properties.

Sometime between 1993 and 1997, parcel 20-01600-011-53 was acquired by the Minnesota Department of Transportation (MnDOT) for US Highway 52/55 interchange purposes. Given the amount of time that has passed, there are no records of whether MnDOT notified the City of this purchase or confirmed outstanding assessment balances (which should have been paid off at the time of sale).

Also, since 1993, Dakota County has changed their parcel numbering system several times. This has led to portions of parcel numbers changing, as well as the sequencing of numbers to shift locations within that parcel number. The City's books currently have the deferred assessment sitting against parcel 20-01600-53-020, which when mapped back to 1993, is not the same parcel that the original assessment was applied to, parcel 20-01600-011-53. The only explanation of why this might have occurred is that the existing/current parcel is owned by a relative/heir of the original parcel owner with the same last name and the current parcel is in close proximity to the original assessment parcel.

Staff have confirmed that the current parcel against which the deferred special assessment is recorded, parcel 20-01600-53-020, was not in the original 1990 project, and received no benefit from that project. And given several decades have passed since the originally assessed parcel was acquired by MnDOT, staff's recommendation is to write-off the \$21,568 in deferred assessments recorded against city parcel 20-01600-53-020.

FISCAL IMPACT

Due to the age of this assessment and its deferment status, there was no expectation of when the funds would be available for spending.

RECOMMENDATION

Staff recommends adoption of the attached Resolution, approving the write-off of \$21,568 in deferred special assessments on parcel 20-01600-53-020.

ATTACHMENTS

1. Resolution Approving Write-Off

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. _____

**RESOLUTION APPROVING THE WRITE-OFF OF \$21,568 IN
DEFERRED ASSESSMENTS ON CITY PARCEL 20-01600-53-020**

WHEREAS, between 1989 and 1990, the City extended the trunk sanitary sewer along Dickman Trail to Concord Street, then south to Highway 55; and

WHEREAS, along with that project, the City adopted an assessment roll (SA 400) for benefitting properties which included water and sewer area assessments; and

WHEREAS, at the time, the assessments on city parcel 20-01600-011-53 in the amount of \$21,568, were deferred due to the parcel's enrollment in the State's green acres program; and

WHEREAS, between 1993 and 1997, the Minnesota Department of Transportation acquired parcel 20-01600-011-53 for the purpose of building the US Highway 52/55 interchange at which time the assessment balance should have been paid off; and

WHEREAS, at some point, the City incorrectly transferred the assessment balance owing on original parcel 20-01600-011-53 to current city parcel 20-01600-53-020; and

WHEREAS, since the current city 20-01600-53-020 isn't physically the same property as old city parcel 20-01600-011-53, nor is the current city parcel a property that benefitted from the 1989/1990 sanitary sewer project, staff are recommending the deferred assessments of \$21,568 recorded against parcel 20-01600-53-020 be written off.

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF INVER GROVE HEIGHTS: that, the City Council approves the write-off of \$21,568 in deferred assessments recorded against city parcel 20-01600-53-020.

Adopted this 24th day of February 2025 by the City Council of Inver Grove Heights, MN.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: Resolution Approving the 2025 Tree Replacement Plan

MEETING DATE: February 24, 2025

ITEM TYPE: Consent Agenda

CONTACT: Brian Swoboda, Parks Superintendent, 651.450.2582
Adam Lares, Parks & Recreation Director, 651.450.2587

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving the 2025 Tree Replacement Plan utilizing funding from the Tree Replacement Fund (Fund 443).

BACKGROUND

The City's existing Tree Replacement Policy was approved by the City Council on February 10, 2003. The purpose of this policy is to provide criteria for the expenditure of funds from the City's Tree Replacement Fund (Fund 443), with the goal of enhancing the city's forest resources. The policy also provides criteria for the expenditure of funds received when a development does not have sufficient room on its site to allow for all required reforestation and the City Council approves a payment in lieu of planting (approved at final plat). Additionally, it calls for an annual tree replacement plan, prepared by the Parks Division, submitted to the Park & Recreation Advisory Commission for review, and City Council for approval.

Funds may be used for tree purchase, planting, and a maintenance period (i.e. irrigation, tree stacking, fertilization, pruning, etc.) until the tree(s) becomes established. Also, it may be used for special needs – such as in the event of a natural disaster or other identifiable special situation. According to the adopted policy, annual expenditures cannot exceed 50% of the balance in the fund, or lower the balance below \$10,000, unless specifically approved by the Council.

At the February 12, 2025 meeting of the Park and Recreation Advisory Commission (PRAC), the City Forester/Parks Superintendent presented the proposed 2025 Tree Preservation Plan with the request that the PRAC recommend approval to the Council. The plan focuses on planting trees in citywide parks, South Valley Park invasive control to protect tree canopy, and irrigation for Heritage Village Park tree plantings. The total estimated cost to implement the plan is \$225,000.

Below is a summary of the proposed 2025 Tree Replacement Plan, which includes the following:

Project	Description	Quantity	Cost
Citywide Parks - Trees	Contract Plant/Install B&B & Container trees w/2 yr warranty	Trees = 50	\$25,000
South Valley Park	Invasives Control	Goat Grazing - 6 months	\$40,000

*Heritage Village Park	Irrigation	Irrigation = 12 acres	\$150,000
Citywide Parks - Maintenance	Tree and Shrub maintenance	Mulch = 300 yards Stumps = 50 Trees	\$6,000 \$4,000
		Total	\$225,000

* Indicates items approved in the adopted 2024 Tree Replacement Plan that did not get completed in 2024 and will be completed as part of the 2025 plan.

FISCAL IMPACT

The policy provides for expenditures of up to 50% of the fund in any given year. As of January 2025, the balance of the Tree Replacement Fund (Fund 443) is approximately \$679,192. The requested expenditure of \$225,000 in 2025, would leave a remaining of approximately \$454,192 in the fund.

RECOMMENDATION

The PRAC voted unanimously to recommend approval of the 2025 Tree Replacement Plan.

Therefore, staff recommends adoption of the attached Resolution.

ATTACHMENTS

1. RESOLUTION - APPROVAL OF 2025 TREE REPLACEMENT PLAN

**CITY INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. _____

**A RESOLUTION APPROVING THE 2025 CITY TREE REPLACEMENT PLAN
UTILIZING THE TREE REPLACEMENT FUND**

WHEREAS, a Tree Replacement Policy was approved by the City Council on February 10, 2003 to provide criteria for the expenditure of funds from City's Tree Replacement Fund; and

WHEREAS, the plan calls for an annual tree replacement plan, prepared by the Parks Division, submitted to the Park & Recreation Advisory Commission for review, and City Council for approval; and

WHEREAS, at the February 12, 2025, Park and Recreation Advisory Commission (PRAC) meeting, the City Forester presented the proposed 2025 Tree Preservation Plan, which includes the expenditure of \$225,000 from the Tree Replacement Fund (Fund 443) for the following projects:

Project	Description	Quantity	Cost
Citywide Parks - Trees	Contract Plant/Install B&B & Container trees w/2 yr warranty	Trees = 50	\$25,000
South Valley Park	Invasives Control	Goat Grazing - 6 months	\$40,000
*Heritage Village Park	Irrigation	Irrigation = 12 acres	\$150,000
Citywide Parks - Maintenance	Tree and Shrub maintenance	Mulch = 300 yards Stumps = 50 Trees	\$6,000 \$4,000
		Total	\$225,000

** Indicates items approved in the adopted 2024 Tree Replacement Plan that did not get completed in 2024 and will be completed in the 2025 plan.*

WHEREAS, the PRAC voted unanimously to recommend approval of the plan to the City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS, that the 2025 Tree Replacement Plan is hereby adopted and the expenditure of \$225,000 from the Tree Replacement Fund to implement the Plan is hereby authorized, and

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS, that the Parks and Recreation Director is authorized to approve contracts and allocate funds, up to a total of \$225,000, for the implementation of the 2025 Tree Replacement Plan. The Director may engage various vendors to perform services outlined in

the plan, ensuring projects remain timely and efficient. For all work identified in the plan, the Director will only approve services after obtaining at least two quotes and will award the contract to the lowest quote, unless the vendor is an approved state or national contract vendor, in which case a second quote will not be required.

Adopted by the City Council of the City of Inver Grove Heights, Minnesota on this 24th day of February 2025.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: **Amendment to Purchase Amount of Heritage Village Park Phase 5 Inclusive Playground, Splash Pad, and Shade Structures for City Project No. 2210**

MEETING DATE: February 24, 2025

ITEM TYPE: Consent Agenda

CONTACT: Adam Lares, Parks & Recreation Director, 651.450.2587

ACTION REQUESTED

The Council is asked to amend the approved expenditure for the Heritage Village Park Phase 5 inclusive playground, splash pad, shade structures, and site amenities for City Project No. 2210 through Flagship Recreation; increasing it by \$50,167.86 from what was previously approved at the Council's January 27, 2025 meeting.

BACKGROUND

At its January 27, 2025 meeting, the Council authorized the purchase of Heritage Village Park Phase 5 Inclusive Playground, Splash Pad, Shade Structures, and Site Amenities for City Project No. 2210 in the amount of \$1,843,629.24. However, upon further review, staff identified that performance and payment bonds were required for the project in order to comply with state rules for projects funded in whole or in part with state bond funds. The cost of these performance and payment bonds were not factored in to the Council approved cost.

Additionally, as presented to both the Parks & Recreation Advisory Commission and the City Council, the purchase was intended to include 9 shade structures for the playground and splash pad areas. However, the vendor later informed staff that only 6 shade structures were included in the initial quote due to an error. As a result, additional costs will be incurred beyond what was initially presented.

Below is a breakdown of the additional costs not included in the January 27 quote from Flagship, covering the required performance and payment bonds as well as the additional shade structures.

Original Cost	Amount
as approved January 27, 2025	\$1,843,629.24
Additional Expenses	
Performance & Payment Bond - Inclusive Playground	\$15,105.29
Performance & Payment Bond - Inclusive Splash Pad	\$13,145.41

3 Shade Structures	\$21,917.16
SUBTOTAL	\$50,167.86
NEW TOTAL	\$1,893,797.10

This reflects a 2.7% increase in the cost of the order, compared to what was approved on January 27. Because this was an order for equipment, the Council authorization did not include a contingency amount the way a construction project typically would.

Attached are the updated quotes that included the performance and payment bonds and three additional shade structures.

FISCAL IMPACT

Heritage Village Park Phase 5 Funding	
State Bonding award	\$2,000,000
<i>estimated</i> amount from City Park Acquisition & Development Fund	\$650,600
TOTAL BUDGETED FUNDS <i>(*according to adopted 2025-2029 CIP)</i>	\$2,650,600
<i>Minus updated equipment purchase from Flagship</i>	<i>-\$1,893,797.10</i>
CURRENTLY REMAINING BUDGETED FUNDS	\$756,202.90

These remaining funds are intended for the earth work and parking lot expansion that is also part of Phase 5. The Council will be asked to authorize advertising for bids for that work at an upcoming Council meeting.

RECOMMENDATION

Staff recommends that the Council authorize proceeding with the purchase of required performance and payment bonds and 3 shade structures for City Project No. 2210 in the amount of \$50,167.86 through Flagship Recreation including execution of a contract/purchase order with Flagship Recreation in a form as approved by the City Attorney.

ATTACHMENTS

1. Final - Heritage Village Playground - Performance and Payment Bonds Added
2. Final - Heritage Village Splash - Performance and Payment Bonds Added
3. CORRECTED - Flagship/LSI - Shade Structures 6 to 9



QTY	ITEM #	Description	UNIT PRICE	EXT. PRICE
		Heritage Village Playground,EM706HVP1445345686		
1	MOB	Mobilization	\$750.00	\$750.00
3	DUMPSTER	Dumpster - Disposal / Equipment Packing (30 Yard)	\$750.00	\$2,250.00
0	SITE WORK	Excavation (new container)	Per Quote	By Owner
		NOT INCLUDED - General Contractor to provide completed container with a hold down depth of 9" below finish grade of curb or sidewalk. General Contractor to provide landform and mounds (must be 100% compacted CL5) per grading plan leaving space for 2" skim coat.		
0	BORDER	Concrete Curb Border or Thickened Edge Border	Per Quote	By Owner
576	SUBGRADE	Compacted Class 5 Subgrade Base for PIP Surfacing (4"-6" Depth)	Per Quote	\$43,120.94
519	SUBGRADE	Concrete Base for Mound or Sloped Surface (PIP)	Per Quote	\$6,989.20
0	SUBGRADE	Drain Tile - Must be installed within 4' of perimeter to avoid footing conflicts	Per Quote	By Owner
1	INSTALL	Playground Installation by Landscape Structures Certified Installers	26.50%	\$149,136.71
		Prevailing labor rate		
1	RENTAL	Special Equipment (Lull, Lift, Compactor, etc.)	Per Quote	\$1,618.59
14,800	SURFACING	Poured In Place	Per Quote	\$299,644.11
		Aromatic Binder and 50/50 mix of standard colors & black. Premium Aliphatic Binder & 100% Color have an additional cost. Includes graphics as shown.		
0	FENCE	Construction Fence (LF)	\$12.00	By Owner
0	SECURITY	Site Security	Per Quote	By Owner
0	RESTORE	Restoration	Per Quote	By Owner
1	BONDING	Payment & Performance Bonds		\$15,105.29
			Subtotal	\$518,614.83
			Freight	\$0.00
			Sales Tax	Tax Exempt
			Total	\$518,614.83

Page 1 of 2

Terms & Conditions

Contract: Seller's Copy of signed quote represents the contract between Seller and Buyer. This form supersedes all previous communications and negotiations and constitutes the entire agreement between the parties. Any changes to this contract are not binding unless jointly agreed in writing via Change Order.

Project Scope *(This Section For Quotes Including Installation)***Inclusions:**

- One Mobilization
- Accepting & Unloading of Order Prior to Installation
- Unpacking of Play Equipment
- Assembly of Play Equipment
- Placing, Digging or Surface Mounting Equipment (as specified)
- Concrete for Play Equipment Footings
- Standard Insurance Offer (Detail Provided Upon Request)
- Standard Warranty Offer (Detail Provided Upon Request)
- Standard Wage Rates

Exclusions (Unless Specifically Quoted):

- Storage or Security of Equipment
- Private Utility Locates (irrigation, low voltage, lighting, etc.)
- Additional Labor Due to Site Access. Require 8' Wide Clearance from Staging Area to Play Space.
- Additional Labor and/or Related Costs Due to Subsurface Conditions (Rock, Hardpan, Heavy Clay, Ground Water, etc.)
- Additional Labor and/or Related Costs Due to Working in Unstable Soils (Sand, Pea Rock, Mud, Poor Site Drainage, etc.)
- Offsite Removal of Spoils From Footing Holes or Other Excavation. Can be stockpiled for owner removal or left in play space
- Disposal of Packing Material. Can be Stockpiled for Owner Removal or Deposited in Owners Onsite Dumpster
- Removal of Existing Play Equipment, Border or Safety Surfacing Material
- Site Work of Any Kind. Exclusions include, site grading (owner to provide max slope of 1%), site restoration, drainage, etc.
- Border for Play Space
- Bonding of Any Type
- Permits of Any Kind

Acceptance of Quotation:

Accepted By (Print)	Adam Lares
Signature: <i>Adam Lares</i>	Date: 1/31/2025
Purchase Amount: \$518,614.83	

Date 1/29/2025
 Expires 2/13/2025
 Quote: City of Inver Grove Heights
 Contact: Adam Lares
 Phone: 651-450-2587
 Email: alares@ighmn.gov



Ship To:

Heritage Village Splash
 4321 65th St E
 Inver Grove Heights, MN 55076

Please Make PO's & Contracts Out To:

Flagship Recreation
 11123 Upper 33rd St. N
 Lake Elmo, MN 55042

Bill To:

City of Inver Grove Heights
 8150 Barbara Avenue
 Inver Grove Heights, MN 55077

Please Remit Payment To:

Flagship Recreation
 11123 Upper 33rd St. N
 Lake Elmo, MN 55042

We are pleased to submit this proposal to supply the following products/services:

QTY	ITEM #	Description	UNIT PRICE	EXT. PRICE
		Design - Heritage Village Splash		
1	PERMIT	State Health Dept. (Pool Permit Application)	Per Quote	\$3,125.00
1	MOB	Mobilization	\$750.00	\$750.00
1	DUMPSTER	Dumpster - Disposal / Equipment Packing (30 Yard)	\$750.00	\$750.00
0	SITE WORK	Excavation (new pad)		By Owner
		BY OTHERS - Site grading to be within 1" of final grade.		
1	INSTALL	Equipment Installation (Man Hours & Concrete for Footings)	Per Quote	\$147,846.87
		Full professional installation. Domestic water supply with backflow prevention and pressure reduction to be provided within Mechanical Room by Others (See Equipment Room Detail on Plan Sheet). Waste water connection/ retention water connection to be stubbed within 10' of pad by Others. Installed water lines to exit existing building through wall for maintenance access.		
3607	WET PAD	Wet Pad (5" Thick)	Per Quote	\$103,089.77
		5" Thick Wet Pad with rebar per specification. Includes bedding. Site to be within 1" of final grade. If further excavation is needed, a change order will be required.		
1,887	DRY APRON	Dry Apron (4" Thick)	Per Quote	\$51,855.15
		4" Thick Gray Concrete with Broom Finish. Includes bedding. Site to be within 1" of final grade. If further excavation is needed, a change order will be required.		
3607	SURFACING	Rubber Water Play Surfacing (Sq. Ft.)	Per Quote	\$130,763.47
		Non-Porous Binder and application to Wet Pad Area.		
0	SECURITY	Site Security	Per Quote	By Owner
0	RESTORE	Restoration	Per Quote	By Owner
0	BONDING	Payment & Performance Bonds	Per Quote	\$13,145.41
			Subtotal	\$451,325.67
			Freight	\$0.00
			Sales Tax	Tax Exempt Cert
			Total	\$451,325.67

Quotes from Flagship Recreation. are subject to current Landscape Structures, Inc. policies as well as Terms & Conditions, Inclusions & Exclusions outlined below unless noted otherwise on this quote. Changes are subject to price adjustment. Sales tax, if applicable, will be applied unless a tax-exempt certificate is provided at the time of order entry. Customer deposits, if required, must be received before orders will be entered & installation scheduled. Purchases in excess of \$1,000.00 must be supported by a formal Purchase Order made out to Flagship Recreation

State Contract #218091

***Terms: Net 30 days; 1.5% finance charge on balances over 30 days**

Terms & Conditions

Contract: Seller's Copy of signed quote represents the contract between Seller and Buyer. This form supersedes all previous communications and negotiations and constitutes the entire agreement between the parties. Any changes to this contract are not binding unless jointly agreed in writing via Change Order.

Project Scope (This Section For Quotes Including Installation)

Inclusions:

- One Mobilization
- Accepting & Unloading of Order Prior to Installation
- Unpacking of Play Equipment
- Assembly of Play Equipment
- Placing, Digging or Surface Mounting Equipment (as specified)
- Concrete for Play Equipment Footings
- Standard Insurance Offer (Detail Provided Upon Request)
- Standard Warranty Offer (Detail Provided Upon Request)
- Standard Wage Rates

Exclusions (Unless Specifically Quoted):

- Storage or Security of Equipment
- Private Utility Locates (irrigation, low voltage, lighting, etc.)
- Additional Labor Due to Site Access. Require 8' Wide Clearance from Staging Area to Play Space.
- Additional Labor and/or Related Costs Due to Subsurface Conditions (Rock, Hardpan, Heavy Clay, Ground Water, etc.)
- Additional Labor and/or Related Costs Due to Working in Unstable Soils (Sand, Pea Rock, Mud, Poor Site Drainage, etc.)
- Offsite Removal of Spoils From Footing Holes or Other Excavation. Can be stockpiled for owner removal or left in play space
- Disposal of Packing Material. Can be Stockpiled for Owner Removal or Deposited in Owners Onsite Dumpster
- Removal of Existing Play Equipment, Border or Safety Surfacing Material
- Site Work of Any Kind. Exclusions include, site grading (owner to provide max slope of 1%), site restoration, drainage, etc.
- Border for Play Space
- Bonding of Any Type
- Permits of Any Kind

Force Majeure: In the event performance of this Agreement, or any obligation hereunder, is either directly or indirectly prevented, restricted, or interfered with by reason of fire, flood, tornado or like acts of God, wars, civil commotion, explosion, acts of public enemy, embargo, acts of the government, labor difficulties, including without limitation, strikes, slowdowns, picketing, or boycotts, unavailability of equipment from vendor, changes requested by Customer, or any other circumstances beyond the reasonable control and without the fault or negligence of Flagship Recreation, Flagship Recreation, upon giving prompt notice to the Customer, shall be excused from such performance on a day-to-day basis to the extent of such prevention, restriction, or interference (and the Customer shall likewise be excused from performance of its obligations on a day-to-day basis until the delay, restriction or interference has ceased); provided however, that Flagship Recreation so affected shall use diligent efforts to avoid or remove such causes of non-performance and both Parties shall proceed whenever such causes are removed or cease.

Material Cost Escalation: If, during the performance of this contract, the cost of materials significantly increases, through no fault of Flagship Recreation, the price of this contract shall be equitably adjusted by an amount reasonably necessary to cover any such significant increase in the costs of materials. As used herein, a significant cost increase shall mean any increase in cost of materials exceeding 5% experienced by contractor from the date of the contract signing. Such increase in material costs shall be documented through quotes, invoices, or receipts. Where the delivery of materials delayed, through no fault of the contractor, as a result of the shortage or unavailability of the materials, contractor shall not be liable for any additional costs or damages associated with such delay(s).

Acceptance of Quotation:

Accepted By (Print) Adam Lares	PO#:
Signature: <i>Adam Lares</i>	Email: alares@ighmn.gov
Title: Parks and Recreation Director	Phone:
Date: 1/31/2025	Purchase Amount: \$451,325.67





Ship To:

Heritage Village Site Furnishings & Shade
4321 65th St E
Inver Grove Heights, MN 55076

Please Make PO's & Contracts Out To:

Landscape Structures, Inc.
601 7th St. S
Delano, MN 55328

Bill To:

City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

Please Remit Payment To:

Landscape Structures, Inc.
SDS 12-0395 PO Box 86
Minneapolis, MN 55486-0395

We are pleased to submit this proposal to supply the following products/services:

[illegible]

Quotes from Landscape Structures, Inc. are subject to current Landscape Structures, Inc. policies as well as Terms & Conditions, Inclusions & Exclusions outlined below unless noted otherwise on this quote. Changes are subject to price adjustment. Sales tax, if applicable, will be applied unless a tax-exempt certificate is provided at the time of order entry. Customer deposits, if required, must be received before orders will be entered & installation scheduled. Purchases in excess of \$1,000.00 must be supported by a formal Purchase Order made out to Landscape Structures, Inc.

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Project Scope *(This Section For Quotes Including Installation)***Inclusions:**

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- Site Work of Any Kind. Exclusions include, site grading (owner to provide max slope of 1%), site restoration, drainage, etc.
- Border for Play Space
- Bonding of Any Type
- Permits of Any Kind

Acceptance of Quotation:

Accepted By (Print) Adam Lares	PO#:
Signature:	Email: alares@ighmn.gov
Title:	Phone:
Date:	Purchase Amount: \$69,171.48



Request for Council Action

SUBJECT: **Approval of Contract Amendment - Additional Professional Services for Heritage Village Park Phase 5 Project**

MEETING DATE: February 24, 2025

ITEM TYPE: Consent Agenda

CONTACT: Adam Lares, Parks & Recreation Director, 651.450.2587

ACTION REQUESTED

The Council is asked to approve the attached contract amendment for ongoing professional services related to Heritage Village Park – Phase 5.

BACKGROUND

In August 2023, the City contracted with WSB to provide final design, preparation of plans and specifications, preparation of bid documents, and construction administration services for Phase 5, with a contract not to exceed \$100,000. Since that approval, additional professional design services have become necessary to meet requirements imposed by the state tied to the state bonding funds. To ensure the project's successful completion, staff is requesting an amendment to the existing contract with WSB, Inc. This amendment accounts for essential scope adjustments due to evolving project needs, funding requirements, and unforeseen design modifications. These updates will ensure compliance with bond funding guidelines, enhance water conservation efforts, and support long-term infrastructure planning.

Scope Adjustments & Key Changes

1. Community Engagement Adjustments

- The initial scope included an online interactive map, one open house meeting, and a Parks and Recreation Advisory Commission meeting. These engagement efforts were not utilized and are removed from the contract.

2. Water Capture & Irrigation Reuse System

- The project scope now includes final design documents and vendor coordination for a water capture system that will reuse water from the splash pad for irrigation around the park.
- Additional stormwater modeling, design updates, and related technical specifications are incorporated.

3. Additional Utility Infrastructure

- The final design now includes additional water and sanitary sewer stubs in the park to accommodate future buildings, ensuring flexibility for future expansion.

4. Grant Compliance & Administration

- WSB's assistance with the state grant application (with the Department of Employment & Economic Development or DEED) has been added, including application support, coordination meetings, and integration of funding requirements into project specifications.
- Labor compliance services have been included to meet state funding requirements during construction.

5. Construction Administration Adjustments

- Updated rates for construction administration, staking, and testing account for the one-year project delay.
- Additional site meetings and inspections have been incorporated to manage the installation of utilities, the playground, and the splash pad.
- Enhanced project management support for the water capture system and additional sanitary sewer/water services has been added.

Next Steps

The attached amended contract outlines the revised scope and associated fees. If the Council approves the proposed contract amendment, WSB, Inc. will proceed with the additional services, ensuring the project remains aligned with grant compliance requirements and supports the professional services needed to successfully complete Phase 5.

FISCAL IMPACT

The proposed contract amendment adds \$27,925 in additional costs for the services outlined above, bringing the total contract amount to \$127,925 (original contract: \$100,000). These costs will be covered by the Park Acquisition and Development Fund, as planned within the overall funding sources for the Phase 5 project, which includes \$2 million in state bonding awarded in 2023 and requires a minimum \$650,000 funding match from the City.

RECOMMENDATION

Staff recommends Council approve the attached proposal for additional professional services and authorize the appropriate city officials and staff to execute a contract amendment with WSB for performance of the additional services outlined in the attached proposal.

ATTACHMENTS

1. Contract Amendment WSB - Heritage Village Park Phase 5



February 12, 2025

Mr. Adam Lares
Parks and Recreation Director
City of Inver Grove Heights
8055 Barbara Avenue East
Inver Grove Heights, MN 55076

Re: Professional Services Proposal Amendment – Heritage Village Park Phase 5 Additional Services

Dear Mr. Lares:

I am pleased to submit this letter amendment on behalf of WSB LLC (Consultant) to the City of Inver Grove Heights (Client) for the above mentioned project.

The following amendment identifies the scope of work that correlates to the additional services as well as rate adjustments from 2023 to 2025 hourly rates. The attached Exhibit A outlines the full corresponding scope and fees with the modifications to the contract described below.

SCOPE OF SERVICES

A. Task 1 Final Design – Scope Adjustments

- a. Community Engagement: The inclusion of an online interactive map, one open house meeting, and one Parks and Recreation Advisory Commission Meeting were not utilized and are removed from the contract.
- b. Final Design: The prior final design contract is amended to include a water capture system for irrigation reuse. This includes final design documents, management, and coordination with vendors for the water capture from the splash pad, modified irrigation design, additional stormwater modeling and design, and related technical specifications. It does not include architectural or structural engineering related to an above-ground tank structure.
- c. Final Design: The prior final design contract is amended to include additional water and sanitary stubs into the park to account for future buildings. The buildings and ultimate capacity have yet to be determined.
- d. Grant Application: The inclusion of assistance for the DEED grant application process is added to the contract. This includes several meetings with the City and grantor held in 2024, assistance with the grant application, and contractual requirements incorporated into the technical specifications.

B. Construction Administration – Scope & Rate Adjustments: Project administration and periodic observation of the construction progress for adherence to design intent as illustrated and described in construction documents to include:

- a. Construction Services Updated Rates:
 - i. Construction services expected from April 2025 through project closeout, expected to be completed by the end of December 2025, have been updated according to 2025 rates.

b. Construction Services Additional Scope:

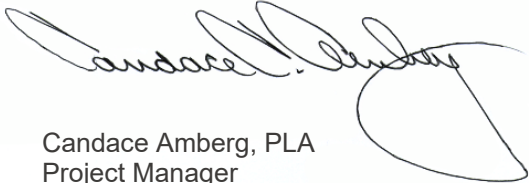
- i. A total of four additional site meetings have been included to account for additional utilities and the timing of the playground and splash pad installation.
- ii. Additional construction administration related to the water capture and reuse system, if accepted, and additional sanitary and water services to include additional project management, coordination, shop drawing reviews, staking, and inspections.
- iii. Labor Compliance services have been added to meet the funding requirements.

This letter and the attachment represent our entire understanding of the project scope. If the City of Inver Grove Heights is in agreement, the necessary contract amendment documents can be provided and signed.

If you should have any questions regarding this proposal, please contact me at 612-518-3694 or camberg@wsbeng.com

Sincerely,

WSB



Candace Amberg, PLA
Project Manager

WSB



Jason Amberg, PLA
Director of Landscape Architecture

Exhibit A

023629-000 HVP Playground & Splash Pad Inver Grove Heights, MN

I. Scope of Services

1. TASK 1: FINAL DESIGN
 - A. Community Engagement
 - 1) *Deletion of Social Pinpoint, one Open House meeting, and one Parks Commission meeting.*
 - B. Final Design
 - 1) *Irrigation Design to include water reuse system.*
 - 2) *Water Resource design to include water capture and reuse system, updated modeling, and final design plans.*
 - 3) *Utility Plans to include an additional sanitary and water system stub into the park for future needs.*
 - C. Grant Application (DEED)
 - 1) *Grant application assistance*
 - 2) *Review meetings*
2. TASK 2: CONSTRUCTION SERVICES (REPLACES PRIOR SERVICES WITH 2025 RATES AND ADDITIONAL SERVICES)
 - A. Water Reuse Addition
 - B. Sanitary & Water Services Stub Addition
 - C. Grant Labor Compliance Addition
 - D. Addition of four (4) site meetings

II. Compensation

Compensation for the additional and amended scope of services, as detailed below, will be rendered on an hourly basis not to exceed amount of \$27,925 as which amends the original contract of \$100,000 for a new contract total of \$127,925.

TASK 1.A COMMUNITY ENGAGEMENT	(\$4,000)
TASK 1.B FINAL DESIGN	
Irrigation Reuse Design	\$2,125
Water Resources Reuse Design	\$7,500
Utility Plans Design (Additional).....	\$2,000
TASK 1.C GRANT APPLICATION SERVICES.....	\$2,300
TASK 2: CONSTRUCTION SERVICES	
Prior CA Fees (deleted).....	(\$40,500)
Project Management	\$2,500
Pre-Construction Meeting (1).....	\$1,250
Construction Meetings (12+3)	\$15,400
Construction Administration	\$4,500
Shop Drawing Review	\$2,400
Labor Compliance	\$5,000
Construction Survey Staking	\$16,350
Construction Materials Testing	\$11,100
TOTAL.....	\$27,925

III. Exclusions

1. The following items are excluded from this Agreement; however, Consultant can provide these services for additional compensation by an Amendment for Additional Services (AAS).
 - A. Exclusion 1: final design and structural engineering related to the above-ground tank is not included and expected to be submitted through sealed engineered drawings by the selected manufacturer based on performance specifications.
 - B. Exclusion 2: architectural design services for the above-ground tank are not included and expected to be submitted by the manufacturer and selected by the Client.
 - C. Interpretive signage design.
 - D. Mechanical & plumbing engineering services for the splash pad.
 - E. Splash pad permitting services.



Request for Council Action

SUBJECT: **Resolution Accepting Donations and Sponsorships to the Parks and Recreation Department**

MEETING DATE: February 24, 2025

ITEM TYPE: Consent Agenda

CONTACT: Julie Dorshak, Recreation Superintendent, 651.450.2588

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, authorizing and accepting donations and sponsorships to the Parks and Recreation Department totaling \$25,331 for various programs/events from January 1 to December 31, 2024.

BACKGROUND

The City is generally authorized to accept donations of real and personal property pursuant to MN Statutes Section 465.03 for the benefit of its citizens. The Parks and Recreation Department receives various donations, sponsorships, and grants from businesses and other organizations to support and enhance recreation programs and events.

The table below provides a summary of donations. A list of specific contributors is attached.

Business/Organization	Amount/Value	Purpose
Various Businesses	\$ 6,233	In Kind Donations
Various Businesses	\$19,098	Miscellaneous Youth and Family Programs
TOTAL	\$ 25,331	

FISCAL IMPACT

The Parks and Recreation Department has two sponsorship drives each year, one in February/March to seek sponsors for spring, summer and fall programs and the second in October for the Holidays in the Heights events. These sponsorships create opportunities for community engagement with local businesses and organizations, and are also financially beneficial to the Department's programs and events. Having sponsors enhances the Department's ability to provide quality, affordable programs and services to Inver Grove Heights residents.

RECOMMENDATION

Staff recommends adoption of the attached Resolution to authorize and accept the January 1 to December 31, 2024, donations and sponsorships to the Parks and Recreation Department. The Parks and Recreation Advisory Commission recommended approving the Resolution at their February 12, 2025, meeting.

ATTACHMENTS

1. Resolution Accepting Parks and Recreation Donations Jan - Dec 2024

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING AND ACCEPTING DONATIONS

WHEREAS, the City of Inver Grove Heights (City) is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts; and

WHEREAS, various businesses donate money and goods to the City, which are to be used for supporting Parks and Recreation programs; and

WHEREAS, such donations has been contributed to the City for the benefit of its citizens, as allowed by law; and

WHEREAS, the City is appreciative of the donation and finds that it is appropriate to accept the donation.

NOW THEREFORE, BE IT RESOLVED by the Inver Grove Heights City Council, does hereby accept the donation of funds and in-kind product in the amount of \$25,331 to be used for a variety of programs as shown in attached document.

Approved by the City Council of the City of Inver Grove Heights, Minnesota on this 24 day of February 2025.

Brenda Diedrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

January- December 2024 Sponsorships and Donations			
Programs	Amount		Company
R30600 - Special Events		9,498.00	
Movie in the Park	250.00		Smile Dr.
Fall Food Fest	250.00		Smile Dr.
Ghostly Gathering	250.00		Smile Dr.
Egg Hunt	600.00		Heartland Credit Union
Touch-A-Truck	250.00		Therapy OPS
Music in the Park	500.00		Therapy OPS
Ghostly Gathering	100.00		Ultimate Carpet & Upholstry
Lets Pawty	200.00		Truck Repair & Equipment
Food Fest	250.00		IState Truck Center
Movie in the Park	1,155.15		SPARC
Movie in the Park	200.00		SPARC
Touch-A-Truck	100.00		Bethesda Lutheran Church
Movie in the Park	250.00		SE Towing
Food Fest	1.34		Heart of the North Tours - extra on commission pmt
Food Fest	500.00		Key Community Bank
Multiple Events	1,000.00		Integrity Woven Wire
Food Fest	500.00		Total Construction
Food Fest	500.00		Total Construction
Ghostly Gathering	500.00		Royal Credit Union
5th Quarter	1,399.32		SPARC
5th Quarter	642.19		SPARC
Lets Pawty	100.00		Summit Funeral and Cremation
R30500 - Holidays in the Heights		5,050.00	
Holiday in the Heights	500.00		Lakeside Ortho. By Dr. Jennifer
Holiday in the Heights	500.00		Volkswagen of IGH
Holiday in the Heights	1,000.00		Integrity Woven Wire
Holiday in the Heights	250.00		JR's Appliance
Holiday in the Heights	250.00		Arbor Pte Holiday Gas
Holiday in the Heights	1,000.00		Total Construction
Holiday in the Heights	250.00		IGH Hyundai
Holiday in the Heights	250.00		Mathias Die Co.
Holiday in the Heights	100.00		Natureview Landscaping
Holiday in the Heights	250.00		Inver Grove Ford
Holiday in the Heights	250.00		Bituminous Roadways
Holiday in the Heights	200.00		Key Community Bank
Holiday in the Heights	250.00		Istate Trucking
R20680 - Summer Specialty Camps		700.00	
Safety Camp	250.00		Brian Youngman Ins/Allstate
Safety Camp	250.00		Arbor Pte Holiday Gas Station
Safety Camp	100.00		IGH Hyundai
Safety Camp	100.00		Supreme Contracting
Safety Camp			
R30450 - IGH Days		3,250.00	
IGH Days	250.00		IGH Ford
IGH Days Kids Court	2,250.00		IGH Days - 2023 & 2024
Bike the Bridges	750.00		Atkins, Klein,Hansen
R55000 - Adult Activities		500.00	
Adult Programs	500.00		Anonymous Donor
R40100 - Youth Baseball League		100.00	
Youth Baseball League	100.00		Lakeside Ortho. By Dr. Jennifer
Total Monetary		19,098.00	
Miscellaneous- In-Kind			
Holiday in the Heights	250.00		Great River Figure Skating Club
Holiday in the Heights	250.00		Starbucks
Egg Hunts and Holiday in the Heights	1,000.00		Raising Cane's
Ghostly Gathering	200.00		Dr. Benjamin Christopherson
Multiple Events	1,000.00		Dairy Queen Grill & Chill
Dog Pawty	108.00		Anonymous Donor
Holiday in the Heights	25.00		Gerten's
Egg Hunts	100.00		Heartland Credit Union
Movie in the Park	300.00		Heartland Credit Union
Miscellaneous			
Mike Kampa- Groveland Park Memorial Bench	1,000.00		
Maggie Fort- Broadmoor Park Memorial Bench	1,000.00		
Rita Hussman- Rock Island Swing Bridge Memorial Bench	1,000.00		
Total In-Kind		6,233.00	
Total Monetary & In-Kind		\$25,331.00	



Request for Council Action

SUBJECT: **Approval of Payment Agreement for Metropolitan Council Sewer Availability Charge**

MEETING DATE: February 24, 2025

ITEM TYPE: Consent Agenda

CONTACT: Jason Ziemer, Community Development Director, 651-450-2546

ACTION REQUESTED

The Council is asked to approve the attached payment arrangement with River Heights Marina, Inc., 4455 66th Street, in the amount of \$32,305 for an outstanding Sewer Available Charge (SAC) due to the Metropolitan Council.

BACKGROUND

In 2022, River Heights Marina, Inc., 4455 66th Street, ("Owner") applied and received approval for a building permit to construct a new, 3,759-square foot covered patio for its restaurant, Mississippi Pub. Such building permits are subject to the review by the Metropolitan Council Environmental Services ("MCES") to determine whether the improvement causes additional burden on the regional sanitary sewer system, beyond what is assumed by the current restaurant. MCES determined the improvement requires an additional 13 SAC units.

SAC, or Sewer Available Charge, is a one-time fee charged to a municipality when a property connects to the regional wastewater system or improvements are made, resulting in increased demand on that system. For non-residential uses, a SAC unit is calculated based on the type of use and the estimated maximum wastewater flow generated. Generally, all non-residential uses are based on the square footage of a property used by employees and customers. MCES SAC fees are pass-through fees billed to and collected by a city from the property owner and paid to MCES.

By MCES policy, the addition of covered restaurant patios, although often seasonal, are viewed no differently than an addition onto a restaurant, resulting in an increase in customers and possibly new employees. (Uncovered patios are given a 75% reduction in the SAC unit determination but outdoor patios with a fixed roof are not eligible for this reduction.)

The City initially appealed the 13 SAC unit calculation with MCES, on behalf of this local business. However, after a lengthy process, that appeal was denied and payment is now due on the fees resulting from the 2022 building permit.

Community Development Director Jason Ziemer met with the property owner to discuss payment of the outstanding balance due and arrived at a payment arrangement. The terms of which include an initial payment, followed by four subsequent payments in April, May, June and July of this year. No interest would be charged so long as the owner satisfies the agreement. Failure to make a scheduled payment would result in the City assessing the balance due, plus interest, against the property.

FISCAL IMPACT

As the "middle man" between MCES and property owners, the City seeks to have no fiscal impact as a result of SAC fee determinations and payments. The proposed agreement will accomplish this in a manner satisfactory to all parties.

RECOMMENDATION

City staff recommend approval of the attached agreement.

ATTACHMENTS

1. Final Draft_Mississippi Pub SAC Payment Agreement_02-19-2025

**PAYMENT AGREEMENT FOR
METROPOLITAN COUNCIL ENVIRONMENTAL SERVICES
SEWER AVAILABILITY CHARGE (SAC)**

THIS AGREEMENT is made this 24th day of February, 2025 ("Effective Date") by and between the City of Inver Grove Heights, 8150 Barbara Avenue, Inver Grove Heights, MN 55077, a Minnesota municipal corporation, ("City"), and River Heights Marina, Inc., 4455 66th Street, Inver Grove Heights, MN, a Minnesota corporation ("Owner").

RECITALS

- A. The Owner owns the real property located at 4455 66th Street, Inver Grove Heights Minnesota which is legally described on Exhibit A ("Subject Property").
- B. A bar/restaurant with an outdoor seating area ("Restaurant") is located on the Subject Property.
- C. In 2022, the Owner applied for and obtained a building permit for the construction of a new 3,759-square foot outdoor covered patio space ("Improvement") adjacent to the existing bar/restaurant on the Subject Property.
- D. As a result of the construction of the Improvement, the Metropolitan Council Environmental Services ("MCES") calculated and requires the payment of a Sewer Availability Charge ("SAC").
- E. MCES SAC are pass-through fees determined by MCES and assessed and collected by the City at the time of building permit.
- F. MCES determined that the Improvement requires a total of 13 SAC units.
- G. The City initially disputed this calculation with MCES, and the City, on behalf of the Owner, appealed the initial MCES SAC determination, which appeal was subsequently denied by MCES, and the City has been advised by MCES that no change to the previous 13 SAC unit determination will be made.

- H. Based on that SAC determination and related SAC fee of \$2,485 per SAC Unit, the Owner owes SAC fees totaling \$32,305.00 (the "SAC Fee") related to the Improvement, which are required to be paid to the City.
- I. The Owner of the Subject Property has requested the City allow payment of the MCES Sewer Availability Charge ("SAC") fee via the periodic payment schedule as provided herein.

AGREEMENT

In consideration of the promises as set forth in this Agreement, the parties agree as follows:

1. Representations and Warranties. The Owner makes the following representations as the basis for the undertakings on its part contained herein:
 - A. As of the date of execution of this Agreement, the Owner has the right, power and authority to execute, deliver and perform the obligations under this Agreement, and the Owner represents and assures the City that it is authorized to sign and to bind itself to the City as provided in this Agreement.
 - B. The Owner is not subject to any lease, contract, or agreement which would affect performance under this Agreement, nor bound by any lease, contract, agreement, instrument, order, judgment, or decree encumbering the Property which would prohibit the execution or performance of this Agreement.
 - C. The Owner has complied with and will continue to comply with all applicable federal, state and local statutes, laws, ordinances and regulations including, without limitation, any permits, licenses and applicable zoning, environmental, or other laws, ordinances, or regulations affecting the Subject Property, and the Owner expressly acknowledges and agrees that it has and shall at all times comply with each and every provision of the City's zoning and other related municipal regulations.
 - D. There is no suit, action, arbitration or legal, administrative or other proceeding or governmental investigation pending or threatened against the Owner or Restaurant.
2. Payment of SAC. The Owner shall pay the SAC Fee in the amount of \$32,305.00 as follows:
 - A. Initial Payment. Owner shall remit to the City an initial payment of \$9,940, equivalent to 4 SAC units, toward the total amount due (\$32,305.00). The Initial Payment shall be paid by the Owner at the time of Owner's execution of this Agreement and prior to approval of this Agreement by the City Council.
 - B. Payment Installments. Four (4) additional payments shall be due by the 1st day of each month beginning April 1, 2025, and according to the Payment Schedule attached hereto as Exhibit B.
 - C. Waiver of Interest. Interest shall accrue monthly against any outstanding SAC Fee balance at a rate of 2% but is not owed with each monthly payment installment provided Owner satisfies terms of this Agreement and Payment Schedule.
 - D. Payment in Full. The Owner reserves the right to pay, in full, the SAC Fee at any time prior to the final payment date. Any accrued interest shall be waived upon satisfaction of this Agreement. The Owner further agrees to pay, in full, any outstanding SAC Fee due to the City upon sale or transfer of the Subject Property.

3. Failure to Pay SAC Fee. In the event the Owner fails to make any payment toward the SAC Fee as provided herein, the Owner shall be responsible to pay the SAC fee in full, plus accrued interest, upon written demand of the City. Should the Owner further fail to pay any portion of the SAC Fee when due, the City may take any or all of the following actions:
 - A. Give written notice of termination of this Agreement and all rights hereunder.
 - B. Certification of costs payment and collection via special assessment, per Section 4 below.
 - C. Initiate any available action of law or in equity to secure payment.
4. Certification of Costs Payable with Taxes; Special Assessments. If payment is not made by the Owner pursuant to Section 2 above, the City may, without notice and without hearing, specially assess the Subject Property for the unpaid SAC Fees and certify to Dakota County the amounts due as payable with the real estate taxes for the Subject Property in the next calendar year; such certifications may be made under Minnesota Statutes, Chapter 444 in a manner similar to certifications for unpaid utility bills. The Owner hereby waives any and all procedural and substantive objections to the special assessment of any unpaid SAC Fees up to a total amount of \$ 33,994.80 against the Subject Property. The Owner waives any appeal rights otherwise available pursuant to Minnesota Statutes § 429.081.
5. Amendment. Any amendment to this Agreement must be in writing and signed by both parties.
6. Assignment. This Agreement shall be the responsibility of the Owner, as stated herein, and may not be assigned to any other person or entity for any reason.
7. City Representatives Not Individually Liable. No officer, agent or employee of the City shall be personally liable to the Owner or Restaurant, or any successor in interest, in the event of any default or breach by the City on any obligation or term of this Agreement.
8. Disclaimer of Relationships. The Owner acknowledges that nothing contained in this Agreement nor any act by the City or the Restaurant shall be deemed or construed by the Owner or by any third person to create any relationship of third-party beneficiary, principal and agent, limited or general partner, or joint venture between the City and the Owner or Restaurant.
9. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.
10. Choice of Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be venued in Dakota County District Court,
11. Indemnification. Notwithstanding anything to the contrary in this Agreement, the City, its officers, agents, and employees shall not be liable or responsible in any manner to the Owner or Restaurant, Owner's or Restaurant's successors or assigns, the Owner's or Restaurant's contractor or subcontractors, material suppliers, laborers, or to any other

person or persons for any claim, demand, fee, fine, penalty, damage, or cause of action of any kind or character arising out of or by reason of the execution of this Agreement. The Owner or Restaurant, and the Owner's or Restaurant's successors or assigns, agree to protect, defend and save the City, and its officers, agents, and employees, harmless from all such claims, demands, damages, and causes of action and the costs, disbursements, and expenses of defending the same, including but not limited to, attorneys' fees, consulting engineering services, and other technical, administrative or professional assistance. Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation on liability to which the City is entitled under Minnesota Statutes, Chapter 466, or otherwise.

12. Miscellaneous.

- A. Third parties shall have no recourse against the City under this Agreement.
- B. Wherever possible, each provision of this Agreement and each related document shall be interpreted so that it is valid under applicable law. If any provision of this Agreement is to any extent found invalid by a court or other governmental entity of competent jurisdiction, that provision shall be ineffective only to the extent of such invalidity, without invalidating the remainder of such provision or the remaining provisions of this Agreement.
- C. No failure by any party to insist upon the strict performance of any duty, agreement, or condition of this Agreement, or to exercise any right or remedy consequent upon a breach thereof, shall constitute a waiver of any such breach of any other covenant, agreement, term, or condition.
- D. This Agreement, together with the exhibits and incorporated references hereto, constitutes the complete and exclusive statement of all mutual understandings between the parties with respect to this Agreement, superseding all prior or contemporaneous proposals, communications, and understandings, whether oral or written, pertaining to the subject matter of this Agreement.
- E. Data received from the Owner or Restaurant under this Agreement shall be maintained and administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.
- F. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument.

[Remainder of this page intentionally left blank.]

IN WITNESS OF THE ABOVE, the parties have caused this Agreement to be executed on the date and year written above.

CITY OF INVER GROVE HEIGHTS

Brenda Dietrich, Mayor

Rebecca Kiernan, City Clerk

STATE OF MINNESOTA)
) SS.
COUNTY OF DAKOTA)

The foregoing instrument was acknowledged before me this ____ day of _____, 2025, by Brenda Dietrich and Rebecca Kiernan, the Mayor and City Clerk, respectively, of the City of Inver Grove Heights, a Minnesota municipal corporation, on behalf of said corporation.

Notary Public

RIVER HEIGHTS MARINA, INC.

Joe Harms

Its: _____

STATE OF MINNESOTA)
) SS.
COUNTY OF DAKOTA)

The foregoing instrument was acknowledged before me this ____ day of _____, 2025, by Joe Harms, the _____ of River Heights Marina, Inc., a Minnesota corporation, on behalf of said corporation.

Notary Public

This document drafted by and after recording return to:

City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077
(651) 450-2545

EXHIBIT A
LEGAL DESCRIPTION OF PROPERTY

Real property located in Dakota County legally described as:

Torrens Property

EXHIBIT B
PAYMENT SCHEDULE

MCES SEWER AVAILABLE CHARGE PAYMENT SCHEDULE

Property Owner River Heights Marina, Inc., 4455 66th Street, Inver Grove Heights, MN
Business Entity Mississippi Pub

Payment	Date	SAC Units	Principal	Interest/Mo 2.00%	Amount Due	Payment	Balance Due
							\$32,305.00
Initial Payment (#1)		4.0	\$9,940.00	\$646.10	\$10,586.10	\$9,940.00	\$22,365.00
Payment #2	04/01/2025	3.0	\$7,455.00	\$447.30	\$7,902.30	\$7,455.00	\$14,910.00
Payment #3	05/01/2025	2.0	\$4,970.00	\$298.20	\$5,268.20	\$4,970.00	\$9,940.00
Payment #4	06/01/2025	2.0	\$4,970.00	\$198.80	\$5,168.80	\$4,970.00	\$4,970.00
Payment #5	07/01/2025	2.0	\$4,970.00	\$99.40	\$5,069.40	\$4,970.00	\$0.00
			\$32,305.00	\$1,689.80	\$33,994.80	\$32,305.00	



Request for Council Action

SUBJECT: **Off-Sale Liquor License for A & M Liquor (CHETAAYU, LLC)**

MEETING DATE: February 24, 2025
ITEM TYPE: Public Hearing
CONTACT: Rebecca Kiernan, City Clerk, 651.450.2513

ACTION REQUESTED

The Council is asked to hold a public hearing and then consider approval of an Off-Sale Liquor License for Chetaayu LLC, doing business as A & M Liquor.

BACKGROUND

Chetankumar Chandubhai Patel, owner of CHETAAYU, LLC, has submitted an Off-sale Liquor License application for the existing business of A & M Liquor located at 5709 Carmen Ave. The license application and approval is required due to the business transferring to new ownership.

The necessary licensing information, along with a background application and personal history statement, have been received. Public notice was given on February 12, 2025, in the Pioneer Press. The Police Department has conducted the background investigation and has found no basis for denial.

FISCAL IMPACT

NA

RECOMMENDATION

Staff recommends approval of the Off-Sale Liquor License following the public hearing.

ATTACHMENTS

None



Request for Council Action

SUBJECT: **Massage Therapist License Violation - Fengxia Liu**

MEETING DATE: February 24, 2025

ITEM TYPE: Public Hearing

CONTACT: Joshua Otis, Commander, 651.450.2528

ACTION REQUESTED

The Council is asked to hold a hearing regarding an alleged massage therapist license violation for Fengxia Liu. Following the hearing, if the Council finds that a violation of Ms. Liu's massage therapist license has occurred, the Council is asked to consider approval of the attached resolution which finds a violation of the City of Inver Grove Heights Ordinance Title 4, Chapter 8 Massage Therapy Regulations and Title 3, Chapter 2, Section 10, and revokes Ms. Liu's Massage Therapist license.

BACKGROUND

In July 2024, a criminal investigation began into potential illegal, unlawful, or erotic conduct at Healing Arts Massage. In November 2024, the investigation discovered allegations of unlicensed massages being performed. Efforts to identify the unlicensed massage therapist occurred from November 2024 to January 2025.

On January 21, 2025, at approximately 1:40 P.M., an IGH PD officer received a massage from Ms. Fengxia Liu who was working at Healing Arts Massage, located at 5836 Blaine Avenue, Inver Grove Heights. At the time that the massage was provided, Ms. Fengxia Liu was identified as the unlicensed massage therapist who was providing unlicensed massages, which are a violation of City Code.

The unlicensed massage was documented with an IGH PD incident report which included the inspection checklist (Exhibit 1).

Offering an unlicensed massage without a license constitutes:

1. Conducting the licensed activity (providing massage services) in a manner that constitutes a breach of the peace and a menace to the health, safety, and welfare of the public.
2. Failure to comply with all of the conditions precedent to approval of a massage therapist license.
3. A demonstration that the applicant is not of good moral character.
4. A violation of any regulation or provision in the City Code applicable to the activity for which the massage therapist license was granted.
5. Failure to contemporaneously comply with all conditions required as precedent to the approval of the license.

On November 27, 2024, Ms. Liu had submitted a Massage Therapist license application to the City of IGH (Exhibit 2). The license background was completed on December 13, 2024, but Ms. Liu was not

issued a City of IGH Massage Therapist license until January 27, 2025 (Exhibit 3) - or after she had been proven to be working in IGH as of January 21, 2025.

Although Ms. Liu was issued a Massage Therapist license for IGH, the criminal investigation had information Ms. Liu was providing unlicensed massages starting in November 2024, and that information was verified when Ms. Liu provided the unlicensed massage on the IGH PD officer on January 21, 2025.

Fengxia Liu was served with written notice regarding the violation(s) and a summary of the incident and was advised that the Council would be considering the violation, and the revocation of the Massage Therapist License, at its February 24th meeting (Exhibit 1).

The Council is asked to hold a hearing regarding the alleged license violation and to provide an opportunity for the license holder to be heard prior to the Council taking formal action, including potential consideration of the attached resolution revoking Ms. Liu's massage therapist license.

FISCAL IMPACT

N/A

RECOMMENDATION

Staff recommends that the Council hold a hearing as required and consider adoption of the attached Resolution, revoking the Massage Therapist License for Fengxia Liu for violating City of Inver Grove Heights City Code requirements related to massage licenses and the provision of massage services.

ATTACHMENTS

1. Resolution Revoking Massage Therapist License
2. Exhibit 1 - Fengxia Liu Notice of License Violation and Hearing and Attachments
3. Exhibit 2 - Fengxia Liu Massage Therapist License Application
4. Exhibit 3 - 2025 Massage Therapist License-Fengxia Liu

RESOLUTION NO. 25-

**INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

**RESOLUTION REVOKING A MASSAGE THERAPIST LICENSE ISSUED TO
FENGXIA LIU**

WHEREAS, the City of Inver Grove Heights issues Massage Therapist Licenses to individuals who perform massage services

WHEREAS, Inver Grove Heights City Code Sections 4-8-1 and 3-2-10 authorize the Inver Grove Heights City Council to revoke a massage therapist license where the license holder has failed to comply with an applicable ordinance relating to massage therapy or engaging in certain other actions prohibited by the City Code, following a hearing duly noticed and the opportunity for the license holder to be heard.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Inver Grove Heights, Minnesota, as follows:

BACKGROUND

- 1.1 Fengxia Liu (the "License Holder") holds a Massage Therapist License (the "License") to provide massage services at Healing Arts Massage, located at 5836 Blaine Avenue, Inver Grove Heights, MN (the "Licensed Premises").
- 1.2 The License was issued on January 27, 2025.
- 1.3 On January 21, 2025, the Inver Grove Heights Police Department conducted an investigation and found Fengxia Liu working as a massage therapist at the Licensed Premises.
- 1.4 On January 21, 2025, Ms. Liu provided a massage for compensation to a member of the Inver Grove Heights Police Department even though she did not have a massage therapist license issued by the City of Inver Grove Heights on January 21, 2025.
- 1.5 Providing massage services at a massage business without a valid massage therapist license is a violation of Inver Grove Heights Title 4, Chapter 8 Massage Therapy City Code sections 4-8-1-D-2 and 3-2-10.
- 1.6 Notice of a hearing and attachments regarding the alleged Massage Therapist License violation were personally served on Ms. Liu on February 6, 2025, in St. Paul, MN.

- 1.7 A hearing regarding the alleged Massage Therapist License violation was held on Monday, February 24, 2025, in the City Council Chambers in Inver Grove Heights City Hall, 8150 Barbara Avenue, Inver Grove Heights Minnesota.
- 1.8 At the hearing, all persons who appeared and desired to be heard were heard.
- 1.9 At the hearing, Ms. Liu was provided with an opportunity to be heard, to be represented by legal counsel, and to provide evidence regarding the alleged license violation.
- 1.10 At the hearing, the Council accepted the exhibits (documents) found in the Council packet, the testimony provided at the hearing, and additional materials provided as part of the hearing, which are made a part of the record and incorporated herein and serve as the basis for the Council's decision in this matter.

FINDINGS OF FACT

- 2.1 The City Council is charged with protecting the public health, safety, and welfare of its residents, including from illegal activities of businesses and activities licensed in the City, and is authorized to exercise its sound discretion when presented with evident of such violations.
- 2.2 Based upon the evidence and testimony presented at the hearing, including all of the materials related to the Massage Therapist License violation included in the Council Packet for the February 24, 2025, City Council meeting and the information presented at the February 24, 2025 meeting, the City Council finds that Fengxia Liu provided massage services to the public for compensation within the City of Inver Grove Heights on January 21, 2025 without first having obtained a therapeutic massage business license from the City of Inver Grove Heights as follows:
 - 2.2.1 On January 21, 2025, Fengxia Liu provided massage services to the public for compensation within the City of Inver Grove Heights conducted massage therapy activities in violation of City Code 4-8-1-D-2 and City Code 3-2-10.
- 2.3 Such action constitutes a violation of Inver Grove Heights City Code Sections 4-8-1-D-2 and 3-2-10.
- 2.4 Offering massage services without a license constitutes:
 - a. Conducting the licensed activity (providing massage services) in a manner that constitutes a breach of the peace and a menace to the health, safety, and welfare of the public;
 - b. Failure to comply with all of the conditions precedent to approval of a massage therapist license;

- c. A demonstration that the applicant is not of good moral character;
- d. A violation of any regulation or provision in the City Code applicable to the activity for which the massage therapist license was granted; and
- e. Failure to contemporaneously comply with all conditions required as precedent to the approval of the license.

2.5 The Council hereby finds that Ms. Liu's providing massage services without a valid massage therapist license is grounds for revocation of Ms. Liu's Massage Therapist License.

2.6 The Council further finds and determines that revocation of Ms. Liu's license is reasonable and appropriate to protect the public health, safety, and welfare and to prevent further unlawful behavior within the City.

ACTION

3.1 Based on the findings above of violations of the cited city code provisions and terms and conditions of Ms. Liu's Massage Therapist License, the Council hereby takes the following action regarding Ms. Liu's Massage Therapist License:

3.1.1 The Massage Therapist License issued to Ms. Liu by the City of Inver Grove Heights on January 27, 2025 is hereby **REVOKED** effective immediately

3.1.2 The City Clerk or Deputy City Clerk are hereby authorized and directed to provide Fengxia Liu with a copy of this resolution to serve as notice of the license revocation.

3.1.3 Pursuant to City Code, the City Council is afforded the final decision related to City-issued massage therapist licenses and, accordingly, the decision rendered herein is not subject to further appeals within the City. Ms. Liu has the right to appeal this decision to a court of competent jurisdiction.

Adopted by the City Council of the City of Inver Grove Heights on this 24th day of February 2025.

Ayes: Nays:

Attest:

Brenda Dietrich, Mayor

Rebecca Kiernan, City Clerk

City of Inver Grove Heights

vs.

AFFIDAVIT OF SERVICE

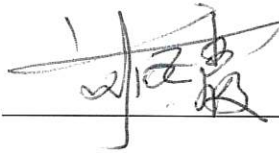
Fengxia Liu

STATE OF MINNESOTA)
)ss.
COUNTY OF DAKOTA)

Officer Joseph Steinberg, of the City of Inver Grove Heights, County of Dakota, in the State of Minnesota, being duly sworn, says that on the 6th day of February, 2025, served the Massage License revocation and Attachments, on Fengxia Liu, by leaving a copy of the Notice and Attachments with FENG XIA LIU, at:

201 CORA CT ST. PAUL MN

Signature: _____



Subscribed and sworn to before

me this 6th day of February 2025.

Notary

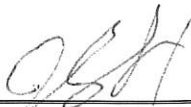


EXHIBIT 1

February 6th, 2025

Fengxia Liu
201 Dora Court W Saint Paul, MN 55106

NOTICE OF HEARING

Ms. Liu,

You are the holder of a Massage Therapist License issued by the City of Inver Grove Heights (City) pursuant to City Code, Title 4, Chapter 8. You were first issued a massage therapist license by the City of Inver Grove Heights on January 27, 2025. However, on January 21, 2025 you provided massage services at Healing Arts Massage, 5836 Blaine Avenue, Inver Groce Heights, Minnesota, 55076. Please see attached Incident Report for details. Based on your providing an unlicensed massage, the City Council will be holding a hearing to consider taking adverse action (suspension or revocation) of your massage therapist license based on the following:

Based on this violation of the terms and conditions of your Massage Therapist License and City Code Title 4, Chapter 8 (4-8-1(D)(2)) and Title 3, Chapter 10, you are hereby notified that the City will proceed with a hearing on potential adverse licensing action (suspension or revocation) of your Massage Therapist License on **Monday, February 24th, 2025 at 6:00 p.m.** in the City Council Chambers, Inver Grove Heights City Hall, 8150 Barbara Avenue, Inver Grove Heights, MN 55077.

At the hearing, you may be represented by counsel or a person of your choosing and shall be given the opportunity to be heard and present evidence. If the City Council finds that a violation of the terms and conditions of your massage therapist license or the relevant City Code requirements related to the provision of massage services has occurred, the Council make take adverse action against its license, including suspension or revocation of your Massage Therapist License.

Questions regarding this process can be directed to Sergeant Dane Winget at (651) 450-2525.



Dane Winget

Enc: Incident Report



INCIDENT

Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 25000212

Title: Business License Violation

Case Disposition: Adult Arrest

INCIDENT INFORMATION

Charges/Citation:	Ordinance: 4-8-1(D)(2) () Ordinance: 4-8-1(K)(4) ()	Address:	5836 Blaine Avenue Inver Grove Heights, MN 55077; Minnesota US
Incident Type:	Other	Location Description:	
Start Date:	2025-01-21 09:00	Parties Involved:	
End Date:	2025-01-21 14:30	Liu, Fengxia [REDACTED] Suspect	
Reported Date:	2025-01-21 09:00	Moo, Jangyeong [REDACTED] Suspect	
		Healing Arts Massage	

CASE INFORMATION

Surveillance Video:
No

OFFICER INFORMATION

Name	Agency	Badge	Role
Joseph DeRosier	Inver Grove Heights	3631	Primary

SYNOPSIS OF EVENTS

On 01/22/2025, Inver Grove Heights Officers investigated a business license violation in the 5800 block of Blaine Avenue. This case is active.

NARRATIVE

On 2025-01-21 at approximately 0930 hours, I responded to Healing Arts Massage located at 5836 Blaine Avenue to investigate a possible violation of the terms of the issued massage business license. I have been to this location before and have recognized an unlicensed employee working the front counter who was later identified as Fengxia Liu DOB [REDACTED], at that time it was unclear if she was providing massage services or just working at the front desk. This was suspicious as I have had lengthy interactions with the three (3) currently licensed massage therapists for this location and I know Fengxia is not one of the licensed employees.

In order to establish if unlicensed massage was occurring an operational plan was created to get an unlicensed massage. During this incident the plan was reviewed and approved by Sgt Winget. I was wearing plainclothes and did not announce myself as law enforcement. I had a department "bug phone" activated which had recorded all conversations.

Upon arrival, I was greeted by Liu and was told that she was too busy to provide a massage for me to return later.



INCIDENT

Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 25000212

Title: Business License Violation

Case Disposition: Adult Arrest

I returned at approximately 1340 hours and requested for a 30-minute massage. Liu told me that it would cost \$60.00 and she was paid using three (3) - \$20 dollars bills checked out of the departmental investigative funds. Liu then brought me to the back right massage room, where I was instructed to change. I then laid on the massage table and observed Liu come into the room. It was at this time that she provided a unlicensed massage to me.

At the conclusion, I then was instructed to change clothes. I provided Liu a \$20 tip from departmental investigative funds.

I then left the facility without incident.

Copies of the recordings of the interaction were uploaded into the electronic case file. Due to the clandestine nature of the case no body worn camera video was created.

It should be noted that the owner of the store/business and the license holder is Jangyeong Moo DOB/ [REDACTED].

Please forward this report to the city attorney for the formal charging of Fengxia Liu DOB/1962-06-29 and Jangyeong Moo DOB/ [REDACTED] for the listed ordinance violations.

PARTIES INVOLVED

PERSON 1

Role(s): Suspect

Last: Liu	First: Fengxia	Middle:	Date of Birth:	[REDACTED]
Sex: [REDACTED]	Race: [REDACTED]	Height: [REDACTED]	Weight: [REDACTED]	Hair: [REDACTED]
Eyes: [REDACTED]	Is Juvenile?: [REDACTED]	Ethnicity: [REDACTED]	Build: [REDACTED]	Complexion: [REDACTED]
Residence: [REDACTED]				
Residence Type: [REDACTED]				

CHARGES/ORDINANCES

Type: Ordinance

Ordinance:
4-8-1(D)(2)

Description: Massage Therapy - Massage Therapist License Required

UOC:

Citation #:

CASE #: 25000212

INCIDENT REPORT



INCIDENT

Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 25000212

Title: Business License Violation

Case Disposition: Adult Arrest

PERSON 2

Role(s): Suspect

Last: Moo	First: Jangyeong	Middle:	Date of Birth:						
Sex:		Race:		Height:		Weight:		Hair:	
Eyes:		Is Juvenile?:		Ethnicity:		Build:		Complexion:	

Residence:

Residence Type:

Cell Phone:

Description:

Cell Phone:

Description:

CHARGES/ORDINANCES

Type: Ordinance

Ordinance:

4-8-1(K)(4)

Description: Massage Therapy - Employment of Unlicensed Massage Therapists Prohibited

UOC:

Citation #:

BUSINESS 1

Role(s): Mentioned

Business Name: Healing Arts Massage

Location: 5836 Blaine Avenue; Inver Grove Heights, MINNESOTA 55077; Minnesota US

NIBRS OFFENSE TYPE(s):

Other

Location Type: Commercial/Office Building

CASE #: 25000212

INCIDENT REPORT

EXHIBIT 2



City of Inver Grove Heights

APPLICATION FOR INDIVIDUAL MASSAGE THERAPIST LICENSE OR THERAPEUTIC MASSAGE BUSINESS LICENSE

 8150 Barbara Ave, Inver Grove Heights, MN 55077 • (651) 450-2500 • Fax (651) 450-2502 • www.invergroveheights.org •

All persons performing massage in the City of Inver Grove Heights must be licensed and meet the following requirements. Provide **proof of completion** of a program of at least 500 contact hours of combined massage therapy theory and practice training from: **1)** a school accredited by the U.S. Department of Education, (<https://ope.ed.gov/dapip/#/home>) **OR** **2)** a program accredited by the Commission On Massage Therapy Accreditation (COMTA – www.comta.org). For more information, see the Massage Therapy ordinance at https://www.sterlingcodifiers.com/codebook/index.php?book_id=542. **IMPORTANT: The licensing process may take up to 90 days to complete.**

Choose Which License:	☒ Massage Therapist License - Individual	☐ Therapeutic Massage Business License
Fees:	\$175/Background Fee + \$75/Individual License Fee = \$250 TOTAL	\$500/Background Fee (Includes one therapist) + \$200/License Fee = \$700 TOTAL *Additional therapists pay the Individual License fees.
Complete Parts:	Part 1, Part 2, Part 4, Part 5	Part 1, Part 3, Part 4, Part 5, Part 6

Submit this completed form with a color copy of driver's license or government issued photo ID attached.

Part 1 ALL APPLICANTS COMPLETE PART 1						
PERSONAL INFORMATION						
First Name Fengxia	Middle Name	Last Name Liu	Place of Birth (City, State):	Date of Birth:		
Height:	Weight:	Eye Color:	Hair color:			
Residential Street Address: 201 Dora Ct West			City: Saint Paul	State: MN	Zip Code: 55106	
Phone Number:	U.S. Citizen:	If non-U.S. citizen, list home country and attach proof of eligibility to work in U.S.:				
Email Address:						
Social Security Number (SSN):			Individual Tax Identification Number (ITIN) if applicable:			
List your first, middle, and/or last names you have ever used or been known by – (please copy form as needed)						
First:	Middle:	Last:				
First:	Middle:	Last:				
First:	Middle:	Last:				
List your Residences for the past Five (5) Years – (please copy form as needed)						
Street Address	City	State	Zip	From (MM/YY)	To (MM/YY)	
201 Dora Ct W	Saint Paul	MN	55106	10/2021	Present	
1313 W. Memory Ln.# 107	Santa Ana	CA	92706	05/2021	09/2021	
484 Temperance st	Saint Paul	MN	55106	11/2018	04/2021	
List Name and Address of Employer and Occupation for the past Five (5) Years – (please copy form as needed)						
Employer & Occupation	Phone Number	Street Address	City/State	Zip	From (MM/YY)	To (MM/YY)
Han Corp /Reception	814-883-3807	3001 White Bear Ave,	Saint Paul	55109	10/2021	05/2024

APPLICATION FOR THERAPEUTIC MASSAGE LICENSE

PART 1 CONTINUED ALL APPLICANTS COMPLETE PART 1

Criminal History, Arrest Records, Warrant Information, and Other Relevant Records – (please copy form as needed)

Have you ever been convicted of any felony crimes or ordinance violations, other than traffic offenses?

☐ Yes ☒ No

If yes, list – Attach additional sheets if necessary

Offense	Fine/Penalty	Location (City/State)	Date of Occurrence:

Have you been convicted of violation of any federal, state, or local law relating to the operation of any business requiring a license?

☐ Yes ☒ No

If yes, list – Attach additional sheets if necessary

Offense	Fine/Penalty	Location (City/State)	Date of Occurrence:

REFERENCES

List three (3) references of good moral character who are not related to you and do not have a financial interest in the premises of the business who can attest to your character. These individuals must live within the Twin Cities Metropolitan area

Name (First/Last)	Phone Number	Street Address	State	Zip

CERTIFICATE OF PROFESSIONAL LIABILITY

Are you currently insured for professional liability to practice massage? ☒ YES ☐ NO

If yes, list insured information- Attached Certificate of Profession Liability with \$1,000,000.00 Insurance coverage

Insurer	Phone Number	Street Address	State	Zip
America Massage Council	800-860-8330	1100 W. Town and Country Road, Suite 1400, Orange	CA	92862

ADDITIONAL INFORMATION

Additional information you want to include that was not required in Part 1:

APPLICATION FOR THERAPEUTIC MASSAGE LICENSE

PART 2 ONLY MESSAGE THERAPIST LICENSE APPLICANTS COMPLETE PART 2

THERAPEUTIC MASSAGE BUSINESS INFORMATION

Therapeutic Massage Business Name (DBA) where applying to be an Individual Therapist:

Healing Arts Massage

Street Address of Licensed Premises:

5836 Blaine Ave Inver Grove Heights, MN

Business Contact (first and last name):

Jangyeong Moo

Zip Code:

55076

Business Phone:

Contact's Phone Number:

THERAPEUTIC MASSAGE ACADEMIC INFORMATION

Attach diploma/certificate of graduation showing completion of a program of at least 500 hours of certified therapeutic massage training AND certified copy of transcript of academic record from accredited institution.

Name of School Attended:

Santa Ana Beauty College

Dates Attended:

05/03/2021 To 09/24/2021

Street Address:

1926 West 17th Street, Santa Ana, CA

Contact (first and last name):

Zip Code:

92706

Business Phone:

714-835-0278

Business Contact's Phone Number:

714-835-0278

INDIVIDUAL MESSAGE THERAPIST LICENSE HISTORY

Are you currently licensed as a Massage Therapist in another city? Yes ☐ No ☒

If yes, list City's Information - (please copy form as needed)

City	Street Address	State	Zip

Have you ever been denied or rejected for an Individual Massage Therapist License? Yes ☐ No ☒

If yes, list - (please copy form as needed)

City	Street Address	State	Zip

Have you as an individual or as part of a corporation, partnership, association, enterprise, business or firm ever had a Massage Therapist License revoked or suspended within the last (5) years of this application? Yes ☐ No ☒

If yes, list - (please copy form as needed)

City	Street Address	State	Zip

Have you ever owned and/or operated a Therapeutic Massage Business? Yes ☐ No ☒

If yes, list - (please copy form as needed)

Employer & Occupation	Phone Number	Street Address	City/State	Zip	From (MM/YY)	To (MM/YY)

APPLICATION FOR THERAPEUTIC MASSAGE LICENSE

**PART 3 ONLY THERAPEUTIC MASSAGE BUSINESS
LICENSE APPLICANTS COMPLETE PART 3****TYPE OF THERAPEUTIC MASSAGE BUSINESS***Circle one*

Individual/Sole Proprietorship

Business/Firm

Partnership

Corporation

Limited Liability Company

Other Entities

ADDITIONAL REQUIREMENTS FOR THE FOLLOWING THERAPEUTIC MASSAGE BUSINESS APPLICANTS**Partnerships**

1. All partners must complete Part 1 of application in conjunction with one (1) partner completing entire application.

2. Managing Partners need to be designated:
(please copy form as needed)

Managing Partner (First/Last)

Title

3. Each Partner (General and Limited) shall have their interest disclosed:
(please copy form as needed)

Partner who controls an Interest (First/Last)

Percent of Interest

4. Attach:

1. A true copy of the Partnership Agreement and a copy
2. A true copy of trade name under MN Statute §333.02 (Certified by the Clerk of District Court)

**Corporations and other
Organizations or Entities**

1. Corporation/Association/Other Organization Name

2. State of Incorporation (Must be authorized to do
business in Minnesota)

3. Attach:

1. A true copy of the certificate of incorporation and if a Foreign corporation a certificate of authority as described in MN Statute §303.02
2. Articles of Incorporation of Association Agreement
3. By-laws of the Corporation

4. All persons (General Manager, corporate officers, proprietor and other persons in charge) must complete Part 1 of application in conjunction with one (1) person completing entire application.

NAME/ADDRESS OF THERAPEUTIC MASSAGE BUSINESS

Therapeutic Massage Business Name (DBA):

Street Address of Premises:

Business Contact (first and last name):

Zip Code:

Business Phone:

Contact's Phone Number:

Floor Number (if applicable):

Suite Number (if applicable):

Business Email Address & Website Address:

MESSAGE THERAPIST BUSINESS LICENSE HISTORYIs the corporation, partnership, association, enterprise, business or firm currently licensed as a Massage Therapist Business in another city?
____ Yes ____ No

If yes, list City's information – (please copy form as needed)

City

Street Address

State

Zip

APPLICATION FOR THERAPEUTIC MASSAGE LICENSE

PART 3 CONTINUED ONLY THERAPEUTIC MASSAGE BUSINESS LICENSE APPLICANTS COMPLETE PART 3

Has the corporation, partnership, association, enterprise, business or firm ever been denied or rejected for a Therapeutic Massage Business License?
☐ Yes ☐ No

If yes, list – (please copy form as needed)

City	Street Address	State	Zip

Has the corporation, partnership, association, enterprise, business or firm ever had a Therapeutic Massage Business License revoked or suspended within the last (5) years of this application? ☐ Yes ☐ No

If yes, list – (please copy form as needed)

City	Street Address	State	Zip

BUSINESS PREMISES INFORMATION

Business premises is owned by

Owner (First/Last Name)	Phone Number	Street Address	State	Zip

Is the business premises in the construction planning phase or currently under construction? ☐ Yes ☐ No (the premises is already constructed)

If business premises is preexisting will there be any building changes/modifications to your work space? ☐ Yes ☐ No

If yes, explain the scope of work;

Are the business premises design plans on file with the city's building and inspections department? ☐ Yes ☐ No

If No, Attach plan/sketch showing dimensions, location of buildings, street access, parking facilities configuration, interior dimension & total floor space.

Are there any real estate taxes, personal property taxes, special assessments, or other financial claims delinquent or unpaid for the premises to be licensed? If yes, give details:

PROFESSIONAL LIABILITY

Are you currently insured for professional liability to practice massage? ☐ Yes ☐ No

If yes, list insurer information – **Attach certificate of professional liability with \$1,000,000.00 limits**

Insurer	Phone Number	Street Address	State	Zip

LIST OF THERAPISTS THAT WILL BE WORKING AT MASSAGE THERAPIST BUSINESS – (please copy form as needed)

Name (First/Last)	Contact number	Address

APPLICATION FOR THERAPEUTIC MASSAGE LICENSE

PART 4 ALL APPLICANTS COMPLETE PART 4

DATA PRIVACY ADVISORY

Complete the Attached:

Message License/Permit Applicant General Authorization and Release and Criminal History Background Check Consent Form.

Review the Attached:

Message License/Permit - Data Privacy Advisory

PART 5 ALL APPLICANTS COMPLETE PART 5

TENNESSEN WARNING AND AUTHORIZATION (VERIFICATION)

The data you furnish on this application will be used by the City of Inver Grove Heights to assess your qualifications for licensure. Disclosure of this information is voluntary. You are not legally required to provide this data; however, if you fail to do so, the City of Inver Grove Heights may be unable to process this application. Disclosure of your Social Security number, Minnesota Tax ID Number, or Individual Tax ID Number is required by Minnesota Statutes 270C.72 and your Social Security number may be requested by and released to the Department of Revenue. Upon submission of this application, all information except your Social Security Number will be public information pursuant to Minnesota Statutes, Chapter 13.

I have no intention or agreement to transfer the license to another person, or to allow any other person or entity to operate under the authority of the license.

I understand that by submitting this application as an individual and operating a massage business in the City of Inver Grove Heights, I hereby consent to allow the appropriate City personnel, or any authorized representative or agents, to inspect the licensed premises for the purpose of ensuring compliance with the law, at any time the business is occupied and/or open for business. I also understand that a denial of permission for such a lawful inspection of the premises is a violation of the license provisions.

I have received from the City of Inver Grove Heights a copy of the ordinance that regulates the activity for which I am applying for licensure and I agree to familiarize myself with the provisions of said ordinance.

I will strictly comply with all the laws of the State of Minnesota governing the rules and regulations of operating a massage business and all ordinances of the City of Inver Grove Heights. I hereby certify or declare under penalty of perjury under the laws of the State of Minnesota that I have read and understand every question in this application and that the answer to every question and in all supplemental documents submitted on behalf of this application are true and correct to the best of my knowledge, information and belief. I further understand that the giving of false information in this application, regardless of when it is discovered, and or the failure to give required pertinent information constitutes cause for the immediate revocation of any and all licenses and/or permits issued hereunder and may be grounds for prosecution for perjury. All information given is subject to verification by the State of Minnesota.

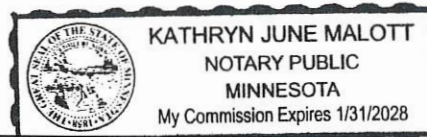
A NOTARIZED SIGNATURE IS REQUIRED IN ORDER TO PROCESS THIS APPLICATION

Signature Feng xia Liu Date 11/27/2024

SUBSCRIBED AND SWORN TO BEFORE ME THIS 27th day of November, 2024

Signature of Notary Public [Signature] My Commission expires On: 1/31/2028

(Stamp)



PART 6 ONLY THERAPEUTIC MASSAGE BUSINESS LICENSE APPLICANTS COMPLETE PART 6

VCI FINANCIAL RELEASE

Complete the Attached:

Verified Credentials, Authorization To Collect, Use And Release Financial Information

Review the Attached:

Disclosure Regarding Background Investigation

APPLICATION FOR THERAPEUTIC MASSAGE LICENSE

FOR CITY USE ONLY			
Tentative Due Date:	Date received and license fee paid:	Deposit Required:	
		☐ Yes Amount collected: _____ ☐ No	
Financials: ☐	Other: ☐	Other: ☐	
FOR POLICE DEPARTMENT USE ONLY			
Case File #:	Investigator:	Date assigned:	Date completed:
BACKGROUND CHECKS			
RMS ☐	CCH ☐	QDP ☐	
Third Party LE Database ☐	MyBCA ☐	Statewide Supervision ☐	
Social Media ☐	Current Employers ☐	Previous Employers ☐	
Current City of employment ☐	Past City of employment ☐	Business documents ☐	
Other: ☐	Other: ☐	Other: ☐	
Other: ☐	Other: ☐	Other: ☐	
INVESTIGATION SUMMARY			
Approval Recommended			
The investigation is complete and <u>there is nothing</u> in the background of the applicant <u>which excludes</u> them from obtaining a license (see incident report for further information).			☐
Denial Recommended			
The investigation is complete and <u>there is information</u> in the background of the applicant <u>which excludes</u> them from obtaining a license (see incident report for further information).			☐
CHIEF'S REVIEW			
I respectfully submit the investigation findings to the City Council for use in determining whether the applicant should be granted a new or renewed license.			
Signature: _____ Chief of Police		Date: _____, 20__	

Pine Enterprises LLC

5836 Blaine Ave
Inver Grove Heights,MN 55076

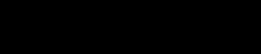
Date: 11/27/2024

City of Inver Grove Heights
City Clerk Division
8150 Barbara Ave
Inver Grove Heights,MN 55077

Dear City Clerk Representative,

Fengxia Liu is affiliated with Jangyeong Moo(DBA - Healing Arts Massage) located at 5836 Blaine Ave.Inver Grove Heights,MN 55076 as a massage therapist independent contractor.

If you have any questions please do not hesitate to contact me at



Best Regards,

Jangyeong Moo

A handwritten signature in black ink, appearing to be 'Jmoo'.

Pine Enterprises LLC

5836 Blaine Ave
Inver Grove Heights,MN 55076

Rebecca, Kiernan, City Clerk



Request for Council Action

SUBJECT: **Consider Approval of a Zoning Text Amendment, Establishing Palliative Care Home as an Interim Use in the E-1, Estate Residential Zoning District.**

MEETING DATE: February 24, 2025

ITEM TYPE: Regular Business

CONTACT: Jason Ziemer, Community Development Director, 651-450-2546

ACTION REQUESTED

The City Council is asked to consider the attached Ordinance, amending City Code to allow for a Palliative Care Home as an Interim Use in the E-1, Estate Residential District, and to establish Performance Standards related to that use.

BACKGROUND

On January 27, 2025, the City Council unanimously denied an application for a zoning code text amendment from Christin Ament of The Bardo ("Applicant"), on behalf of Thomas and Debrorah Fee ("Owners"), owners of 6565 Babcock Trail ("Subject Property"), for a "Community Home for Dying People and Accessory Uses as a Conditional Use in the E-1, Estate Zoning District."

At that same meeting, the Council also considered a recommendation from the Planning Commission to adopt an alternative ordinance adding a "Palliative Care Home" as an Interim Use in the E-1, Estate Zoning District. See the attached staff report for additional background information on the proposed use and request.

After considering this proposed alternative ordinance, the Council opted to table the item and asked staff to research and report back regarding the following:

1. **Eligible Properties.** Determine the number of properties where the use would be allowed if the ordinance only allowed the use on properties zoned E-1 that are 4.5 acres or larger.
2. **Additional Limiting Factors.** Research possible additional factors that would further narrow the number of properties within the city where this would be an eligible interim use.
3. **Commercial Uses in Residential Areas.** Evaluate whether the proposed use, if approved, would result in a commercial use in residential neighborhoods.
4. **Use as Rental.** Review whether there is a way to allow the proposed use without amending the City's rental licensing code related to short-term rentals.

Summary of Staff Analysis

As requested, staff researched the above four questions and offers the following responses, followed by a more detailed analysis for each.

1. Increasing the minimum standard to properties zoned E-1 and equal to or greater than 4.5 acres in size would create 77 eligible properties for this specific use.
2. Additional minimum standards to restrict the use by a geographic boundary, in addition to the defined zoning and acreage standards, could further reduce the number of eligible properties to five.
3. Staff do not see a way to classify the use other than a commercial use in a residential zoning district.
4. Staff does not see a way to allow the use without amending the City's rental licensing regulations, as rooms would be provided for periods of less than 30-days and the property is not an owner-occupied home.

Full Staff Analysis

Question 1: Eligible Properties

The recommended performance standard in the draft ordinance presented at the January 27 Council meeting, limited the proposed use to properties zoned E-1 and 3.0 acres or larger. That resulted in 185 properties within the City being eligible for this use. If this was changed to require E-1 zoning and a minimum property size of 4.5 acres, the number of potentially eligible properties is reduced to 77.

Any property meeting minimum zoning and acreage standards, in addition to the specific list of conditions as stated in the ordinance, could be eligible to apply for an Interim Use Permit for a Palliative Care Home. However, meeting the eligibility standard does not equate to every eligible property owner pursuing said use and/or being able to meet additional standards or conditions.

Question 2: Additional Limiting Factors

In addition to narrowing the standard to properties zoned E-1 and equal to or greater than 4.5 acres, the Council could consider additional restrictions. City staff explored options including sites only in the Northwest Expansion Area, sites with certain land use designations in the 2040 Comprehensive Plan, and sites within a specific geography. Such district or boundary considerations are common and practical considerations when evaluating where a city may want to permit certain uses to occur.

As the Applicant has identified the Subject Property as a potential site for the proposed Palliative Care Home, staff used that Subject Property as the basis for evaluation. The results of staff's evaluation suggest that if the Council is looking to further narrow eligibility, geography would be the recommended option.

Northwest Expansion Area

It was immediately identified that the fewest number of properties that fit the updated base standards – E-1 zoning and equal to or greater than 4.5 acres – were likely located in the Northwest Expansion Area. However, closer analysis determined the Subject Property is outside the Northwest Expansion Area boundaries. And, thus, would not be eligible based on that determination. Four other properties would be eligible if the standard was E-1 zoning, parcel size of 4.5 acres or larger and within the Northwest Expansion Area.

Land Use Designation

A viable option could be using an underlying 2040 Land Use designation. Six of the 77 properties identified have an underlying land use of RDR, Rural Density Residential. Those six are currently guided LDR, Low Density Residential. Five of those properties are located north of

Highway 55 and west of Babcock Trail; one is located east of Highway 52 and north of Pine Bend Elementary School.

An issue with this approach is that E-1 zoning and LDR land use do not match; E-1 corresponds to RDR while LDR matches urban zoning districts of R-1A, R-1B, R-1C and maybe R-2 zoning. Given the location of the corresponding six properties, the more appropriate zoning of those lots would be one of the urban zoning districts. If the City were to make any changes, staff would recommend rezoning to the appropriate zoning designation, but that would be a larger City-wide undertaking to complete that work.

Geographic Area

This evaluation is similar to the Northwest Expansion Area review. Again, using the Subject Property as a marker, staff used Babcock Trail to the east, the Eagan border and Highway 55 to the south and west, and Interstate 494 to the north. This results in five eligible properties. If the geographic area was further narrowed to west of Babcock Trail, east of Robert Trail, north of 70th Street and south of Interstate 494, there would be one property – the Subject Property. However, City staff would be hesitant that such a narrowed focus would ultimately be beneficial to a single property owner and would have a similar outcome to spot zoning.

Question 3: Commercial Uses in Residential Areas

The question asked is whether the proposed use is a business operation. Although the focus is that of an end-of-life residential care facility, additional uses have been proposed or talked about, including open access to the surrounding property for the families of current and former guests, classes and support service for guests and their families, etc.

The original applicant has noted that the proposed use is not intended to generate a profit for the owners. However, zoning and land use approvals must be blind to financial considerations. Zoning code considers how a property is used and its impacts to surrounding properties, not whether the pending use is a for-profit or not-for-profit operation. In this case, the proposed use and frequency of persons coming and going from the site, including visitors, employees/volunteers and persons providing services to patients, goes far beyond a residential use of a single family. Thus, the proposed use is more similar to a commercial use than a residential use.

Secondly, while State Statute requires cities to allow certain group homes in residential zoning districts. Those facilities must meet certain use and licensing conditions, none of which apply to the proposed use. Other residential living and care facilities are allowed by Conditional Use in the City's three multi-family zoning districts (R-3A, R-3B and R-3C) but not in the less dense residential zoning districts, such as E-1.

Question 4: Use as Short-Term Rental.

As reported at the January 27 Council meeting, State and County agencies opined that the proposed use would not be a licensed use under current statutes and rules. As such, it does not qualify for any of the established exemptions to the City's rental licensing ordinance.

Current City ordinance prohibits short-term rentals, or the letting of rooms or residences for a period of 30-days or less, except in owner-occupied housing. Because the rooms located in the single-family home on the Subject Property will be "let" to individuals, the result is that of a rental situation. As described, it is likely persons living on the Subject Property would rent a room for less than 30 days, and because the home is not the primary residence of the owner, the use does not qualify as an exempt owner-occupied short-term rental. An amendment to the City Code would be required to exempt the proposed use from the prohibition on short-term rentals.

Council Consideration & Options

As noted at the January 27 meeting, the Council has legislative authority over zoning policy. Approval or denial of the proposed zoning code amendment related to Palliative Care Homes is within the legislative discretion of the City Council.

Attached are three options for Council consideration:

1. Option #1: The proposed Ordinance, as recommended by the Planning Commission, making a palliative care home an interim use for properties that are zoned E-1 and at least 3.0 acres in size.
2. Option #2: A revised Ordinance, making a palliative care home an interim use for properties zoned E-1, at least 4.5 acres in size and within a specific geographic area of the city, as described above.
3. Option #3: A Resolution of denial, declining to amend City Code to allow for palliative care homes as an interim use.

If either Option #1 or #2 are adopted, the issue of short-term rentals would still require attention in the form of an amendment to exempt the use from the short-term rental prohibition.

Of course, the City Council may also provide additional direction to City staff to consider other aspects not currently considered or take different action than the three options presented.

FISCAL IMPACT

N/A

RECOMMENDATION

City staff recommend the City Council take action to either approve the revised ordinance with the enhanced and added standards and conditions or approve the resolution of denial.

ATTACHMENTS

1. Jan 27 2025 Staff Report
2. Option #1: Ordinance Making Palliative Care Home an Interim Use (3.0 Acre Min.) 01-27-2025
3. Option #2: Ordinance Making Palliative Care Home an Interim Use (More Restrictive) 02-24-2025
4. Option #3 Resolution Denying Palliative Care Home Amendment 02-24-2025

Request for Council Action

SUBJECT: **Consider a Resolution Denying a Zoning Text Amendment and a Subsequent Ordinance Approving a Zoning Text Amendment, Establishing Palliative Care Homes as an Interim Use in the E-1, Estate Residential Zoning District**

MEETING DATE: January 27, 2025

ITEM TYPE: Regular Business

CONTACT: Jason Ziemer, Community Development Director, 651-450-2546

ACTION REQUESTED

The Council is asked to consider the attached Resolution, denying an original application for a zoning text amendment, and approving an alternative Ordinance, amending the City Code to allow for Palliative Care Homes as an Interim Use in the E-1, Estate Residential District and establishing Performance Standards related to that use.

BACKGROUND

Christin Ament of The Bardo ("Applicant") submitted an application on behalf of Thomas and Debrorah Fee ("Owners"), owners of 6565 Babcock Trail ("Subject Property"), for a zoning text amendment to add "Palliative Care Home" as a new use in the E-1, Estate Zoning District. The E-1 district is a residential district commonly associated with RDR, Rural Density Residential land uses. The Applicant is looking to convert an existing single-family home on the Subject Property into an end-of-life care facility, defined by the Applicant as Palliative Care Home.

A Palliative Care Home, also referred to as a Community Home by the applicant, would be a facility resembling a single-family home modified to address ADA accessibility and care needs. Similar to hospice homes or other smaller home care and assisted living facilities, this use provides a location where 24-hour supportive services can be received in a home-like setting for persons in their final stages of life.

The Applicant's desired home-based care model is part of the "Omega Home" network, which is a trending end-of-life care housing option nation-wide. According to the Omega Home Network, such places provide a "comfort-based, person-centered home-away-from-home for people in the last months and days of life," along with support and consulting services to them and their families. Therapy and medical treatments are provided by licensed persons or hospice agencies contracted directly by the patients and their families and are not provided directly by the owner or operator of the Palliative Care Home.

At its November 6, 2024 meeting, the Planning Commission conducted a public hearing and considered the proposed text amendment. The Commission reviewed the original application as well as an alternative put forward by staff. Following discussion, the Commission voted unanimously (8-

0) to forward a recommendation of approval to the City Council for the alternative proposed by staff. Additionally, the Planning Commission requested that staff explore questions of required licensure for this type of facility, and included a condition of licensure on such facilities, if required.

Land Use & Zoning

As noted above, the recommended zoning text amendment seeks to add a new use to the Residential Land Use Matrix (§10-6-1), allowing for a Palliative Care Home as an Interim Use specifically in the E-1, Estate Zoning District. That text amendment also includes a definition (§10-2-2) for said use as well as specific performance standards (§10-14-2) for the Interim Use.

Currently, E-1 zoning is primarily associated with the RDR, Rural Density Residential, per the 2040 Comprehensive Plan. There are also properties zoned E-1 that are guided LDR, Low Density Residential; the majority of those properties are located in the City's Northwest Expansion Area.

Analysis of the Application & Proposed Text Amendment

The initial application, as submitted by the Applicant, requested a zoning text amendment to add "a Community Home for Dying People and accessory uses to accompany patients and families in the dying process" as a Conditional Use throughout the City on properties with similar zoning (E-1).

Again, the Omega Home model is a new concept gaining traction across the nation. Based on staff research, and confirmed by the Applicant, the proposed site in Inver Grove Heights would be the first such facility in Minnesota. Because of the newness of the concept, City staff worked with the Applicant to better define the use and evaluate it as an Interim Use rather than a Permitted or Conditional Use, which would make the use permanent. As an Interim Use, this would create a trial period to evaluate the use. Generally, this approach was supported by the majority of the Planning Commission. Thus, the recommendation from City staff to the Planning Commission, and from the Planning Commission to the City Council, effectively results in a denial of the initial application, and recommendation to approve the alternative option as presented in the attached ordinance.

Licensure Requirements

A major concern rising out of the November 6, 2024 Planning Commission meeting was clarification as to whether such a use would require specific license(s) from the State of Minnesota and/or Dakota County. As a result, the Planning Commission added a condition requiring such a facility to obtain all state and/or county licenses, if required by those agencies.

After several meetings, staff from the Departments of Health and Human Services, and Dakota County Health, recently rendered an opinion that there is no current licensure requirement for this type of use. As noted to City staff, the current lack of a license requirement is because none of the agencies have a license that currently fits this model. It is possible a license could be required in the future, but one does not exist today.

Zoning Amendments

The Subject Property is a 4.91-acre parcel located on Babcock Trail; currently zoned E-1. Although the proposed zoning text amendment would benefit the Subject Property as described above, if approved, such amendments are not property specific. This means the same use could occur on any property that matches the same zoning designation (E-1) and conforms to the defined performance standards and use conditions laid out in the Ordinance. In other words, the use would be permitted City-wide where E-1 zoning exists. The City is unable to make zoning changes that are property specific, so when a path such as this is created for one property owner to do something, that path is then open to the owners of other similarly zoned properties elsewhere in the city.

Interim Use vs. Conditional Use

As noted, the original application sought a text amendment to allow the use as a Conditional Use. Both Conditional and Interim Uses allow cities to authorize certain uses in certain zoning districts under specific conditions. Conditional Uses are considered permanent in that their approval is affixed to the land. Like Permitted Uses, any change in land use or zoning does not automatically invalidate that use. Conditional Uses are considered perpetual and may continue into the foreseeable future. Thus, they become a property right.

Interim Uses, on the other hand, are considered temporary; with their approval attached to the specific use. Unlike Conditional Uses, cities may establish sunset provisions on Interim Uses in which these uses cease to exist. Sunset provisions include, but are not limited to, some or all of the following: sale or transfer of the land or specific use, change in zoning no longer allowing the use as an Interim Use, a future planned use (i.e. redevelopment or public road construction), failure to follow established conditions, and duration.

Like Conditional Uses, Interim Uses are viewed as something that is generally not appropriate or desirable based on a strict interpretation of the City Code, but that could be seen as reasonable with conditions.

Legislative Authority & Council Options

In matters such as this, the City Council has full legislative authority. In other words, the City Council has the discretion to approve or deny such requests based on its judgement as to what is in the best interests of the health, safety and welfare of the community.

The recommendation before the City Council includes a Resolution to deny the original application (making a Palliative Care Home a Conditional Use) and an Ordinance approving alternate language (making a Palliative Care Home an Interim Use in the E1 zoning district only and subject to certain conditions as listed in the ordinance).

The City Council may exercise its authority to approve or deny either. The City Council can also amend the Ordinance by adding or subtracting from terms and conditions as listed prior to adopting it.

Planning Commission Recommendation

As noted above, the Planning Commission recommended approval of the alternative zoning text amendment as proposed by City staff, with the added condition regarding licensure of such facilities as may be required by the State or County. Those conditions (summarized) include:

1. Not more than three persons residing in the home at one time.
2. Supportive and accessory services may be provided but only to those persons residing in the home and their immediate family.
3. No funeral services or final disposition of human remains are allowed on the site of the Palliative Care Home.
4. Parking shall be provided on the site; no parking may occur on public or private streets.
5. The Interim use shall terminate upon 5 years or upon sale or transfer of property or use or revocation of permit.

After further review of the E-1 zoning district and other factors and questions associated with the facility, City staff are recommending two main additional (summarized) conditions. The language of the Ordinance, as attached, has been adjusted from the draft language as presented to the Planning Commission, to accomplish the following:

1. The minimum lot size for properties zoned E-1 is 2.5 acres. However, there are several existing lots throughout the City, zoned E-1, that are less than that minimum. As the goal is to provide in-home care in a comfortable setting, staff identified the need to require a minimum acreage for such uses. As such, the ordinance proposes to allow the use only on E-1 zoned properties in excess of 3.0 acres.
2. The idea of this model is to provide those individuals at the end-of-life a comfortable home environment in which to enjoy their final days. The concept of the home is for those residing the home. Hence, staff are proposing to restrict / not allow the construction of guest houses or other accessory dwelling units, or placement of or conversion of other structures on the property to provide sleeping or living spaces for families or workers.

Despite the noted five-year duration, the Applicant could seek an extension of the Interim Use at the end of the defined term. Such extension is allowed by City Code for Interim Uses and is at the discretion of and subject to the approval of the City Council.

Relationship to City Regulations on Short-Term Rentals

Lastly, as staff have continued to review and understand this proposed use, and received feedback from the State and County that the use would not be a licensed use under current statutes and rules, it became apparent that the proposed use shares some characteristics of a short-term rental. As the Council is fully aware, the City recently enacted an Ordinance that prohibits short-term rentals (defined as the letting of rooms or residences for a period of 30-days or less), except in owner-occupied housing.

If the Council decides to adopt the attached Ordinance, making Palliative Care Homes an interim use in the E-1 zoning district, staff would prepare and bring back a companion Ordinance adding Palliative Care Homes to the list of facilities that are exempt from the City's rental housing license and therefore not subject to the minimum rental period of 30-days.

FISCAL IMPACT

N/A

RECOMMENDATION

City staff recommend adoption of the attached Resolution, denying the original application, and approval of the attached Ordinance, establishing "Palliative Care Homes" as an interim use within the E1 zoning district.

ATTACHMENTS

1. Resolution Denying Application to Make "Homes for Dying People" a Conditional Use
2. Ordinance Establishing "Palliative Care Homes" as an Interim Use in the E-1 District
3. Map of Parcels in IGH Currently Zoned E-1 (as of Jan. 2025)
4. Application Narrative (Updated 10-17-2024)
5. The Bardo (Brochure Insert)
6. PC Staff Report 2024-11-6 The Bardo zoning code amend

7. PC Meeting Minutes 2024-11-06 - The Bardo

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

ORDINANCE NO. ____

AN ORDINANCE AMENDING TITLE 10, CHAPTER 2 (DEFINITIONS); TITLE 10, CHAPTER 6 (LAND USE MATRICES) AND TITLE 10, CHAPTER 14 (INTERIM USES) OF THE INVER GROVE HEIGHTS CITY CODE TO ADD PALLIATIVE CARE HOME AS AN INTERIM USE IN E-1, ESTATE RESIDENTIAL ZONING DISTRICT

The City Council of Inver Grove Heights ordains as follows:

SECTION 1. Addition of Definition for Palliative Care Home.

City Code Section §10-2-2 (Definitions) is hereby amended by adding the following underlined language.

Palliative Care Home: A facility resembling a single-family residence that provides 24-hour residential and supportive services in a home-like setting focusing on the comfort, care, and quality of life to individuals with serious illnesses who are approaching the end-of-life and that allows no more than three persons residing in the home at one time and receiving hospice services provided by licensed third parties.

SECTION 2. Revisions to Land Use Matrice Table.

City Code Section §10-6-1 (Land Uses in All Residential Districts) is hereby amended by adding the following underlined language.

Use	A	E-1	E-2	R-1A	R-1B	R-1C	R-3A	R-3B	R-3C	R-4	MF-PUD	MU-PUD
<u>Interim Uses:</u>												
<u>Palliative Care Home</u>		I										

SECTION 3. Addition of Interim Use Standards for Palliative Care Home

City Code Section §10-14-2 (Land Uses in All Residential Districts) is hereby amended by adding the following underlined language.

10-14-2 INTERIM USES ENUMERATED

K. Palliative Home Care. Within the E-1, Estate Residential Zoning District, a Palliative Care Home is allowed on properties in excess of 3.0 acres and subject to the following performance standards:

1. No more than three (3) persons receiving palliative care and related supportive services may reside in the single-family home at one time;

2. Living and care accommodation must occur in the primary residence on the property, and are not allowed to occur in accessory structures;
3. No guest home or other accessory dwelling units may be constructed, or other structures converted, for permanent or temporary dwelling units as living spaces for families of persons residing within the home;
4. Support and accessory services, including but not limited to patient therapy and treatment, bereavement consultation, and education classes, shall be limited to patients living in the home and their immediate family members;
5. The final disposition of human remains shall not occur on the property;
6. No funeral services shall occur on the property;
7. All parking shall be located on the property of the Palliative Care Home and according to parking requirements for the same or similar uses; no parking may occur on public or private streets;
8. Obtain all necessary licenses and permits as may be required by the State, County and City for the operation of a palliative care home;
9. The Interim Use Permit for use shall expire and must terminate at the earlier of the following:
 - a. upon the sale or transfer of ownership or management of the property or use to another entity where the Palliative Care Home is located;
 - b. change in use of the property or amendment to City Code that no longer allows the interim use;
 - c. cessation of the Palliative Care Home use for a continuous period of at least one (1) year;
 - d. revocation of the interim use permit;
 - e. within five (5) years of the date of the Interim Use Permit.

SECTION 4. Effective Date

This ordinance shall have the full force and effect upon its passage and publication.

Passed by the City Council of the City of Inver Grove Heights this 24th day of February, 2025.

Ayes:

Nays:

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

ORDINANCE NO. ____

AN ORDINANCE AMENDING TITLE 10, CHAPTER 2 (DEFINITIONS); TITLE 10, CHAPTER 6 (LAND USE MATRICES) AND TITLE 10, CHAPTER 14 (INTERIM USES) OF THE INVER GROVE HEIGHTS CITY CODE TO ADD PALLIATIVE CARE HOME AS AN INTERIM USE IN E-1, ESTATE RESIDENTIAL ZONING DISTRICT

The City Council of Inver Grove Heights ordains as follows:

SECTION 1. Addition of Definition for Palliative Care Home.

City Code Section §10-2-2 (Definitions) is hereby amended by adding the following underlined language.

Palliative Care Home: A facility resembling a single-family residence that provides 24-hour residential and supportive services in a home-like setting focusing on the comfort, care, and quality of life to individuals with serious illnesses who are approaching the end-of-life and that allows no more than three persons residing in the home at one time and receiving hospice services provided by licensed third parties.

SECTION 2. Revisions to Land Use Matrice Table.

City Code Section §10-6-1 (Land Uses in All Residential Districts) is hereby amended by adding the following underlined language.

Use	A	E-1	E-2	R-1A	R-1B	R-1C	R-3A	R-3B	R-3C	R-4	MF-PUD	MU-PUD
<u>Interim Uses:</u>												
<u>Palliative Care Home</u>		I										

SECTION 3. Addition of Interim Use Standards for Palliative Care Home

City Code Section §10-14-2 (Land Uses in All Residential Districts) is hereby amended by adding the following underlined language.

10-14-2 INTERIM USES ENUMERATED

K. Palliative Home Care. Within the E-1, Estate Residential Zoning District, a Palliative Care Home is allowed on properties located equal to or greater than 4.5 acres and located west of Babcock Trail and north of Highway 55. Eligible properties meeting those criteria shall be further subject to the following performance standards:

1. No more than three (3) persons receiving palliative care and related supportive

- services may reside in the single-family home at one time;
2. Living and care accommodation must occur in the primary residence on the property, and are not allowed to occur in accessory structures;
 3. No guest home or other accessory dwelling units may be constructed, or other structures converted, for permanent or temporary dwelling units as living spaces for families of persons residing within the home;
 4. Support and accessory services, including but not limited to patient therapy and treatment, bereavement consultation, and education classes, shall be limited to patients living in the home and their immediate family members;
 5. The final disposition of human remains shall not occur on the property;
 6. No funeral services shall occur on the property;
 7. All parking shall be located on the property of the Palliative Care Home and according to parking requirements for the same or similar uses; no parking may occur on public or private streets;
 8. Obtain all necessary licenses and permits as may be required by the State, County and City for the operation of a palliative care home;
 9. The Interim Use Permit for use shall expire and must terminate at the earlier of the following:
 - a. upon the sale or transfer of ownership or management of the property or use to another entity where the Palliative Care Home is located;
 - b. change in use of the property or amendment to City Code that no longer allows the interim use;
 - c. cessation of the Palliative Care Home use for a continuous period of at least one (1) year;
 - d. revocation of the interim use permit;
 - e. within five (5) years of the date of the Interim Use Permit.

SECTION 4. Effective Date

This ordinance shall have the full force and effect upon its passage and publication.

Passed by the City Council of the City of Inver Grove Heights this 24th day of February, 2025.

Ayes:

Nays:

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. _____

**A RESOLUTION DENYING A ZONING TEXT AMENDMENT
FOR A PALLIATIVE CARE HOME AS AN INTERIM USE
IN THE E-1, ESTATE RESIDENTIAL ZONING DISTRICT**

WHEREAS, the Inver Grove Heights City Council ("Council") is asked to consider a text amendment to the Inver Grove Heights Zoning Ordinance, which would add a Palliative Care Home as an Interim Use in the E-1, Estate Zoning District; and,

WHEREAS, following a public hearing on November 6, 2024, the Inver Grove Heights Planning Commission ("Commission") recommended approval of said text amendment to the Council; and,

WHEREAS, the Council initially reviewed the text amendment, as recommended by the Commission, at its January 27, 2025 meeting, and subsequently tabled action on said recommendation pending additional research and review of conditions and standards as presented in the draft ordinance.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS AS FOLLOWS: the recommendation to amend the Inver Grove Heights Zoning Ordinance to add a Palliative Care Home as an Interim Use in the E-1, Estate Zoning District is hereby **DENIED** for the following reasons:

- a. The text amendment, if approved, would allow a commercial use in a residential zoning district.
- b. The text amendment, if approved, would result in the renting or letting of a residential dwelling or unit within a residential dwelling, thereby necessitating an amendment to City Code Section 4-13-4 to exempt the use from rental licensing standards.
- c. The use is not an appropriate use in the E-1, Estate Zoning District.

Passed by the City Council of the City of Inver Grove Heights this 24th day of February, 2025.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: **Draft Report and Recommendations for the Central Maintenance Facility Needs Analysis and Site Plan (City Project No. 2017-01)**

MEETING DATE: February 24, 2025
ITEM TYPE: Regular Business
CONTACT: Brian Connolly, Public Works Director, 651.450.2571

ACTION REQUESTED

The Council is asked to receive an update on the Central Maintenance Facility Needs Analysis and Site Plan effort (City Project No. 2017-01) from City and design consultant staff.

BACKGROUND

On March 18, 2024, the City Council awarded a contract to Wold Architects & Engineers for City Project No. 2017-01 - Central Maintenance Facility Needs Analysis and Site Plan Development (Resolution No. 2024-052). The primary scope of work was to provide an updated needs analysis for the City's current (and future) space needs for the Central Maintenance Facility, and present recommended options for facility upgrades and/or replacement utilizing the existing maintenance facility site, and a City-owned site adjacent to the current maintenance facility. Representatives from Wold presented the needs analysis component of the project work at the City Council work session in October 2024. A draft of the report on the needs analysis and site plan review has now been completed, and City staff and representatives from the Wold team desire to present a summary of this information to the City Council, along with preliminary recommendations on site development, costs, and financing options for a new Central Maintenance Facility.

City and consultant staff are seeking the Council's comments and feedback, which will allow for a common understanding and consensus on the recommendations presented in the final report, and understanding of the next steps in the project development process, including final design and determining a method for construction delivery of a new/upgraded maintenance facility. Pending feedback received during this meeting, the final report on the Central Maintenance Facility will be brought forth for City Council acceptance at a City Council meeting in the next 4–6 weeks.

FISCAL IMPACT

N/A

RECOMMENDATION

N/A

ATTACHMENTS

1. CMF Report - Draft



CENTRAL MAINTENANCE FACILITY SPACE NEEDS STUDY & FACILITY MASTER PLAN

February 2025

PREPARED FOR: City of Inver Grove Heights

PREPARED BY: Wold Architects and Engineers and Kraus-Anderson

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INTRODUCTION

INTRODUCTION

STUDY PARTICIPANTS

City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

Brian Connolly, Public Works Director
Barry Underdahl, Public Works Street Maintenance Superintendent

Kraus-Anderson Construction Company
501 South Eighth Street
Minneapolis, MN 55404

Ken Francois, Project Manager
Mauri Solomon, Facilities Assessment Manager

Wold Architects & Engineers
332 Minnesota Street, Suite W2000
Saint Paul, MN 55101

Jonathan Loose, Principal-in-Charge
Jake Wollensak, Project Manager
Jordan Medeiros, Project Designer

INTRODUCTION

Wold Architects and Engineers, in partnership with the City of Inver Grove Heights and Kraus-Anderson, has prepared this Facility Master Plan to assist in future planning of the Central Maintenance Facility. The study was completed with the involvement and ownership of representatives of the Public Works Department.

The content put forth in this report is based on several meetings and site visits with City staff to gather information related to the operations of Public Works and the existing infrastructure in place to support those operations.

The purpose of this study was to determine long-term space needs for public works operations and to address expansion opportunities to support growth for the next twenty years. In addition to evaluating space needs and functional deficiencies, an analysis of existing facilities and projected growth rates was performed.

From this analysis, long-term solutions were developed that would improve public works operations by taking advantage of new site area available for expansion. This analysis and subsequent solution development is intended as a tool for the City Council to make long-term decisions regarding the maintenance, renovation, and future use of existing facilities.

INTRODUCTION

EXECUTIVE SUMMARY

To better determine the space needs for the Central Maintenance Facility, Wold Architects & Engineers and the Core Planning Group representatives conducted a thorough information gathering phase consisting of department surveys, staff interviews, facility tours, and growth analyses. Through these sessions, the group determined that the existing Central Maintenance Facility was in fair condition from a maintenance perspective, however, the building was severely undersized and poorly laid out, contributing significantly to workflow inefficiency throughout all divisions. While city staff have been successful in maintaining operations to date, it became clear that the existing facilities would require significant expansion and remodel, or replacement, to provide adequate space for staff and equipment now and into the future.

After understanding the current space deficiencies and projected needs, the group developed a space program summary that identified the current space utilization of all divisions, in addition to the needs required over the next twenty years for continued successful operations. Detailed breakouts of the space program summary can be found in the 'Space Standards and Space Program Summary' section or in Appendix D.

Utilizing the space program developed, a series of building improvements and construction phases were outlined, aiming to achieve all the needs identified over the next twenty years. The solutions were developed utilizing the following base assumptions as a foundation.

- Ideal operations suggest that Streets Maintenance, Fleet Maintenance, Utility Maintenance, Natural Resources and Parks Maintenance are centralized.
- Maintaining both the existing Central Maintenance Facility (CMF) and Cold Storage long-term may prohibit efficiency of the site, in particular the existing Cold Storage is a barrier to ideal site grading.
- If the existing CMF is the future central operations facility, the Cold Storage building would need to be removed.
- It may be cost prohibitive to repurpose the existing Cold Storage into an occupied space due to the existing construction.
- The desire for a public safety training facility is more likely to be implemented with facility re-use due to the cost of a new building and implemented in a later phase of site development.
- The city property west of Babcock Trail has not been assumed as a long-term site for Public Works, and it falls within a different watershed creating added expense. The site may provide opportunity for short-term or temporary staging.

- A portion of the MnDOT property southeast of the existing site is likely to be available for use to allow for additional circulation and site staging flexibility.

After evaluating proposed phasing, site plan, and cost estimates for four options, the Core Planning Group and Design Team determined that Option B would be the most successful in achieving the long-term needs and vision for the Public Works Department while providing additional opportunities to achieve the Police-related improvements identified for training and site safety/security. Furthermore, Option B minimizes operational impacts to current and future operations with a full build out of the 2045 space program from the start, simultaneously mitigating the service impacts to the residents of Inver Grove Heights. Further analysis of the considered options can be found in the full space needs study report.

INTRODUCTION

STUDY METHODOLOGY

To arrive at the recommendations included in this report, extensive meetings and discussion were held between the Core Planning Group, Kraus-Anderson and Wold Architects & Engineers. This effort included departmental surveys, staff interviews, facility tours, and information gathering.

Additionally, as part of the interview and survey process, an analysis of staffing needs was completed. Historic staffing numbers and city growth projections were reviewed to project the number of staff as well as equipment pieces needed to effectively and efficiently provide services to the City of Inver Grove Heights into the future.

To assist in determining operational efficiency and future need, the Core Planning Group studied the following:

Current and Future Operations

- Analysis of current operations
- Department surveys and interviews
- Projection of operational opportunities

Growth Needs Analysis

- Review and approval of projected growth needs
- Exploration of space deficiencies

Program

- Development of a program of spaces
- Refinement of basic program needs
- Discussion of standardizing workstation and office sizes

INTRODUCTION

GUIDING PRINCIPLES

Wold worked with the Core Planning Group to develop a list of guiding principles based on best practices as well as the expressed desires and priorities of the group. These principles informed the rest of the study and would also be considered during the eventual design process for a future project to address the needs of the Public Works department.

1. The goal of the needs analysis and future site plan development is to better articulate the need for additional space for trucks, equipment, attachments, and materials, as well as show the need for additional space for full-time and part-time employees, including updated meeting spaces, crew spaces, locker room facilities, training and break room facilities, and space for an estimated workforce of up to 75 people.
2. Solution should accommodate the long-term needs of the department while being cost effective and flexible, providing opportunities for growth or change into the future (potential phasing solutions or expansion opportunities).
3. Provide adequate interior environments to support staff – safety, flexibility, wellness, retention.
4. Potential solutions should emphasize asset preservation by maximizing use of the existing Public Works stie long-term. Reuse should be balanced with workflow efficiency – use what we have, but don't sacrifice operations.

A supplemental study within this project was to investigate opportunities for a police training facility based on the final outcome of the public works-related improvements. A set of guiding principles was developed with representatives from the City of Inver Grove Heights' Police Department for the scope of police needs.

1. Expand and secure staff parkin areas, providing adequate separation from public parking areas and staff parking areas.
2. Review site utilization options on the CMF campus for the siting of a future police training facility. Potential programming of the training facility would include a firing range and associated support spaces, scenario-based classroom training, and defensive tactics training space.

INFORMATION GATHERING

INFORMATION GATHERING

FACILITY CONDITION ASSESSMENT – EXECUTIVE SUMMARY

Kraus-Anderson completed a Facility Condition Assessment on the existing Central Maintenance Facility and the Cold Storage Facility.

The Central Maintenance Facility was constructed in 1985 and is approximately 35,262 gross square feet (GSF). Gross square feet can be defined as the amount of space needed to accommodate operational spaces, in addition to functional support spaces, such as mechanical or electrical rooms, as well as circulation space to make the space usable. Some of the major deferred maintenance items identified include mill/overlay of the existing parking lot, sidewalk replacement, fuel island and canopy structure replacement, site drainage improvements, garage door replacements, metal panel replacement, and upgrading light fixtures to new LED fixtures. Recommended improvements also include installation of an emergency generator for life-safety and critical operation systems, as well as installation of an elevator to meet accessibility code. Approximately \$3.1 million in deferred maintenance costs were identified, putting the Central Maintenance Facility in the ‘Good’ tier of the Facility Condition Index (FCI) scale.

The Cold Storage Facility was constructed in 1991 and is approximately 26,621 GSF. Some of the major deferred maintenance items identified include exterior enclosure improvements, floor replacement, and addition of an HVAC system to allow for winter working space. Approximately \$1.28 million in deferred maintenance costs was identified, putting the Cold Storage Facility in the ‘Fair’ tier of the FCI scale.

In summary, approximately \$4.4 million of baseline deferred maintenance needs should be targeted over the next ten years for both Public Works facilities should the City continue current operations as-is.

The full Facility Condition Assessment can be found in more detail in Appendix A.

INFORMATION GATHERING

FACILITY FUNCTIONAL ASSESSMENT

In addition to the Facility Condition Assessment conducted by Kraus-Anderson, Wold conducted a series of interviews and facility walkthroughs to complete a functional assessment of the Central Maintenance Facility and Cold Storage Facility in order to identify current space deficiencies and inefficiencies in existing space usage. This information was used to inform the proposed space program and long-term facility planning.

The functional assessment is an evaluation of the adequacy of space sizes and arrangements in supporting operations of each department function, both currently and projected into the future. An ideal utilization of space that is needed to support public works operations is the outcome of this assessment. The following are the major takeaways identified for the public works site, Central Maintenance Facility, and Cold Storage Facility.

Site

- Insufficient parking space available on site to accommodate fleet vehicles and staff personal vehicles. Seasonal staff often park along Barbara Avenue.
- No dedicated exterior wash station and water fill station available on site.
- For Police, there is no separation between public parking and police (fleet and personal) vehicles.
- For Police, the size of the existing parking lot is insufficient for police fleet and personal vehicles. Personal vehicles are frequently parked along Barbara Avenue or along the Central Maintenance Facility access drive.
- Broadly for the Public Works site, there is no building dedicated back-up generator for emergency events or loss of power.

Cold Storage Facility

- The height of the structure and overhead doors in the material storage area does not allow for material to be unloaded directly off trucks and into the storage areas. Materials need to be unloaded outside then placed in their appropriate locations by staff with smaller equipment.

Central Maintenance Facility

- There are no existing office support spaces, including a reception space, waiting area, conference rooms, and flexible/drop-in offices.
- The break room is undersized and cannot accommodate all full time and seasonal staff. Due to the lack of training and conference room space in the building, the break room also functions as the only training/meeting space which can limit usage with overlapping lunch hours.
- The men's locker room is undersized for current staffing, especially with seasonal staffing. There is no formal women's locker room space.
- There is no elevator to access the upper-level staff areas, non-compliant with accessibility code.
- The division muster rooms are undersized for current staffing counts. Additionally, the muster rooms have become multi-use spaces due to insufficient space in other staff support areas, such as work rooms, locker rooms, and break rooms.
- The sign shop is located within the Streets Maintenance must er room and is undersized. Operations for sign fabrication/assembly are disjointed with materials stored in Cold Storage, away from the primary shop area.
- The mezzanine is currently used for tire storage. These should be stored on the main level with easy accesso the building exterior for ease of deliveries and tire replacement work.
- The primary warm vehicle storage area is extremely undersized and cannot accommodate the full fleet across all divisions, requiring equipment to be parked outside. Additionally, the stalls are too shallow causing frequent interference with the main drive lane and adjacent operational spaces.
- There is no flexible maintenance bay, workshop or small equipment repair space for general division use. Work either occurs in the main warm vehicle storage area or has to be coordinated around mechanics' schedules and space availability.
- There is no dedicated storage space in the warm vehicle storage area for small equipment. Overhead space could be better utilized to accommodate this need.

- The wash bay is too small to accommodate larger fleet vehicles, meaning that washing frequently occurs in the main drive aisle causing traffic jams. Additionally, the vehicle washing equipment is outdated and should be replaced.
- The brine mixing tanks are currently stored in the wash bay and should be stored in its own confined space.
- There is no dedicated hazardous materials storage space. The storage closet currently being used was not properly designed for this use.
- There is insufficient space in the mechanics work area or in the warm vehicle storage area for staging of equipment due for repairs. Vehicles in need of service need to be parked outside until space is available.
- There is no direct access from the exterior to the maintenance bays.
- The physical height and width of the maintenance bays are too small for larger apparatus vehicles, especially when using lifts to complete repairs.
- The current barrel-storage fluid distribution system should be replaced to a tote-storage system for more efficiency.
- There is no dedicated tear down or flex bay available for larger, long-term repair projects or in emergency situations, especially critical during snow emergencies.
- There is no dedicated welding space with material storage. Welding currently occurs open to the rest of the mechanics space without adequate ventilation.
- Systems improvements for the mechanics bays include relocation of trench drains under the repair bays, more fluid drops, more air distribution drops, and more electrical reels or outlets throughout the space.
- The lead mechanic's office is currently co-located with the parts office. There is no dedicated work space for other mechanics staff/technicians.

NEEDS ANALYSIS

NEEDS ANALYSIS

DEPARTMENT SURVEYS

In addition to the condition and functional assessment of the Public Works spaces, Wold and the Core Planning Group completed a series of department interviews and surveys to better understand the long-term operational and staffing goals for each department. The intent was to conceptualize operations beyond the physical space in order to adequately plan for potential personnel growth and service expansion. Department surveys can be found in Appendix B. The following is a summary of the key operational shifts identified in these discussions.

- The staff office area needs to be expanded to accommodate future staffing projections as well as key staff support spaces currently missing from the existing space, in particular supporting conference rooms and training spaces. A new functional work group for Natural Resources is also a planned expansion in staffing slated to occur in the near future (five-year timeframe).
- Staff support spaces require significant expansion to accommodate evolving workforces, specifically a women's locker room, a quiet room, a mother's room, and laundry/wash room.
- Separation of mechanic/repair functions needs to be accounted for in the planning of a new space. The current mechanics bays are too multi-functional to safely and effectively operate long term.
- Dedicated workshop and small equipment repair spaces are needed to provide flexibility to other division staff for day-to-day operations and repairs.
- The warm and cold vehicle storage areas need to be evaluated to not only accommodate current fleet counts but also future equipment acquisitions.

GROWTH PROJECTIONS

The departmental surveys also evaluated staffing and equipment projections for the next twenty years to better inform the space needs and program. These projections are dependent on many factors including population growth, building/housing development, funding, and historical trends. The following staffing and equipment counts were established with the Core Planning Group.

STAFFING PROJECTIONS – DEPARTMENT SURVEYS			
	2024	2035	2045
Streets Maintenance	11	15	16
Fleet Maintenance	4	6	6
Utility Maintenance	10	14	15
Parks Maintenance	10	14	15
Natural Resources	2	6	6
Support Staff	1	1	2
Seasonal	23	30	31
Total Excluding Seasonal	38	56	60
	<i>2024-2035: 47% increase</i>		<i>2035-2045: 7% increase</i>
Total Including Seasonal	61	86	91
	<i>2024-2035: 41% increase</i>		<i>2035-2045: 6% increase</i>

EQUIPMENT PROJECTIONS – DEPARTMENT SURVEYS		
	2024	2035
Streets Maintenance	50	57
Fleet Maintenance	1	1
Utility Maintenance	21	25
Parks Maintenance	48	58
Natural Resources	0	5
Total	120	146
	<i>2024-2035: 22% increase</i>	

The projections illustrate a significant initial increase in staffing from current counts to anticipated 2035 counts. The significant jump could be attributed to a staffing correction factor which adjusts the historically-driven current staffing to more closely align with current population and growth rates within the City of Inver Grove Heights. With City Council input, the Core Planning Group decided to proceed with designing for the 2045 option with considerations for future flexibility to optimize longevity in the space program and eventual building design.

NEEDS ANALYSIS

SPACE STANDARDS

As a tool for building the space program, standards were established with the Core Planning Group, outlining recommended sizes for offices, workspaces, and meeting rooms. These square footages are based on industry standards, existing office sizes, and the needs required for each function.

Offices

Director Office	225 sf to 250 sf (20' x 12')
Supervisor Office	150 sf to 180 sf (15' x 12')
Lead/Worker Office	120 sf (12' x 10')

Workstations

Regular Administrative	42 sf (7' x 6' workstation)
Technical/Engineering	48 sf (8' x 6' workstation)
Flexible/Intern/Seasonal	36 sf (6' x 6' workstation)

Meeting Spaces

Small Meeting Room	150 sf (3-4 people)
Medium Meeting Room	250 sf (5-8 people)
Large Meeting Room	500 sf (10-15 people)
Muster Room	500 sf to 750 sf (15-25 people)
Training Room	1500 sf to 2000 sf (50-90 people)

NEEDS ANALYSIS

SPACE PROGRAM

The following space program summary presents the existing space occupied by the Public Works department as well as the projected space programs for the ten- and twenty-year milestones. The proposed square footages are not confined to the existing building footprint but were determined by staff surveys, departmental interviews, and understanding future operational needs. In conjunction with the information gathered, the space program will be used to determine recommendations for locating future departments and the work scope required to achieve the outlined program. A full detail of the space program can be found in Appendix D.

<u>Building Summary</u>	Existing	Proposed 2024	Proposed 2045	Net Increase (Exist to 2045)
Staff Offices and Meeting Rooms	2,980 s.f.	12,519 s.f.	13,867 s.f.	365%
Staff Locker Rooms and Support Spaces	1,550 s.f.	1,536 s.f.	1,932 s.f.	25%
Mechanics Suite	7,000 s.f.	17,509 s.f.	21,541 s.f.	208%
Vehicle Support and Workshop Spaces	2,000 s.f.	10,063 s.f.	12,482 s.f.	524%
Warm Vehicle Storage	19,000 s.f.	40,542 s.f.	51,087 s.f.	169%
Cold Storage	9,000 s.f.	10,072 s.f.	10,072 s.f.	12%
Total Gross Square Footage	41,530 s.f.	92,241 s.f.	110,981 s.f.	
<u>Site Summary</u>				
Salt Shed & Materials Storage	17,600 s.f.	20,000 s.f.	20,000 s.f.	
Staff Parking (Stalls)	34 stalls	70 stalls	90 stalls	
Fuel Island (DSL, UNL, DEF)				
Boneyard		2 acres	5 acres	
Available Site Area (Acres)	6.12 acres	13.27 acres	13.27 acres	

NOTE: 2024 SITE AREA EXCLUDES PARCEL WEST OF BABCOCK AVE (APPROX. 4.27 ACRES)

NEEDS ANALYSIS

SPACE PROGRAM

In addition to the program developed for the Public Works department, the Core Planning Group also met with representatives of the Inver Grove Heights Police Department to develop a space program for the police training needs. Included below is an overview of the space needs; the full detail can be found in Appendix D.

Police Training

Public Lobby	605 s.f.
Gun Range and Support Spaces	11,777 s.f.
Training Rooms and Classrooms	4,620 s.f.
Staff Locker Rooms and Support Spaces	2,940 s.f.
Total Gross Square Footage Training Facility	19,942 s.f.

NEEDS ANALYSIS

FACILITY TOURS AND TAKEAWAYS

Transitioning from the information gathering phase into the solution development phase, the Core Planning Group conducted tours of various Public Works facilities alongside representatives of the City Council and Public Works staff. During the pre-design phase, the purpose of the tours is to examine varying operational and service models that could potentially be implemented within the City of Inver Grove Heights. Through this process, the Core Planning Group is also able to gain insight into the construction process and design elements that may be considered during the project development phases.

Public Works Tour Locations

- Burnsville Public Works – 13713 Frontier Court, Burnsville, MN 55337
- Rosemount Public Works – 14041 Biscayne Avenue, Rosemount, MN 55068
- Woodbury Public Works – 2301 Tower Drive, Woodbury, MN 55125

Tour Takeaways

After completing the facility tours, the Core Planning Group compiled the following takeaways regarding spatial relationships and design considerations.

- While not the newest facility, Burnsville Public Works illustrated the importance of creating a flexible building and site layout that can be adapted as the size of the department or operations evolve over time.
- Although Burnsville Public Works is located on an urban site, the site is well organized allowing for efficient and safe operations to occur.
- Rosemount Public Works, the newest facility toured, confirmed the need for many of the operational and staff support spaces that are currently lacking in the existing Central Maintenance Facility. The deficiencies in the current mechanics space were especially highlighted with the lack of flexibility and dedicated task-specific work zones.

- Woodbury Public Works provided an opportunity to evaluate a different staffing/department model than what currently exists at Inver Grove Heights. Woodbury consolidated engineering, utilities, streets, parks, and fleet maintenance across two adjacent sites, in addition to partners at SWWD and the Heritage Society. Additionally, the facility provided a good opportunity to evaluate staff support spaces and flexible training and lunchroom environments. The mechanics space also provided an opportunity to evaluate space needs should fleet servicing of public safety vehicles occur in-house.

ROSEMOUNT PUBLIC WORKS



BURNSVILLE PUBLIC WORKS



WOODBURY PUBLIC WORKS



NEEDS ANALYSIS

SPACE STUDY RECOMMENDATIONS

Utilizing the information gathered through department interviews, surveys, projections, and facility tours, the Core Planning Group analyzed the space program to develop recommended solutions that aim to address identified space needs and building deficiencies. The following key objectives and subsequent base assumptions for planning can be used as guidelines for long-term city improvements and developments.

Key Objectives

- Construct a new Central Maintenance Facility that right-sizes equipment storage and maintenance spaces, as well as integrating staff offices and support amenities for a modern and expanding workforce. An addition and renovation to the existing facility could also be considered.
- Allocate adequate space on-site for a cold storage facility and materials storage area that accommodates current and future equipment needs.
- Install a new fuel island based on the modified or new operational flow between the Central Maintenance Facility and other outbuildings.
- Provide adequate parking space to accommodate both full-time and seasonal parking needs.
- Allocate boneyard space for other storage needs as space is available.
- Should the opportunity be available, renovate existing facility (Central Maintenance Facility or Cold Storage) to accommodate police training needs. Additionally, site access and parking areas should be modified to allow for more secure police fleet and personal vehicle storage.

Base Assumptions for Options Development

- Ideal operations suggest that Streets, Mechanics, Utilities, Natural Resources and Parks Maintenance are centralized.
- Maintaining both the CMF and Cold Storage long-term may prohibit efficiency of the site, in particular the existing Cold Storage facility is a barrier to ideal site grading.
- If the existing CMF is the future central operations facility, the Cold Storage facility would need to be removed and relocated elsewhere.

- It may be cost prohibitive to repurpose the existing Cold Storage facility into an occupied space due to the existing construction.
- The desire for a public safety training facility is more likely to be implemented with facility re-use due to the cost of a new building and implemented in a later phase of site development.
- The city property west of Babcock Trail has not been assumed as a long-term site for Public Works, and it falls within a different watershed creating added expense. The site may provide opportunities for short-term or temporary staging.
- A portion of the MnDOT property southeast of the existing site is likely to be available for use to allow for additional circulation and site staging flexibility.

OPTIONS DEVELOPMENT

OPTIONS DEVELOPMENT

OPTION A: PHASING, COST ESTIMATE, PROPOSED SITE PLAN

New Public Works Campus – Option A consolidates new work to two primary project phases and limits the scope to Public Works-related improvements. A new Central Maintenance Facility (warm storage) is proposed to aid with construction phasing and staging with existing operations to continue in their current location.

Phasing

Phase 1A (2026)

1. New Cold Storage Facility
2. New Salt Shed/Materials Storage
3. Demolition of Existing Cold Storage Facility
4. Site Grading & Improvements

Phase 1B (2026-2027)

1. New Central Maintenance Facility
2. Demolition of Existing Central Maintenance Facility
3. Parking Lot Site Improvements

Cost Estimate

Construction Cost	\$ 44,315,023.00
Project Costs	\$ 8,863,055.00

Total Project Costs	\$ 53,178,028.00
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Construction Cost / GSF	\$ 338
Project Cost / GSF	\$ 406

Assumes 2025 cost projections. Refer to Appendix F for full cost detail including escalation factors.

Option A: Proposed Site Plan

Refer to Appendix E for scaled proposed site plan.

OPTIONS DEVELOPMENT

OPTION B: PHASING, COST ESTIMATE, PROPOSED SITE PLAN

New Public Works Campus with CMF Reuse for Police & Cold Storage – Option B expands on Option A by layering a third project phase (Phase 2) with police training and site-related improvements within the existing Central Maintenance Facility once vacated. Additionally, a portion of the existing CMF is designated as cold storage, eliminating the need for a new Cold Storage Facility.

Phasing

Phase 1A (2026)

1. Temporary Cold Storage at Property West of Babcock Tr.
2. New Salt Shed/Materials Storage
3. Demolition of Existing Cold Storage Facility
4. Site Grading & Improvements

Phase 1B (2026-2027)

1. New Central Maintenance Facility
2. Parking Lot Site Improvements

Phase 2A (2028)

1. Partial Renovation of Existing Central Maintenance Facility for Public Works Cold Storage

Phase 2B (Future)

1. Partial Renovation of Existing Central Maintenance Facility for Police Training
2. Police Parking Lot Site and Safety Improvements
3. Deferred Maintenance Improvements for Existing Central Maintenance Facility

Option B: Cost Estimate

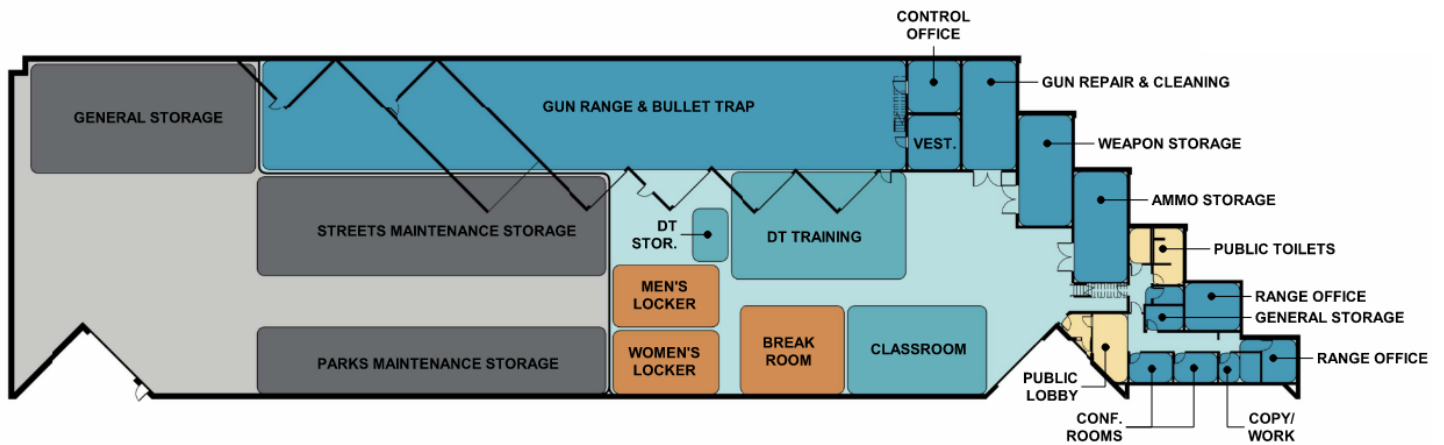
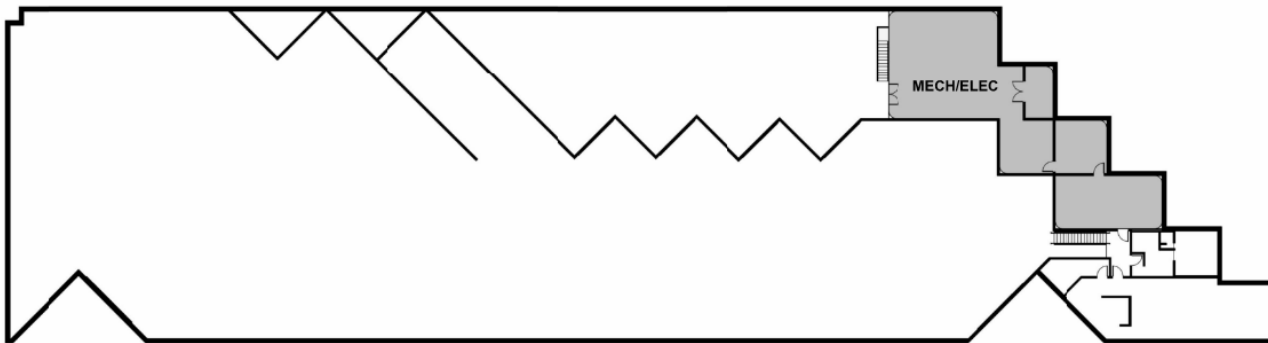
Construction Cost – Phase 1A-2A	\$ 44,536,013.00
Construction Cost – Phase 2B	\$ 10,432,655.00
Construction Cost Subtotal	\$ 54,968,668.00
Project Costs – Phase 1A-2A	\$ 8,907,203.00
Project Costs – Phase 2B	\$ 2,086,531.00
Project Costs Subtotal	\$ 10,987,734.00
Total Project Costs (PW Only – Phase 1A-2A)	\$ 55, 443,216.00
Total Project Costs (PW and PD – All Phases)	\$ 65,956,402.00

Construction Cost / GSF	\$ 332 (PW) / \$ 355 (All)
Project Cost / GSF	\$ 399 (PW) / \$ 425 (All)

Assumes 2025 cost projections. Refer to Appendix F for full cost detail including escalation factors.

Option B: Proposed Site Plan

Refer to Appendix E for scaled proposed site plan.

Option B: Proposed Central Maintenance Facility Renovation – Main Level**Option B: Proposed Central Maintenance Facility Renovation – Upper Level**

Refer to Appendix E for scaled proposed building plans.

OPTIONS DEVELOPMENT

OPTION C: PHASING, COST ESTIMATE, PROPOSED SITE PLAN

Phased New Public Works Campus with Addition – Option C considers an expanded phasing solution with three distinct construction periods across the Public Works site. In this scenario, Parks Maintenance remains at the existing Central Maintenance Facility with some light renovation and deferred maintenance improvements scheduled to occur. The new Central Maintenance Facility would then house operations for Fleet Maintenance, Streets Maintenance, Utility Maintenance, and Natural Resources.

Phasing

Phase 1A (2026)

1. New Central Maintenance Facility, excluding program for Parks Maintenance
2. New Cold Storage Facility
3. New Salt Shed/Materials Storage
4. Demolition of Existing Cold Storage Facility
5. Site Grading and Improvements

Phase 1B (2026-2027)

1. Renovation of Existing Central Maintenance Facility including deferred maintenance items
2. Site Grading and Improvements

Phase 2 (2036)

1. Central Maintenance Facility Addition for Parks
2. Demolition of Existing Central Maintenance Facility
3. Parking Lot Site Improvements

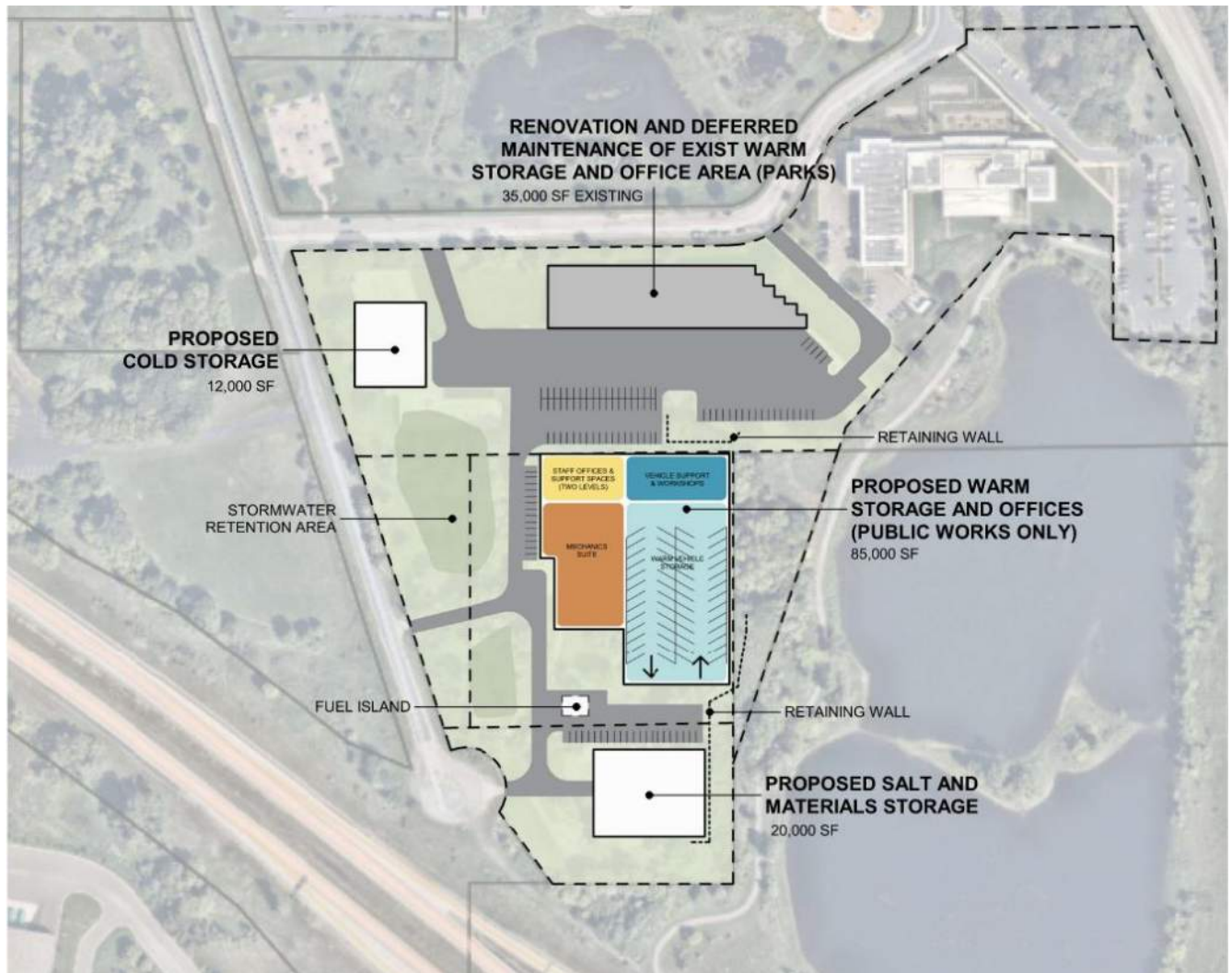
Cost Estimate

Construction Cost	\$ 46,604,955.00
Project Costs	\$ 9,320,991.00

Total Project Costs	\$ 55,925,946.00
----------------------------	-------------------------

Construction Cost / GSF	\$ 356
Project Cost / GSF	\$ 427

Assumes 2025 cost projections. Refer to Appendix F for full cost detail including escalation factors.

Option C: Proposed Site Plan – Phase 1A-1B

Refer to Appendix E for scaled proposed site plan.

Option C: Proposed Site Plan – Phase 2

Refer to Appendix E for scaled proposed site plan.

OPTIONS DEVELOPMENT

OPTION F: PHASING, COST ESTIMATE, PROPOSED SITE PLAN

Addition and Renovation of Existing CMF – Option F considers an addition and renovation of the existing Central Maintenance Facility with new facilities proposed for Cold Storage and Salt/Materials Storage.

Phasing

Phase 1A (2026)

1. New Cold Storage Facility
2. New Salt/Materials Storage
3. Demolition of Existing Cold Storage Facility
4. Site Grading and Improvements

Phase 1B (2026-2027)

1. Renovate Existing Central Maintenance Facility including deferred maintenance items
2. New Addition on Central Maintenance Facility
3. Parking Lot Site Improvements
4. Temporary Conditions for Operational Interruptions

Cost Estimate

Construction Cost	\$ 39,772,995.00
Temporary Conditions	<i>To Be Determined</i>
Project Costs	\$ 7,944,599.00

Total Project Costs	\$ 47,667,594.00
----------------------------	-------------------------

Construction Cost / GSF	\$ 303
Project Cost / GSF	\$ 364

Assumes 2025 cost projections. Refer to Appendix F for full cost detail including escalation factors.

Option F: Proposed Site Plan

Refer to Appendix E for scaled proposed site plan.

OPTIONS DEVELOPMENT

OPTIONS ANALYSIS MATRIX

Beyond the baseline analysis of cost, the matrix below evaluates each solution based on other factors and criteria, such as operational impact, future expansion opportunities, and feasibility.

	Pros	Cons
Option A	• Maximizes opportunity for consolidated operations on single site with boneyard proposed to replace existing CMF once demolished. • Allows for existing operations to continue with minimal disturbance during construction period. • Opportunity for future expansion of New Central Maintenance Facility to the north.	• Limits police-related scope to site and parking lot improvements. No opportunity for police training facility. • Significant site leveling required to connect upper and lower portions of site.
Option B	• Provides opportunity to reuse existing Central Maintenance Facility once vacated by primary Public Works operations. Proposed reuse can benefit both Public Works for cold storage and Police for training facility. • Allows for expansion of police parking lot to accommodate personal and fleet vehicles. Opportunity to improve security. • Allows for existing operations to continue with minimal disturbance during construction period.	• Boneyard would likely need to be relocated across Babcock Trail to remote site. • Some opportunity for Public Works expansion in the future but would be limited due to co-occupation with Police. • Significant site leveling required to connect upper and lower portions of site. • Considerations to converting existing warm storage (heated) space to cold storage (unheated).

Option C	Pros • Opportunity to reuse existing building areas and minimizing footprint of new construction. Phasing would have minimal impacts on existing operations during initial construction phases. • Flexibility in future expansion opportunities during or after phase 2 if needs change.	Cons • Decentralized Public Works operations with Parks Maintenance remaining at the existing CMF and boneyard being located across Babcock Trail. Requires third phase of construction in the future if full consolidation of divisions is desired. • Limited opportunity for police training and site parking improvements.
Option F	• Opportunity to reuse existing building and minimizes footprint of new construction. • Consolidated operations to single site and building with the exception of boneyard storage.	• Significant impact to existing operations should Public Works continue to remain on site during construction of new addition and renovation. • Limited opportunity for future expansion depending on final site layout with Cold Storage and Materials Storage. • Police-related scope limited to site security improvements. • Significant site leveling required to connect upper and lower portions of site. • Limited opportunity to reuse existing office and staff areas with new programmed layout. • Opportunities to improve view from Highway 52 are limited with pushing the primary building/addition to the north.

OPTION	Meets long-term program need	Flexible with opportunity to expand	Long-term need fits within existing site	Continuity of operations during construction	Consolidates staff to single location	No service disruptions to community	Effective re-use of existing facility	Allows PD-related improvements
Option A New Public Works Campus Project Cost: \$53,178,028.00							N/A	
Option B New Public Works Campus with CMF Reuse Project Cost (PW Only): \$55,443,216.00 Project Cost (PW and PD): \$65,956,402.00								
Option C Phased New Public Works Campus with Addition Project Cost: \$55,925,946.00								
Option F Addition & renovation of Exist CMF Project Cost: \$47,667,594.00, excl. temp. conditions								

Comments

Option A

- PD scope limited to site and parking-related improvements.

Option B

- Boneyard relocated across Babcock Trail.
- Temporary cold storage required during construction.

Option C

- Some disruption possible to staff and community during Phase 1B renovation and Phase 2 addition.
- PD scope limited to site and parking-related improvements.
- Decentralizes staff operations with Parks Maintenance located at the existing CMF during Phase 1 of construction.

Option F

- Requires temporary relocation of full department for period of construction.
- Building positioning significantly limits opportunity for future expansion.
- Minimal opportunity for PD-related site and parking improvements due to proposed circulation of Public Works traffic.
- Re-use of existing office area could be limited in proposed renovation of CMF.

CONCLUSION

CONCLUSION

MASTER PLAN RECOMMENDATION

Based on input from the Core Planning Group and Design Team, the master plan recommendation would be to proceed with Option B with a few considerations for the police-related scope of improvements.

Options A and B provide the most flexibility for Public Works operations with the opportunity to effectively expand in the future should the need arise. Additionally, the efficiency of building out the full 2045 space program in the initial build provides more cost savings in the long run, in comparison to a potential future addition as Option C proposes. With strategic siting of the new facility and careful construction staging, Options A and B also allow for new construction to occur with minimal impacts to existing operations at the primary Central Maintenance Facility, minimizing costs for temporary conditions or relocation.

Selecting between Options A and B ultimately comes down to an analysis on other city campus goals related to police training and site security improvements. Option A provides some opportunity to improve the parking and site security concerns identified by the Inver Grove Heights Police Department, however, demolition of the existing Central Maintenance Facility does not facilitate the build out of a training facility. Option B does modify the site program slightly for Public Works by pushing the boneyard to the west side of Babcock Trail and relocating cold storage into a modified area of the existing Central Maintenance Facility. Doing so, will allow the existing Central Maintenance Facility to remain, providing the opportunity for a renovation conversion into a dedicated police training facility. Site security and parking-related improvements for Police can also be completed with this master planning strategy.

The construction phasing of Option B prioritizes the public works-related construction, allowing an opportunity for the police-related scopes to be studied further to ensure needs can be met long term with this solution. Should the study recommend an alternative police training facility off-site, modifications can be made to the existing Central Maintenance Facility to either accommodate the reduced need of cold storage or provide alternative solutions to meet future Public Works' needs.

The space available within the existing Central Maintenance Facility can sufficiently meet the needs of cold storage for Public Works as identified in the 2045 space program. There are some considerations for conversion of a conditioned space into a cold storage facility, however, strategies for this conversion can be studied further during the design process.

APPENDIX

APPENDIX A

FACILITY CONDITION ASSESSMENT



Inver Grove Heights:

FACILITY CONDITION ASSESSMENTS

Agenda

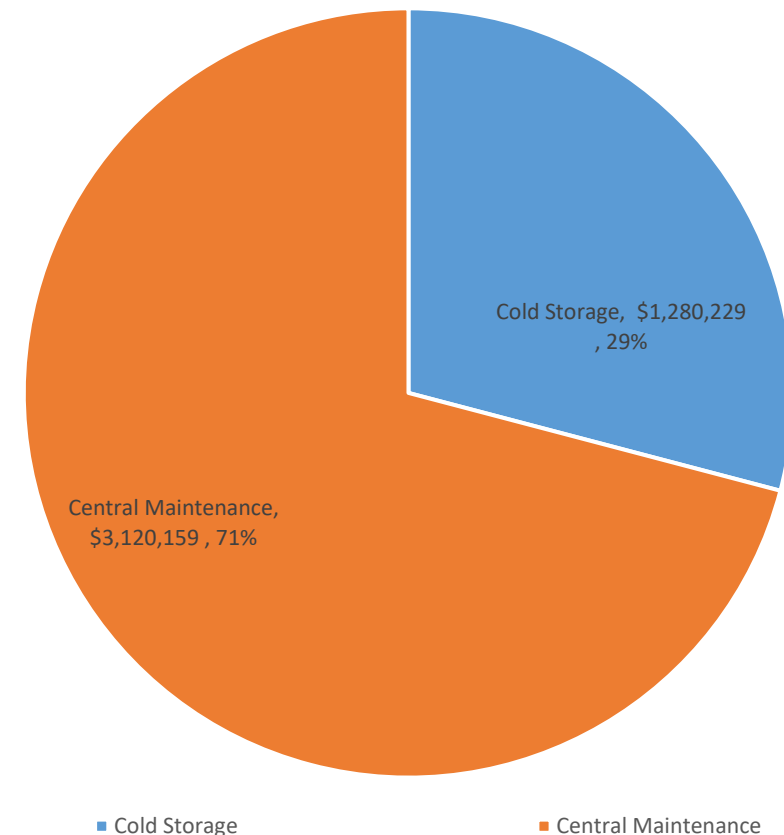
- Executive Summary
- FCI (Facility Condition Index)
- Facility Condition Assessment
- Next Steps

Executive Summary

- Completed Facility Condition Assessment (FCA) on two (2) city facilities ~ 62K SF
- Identified ~\$4.4M of deferred maintenance needs over the next 10 years
- Sitework, Exterior Enclosure, HVAC
- Recommended addition of:
 - Emergency Generator for CM
 - Elevator for CM
 - HVAC for CS

Facility List	Year Built	Facility SF	FCI
Central Maintenance	1985	35,262	Good
Cold Storage	1991	26,621	Fair

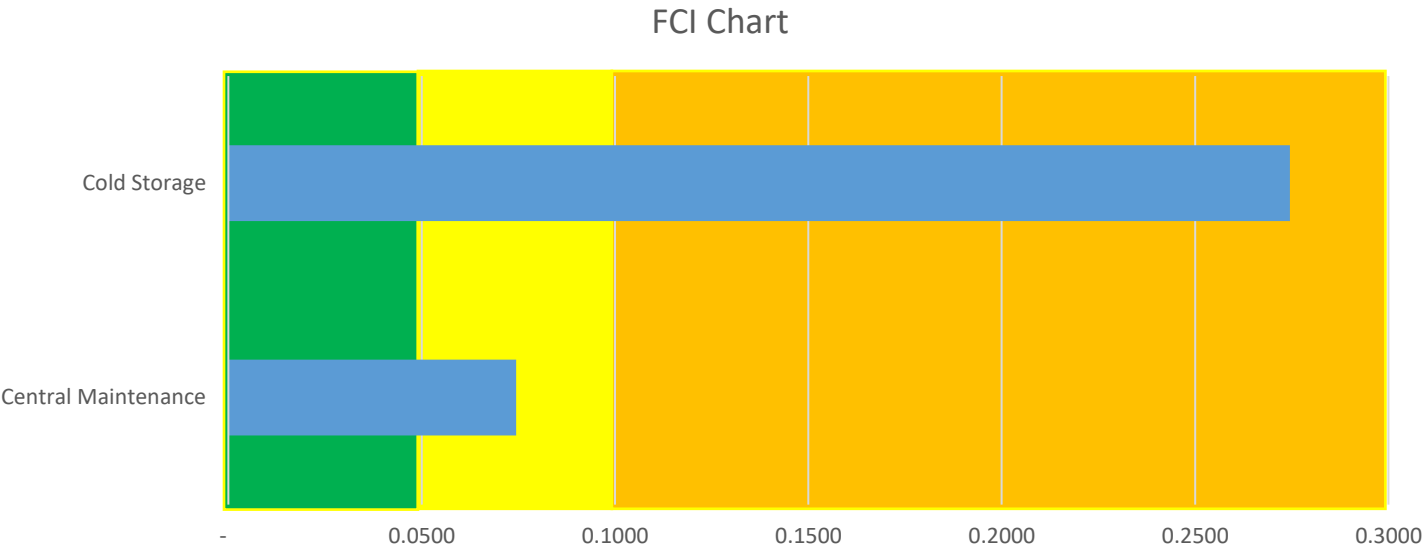
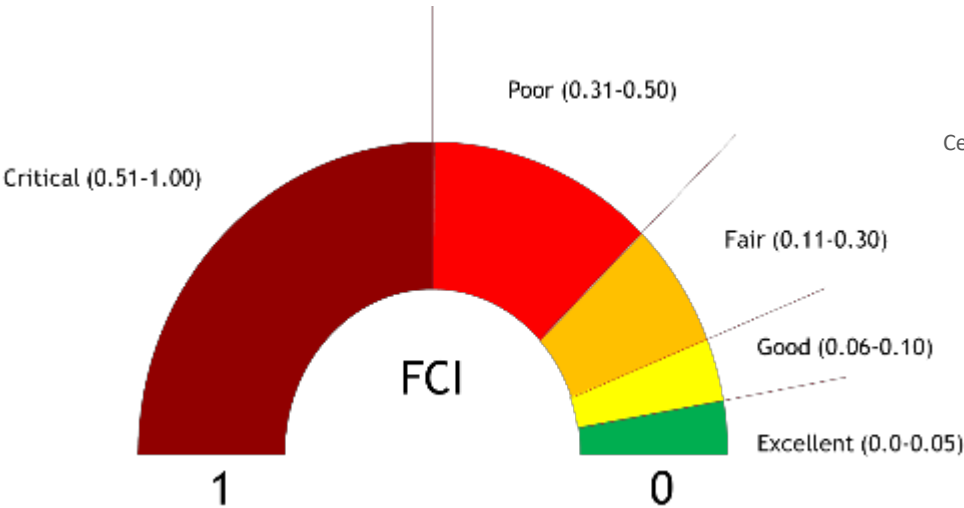
Percentage Breakdown of Costs per Discipline



Facility Condition Index (FCI)

			Pres. Day Repl.		10-Year DM	
Facility List	Year Built	Facility SF	Costs	Building Repl. Cost	Costs	FCI
Central Maintenance	1985	35,262	\$ 400	\$ 14,104,800	\$ 3,120,159	0.0744
Cold Storage	1991	26,621	\$ 350	\$ 9,317,350	\$ 1,280,229	0.2745

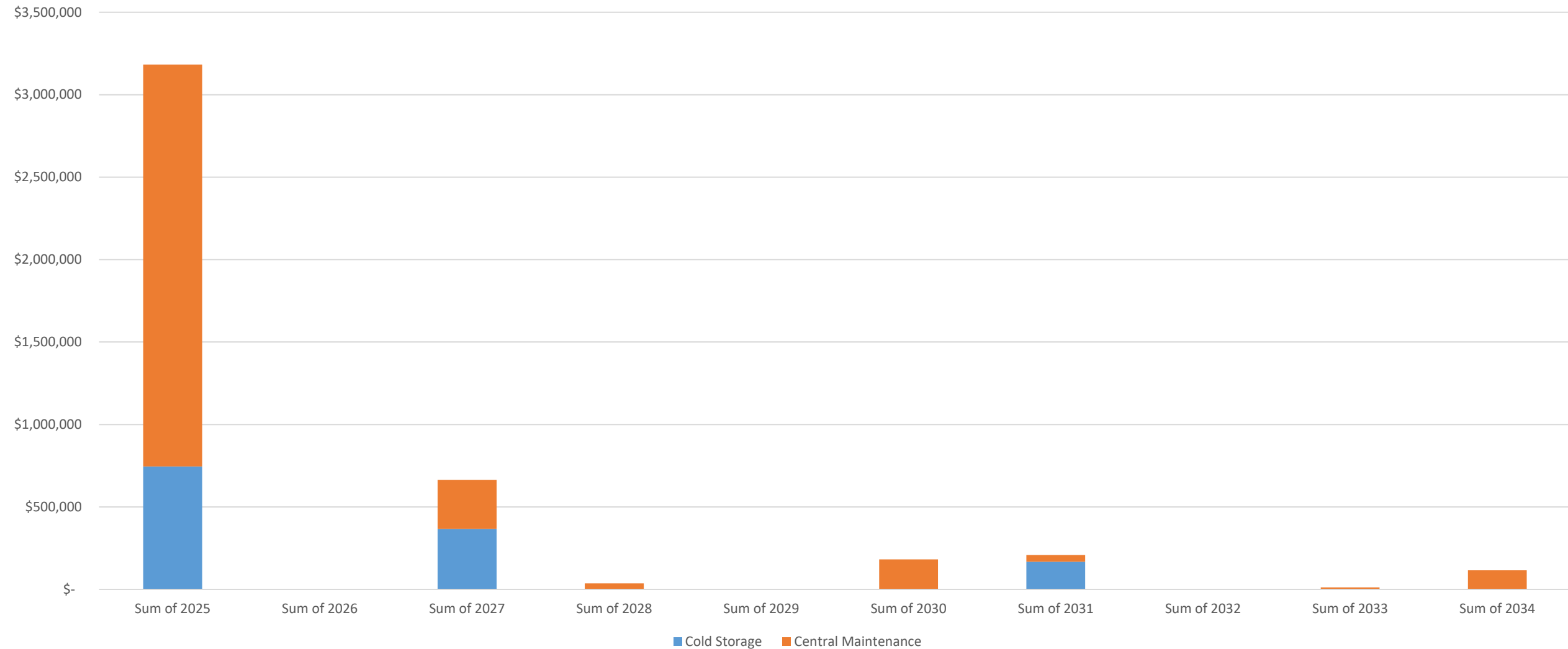
$$FCI = \frac{\text{Deferred Maintenance Totals}}{\text{Building Replacement Costs}}$$



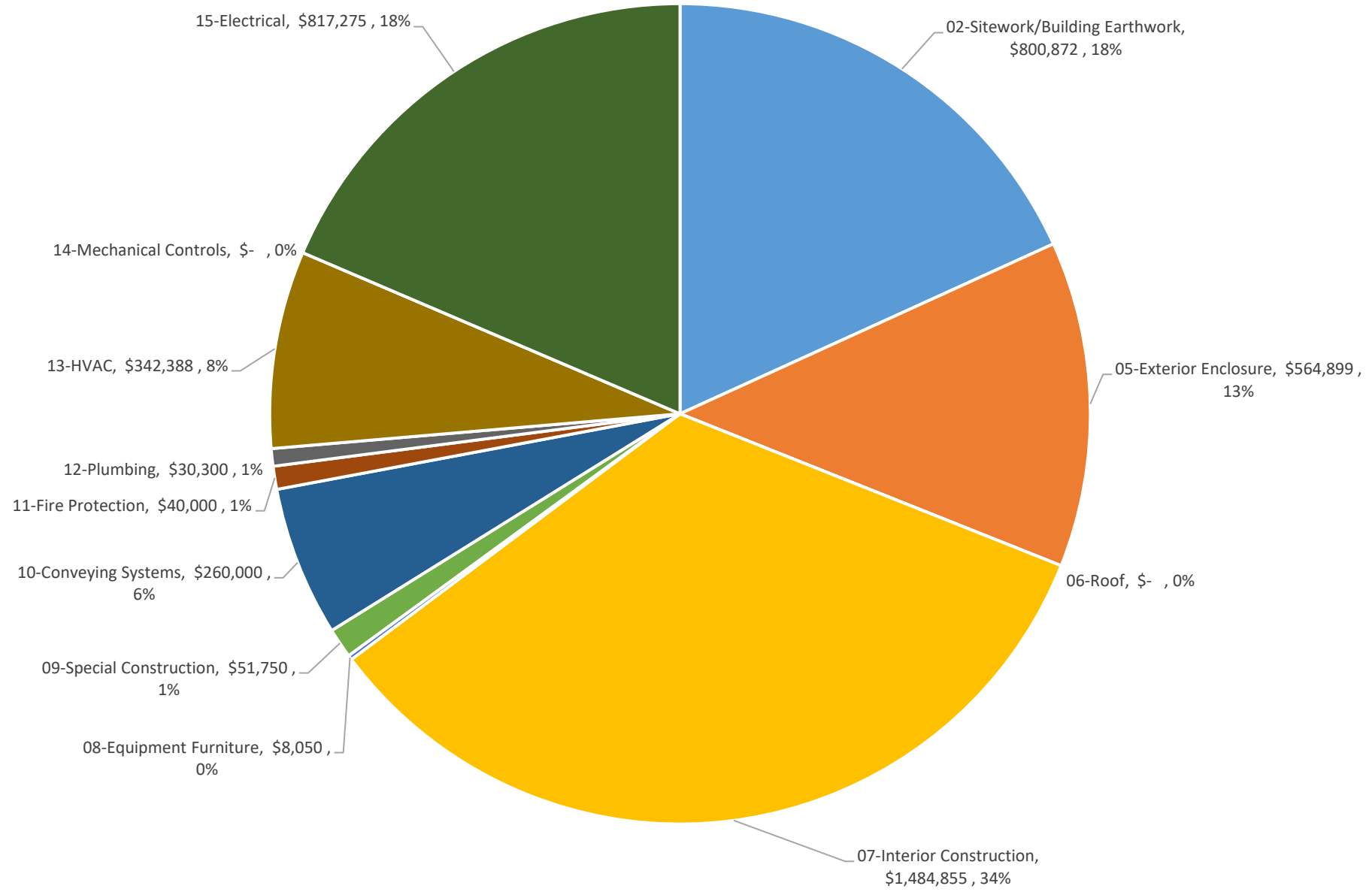
10-Year Annual Plan (Unbalanced)

DRAFT

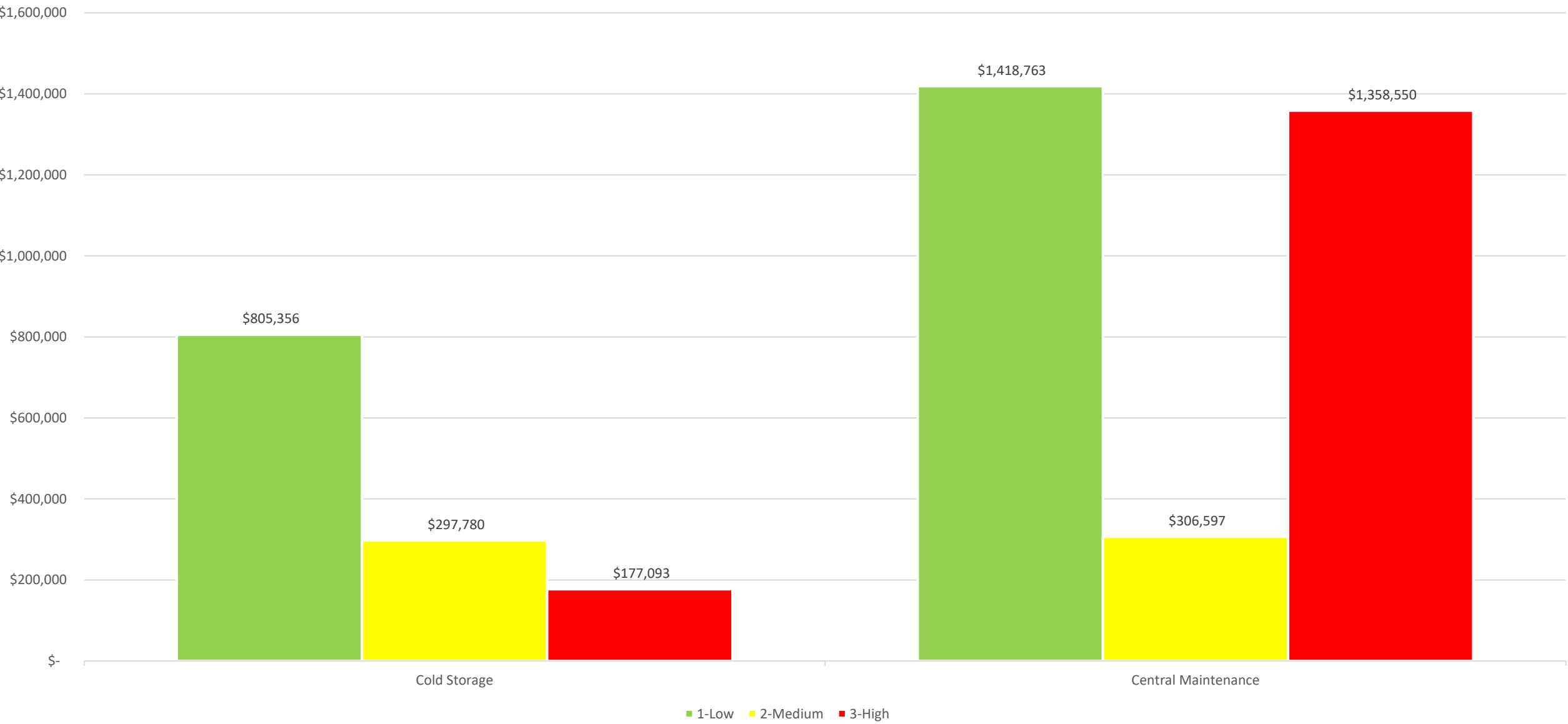
City of Inver Grove Heights- Expected Annual Facility Maintenance Costs



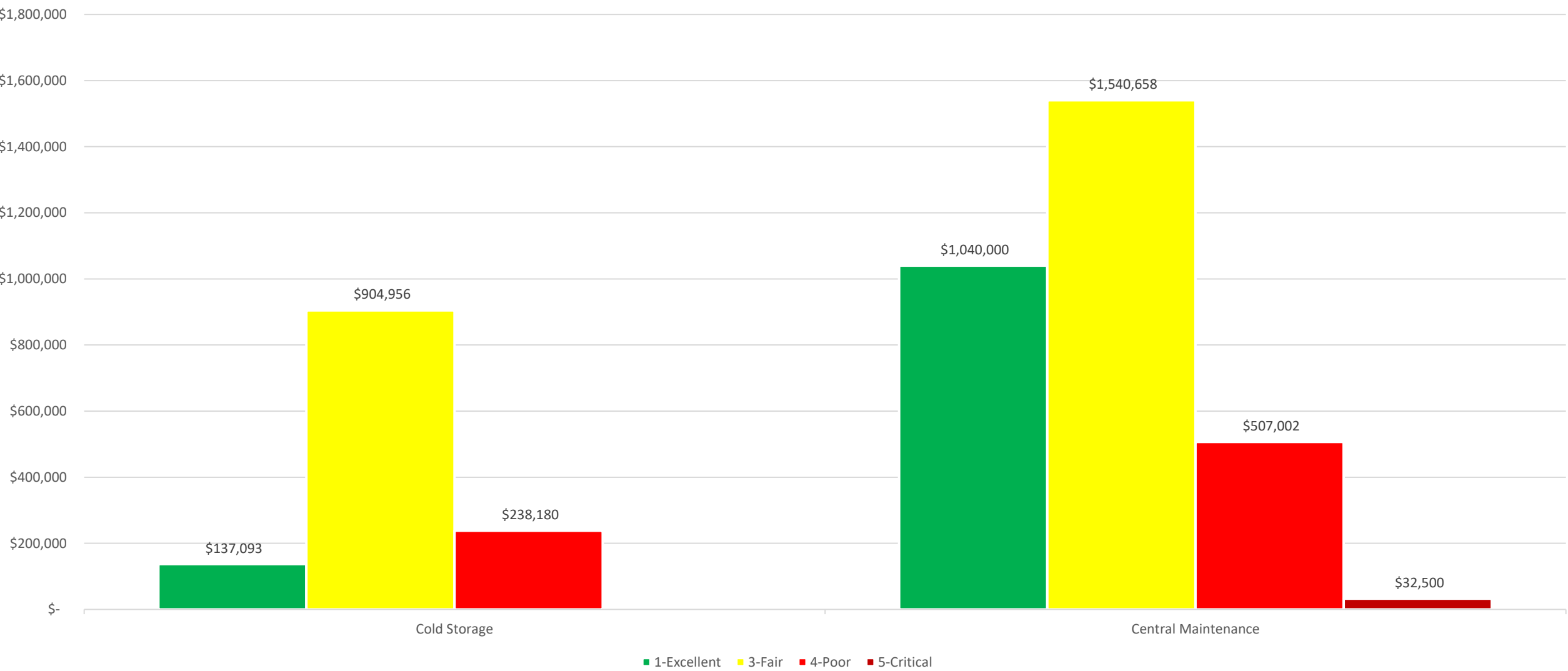
Percentage Breakdown of Costs per Discipline



Criticality Breakdown per Facility

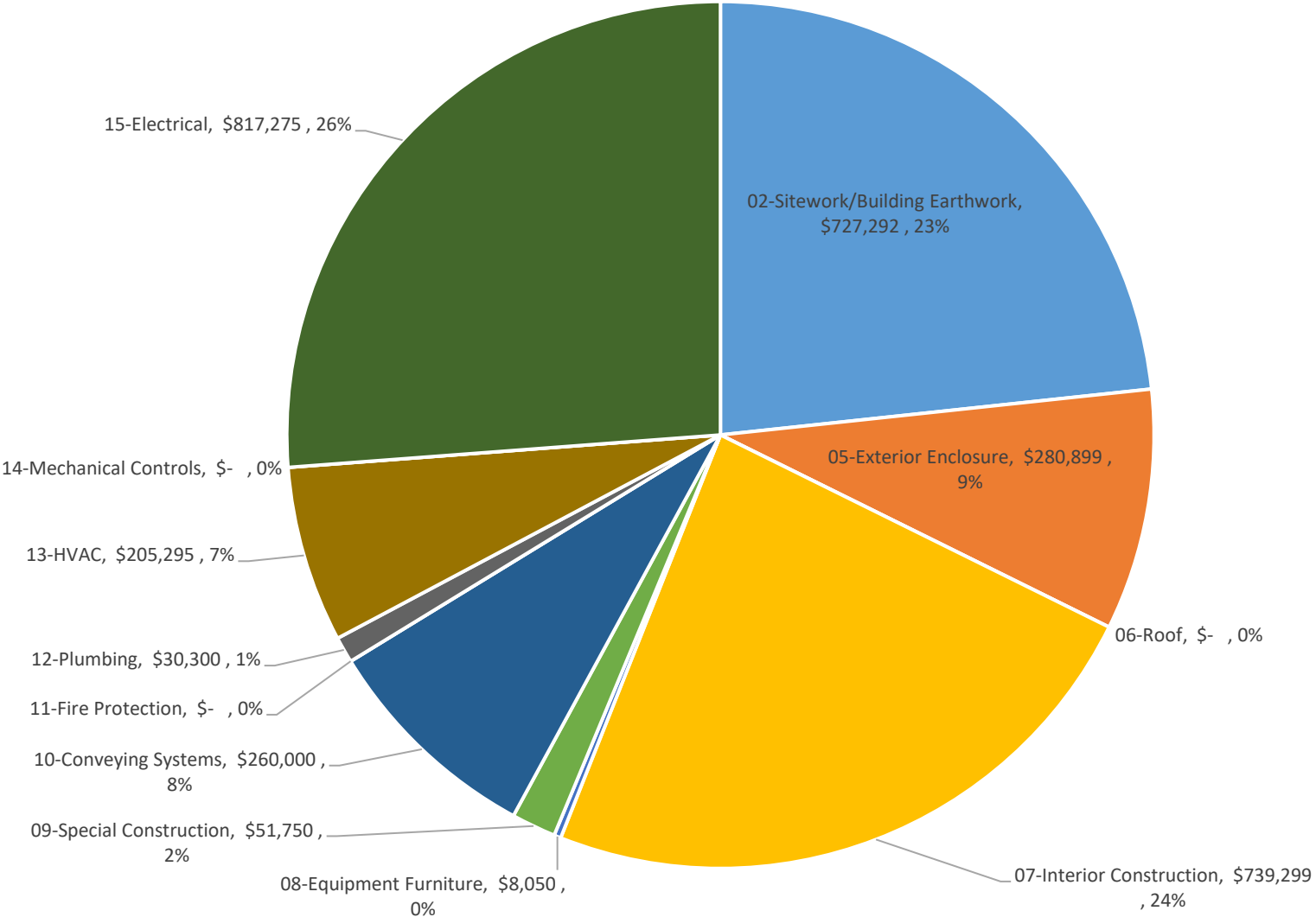


Condition of Items Per Facility



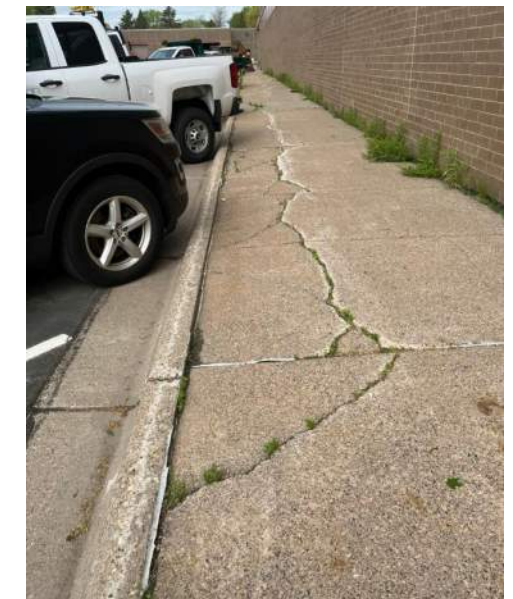
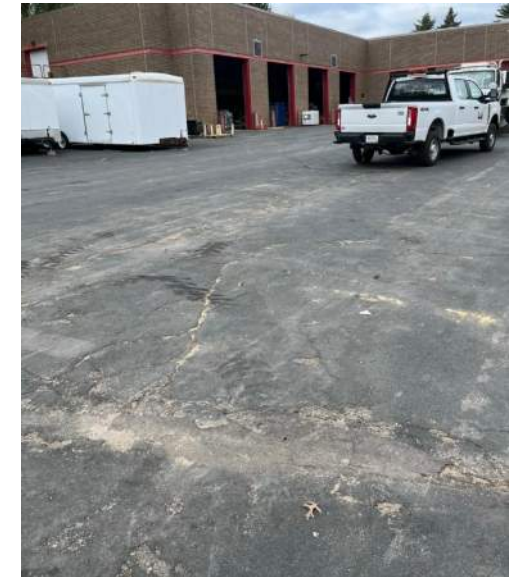
Facility Condition Assessment: Central Maintenance Findings

Facility List	Year Built	Facility SF	Pres. Day Repl.		Building Repl. Cost	10-Year DM		FCI
			Costs			Costs		
Central Maintenance	1985	35,262	\$	400	\$	14,104,800	\$ 3,120,159	0.0744



Facility Condition Assessment: Central Maintenance Findings

- 02-Sitework/Building Earthwork
 - Parking Lot Mill/Overlay
 - Sidewalk replacement
 - Monument sign repairs
 - Fuel Island Concrete & Canopy replacement
 - Address negative drainage along southeast corner of CM



Facility Condition Assessment: Central Maintenance Findings

- 05-Exterior Enclosure

- Garage Door replacements
- Replacement of damage metal panels
- Caulking along southern exterior
- Efflorescence cleaning
- Window & Skylight Caulking
- Recommend to redirect irrigation heads away from building

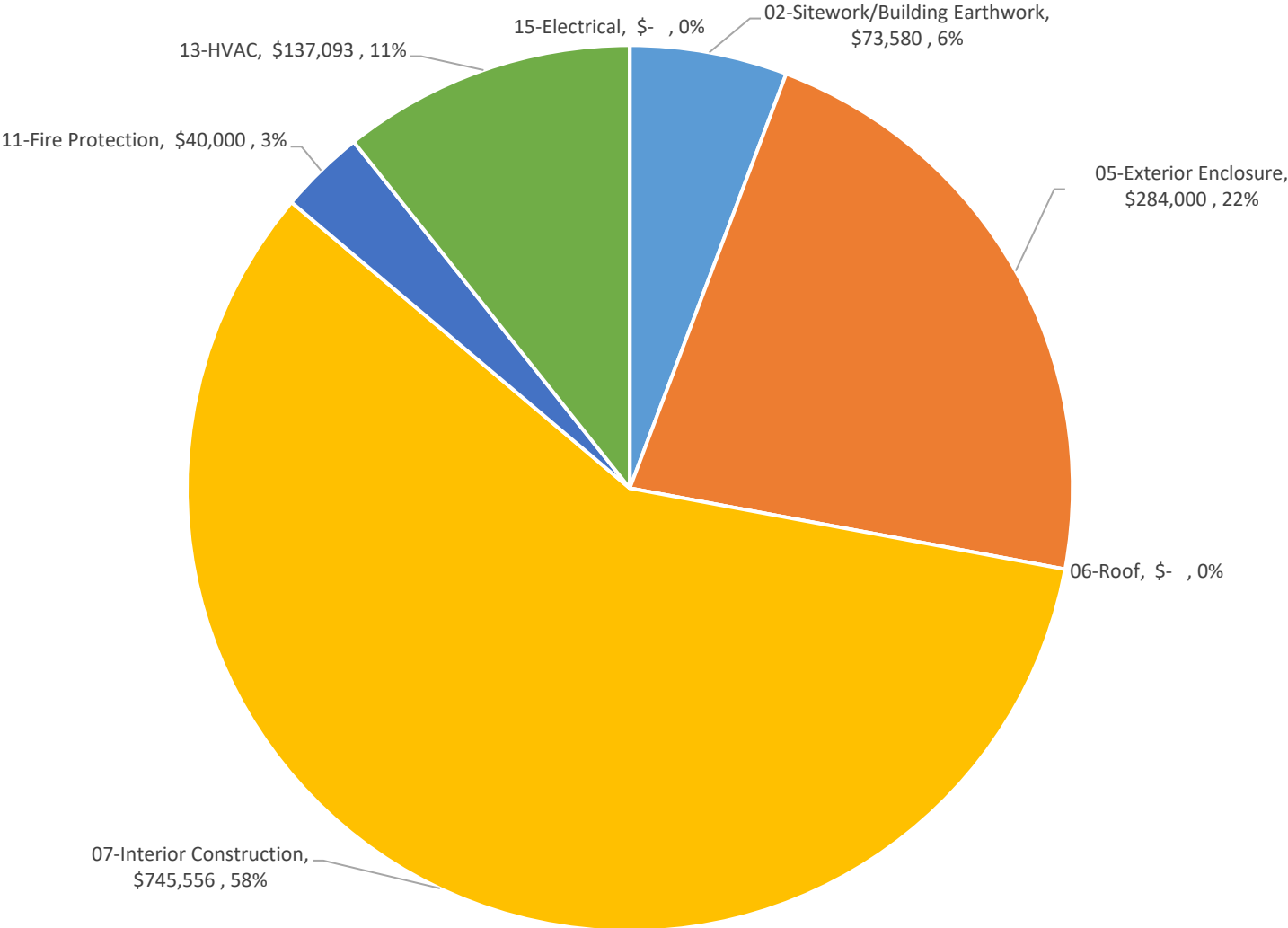


Facility Condition Assessment: Central Maintenance Findings

- 09-Special Construction
 - Gas Tank Monitoring
- 10-Conveying System
 - Recommend elevator install
- 15-Electrical
 - LED upgrades in Cold Storage, Maintenance Shops
 - Recommend emergency generator install

Facility Condition Assessment: Cold Storage Findings

Facility List	Year Built	Facility SF	Pres. Day Repl.		10-Year DM		FCI
			Costs	Building Repl. Cost	Costs		
Cold Storage	1991	26,621	\$ 350	\$ 9,317,350	\$ 1,280,229		0.2745



Facility Condition Assessment: Cold Storage Findings

- 05-Exterior Enclosure
 - Exterior Door replacements
 - Efflorescence cleanup
 - Various exterior repairs
- 07-Interior Construction
 - Floor replacement in salt/sand storage
- 13-HVAC
 - Recommend to add HVAC to Cold Storage space for added space to work in winter



Next Steps

- All buildings have been assessed, quantified and cost estimated through Facility Condition Assessment
- Completed Facility Condition Assessment (FCA) on two (2) city facilities ~ 62K SF
 - Central Maintenance is in good condition with \$3.1M needs over the next 10 years
 - Cold Storage is in fair condition with \$1.3M needs over the next 10 years
- Identified \$4.4M of deferred maintenance needs over the next 10 years
 - “Do Nothing plan” i.e. if the city does nothing, this is the expected maintenance cost on the city facilities.
 - FCA does not include cost for improved “Adequacy”
- City to determine approach to resolve:
 - Determine annual budget for rebalancing 10-year plan
 - Adequacy issues with Public Works Facility further defined through Wold Architects study

Facility Condition Assessment



KRAUS-ANDERSON®

**FACILITY
CONDITION
ASSESSMENT**



••Kraus-Anderson's Facility Condition Assessment including, without limitation all reports, spreadsheets, formats, indexes, etc. are Kraus-Anderson's confidential and proprietary data. Such Project Deliverables shall not be used, shared or reproduced without the express written consent of Kraus-Anderson.

Questions/Comments

APPENDIX B

DEPARTMENT SURVEYS



<u>Public Works/Parks</u>	<u>Superintendents of Streets, Utilities, Parks, Central Equipment</u>	
<u>Department Name</u>	<u>Name/Title of Person Completing Survey</u>	
<u>Maintenance</u>	<u>651-450-4309</u>	
<u>Division Name</u>	<u>Telephone</u>	<u>May 1, 2024</u>
	<u>bunderdahl@ighmn.gov</u>	
	<u>Email Address</u>	<u>Date</u>

1. FUNCTIONAL DESCRIPTION

Please describe the mission of your functional area.

We serve the City's needs related to maintenance of the City's street, utility, and parks infrastructure. Our Central Equipment division maintains the full fleet of City vehicles across all City divisions. The goal of the needs analysis and future site plan development is to better articulate the need for additional space for trucks, equipment, attachments, and materials, as well as show the need for additional space for full-time and part-time employees, including updated meeting spaces, crew spaces, locker room facilities, training and breakroom facilities, and space for an estimated future workforce of up to 75 people.

2. SERVICES AND/OR FUNCTIONS PROVIDED

Please indicate the extent to which the services and/or functions in your area required the following:

FREQUENT /
EXTENSIVE

MODERATE

MINIMAL

NONE

Face-to-Face Interaction with Other Department

☒
☐
☐
☐

Face-to-Face Interaction with the Public

☐
☒
☐
☐

Paper Storage / File Maintenance

☐
☐
☒
☐

Voice / Telephone Communication

☒
☐
☐
☐

Estimate the total number of people who come in contact in person with your office every day

12

Estimate the largest number of visitors at one time.

6

3. INTERACTION WITH OTHER DEPARTMENTS/DIVISIONS

Please list the departments/divisions/sections/units that require frequent face-to-face interaction with your functional area.

Police

Code Compliance

Fire

Inspections

Engineering

IT

Facilities Maintenance

Natural Resources/Storm Water



City of Inver Grove Heights
CMF Needs Analysis & Master Site Plan
Space Survey Instrument

4. REASONS FOR CURRENT LOCATION OF YOUR OPERATION (check all that apply)

Need for proximity to neighboring department(s)/division(s)/section(s)/unit(s). (Please specify below)

City Campus - City Hall/Police Department, VMCC/Grove,

Public Works/Parks Maintenance.

Close proximity allows for efficiencies especially for

Central Equipment

- ☒ Easy public access
- ☐ Current location meets space requirements
- ☒ Long-term location; relocation never considered
- ☐ Remotely located; independent operation
- ☐ No particular reason for current location
- ☐ Other (Please specify below)

5. CURRENT SPACE OCCUPANTS

Please indicate the following for all funded positions/people who physically occupy space and need an assigned work space in your functional area. Indicate workspace type:

Price Office = P and Open Cubicle = C

DEPARTMENT STAFF BY JOB TITLE (PERMANENT FTE)	NUMBER OF STAFF	WORKSPACE TYPE	COMMENTS
Park Maintenance Worker	6	C	Shared/Row Desks
Street Maintenance Worker	8	C	Shared/Row Desks
Utilities Maintenance Worker	7	C	Shared/Row Desks
Mechanics	3	P	Shared Space
Superintendents	3	P	
Park Maintenance Coordinator	1	P	Shared Space
Street and Utilities Lead Worker	2	P	Shared Space
Public Works Support Support Specialist	1	P	Front Desk Space
Natural Resources/Storm Water	2	C	Shared Space
Non-Department Staff Located in Your Area			

Do any staff work after hours or weekends? If so, please describe:

All Maintenance Employees work after hours, holidays, and weekends as needed.

Parks - Recreation Events (evenings/weekends)

Utilities - On-Call/Emergency Response Streets - Plowing and On-Call/Emergencies

Do you hire seasonal staff? If so, please provide annual projections for seasonal staff:

All Divisions employee seasonal staff. Currently have the following:

Streets (5), Parks Maintenance (15),

Utilities (2), Central Equipment (1)



6. HISTORICAL AND ANTICIPATED STAFF (Streets, Utilities, Parks Maintenance, & Central Equip.)

Please indicate the number of full-time equivalent (FTEs) personnel in your area for the following fiscal years:

HISTORICAL	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
	25	25	25	25	26	27	28	28	31	33	36

For future years, provide your best estimate of the total number of FTE personnel you may need.

FUTURE NEED	2030	2035	2040	2045
	43	52	54	54

Please describe types of positions that may be added in the future:

Each maintenance division will need additional staff, especially Natural Resources/Storm Water Maintenance that will need a lead worker and additional crew (new functional group proposed)

7. WORKLOAD INDICATORS

From the list below, please indicate the factors that you feel will have the greatest impact on personnel growth (or reduction) in your area over the next 10 years. Please identify any other significant factors (i.e., caseload, number of permits, etc.) that are not included in the list provided.

- | | | | |
|--|------------------------|--|------------------------|
| ☒ Growth in Population | <u>Up</u> (Up or Down) | ☒ Technology | <u>Up</u> (Up or Down) |
| ☐ Legislation | _____ (Up or Down) | ☒ Contracts/increase in contract staff | <u>Up</u> (Up or Down) |
| ☐ Funding | _____ (Up or Down) | ☐ Other (specify below) | _____ (Up or Down) |
| | | | _____ (Up or Down) |

Do you track annual statistics for any "other" factor identified? _____

If yes, please name and provide annual historical workload data for up to two "Other" workload indicator(s). Attach information or list below:

INDICATOR	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024

8. TYPES OF SUPPORT SPACES

Please carefully review the list of support spaces types provided and respond indicated Yes (Y), No (N) and Not Applicable (NA). Use space at the end of the survey instrument if necessary to list additional spaces.

TYPE OF SPACE	CURRENTLY PROVIDED	SPACE ADEQUATE	SPACE REQUIRED	COMMENTS
Reception/Waiting	X		X	No seating for waiting
Counter Area	X	X		
Cashier Area				At City Hall
Storage/Supply Room/Copy Room	X	X		
Active File Storage	X		X	Cabinet/Electronic
Inactive File Storage	X		X	Cabinet/Electronic
Large Format Printer/Plotter				At City Hall
Computer/Server Room				At City Hall



City of Inver Grove Heights
CMF Needs Analysis & Master Site Plan
Space Survey Instrument

TYPE OF SPACE (Continued)	CURRENTLY PROVIDED	SPACE ADEQUATE	SPACE REQUIRED	COMMENTS
Equipment Room				
Conference Room			X	
Meeting/Training Room			X	
Interview Room				
Breakroom	X		X	
Maintenance/Loading Dock Area			X	
Men's Locker Room	X		X	
Women's Locker Room			X	
Sign Shop	X		X	In two locations
Equipment Storage	X		X	
Maintenance Bays	X		X	Limited length and not drive thru
Cold Storage	X		X	
Fluid Storage	X		X	Oil Room (barrels and boxes)
Tool Storage	X		X	Storage in parts room and a cabinet
Fabrication Space	X		X	
Wash Bay			X	Hotsy in lane
Wood Shop				
Other				
Other				
Other				

9. TECHNOLOGY/OFFICE EQUIPMENT/STORAGE

Please indicate current and future technology, office equipment and storage needs for your department as indicated below

TECHNOLOGY/OFFICE EQUIPMENT/STORAGE	CURRENT NUMBER	SIZE	LOCATION	FUTURE NEEDS
Copier (Table Top)	0			
Copier (Floor)	1	MX-4071	Supply/Copy Room	
Computer (Desktop/Laptop)	11		Offices/Shop/Sign	Tablet or laptop docking stations
Printer	See copier			
Plotter	0			
Facsimile	See copier			
Scanner	1	2000s1	Front office	
Safe	0			If storing titles
Shredder	1	325i	Supply/Copy Room	
Computer Server	0		City Hall	
Mailing Equipment	0		City Hall	
Vertical File Cabinet	4		Office Hallway	
Lateral File Cabinet	1		Street Super Office	
Supply Cabinet	1		Supply/Copy Room	
High Density Moveable File Cabinet	0			
Shelving Units	2	72"	Off Lunchroom	
Other Technology/Equipment/Storage				



Please describe current and future use of technology/automation, not identified above, that would impact your area

Tablets/Laptops for miscellaneous field/maintenance staff (currently leads and superintendents have laptops or desktops, with approximately 2 tablets each for Parks, Streets, and Utilities. Each of these divisions also has 2-3 "Shared" PC's for staff).

Anticipate upgrading tablet/laptop use to 50% of field staff in all divisions in 5-7 years, with some "shared" PC still in play.

Implementation of new technology or programs for asset/enterprise management and fleet management may require additional workspace/stations.

10. CURRENT SPACE DEFICIENCIES

Please identify current space deficiencies of your functional area.

Limited private office space - 5 current offices for 7 staff. Offices are undersized and not equal for all division heads in size/features.

No office for fleet manager or Public Works Director

No private space for staff, no meeting rooms, no conference rooms

No women's locker room. Men's locker room is inconveniently placed and does not have space for all staff. One small shower.

Small breakroom or space large enough to gather full division staff for meetings (let alone all Maintenance Facility staff).

Limited climate-controlled storage space. No palletized racking system.

No space for small tool and equipment maintenance (mowers, chain saws, etc.)

Inadequate space for uniform delivery or convenient changing room (see locker room comment)

11. UNIQUE SPACE REQUIREMENTS

Please identify any unique space requirements for your functional area (ex. washbay, material testing lab, mudroom, etc.)

Drive In/Through wash bay with underbody wash capabilities

Improved/expanded cold storage space

Improved/expanded salt shed (hoop structure...something with better accessibility for delivery and truck loading)

Centralized outdoor storage (include shelter/protection for aggregates, sands, cold patch, etc.)

Space for sorted rubbish/dumpsters; exterior accessible containers for oil disposal

Brine mixing space and storage tanks (for drive-up loading of plows and truck-mounted tanks)

Drive-through maintenance bays (preferable for accessibility and large equipment)

12. SPECIALIZED DEPARTMENTAL NEEDS

Welding & Fabrication Space (Central Equipment)	
Small Tools & Equipment Repair Space (Parks/Streets/Stormwater)	
Brine Mixing (Streets)	
Pipe & Utility Material Assembly/Repair (Utilities)	
Sign Shop (Streets)	



13. SECURITY

Please identify any security requirements as listed below.

PERSONNEL PROTECTION

Ballistic protected glass? ☐ Yes ☒ No
Physical Attack Rated Glass? ☐ Yes ☒ No
Metal Detectors? ☐ Yes ☒ No
Camera Monitoring? ☒ Yes ☐ No
Intercom to Security? ☐ Yes ☒ No
Distress Alarm Actuation? ☒ Yes ☐ No
Other personnel protection ☐ Yes ☐ No

If yes, please list below

PRIVACY AND SOUND CONTROL

Need for Sound Isolated Rooms? ☒ Yes ☐ No
If yes, please list:
Acoustic Control within the space? ☐ Yes ☐ No
Other privacy and sound control features? ☒ Yes ☐ No

If yes, please list below

ACCESS CONTROL

Electronic Lock Monitors? ☒ Yes ☐ No
Electronic Access (i.e. card, biometric, or touchpad?) ☒ Yes ☐ No
Delayed Emergency Egress? ☐ Yes ☒ No
Intercom to Door Control? ☐ Yes ☒ No

Other access control features? ☐ Yes ☒ No

If yes, please list below

OTHER SECURITY REQUIREMENTS?

Access/Security control for all external accesses, and for select internal areas (i.e. Maintenance Shop/Parts/Key Room)

14. PARKING

How many staff drive their own automobiles to work every day? 35 full time, 25 seasonals

Please list City vehicles used by your department by type (pick-up, flow truck, grader, etc.) and quantity. Include vehicles sizes as available.

VEHICLE TYPE

VEHICLES

See Attached Inventory List

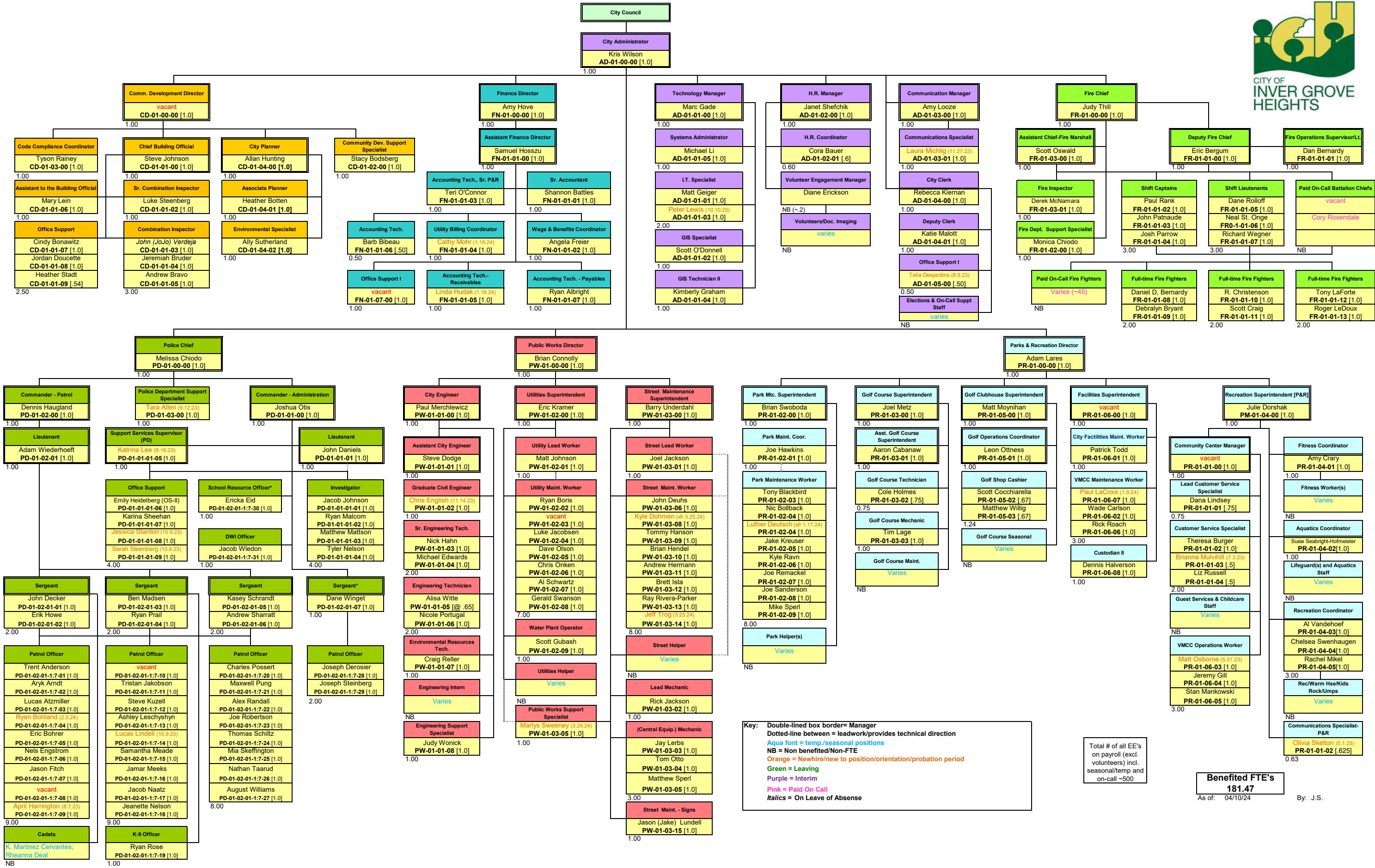
Looking at options as manufacturers are developing them. Purchased an electric forklift 2024.

Want flexibility in future design to add/retrofit for additional fleet electrification needs. Looking for feedback on quantity of charging stations to plan for.

[illegible]

- Organization Chart - See attached

City of Inver Grove Heights - Organizational Chart



Key: Double-lined box border= Manager
Dotted-line between = leadwork/provides technical direction
Aqua font = temp/seasonal positions
NB = Non benefited/Non-FTE
Orange = Newhire/new to position/orientation/probation period
Green = Leaving
Purple = Interim
Pink = Paid On Call
Italics = On Leave of Absense

Total # of all EE's on payroll (excl. volunteers) incl. seasonal/temp and on-call ~500

Benefited FTE's
181.47

As of: 04/10/24

By: J.S.



City of Inver Grove Heights
CMF Needs Analysis & Master Site Plan
Space Survey Instrument – Staff Only

<u>Streets Department</u>	<u>Joel Jackson / Streets Lead Worker</u>	
Department Name	Name/Title of Person Completing Survey	
<u>Public Works</u>	<u>651-450-2473</u>	
Division Name	Telephone	
	<u>jjackson@ighmn.gov</u>	<u>5/1/2024</u>
	Email Address	Date

1. FUNCTIONAL DESCRIPTION

Please describe the mission of your functional area.

- Recieve and assign work requests
- Track and order materials
- Assign work orders with contractors
- Plan pavement projects
- Plan current and future streets department projects
- Plan and discuss current ROW projects and issues
- Meet daily with Street Superintendant
- Coordinate year round maintenance projects with other departments

2. SERVICES AND/OR FUNCTIONS PROVIDED

Please indicate the extent to which the services and/or functions in your area required the following:

FREQUENT /
EXTENSIVE

MODERATE

MINIMAL

NONE

Face-to-Face Interaction with Other Departments



Face-to-Face Interaction with the Public



Paper Storage / File Maintenance



Voice / Telephone Communication



Estimate the total number of people who come in contact in person with your office every day

5

Estimate the largest number of visitors at one time.

3

3. INTERACTION WITH OTHER DEPARTMENTS/DIVISIONS

Please list the departments/divisions/sections/units that require frequent face-to-face interaction with your functional area.

<u>Central Equipment</u>	<u>Public Works Department Heads</u>
<u>Utilities</u>	<u>Public Works Specialist</u>
<u>Parks and Recreation</u>	
<u>Engineering</u>	



4. REASONS FOR CURRENT LOCATION OF YOUR OPERATION (check all that apply)

Need for proximity to neighboring department(s)/division(s)/section(s)/unit(s). (Please specify below)

- ☐ Easy public access
- ☐ Current location meets space requirements
- ☐ Long-term location; relocation never considered
- ☐ Remotely located; independent operation
- ☐ No particular reason for current location
- ☐ Other (Please specify below)

To meet with other departments to discuss certain

projects and specific equipment needs on a daily basis.

To have open communication across all departments in dealing

with sharing employees/equipment at different times throughout the year

for specific events, such as winter snow events and various other

seasonal events.

8. TYPES OF SUPPORT SPACES

Please review the list of support spaces below and indicate if these spaces are critical to your daily job operations. If so, please indicate whether these spaces are adequate (if they exist) or if the space is needed. Include any additional comments if spaces have unique requirements or deficiencies.

TYPE OF SPACE	CURRENTLY PROVIDED	SPACE ADEQUATE	SPACE REQUIRED	COMMENTS
Reception/Waiting			X	Inadequate size for public waiting area
Storage/Supply Room/Copy Room	X	X		
Large Format Printer/Plotter				
Conference Room			X	Inadequate
Meeting/Training Room			X	" "
Interview Room			X	" "
Breakroom	X		X	" "
Maintenance/Loading Dock Area			X	" "
Men's Locker Room	X		X	" "
Women's Locker Room			X	" "
Sign Shop	X		X	" "
Equipment Storage	X		X	" "
Maintenance Bays	X		X	" "
Cold Storage	X		X	" "
Fluid Storage	X		X	" "
Tool Storage	X		X	" "
Fabrication Space			X	" "
Wash Bay			X	" "
Wood Shop			X	" "
Other				
Other				
Other				



10. CURRENT SPACE DEFICIENCIES

Please identify current space deficiencies of your functional area.

Streets lead worker office space is shared with Parks coordinator. No specific area for private meetings with employees and lacks space for safety training for all employees. Insufficient space for breakroom with full-time and part-time employees. Lockerroom is insufficient for full-time staff and there is no lockerroom for female staff. Current facility is not ADA compliant.

11. UNIQUE SPACE REQUIREMENTS

Please identify any unique space requirements for your functional area (ex. washbay, material testing lab, mudroom, etc.)

- Inside parking for trucks and equipment
- Designated space for trailers
- Improve outside material storage space/bins & Cold Storage Space
- Bulk water loading station
- Wash bays 1- trucks and 1- large equipment/trucks
- Designated space for small equipment and hand tools for each department
- Maintain Meeting space for each division staff (Streets, Utilities, Parks Maint.)

12. SPECIALIZED DEPARTMENTAL NEEDS

- Brine mixing area
- Upgraded sign shop (more space w/climate control)



13. SECURITY

Please identify any security requirements as listed below.

PERSONNEL PROTECTION

- Ballistic protected glass? ☐ Yes ☒ No
- Physical Attack Rated Glass? ☐ Yes ☒ No
- Metal Detectors? ☐ Yes ☒ No
- Camera Monitoring? ☒ Yes ☒ No
- Intercom to Security? ☐ Yes ☒ No
- Distress Alarm Actuation? ☐ Yes ☒ No
- Other personnel protection ☐ Yes ☒ No

If yes, please list below

ACCESS CONTROL

- Electronic Lock Monitors? ☒ Yes ☒ No
- Electronic Access (i.e. card, biometric, or touchpad?) ☒ Yes ☒ No
- Delayed Emergency Egress? ☐ Yes ☒ No
- Intercom to Door Control? ☐ Yes ☒ No

Other access control features? ☐ Yes ☒ No

If yes, please list below

PRIVACY AND SOUND CONTROL

- Need for Sound Isolated Rooms? ☒ Yes ☒ No
- If yes, please list:
- Acoustic Control within the space? ☐ Yes ☒ No
- Other privacy and sound control features? ☐ Yes ☒ No

If yes, please list below

OTHER SECURITY REQUIREMENTS?

- Keycard access to crew spaces/office spaces

14. PARKING

How many staff drive their own automobiles to work every day? 50 + at peak times

Please list City vehicles used by your department by type (pick-up, flow truck, grader, etc.) and quantity. Include vehicles sizes as available.

VEHICLE TYPE

VEHICLES

See Attached Vehicle Inventory list

No

- Water spigots at Plow Truck parking bays for brine mixing (if separate mix tanks aren't provided)

[illegible]



City of Inver Grove Heights
CMF Needs Analysis & Master Site Plan
Space Survey Instrument – Staff Only

<u>Central Equipment</u>	<u>Rick Jackson Lead Mechanic</u>	
<u>Department Name</u>	<u>Name/Title of Person Completing Survey</u>	
<u>Central Equipment</u>	<u>651-450-4317</u>	
<u>Division Name</u>	<u>Telephone</u>	
	<u>rjackson@lghmn.gov</u>	<u>05/01/2024</u>
	<u>Email Address</u>	<u>Date</u>

1. FUNCTIONAL DESCRIPTION We repair and maintain City vehicles, Weld and fabricate speciality parts for
for various departments.

Please describe the mission of your functional area.

2. SERVICES AND/OR FUNCTIONS PROVIDED

Please indicate the extent to which the services and/or functions in your area required the following:

FREQUENT /
EXTENSIVE

MODERATE

MINIMAL

NONE

Face-to-Face Interaction with Other Departments

☒
☐
☐
☐

Face-to-Face Interaction with the Public

☐
☒
☐
☐

Paper Storage / File Maintenance

☐
☐
☒
☐

Voice / Telephone Communication

☒
☐
☐
☐

Estimate the total number of people who come in contact in person with your office every day

20

Estimate the largest number of visitors at one time.

6

3. INTERACTION WITH OTHER DEPARTMENTS/DIVISIONS

Please list the departments/divisions/sections/units that require frequent face-to-face interaction with your functional area.

Police

Utilities

Fire

Engineering

Street Dept

Inspections

Parks Dept



City of Inver Grove Heights
CMF Needs Analysis & Master Site Plan
Space Survey Instrument – Staff Only

4. REASONS FOR CURRENT LOCATION OF YOUR OPERATION (check all that apply)

Need for proximity to neighboring department(s)/division(s)/section(s)/unit(s). (Please specify below)

It would be easier to repair and maintain.

- ☒ Easy public access
- ☐ Current location meets space requirements
- ☐ Long-term location; relocation never considered
- ☐ Remotely located; independent operation
- ☐ No particular reason for current location
- ☐ Other (Please specify below)

8. TYPES OF SUPPORT SPACES

Please review the list of support spaces below and indicate if these spaces are critical to your daily job operations. If so, please indicate whether these spaces are adequate (if they exist) or if the space is needed. Include any additional comments if spaces have unique requirements or deficiencies.

TYPE OF SPACE	CURRENTLY PROVIDED	SPACE ADEQUATE	SPACE REQUIRED	COMMENTS (Wants/Desires)
Reception/Waiting		✓		
Storage/Supply Room/Copy Room	X		✓	Office space, Parts room. Oil room
Large Format Printer/Plotter		✓		
Conference Room			✓	Currently no conference room
Meeting/Training Room			✓	Computer repair manual lab
Interview Room			✓	No meeting room
Breakroom	X		✓	
Maintenance/Loading Dock Area			✓	
Men's Locker Room	X		✓	
Women's Locker Room			✓	
Sign Shop	X		✓	
Equipment Storage	X		✓	Need a room for Jack stands Etc
Maintenance Bays	X		✓	Drive through bays
Cold Storage	X		✓	
Fluid Storage	X		✓	Oil storage room
Tool Storage	X		✓	
Fabrication Space	X		✓	
Wash Bay	X		✓	With under body wash capability
Wood Shop			✓	
Other Tire Storage			X	
Other Parts Room	X		X	
Other				



City of Inver Grove Heights
CMF Needs Analysis & Master Site Plan
Space Survey Instrument – Staff Only

10. CURRENT SPACE DEFICIENCIES

Please identify current space deficiencies of your functional area.

Need drive through stalls for moving Fire trucks and Plow trucks through. More inside parking. Office space and Oil room.
 Office space should have desk and computer/workstation space. Better room/space for parts storage. Dedicated space for tires (new and used)
 Need desk or crew space for more than just the mechanic; remaining 3+ staff have no workstation or personal space in current facility.

11. UNIQUE SPACE REQUIREMENTS

Please identify any unique space requirements for your functional area (ex. washbay, material testing lab, mudroom, etc.)

Over head crane hoist ,a lift table for smaller mowers and equipment. Glass Garage doors for more light.
 Oil guns in every bay.

Space needed for material delivery and inventory/check-in

Wash bays with underbody wash

Separate welding/fabrication shop space that's not in maintenance bays (with proper ventilation)

Vehicle maintenance bays need to be large enough to accommodate all sizes of equipment (including fire engines)

12. SPECIALIZED DEPARTMENTAL NEEDS

Welding and Fabrication bay with metal storage racks. Iron worker for bending metal and punching holes.



City of Inver Grove Heights
CMF Needs Analysis & Master Site Plan
Space Survey Instrument – Staff Only

13. SECURITY

Please identify any security requirements as listed below.

PERSONNEL PROTECTION

Ballistic protected glass? ☐ Yes ☒ No
 Physical Attack Rated Glass? ☐ Yes ☒ No
 Metal Detectors? ☐ Yes ☒ No
 Camera Monitoring? ☒ Yes ☒ No
 Intercom to Security? ☐ Yes ☒ No
 Distress Alarm Actuation? ☐ Yes ☒ No
 Other personnel protection ☐ Yes ☒ No

If yes, please list below

ACCESS CONTROL

Electronic Lock Monitors? ☒ Yes ☐ No
 Electronic Access (i.e. card, biometric, or touchpad?) ☒ Yes ☐ No
 Delayed Emergency Egress? ☐ Yes ☒ No
 Intercom to Door Control? ☐ Yes ☒ No

Other access control features? ☐ Yes ☒ No

If yes, please list below

PRIVACY AND SOUND CONTROL

Need for Sound Isolated Rooms? ☒ Yes ☐ No

If yes, please list:

Acoustic Control within the space? ☐ Yes ☒ No

Other privacy and sound control features? ☐ Yes ☒ No

If yes, please list below

OTHER SECURITY REQUIREMENTS?

Lock/Keycard Entry for parts room/key storage

Lock/Keycard Entry for after hours access to maintenance bays/shop area

14. PARKING

How many staff drive their own automobiles to work every day? 35-50

Please list City vehicles used by your department by type (pick-up, flow truck, grader, etc.) and quantity. Include vehicles sizes as available.

VEHICLE TYPE**# VEHICLES**

Pickup

See Vehicle Inventory list

1001	1002	1003	1004	1005	1006	1007	1008	1009	1010	1011	1012	1013	1014	1015	1016	1017	1018	1019	1020	1021	1022	1023	1024	1025	1026	1027	1028	1029	1030	1031	1032	1033	1034	1035	1036	1037	1038	1039	1040	1041	1042	1043	1044	1045	1046	1047	1048	1049	1050	1051	1052	1053	1054	1055	1056	1057	1058	1059	1060	1061	1062	1063	1064	1065	1066	1067	1068	1069	1070	1071	1072	1073	1074	1075	1076	1077	1078	1079	1080	1081	1082	1083	1084	1085	1086	1087	1088	1089	1090	1091	1092	1093	1094	1095	1096	1097	1098	1099	1100	1101	1102	1103	1104	1105	1106	1107	1108	1109	1110	1111	1112	1113	1114	1115	1116	1117	1118	1119	1120	1121	1122	1123	1124	1125	1126	1127	1128	1129	1130	1131	1132	1133	1134	1135	1136	1137	1138	1139	1140	1141	1142	1143	1144	1145	1146	1147	1148	1149	1150	1151	1152	1153	1154	1155	1156	1157	1158	1159	1160	1161	1162	1163	1164	1165	1166	1167	1168	1169	1170	1171	1172	1173	1174	1175	1176	1177	1178	1179	1180	1181	1182	1183	1184	1185	1186	1187	1188	1189	1190	1191	1192	1193	1194	1195	1196	1197	1198	1199	1200	1201	1202	1203	1204	1205	1206	1207	1208	1209	1210	1211	1212	1213	1214	1215	1216	1217	1218	1219	1220	1221	1222	1223	1224	1225	1226	1227	1228	1229	1230	1231	1232	1233	1234	1235	1236	1237	1238	1239	1240	1241	1242	1243	1244	1245	1246	1247	1248	1249	1250	1251	1252	1253	1254	1255	1256	1257	1258	1259	1260	1261	1262	1263	1264	1265	1266	1267	1268	1269	1270	1271	1272	1273	1274	1275	1276	1277	1278	1279	1280	1281	1282	1283	1284	1285	1286	1287	1288	1289	1290	1291	1292	1293	1294	1295	1296	1297	1298	1299	1300	1301	1302	1303	1304	1305	1306	1307	1308	1309	1310	1311	1312	1313	1314	1315	1316	1317	1318	1319	1320	1321	1322	1323	1324	1325	1326	1327	1328	1329	1330	1331	1332	1333	1334	1335	1336	1337	1338	1339	1340	1341	1342	1343	1344	1345	1346	1347	1348	1349	1350	1351	1352	1353	1354	1355	1356	1357	1358	1359	1360	1361	1362	1363	1364	1365	1366	1367	1368	1369	1370	1371	1372	1373	1374	1375	1376	1377	1378	1379	1380	1381	1382	1383	1384	1385	1386	1387	1388	1389	1390	1391	1392	1393	1394	1395	1396	1397	1398	1399	1400	1401	1402	1403	1404	1405	1406	1407	1408	1409</
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We are getting a Electric fork lift.

Please offer any additional comments that you feel are important regarding the operational and space requirements of your functional area:

[illegible]

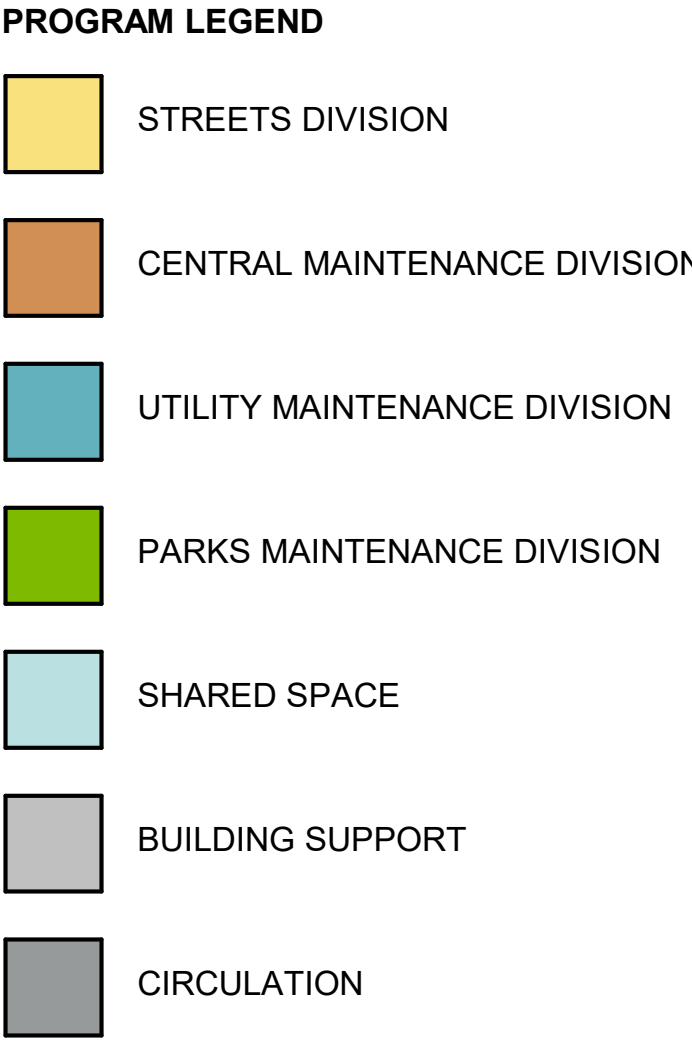
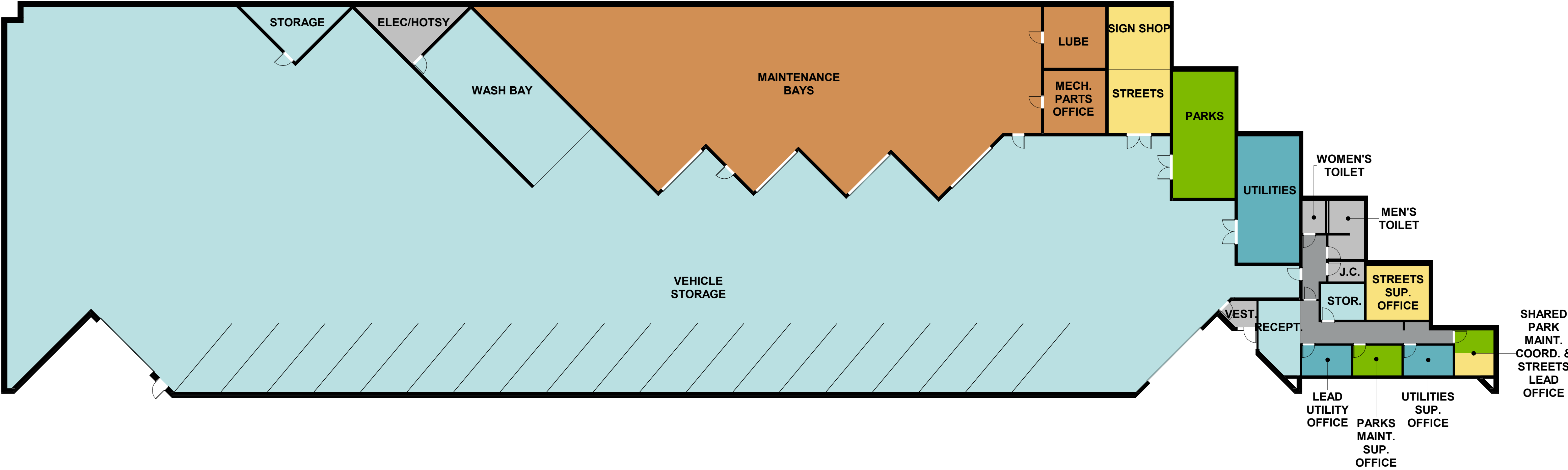
APPENDIX C

EXISTING SPACE UTILIZATION DIAGRAMS

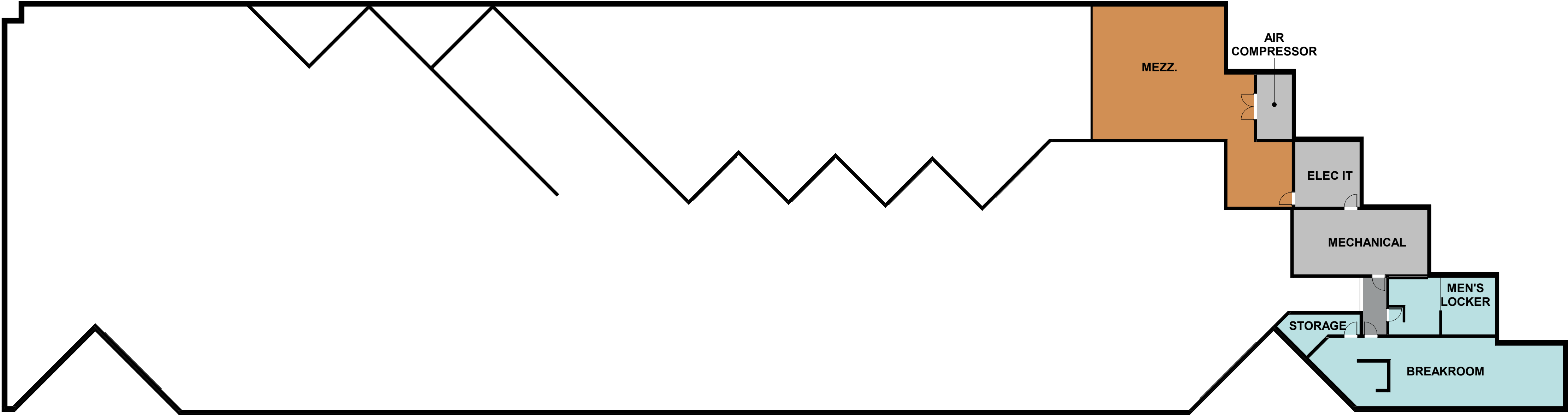


City of Inver Grove Heights

CMF Needs Study



1 MAIN LEVEL FLOOR PLAN
1/16" = 1'-0"



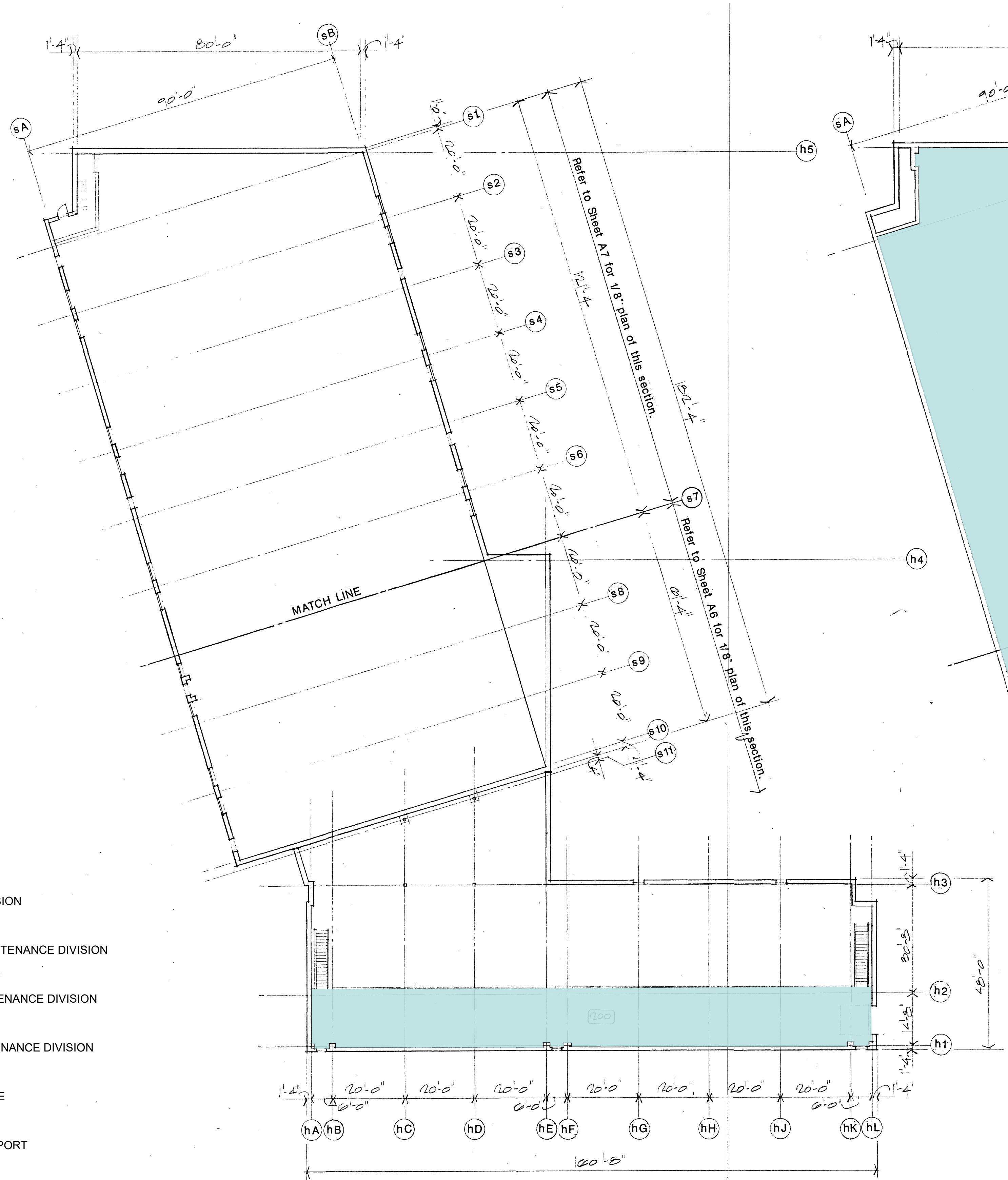
2 UPPER LEVEL FLOOR PLAN
1/16" = 1'-0"



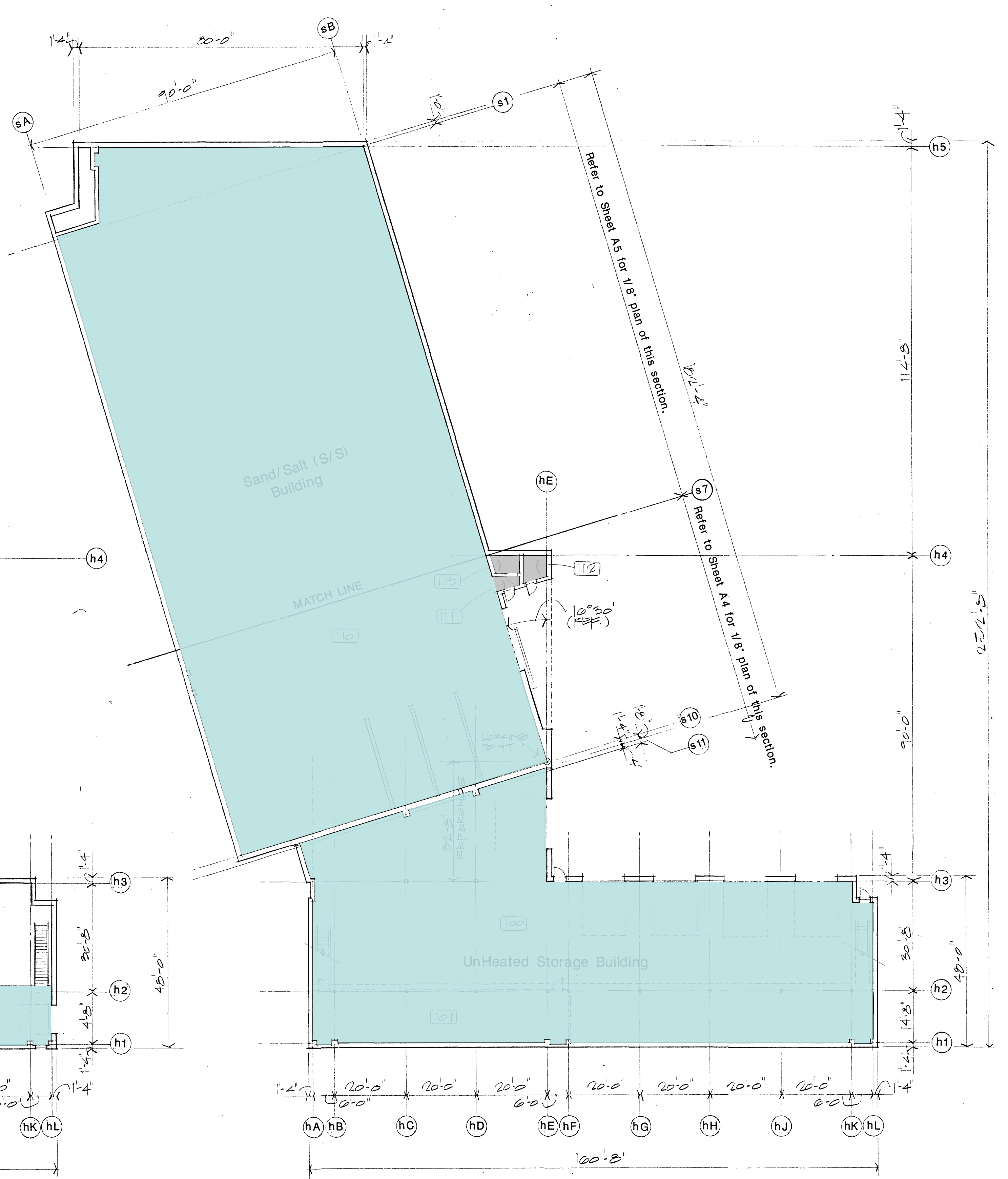
City of Inver Grove Heights

CMF Needs Study

- PROGRAM LEGEND**
- STREETS DIVISION
 - CENTRAL MAINTENANCE DIVISION
 - UTILITY MAINTENANCE DIVISION
 - PARKS MAINTENANCE DIVISION
 - SHARED SPACE
 - BUILDING SUPPORT
 - CIRCULATION



COLD STORAGE MEZZANINE LEVEL PLAN



COLD STORAGE MAIN LEVEL PLAN

EXISTING BUILDING UTILIZATION

Comm No: 242041

APPENDIX D

SPACE PROGRAMS



City of Inver Grove Heights

CMF Space Needs Study

February 2025

Space Program			Existing Utilization		Proposed Need (2024)		Projected Need (2045)		
	Staff	Program	Staff	Qty	Program	Staff	Qty	Program	
Central Maintenance Facility									
1.100 Staff Offices									
1.100	Lobby				200 s.f.			200 s.f.	
Administration									
1.110	Receptionist Office	1	100 s.f.	1	100 s.f.	2	2	200 s.f.	
1.112	PW Director Office				200 s.f.			200 s.f.	
1.112	Flexible Office				100 s.f.			100 s.f.	
1.113	Flexible Workstations (1 @ 36 s.f.)			2	72 s.f.		4	144 s.f.	
Streets Maintenance									
1.120	Streets Supervisor Office	1	200 s.f.	1	150 s.f.	1		150 s.f.	
1.121	Streets Lead Office	1	60 s.f.	1	120 s.f.	2	2	240 s.f.	
1.122	Streets Muster Room	9	230 s.f.	9	750 s.f.	12		750 s.f.	
Utility Maintenance									
1.130	Utilities Supervisor Office	1	95 s.f.	1	150 s.f.	1		150 s.f.	
1.131	Utilities Lead Office	1	100 s.f.	1	120 s.f.	2	2	240 s.f.	
1.132	Utilities Muster Room	8	470 s.f.	8	750 s.f.	11		750 s.f.	
Parks Maintenance									
1.140	Parks Supervisor Office	1	95 s.f.	1	150 s.f.	1		150 s.f.	
1.141	Parks Lead Office	1	60 s.f.	1	120 s.f.	2	2	240 s.f.	
1.142	Parks Muster Room	8	480 s.f.	8	750 s.f.	11		750 s.f.	
Natural Resources									
1.150	Natural Resources Supervisor Office					1		150 s.f.	
1.151	Natural Resources Lead Office					1		120 s.f.	
1.152	Natural Resources Muster Room	2		2	750 s.f.	4		750 s.f.	
Shared Office Support									
1.160	Storage		75 s.f.		100 s.f.			100 s.f.	
1.161	Copy/Work Room				120 s.f.			120 s.f.	
1.162	Medium Conference Room				250 s.f.			250 s.f.	
1.163	Large Conference Room				500 s.f.			500 s.f.	
1.164	Training Room/Lunch Room				2,000 s.f.			2,000 s.f.	
Subtotal Staff Offices		34	1,965 s.f.	34	7,452 s.f.	51		8,254 s.f.	
Net to Usable Factor				x	1.4	x		1.4	
Total Usable Square Footage Staff Offices					10,433 s.f.			11,556 s.f.	
Usable to Gross Factor				x	1.2	x		1.2	
Total Gross Square Footage Staff Offices			2,980 s.f.		12,519 s.f.			13,867 s.f.	
1.200 Staff Support Spaces									
1.201	Break Room (See Training Room)		950 s.f.						
1.202	Kitchen				200 s.f.			200 s.f.	
1.203	Men's Locker Room (40-60 full @ 4 s.f., 24-36 half @ 2 s.f.)		350 s.f.	40-24	208 s.f.	60-36		312 s.f.	
1.204	Toilets (1 @ 18 s.f.)			4	72 s.f.	6		108 s.f.	
1.205	Vestibule				44 s.f.			44 s.f.	
1.206	Shower (1 @ 18 s.f.)			3	54 s.f.	4		72 s.f.	
1.207	Women's Locker Room (4-10 full @ 4 s.f.)			4	16 s.f.	10		40 s.f.	
1.208	Toilets (1 @ 18 s.f.)			1	18 s.f.	3		54 s.f.	
1.209	Vestibule				44 s.f.			44 s.f.	
1.210	Shower (1 @ 18 s.f.)			1	18 s.f.	2		36 s.f.	
1.211	Quiet Room				80 s.f.			80 s.f.	
1.212	Laundry/Wash Room				80 s.f.			80 s.f.	
1.213	Mother's Room				80 s.f.			80 s.f.	
Subtotal Staff Support			1,300 s.f.		914 s.f.			1,150 s.f.	
Net to Usable Factor				x	1.4	x		1.4	
Total Usable Square Footage Staff Support					1,280 s.f.			1,610 s.f.	
Usable to Gross Factor				x	1.2	x		1.2	



City of Inver Grove Heights

CMF Space Needs Study

February 2025

Space Program		Existing Utilization		Proposed Need (2024)		Projected Need (2045)	
		Staff	Program	Staff	Qty	Program	Staff
Total Gross Square Footage Staff Support		1,550 s.f.		1,536 s.f.		1,932 s.f.	
1.300 Mechanics Suite							
1.301	Maintenance Bays	4,450 s.f.				Doors 18' W x 14' H	
1.302	Small Maint. Bay @ 20' x 48' (In-Floor x1-2, Portable x1)			2	1,920 s.f.	3	2,880 s.f.
1.303	Large Maint. Bay @ 24' x 60' (In-Floor x1-2, Rotary x1)			2	2,880 s.f.	3	4,320 s.f.
1.304	Flexible /Staging Bay @ 24' x 48'			1	1,152 s.f.	1	1,152 s.f.
1.307	Parts Room	240 s.f.		350 s.f.		350 s.f.	
1.308	Lube Room	240 s.f.		350 s.f.		350 s.f.	
1.309	Storage (Mezzanine)	1,000 s.f.		1,000 s.f.		1,000 s.f.	
1.310	Fleet Supervisor Office			1	150 s.f.	1	150 s.f.
1.311	Mechanics Office			1	120 s.f.	1	120 s.f.
1.312	Mechanics Shared Office			2	240 s.f.	4	240 s.f.
1.313	Welding/Fabrication Bay @ 20' x 40'			1	800 s.f.	1	800 s.f.
1.314	Tire Storage			500 s.f.		500 s.f.	
1.315	Flexible Repair Bay @ 20' x 48' (Shared w/ Divisions)			1	960 s.f.	1	960 s.f.
Subtotal Mechanics Suite		5,930 s.f.		4	10,422 s.f.	6	12,822 s.f.
Net to Usable Factor				x	1.4	x	1.4
Total Usable Square Footage Mechanics Suite				14,591 s.f.		17,951 s.f.	
Usable to Gross Factor				x	1.2	x	1.2
Total Gross Square Footage Mechanics Suite		7,000 s.f.		17,509 s.f.		21,541 s.f.	
1.400 Vehicle Support							
1.401	Sign Shop	240 s.f.		2,000 s.f.		2,000 s.f. Including material storage	
1.402	Wash Bay	800 s.f.		1,440 s.f.		2,880 s.f.	
1.403	Hazardous Materials Storage	200 s.f.		250 s.f.		250 s.f.	
1.404	Brine Mixing			800 s.f.		800 s.f.	
1.405	Wood Shop			250 s.f.		250 s.f.	
1.406	Workshop			500 s.f.		500 s.f.	
1.407	Small Equipment Storage			500 s.f.		500 s.f.	
1.408	Central Building Supply Storage			250 s.f.		250 s.f.	
Subtotal Vehicle Support		1,240 s.f.		5,990 s.f.		7,430 s.f.	
Net to Usable Factor				x	1.4	x	1.4
Total Usable Square Footage Vehicle Support				8,386 s.f.		10,402 s.f.	
Usable to Gross Factor				x	1.2	x	1.2
Total Gross Square Footage Vehicle Support		2,000 s.f.		10,063 s.f.		12,482 s.f.	
1.500 Warm Vehicle Storage							
Streets Maintenance							
1.501	302-2012 MACK GU812 Dump Truck			225 s.f.		225 s.f.	
1.502	304-2020 MACK GR428 Dump Truck			225 s.f.		225 s.f.	
1.503	306-2006 CASE Loader			225 s.f.		225 s.f.	
1.504	307-2012 FORD F550 Aerial Truck			72 s.f.		72 s.f.	
1.505	311-2018 MACK GR42B Dump Truck			225 s.f.		225 s.f.	
1.506	312-2013 MACK GU812 Dump Truck			225 s.f.		225 s.f.	
1.507	314-2021 MACK GR42B Dump Truck			225 s.f.		225 s.f.	
1.508	319-2018 MACK GU813 Dump Truck			252 s.f.		252 s.f.	
1.509	320-2021 CHEVROLET 5500 Truck			160 s.f.		160 s.f.	
1.510	321-2015 MACK GU813 Dump Truck			252 s.f.		252 s.f.	
1.511	323-2014 MACK GU812 Patcher Truck			252 s.f.		252 s.f.	
1.512	324-2016 MACK GU813 Dump Truck			252 s.f.		252 s.f.	
1.513	325-2023 ELGIN Pelican Sweeper			153 s.f.		153 s.f.	
1.514	329-2017 MACK GU813 Dump Truck			252 s.f.		252 s.f.	
1.515	331-2017 INTERNATIONAL Sweeper			225 s.f.		225 s.f.	
1.516	332-2019 BOBCAT Toolcat			65 s.f.		65 s.f.	



City of Inver Grove Heights

CMF Space Needs Study

February 2025

Space Program		Existing Utilization	Proposed Need (2024)		Projected Need (2045)	
		Staff	Program	Staff	Qty	Program
1.517	333-2022 VOLVO Loader					290 s.f.
1.518	339-2024 FORD F250 Liftgate Pickup					180 s.f.
1.519	341-2001 CASE 590 Backhoe					192 s.f.
1.520	347-2016 VOLVO L70H					200 s.f.
1.521	352-2017 BOBCAT Skidloader					84 s.f.
1.522	303-2017 FORD F550 Truck		Seasonal			168 s.f.
1.523	305-2012 MACLEAN MV Tractor					65 s.f.
1.524	316-2015 FORD F550 Truck					168 s.f.
1.525	318-2008 FORD F550 Truck					168 s.f.
1.526	322-2018 STEPP Tack Trailer					144 s.f.
1.527	327-2020 Ford F250 Pickup					147 s.f.
1.528	330-2011 FORD F550 Truck					168 s.f.
1.529	334-2020 GRACO Roadlazer Painter					144 s.f.
1.530	346-2021 MACLEAN MV Tractor					65 s.f.
1.531	315-2019 CHEVROLET K2500 Pickup		Outdoor			126 s.f.
1.532	317-1995 TOWMASTER T12D Trailer					198 s.f.
1.533	328-2013 FORD F250 Pickup					147 s.f.
1.534	340-2012 CARRYON Trailer					84 s.f.
1.535	344-2019 FORD F450 Truck					160 s.f.
1.536	348-2022 TOWMASTER T16DT Trailer					216 s.f.
1.537	349-2022 TOWMASTER T16DT Trailer					216 s.f.
1.538	350-2022 TOWMASTER T20DO Trailer					216 s.f.
	FORD F550 Truck		New			168 s.f.
	FORD F550 Truck					168 s.f.
	FORD F250 Pickup					147 s.f.
	MACK GR428 Dump Truck					225 s.f.
	MACK GU812 Dump Truck					225 s.f.
	BOBCAT Toolcat					65 s.f.
	BOBCAT Skidloader					84 s.f.
Central Equipment						
1.540	5302-2023 YALE Forklift					36 s.f.
Utility Maintenance						
1.543	403-2011 FREIGHTLINER FL350HP Vactor					234 s.f.
1.544	404-2021 SRECO EMSP-6 Easement Machine					18 s.f.
1.545	409-2012 FORD F350 Pickup					160 s.f.
1.546	450-2019 CAT Portable Generator					42 s.f.
1.547	451-2007 CAT Portable Generator					42 s.f.
1.548	444-2021 FERRIS Mower		Seasonal			42 s.f.
1.549	445-2019 FERRIS Mower					42 s.f.
1.550	402-2017 FORD F550 Truck		Outdoor			168 s.f.
1.551	405-2020 FORD F250 Truck					147 s.f.
1.552	408-2017 GMC K2500 Pickup					140 s.f.
1.553	410-2016 FORD F250 Pickup					147 s.f.
1.554	411-2013 FORD F250 Pickup					147 s.f.
1.555	413-2017 GMC K2500 Pickup					140 s.f.
1.556	414-2016 FORD F250 Pickup					147 s.f.
1.557	415-2019 FORD F250 Pickup					147 s.f.
1.558	416-2016 GMC K2500 Pickup					140 s.f.
1.559	417-2019 FORD F250 Pickup					147 s.f.
1.560	418-2015 CHEVROLET K2500					126 s.f.
1.561	440-2006 FELLING Trailer					224 s.f.
1.562	441-2000 TOWMASTER Trailer					224 s.f.
1.563	442-2007 PJ Trailer					224 s.f.



City of Inver Grove Heights

CMF Space Needs Study

February 2025

Space Program			Existing Utilization		Proposed Need (2024)		Projected Need (2045)			
			Staff	Program	Staff	Qty	Program	Staff	Qty	Program
	FORD F550 Truck	New ↓								168 s.f.
	FORD F250 Pickup									147 s.f.
	FORD F250 Pickup									147 s.f.
	FREIGHTLINER FL350HP Vactor									234 s.f.
Parks Maintenance										
1.566	504-2016 FORD F250 Pickup						147 s.f.			147 s.f.
1.567	505-2017 FORD F550 Pickup						168 s.f.			168 s.f.
1.568	506-2019 FORD F150 Pickup						144 s.f.			144 s.f.
1.569	510-2016 MACK Water Tanker						152 s.f.			152 s.f.
1.570	520-2019 BOBCAT T770 Skidloader						120 s.f.			120 s.f.
1.571	521-2023 BOBCAT Toolcat						65 s.f.			65 s.f.
1.572	524-2019 BOBCAT 3400 UTV						66 s.f.			66 s.f.
1.573	525-2017 BOBCAT Toolcat						65 s.f.			65 s.f.
1.574	526-2018 TORO Workman						50 s.f.			50 s.f.
1.575	522-2023 JOHN DEERE 5120M Tractor	Seasonal ↓					112 s.f.			112 s.f.
1.576	523-2015 JOHN DEERE 5115M Tractor						84 s.f.			84 s.f.
1.577	530-2019 TORO Mower						35 s.f.			35 s.f.
1.578	531-2019 TORO Mower						35 s.f.			35 s.f.
1.579	532-2015 TORO Mower						35 s.f.			35 s.f.
1.580	533-2018 FERRIS Mower						35 s.f.			35 s.f.
1.581	534-2017 TORO Mower						35 s.f.			35 s.f.
1.582	535-2022 TORO Mower						35 s.f.			35 s.f.
1.583	536-2022 FERRIS Mower						35 s.f.			35 s.f.
1.584	539-2018 FERRIS Mower						35 s.f.			35 s.f.
1.585	548-2011 TORO Mower						35 s.f.			35 s.f.
1.586	550-2012 TORO Mower						35 s.f.			35 s.f.
1.587	566-2015 TORO Mower						35 s.f.			35 s.f.
1.588	502-2024 FORD F250 Pickup		Outdoor ↓					147 s.f.		
1.589	503-2023 FORD F150 Pickup						144 s.f.			144 s.f.
1.590	507-2019 FORD F150 Pickup						144 s.f.			144 s.f.
1.591	508-2019 FORD F250 Pickup						147 s.f.			147 s.f.
1.592	509-2017 FORD F550 Truck						168 s.f.			168 s.f.
1.593	511-2015 FORD F350 Truck						147 s.f.			147 s.f.
1.594	540-2000 TOWMASTER Trailer						224 s.f.			224 s.f.
1.595	542-2013 TOWMASTER Trailer						224 s.f.			224 s.f.
1.596	543-2017 PJ Trailer						224 s.f.			224 s.f.
1.597	544-2022 TOWMASTER Trailer						224 s.f.			224 s.f.
1.598	547-2001 LEGION Trailer						224 s.f.			224 s.f.
1.599	549-2012 TOWMASTER Trailer					224 s.f.			224 s.f.	
	FORD F125/250 Pickup	New ↓								147 s.f.
	FORD F125/250 Pickup									147 s.f.
	FORD F125/250 Pickup									147 s.f.
	FORD F550 Truck (Bucket/Lift)									168 s.f.
	BOBCAT Toolcat									65 s.f.
	JOHN DEERE F120M Tractor w/ Flail Mower									84 s.f.
	BOBCAT UTV									66 s.f.
	TORO Mower									35 s.f.
	TORO Mower									35 s.f.
	TOWMASTER Trailer									224 s.f.
Natural Resources										
	FORD F250 Pickup	New ↓								147 s.f.
	FORD F250 Pickup									147 s.f.
	BOBCAT UTV									66 s.f.



City of Inver Grove Heights

CMF Space Needs Study

February 2025

Space Program				Existing Utilization		Proposed Need (2024)		Projected Need (2045)			
				Staff	Program	Staff	Qty	Program	Staff	Qty	Program
TOWMASTER Trailer										224 s.f.	
GYROTRAC Brush Mower										35 s.f.	
Subtotal Warm Vehicle Storage						13,514 s.f.		17,029 s.f.			
Net to Gross Factor						x 3.00		x 3.00			
Total Gross Square Footage Warm Vehicle Storage				19,000 s.f.		40,542 s.f.		51,087 s.f.			
1.600 Cold Storage											
General Storage						2,000 s.f.		2,000 s.f.			
Streets Maintenance											
1.601 308-2005 GODWIN Water Pump						72 s.f.		72 s.f.			
1.602 309-2006 CASE Grader						252 s.f.		252 s.f.			
1.603 313-1992 INGERSOL Compressor						15 s.f.		15 s.f.			
1.604 337-2022 VOLVO DD25B Roller						119 s.f.		119 s.f.			
1.605 342-2000 P-B Slide In Patcher						70 s.f.		70 s.f.			
1.606 343-2011 GRACO Linelazer						18 s.f.		18 s.f.			
1.607 345-2022 KUBOTA Excavator						96 s.f.		96 s.f.			
1.608 351-2007 LOEGERENG Blower						28 s.f.		28 s.f.			
1.609 355-2016 PRONOVOST Blower						28 s.f.		28 s.f.			
1.610 356-2016 PRONOVOST Blower						28 s.f.		28 s.f.			
1.611 357-2017 GYROTRAC Brush Mower						180 s.f.		180 s.f.			
1.612 335-2015 MORBARK Chipper				Outdoor		98 s.f.		98 s.f.			
Utility Maintenance											
Parks Maintenance											
1.620 538-2015 DIAMOND Flail Mower						80 s.f.		80 s.f.			
1.621 545-2000 HONDA Turf Sprayer						24 s.f.		24 s.f.			
1.622 553-2008 RYAN Turf Aerator						15 s.f.		15 s.f.			
1.623 554-2012 AERWAY Turf Aerator						15 s.f.		15 s.f.			
1.624 555-1997 AERAVATOR Turf Aerator						15 s.f.		15 s.f.			
1.625 556-11997 HERDER Spreader						160 s.f.		160 s.f.			
1.626 557-2001 DIAMOND Edger						32 s.f.		32 s.f.			
1.627 561-2015 DIAMOND Infield Groomer						35 s.f.		35 s.f.			
1.628 563-2003 TURFCO Aerator						15 s.f.		15 s.f.			
1.629 564-2007 CAT Power Rake						40 s.f.		40 s.f.			
1.630 565-1997 LANDPRIDE Seeder						42 s.f.		42 s.f.			
1.631 567-2004 SANDPRO Infield Groomer						32 s.f.		32 s.f.			
1.632 568-2004 SANDPRO Infield Groomer						32 s.f.		32 s.f.			
1.633 569-2023 ABI Infield Groomer						56 s.f.		56 s.f.			
Subtotal Cold Storage						3,597 s.f.		3,597 s.f.			
Net to Gross Factor						x 2.80		x 2.80			
Total Gross Square Footage Cold Storage				9,000 s.f.		10,072 s.f.		10,072 s.f.			

CMF Summary		Existing	Proposed 2024		Proposed 2045		Net Change
1.100	Staff Offices	2,980 s.f.	34	12,519 s.f.	51	13,867 s.f.	11,269 s.f.
1.200	Staff Support Spaces	1,550 s.f.		1,536 s.f.		1,932 s.f.	
1.300	Mechanics Suite	7,000 s.f.	4	17,509 s.f.	6	21,541 s.f.	14,541 s.f.
1.400	Vehicle Support	2,000 s.f.		10,063 s.f.		12,482 s.f.	42,569 s.f.
1.500	Warm Vehicle Storage	19,000 s.f.		40,542 s.f.		51,087 s.f.	
1.600	Cold Storage	9,000 s.f.		10,072 s.f.		10,072 s.f.	1,072 s.f.
CMF Total Gross Square Footage		41,530 s.f.		92,241 s.f.		110,981 s.f.	

2.100 SITE NOTE: 2024 SITE AREA EXCLUDES PARCEL WEST OF BABCOCK AVE (APPROX. 4.27 ACRES)

2.100	Salt Shed & Materials Storage	17,600 s.f.		20,000 s.f.		20,000 s.f.
2.101	Staff Parking (Stalls)	34		70		90
2.102	Fuel Island (DSL, UNL, DEF)					



City of Inver Grove Heights

CMF Space Needs Study

February 2025

Space Program	Existing Utilization		Proposed Need (2024)		Projected Need (2045)			
	Staff	Program	Staff	Qty	Program	Staff	Qty	Program
2.103 Boneyard (Acres)						2		5
Available Site Area (Acres)		6.12			13.27			
Streets Maintenance								
2.110	315-2019	CHEVROLET K2500 Pickup		126 s.f.				
2.111	317-1995	TOWMASTER T12D Trailer		198 s.f.				
2.112	328-2013	FORD F250 Pickup		147 s.f.				
2.113	340-2012	CARRYON Trailer		84 s.f.				
2.114	344-2019	FORD F450 Truck		160 s.f.				
2.115	348-2022	TOWMASTER T16DT Trailer		216 s.f.				
2.116	349-2022	TOWMASTER T16DT Trailer		216 s.f.				
2.117	350-2022	TOWMASTER T20DO Trailer		216 s.f.				
2.118	335-2015	MORBARK Chipper		98 s.f.				
Utility Maintenance								
2.120	402-2017	FORD F550 Truck		168 s.f.				
2.121	405-2020	FORD F250 Truck		147 s.f.				
2.123	408-2017	GMC K2500 Pickup		140 s.f.				
2.124	410-2016	FORD F250 Pickup		147 s.f.				
2.125	411-2013	FORD F250 Pickup		147 s.f.				
2.126	413-2017	GMC K2500 Pickup		140 s.f.				
2.127	414-2016	FORD F250 Pickup		147 s.f.				
2.128	415-2019	FORD F250 Pickup		147 s.f.				
2.129	416-2016	GMC K2500 Pickup		140 s.f.				
2.130	417-2019	FORD F250 Pickup		147 s.f.				
2.131	418-2015	CHEVROLET K2500		126 s.f.				
2.132	440-2006	FELLING Trailer		224 s.f.				
2.133	441-2000	TOWMASTER Trailer		224 s.f.				
2.134	442-2007	PJ Trailer		224 s.f.				
Parks Maintenance								
2.138	502-2024	FORD F250 Pickup		147 s.f.				
2.139	503-2023	FORD F150 Pickup		144 s.f.				
2.140	507-2019	FORD F150 Pickup		144 s.f.				
2.141	508-2019	FORD F250 Pickup		147 s.f.				
2.142	509-2017	FORD F550 Truck		168 s.f.				
2.143	511-2015	FORD F350 Truck		147 s.f.				
2.144	540-2000	TOWMASTER Trailer		224 s.f.				
2.145	542-2013	TOWMASTER Trailer		224 s.f.				
2.146	543-2017	PJ Trailer		224 s.f.				
2.147	544-2022	TOWMASTER Trailer		224 s.f.				
2.148	547-2001	LEGION Trailer		224 s.f.				
2.149	549-2012	TOWMASTER Trailer		224 s.f.				



City of Inver Grove Heights

CMF Space Needs Study

February 2025

Space Program

	Staff	Qty	Program
<u>Police Training</u>			
1.100 Training Facility			
1.100 Lobby		1	200 s.f.
1.101 Public Toilets		2	160 s.f.
Gun Range			
1.110 Range Office	2	1	150 s.f.
1.111 Vestibule		1	90 s.f.
1.112 Control Room		1	120 s.f.
1.113 Range & Bullet Trap		1	5,500 s.f.
1.114 Gun Repair/Cleaning		1	300 s.f.
1.115 Weapon Storage		1	350 s.f.
1.116 Ammo Storage		1	350 s.f.
1.117 General Storage		1	150 s.f.
Training Rooms			
1.120 Classroom		1	1,000 s.f.
1.121 DT Training		1	1,500 s.f.
1.122 DT Storage		1	250 s.f.
Staff Support			
1.130 Women's Toilets & Locker Room		1	500 s.f.
1.141 Men's Toilets & Locker Room		1	500 s.f.
1.142 Break Room		1	750 s.f.
Subtotal Training Facility	-		11,870 s.f.
Net to Usable Factor	x		1.4
Total Usable Square Footage Training Facility			16,618 s.f.
Usable to Gross Factor	x		1.2
Total Gross Square Footage Training Facility			19,942 s.f.
Total Gross Square Footage Existing Cold Storage			26,600 s.f.

Police Training

Public Lobby	605 s.f.
Gun Range and Support Spaces	11,777 s.f.
Training Rooms and Classrooms	4,620 s.f.
Staff Locker Rooms and Support Spaces	2,940 s.f.
Total Gross Square Footage Training Facility	19,942 s.f.

APPENDIX E

SITE DIAGRAM OPTIONS

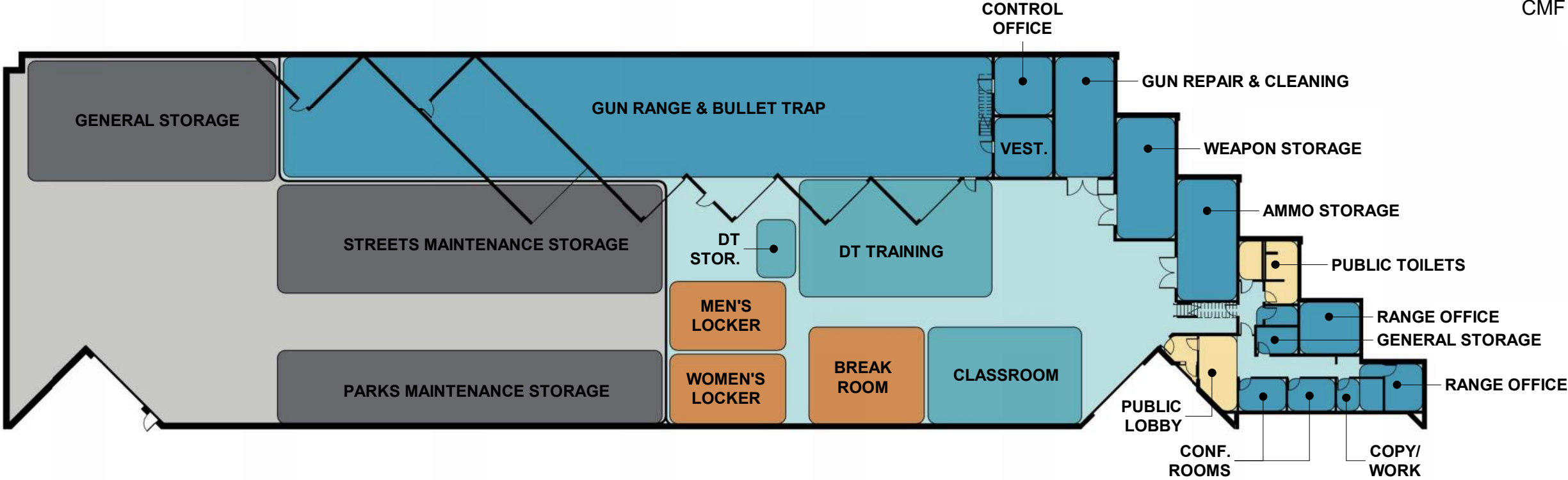


1 OVERALL SITE PLAN - OPTION A
1" = 160'-0"
0 120' 240'



1 OVERALL SITE PLAN - OPTION B
1" = 160'-0"
0 120' 240'

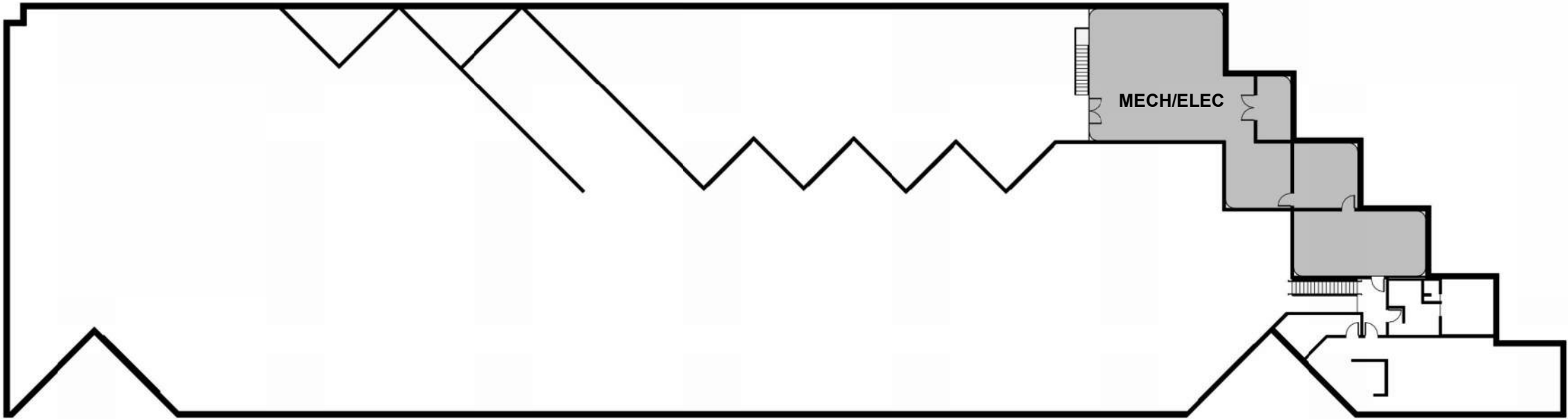
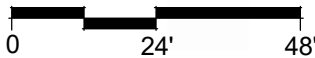
OVERALL SITE PLAN
- OPTION A2
C-02



1

OPTION B - WARM STORAGE REUSE - MAIN LEVEL

1/32" = 1'-0"



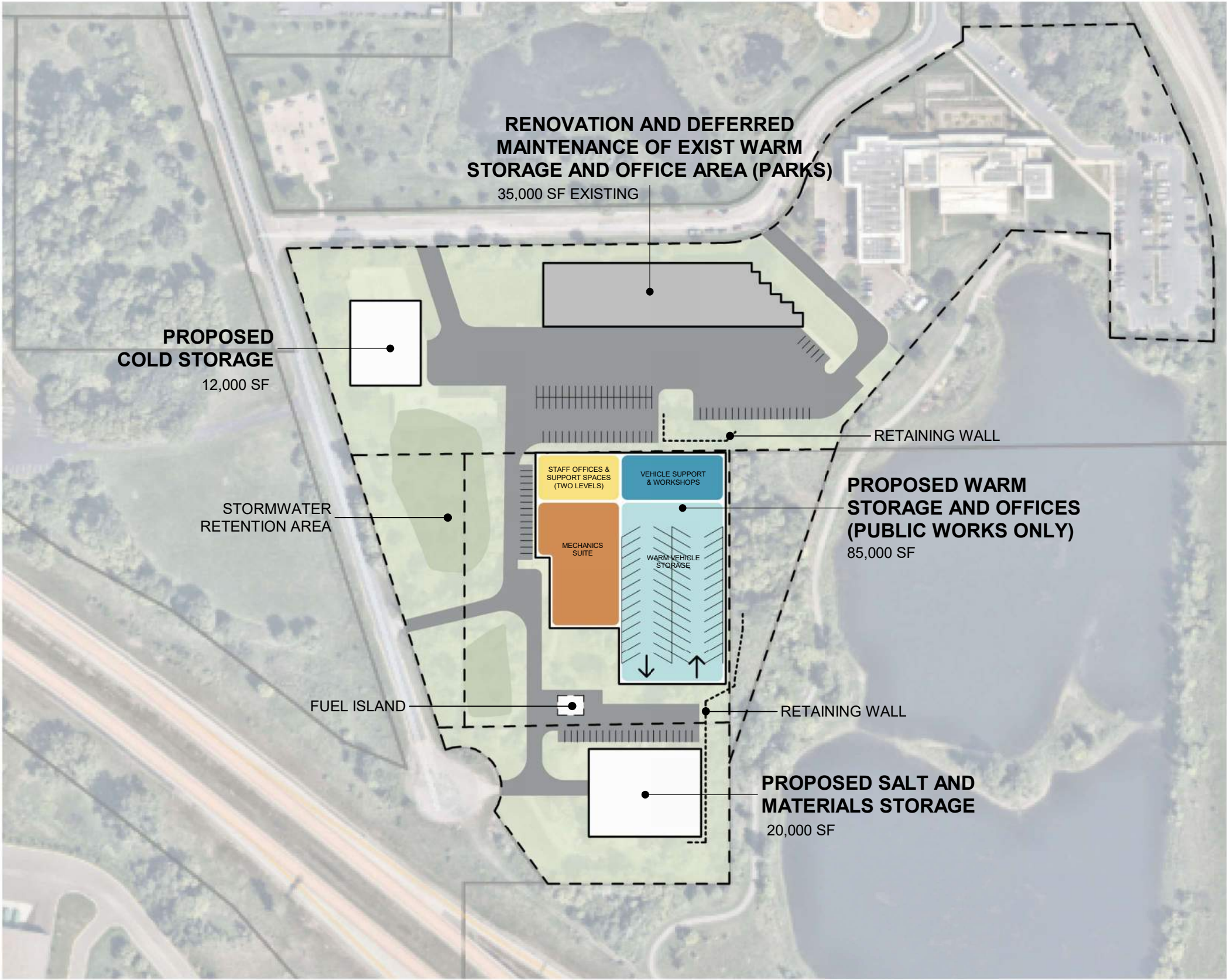
2

OPTION B - WARM STORAGE REUSE - UPPER LEVEL

1/32" = 1'-0"



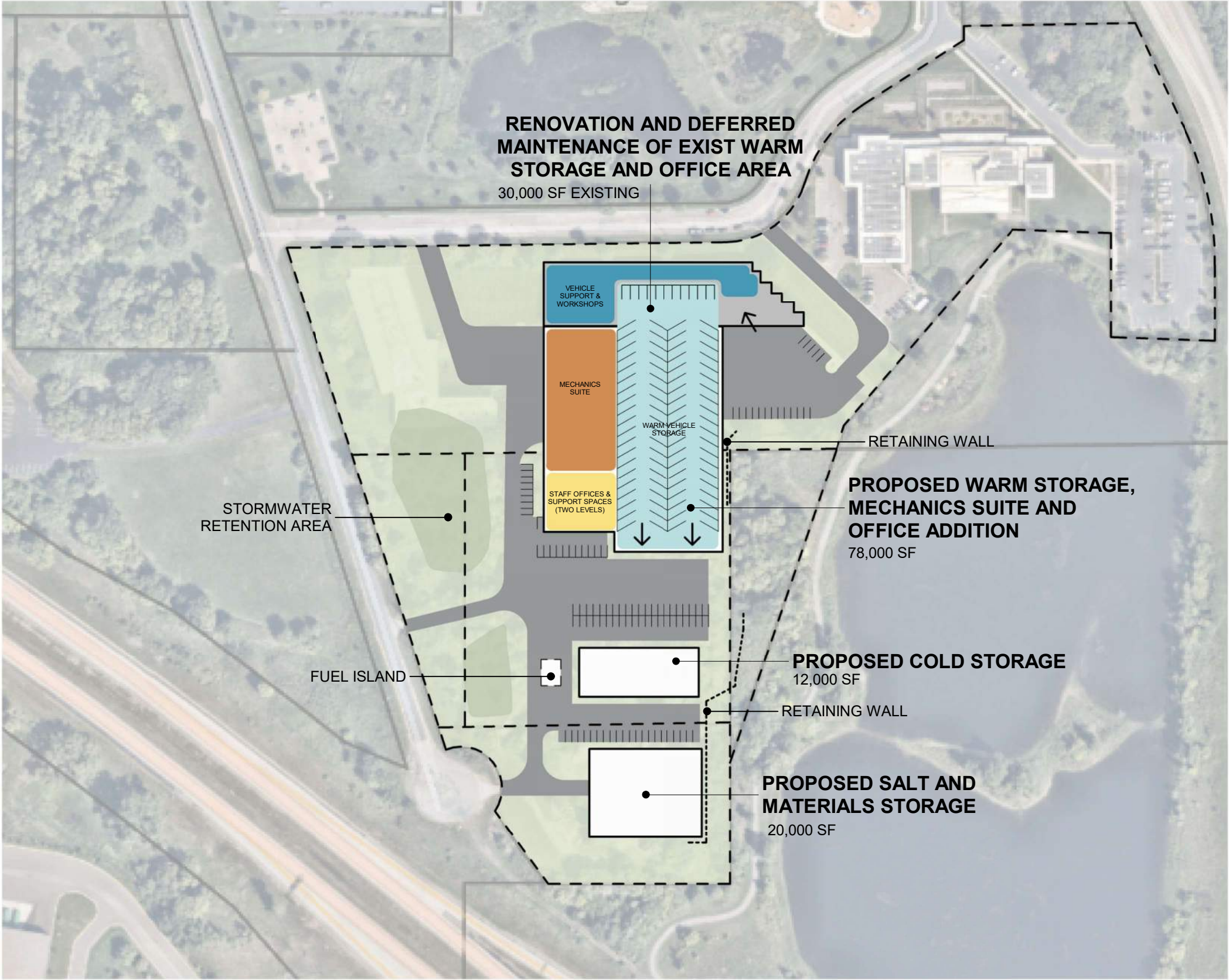
OVERALL FLOOR
PLAN - OPTION A2
C-03



1 OVERALL SITE PLAN - OPTION C - PHASE 1-2
1" = 160'-0"
0 120' 240'



1 OVERALL SITE PLAN - OPTION C - PHASE 3
1" = 160'-0"
0 120' 240'



1 OVERALL SITE PLAN - OPTION F
1" = 160'-0"
0 120' 240'

APPENDIX F

COST ESTIMATE EXHIBITS

Public Works

City of Inver Grove Heights
2/13/2025

Description	Concept Estimate All New (Option A)	Concept Estimate All New & Reno Existing for PW (Option B)	Concept Estimate Reno Existing for PD	Concept Estimate (All New but Warm Storage addition in 2036) Option C	Concept Estimate (Remodel Office, Shops, Cold Storage in Existing) Option F	
Update Date	12/19/24	01/22/24	01/22/24	12/19/24	12/19/24	Place Date in Update Column, Column K will autofill
PROJECT REVENUE / FUNDING						Mark w/ "X" to specify which update carries forward
Bonding						
Capital						
Tax Rebates						
TOTAL PROJECT REVENUE	\$0.00			\$0.00	\$0.00	
PROJECT AREA BREAKDOWN						
New Construction GSF	130,981	120,981	0	130,981	92,628	
Renovation GSF - Existing for PD/PW Storage	0	13,000	20,881	0	15,799	
Renovation GSF - Shops	0	0	0	0	12,482	
Renovation GSF - Cold Storage	0	0	0	0	10,072	
Total GSF	130,981	133,981	20,881	130,981	130,981	
Site Area (Acres)	13.27	13.27	4.00	13.27	13.27	
CONSTRUCTION COSTS						
Site	\$7,591,356	\$7,491,356	\$1,526,261	\$7,591,356	\$7,881,356	Concept Estimate
New Construction						Concept Estimate
Office	\$5,225,580	\$5,225,580	\$0	\$5,225,580	\$3,352,996	
Vehicle Storage	\$9,049,746	\$9,049,746	\$0	\$6,696,246	\$9,049,746	
Vehicle Storage (15,000sf addition in 2036)	\$0	\$0	\$0	\$4,336,125	\$0	
Vehicle Maintenance	\$7,315,925	\$7,315,925	\$0	\$7,315,925	\$7,316,020	
Shops	\$3,426,309	\$3,426,309	\$0	\$3,426,309	\$1,672,588	
Salt Shed/Storage	\$3,300,000	\$3,300,000	\$0	\$3,300,000	\$3,300,000	Assumes a Precast Building
Material Storage Bins	\$176,000	\$176,000	\$0	\$176,000	\$176,000	
Cold Storage	\$1,339,576	\$0	\$0	\$1,339,576	\$700,004	Assume a PEMB
Fuel Island	\$437,000	\$437,000	\$0	\$437,000	\$437,000	
Renovations of Existing PW for PD & Storage						
Gun Range, Cleaning & Storage	\$0.00	\$0	\$3,244,300	\$0.00	\$0.00	
Office/Bathrooms/DT Training	\$0.00	\$0	\$3,228,380	\$0.00	\$0.00	
PW Storage	\$0.00	\$1,495,000	\$0	\$0.00	\$0.00	
Value Engineering / Outstanding Scopes of Work						
Design Contingency	\$3,786,149	\$3,791,692	\$799,894	\$3,984,412	\$3,388,571	10%
Escalation (See below)	\$0	\$149,500	\$879,884	\$0	\$0	Recommend 3% to 5% per year (assumes reno 2yr after PW)
Total Bid Day	\$41,647,641	\$41,858,108	\$9,678,719	\$43,828,529	\$37,274,281	\$0
Contingency						
Remaining Contingency	\$2,082,382	\$2,092,905	\$483,936	\$2,191,426	\$1,863,714	5%
Pending Change Orders						PCO Log Totals
Executed Change Orders						Executed Change Orders
General Conditions	\$585,000	\$585,000	\$270,000	\$585,000	\$585,000	Assumed 13mo Schedule PW & 6mo PD Reno
CONSTRUCTION COSTS SUB TOTAL	\$44,315,023	\$44,536,013	\$10,432,655	\$46,604,955	\$39,722,995	
Construction Cost / GSF	\$338	\$332	\$500	\$356	\$303	Construction Costs Sub Total / Total GSF
Percent Construction Cost	83%	83%	83%	83%	83%	Construction Costs Sub Total / Total GSF
SOFT COSTS	\$8,863,005	\$8,907,203	\$2,086,531	\$9,320,991	\$7,944,599	20% of Construction Cost
Design, CM Fees and Reimbursable						
Permits, Plan Reviews & Fees						
Utilities - Connections						
Pre-Construction Surveys & Studies						
Testing & Inspections						
Bidding, Legal, Finance & Misc.						
Owner Purchase Orders						
FF&E Expenses						
SOFT COSTS SUB-TOTAL	\$8,863,005	\$8,907,203	\$2,086,531	\$9,320,991	\$7,944,599	
Soft Costs / SF	\$68	\$66	\$100	\$71	\$61	
Percent Soft Costs	17%	17%	17%	17%	17%	
TOTAL PROJECT COSTS	\$53,178,028	\$53,443,216	\$12,519,185	\$55,925,946	\$47,667,594	Construction Cost + Soft Costs
Project Cost / GSF	\$406	\$399	\$600	\$427	\$364	Total Project Cost / Total GSF
VARIANCE (OVER) / UNDER	(\$53,178,028)	(\$53,443,216)	(\$12,519,185)	(\$55,925,946)	(\$47,667,594)	Total Project Revenue / Total Project Costs
Project Range +/- 10%:						
Low	\$ 47,860,225	\$ 48,098,894	\$ 11,267,267	\$ 50,333,352	\$ 42,900,835	
Middle	\$ 53,178,028	\$ 53,443,216	\$ 12,519,185	\$ 55,925,946	\$ 47,667,594	
High	\$ 58,495,831	\$ 58,787,537	\$ 13,771,104	\$ 61,518,541	\$ 52,434,353	

ESCALATION 2026	\$55,305,149.03	\$55,580,944.20	\$13,019,952.87	\$58,162,984.01	\$49,574,297.82	104%
ESCALATION 2027	\$57,517,354.99	\$57,804,181.97	\$13,540,750.98	\$60,489,503.37	\$51,557,269.74	104%
ESCALATION 2028	\$59,818,049.19	\$60,116,349.25	\$14,082,381.02	\$62,909,083.50	\$53,619,560.52	104%
ESCALATION 2029	\$62,210,771.16	\$62,521,003.22	\$14,645,676.26	\$65,425,446.84	\$55,764,342.95	104%
ESCALATION 2030	\$64,699,202.00	\$65,021,843.34	\$15,231,503.31	\$68,042,464.72	\$57,994,916.66	104%
ESCALATION 2031	\$67,287,170.08	\$67,622,717.08	\$15,840,763.44	\$70,764,163.31	\$60,314,713.33	104%



Owner: **City of Inver Grove Heights**

Project: **New Public Works**
Location: **Inver Grove Heights, MN**
Architect: **WOLD**

Public Works - All New Facility Option A

Concept System Budget Level of Detail

System Cost Summary

		Acres		Floors		GSF/Floor		Floors		GSF/Floor		Floors		GSF/Floor		Floors		GSF/Floor	
		10.06		1	15,799	1	51,087	1	21,541	1	12,482	1	20,000						
		Site		Office		Vehicle Storage		Vehicle Maintenance		Shops		Salt Shed / Storage							
		438,041	SF of Site	15,799	GSF	51,087	GSF	21,541	GSF	12,482	GSF	20,000	GSF						
	Item Description	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost			
	SUMMARY:																		
Div 2	BUILDING SITE IMPROVEMENTS/DEMOLITION	\$56.54	97.55%	\$7,405,320	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0			
Div 2	EXCAVATION & BACKFILL	\$0.00	0.00%	\$0	\$4.00	1.21%	\$63,196	\$2.50	1.41%	\$127,718	\$3.00	0.88%	\$64,623	\$3.00	1.09%	\$37,446			
Div 3	FOUNDATION/SLAB-ON-GRADE	\$0.00	0.00%	\$0	\$17.50	5.29%	\$276,483	\$20.00	11.29%	\$1,021,740	\$22.00	6.48%	\$473,902	\$27.50	10.02%	\$343,255			
Div 3, 4, 5	STRUCTURE	\$0.00	0.00%	\$0	\$30.00	9.07%	\$473,970	\$35.00	19.76%	\$1,788,045	\$40.00	11.78%	\$861,640	\$35.00	12.75%	\$436,870			
Div 7, 8	EXTERIOR ENCLOSURE	\$0.00	0.00%	\$0	\$45.00	13.61%	\$710,955	\$30.64	17.30%	\$1,565,500	\$61.71	18.17%	\$1,329,200	\$35.00	12.75%	\$436,870			
Div 7	ROOFING SYSTEM	\$0.00	0.00%	\$0	\$10.25	3.10%	\$162,000	\$30.00	16.94%	\$1,532,610	\$30.00	8.83%	\$646,230	\$30.00	10.93%	\$374,460			
Div 8, 9, 10	INTERIOR CONSTRUCTION	\$0.00	0.00%	\$0	\$75.00	22.68%	\$1,184,925	\$10.00	5.65%	\$510,870	\$15.00	4.42%	\$323,115	\$55.00	20.04%	\$686,510			
Div 11, 12	EQUIPMENT	\$0.00	0.00%	\$0	\$10.00	3.02%	\$157,990	\$0.00	0.00%	\$0	\$53.92	15.88%	\$1,161,541	\$5.00	1.82%	\$62,410			
Div 14	CONVEYING SYSTEMS	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0			
Div 15	PLUMBING	\$0.00	0.00%	\$0	\$30.00	9.07%	\$473,970	\$15.00	8.47%	\$766,305	\$30.00	8.83%	\$646,230	\$20.00	7.29%	\$249,640			
Div 15	MECHANICAL	\$0.00	0.00%	\$0	\$70.00	21.16%	\$1,105,930	\$15.00	8.47%	\$766,305	\$55.00	16.19%	\$1,184,755	\$30.00	10.93%	\$374,460			
Div 15	FIRE PROTECTION	\$0.00	0.00%	\$0	\$4.00	1.21%	\$63,196	\$4.00	2.26%	\$204,348	\$4.00	1.18%	\$86,164	\$4.00	1.46%	\$49,928			
Div 16	ELECTRICAL	\$1.42	2.45%	\$186,037	\$35.00	10.58%	\$552,965	\$15.00	8.47%	\$766,305	\$25.00	7.36%	\$538,525	\$30.00	10.93%	\$374,460			
	CONTINGENCY-Contractor & Design Progression	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0			
	GENERAL CONDITIONS	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0			
	PERMIT/BOND/BR/GL-SG/TESTING/INSPECTION	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0			
	ESCALATION	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0			
	SUBTOTAL	\$57.96	100.00%	\$7,591,356	\$330.75	100.00%	\$5,225,580	\$177.14	100.00%	\$9,049,746	\$339.63	100.00%	\$7,315,925	\$274.50	100.00%	\$3,426,309			
	DESIGN FEE	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0			
	CONTRACTOR FEE	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0			
	ESTIMATED COST BY AREA	\$57.96	100%	\$7,591,356	\$330.75	100%	\$5,225,580	\$177.14	100%	\$9,049,746	\$339.63	100%	\$7,315,925	\$274.50	100%	\$3,426,309			
Total Project Cost Estimate		\$/Acre		\$754,905															
\$37,861,491																			
\$289 per GSF				\$17.33															
130,981 GSF																			



KRAUS-ANDERSON®

Owner:

City of Inver Grove Heights

Project:

New Public Works

Location:

Inver Grove Heights, MN

Architect:

WOLD

Date: 12/19/2024
Project Start: TBD
Completion: TBD
Cost Model File: None
Cost Index File: None

Drawings: 12/6/2024

		GSF/Floor	Floors		GSF/Floor	Floors		GSF/Floor	Floors		GSF/Floor	Floors		GSF/Floor	Project Total	% Of Total
		20,000	1		4,000	1		10,072	1		1,000					
		ge SF of Site	Material Storage Bins			Cold Storage			Fuel Island							
			4,000	SF of Site		10,072	GSF		1,000	GSF						
	Item Description	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost					
	SUMMARY:															
Div 2	BUILDING SITE IMPROVEMENTS/DEMOLITION	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0			\$7,405,320	19.56%	
Div 2	EXCAVATION & BACKFILL	\$60,000	\$4.00	9.09%	\$16,000	\$4.00	3.01%	\$40,288	\$2.00	0.46%	\$2,000			\$411,271	1.09%	
Div 3	FOUNDATION/SLAB-ON-GRADE	\$440,000	\$40.00	90.91%	\$160,000	\$30.00	22.56%	\$302,160	\$10.00	2.29%	\$10,000			\$3,027,540	8.00%	
Div 3, 4, 5	STRUCTURE	\$1,500,000	\$0.00	0.00%	\$0	\$65.00	48.87%	\$654,680	\$0.00	0.00%	\$0			\$5,715,205	15.10%	
Div 7, 8	EXTERIOR ENCLOSURE	\$160,000	\$0.00	0.00%	\$0	\$5.00	3.76%	\$50,360	\$0.00	0.00%	\$0			\$4,252,885	11.23%	
Div 7	ROOFING SYSTEM	\$400,000	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0			\$3,115,300	8.23%	
Div 8, 9, 10	INTERIOR CONSTRUCTION	\$160,000	\$0.00	0.00%	\$0	\$5.00	3.76%	\$50,360	\$0.00	0.00%	\$0			\$2,915,780	7.70%	
Div 11, 12	EQUIPMENT	\$0	\$0.00	0.00%	\$0	\$1.00	0.75%	\$10,072	\$400.00	91.53%	\$400,000			\$1,792,013	4.73%	
Div 14	CONVEYING SYSTEMS	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0			\$0	0.00%	
Div 15	PLUMBING	\$200,000	\$0.00	0.00%	\$0	\$3.00	2.26%	\$30,216	\$0.00	0.00%	\$0			\$2,366,361	6.25%	
Div 15	MECHANICAL	\$140,000	\$0.00	0.00%	\$0	\$7.50	5.64%	\$75,540	\$0.00	0.00%	\$0			\$3,646,990	9.63%	
Div 15	FIRE PROTECTION	\$100,000	\$0.00	0.00%	\$0	\$5.00	3.76%	\$50,360	\$0.00	0.00%	\$0			\$553,996	1.46%	
Div 16	ELECTRICAL	\$140,000	\$0.00	0.00%	\$0	\$7.50	5.64%	\$75,540	\$25.00	5.72%	\$25,000			\$2,658,832	7.02%	
	CONTINGENCY-Contractor & Design Progression	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0			\$0	0.00%	
	GENERAL CONDITIONS	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0			\$0	0.00%	
	PERMIT/BOND/BR/GL-SG/TESTING/INSPECTION	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0			\$0	0.00%	
	ESCALATION	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0			\$0	0.00%	
	SUBTOTAL	\$3,300,000	\$44.00	100.00%	\$176,000	\$133.00	100.00%	\$1,339,576	\$437.00	100.00%	\$437,000			\$37,861,491	100.00%	
	DESIGN FEE	\$0.00	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0			\$0	0.00%	
	CONTRACTOR FEE	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0			\$0	0.00%	
	ESTIMATED COST BY AREA	\$3,300,000	\$44.00	100%	\$176,000	\$133.00	100%	\$1,339,576	\$437.00	100%	\$437,000			\$37,861,491	100.00%	

Total Project Cost Estimate
\$37,861,491
\$289 per GSF
130,981 GSF



Owner: City of Inver Grove Heights

Project: New Public Works
Location: Inver Grove Heights, MN
Architect: WOLD

Public Works - Remodel Existing & Gun Range A2

Concept System Budget Level of Detail
System Cost Summary

Date: 2/4/2025
Project Start: TBD
Completion: TBD
Cost Model File: None
Cost Index File: None

Drawings: 1/21/2025

		Acres													
		3.90													
		Site			Gun Range Remodel			PD Office, DT Traning , Locker room Reno			PW Storage Remodel			Project	%
		170,000			8,000			14,140			13,000			Total	Of Total
		SF of Site			GSF			GSF			GSF				
	Item Description	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost		
	SUMMARY:														
Div 2	BUILDING SITE IMPROVEMENTS/DEMOLITION	\$40.88	94.12%	\$1,436,499	\$15.00	3.70%	\$120,000	\$15.00	6.57%	\$212,100	\$15.00	13.04%	\$195,000	\$1,963,599	19.85%
Div 2	EXCAVATION & BACKFILL	\$0.00	0.00%	\$0	\$5.00	1.23%	\$40,000	\$3.00	1.31%	\$42,420	\$2.00	1.74%	\$26,000	\$108,420	1.10%
Div 3	FOUNDATION/SLAB-ON-GRADE	\$0.00	0.00%	\$0	\$21.98	5.42%	\$175,800	\$8.00	3.50%	\$113,120	\$6.00	5.22%	\$78,000	\$366,920	3.71%
Div 3, 4, 5	STRUCTURE	\$0.00	0.00%	\$0	\$63.44	15.64%	\$507,500	\$10.00	4.38%	\$141,400	\$10.00	8.70%	\$130,000	\$778,900	7.87%
Div 7, 8	EXTERIOR ENCLOSURE	\$0.00	0.00%	\$0	\$10.00	2.47%	\$80,000	\$10.00	4.38%	\$141,400	\$10.00	8.70%	\$130,000	\$351,400	3.55%
Div 7	ROOFING SYSTEM	\$0.00	0.00%	\$0	\$6.00	1.48%	\$48,000	\$3.00	1.31%	\$42,420	\$3.00	2.61%	\$39,000	\$129,420	1.31%
Div 8, 9, 10	INTERIOR CONSTRUCTION	\$0.00	0.00%	\$0	\$40.00	9.86%	\$320,000	\$60.00	26.28%	\$848,400	\$10.00	8.70%	\$130,000	\$1,298,400	13.12%
Div 11, 12	EQUIPMENT	\$0.00	0.00%	\$0	\$138.13	34.06%	\$1,105,000	\$10.00	4.38%	\$141,400	\$1.00	0.87%	\$13,000	\$1,659,400	16.77%
Div 14	CONVEYING SYSTEMS	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$11.32	4.96%	\$160,000	\$0.00	0.00%	\$0	\$160,000	1.62%
Div 15	PLUMBING	\$0.00	0.00%	\$0	\$15.00	3.70%	\$120,000	\$20.00	8.76%	\$282,800	\$10.00	8.70%	\$130,000	\$532,800	5.39%
Div 15	MECHANICAL	\$0.00	0.00%	\$0	\$45.00	11.10%	\$360,000	\$45.00	19.71%	\$636,300	\$30.00	26.09%	\$390,000	\$1,386,300	14.01%
Div 15	FIRE PROTECTION	\$0.00	0.00%	\$0	\$6.00	1.48%	\$48,000	\$3.00	1.31%	\$42,420	\$3.00	2.61%	\$39,000	\$129,420	1.31%
Div 16	ELECTRICAL	\$2.55	5.88%	\$89,761	\$40.00	9.86%	\$320,000	\$30.00	13.14%	\$424,200	\$15.00	13.04%	\$195,000	\$1,028,961	10.40%
	CONTINGENCY-Contractor & Design Progression	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
	GENERAL CONDITIONS	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
	PERMIT/BOND/BR/GL-SG/TESTING/INSPECTION	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
	ESCALATION	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
	SUBTOTAL	\$43.43	100.00%	\$1,526,261	\$405.54	100.00%	\$3,244,300	\$228.32	100.00%	\$3,228,380	\$115.00	100.00%	\$1,495,000	\$9,893,941	100.00%
	DESIGN FEE	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
	CONTRACTOR FEE	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
	ESTIMATED COST BY AREA	\$43.43	100%	\$1,526,261	\$405.54	100%	\$3,244,300	\$228.32	100%	\$3,228,380	\$115.00	100%	\$1,495,000	\$9,893,941	100.00%
Total Project Cost Estimate		\$/Acre													
\$9,893,941															
\$282 per GSF															
35,140 GSF															



Owner: **City of Inver Grove Heights**

Project: **New Public Works**
Location: **Inver Grove Heights, MN**
Architect: **WOLD**

Public Works - All New Facility (Warm Storage Addition in 2036) Option C

Concept System Budget Level of Detail

System Cost Summary

		Acres		Floors		GSF/Floor		Floors		GSF/Floor		Floors		GSF/Floor		Floors		GSF/Floor	
		10.06		1		15,799		1		36,087		1		21,541		1		12,482	
		Site		Office		Vehicle Storage		Vehicle Maintenance		Shops		Salt Shed / Storage							
		438,041		15,799		36,087		21,541		12,482		20,000							
		SF of Site		GSF		GSF		GSF		GSF		SF of Site							
	Item Description	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost			
	SUMMARY:																		
Div 2	BUILDING SITE IMPROVEMENTS/DEMOLITION	\$63.85	97.55%	\$7,405,320	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0			
Div 2	EXCAVATION & BACKFILL	\$0.00	0.00%	\$0	\$4.00	1.21%	\$63,196	\$2.50	1.35%	\$90,218	\$3.00	0.88%	\$64,623	\$3.00	1.09%	\$60,000			
Div 3	FOUNDATION/SLAB-ON-GRADE	\$0.00	0.00%	\$0	\$17.50	5.29%	\$276,483	\$20.00	10.78%	\$721,740	\$22.00	6.48%	\$473,902	\$27.50	10.02%	\$440,000			
Div 3, 4, 5	STRUCTURE	\$0.00	0.00%	\$0	\$30.00	9.07%	\$473,970	\$35.00	18.86%	\$1,263,045	\$40.00	11.78%	\$861,640	\$35.00	12.75%	\$1,500,000			
Div 7, 8	EXTERIOR ENCLOSURE	\$0.00	0.00%	\$0	\$45.00	13.61%	\$710,955	\$39.06	21.05%	\$1,409,500	\$61.71	18.17%	\$1,329,200	\$35.00	12.75%	\$160,000			
Div 7	ROOFING SYSTEM	\$0.00	0.00%	\$0	\$10.25	3.10%	\$162,000	\$30.00	16.17%	\$1,082,610	\$30.00	8.83%	\$646,230	\$30.00	10.93%	\$400,000			
Div 8, 9, 10	INTERIOR CONSTRUCTION	\$0.00	0.00%	\$0	\$75.00	22.68%	\$1,184,925	\$10.00	5.39%	\$360,870	\$15.00	4.42%	\$323,115	\$55.00	20.04%	\$160,000			
Div 11, 12	EQUIPMENT	\$0.00	0.00%	\$0	\$10.00	3.02%	\$157,990	\$0.00	0.00%	\$0	\$53.92	15.88%	\$1,161,541	\$5.00	1.82%	\$0			
Div 14	CONVEYING SYSTEMS	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0			
Div 15	PLUMBING	\$0.00	0.00%	\$0	\$30.00	9.07%	\$473,970	\$15.00	8.08%	\$541,305	\$30.00	8.83%	\$646,230	\$20.00	7.29%	\$200,000			
Div 15	MECHANICAL	\$0.00	0.00%	\$0	\$70.00	21.16%	\$1,105,930	\$15.00	8.08%	\$541,305	\$55.00	16.19%	\$1,184,755	\$30.00	10.93%	\$140,000			
Div 15	FIRE PROTECTION	\$0.00	0.00%	\$0	\$4.00	1.21%	\$63,196	\$4.00	2.16%	\$144,348	\$4.00	1.18%	\$86,164	\$4.00	1.46%	\$100,000			
Div 16	ELECTRICAL	\$1.60	2.45%	\$186,037	\$35.00	10.58%	\$552,965	\$15.00	8.08%	\$541,305	\$25.00	7.36%	\$538,525	\$30.00	10.93%	\$140,000			
	CONTINGENCY-Contractor & Design Progression	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0			
	GENERAL CONDITIONS	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0			
	PERMIT/BOND/BR/GL-SG/TESTING/INSPECTION	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0			
	ESCALATION	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0			
	SUBTOTAL	\$65.45	100.00%	\$7,591,356	\$330.75	100.00%	\$5,225,580	\$185.56	100.00%	\$6,696,246	\$339.63	100.00%	\$7,315,925	\$274.50	100.00%	\$3,300,000			
	DESIGN FEE	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0.00			
	CONTRACTOR FEE	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0			
	ESTIMATED COST BY AREA	\$65.45	100%	\$7,591,356	\$330.75	100%	\$5,225,580	\$185.56	100%	\$6,696,246	\$339.63	100%	\$7,315,925	\$274.50	100%	\$3,300,000			

Total Project Cost Estimate	
\$39,844,116	
\$344	per GSF
115,981	GSF

\$/Acre	\$754,905
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\$17.33



KRAUS-ANDERSON®

F

Owner:

City of Inver Grove Heights

Project:

New Public Works

Location:

Inver Grove Heights, MN

Architect:

WOLD

Date: 12/19/2024
Project Start: TBD
Completion: TBD
Cost Model File: None
Cost Index File: None

Drawings: 12/5/2024

Location: Inver Grove Heights, MN

Architect: WOLD

Drawings: 12/5/2024

					Floors		GSF/Floor							Rooms		GSF/Unit						
					1		4,000							0		#DIV/0!						
														Floors		GSF/Floor						
					1		15,000							1								



Owner: **City of Inver Grove Heights**

Project: **New Public Works**
Location: **Inver Grove Heights, MN**
Architect: **WOLD**

Public Works - Addition and Remodel

Concept System Budget Level of Detail

System Cost Summary

		Acres		Floors		GSF/Floor		Floors		GSF/Floor		Floors		GSF/Floor		Floors		GSF/Floor	
		10.06		1		15,799		1		51,087		1		21,541		1		12,482	
		Site		Office Remodel		Vehicle Storage		Vehicle Maintenance		Shops Remodel		Salt Shed							
		438,041		15,799		51,087		21,541		12,482		20,000							
		SF of Site		GSF		GSF		GSF		GSF		GSF							
	Item Description	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost
	SUMMARY:																		
Div 2	BUILDING SITE IMPROVEMENTS/DEMOLITION	\$58.75	97.64%	\$7,695,320	\$15.00	7.07%	\$236,985	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$15.00	11.19%	\$187,230	\$0.00	0.00%	
Div 2	EXCAVATION & BACKFILL	\$0.00	0.00%	\$0	\$2.00	0.94%	\$31,598	\$2.50	1.41%	\$127,718	\$3.00	0.88%	\$64,623	\$2.00	1.49%	\$24,964	\$3.00	1.82%	
Div 3	FOUNDATION/SLAB-ON-GRADE	\$0.00	0.00%	\$0	\$6.00	2.83%	\$94,794	\$20.00	11.29%	\$1,021,740	\$22.00	6.48%	\$473,902	\$6.00	4.48%	\$74,892	\$22.00	13.33%	
Div 3, 4, 5	STRUCTURE	\$0.00	0.00%	\$0	\$10.00	4.71%	\$157,990	\$35.00	19.76%	\$1,788,045	\$40.00	11.78%	\$861,640	\$10.00	7.46%	\$124,820	\$75.00	45.45%	
Div 7, 8	EXTERIOR ENCLOSURE	\$0.00	0.00%	\$0	\$10.00	4.71%	\$157,990	\$30.64	17.30%	\$1,565,306	\$61.71	18.17%	\$1,329,295	\$10.00	7.46%	\$124,820	\$8.00	4.85%	
Div 7	ROOFING SYSTEM	\$0.00	0.00%	\$0	\$3.00	1.41%	\$47,397	\$30.00	16.94%	\$1,532,610	\$30.00	8.83%	\$646,230	\$3.00	2.24%	\$37,446	\$20.00	12.12%	
Div 8, 9, 10	INTERIOR CONSTRUCTION	\$0.00	0.00%	\$0	\$50.00	23.56%	\$789,950	\$10.00	5.65%	\$510,870	\$15.00	4.42%	\$323,115	\$15.00	11.19%	\$187,230	\$8.00	4.85%	
Div 11, 12	EQUIPMENT	\$0.00	0.00%	\$0	\$10.00	4.71%	\$157,990	\$0.00	0.00%	\$0	\$53.92	15.88%	\$1,161,541	\$5.00	3.73%	\$62,410	\$0.00	0.00%	
Div 14	CONVEYING SYSTEMS	\$0.00	0.00%	\$0	\$8.23	3.88%	\$130,000	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	
Div 15	PLUMBING	\$0.00	0.00%	\$0	\$20.00	9.42%	\$315,980	\$15.00	8.47%	\$766,305	\$30.00	8.83%	\$646,230	\$10.00	7.46%	\$124,820	\$10.00	6.06%	
Div 15	MECHANICAL	\$0.00	0.00%	\$0	\$45.00	21.20%	\$710,955	\$15.00	8.47%	\$766,305	\$55.00	16.19%	\$1,184,755	\$30.00	22.39%	\$374,460	\$7.00	4.24%	
Div 15	FIRE PROTECTION	\$0.00	0.00%	\$0	\$3.00	1.41%	\$47,397	\$4.00	2.26%	\$204,348	\$4.00	1.18%	\$86,164	\$3.00	2.24%	\$37,446	\$5.00	3.03%	
Div 16	ELECTRICAL	\$1.42	2.36%	\$186,037	\$30.00	14.14%	\$473,970	\$15.00	8.47%	\$766,305	\$25.00	7.36%	\$538,525	\$25.00	18.66%	\$312,050	\$7.00	4.24%	
	CONTINGENCY-Contractor & Design Progression	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	
	GENERAL CONDITIONS	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	
	PERMIT/BOND/BR/GL-SG/TESTING/INSPECTION	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	
	ESCALATION	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	
	SUBTOTAL	\$60.17	100.00%	\$7,881,356	\$212.23	100.00%	\$3,352,996	\$177.14	100.00%	\$9,049,551	\$339.63	100.00%	\$7,316,020	\$134.00	100.00%	\$1,672,588	\$165.00	100.00%	
	DESIGN FEE	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	
	CONTRACTOR FEE	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	
	ESTIMATED COST BY AREA	\$60.17	100%	\$7,881,356	\$212.23	100%	\$3,352,996	\$177.14	100%	\$9,049,551	\$339.63	100%	\$7,316,020	\$134.00	100%	\$1,672,588	\$165.00	100%	



Owner: City of Inver Grove Heights

Project: New Public Works

Location: Inver Grove Heights, MN

Architect: WOLD

Date: 9.27.24

Project Start: TBD

Completion: TBD

Cost Model File: None

Cost Index File: None

Drawings: 9.27.24

		GSF/Floor	Floors		GSF/Floor	Floors		GSF/Floor	Floors		GSF/Floor	Project Total	% Of Total
		20,000	1	4,000	1	10,072	1	1,000					
		SF of Site	Material Storage Bins			Cold Storage Remodel			Fuel Island				
			4,000	SF of Site		10,072	GSF		1,000	GSF			
	Item Description	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost		
	SUMMARY:												
Div 2	BUILDING SITE IMPROVEMENTS/DEMOLITION	\$0	\$0.00	0.00%	\$0	\$5.00	7.19%	\$50,360	\$0.00	0.00%	\$0	\$8,169,895	24.11%
Div 2	EXCAVATION & BACKFILL	\$60,000	\$4.00	9.09%	\$16,000	\$2.00	2.88%	\$20,144	\$2.00	0.46%	\$2,000	\$347,047	1.02%
Div 3	FOUNDATION/SLAB-ON-GRADE	\$440,000	\$40.00	90.91%	\$160,000	\$6.00	8.63%	\$60,432	\$10.00	2.29%	\$10,000	\$2,335,760	6.89%
Div 3, 4, 5	STRUCTURE	\$1,500,000	\$0.00	0.00%	\$0	\$10.00	14.39%	\$100,720	\$0.00	0.00%	\$0	\$4,533,215	13.38%
Div 7, 8	EXTERIOR ENCLOSURE	\$160,000	\$0.00	0.00%	\$0	\$10.00	14.39%	\$100,720	\$0.00	0.00%	\$0	\$3,438,131	10.15%
Div 7	ROOFING SYSTEM	\$400,000	\$0.00	0.00%	\$0	\$3.00	4.32%	\$30,216	\$0.00	0.00%	\$0	\$2,693,899	7.95%
Div 8, 9, 10	INTERIOR CONSTRUCTION	\$160,000	\$0.00	0.00%	\$0	\$5.00	7.19%	\$50,360	\$0.00	0.00%	\$0	\$2,021,525	5.97%
Div 11, 12	EQUIPMENT	\$0	\$0.00	0.00%	\$0	\$5.00	7.19%	\$50,360	\$400.00	91.53%	\$400,000	\$1,832,301	5.41%
Div 14	CONVEYING SYSTEMS	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$130,000	0.38%
Div 15	PLUMBING	\$200,000	\$0.00	0.00%	\$0	\$3.00	4.32%	\$30,216	\$0.00	0.00%	\$0	\$2,083,551	6.15%
Div 15	MECHANICAL	\$140,000	\$0.00	0.00%	\$0	\$7.50	10.79%	\$75,540	\$0.00	0.00%	\$0	\$3,252,015	9.60%
Div 15	FIRE PROTECTION	\$100,000	\$0.00	0.00%	\$0	\$3.00	4.32%	\$30,216	\$0.00	0.00%	\$0	\$505,571	1.49%
Div 16	ELECTRICAL	\$140,000	\$0.00	0.00%	\$0	\$10.00	14.39%	\$100,720	\$25.00	5.72%	\$25,000	\$2,542,607	7.50%
	CONTINGENCY-Contractor & Design Progression	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
	GENERAL CONDITIONS	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
	PERMIT/BOND/BR/GL-SG/TESTING/INSPECTION	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
	ESCALATION	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
	SUBTOTAL	\$3,300,000	\$44.00	100.00%	\$176,000	\$69.50	100.00%	\$700,004	\$437.00	100.00%	\$437,000	\$33,885,516	100.00%
	DESIGN FEE	\$0.00	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
	CONTRACTOR FEE	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
	ESTIMATED COST BY AREA	\$3,300,000	\$44.00	100%	\$176,000	\$69.50	100%	\$700,004	\$437.00	100%	\$437,000	\$33,885,516	100.00%

APPENDIX G

MEETING MINUTES

MEMORANDUM



To: Attendees

From: Jordan Medeiros | JM

Date: April 15, 2024

Comm. No: 242041

Subject: City of Inver Grove Heights
CMF Needs Analysis and Master Site Plan – CPG Kick-Off Meeting
April 10, 2024 Meeting Minutes

Attendees:

Brian Connolly, Inver Grove Heights Public Works	bconnolly@ighmn.gov
Barry Underdahl, Inver Grove Heights Public Work	bunderdahl@ighmn.gov
Ken Francois, Kraus Anderson	ken.francois@krausanderson.com
Mauri Solomon, Kraus Anderson	mauri.solomon@krausanderson.com
Jonathan Loose, Wold Architects and Engineers	jloose@woldae.com
Jake Wollensak, Wold Architects and Engineers	jwollensak@woldae.com
Jordan Medeiros, Wold Architects and Engineers	jmedeiros@woldae.com

A meeting was held at City Hall with Inver Grove Heights Public Works representatives to kick-off the Central Maintenance Facility Needs Analysis and Master Site Plan project.

Discussion Topics:

- A. Wold provided a brief overview of the planning process and discussed the role and responsibilities of the Core Planning Group (CPG):
 1. The group confirmed that Brian and Barry would represent the Inver Grove Heights (IGH) Public Works:
 - a. As the Streets Division Manager, Barry will connect regularly with his superintendents / leads and report back to the group.
 - b. Brian will coordinate with Police Chief Chiodo to discuss an IGH Police representative to advise on the gun range training facilities and the exterior site security:
 - 1) Brian noted that a future Facilities Manager would likely be involved at the later stages in the project. This position is currently being hired for / filled by the City.
 2. Minor involvement with other staff will be coordinated during focus groups and facility tours as needed, such as Vehicle Maintenance staff / Mechanics, Parks Division Manager, Water Treatment Division Manager, etc.
 3. The group discussed the process of presenting to the City Council or City Administration:
 - a. Brian indicated that the City Administrator may be involved periodically through the duration of the project and / or briefed ahead of Council meetings.



- b. Currently, there is no need to plan for presenting to the City's other advisory committees – Environmental Commission, Parks and Recreation Commission, and Planning Commission.
- B. The group discussed the project goals, objectives, and criteria. Throughout the discussion, Brian and Steve provided historical information on past projects and City operations for reference:
 - 1. The current facility is severely lacking in space for vehicles and equipment, forcing Public Works staff to store items outside:
 - a. The harsh elements not only impact the longevity of equipment over time, but also cause inefficiencies with staff operations (shuffling locations, heating / defrosting, etc.).
 - 2. The vehicle / equipment washing facilities are inadequate (mobile HOTSYS system):
 - a. The lack of planned space does not allow for a regular and efficient cleaning routine for equipment.
 - 3. The staff support facilities are undersized and lacking:
 - a. The lunchroom doubles as the muster space and cannot accommodate the full department.
 - b. The building is lacking a training space and drop stations with computer terminals for staff to use.
 - 4. The flow / access around the vehicle maintenance bays is incredibly inefficient:
 - a. No direct exterior access, undersized, and cannot accommodate larger vehicles serviced (ladder trucks, trucks with trailers, etc.).
 - b. The exterior circulation and yard spaces are incredibly important for flow of vehicles around the site, staging, and deliveries.
 - 5. On past projects, there has been a lack of follow-through on implementing comprehensive planning efforts / recommendations:
 - a. It is important that this study truly takes a master planning approach with phased solutions. Furthermore, any recommendations should be backed by quantitative data to prove need or long-term savings, i.e. proof of proper vehicle maintenance (wash bays) to extension of equipment lifespan.
 - 6. The project is intended to be completed over the Summer of 2024 with a series of recommendation / implementation meetings to City Council likely in the Fall of 2024:
 - a. Upcoming elections in November could potentially impact City Council action:
 - 1) The Mayor and two Council Members are up for re-election.
 - b. Brian confirmed that there is no need to integrate this study's recommendations into this year's CIP. It will likely be that recommendations would be integrated into the 2025 CIP with bonding to follow (G.O. bonds typically on past projects).
 - 7. There may be City Council interest in creating a community meeting space within a Public Works renovation or expansion space:
 - a. Current community interaction with Public Works at the facility is minimal; a clean-up event is hosted annually and occasionally there are residents that walk-in to reception with questions / complaints.
 - b. City-wide staff events cannot be held at the current facility due to space constraints.



- C. Wold provided a brief overview to the survey instrument that would be distributed to the Core Planning Group and a selection of department heads / superintendents:
 - 1. Global department-wide topics would be limited to responses by the Core Planning Group, such as staffing projections, workload indicators, etc.
 - 2. Other operational and space use questions could be opened to the entire group for response.
 - 3. Ultimately, this data will be used to inform a space program that Wold will develop to determine what a right-sized facility would be for current and future needs.
 - 4. The group discussed the exercise of staffing projects and how to best weigh projections against reality:
 - a. Data will need to be compared against the City's Comprehensive Plan, Met Council's growth projections, road miles serviced, etc.
- D. Kraus Anderson provided a brief overview and tutorial of the facility condition assessment process and portal.
- E. Next Steps:
 - 1. Space Needs Assessment:
 - a. Wold will distribute a draft survey to the CPG for review prior to distribution.
 - b. A schedule for department interviews and tours will be coordinated with the CPG.
 - 2. Facility Condition Assessment:
 - a. IGH Public Works will compile all existing building documentation to share with Wold and Kraus Anderson.
 - b. A schedule for an interview and facility walkthrough will be coordinated with the CPG.
 - 3. Public Works Facility Tours:
 - a. Wold will provide a list of potential tour locations for local Public Works facilities:
 - 1) Dates for tours will be coordinated with the CPG.
 - b. Brian indicated that it may be beneficial to City Administration or Council Members to attend these tours.
 - 4. Core Planning Group Meeting No. 2:
 - a. A date for this meeting will be coordinated once the above-mentioned tasks are in progress / nearing completion.

cc: Melissa Chiodo, IGH Police

mechiodo@ighmn.gov



To: Attendees

From: Jordan Medeiros | JM

Date: June 17, 2024

Comm. No: 242041

Subject: City of Inver Grove Heights
CMF Needs Study – Parks Maintenance Department Interview
June 5, 2024 Meeting Minutes

Attendees:

Joe Hawkins, IGH Parks Maintenance	jhawkins@ighmn.gov
Mike Sperl, IGH Parks Maintenance	msperl@ighmn.gov
Joe Sanderson, IGH Parks Maintenance	jsanderson@ighmn.gov
Jonathan Loose, Wold Architects and Engineers	jloose@woldae.com
Jake Wollensak, Wold Architects and Engineers	jwollensak@woldae.com
Stevie Samuels, Wold Architects and Engineers	ssamuels@woldae.com
Jordan Medeiros, Wold Architects and Engineers	jmedeiros@woldae.com

A meeting was held with representatives of the Inver Grove Heights Parks Maintenance department to discuss the operations, space deficiencies, and needs as part of the Central Maintenance Facility Needs Study.

Discussion Topics:

- A. Vehicle storage space is extremely limited and causes inefficiencies in daily operations, i.e. mobilization and tear-down with hooking up or loading trailers, equipment, etc. in vehicles:
 1. Currently, Department start, and end times are staggered across Parks, Streets, and Utilities, however, at times, traffic entering or exiting the main vehicle storage area and / or site can bottleneck, especially if the wash bay is in use.
 2. During the winter, available space of Parks Maintenance is even more limited due to snow-specific vehicles and equipment needed to be located in warm storage. The added storage needs limits free space available for small equipment maintenance or fabrication.
- B. Staff support facilities are lacking or undersized. The Parks muster space is undersized and can only accommodate full-time staff meetings; muster meetings with seasonal staff are held separately in the building's lunchroom:
 1. Technology in the muster room or meeting spaces is lacking. It would be ideal to have monitors or presentation technology available to review schedules, maps, weather conditions, etc. with the department.



- C. Additional private staff offices (Coordinator positions, Forestry, GIS) are likely needed for future expansion. At this time, there are two Parks Maintenance offices for the Superintendent and the Coordinator. The Coordinator office is currently shared with the Streets Lead Worker position.
- D. The Parks Maintenance muster space is located in the former woodworking space. There is no replacement woodworking space in the existing facility.
- E. The lunchroom is not frequently used by the Parks Maintenance department due to space limitations with other departments. Parks staff typically eat lunch in the muster space, and seasonal staff typically use the picnic tables outside.
- F. Central Equipment / Mechanics typically completes large-scale vehicle maintenance. Routine maintenance on vehicles and small equipment is completed day-to-day by Parks Maintenance staff. The limited vehicle storage and mechanics bay space makes it difficult to find adequate space to complete this work:
 - 1. In the future, it would be ideal to have a designated Parks Maintenance mechanic position. Even without a designated Parks mechanic position, it would be ideal to have a flexible mechanics bay for other departments to use to complete daily vehicle or equipment maintenance. This would be especially beneficial on rain days where operations / tasks often need to be moved indoors.
- G. A dedicated wash bay away from the main warm storage drive lane is critical for maintaining equipment:
 - 1. A dedicated pre-wash / rinsing station on the site would be ideal for cleaning off small equipment or lawnmowers. The hydrant located near the exit gate is currently used to prevent backing up the building trench drains with grass, chips, etc.
- H. In the future, Parks Maintenance could be located in its own building within a larger Public Works campus. It would be beneficial to be located on the same campus for proximity to the mechanics, however, being collocated in the same building with Streets or Central Equipment is not necessary. At this time, there is some equipment that shared is across all groups, but this could be coordinated more closely in the future or equipment acquisitions could be planned to eliminate overlaps.
- I. Parks Maintenance staff do not frequently utilize the locker rooms. If these spaces were improved with more showers, they would likely be used more.
- J. Efficiency of space use / storage could be improved in warm storage with a pallet racking system (overhead storage).
- K. Parks Maintenance currently utilizes their two bays in the Cold Storage Building for seasonal or small equipment storage, as well as material storage (grass seed, fertilizer, etc.). It was discussed that the full enclosed storage building could be used by Parks Maintenance alone:
 - 1. At the City-owned property to the south, there are two Conex boxes with overflow parks equipment (sports nets).
 - 2. Covered hoop storage or yard bins would need to be maintained for dirt, compost, rock, mulch, ag lime, salt, etc.



3. The salt shed also stores other materials used by Parks Maintenance, such as river rock or cold mix. Right now, materials are unloaded on the exterior of the salt shed then transferred into the building. Ideally, easier access into the salt shed would be available to avoid the double-handling of materials.
4. The group confirmed that the seasonal swap of equipment between warm and cold storage would be okay and that doubling the warm storage area to accommodate all vehicle and equipment space needs is not needed.
- L. It was noted that cross-departmental interactions are typically for equipment sharing or staffing needs during snow / weather events. Streets currently has six operators for twelve plow trucks. There is a lack of redundancy within the Streets department for operators, therefore relying on the help of other departments (Parks Maintenance, Utilities).
- M. Parks maintains the landscaping at the current facility / campus. Basic exterior landscaping improvements were requested for ease of maintenance in the future.
- N. Staffing and workload indicators were discussed at length with the group. Additional follow-up with the Public Works Director and Parks Maintenance Supervisor is likely needed to confirm staffing projections:
 1. In the early 2000's-2010's, Inver Grove Heights had approximately fifteen City parks to maintain. The number has since grown to thirty-five parks with planned expansions, including a sixty-acre park expansion and twenty-acre pending parks purchase. In addition to the City parks, the department also maintains boulevard / right-of-way green spaces, City-owned buildings, and the sports complex. Approximately 5,000 trees are maintained within City limits.
 2. During the winter, work operations include snow removal at parks and trails and hockey rink maintenance. Additionally, the bulk of tree maintenance / trimming is completed during the winter months.
 3. The department currently has nine full-time staff with about fifteen seasonal employees. In the last 10-15 years, only two full-time positions have been added to the department.
 4. It was estimated that the workload has increased by about 40 percent (equipment, space, people). The department has expanded work hours to weekend maintenance at the ballparks and fields to help keep up with the workload.
 5. In addition to the increase in maintained acreage, the complexity of new parks spaces has also lead to more maintenance time invested, i.e. splash pads. Additionally, the varied and steep terrain of Inver Grove Heights is another factor to consider for time and complexity with trails.
 6. Some work is hired out for other Contractors, including hazardous tree removal, electrical or plumbing work, engineered wood fiber maintenance / install at playgrounds, and chemical spraying. Most of this work, except for plumbing or electrical, could be done in-house, workload permitting.



- O. Parks Maintenance does have a small maintenance shop at the sports complex site. It is approximately two vehicle bays for overflow or seasonal storage and workshop space:
 - 1. Picnic table maintenance is completed at this site, especially during the winter months. They typically rotate through three to four picnic tables at a time within their small workshop bay.
 - 2. Parks Maintenance completes basic maintenance of parks buildings, including cleaning, stocking, painting, gutters, etc. The future Facilities Department could take on some of this work. The department typically has uses four days of the week to maintain parks and one day to maintain all City-owned buildings.
 - 3. Parks Maintenance also completes routine care for parks facilities, including cleaning, as well as maintenance of disc golf baskets, trash cans, soccer goals, etc.
 - 4. Some of the equipment stored for use at the sports complex includes a tractor, lawnmower, and Kubota utility vehicle.
- P. A shared ventilated closet in the warm storage vehicle area is used as explosive storage. A larger space specifically designed as an explosion room is needed for herbicide storage, paint, etc. An eyewash should also be included as part of this space.
- Q. DEF and non-oxy fuel could be added to the fuel island or more fluid lines could be provided in the general vehicle area to help service small equipment (lawnmowers).
- R. Potential tour locations discussed include Rosemount Public Works (upon completion) and Burnsville Public Works.
- S. The group mentioned that there is an abandoned ballpark belonging to Inver Hills Church that could potentially be purchased by the City if additional space is needed. Modifications to the driveway entrance would be needed if this land was acquired.
- T. Overall, the group felt that the current facility, accounting for offices, warm storage, and cold storage, would be sufficient to accommodate Parks Maintenance operations alone, assuming no other departments are collocating.
- U. Forestry-type work is currently completed by Parks. Equipment used includes a bucket truck (shared), chippers, and one to two 60" lawnmowers. The goal would be to also add two tandem dump trucks, could be shared with Utilities. The dump trucks would be used to help with material movement and could also add redundancy for plow trucks in the winter months.
- V. It would be beneficial to have a small hoteling or conference space to accommodate Recreation Programming staff on site. Parks Maintenance communicates with them to help with event scheduling and set-up / tear-down.
- W. It was noted that there was a request for a municipal RV dump station within City limits by residents / staff.

cc: Brian Connolly, IGH Public Works
 Brian Swoboda, IGH Parks Maintenance

bconnolly@ighmn.gov
 bswoboda@ighmn.gov



To: Attendees

From: Jordan Medeiros | JM

Date: June 17, 2024

Comm. No: 242041

Subject: City of Inver Grove Heights
CMF Needs Study – Street Maintenance Department Interview
June 5, 2024 Meeting Minutes

Attendees:

Joel Jackson, IGH Street Maintenance	jjackson@ighmn.gov
Tommy Hanson, IGH Street Maintenance	thanson@ighmn.gov
Jake Lundell, IGH Street Maintenance	jlundell@ighmn.gov
Jonathan Loose, Wold Architects and Engineers	jloose@woldae.com
Jake Wollensak, Wold Architects and Engineers	jwollensak@woldae.com
Stevie Samuels, Wold Architects and Engineers	ssamuels@woldae.com
Jordan Medeiros, Wold Architects and Engineers	jmedeiros@woldae.com

A meeting was held with representatives of the Inver Grove Heights Street Maintenance department to discuss the operations, space deficiencies, and needs as part of the Central Maintenance Facility Needs Study.

Discussion Topics:

- A. The group acknowledged there is some benefit for collocating with Utilities and Parks Maintenance for equipment sharing and staffing redundancy – flexibility and ease of communication. There was agreement that there should be a dedicated space for the mechanics. Additionally, it is not necessary to collocate with engineering:
 - 1. Maintaining campus proximity to the mechanics shop would be more important but some separation would be acceptable. A public or exterior access point to the mechanics shop would be important as service traffic right now needs to follow through the rest of the vehicle storage area.
- B. Project loads for Streets Maintenance includes paving, snow plowing, street striping and painting, tree maintenance (property line up to the street and boulevards), street cleaning / garbage maintenance, and building maintenance of the current facility:
 - 1. Paving requires sweepers, mill / planer, dump trucks / one-tons for hauling, and pavers. Typically street replacement projects are completed a few blocks at a time.
 - 2. Tree maintenance requires use of the bucket truck.
 - 3. Streetlights are currently maintained by Dakota County or MnDOT. This likely not to change over to IGH Public Works in the future.



- C. 'Everything falls on our shoulders' was the general sentiment for how Public Works is viewed within the greater City of Inver Grove Heights body – equipment and vehicle maintenance, service needs, etc.
- D. Streets Maintenance has eight full-time employees plus four seasonal employees, typically average two to four seasonals. No new full-time positions for Streets Maintenance has been added to the division since 2001. In recent years, two full-time positions have been added under Streets for the Stormwater / Natural Resources Division.
- E. Posts for sign fabrication are stored in Cold Storage. The fabrication shop does print signs (digital or vinyl), painting is no longer completed. The sign shop currently occupies a portion of the Streets Maintenance muster space. It was noted that the full muster space would be sufficient for sign shop operations if the muster space was relocated elsewhere.
- F. The group discussed the space deficiencies of the warm vehicle storage area. The biggest complaint was the lack of overall space, as it is shared across all three departments, and the lack of organization or clear divisions of space. Additionally, the space is not large enough to accommodate vehicles with trailers attached. Equipment often needs to be unloaded and trailers detached; these are either stored outside or sometimes even in the drive lane:
 - 1. Wider stalls would also be beneficial to accommodate tandems with plows and wings attached.
 - 2. In the morning or evening, there can be significant bottlenecking with small equipment in the shop / drive area, hooking up trailers / attachments, washing equipment or filling fluids / materials.
- G. The Streets Department mentioned Burnsville Public Works as a potential location to tour.
- H. Dedicated wash bay and brine mixing spaces were requested, away from the main vehicle drive lane:
 - 1. Similar to Woodbury Public Works, brine mixing could be completed in its own space inside with a new exterior fill connection on the exterior of the building.
 - 2. The existing wash bay is too narrow to comfortably wash a vehicle with surrounding work space. Often times now, vehicles are washed in the main drive lane, holding up entering or exiting traffic.
 - 3. For a new wash bay, a drive-through bay is a must with an acid neutralizing and under body wash.
- I. Streets typically tops and fills plow trucks before an anticipated snow event.
- J. The group noted that ideally all equipment or vehicles would be in either warm storage or cold (covered) storage. UV damage can significantly decrease the lifespan of equipment. Mezzanine or racking storage would be beneficial to supplement for attachments and small equipment.
- K. Material storage needs include rock, class V, salt, rip/rap, black dirt, sand, river rock, and UPM. Covered hoop storage would be sufficient for this material:
 - 1. A recycling bin for sweepings could be a potential addition to this space. Inver Grove Heights does not currently recycle sweepings.
- L. A dedicated exterior wash area and fill station are desirable to help with equipment cleaning / maintenance. Burnsville Public Works was referenced.



- M. Improved and larger employee spaces were also requested, including conference or breakout rooms and hoteling workstations. The locker rooms should also be improved with more shower stalls, similar to a Lifetime Fitness with private bathrooms and showers. There is also no designated women's locker room, just women's toilet facilities.
- N. Streets Maintenance holds their muster meetings at 6:00 a.m. Each department has its own morning meeting with division leads coordinating with other divisions as needed. There is currently no training or conference space large enough to accommodate an all-staff type meeting with all four divisions.
- O. Central Maintenance / Mechanics typically completes all major equipment or vehicle maintenance. If smaller maintenance is needed on wings or plows, Streets staff will typically coordinate use of a bay with the mechanics.
- P. Overall, the group acknowledged that the current facility would be sufficient for Streets Maintenance in moving all major equipment to warm storage. Cold storage would be sufficient for Streets Maintenance equipment if salt / stand is relocated elsewhere. Cold storage equipment would include attachments, trailers, pavers, graders, plow attachments, and skidloaders:
 - 1. Other miscellaneous materials such as scrap iron, manhole covers, and catch basins could be kept outside as-is.
- Q. The likelihood of EV charging is low at this time, but could not be confirmed.
- R. The fuel island is sufficient for now; however, the location would need to be reevaluated based on future campus improvements. All City departments utilize the fuel island, even after hours (Police, Fire, Inspections, etc.):
 - 1. Adding a DEF line to the fuel island would be beneficial.
- S. An exterior hydrant with good water pressure would be beneficial for equipment maintenance.
- T. The group confirmed that the overhead radiant heat system is sufficient for drying equipment in the winter months.

cc: Brian Connolly, IGH Public Works bconnolly@ighmn.gov
Barry Underdahl, IGH Street Maintenance bunderdahl@ighmn.gov



To: Attendees

From: Jordan Medeiros | JM

Date: June 17, 2024

Comm. No: 242041

Subject: City of Inver Grove Heights
CMF Needs Study – Central Equipment Department Interview
June 6, 2024 Meeting Minutes

Attendees:

Jay Lerbs, IGH Central Equipment	jlerbs@ighmn.gov
Tom Otto, IGH Central Equipment	totto@ighmn.gov
Matt Sperl, IGH Central Equipment	mdsperl@ighmn.gov
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Jordan Medeiros, Wold Architects and Engineers	jmedeiros@woldae.com

A meeting was held with representatives of the Inver Grove Heights Central Maintenance / Mechanics department to discuss the operations, space deficiencies, and needs as part of the Central Maintenance Facility Needs Study.

Discussion Topics:

- A. More warm vehicle storage space would be beneficial for the mechanics as well, so they do not need to fetch equipment covered in snow and ice, dripping water in the mechanic's bays. Often times, they try to troubleshoot vehicle issues outside as well, before bringing it into the bay. Furthermore, vehicles and equipment severely degrade when stored outside (UV, salt), so warm or covered storage will help to extend the lifespan (ongoing investment in equipment replacement / maintenance versus building costs).
- B. The group discussed the space deficiencies of the current mechanic's shop:
 1. There is no AC in the mechanic's shop. Condensation on the concrete slab is frequently an issue in the summer months.
 2. The overall height of the shop is too short, especially when servicing and lifting larger vehicles (Fire).
 3. The overhead doors into the bays should be wider, similar in width to the main entry / exit doors.
 4. The work bays should also be wider for more workaround space and have drive-through access.
 5. A larger designated welding space is needed with better ventilation. Steel is currently stored on the mezzanine, on the opposite side of the shop as the welding equipment.



6. An overhead crane is essential; a ten-ton crane may be overbuilt but would accommodate for the worst-case scenario. The group noted that the current crane does not operate well for pulling and holding equipment / vehicles at an angle.
7. There are currently four bays with rollable hoists, an in-ground truck hoist, an in-ground car / small hoist, and an above-ground car hoist. There is no flexible tear down bay. It would be ideal to have a tear down bay, as well as a stall for small equipment (mowers, concrete cutters) with crane or lift access.
8. There are currently three full-time employees with one lead position.
9. Better overall building ventilation is needed in the mechanic's bays as dust is a constant issue.
10. The parts room is undersized and is also a shared office space with the mechanics lead position.
11. Tires are currently stored on the mezzanine level. It would be ideal to move these down to the main level with an exterior access door for ease of receiving deliveries.
12. The lube system should be improved, converting from barrel storage currently to bulk totes. More oil distribution reels throughout the mechanics would be ideal, accompanied by front and rear air hoses and more electrical outlets.
13. High-speed doors would be ideal in the mechanic's shop and in the facility overall for temperature regulation. Heated floors would be beneficial as well, especially in the mechanic's shop.
14. The group requested a designed loading dock and warehouse space. Mechanics typically receive deliveries as they are most often at the shop, and they are responsible for moving or breaking down pallets. It would be more efficient to have a designated delivery storage area, as well as a central supply / storage room that can accommodate building-wide needs (paper towel, cleaning supplies, etc.).
15. The group agreed that one benefit to the current building layout is that the mechanic's bay is on the interior with the main vehicle storage area serving as buffer from the elements. Direct exterior access will expose this space to more variation in hot and cold temperatures.
16. The current tailpipe attachment vehicle exhaust system does not work well. An improved exhaust capture system at each bay is needed, along with better fan-based ventilation.
17. A drive-on lift is not currently used and is likely not needed in the future. The lift limits the flexibility of the bay. The group preferred a regular in-ground lift with 10,000-11,000 capacity to pick up 450's and 550's. A second in-ground lift for larger vehicles could replace the need for overhead / post lifts.
 - a. Confirmed needs would be two in-ground car hoists, one in-ground truck hoist, rollable lifts, and an overhead crane.
18. Due to the critical need for plows in the winter, the mechanics typically keep the first bay with column lifts open during snowstorms to minimize equipment downtime.
19. After-hours access into the mechanic's space is likely need for Streets, Parks, or Utilities, especially when responding to snow events or service calls.
20. Placement of the floor drains, both in terms of location and quantity, need to be improved. Current floor drains interfere with the post hoist locations.
21. In-ground tie downs would be beneficial. There were in-ground hooks previously, but these became unsafe to use and were removed.



- C. The group discussed the overall building deficiencies and needs:
 - 1. A dedicated explosion room that is larger and properly ventilated is needed for hazardous material storage.
 - 2. Improved staff areas are needed for a larger break room, conference rooms, and locker rooms.
 - 3. A dedicated mechanics' workspace would be beneficial to have a computer work area and storage for manuals, books, etc.
 - 4. EV charging should be considered for future building and site improvements. While most heavy equipment would not be electric, there could be potential for smaller passenger vehicles to be electrified. More indoor parking would be needed for battery maintenance. Heavier hoists for maintenance would also be needed. Servicing of these vehicles would likely be contracted out due to training limitations.
 - 5. More indoor or covered parking would also significantly decrease the time spent plowing the exterior lot area.
 - 6. More mezzanine storage or racking would be beneficial for storing attachments, smaller equipment, etc. The group referenced St. Cloud's Central Shop.
 - 7. Better lighting is needed in the main vehicle area. The shop lighting is sufficient.
- D. It is anticipated that two additional full-time employees could be added in the next ten years.
 - 1. Fire vehicle maintenance could be one dedicated employee. This work used to be contracted out.
 - 2. Contracted work is largely a result of space constraints (lack of staging area) and scale of work (engines, transmission, etc.). There is no staging space to store a down vehicle while parts are on order.
 - 3. Central Maintenance builds out police squad vehicles while Northern Safety Technologies completes the light and radio install.
 - 4. The mechanics do pick up all vehicles in need of service from other city or off-site facilities.
 - 5. Parks Maintenance completes small equipment maintenance (greasing, blade sharpening, air fill). If Parks were to relocate to their own building, service vehicles / equipment would be brought to the mechanic's suite in lieu of mechanics going to the Parks shop.
- E. The group discussed the following locations for potential tours: Eagan Public Works, Burnsville Public Works, Dakota County (no drive-on hoists and campus set-up), Transit (second story parking).

cc: Barry Underdahl, IGH Street Maintenance	bunderdahl@ighmn.gov
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Jake Wollensak, Wold Architects & Engineers	jwollensak@woldae.com



To: Attendees

From: Jordan Medeiros | JM

Date: June 17, 2024

Comm. No: 242041

Subject: City of Inver Grove Heights
CMF Needs Study – Utilities Department Interview
June 6, 2024 Meeting Minutes

Attendees:

Matt Johnson, IGH Utilities	mjohnson@ighmn.gov
Chris Onken, IGH Utilities	conken@ighmn.gov
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Stevie Samuels, Wold Architects and Engineers	ssamuels@woldae.com
Jordan Medeiros, Wold Architects and Engineers	jmedeiros@woldae.com

A meeting was held with representatives of the Inver Grove Heights Utilities department to discuss the operations, space deficiencies, and needs as part of the Central Maintenance Facility Needs Study.

Discussion Topics:

- A. The primary space deficiency discussed is the lack of vehicle and equipment storage space. Utilities typically only occupies three stalls in warm storage with remaining equipment parked outside. Cold storage mainly houses other smaller pieces of equipment (caged):
 1. Ideally, all service trucks would be in warm storage due to the high volume of tools, materials and equipment stored in these vehicles, including paint, computers, batteries, etc. Additionally, these are responding vehicles in emergency utility calls. There are currently eight service trucks.
 2. Utilities currently stores the jet truck, easement machine, and camera van in warm storage.
 3. The mowing trailer is loaded / unloaded daily; trailers are stored outside while mowers are brought inside and typically need to be stored within the drive lane, causing issued with bottlenecking and traffic back-ups with other departments.
- B. The existing building does not have any designated workshop space. Utilities staff typically utilized the water treatment plant, the exterior parking lot (summer), or the drive lane (winter) for workshop space:
 1. A makeshift workshop space has been created in the wellhouse at the water treatment plant for meter and hydrant assembly or mower maintenance.
- C. Stockpiled material is shared across all three divisions, including sand and class V, and are used by Utilities for main breaks, service leaks, etc. A hoop shed would be preferred just for overhead coverage. The current material storage space could then be converted to cold storage if the building is maintained.



- D. Dump trucks are owned by the Streets Maintenance division but shared across all departments as needed:
 - 1. An improved trench drainage system would be ideal to help with washing out the dump trucks after they are used for hauling.
- E. Potential tour locations discussed include Brooklyn Center or Brooklyn Park (expansive space and organized pallet racking) and Hastings (mezzanine with crane storage).
- F. A back-up generator is needed for the building. The Utilities division has a generator used for lift stations that often serves as the building back-up generator. The gates and overhead doors are not on back-up power:
 - 1. New lift stations typically integrate generators, however, not all lift stations in Inver Grove Heights have generators. There are plans to phase them out, but at this point, there are seven lift station without integrated generators.
- G. The group discussed workload factors and historical / projected staffing for the department:
 - 1. It was noted that the workload for this division could be tied more closely with the City's comprehensive plan / growth as infrastructure expands with new developments.
 - 2. There are currently eight full-time employees with one position designated to the water treatment plant and two to four seasonal employees. There was recently one full-time employee that left, however, that position is not being filled. The most growth under Public Works has been the Stormwater / Natural Resources group. Growth has been fairly stagnant in this group. Projections need to be verified but two to three additional staff could be expected in the next twenty years.
 - 3. The Utilities Division primarily maintains the sanitary sewer system and aids in installing new systems. Service calls are also completed to help with locates, meters, etc.
 - 4. Outside contracted work includes televising, jetting, and utility maintenance on busier roads. The City's insurance limits televising work that can be done in-house.
- H. Future equipment acquisition projections include a new jetter truck.
- I. The water treatment plant serves as a critical secondary facility for the Utilities Division:
 - 1. Seven well houses are serviced, as well as eleven sanitary lift stations.
 - 2. It is not essential that Utilities be located at the water treatment plant in future operations, however, its close proximity (approximately half-mile) and the extra space it affords for the department, means that it has become a valuable secondary space.
 - 3. Utilities staff typically take their lunch breaks at this location.
 - 4. Meeting space is available at this facility to review physical plans or hold other staff meetings as needed.
 - 5. Approximately three garage stalls are available at the water treatment storage for equipment storage, including a large diesel generator, cones, a main break trailer, mower trailer, and plows. A seasonal swap of equipment typically takes place.
 - 6. In addition to the water treatment plant, equipment is also stored at the water towers, creating inefficiency in acquiring materials or equipment across three sites to complete tasks or service calls.
 - 7. At the City's dump site, there is a bone yard with castings, rings, manhole covers, pipe parts, etc. This is OK to be stored outside and uncovered, but could be relocated to the Public Works campus.



- J. The locker rooms should be improved to accommodate all staff with more showers. Additionally, washer and dryer facilities were requested.
- K. Hoteling computer stations would likely be sufficient for staff. Phones or mobile laptops are used most often.
- L. The group acknowledged that collocating with Streets or Parks Maintenance is beneficial for equipment sharing and on-call needs, as well as camaraderie.
- M. The Public Works site also houses storage containers and equipment for other departments as it is the only secure City facility. Storage includes Police squads, fire boats, the community outreach trailer, the ammo trailer, and at times damaged / towed vehicles associated with Police operations. Sometimes personal vehicles for Police are parked in the secure lot, in addition to State / County / Contractor vehicles during large projects. More space is needed on the site for flexibility in staging and storage.
- N. If a larger campus is developed for Public Works, it would be preferred to have internal driveway connections in lieu of a disconnect requiring access from Barabara Avenue.
- O. The current facility could accommodate all Utilities operations and storage needs but is likely a little oversized. Approximately twenty stalls are needed for all Utilities warm storage – 10-12 pick-ups, jetter, trailers, generators, van):
 - 1. Parks is likely the main candidate for a standalone building as they have the most small equipment and seasonals.
 - 2. Natural Resources will likely stay under the Streets Maintenance division. Their environmental effort will focus on stormwater cleanup / management and water quality.
- P. The group discussed Wold's ongoing project at the Cottage Grove Utility Building that could be a good precedence / reference for this project (similar population).

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Barry Underdahl, IGH Street Maintenance	bunderdahl@ighmn.gov
Jake Wollensak, Wold	jwollensak@woldae.com

MEMORANDUM



To: Attendees

From: Jordan Medeiros | JM

Date: August 12, 2024

Comm. No: 242041

Subject: City of Inver Grove Heights
CMF Needs Analysis and Master Site Plan
Police Training Kick-Off Meeting
August 8, 2024 Meeting Minutes

Attendees:

Melissa Chiodo, Inver Grove Heights Police	mechiodo@ighmn.gov
Dennis Haugland, Inver Grove Heights Police	dhaugland@ighmn.gov
Adam Wiederhoeft, Inver Grove Heights Police	awiederhoeft@ighmn.gov
Brian Connolly, Inver Grove Heights Public Works	bconnolly@ighmn.gov
Barry Underdahl, Inver Grove Heights Public Works	bunderdahl@ighmn.gov
Jonathan Loose, Wold Architects and Engineers	jloose@woldae.com
Jordan Medeiros, Wold Architects and Engineers	jmedeiros@woldae.com

A meeting was held at City Hall with Inver Grove Heights (IGH) Police and Public Works Representatives to discuss the Police Training needs as part of the Central Maintenance Facility Needs Analysis and Master Site Plan project.

Discussion Topics:**A. Existing Conditions:**

1. The existing vehicle garage only accommodates eight Squad vehicles and one UTV. The remaining Squad cars and personal vehicles are parking between the two small parking lots on site or on the street.
2. The current Police Facility has one main multi-purpose space in the basement and is utilized for DT training, an EOC, a classroom, and for large meetings:
 - a. The Hero Center or other local facilities are rented for major training events for the Department.
 - b. The EOC is a local Emergency Response Center backing up the Dakota County EOC operations. The City's back-up EOC is run out of Fire Station 2.



B. Training Facility:

1. Depending on the outcomes of the Public Works improvements, it was thought that the Police Training Facility could be located in the vacated cold storage / materials storage building.
2. A fifty-yard firearms range with six lanes would be needed to accommodate training needs. A twenty-five-yard range could be acceptable but would limit the use of the space for long gun qualifications.
3. An overhead door into the range would be desired for Squad vehicle access and facilitating cold-weather shoots.
4. Support spaces include locker / changing rooms, toilet rooms, gun cleaning, weapon and ammo storage, etc.
5. A classroom space would be needed citizen meetings, an EOC, and virtual scenario-based trainings.
6. A designated Mat Room would be beneficial for DT training and equipment storage.
7. There is the potential to open this Facility to other Agencies for training. Classrooms would need to accommodate approximately forty individuals.
8. No modifications would be needed to the existing Police Multi-Purpose Room as a part of this project. That space could be renovated for Police Department expansion as their space needs continue to grow in their primary building.
9. Team Policing Training currently runs in two shifts, typically twenty to twenty-five Officers at a time with projections up to thirty Officers in the future.
10. Direct connection from the Training Facility to the main Police Facility is not required.

C. Site Improvements:

1. The existing parking lots are not secured and extremely undersized. Public parking (two to three stalls) is co-located with both Squad and personal vehicles.
2. The preference would be to provide fencing and gate access into the Police Parking Lot and shared driveway access to Police and Public Works. Separate public parking and site infrastructure (sidewalks) would need to be provided elsewhere to allow for this separation.
3. Chief Chiodo will provide final vehicle counts needed for public and personal vehicles. The equipment list shared by Public Works includes City-owned Police vehicles and equipment, including three storage trailers stored at Public Works and a Mobile Command Vehicle currently stored at Fire Station 1.
4. It was also noted that the generator is unsecured with open access to the public.
5. Chief Chiodo also noted that better signage for public wayfinding would be beneficial.

cc: Ken Francois, KA ken.francois@krausanderson.com
Jake Wollensak, Wold jwollensak@woldae.com

MEMORANDUM



To: Attendees

From: Jordan Medeiros | JM

Date: August 12, 2024

Comm. No: 242041

Subject: City of Inver Grove Heights
 CMF Needs Analysis and Master Site Plan
 Public Works Core Planning Group Meeting
 August 8, 2024 Meeting Minutes

Attendees:

Brian Connolly, Inver Grove Heights Public Works	bconnolly@ighmn.gov
Barry Underdahl, Inver Grove Heights Public Works	bunderdahl@ighmn.gov
Jonathan Loose, Wold Architects and Engineers	jloose@woldae.com
Jordan Medeiros, Wold Architects and Engineers	jmedeiros@woldae.com

A Core Planning Meeting was held at City Hall with Inver Grove Heights (IGH) Public Works Representatives for the Central Maintenance Facility Needs Analysis and Master Site Plan project.

Discussion Topics:

A. Space Program:

1. Prior to the meeting, Brian provided an updated equipment list with future equipment acquisitions and notes on the draft Space Program.
2. Brian confirmed that no additional storage needs would need to be accounted for the Golf Course.
3. At the locker rooms, all full-time current and future staff should have full-height lockers. All current and future seasonal positions should be assigned a half-height locker.
4. The Training Room should be able to accommodate seventy total individuals. An operable partition should be installed to split for training and lunchroom functionality. The maximum expected training capacity is seventy; the maximum expected lunch room capacity at a single time is thirty-five.

B. Options Criteria:

1. In preparation for options development, the group discussed critical Department adjacencies and operational expectations.
2. Critical adjacencies include Streets to Natural Resources and Streets to Utilities. This is largely driven by the common Public Works umbrella.
3. Streets have a less strong connection to Parks Maintenance; however, some connection should be maintained for staffing redundancy.



4. Central Equipment / Mechanics have a strong connection to all division, with a stronger emphasis on Streets and Parks. This division will also have a strong connection to other City Departments (Police, Fire).
 5. A common storage yard, cold storage, and salt hoop would be acceptable for all division to share.
 6. Brian indicated there is no permanently dedicated space for spoil storage within the City right now. There is a ten-acre EDA parcel that is currently used, but this is not a long-term option. If space was allocated in a 2-5 acre bone yard, that would be desirable.
 7. The parcel west of Babcock is also designated as an EDA parcel. There is an expectation that this site could be used for temporary storage or phasing flexibility, but it would likely not factor into a permanent building site for Public Works.
 8. Due to the dead-end condition of Babcock at the south edge of the City's parcels, the right-of-way could be utilized for expanded Public Works development space if needed.
 9. Brian indicated that Parks Maintenance would likely not be receptive to staying within the vacated current building; however, a long-term renovation or phasing plan could be an option to appease the division.
- C. Next Steps:
1. Brian, Jonathan, and Bolton & Menk will coordinate on expanding the Survey limits to include the existing Public Works site, the existing Police parking lots, and the MN-DOT triangle parcel to the east.
 2. Wold to revise Space Program with information gathered from Public Works and Police. Preliminary options will be developed at presented at the next Core Planning Group meeting. Wold to coordinate with Brian on scheduling.

cc: Ken Francois, KA ken.francois@krausanderson.com
Jake Wollensak, Wold jwollensak@woldae.com

Request for Council Action

SUBJECT: **Consider Resolution Approving Project and Budget for Public Archery Range at South Valley Park**

MEETING DATE: February 24, 2025

ITEM TYPE: Regular Business

CONTACT: Adam Lares, Parks & Recreation Director, 651.450.2587
 Brian Swoboda, Parks Superintendent, 651.450.2582

ACTION REQUESTED

The Council is asked to consider the attached Resolution, approving the construction of a public archery range at South Valley Park and approving the associated budget.

BACKGROUND

South Valley Park is a 93-acre community park centrally located within the city, offering a mix of active and passive recreational opportunities for residents and visitors.

In 2017, with support from the Statewide Health Improvement Partnership (SHIP), the Minnesota Department of Health, and the Dakota County Health Department, City staff collaborated with the Parks and Recreation Advisory Commission (PRAC), design consultant HKGI, and community members to develop an Active Living Master Plan for both North and South Valley Parks. This process led to the City's adoption of a North/South Valley Park Master Plan, identifying renovations at South Valley Park as a priority project.

In 2019, the City contracted with HKGI to develop concept designs based on the approved master plan. This work was completed in collaboration with City staff, residents, and a PRAC subcommittee specifically focused on South Valley Park improvements. Community engagement was an integral part of the process, with multiple public meetings held in parks to gather input and refine the design.

As a result, the concept design was developed around four primary goals:

- Increase accessibility for people of all ages and abilities
- Enhance placemaking and design to create a natural-themed, signature park
- Expand areas for larger gatherings and events
- Open circulation and sightlines, allowing a variety of activities to occur simultaneously

Following the collaborative design work, in March of 2020 the City Council approved an updated South Valley Master Plan that included improvements to or creation of the following:

- Picnic shelter/restrooms/utilities
- Playground
- Parking lot resurfacing/add parking stalls
- Park furnishings/amenities/signage
- Natural trail loops/boardwalk

- Relocating disc golf holes
- Archery Range
- Pedestrian park access
- Community Garden
- Connecting trails
- Performance area
- Lookout tower

The PRAC grouped these improvements into the following phases:

Phase 1: Activity Area (2023/2024)

- Playground
- Picnic Shelter
- Performance Area
- Parking Lot extension
- All associated trail connections and amenities associated with the new Activity Area

Phase 2: Archery (2025) and Trail Loop (TBD)

- Natural surface trail loop
- Boardwalk connections
- Retaining wall
- Interpretive signage
- Public Archery range

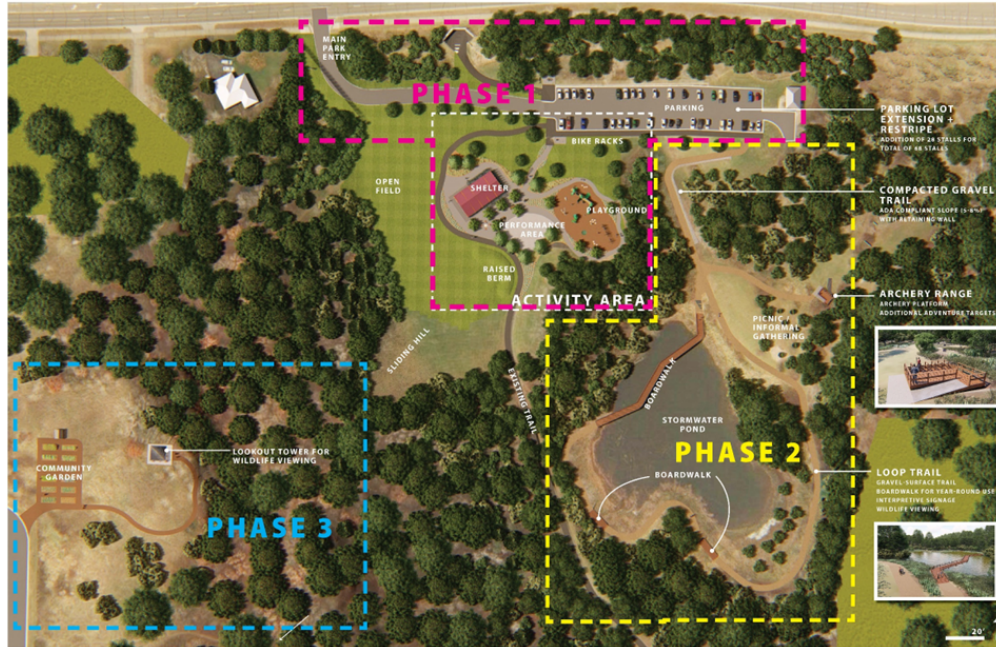
Phase 3: Western Bluff Area (TBD)

- Community Garden
- Lookout Tower
- Trail Link

As outlined in the South Valley Park Master Plan below, approved by the Council in March 2020, a public archery range has been planned for the park's northeast area as part of Phase 2 of redevelopment.



CONCEPT SITE PLAN



DESIGN CONSIDERATIONS

Ideas that you see presented were identified during the master plan effort in 2017 and have been further developed in the schematic design process.

Accessibility
finding ways to make access to new park features accessible all ages and abilities with wide, low-slope paths and inclusive play equipment

Natural theme
choosing playground equipment and shelter materials that reference natural materials like wood and stone

Space for more people and events
expanding the size of the picnic shelter, integrating a multi performance space for outdoor concerts or educational events increasing the size of the playground

Design for many uses
organization of the activity area with open circulation allow families and events to use the common spaces in a variety of ways, simultaneously.

With the completion of Phase 1 and an unusually mild winter in 2024, parks maintenance staff were able to clear the future Public Archery Area for Phase 2 ahead of schedule and without incurring additional capital costs for the City. At a minimum, this clearing supports the relocation of city-led recreational archery programming from Groveland Park to South Valley Park.

Inver Grove Heights has seen a growing interest in recreational archery in recent years. For the past five years, spring, summer, and fall youth archery programs have been offered at Groveland Park, utilizing outdoor hockey boards with added safety netting. While this temporary setup has been functional, staff have identified the need for a dedicated archery range to enhance safety measures and improve the overall participant experience.

On June 12, 2024, staff introduced the potential advancement of a portion of Phase 2 of the South Valley Park Redevelopment to the Parks and Recreation Advisory Commission (PRAC), with a specific focus on developing a public archery range.

Following discussions at the PRAC meeting, staff contracted Richard Cockrell, a highly qualified USA Archery Level 5 coach with extensive experience, to design a public recreation archery range at South Valley Park. He developed a preliminary design, including regulations and signage, which staff presented to the PRAC on September 11, 2024. Feedback from the PRAC helped refine the finalized design and signage.

The final design, signage, and estimated project cost were reviewed by the PRAC at their January 8,

2025, meeting, where they provided final approval and recommended that the Council approve and fund the project. Additionally, the City's insurance provider and attorney's office have reviewed and approved the final design and signage.

Estimated Cost

Item	Unit	Estimated Cost
Concrete Shooting Pad	120ft x 10ft	\$10,000
Target Enclosures	12	\$7,800
Block Targets	24- 4ft Blocks	\$19,200
Elevated Shooting Platform	2 -12ft High Platform with Deck, Steps, and Rails	\$15,000
Boundary Chain-link Fence	300ft	\$15,000
Split Rail Safety Fence	130ft	\$1,300
Signage & Posts	Rules, Caution, and No Entry	\$5,000
Yardage Markers	24 Markers	\$600
Tables/Benches	For 8 Lanes	\$12,000
Bow Stands	12	\$1,800
Target Jacks	12	\$1,000
Trash/Recycle Cans	2 Sets	\$2,000
Restoration/Landscape	100yds of Dirt and 100lbs of Seed	\$2,000
Miscellaneous		\$2,500
	Total	\$95,200

Timeline

Feburary 24, 2025	Council Approve Project and Budget
April - May 2025	Begin Construction
August 2025	Substantial Completion

The final design and signage are attached for the Council's information.

FISCAL IMPACT

The estimated project cost is \$95,200, and staff recommends utilizing the Park Acquisition and Development Fund to cover this expense. As of the end of January, the fund maintains a strong balance of \$3,731,295 to support current and future park projects. This includes \$1,000,000 earmarked for a future contribution to active play park in the Northwest Area and approximately \$650,000 for the City's required match to state bonding for the completion of Heritage Village Park

Phase 5.

The Park Acquisition and Development Fund is specifically designated to support the creation of new park amenities within the City's park system, making the proposed public archery range a suitable and intended use of these funds.

RECOMMENDATION

The Parks and Recreation Advisory Commission unanimously recommends approving the attached Resolution for the construction of a public archery range and funding the project through the Park Acquisition and Development Fund as part of the partial Phase 2 redevelopment of South Valley Park. Staff also recommends approval.

ATTACHMENTS

1. RESOLUTION - APPROVAL OF PUBLIC ARCHERY RANGE - SOUTH VALLEY PARK
2. Archery Design - South Valley Park - Final
3. Archery Range Rules - South Valley Park - Final
4. Archery Range - Shooting Line Safety - South Valley Park - Final
5. Danger and Caution Signs - South Valley - Final

**CITY INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. _____

**A RESOLUTION APPROVING CONSTRUCTION OF A
PUBLIC ARCHERY RANGE AT SOUTH VALLEY PARK
UTILIZING THE PARK ACQUISITION AND DEVELOPMENT FUND**

WHEREAS, in 2017, with support from the Statewide Health Improvement Partnership (SHIP), the Minnesota Department of Health, and the Dakota County Health Department, City staff collaborated with the Parks and Recreation Advisory Commission (PRAC), design consultant HKGI, and community members to develop an Active Living Master Plan for North and South Valley Parks, resulting in the City's adoption of a comprehensive master plan identifying South Valley Park renovations as a priority project; and

WHEREAS, in 2019, the City contracted with HKGI to develop concept designs based on the approved master plan, incorporating public engagement and community feedback to refine the park improvements;

WHEREAS, in March 2020, the City Council approved an updated South Valley Park Master Plan that identified a public archery range as a component of Phase 2 redevelopment; and

WHEREAS, on June 12, 2024, staff introduced the proposed advancement of Phase 2 of the South Valley Park redevelopment to the PRAC, focusing specifically on the Archery Range; and

WHEREAS, following PRAC discussions, staff engaged Richard Cockrell, a USA Archery Level 5 coach, to design a public recreation archery range at South Valley Park, with the preliminary design, regulations, and signage being reviewed by PRAC on September 11, 2024, and refined based on feedback; and

WHEREAS, at its January 8, 2025, meeting, PRAC provided final approval of the design, signage, and estimated project cost, recommending that the City Council approve and fund the project; and

WHEREAS, the City's insurance provider and attorney's office have reviewed and approved the final design and signage for the archery range; and

WHEREAS, the estimated project cost is \$95,200, with staff recommending the use of the Park Acquisition and Development Fund, which has a balance of \$3,731,295, to cover the expense.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
INVER GROVE HEIGHTS, that:**

1. The City Council hereby approves the construction of a public archery range at South Valley Park as part of the Phase 2 redevelopment.
2. The City Council approves a budget of \$95,200 for the project, to be funded through the Park Acquisition and Development Fund.

BE IT FURTHER RESOLVED, that the Parks and Recreation Director or their designee is authorized to approve contracts and allocate funds up to \$95,200 for the implementation of the project. To ensure timely and efficient completion, the Director may engage various vendors to perform services as outlined in the project. For any work estimated to exceed \$25,000, a minimum of two quotes will be obtained, with contracts awarded to the lowest quote unless the vendor is on an approved state or national contract list, in which case a second quote is not required.

Adopted by the City Council of the City of Inver Grove Heights, Minnesota on this 24th day of February 2025.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

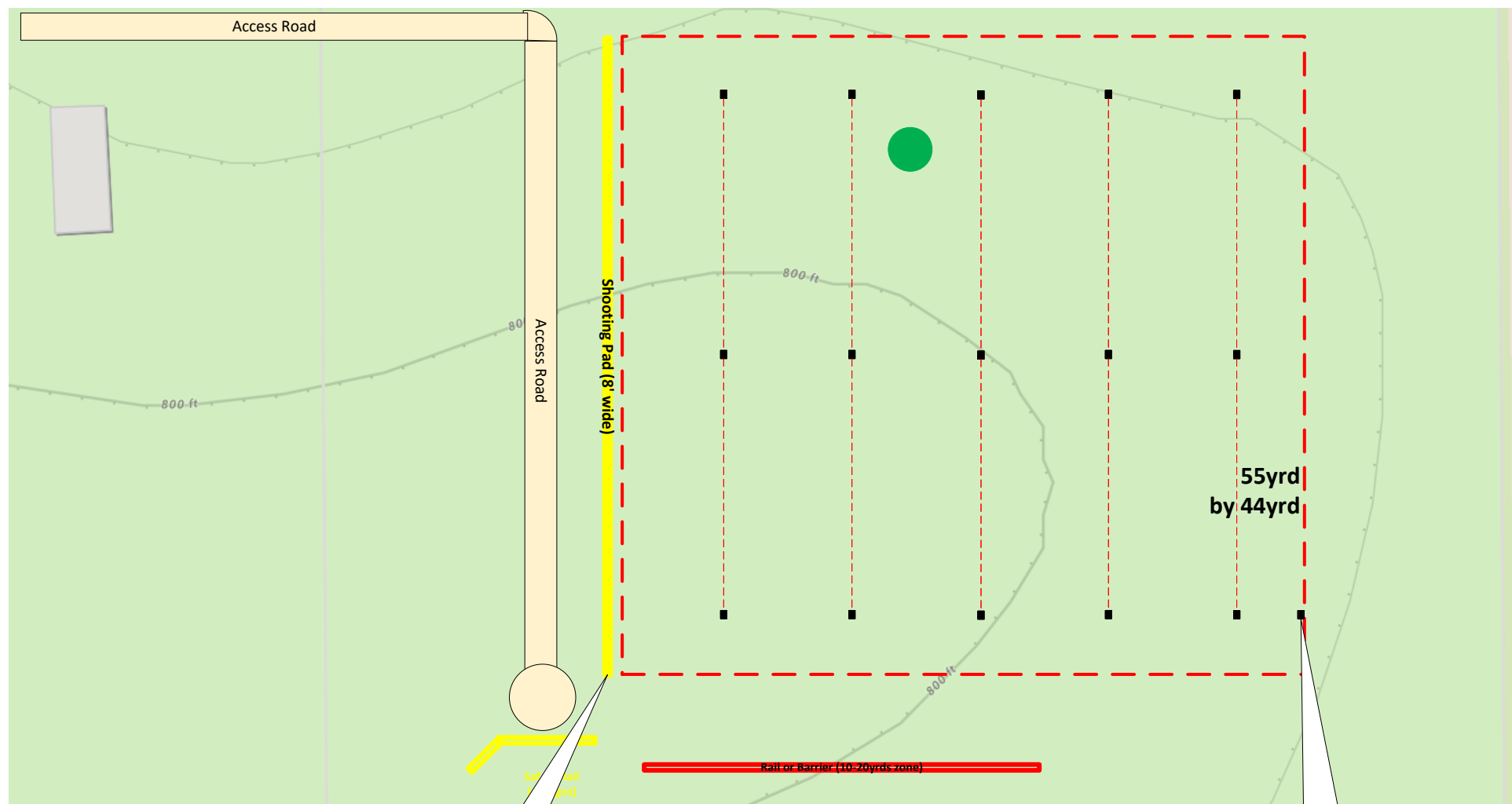
South Valley Park Archery Range

Perimeter Controls

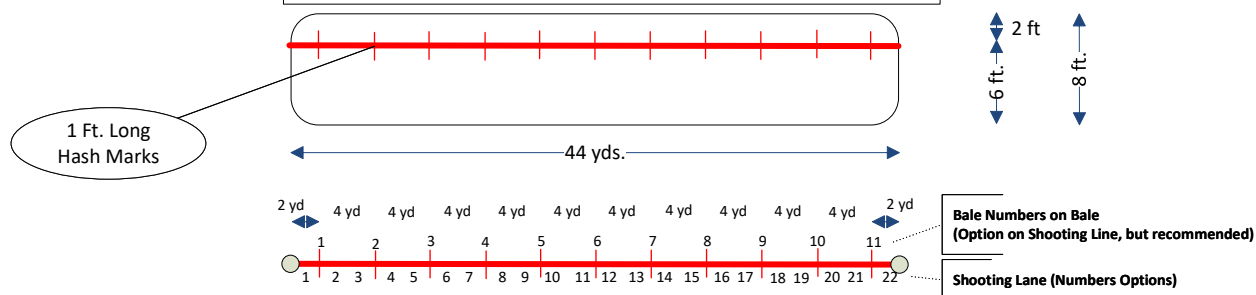
1" = 23 yds



South Valley Park Archery Range - Target Range Layout



Shooting Pad: 8 ft Wide, 44 yds long



- (16) Buried 8"x 8"x 1' Pressure Treated or Rail Timber flush with ground and Distance Printed on top
- Shooting Line to back of Block is yardage mark
- Yardage Marks: 10,20,30,40,50 & 55.
- Note – Only one 55yd. Block on right side of field (A 2nd is optional in middle)
- 55 yards can server as 50 Meters

South Valley Park Archery Range

Field Platform Range layout



- (12) Buried 8"x 8"x 1' Pressure Treated or Rail Timber flush with ground and Distance Printed on top
- Shooting Line to back of Block is yardage mark
- Yardage Marks: 10,20,30,40,50 & 55.

SOUTH VALLEY PARK

Archery Range Rules

Open sunrise to sunset

Please be safe and follow these rules:

- Archers under 16 must have adult supervision with them at the shooting lane
- Only shoot at established targets in your designated lane
- Do not approach the target while others are shooting or shoot while anyone is downrange or at the target
- Use target arrows with field points only; no broadheads
- If animals or people are in the range, hold your shot
- Only draw your bow in the direction of your target
- Be courteous of others waiting
- No firearms
- Archery range is tobacco, alcohol, and cannabis free
- Use of range is at your own risk

**EMERGENCY:
CALL 911**

Contact us with any range issues:
651-450-2480
ighmn.gov/parks



Shooting Line Safety

Open shooting line controls:

- Always stand completely behind the shooting line when not shooting
- Check the range and ensure it's clear before straddling the shooting line
- If the range is clear, loudly yell "CLEAR" and confirm "ALL CLEAR" with other archers
- Straddle the shooting line and begin shooting
- When you've shot all your arrows and others are still shooting, step completely behind the shooting line
- When all archers have shot all of their arrows, loudly yell "CLEAR" and confirm "ALL CLEAR" with other archers before retrieving arrows from the range
- Use of range is at your own risk

Keep these safety rules in mind:

- Always keep your bow pointed in a safe direction
- Always keep your finger off the bow string until ready to shoot
- Always keep your arrow off the string until ready to use

**EMERGENCY:
CALL 911**

Contact us with any range issues:

651-450-2480
ighmn.gov/parks



DANGER

ARCHERY RANGE

**DO NOT
ENTER**

CAUTION

**ARCHERY
IN PROGRESS**



Request for Council Action

SUBJECT: CLOSED SESSION to Discuss Labor Relations Matters

MEETING DATE: February 24, 2025

ITEM TYPE: Regular Business

CONTACT: Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to enter into a closed session pursuant to Minnesota Statutes, Section 13D.03, subd. 1(b) to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25; with the International Union of Operating Engineers, Local 70 and the American Federation of State, County and Municipal Employees, Local 1065.

BACKGROUND

FISCAL IMPACT

RECOMMENDATION

ATTACHMENTS

None