



Inver Grove Heights City Council
Monday, April 14, 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, April 14, 2025, will be provided to the Council at or before the April 14, 2025 meeting. To watch remotely, individuals may go to www.townsquare.tv/webstreaming or watch from Cable TV Live on the Second and Fourth Mondays of the month at 6 p.m. on Channel 14/799 HD.

NOTICE OF REMOTE ATTENDANCE: Council member T'Kach is expected to attend this meeting remotely from Wilton Hotel Bray, Southern Cross Rod, Kilruddery Demesne East, Bray, Co. Wicklow, Ireland

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Presentations**
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. Approve Minutes of the January 27, 2025, City Council Meeting
- B. Approval of Disbursements
- C. Personnel Actions
- D. Resolution Authorizing Contract with Lexipol for Development and Review of Fire Department Policies & Procedures
- E. Resolution Authorizing Purchase of Fire Department Radios and Adopting Associated Budget Amendment
- F. Resolutions Awarding Contract and Approving Budget for 2025 Pavement Maintenance - Crack Sealing (City Project No. 2025-09A)
- G. Resolutions Awarding Contract and Approving Budget for 2025 Sewer Cleaning & Televising (City Project 2025-07)
- H. Resolutions Awarding Contract and Approving Budget for 2025 Pavement Management Initiative - Groveland Area and 50th Street Area (City Project Nos. 2025-09D & 2025-09E)

- I. Resolutions Awarding Contract and Approving Budget for 2025 Pavement Management Initiative - Bacardi Avenue and 88th Street Reconstruction (City Project No. 2025-09G)
- J. Resolution Approving Contract with Barr Engineering for Updates to the City's Water Resource Management Plan and Authorizing an Associated Budget Amendment (City Project No. 2024-10)
- K. Resolution Accepting Final Report for the Central Maintenance Facility Needs Analysis and Site Plan Study and Authorizing Negotiation of Final Design Services (City Project No. 2017-01)
- L. Resolution Scheduling Public Hearings for 2026 Pavement Management Projects Nos. 2026-09D through 2026-09L
- M. Resolution Approving Transfer of \$1.4 million from the General Fund to the Parks Acquisition & Development Fund
- N. Exempt Gambling Permit for Ducks Unlimited
- O. Resolution Approving a Conditional Use Permit (CUP) for a Seasonal Agricultural Stand at 9226 Old Concord Blvd
- P. Resolution Authorizing Fiber Extension to Groveland Park and Associated Budget Amendment

6. **Public Hearing**

7. **Regular Business**

- A. Rental Housing Licenses
- B. Application for Chicken-Keeping License, 6179 Dawn Ave.
- C. Conveyance of Easements to Dakota County for Veterans Memorial Greenway
- D. Resolution Approving an Amendment to the Joint Powers Agreement with Dakota County for County Project 28-69 (City Project No. 2024-16) - 80th Street Trail Gap

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**

INVER GROVE HEIGHTS CITY COUNCIL MEETING
MONDAY, JANUARY 27, 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 27, 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, City Clerk Kiernan, Community Development Director Ziemer, Parks & Recreation Director Lares, and Assistant Fire Chief Eric Bergum.

3. APPROVAL OF AGENDA:

4. PRESENTATIONS:

5. CONSENT AGENDA:

- A.** Approval of Minutes of the January 6, 2025 City Council Meeting
- B.** Approval of Disbursements, **Resolution 2025-012**
- C.** Personnel Actions
- D.** Amendment to the 2025 City Council Meeting Schedule
- E.** Approval of Charitable Gambling Raffle by Church of St. Patrick
- F.** Approval of Massage Therapist Licenses
- G.** 2025 Contract with Madden Galanter Hansen for Labor Relations Services
- H.** Resolution Approving Submission of the City's Minnesota Pay Equity Implementation Report for the Year Ending December 31, 2024 **Resolution 2025-013**
- I.** 2nd Amendment to the Final Design Contract for City Project No. 2016-17 - 117th Street Reconstruction **Resolution 2025-014**
- J.** Resolution Authorizing Application for the Minnesota Pollution Control Agency Stormwater Resilience Grants **Resolution 2025-016**
- K.** Resolution Awarding a Final Design Contract for City Project Nos. 2025-13 and 2025-14 **Resolution 2025-017**
- L.** Contract Renewal for Fire Department Mental Wellness Services **Resolution 2025-018**
- M.** Acceptance of Grant / Donation from Firehouse Subs Public Safety Foundation **Resolution 2025-019**
- N.** 2025 Contract with Messerli & Kramer for Government Relations Services

Administrator Wilson has asked to have Item F be moved to the regular agenda.

Motion to approve Item A - N except for F by T'Kach, second by Scales.

Ayes: 5

Nays: 0 Motion carried.

City Clerk Kiernan asked to have a massage therapist removed from the agenda as the Chief Chiodo had not approved the license yet.

Motion to approve revised Item F by Scales, second by Gliva.

Ayes: 5

Nays: 0 Motion carried.

6. PUBLIC HEARING:

A. Consideration of New Liquor License Application – Open Window Theatre

Clerk Kiernan presented this item. Mark Dittman the applicant was present.

Mayor Dietrich opened the public hearing.

There were no public comments.

Motion to Close Public Hearing by Murphy, second by T’Kach.

Ayes: 5

Nays: 0 Motion carried.

Motion to approve Wine with Strong Beer liquor license for Open Window Theatre by Gliva, second by Scales.

Ayes: 5

Nays: 0

7. REGULAR BUSINESS:

A. Approval of Rental Housing Licenses

Director Zierner presented twenty two rental housing licenses that has been reviewed by Staff and found to be eligible for a license. Staff recommends approval.

Motion to approve rental housing licenses for the addresses of 6952 Archer Trail, 4728 Blaylock Way, 2574 90th St E, 1572 76th St W, 4707 Blaine Ave, 2782 87th St E, 6997 Delaney Ave, 8871 Branson Dr, 8646 Bernard Path, 4911 Bisset Ln, 4835 Babcock Trl, 5445 Babcock Trl #101, 105, 202, 206, 5447 Babcock Trl #103, 104, 106, 204, 206, 2524-2530 76th St E by Murphy, second by T’Kach.

Ayes: 5

Nays: 0 Motion carried.

B. Multiple Agreements and Land Use Approvals to Permit the Vertical Expansion of Pine Bend Landfill (continued from Jan. 6 and Jan. 13, 2025 Council meetings)

Administrator Wilson presented this request. Pine Bend Landfill is seeking authorization to accept additional cubic yards of waste, grow taller, and operate longer than currently permitted. The process involves permits and approvals from the State of Minnesota via the Minnesota Pollution Control Agency, Dakota County, and the City of Inver Grove Heights.

The City's role is focused on the landfill as a land use with our community and the negotiation of a Host Community Agreement. The City's Action Items are a Zoning Code Amendment, an Amendment to the Non-Conforming Use Certificate (NCUC), a Conditional Use Permit for Vertical Expansion and the Host Community Agreement.

The Environmental Advisory Commission reviews the proposed CUP and recommended approval with a six to zero vote (6-0).

The Planning Commission review the proposed Zoning Code Amendment, NCUC amendment and the CUP and recommended approval on a five-two-two vote (5-5-2).

The Pine Bend Landfill is located at 2495 117th Street between Highways 52/55 and Rich Valley Boulevard. It is a sanitary landfill with mixed municipal solid waste, non-hazardous industrial solid waste, construction debris, demolition debris, non-infectious waste, and asbestos.

Pine Bend Landfill is currently authorized to have a max capacity of 33,937,400 cubic yards with final cover. It is nearing current capacity limits by January of 2028, and must stop accepting waste and close by December 31, 2030.

The application for vertical capacity expansion phase seven timeline was June 2022 - initial expansion request was submitted to MPCA. The environmental assessment worksheet was completed and reviewed in 2023 and determined that no environmental impact statement (EIS) was needed. In June 2024, the Landfill submitted the land use applications to the City.

The current capacity is 33,937,400 cubic yards. They are asking for additional waste of 7,888,250 cubic yards and final cover of 297,550 cubic yards to the total of 8,185,800 cubic yards for a total capacity if expansion is approved to be 42,123,300 cubic yards.

Phase Seven would have the result of expansion to vertically extend the three to one final cover slopes, includes only a vertical expansion (no footprint increase), will extend the life by approximately 13.6 years and raise the height by approximately 86.8 feet at the highest point (which would be 8.5%).

The existing land use and zoning is listed in the 2040 land use as general industrial; zoning in the I-2 General Industry; located in the Integrated Resource Management (IRM) overlay district; with the proposed zoning code amendment for the parcel to continue to be zoned I-2 and guided as General Industrial. The revisions proposed to the size and height are allowed within the IRM district.

The Integrated Resource Management (IRM) Overlay district identifies certain uses as Conditional Uses (SS10-13E-6) as an air space expansion of an existing sanitary landfill. The proposed City Code revisions would change subparagraph F final height not to exceed 1,105.8 ft; subparagraph H capacity not to exceed 42,123,200 cubic yards; and

subparagraph J would need to be removed. The revisions are consisted with amendments to the Non-Conforming Use Certificate (NCUC) and the Conditional Use Permit (CUP).

The amendment to the Non-Conforming Use Certificate is Legal, Non-Conforming Uses (LNC) in which zoning amendments may result in existing uses no longer permitted by zoning and becomes LNC, if lawful at the time of change. Protections provided by State Statute and City Code and limitations on continuation of uses and expansion. The Non-Conforming Use Certificate (NCUC) policy and process was established by City Code 10-3-3. It allows continuation of legal, non-conforming uses with conditions and may be amended.

The Pine Bend Landfill was permitted by the MPCA in 1971. Municipal waste disposal facilities were "out zoned" by Inver Grove Heights in 1991. The Non-Conforming Use Certificate for Pine Bend Landfill was created and approved in 1995 which clarified zoning status, determined rights and responsibilities, and established specific controls. There were previous amendments in 2002, 2004 and 2018.

The Pine Bend Conditional Use Permit (CUP) authorized the additional landfill height and volume subject to 21 total conditions with the majority of the conditions in the new CUP matching those found in the 2018 CUP.

The conditions require:

- That the expansion be constructed and operated in accordance with the application materials and plan documents submitted.
- Identifies the list of past City actions and approvals, which remain in effect and which the Landfill must continue to comply with
- Identifies the types of waste that may be disposed of in the Landfill - no change from the current list
- Requires that the Landfill connect to the City's sanitary sewer system and pay the applicable connection and hook up charges once sanitary sewer is extended to the property (with 117th St. reconstruction)
- Establishes hours for construction of the expansion
- States that the landfill must comply with all applicable federal, state and county laws and regulations
- Conditions 11 and 12 - surface water and groundwater monitoring is the same requirements as the current CUP and dual gas/leachate extraction system has the same requirements as current CUP except the annual report is due March 1 instead of February 1 to line up with the State's deadline.
- Conditions 13, 14 and 15 - all address subsurface gas migration - major focus of the CUP issued for the expansion. It requires compliance with Mn Rule 7035.2815, subpart 11 regarding landfill gas management and the last CUP (2018) required PBL to come into compliance and maintain compliance for six (6) consecutive months by January 1, 2025 or thirty (30) million cubic yards of waste (whichever came first). If not met, the CUP requires the Landfill to cease operations until compliance is achieved. PBL has not yet achieved compliance with this requirement. PBL must have continued

annual reporting to the EAC on their progress, continued oversight by the MPCA, and it is not expected to worsen as a result of expansion.

- The Draft CUP for this expansion includes extending the deadline four (4) more years, and grants the City Council the authority to waive this requirement if adequate progress is made. If compliance is not achieved and progress is not being made the Landfill may be ordered to close with 180 days' notice. It includes continued annual reporting but with trend analysis plus a mid-year status update and requires efforts by PBL to identify the outer boundaries of the subsurface gas plume.

The conditions requires MPCA air emission permit for the renewable natural gas facility, makes both the owner and the operator of the Landfill responsible for compliance with the CUP, documents that a breach of the Host Community Agreement is a violation of this CUP, identifies the effective date of this CUP is the effective date of the new Host Community Agreement. It also notes that the terms of the CUP are subject to the approval of the Commissioner of the MPCA, making this CUP effective only if a valid Host Community Agreement is in place and states that any violation of the CUP is cause for revocation of the CUP.

In summary, the term of the Fourth (4th) Restated Host Community Agreement will be January 2025 to December 2032 (8 years) with a closure date of December 31, 2042. It includes emergency preparedness, host community fee payments, collection from city facilities, indemnification, a special assessment agreement, settlement, and waiver of claims.

Annual lump sum payments will be for 2025 - \$250,000, 2026 - \$257,000, 2027 - \$265,225, 2028 - \$275,834, 2029 - \$286,867, 2030 - \$301,211, 2031 - \$316,271 and 2032 - \$332,085.

Per ton payments will be 2025 - \$7.75, 2026 - \$7.98, 2027 - \$8.30, 2028 - \$9.15, 2029 - \$9.15, 2030 - \$9.61, 2031 - \$10.09, and 2032 - \$10.60.

In the agreement, PBL will continue to donate \$15,000 per year to the IGH Parks and Recreation, and a new one-time donation of \$500,000 to partially fund a new playground at Rich Valley Park, in conjunction with Dakota County's Veterans Memorial Greenway and planned Purple Heart Memorial Plaza. The donation will be provided in three installments (2026, 2027 and 2028). The naming rights for the playground will go to Republic Services.

Councils requested actions are motions to approve the Zoning Code Amendment, approve the Conditional Use Permit for Vertical expansion, the amendment to the Non-Conforming Use Certificate (NCUC) and the Host Community Agreement.

Motion to approve Ordinance 1492 Amending City Code Section 10-13E-6 Related to Expansion of the Air Space of an existing Sanitary Landfill by Murphy, second by Scales

Ayes: 5

Nays: 0 Motion carried.

Motion to approve Resolution 2025- 020 approving a Conditional Use Permit to allow a vertical expansion of Pine Bend Landfill by Scales, second by Gliva.

Ayes: 5

Nays: 0 Motion carried.

Motion to approve Resolution 2025-021 amending Resolution No. 6465 granting a non-conforming use certificate for Pine Bend Sanitary Landfill for a Sanitary Landfill by Gliva, second by Scales

Ayes: 5

Nays: 0 Motion carried.

Motion to approve Resolution 2025-022 approving 4th amended and restated Host Community Agreement and Memorandum of Agreement for Waiver of Assessment Appeals by T’Kach, second by Murphy.

Ayes: 5

Nays: 0 Motion carried.

C. 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

Motion to accept 2 residential comments (Kelly Kayser & Amy Hunting) into record by T’Kach, second by Gliva.

Ayes: 5

Nays: 0 Motion carried.

Motion to approve Resolution 2025-023 Denying application for zoning ordinance text amendment for Community Home for dying people and accessory uses by T’Kach, second by Gliva.

Ayes: 5

Nays: 0 Motion carried.

Motion to table the ordinance until a meeting in February when staff can come back with answers to the questions posed be Council by T’Kach; second by Scales

Ayes: 3

Nays: 2 (Dietrich, Gliva) Motion carried.

D. Purchase of Heritage Village Park Phase 5 Inclusive Playground, Splash Pad, Shade Structures, and Site Amenities for City Project No. 2210

Parks and Recreation Director Lares presented this item. With the 2023 legislative session, the City was awarded \$2,000,000 dollars in state bond funds for this phase. This will be combined with approximately \$650,600 city match from the City’s Park Acquisition and Development fund. Phase 5 design was contracted with WSB and partnered with Flagship Recreation and Landscape Structures to custom design the inclusive playground and splashpad.

Phase 5 includes the includes playground, splashpad, site amenities, furnishings, and an expanded eastern parking lot. The design of the inclusive playground started in 2019 with three Parks and Recreation (PRAC) subcommittee meeting to guide programming and design. Final plans were approved by the PRAC in 2019. The final inclusive splash pad design was reviewed by PRAC on February 14, 2024 and was unanimously approved to recommend to council. Final design of the parking lot expansion, irrigation, earthwork, etc. will come before council in February or March to get approval to go out for bid.

The inclusive playground design will include 16,500 square feet, fully inclusive, fully poured in place rubber surfacing for accessibility, inspired by the history and heritage of Inver Grove Heights' Rock Island Swing Bridge, Old Town Hall, Old School House, train cars and fencing.

The inclusive splash pad design will include 7,200 square feet and be fully inclusive. It will be designed to reflect the natural environment of Inver Grove Heights, particularly the Mississippi River and provide interactive play for all ages and abilities (dynamic, family, and tot). It will be made of Aquaflex surfacing, provide adequate shade with six additional shade structures, fencing, a conventional domestic - single pass system, push button activated with timer, and an above ground holding tank (10,000 - 15,000 gallons) is included an add/alternate bid item, allowing reuse of splash pad water for irrigation.

The City was awarded \$2 million in state bond funds for this phase. Combined with approximately \$650,600 from the City's Park Acquisition and Development Fund, the total funding of \$2,650,570 covers the estimated Phase 5 costs.

Staff is seeking authorization to purchase the playground and splash pad equipment, shade structures, and site furnishings in the amount of \$1,843,629.24 through Flagship Recreation. If approved, this expenditure would leave approximately \$806,940 of the estimated project budget available for remaining items to be bid in February or March. These items include earthwork and excavation for the playground and splash pad, installation of ornamental fencing and irrigation for the trees, landscaping, and main lawn along with the expanded parking lot.

Motion to approve purchase of Heritage Village Park Phase 5 inclusive playground, splash pad, shade structures, and site amenities for City Project No. 2210 by Scales, second by Murphy.

Ayes: 5

Nays: 0 Motion carried.

E. Purchase of Southern Lakes Park and Veterans Memorial Community Center Playground Replacements

Parks and Recreation Director Lares presented this item. In the fall of 2024, staff initiated preparations for both playgrounds as both play structures are more than twenty years old. Both projects are included in the City's adopted Capital Improvement Plan for 2025 and

budgeted for within the Parks Capital Improvement fund. The total approved budget to replace both play structures is \$450,000. The designs for both playgrounds were developed through extensive community and staff engagement processes.

Community engagement efforts included a public survey shared via the City's social media platforms and website; two open houses hosted on site at the respective parks.

The Veteran's Memorial Community Center design includes two play containers, one for ages two to five and one for five to twelve. A parent/toddler swing, adding swings, and a separated container.

The Southern Lakes design also includes two play structures one designed for ages two to five and another for ages five to twelve. It will maintain the slide count and add swings. They will be expanding play containers to accommodate large play amenities, moving the monument park sign to accommodate expansion and adding a fixed shade structure and picnic table.

The combined budget for these two playground replacement projects is \$450,000. Based on vendor quotes, both of which utilize the state's Cooperative Purchasing Venture (CPV) program, the total amount for both playgrounds is \$402,845.96. The remaining funds will be used to expand and modify both playground containers and curbing at each site to accommodate the larger, updated play areas.

The Council is asked to authorize the purchase of playground replacements for Southern Lakes Park and Veterans Memorial Community Center Park, including the expansion of play containers, in the total amount of \$450,000 through Flagship Recreation and MWP Recreation.

Motion to approve purchase of Southern Lakes Park & Veterans Memorial Community Center Playground Replacements by Gliva, second by T'Kach

Ayes: 5

Nays: 0 Motion carried.

F. Resolutions Appointing Council Members and Staff to Various Board & Liaison Roles for 2025-26

Administrator Wilson presented this item asking Council members to appoint Council and staff to serve in various board and liaison roles for the 2025 and 2026 calendars years.

Dakota 911 Board of Directors will be Tony Scales with alternate John Murphy

IGH Fire Relief Association will be Tony Scales, Finance Director Amy Hove, and Fire Chief Judy Thill

Municipal Legislative Commission Board of Directors will be Mayor Brenda Dietrich, with alternate John Murphy and Chief Administrative Officer - City Administrator Kris Wilson

River Heights Chamber of Commerce Local Issues Meeting will be Tony Scales and Mary T'Kach.

Northern Dakota County Cable Communications Commission (NDC4) will be Mary T'Kach and resident board member Regina Barr.

Local Government Information System (LOGIS) Association will be the Technology Manager to serve as Director and City Administrator to serve as the Alternate Director.

Motion to approve Resolution 2025-024 Appointing members of the City Council and Staff of the City to serve in various board and liaison rolls for the 2025 and 2026 calendar years appointing Regina Barr to the NDC4 and Resolution 2025-025 designating board of director appointees to the LOGIS Association by T'Kach, second by Gliva.

Ayes: 5

Nays: 0 Motion carried.

8. PUBLIC COMMENT: None

9. MAYOR AND COUNCIL COMMENTS

Council member Gliva would like to thank staff along with Republic Services to get the Action items completed this evening.

10.ADJOURN:

Motion to Adjourn at 8:23 p.m. by Murphy, second by Gliva.

Ayes: 5

Nays: 0 Motion carried.

Minutes prepared by City Clerk Rebecca Kiernan



Request for Council Action

SUBJECT: Approval of Disbursements

MEETING DATE: April 14, 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 March 19 – April 8, 2025.

BACKGROUND

The following chart represents a summary by fund type of the disbursements processed during the period of March 19 – April 8, 2025. Disbursement details are attached to this memo.

Fund Type	Amount
General Fund	\$1,046,113.34
Special Revenue	177,015.03
Debt Service	2,500.00
Capital Projects	302,341.62
Enterprise	389,070.73
Internal Service	145,847.96
Escrows	402,374.26
Total - All Funds	\$2,465,262.94

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 04.14.2025
2. Disbursements Listing (3.19.2025 - 4.8.2025)

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

RESOLUTION NO. ____

**RESOLUTION APPROVING DISBURSEMENTS FOR THE PERIOD OF
March 19, 2025 - April 8, 2025.**

WHEREAS, a detailed listing of disbursements for the period of March 19, 2025 - April 8, 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	\$1,046,113.34
Special Revenue	177,015.03
Debt Service	2,500.00
Capital Projects	302,341.62
Enterprise	389,070.73
Internal Service	145,847.96
Escrows	402,374.26
Total - All Funds	\$2,465,262.94

Approved by the City of Inver Grove Heights, Minnesota this 14th day of April 2025.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Payment Dates 3/19/2025 - 4/8/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 101 - GENERAL FUND					
WELLS FARGO CREDIT CARD A...	Chick-Fil-A #04807 Emily Heid...	03/20/2025	Training lunch 1/30/25 Heidel...	101.2000.000.5340	11.65
WELLS FARGO CREDIT CARD A...	Ace Hardware 693 Ben Madse...	03/20/2025	Propane	101.2000.000.5190	279.96
WELLS FARGO CREDIT CARD A...	Ace Hardware 693 Ben Madse...	03/20/2025	Propane Heater for firearms t...	101.2000.000.5190	54.99
WELLS FARGO CREDIT CARD A...	Apstylebook.Com Amy Looze...	03/20/2025	AP style guide for Allie	101.1300.000.5190	50.69
WELLS FARGO CREDIT CARD A...	Jimmy Johns 1436 - Eco Emily...	03/20/2025	Jimmy John's Admin Meeting ...	101.2000.000.5190	112.98
WELLS FARGO CREDIT CARD A...	Target 00025197 Amy Looze ...	03/20/2025	poster frame for Bridge Builde...	101.1300.000.5190	10.00
WELLS FARGO CREDIT CARD A...	Tractor-Supply-Co #019 Eric B...	03/20/2025	miscellaneous supplies for stat..	101.2200.000.5190	18.48
WELLS FARGO CREDIT CARD A...	Usps Po 2688010540 Monica ...	03/20/2025	mailing turnout gear that nee...	101.2200.000.5325	90.70
WELLS FARGO CREDIT CARD A...	Facebk Bkxdehldx2 Amy Looze...	03/20/2025	Facebook ad - PD survey	101.1300.000.5330	1.87
WELLS FARGO CREDIT CARD A...	2025 Sota Atc Ben Madsen WF..	03/20/2025	Pung Sota SWAT Training Con...	101.2000.000.5340	395.00
WELLS FARGO CREDIT CARD A...	2025 Sota Atc Ben Madsen WF..	03/20/2025	Jakobson Sota SWAT Training ...	101.2000.000.5340	395.00
WELLS FARGO CREDIT CARD A...	Amazon MktpL 273w033e0 Ch...	03/20/2025	Craft supplies for princess dan...	101.4300.453.5190	79.20
WELLS FARGO CREDIT CARD A...	Smk Surveymonkey.Com Julie...	03/20/2025	Survey tool for Parks and Recr...	101.4200.000.5335	135.00
WELLS FARGO CREDIT CARD A...	Smk Surveymonkey.Com Julie...	03/20/2025	Survey tool for Parks and Recr...	101.4300.459.5335	270.00
WELLS FARGO CREDIT CARD A...	Smk Surveymonkey.Com Julie...	03/20/2025	Survey tool for Parks and Recr...	101.4300.459.5335	135.00
WELLS FARGO CREDIT CARD A...	2025 Sota Atc Erik Howe WF 2...	03/20/2025	Schiltz Sota SWAT Training Co...	101.2000.000.5340	395.00
WELLS FARGO CREDIT CARD A...	Eden K9 Consulting Ryan Rose...	03/20/2025	KATS Platinum - Canine record...	101.2000.000.5180	348.00
WELLS FARGO CREDIT CARD A...	Holiday Stations 0471 Melissa...	03/20/2025	Fuel Purchase 2.12.2025	101.2000.000.5340	39.62
WELLS FARGO CREDIT CARD A...	Holiday Stations 0471 Melissa...	03/20/2025	Fuel Purchase 2.03.2025	101.2000.000.5340	45.26
WELLS FARGO CREDIT CARD A...	Holiday Stations 0471 Melissa...	03/20/2025	Fuel Purchase 2.8.2025	101.2000.000.5340	48.05
WELLS FARGO CREDIT CARD A...	Holiday Stations 0471 Melissa...	03/20/2025	Fuel Purchase 2.23.2025	101.2000.000.5340	47.83
WELLS FARGO CREDIT CARD A...	Ryan Rose WF 2/25	03/20/2025	KATS Platinum Exchange Fee	101.2000.000.5180	3.48
WELLS FARGO CREDIT CARD A...	Twin Cities Animal Reh Emily ...	03/20/2025	Chase Vet Bill	101.2000.000.5180	530.28
WELLS FARGO CREDIT CARD A...	Fsp Mn Govt Finance Of Acco...	03/20/2025	MNGFOA Membership: Hove	101.1800.000.5335	70.00
WELLS FARGO CREDIT CARD A...	Fsp Mn Govt Finance Of Acco...	03/20/2025	MNGFOA Membership: Ellison	101.1800.000.5335	70.00
WELLS FARGO CREDIT CARD A...	Fsp Mn Govt Finance Of Acco...	03/20/2025	MNGFOA Membership: Battles	101.1800.000.5335	70.00
WELLS FARGO CREDIT CARD A...	Government Finance Off Acco...	03/20/2025	GFOA-Additional Membership ..	101.1800.000.5335	150.00
WELLS FARGO CREDIT CARD A...	Government Finance Off Acco...	03/20/2025	GFOA Membership: Hove, Batt..	101.1800.000.5335	250.00
WELLS FARGO CREDIT CARD A...	Government Finance Off Acco...	03/20/2025	GFOA Conf Reg: Hove	101.1800.000.5340	525.00
WELLS FARGO CREDIT CARD A...	Government Finance Off Acco...	03/20/2025	GFOA-Credit Card Class Regist...	101.1800.000.5340	95.00
WELLS FARGO CREDIT CARD A...	In Mn Chiefs Of Polic Emily He...	03/20/2025	Permit to Purchase cards rest...	101.2000.000.5105	77.00
WELLS FARGO CREDIT CARD A...	In Mn Chiefs Of Polic Emily He...	03/20/2025	MN Chiefs of Police Associatio...	101.2000.000.5335	500.00
WELLS FARGO CREDIT CARD A...	Suncntry U82ruz Accounts P ...	03/20/2025	Flight GFOA Conf: Hove	101.1800.000.5340	373.98
WELLS FARGO CREDIT CARD A...	Tst Tono Pizzeria & C Rebecca...	03/20/2025	Food for City Council retreat o...	101.1000.000.5190	253.02
WELLS FARGO CREDIT CARD A...	Ace Hardware 693 Mike Sperl...	03/20/2025	auger	101.4200.000.5160	36.99
WELLS FARGO CREDIT CARD A...	Super Day # 4 Ben Madsen WF..	03/20/2025	Propane Tanks Refill	101.2000.000.5190	39.95
WELLS FARGO CREDIT CARD A...	Twin Cities Magic & Co Chelse...	03/20/2025	Decor for Princess Dance	101.4300.453.5190	103.50
WELLS FARGO CREDIT CARD A...	Amzn Mktp US Z781u1py1 Che...	03/20/2025	Ice Packs for all recreation pro...	101.4300.459.5190	59.23
WELLS FARGO CREDIT CARD A...	Delta 00623045486895 Eric B...	03/20/2025	FDIC Airfare - Cory Rosend	101.2200.000.5340	583.97
WELLS FARGO CREDIT CARD A...	Delta 00623045486906 Eric B...	03/20/2025	FDIC Airfare - Robert	101.2200.000.5340	583.97
WELLS FARGO CREDIT CARD A...	Delta 00623045486910 Eric B...	03/20/2025	FDIC Airfare - Tim Hunter	101.2200.000.5340	583.97
WELLS FARGO CREDIT CARD A...	Delta 00623045486921 Eric B...	03/20/2025	FDIC Airfare - Dan Ber	101.2200.000.5340	583.97
WELLS FARGO CREDIT CARD A...	Iaai Scott Oswa WF 2/25	03/20/2025	recertification for FM	101.2200.000.5340	128.00
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Kyle ...	03/20/2025	nitrile gloves	101.4200.000.5125	92.90
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Kyle ...	03/20/2025	Framing, Clamps, Bolts & Was...	101.4200.000.5160	102.24
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Kyle ...	03/20/2025	Steel Base, Anchors & Screws	101.4200.000.5160	121.98
WELLS FARGO CREDIT CARD A...	Wal-Mart #5089 Chelsea Sw ...	03/20/2025	Markers, Tape & Tongs for Pri...	101.4300.453.5190	48.75
WELLS FARGO CREDIT CARD A...	Apple Spice Minneapoli Emily...	03/20/2025	MN-LEAP Training Records Sta...	101.2000.000.5340	76.83
WELLS FARGO CREDIT CARD A...	Pri Management Group Katrin...	03/20/2025	Records Mgmt Training - Lee	101.2000.000.5340	179.00
WELLS FARGO CREDIT CARD A...	Sams Club #4738 Adam Lares...	03/20/2025	Cups-Princess Dance Event	101.4300.453.5190	11.98
WELLS FARGO CREDIT CARD A...	Samsclub.Com Chelsea Sw WF...	03/20/2025	supplies and cookies for princ...	101.4300.453.5190	123.13
WELLS FARGO CREDIT CARD A...	Sq Minnesota Law Enfo Emily ...	03/20/2025	MN-LEAP membership dues (4)	101.2000.000.5335	200.00
WELLS FARGO CREDIT CARD A...	Vcn Quickservicen035c Emily...	03/20/2025	Duplicate title for GPF632	101.2000.000.5330	22.98

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WELLS FARGO CREDIT CARD A...	Yarusso Brothers Itali Chelsea ...	03/20/2025	Food Service for princess dan...	101.4300.453.5190	1,827.50
WELLS FARGO CREDIT CARD A...	Dash Medical Gloves Emily He...	03/20/2025	XL latex gloves per 3605	101.2000.000.5190	99.00
WELLS FARGO CREDIT CARD A...	Gertens Commercial Igh Jacob...	03/20/2025	hay bales for South Valley sle...	101.4200.000.5190	95.40
WELLS FARGO CREDIT CARD A...	Gertens Commercial Igh Jacob...	03/20/2025	hay bales for South Valley sle...	101.4200.000.5190	95.40
WELLS FARGO CREDIT CARD A...	Nfsa Scott Oswa WF 2/25	03/20/2025	NFSA Dues - Oswald	101.2200.000.5335	50.00
WELLS FARGO CREDIT CARD A...	The Corner Store Ben Madsen...	03/20/2025	Generator Fuel for Firearms T...	101.2000.000.5190	15.00
WELLS FARGO CREDIT CARD A...	Wal-Mart #5089 Ben Madsen...	03/20/2025	Soap to wash cars per 3605	101.2000.000.5190	7.97
WELLS FARGO CREDIT CARD A...	Wal-Mart #5089 Ben Madsen...	03/20/2025	Foam Earplugs	101.2000.000.5340	32.80
WELLS FARGO CREDIT CARD A...	Amazon.Com 927cx2eg3 Publi...	03/20/2025	Expo markers for the Parks off...	101.4200.000.5190	28.94
WELLS FARGO CREDIT CARD A...	Fsp Mpstma Brian Swob WF 2...	03/20/2025	MPSFMA Spring Workshop	101.4200.000.5340	360.00
WELLS FARGO CREDIT CARD A...	Holiday Stations 3537 Ben Ma...	03/20/2025	Mobile Command Generator f...	101.2000.000.5190	23.75
WELLS FARGO CREDIT CARD A...	Iacp Haugland D WF 2/25	03/20/2025	IACP Membership-Haugland	101.2000.000.5335	220.00
WELLS FARGO CREDIT CARD A...	In Mn Chiefs Of Polic Haugland..	03/20/2025	MN Chiefs of Police Dues - Ha...	101.2000.000.5335	217.00
WELLS FARGO CREDIT CARD A...	In Mn Chiefs Of Polic Haugland..	03/20/2025	MN Chiefs ETI Conference - H...	101.2000.000.5340	585.00
WELLS FARGO CREDIT CARD A...	In Mn Chiefs Of Polic Haugland..	03/20/2025	Peer Support Training - Chiodo..	101.2000.000.5340	750.00
WELLS FARGO CREDIT CARD A...	Police Executive Resea Haugla...	03/20/2025	PERF Annual Renewal-Haugla...	101.2000.000.5335	250.00
WELLS FARGO CREDIT CARD A...	Samsclub #6312 Ben Madsen...	03/20/2025	Handwarmers for Winter Shoot	101.2000.000.5190	29.76
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Mike ...	03/20/2025	tape measures, dollies, plywo...	101.4200.000.5160	26.48
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Mike ...	03/20/2025	tape measures, dollies, plywo...	101.4200.000.5160	82.14
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Mike ...	03/20/2025	wrench sockets	101.4200.000.5160	73.22
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Mike ...	03/20/2025	storage shelving & magnetic t...	101.4200.000.5160	520.90
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Mike ...	03/20/2025	tape measures, dollies, plywo...	101.4200.000.5160	89.83
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Mike ...	03/20/2025	painting supplies	101.4200.000.5400	45.86
WELLS FARGO CREDIT CARD A...	Tractor-Supply-Co #019 Joe S...	03/20/2025	nuts, bolts, washers	101.4200.000.5125	28.02
WELLS FARGO CREDIT CARD A...	Action Targets Adam Wiede ...	03/20/2025	Action Targets - Training	101.2000.000.5179	385.00
WELLS FARGO CREDIT CARD A...	Action Targets Adam Wiede ...	03/20/2025	Action Target - Training	101.2000.000.5179	630.00
WELLS FARGO CREDIT CARD A...	Amazon MktpL M041d4kt3 Ac...	03/20/2025	Post-it notes	101.1800.000.5105	14.65
WELLS FARGO CREDIT CARD A...	Amazon MktpL M041d4kt3 Ac...	03/20/2025	Receipt paper	101.1800.000.5105	21.99
WELLS FARGO CREDIT CARD A...	U Of M Contlearning Ol Ray Ri...	03/20/2025	Construction Installer Online T...	101.3200.000.5340	140.00
WELLS FARGO CREDIT CARD A...	Ace Hardware 693 Ryan Prail...	03/20/2025	New locks for the firearms trai...	101.2000.000.5190	80.89
WELLS FARGO CREDIT CARD A...	Amazon MktpL 8y9vf3r93 Emil...	03/20/2025	Packing tape/dispenser, post-i...	101.2000.000.5105	35.01
PIONEER ATHLETICS	INV-234402	02/13/2025	Credit for wrong part returned	101.4200.000.5400	-440.00
WELLS FARGO CREDIT CARD A...	Sensible Land Use Coal Stacy ...	03/20/2025	Lunch & Learn Training - Bods...	101.5000.000.5340	116.00
WELLS FARGO CREDIT CARD A...	Holiday Stations 0475 Melissa...	03/20/2025	Fuel Purchase 2.14.2025	101.2000.000.5340	51.80
WELLS FARGO CREDIT CARD A...	In Np Strategies Llc Emily Heid...	03/20/2025	Bridge4PublicSafety Pro Licen...	101.2000.000.5335	72.00
WELLS FARGO CREDIT CARD A...	Menards West St Paul M Mike...	03/20/2025	septic blanket to fix frozen tan...	101.4200.000.5190	114.99
WELLS FARGO CREDIT CARD A...	Tst Tono Pizzeria & Ch Accoun...	03/20/2025	Pizza-Finance Clean Up Day	101.1800.000.5190	70.28
WELLS FARGO CREDIT CARD A...	Amy Looze WF 2/25	03/20/2025	Exchange fee for QR code gen...	101.1300.000.5335	4.73
WELLS FARGO CREDIT CARD A...	Qr-Code-Generator.Com Amy ...	03/20/2025	QR code generator - annual s...	101.1300.000.5335	473.17
WELLS FARGO CREDIT CARD A...	Allianz Event Ins John Patna ...	03/20/2025	fraudulent charges	101.2200.000.5310	58.00
WELLS FARGO CREDIT CARD A...	Allianz Event Ins John Patna ...	03/20/2025	fraudulent charges	101.2200.000.5310	58.00
WELLS FARGO CREDIT CARD A...	Amazon MktpL Ud0824di3 Mo...	03/20/2025	investigation items used in fire...	101.2200.000.5190	135.72
WELLS FARGO CREDIT CARD A...	Tm Ticketmaster John Patna ...	03/20/2025	fraudulent charges	101.2200.000.5310	615.78
WELLS FARGO CREDIT CARD A...	Tm Ticketmaster John Patna ...	03/20/2025	fraudulent charges	101.2200.000.5310	600.46
LEAGUE OF MN CITIES INS TR...	9475B	03/20/2025	Deductible for LMC legal servi...	101.1120.000.5305	1,000.00
WELLS FARGO CREDIT CARD A...	Blue Card Command Monica ...	03/20/2025	blue card training and testing ...	101.2200.000.5340	385.00
WELLS FARGO CREDIT CARD A...	Mn Iaai Monica Chi WF 2/25	03/20/2025	Training Conference - McNam...	101.2200.000.5340	325.00
WELLS FARGO CREDIT CARD A...	Mn Iaai Scott Oswa WF 2/25	03/20/2025	Training Conference - Oswald	101.2200.000.5340	325.00
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Joel J...	03/20/2025	Building cleaning supplies	101.3200.000.5125	24.94
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Joel J...	03/20/2025	Hitch Part	101.3200.000.5125	19.94
WELLS FARGO CREDIT CARD A...	Tractor-Supply-Co #019 Joe R...	03/20/2025	nuts, bolts, & washers	101.4200.000.5125	19.88
WELLS FARGO CREDIT CARD A...	Tractor-Supply-Co #019 Joe R...	03/20/2025	pump fitting for repair	101.4200.000.5400	12.99
WELLS FARGO CREDIT CARD A...	U Of M - Bbe Erosion Ray Rive...	03/20/2025	Erosion Control Training	101.3200.000.5340	140.00
WELLS FARGO CREDIT CARD A...	Zoro Tools Inc Monica Chi WF ...	03/20/2025	emergency scene ahead traffic...	101.2200.000.5190	512.97
WELLS FARGO CREDIT CARD A...	Zoro Tools Inc Monica Chi WF ...	03/20/2025	sign stands	101.2200.000.5190	788.97
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Joe S...	03/20/2025	backpack sprayer	101.4200.000.5160	89.97
WELLS FARGO CREDIT CARD A...	Tm Ticketmaster John Patna ...	03/20/2025	Refund fraudulent charges	101.2200.000.5310	-600.46
WELLS FARGO CREDIT CARD A...	Tm Ticketmaster John Patna ...	03/20/2025	Refund fraudulent charges	101.2200.000.5310	-615.78
WELLS FARGO CREDIT CARD A...	Llrmi Emily Heid WF 2/25	03/20/2025	Decker/Madsen Supervisors T...	101.2000.000.5340	150.00
WELLS FARGO CREDIT CARD A...	Wm Supercenter #1472 Al Va...	03/20/2025	Treats & supplies for South Val...	101.4300.453.5190	38.63

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WELLS FARGO CREDIT CARD A...	Amazon.Com B68dh3cf3 Moni...	03/20/2025	oval cabinet key tag with hook	101.2200.000.5190	50.36
WELLS FARGO CREDIT CARD A...	Frame Minnesota Haugland D...	03/20/2025	Retirement Shadowbox Frame...	101.2000.000.5190	401.68
WELLS FARGO CREDIT CARD A...	Amazon.Com Cd5dy4he3 Mon...	03/20/2025	training books for new compa...	101.2200.000.5179	163.21
WELLS FARGO CREDIT CARD A...	Apple.Com/Bill Marc Gade WF...	03/20/2025	Bluebeam app for inspections	101.5200.000.5395	10.80
WELLS FARGO CREDIT CARD A...	Ck Holiday # 06438 Haugland ...	03/20/2025	Car Wash for new Altima	101.2000.000.5410	13.00
WELLS FARGO CREDIT CARD A...	Epson Labelworks Store Moni...	03/20/2025	label cartridges for label maker	101.2200.000.5105	305.59
WELLS FARGO CREDIT CARD A...	In Mn Chiefs Of Polic Joshua O...	03/20/2025	2025 MN ETI Conf Reg. - Otis	101.2000.000.5340	585.00
WELLS FARGO CREDIT CARD A...	Pioneer Press Circ Amy Looze...	03/20/2025	Monthly Subscription	101.1300.000.5335	14.00
WELLS FARGO CREDIT CARD A...	Bca Training Education Erik H...	03/20/2025	Howe DMT recert training	101.2000.000.5340	75.00
WELLS FARGO CREDIT CARD A...	Menards West St Paul M Joel ...	03/20/2025	Discharge hose	101.3200.000.5160	74.99
WELLS FARGO CREDIT CARD A...	Tst Turittos Pizza - 2 Brian Sw...	03/20/2025	food for PRAC work study	101.4200.000.5190	123.01
WELLS FARGO CREDIT CARD A...	White Cap #686 Joel Jacks WF...	03/20/2025	Submersible pump	101.3200.000.5160	414.99
WELLS FARGO CREDIT CARD A...	Amazon Mktp1 904ww1u23 Jo...	03/20/2025	Power inverter	101.3200.000.5125	79.99
WELLS FARGO CREDIT CARD A...	Www.Dji.Com Emily Heid WF ...	03/20/2025	Drone damage repairs	101.2000.000.5405	216.00
WELLS FARGO CREDIT CARD A...	Zoom.Com 888-799-9666 Katr...	03/20/2025	Zoom	101.2000.000.5395	12.79
WELLS FARGO CREDIT CARD A...	Amazon.Com 597ah8tr3 Joel J...	03/20/2025	Floor mats	101.3200.000.5125	89.99
MN DEPT OF PUBLIC SAFETY ...	3/17/2025	04/03/2025	Plates for fire squad cars	101.2200.000.5335	36.00
DAKOTA ELECTRIC ASSN	200002501658 03/19/2025	03/19/2025	Electric	101.4200.000.5355	169.38
MN DEPT OF REVENUE	February 2025	03/19/2025	Taxes	101.0000.000.2205	399.94
MN DEPT OF REVENUE	February 2025	03/19/2025	Taxes	101.0000.000.2205	0.50
GLASSING FLORIST	1/31/2025	03/20/2025	Flowers for swearing-in cere...	101.1000.000.5190	110.92
EHLERS AND ASSOCIATES, INC.	100614	03/20/2025	Progress Billing: Connection F...	101.5000.000.5310	142.50
RIVER HEIGHTS CHAMBER OF ...	104111	03/20/2025	2025 Meeting, Trade Show & ...	101.5000.000.5340	55.00
ANCOM COMMUNICATIONS, ...	126719	03/20/2025	Belt clips to repair pagers	101.2200.000.5150	137.50
INTECH SOFTWARE SOLUTION...	2314	03/20/2025	2025 Annual Modus Elections ...	101.1200.000.5395	5,838.00
LANDFORM PROFESSIONAL S...	36539	03/20/2025	Contracted Planning Services -...	101.5100.000.5310	13,488.75
LANDFORM PROFESSIONAL S...	36540	03/20/2025	Contracted Planning Services -...	101.5100.000.5310	7,713.75
TIMOTHY BROOKS	42945	03/20/2025	Water thieves for trucks	101.2200.000.5160	3,502.23
STREAMLINE DESIGN INC	43547	03/20/2025	NDFTA uniform shirts	101.2200.424.5175	274.50
HOLMES DESIGN, INC.	5591	03/20/2025	Design for SOTC, lapel pins & ...	101.1300.000.5310	1,741.25
HOLMES DESIGN, INC.	5593	03/20/2025	Fliers, Social Media & Meeting...	101.1300.000.5310	2,450.00
BIG TOP RENTAL, INC.	82008	03/20/2025	Parks port a potties 2.2025	101.4200.000.5430	1,625.00
MES I ACQUISITION, INC.	IN2216391	03/20/2025	uniforms for full-time firefight...	101.2200.000.5175	3,270.82
INNOVATIVE OFFICE Solutio...	IN4762818	03/20/2025	Pens and notepads	101.1300.000.5105	31.32
INNOVATIVE OFFICE Solutio...	IN4784378	03/20/2025	Post -it Office Supplies	101.1120.000.5105	4.58
INNOVATIVE OFFICE Solutio...	IN4784378	03/20/2025	Correction Tape	101.1140.000.5105	8.97
INNOVATIVE OFFICE Solutio...	IN4784378	03/20/2025	Sheet protectors	101.1800.000.5105	12.82
INNOVATIVE OFFICE Solutio...	IN4785514	03/20/2025	Label maker, paper & envelop...	101.1140.000.5105	86.33
MOMENTIVE SOFTWARE, INC.	R71257688	03/20/2025	Utility Worker Job Posting	101.1120.000.5330	39.00
XCEL ENERGY	917278405	03/21/2025	Street lighting electric charges	101.3400.000.5355	77.99
XCEL ENERGY	917292791	03/21/2025	FD electric charges	101.2200.000.5352	6,170.15
XCEL ENERGY	917292791	03/21/2025	FD natural gas charges	101.2200.000.5355	1,759.60
XCEL ENERGY	917292791	03/21/2025	Street lighting electric charges	101.3400.000.5355	1,582.40
XCEL ENERGY	917292791	03/21/2025	Parks electric charges	101.4200.000.5352	1,064.50
XCEL ENERGY	917292791	03/21/2025	Parks natural gas charges	101.4200.000.5355	2,826.60
ICMA RETIREMENT TRUST - 4...	INV0213505	03/21/2025	457 -AGE <49	101.0000.000.2038	4,811.38
ICMA RETIREMENT TRUST - 4...	INV0213506	03/21/2025	457 -AGE <49 %	101.0000.000.2038	11,444.96
ICMA RETIREMENT TRUST - 4...	INV0213507	03/21/2025	457 -AGE 50+	101.0000.000.2038	1,150.29
ICMA RETIREMENT TRUST - 4...	INV0213508	03/21/2025	457 PLAN -AGE 50+ %	101.0000.000.2038	1,071.75
ICMA RETIREMENT TRUST - 4...	INV0213509	03/21/2025	457 - ROTH AGE <50	101.0000.000.2038	1,031.00
ICMA RETIREMENT TRUST - 4...	INV0213510	03/21/2025	457 - ROTH AGE <50 %	101.0000.000.2038	1,821.21
ICMA RETIREMENT TRUST - 4...	INV0213511	03/21/2025	457 - ROTH AGE 50+	101.0000.000.2038	20.00
AFSCME COUNCIL 5	INV0213512	03/21/2025	UNION DUES (AFSCME FULL S...	101.0000.000.2041	796.64
AFSCME COUNCIL 5	INV0213513	03/21/2025	UNION DUES (AFSCME FULL S...	101.0000.000.2041	45.96
MINNESOTA DEPARTMENT OF...	INV0213514	03/21/2025	CASE #001570640001	101.0000.000.2220	342.87
TEXAS STATE DISBURSEMENT...	INV0213515	03/21/2025	CASE #0012022247	101.0000.000.2220	230.77
MINNESOTA DEPARTMENT OF...	INV0213516	03/21/2025	CASE #001490481201	101.0000.000.2220	357.72
MINNESOTA DEPARTMENT OF...	INV0213517	03/21/2025	CASE #000115468905	101.0000.000.2220	87.49
MINNESOTA DEPARTMENT OF...	INV0213518	03/21/2025	CASE #001563363401	101.0000.000.2220	426.85
WI SCTF (WI SUPPORT COLLEC...	INV0213519	03/21/2025	PARTICIPANT ID#0004986316	101.0000.000.2220	433.06

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IGH FIRE RELIEF ASSN	INV0213520	03/21/2025	MEMBERSHIP DUES - FIRE REL...	101.0000.000.2041	385.22
IGH FIRE RELIEF ASSN	INV0213521	03/21/2025	MEMBERSHIP DUES - FIRE REL...	101.0000.000.2041	302.29
MEDSURETY ACH ONLY	INV0213522	03/21/2025	HSA ELECTION-FAMILY	101.0000.000.2031	4,088.42
MEDSURETY ACH ONLY	INV0213523	03/21/2025	HSA ELECTION-SINGLE	101.0000.000.2031	7,964.58
IGH PROFESSIONAL FIREFIGHT...	INV0213524	03/21/2025	UNION DUES (IAFF)	101.0000.000.2041	542.78
MN STATE RETIREMENT SYST...	INV0213525	03/21/2025	MINNESOTA DEFERRED COM...	101.0000.000.2038	2,945.30
MN STATE RETIREMENT SYST...	INV0213526	03/21/2025	MINNESOTA DEFERRED COM...	101.0000.000.2038	790.06
MN STATE RETIREMENT SYST...	INV0213527	03/21/2025	457 ROTH IRA (AGE 49 & UND...	101.0000.000.2038	970.00
PERA	INV0213528	03/21/2025	PERA COORDINATED PLAN	101.0000.000.2225	53,351.28
PERA	INV0213529	03/21/2025	EMPLOYER SHARE (EXTRA PE...	101.0000.000.2225	4,103.90
PERA	INV0213530	03/21/2025	PERA DEFINED PLAN	101.0000.000.2225	15.77
PERA	INV0213531	03/21/2025	EMPLOYER SHARE (PERA DEFI...	101.0000.000.2225	15.77
PERA	INV0213532	03/21/2025	PERA POLICE & FIRE PLAN	101.0000.000.2225	35,571.07
PERA	INV0213533	03/21/2025	EMPLOYER SHARE (POLICE & F...	101.0000.000.2225	53,356.59
ICMA RETIREMENT TRUST - 4...	INV0213534	03/21/2025	ROTH IRA (AGE 49 & UNDER)	101.0000.000.2039	4,363.88
ICMA RETIREMENT TRUST - 4...	INV0213535	03/21/2025	ROTH-AGE <49 %	101.0000.000.2039	219.20
ICMA RETIREMENT TRUST - 4...	INV0213536	03/21/2025	ROTH IRA (AGE 50 & OVER)	101.0000.000.2039	638.46
EFTPS	INV0213537	03/21/2025	FEDERAL WITHHOLDING	101.0000.000.2213	77,563.92
MN DEPT OF REVENUE (PAYR...	INV0213538	03/21/2025	STATE WITHHOLDING	101.0000.000.2215	33,452.34
EFTPS	INV0213539	03/21/2025	MEDICARE WITHHOLDING	101.0000.000.2211	21,851.92
EFTPS	INV0213540	03/21/2025	SOCIAL SECURITY WITHHOLDI...	101.0000.000.2210	56,187.24
DAKOTA ELECTRIC ASSN	200002468379 03/24/2025	03/24/2025	Electric	101.4200.000.5355	342.27
DAKOTA ELECTRIC ASSN	200003935632 03/24/2025	03/24/2025	Electric	101.4200.000.5355	195.33
DAKOTA ELECTRIC ASSN	200004267134 03/24/2025	03/24/2025	Electric	101.3400.000.5355	58.50
DAKOTA ELECTRIC ASSN	200004430542 03/24/2025	03/24/2025	Electric	101.4200.000.5355	19.45
DAKOTA ELECTRIC ASSN	200010036635 03/24/2025	03/24/2025	Electric	101.2200.000.5355	2,628.11
XCEL ENERGY	918052441	03/24/2025	PD electric	101.2000.000.5355	47.46
DAKOTA ELECTRIC ASSN	200001093947 03/26/2025	03/26/2025	Electric	101.3400.000.5355	1,529.90
BJORKLUND COMPENSATION ...	00004711	03/27/2025	Job Evaluations	101.1120.000.5310	600.00
MINNEAPOLIS OXYGEN CO.	0020350421	03/27/2025	medical O2 received	101.2200.000.5190	157.84
EXPERT TREE SERVICE AND SC...	12553	03/27/2025	Tree Removal @ 6180 Carleda...	101.3200.000.5415	825.00
FIRST IMPRESSION GROUP	166449	03/27/2025	Postage - Summer 2025 parks...	101.4300.459.5325	126.00
FIRST IMPRESSION GROUP	166449	03/27/2025	Summer 2025 parks & rec bro...	101.4300.459.5333	6,210.00
FIRST IMPRESSION GROUP	167392P	03/27/2025	spring insights postage EDDM	101.1300.000.5325	3,412.90
KENNEDY & GRAVEN	186844	03/27/2025	General City Business legal ch...	101.1000.000.5305	13,324.00
CLAREY'S SAFETY EQUIPMENT	216164	03/27/2025	Chain Saw First Aid Kits - OSHA..	101.3200.000.5125	860.00
ENNIS-FLINT, INC.	288317	03/27/2025	Propane Torch	101.3200.000.5160	946.80
CENTURY LINK	3/19/2025	03/27/2025	phone line for fire station 1	101.2200.000.5320	53.73
IGH FIRE RELIEF ASSN	3/24/2025	03/27/2025	2025 Supplemental Benefit	101.2200.000.5065	3,000.00
CIVICPLUS	329287	03/27/2025	Bi-annual webmaster service	101.1300.000.5310	7,792.47
TIMOTHY BROOKS	43079	03/27/2025	boots for firefighting	101.2200.000.5175	5,396.58
STREAMLINE DESIGN INC	43579	03/27/2025	uniform shirts for fire fighters	101.2200.000.5175	567.00
MN NCPERS LIFE INSURANCE	542000042025	03/27/2025	Premium 4.2025	101.0000.000.2024	224.00
DAKOTA CTY FINANCIAL SVCS	5502737C	03/27/2025	2025 Tabulator - Preventive M...	101.1200.000.5160	7,385.00
DAKOTA CTY FINANCIAL SVCS	5502737C	03/27/2025	2024-2025 Epollpad mtc	101.1200.000.5160	3,055.00
DAKOTA CTY FINANCIAL SVCS	5502737C	03/27/2025	2024 JPA Absentee Voting	101.1200.000.5310	16,704.00
HOLMES DESIGN, INC.	5592	03/27/2025	Design services 12.2024 - flyer...	101.4300.459.5310	1,080.00
HOLMES DESIGN, INC.	5594	03/27/2025	Design services 1.2025 - flyers,...	101.4300.459.5310	1,120.00
INNOVATIVE OFFICE SOLUTIO...	IN4794387	03/27/2025	Batteries for audio recorder	101.1000.000.5190	11.49
CADD ENGR SUPPLY, INC.	INV171115	03/27/2025	Ink for the parks & rec plotter	101.4300.459.5105	311.50
PIONEER ATHLETICS	INV-241654	03/27/2025	Replacement padding for SV li...	101.4200.000.5400	1,024.00
ZAMORINS SOLUTIONS INC	Inver2025v1	03/27/2025	ParkZapp 2025 annual subscri...	101.4200.000.5395	2,045.00
MACQUEEN EMERGENCY GR...	P45928	03/27/2025	Parts for gas detector	101.2200.000.5150	535.74
MACQUEEN EMERGENCY GR...	P45929	03/27/2025	new equipment parts for SCBA	101.2200.000.5150	212.04
PERA	INV0213740	03/28/2025	PERA POLICE & FIRE PLAN	101.0000.000.2225	885.72
PERA	INV0213741	03/28/2025	EMPLOYER SHARE (POLICE & F...	101.0000.000.2225	1,328.58
EFTPS	INV0213742	03/28/2025	FEDERAL WITHHOLDING	101.0000.000.2213	150.96
MN DEPT OF REVENUE (PAYR...	INV0213743	03/28/2025	STATE WITHHOLDING	101.0000.000.2215	182.30
EFTPS	INV0213744	03/28/2025	MEDICARE WITHHOLDING	101.0000.000.2211	245.68
XCEL ENERGY	916614887	03/29/2025	Street lighting electric charges	101.3400.000.5355	16.12

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ST. PAUL PIONEER PRESS	0225572521	04/03/2025	NoPH: A&M Liquor	101.1140.000.5330	19.25
ST. PAUL PIONEER PRESS	0225572521	04/03/2025	Ad for Bid - PMI 2025-09D & E	101.3100.000.5330	140.25
ST. PAUL PIONEER PRESS	0225572521	04/03/2025	Ad for Bid - PMI 2025-09D ^ 2...	101.3100.000.5330	140.25
ST. PAUL PIONEER PRESS	0225572521	04/03/2025	LMRWMO Ad for Alternate	101.3100.000.5330	46.75
GALLS LLC	030447470	04/03/2025	3613 Sgt Collar Insignia	101.2000.000.5175	41.34
GALLS LLC	030506528	04/03/2025	Guardian gen 3 carrier	101.2000.000.5175	240.30
SOUTH DAKOTA PARKS & REC...	03312025	04/03/2025	Job Ad - Aquatics Supervisor	101.1120.000.5330	25.00
IACP	0386570	04/03/2025	3605 IACP 2025 Dues - Wiede...	101.2000.000.5335	220.00
HOLIDAY COMPANIES	080901012500	04/03/2025	Squad car washes 12.2024	101.2000.000.5410	295.00
HOLIDAY COMPANIES	080901032500	04/03/2025	Squad Car Washes 2.2025	101.2000.000.5410	240.00
OCCUPATIONAL HEALTH CEN...	104145999	04/03/2025	Pre-employment physicals	101.1120.000.5310	352.00
OCCUPATIONAL HEALTH CEN...	104157087	04/03/2025	Pre-employment physicals	101.1120.000.5310	352.00
NVFC	10746	04/03/2025	NVFC Spring 2025 Conference...	101.2200.000.5340	250.00
LANGUAGE LINE SERVICES	11546318	04/03/2025	Language Line Services 2.2025	101.2000.000.5310	600.04
ANCOM COMMUNICATIONS, ...	126946	04/03/2025	pager repairs	101.2200.000.5405	160.00
ANCOM COMMUNICATIONS, ...	126947	04/03/2025	pager repair	101.2200.000.5405	160.00
ANCOM COMMUNICATIONS, ...	126949	04/03/2025	pager repairs	101.2200.000.5405	160.00
UNIFIRST CORPORATION	1410130032	04/03/2025	Street Uniforms 3.17.2025	101.3200.000.5175	116.50
UNIFIRST CORPORATION	1410130032	04/03/2025	Park Uniforms 3.17.2025	101.4200.000.5175	37.61
UNIFIRST CORPORATION	1410131732	04/03/2025	Street Uniforms 3.24.2025	101.3200.000.5175	75.06
UNIFIRST CORPORATION	1410131732	04/03/2025	Park Uniforms 3.24.2025	101.4200.000.5175	32.61
UNIFIRST CORPORATION	1410133135	04/03/2025	Street Uniforms 3.31.2025	101.3200.000.5175	75.95
UNIFIRST CORPORATION	1410133135	04/03/2025	Park Uniforms 3.31.2025	101.4200.000.5175	35.04
AMAZING ATHLETES	1546872	04/03/2025	contracted services for presch...	101.4300.454.5310	770.00
RELENTLESS LLC	16548	04/03/2025	Atzmilller Criminal Interdiction...	101.2000.000.5340	699.00
FIRST IMPRESSION GROUP	166532	04/03/2025	Business Cards - Pouchak	101.2000.000.5105	50.00
FIRST IMPRESSION GROUP	167556	04/03/2025	Business Cards - David R.	101.3100.000.5105	75.00
MADISON NATIONAL LIFE INS...	1682981	04/03/2025	4.2025 Premium	101.0000.000.2026	4,553.08
ULINE	189659451	04/03/2025	6x9 evidence envelopes	101.2000.000.5105	71.88
DAKOTA CTY DISTRICT COURT	19WSCR24111981	04/03/2025	Warrant payment 19WS-CR-2...	101.0000.000.2208	100.00
CAMPBELL KNUTSON, P.A.	2/28/2025	04/03/2025	Legal Services 2.2025	101.2000.000.5306	20,490.05
NORTH DAKOTA RECREATION...	2109	04/03/2025	Job Ad - Aquatics Supervisor	101.1120.000.5330	125.00
SOUTH EAST TOWING, Inc.	248317	04/03/2025	Towing Services 1/17/25 Stol...	101.2000.000.5310	125.00
DAKOTA CTY FINANCIAL SVCS	297009	04/03/2025	2025 Emergency Services Ma...	101.2000.000.5314	6,435.00
DAKOTA CTY FINANCIAL SVCS	298012	04/03/2025	2025 ECU Participation Dues	101.2000.000.5310	24,000.00
DAKOTA CTY FINANCIAL SVCS	298023	04/03/2025	2025 DPC Participation Dues	101.2000.000.5310	28,509.83
ASPEN MILLS	350538	04/03/2025	Dutyguard Rain Jacket - Pouch...	101.2000.000.5175	178.50
VERIFIED HOLDINGS, LLC	361809	04/03/2025	Pre-employment background ...	101.1120.000.5310	1,429.00
BCA/FORENSIC SCIENCE LAB	40137	04/03/2025	BCA OSINT Training - Possert	101.2000.000.5340	300.00
MN LIFE INSURANCE CO	45450261-00	04/03/2025	2.2025 & 3.2025 Retro Adjus...	101.0000.000.2022	-38.94
MN LIFE INSURANCE CO	45450261-00	04/03/2025	4.2025 Premium	101.0000.000.2022	4,225.34
MESSERLI & KRAMER, P.A.	479562	04/03/2025	2025 Q2 Retainer for Legislati...	101.1000.000.5310	11,500.00
DAKOTA CTY FINANCIAL SVCS	5503285	04/03/2025	MHZ subscriber fee 2.2025	101.2000.000.5310	1,913.06
DAKOTA CTY FINANCIAL SVCS	5503285	04/03/2025	MHZ subscriber fee 2.2025	101.2200.000.5310	1,819.74
DAKOTA CTY FINANCIAL SVCS	5503285	04/03/2025	MHZ subscriber fee 2.2025	101.3200.000.5310	46.66
AT&T MOBILITY	551372	04/03/2025	3617 cell tower search warrant	101.2000.000.5310	145.00
HOLMES DESIGN, INC.	5606	04/03/2025	Design services 2.2025	101.1300.000.5310	1,365.00
HOLMES DESIGN, INC.	5607	04/03/2025	Design for spring Insights 2025	101.1300.000.5310	2,200.00
VALLEY IMAGES PHOTOGRAP...	6272	04/03/2025	Photo Session - Sgt Rose	101.2000.000.5333	50.00
DEY DISTRIBUTING	7417293	04/03/2025	belt for station 1 washing mac...	101.2200.000.5405	27.23
BILL HICKS & CO., LTD	8840851-00	04/03/2025	Ammunition Order	101.2000.000.5179	7,070.47
BILL HICKS & CO., LTD	8843789-00	04/03/2025	Credit ammo return	101.2000.000.5179	-22.10
STATE INDUSTRIAL PRODUCTS...	903723180	04/03/2025	cleaning supply/graffiti remov...	101.4200.000.5125	688.29
STATE INDUSTRIAL PRODUCTS...	903723181	04/03/2025	Dumpster cleaner	101.4200.000.5125	394.29
INVER GROVE HEIGHTS ANIM...	930950	04/03/2025	Chase Phovia treatment #2 ba...	101.2000.000.5180	54.85
INVER GROVE HEIGHTS ANIM...	931789	04/03/2025	Chase Phovia treatment	101.2000.000.5180	54.85
WISCONSIN PARK & RECREAT...	9441	04/03/2025	Parks and Rec Job Ad	101.1120.000.5330	150.00
T-MOBILE USA, INC.	9598060383	04/03/2025	Cell tower dump 24003337	101.2000.000.5310	100.00
DAKOTA 911	AR-0000000574	04/03/2025	Dakota 911 Capital Fee 04.20...	101.2000.000.5313	1,845.50
DAKOTA 911	AR-0000000574	04/03/2025	Dakota 911 Fees 04.2025	101.2000.000.5313	70,852.50

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DAKOTA 911	AR-0000000574	04/03/2025	Dakota 911 Capital Fee 04.20...	101.2200.000.5313	1,845.50
DAKOTA 911	AR-0000000574	04/03/2025	Dakota 911 Fee 04.2025	101.2200.000.5313	7,872.50
BRITTANY MISKOWIEC	IGHPD-03112025	04/03/2025	Therapy sessions 2.2025	101.2000.000.5312	618.75
INFINITE HEALTH COLLABORA...	IHEAINV00370	04/03/2025	Heart Health Testing x10	101.2000.000.5312	2,500.00
INNOVATIVE OFFICE SOLUTIO...	IN4785485	04/03/2025	Pens, Tape, Scissors & Note-P...	101.2000.000.5105	83.84
INNOVATIVE OFFICE SOLUTIO...	IN4786693	04/03/2025	Stapler, notebook & tape disp...	101.2000.000.5105	20.34
INNOVATIVE OFFICE SOLUTIO...	IN4801454	04/03/2025	Surge Protector & Extension C...	101.1000.000.5190	111.86
INNOVATIVE OFFICE SOLUTIO...	IN4801455	04/03/2025	Glue sticks	101.1140.000.5105	11.97
INNOVATIVE OFFICE SOLUTIO...	IN4803930	04/03/2025	Highlighters	101.3100.000.5105	11.89
INT'L ASSN FOR PROPERTY & ...	M25-C668340	04/03/2025	2025 Membership Dues 3604	101.2000.000.5335	65.00
ROYAL CANIN USA INC	SIP005145767	04/03/2025	K9 food supply	101.2000.000.5180	190.38
ICMA RETIREMENT TRUST - 4...	INV0214178	04/04/2025	457 -AGE <49	101.0000.000.2038	4,811.38
ICMA RETIREMENT TRUST - 4...	INV0214179	04/04/2025	457 -AGE <49 %	101.0000.000.2038	11,306.82
ICMA RETIREMENT TRUST - 4...	INV0214180	04/04/2025	457 -AGE 50+	101.0000.000.2038	1,150.29
ICMA RETIREMENT TRUST - 4...	INV0214181	04/04/2025	457 PLAN -AGE 50+ %	101.0000.000.2038	1,140.24
ICMA RETIREMENT TRUST - 4...	INV0214182	04/04/2025	457 - ROTH AGE <50	101.0000.000.2038	1,031.00
ICMA RETIREMENT TRUST - 4...	INV0214183	04/04/2025	457 - ROTH AGE <50 %	101.0000.000.2038	1,894.35
ICMA RETIREMENT TRUST - 4...	INV0214184	04/04/2025	457 - ROTH AGE 50+	101.0000.000.2038	20.00
MINNESOTA DEPARTMENT OF...	INV0214187	04/04/2025	CASE #001570640001	101.0000.000.2220	342.87
TEXAS STATE DISBURSEMENT...	INV0214188	04/04/2025	CASE #0012022247	101.0000.000.2220	230.77
MINNESOTA DEPARTMENT OF...	INV0214189	04/04/2025	CASE #001490481201	101.0000.000.2220	357.72
MINNESOTA DEPARTMENT OF...	INV0214190	04/04/2025	CASE #000115468905	101.0000.000.2220	69.22
MINNESOTA DEPARTMENT OF...	INV0214191	04/04/2025	CASE #001563363401	101.0000.000.2220	426.85
WI SCTF (WI SUPPORT COLLEC...	INV0214192	04/04/2025	PARTICIPANT ID#0004986316	101.0000.000.2220	433.06
IGH PROFESSIONAL FIREFIGHT...	INV0214196	04/04/2025	UNION DUES (IAFF)	101.0000.000.2041	542.78
MN STATE RETIREMENT SYST...	INV0214202	04/04/2025	MINNESOTA DEFERRED COM...	101.0000.000.2038	2,945.30
MN STATE RETIREMENT SYST...	INV0214203	04/04/2025	MINNESOTA DEFERRED COM...	101.0000.000.2038	851.80
MN STATE RETIREMENT SYST...	INV0214204	04/04/2025	457 ROTH IRA (AGE 49 & UND...	101.0000.000.2038	970.00
ING DIRECT	INV0214205	04/04/2025	MSRS-HCSP	101.0000.000.2035	50,531.11
ICMA RETIREMENT TRUST - 4...	INV0214212	04/04/2025	ROTH IRA (AGE 49 & UNDER)	101.0000.000.2039	4,363.88
ICMA RETIREMENT TRUST - 4...	INV0214213	04/04/2025	ROTH-AGE <49 %	101.0000.000.2039	219.21
ICMA RETIREMENT TRUST - 4...	INV0214214	04/04/2025	ROTH IRA (AGE 50 & OVER)	101.0000.000.2039	638.46
EFTPS	INV0214216	04/04/2025	FEDERAL WITHHOLDING	101.0000.000.2213	85,781.08
MN DEPT OF REVENUE (PAYR...	INV0214217	04/04/2025	STATE WITHHOLDING	101.0000.000.2215	36,220.45
EFTPS	INV0214218	04/04/2025	MEDICARE WITHHOLDING	101.0000.000.2211	22,657.24
EFTPS	INV0214219	04/04/2025	SOCIAL SECURITY WITHHOLDI...	101.0000.000.2210	56,565.42
Fund 101 - GENERAL FUND Total:					1,040,639.34

Fund: 102 - PUBLIC SAFETY SMALL EQUIPMENT FUND

MERAKAI, LLC	640829	04/03/2025	Blocker Locker - Digital Eviden...	102.2000.000.5160	5,474.00
Fund 102 - PUBLIC SAFETY SMALL EQUIPMENT FUND Total:					5,474.00

Fund: 201 - C.V.B. FUND

RIVER HEIGHTS CHAMBER OF ...	1013	03/20/2025	Monthly Office Rent 3.2025	201.5600.000.5430	600.00
RIVER HEIGHTS CHAMBER OF ...	1011	03/27/2025	Service Contract - Admin Expe...	201.5600.000.5310	300.00
RIVER HEIGHTS CHAMBER OF ...	1011	03/27/2025	CVB Contract & Personnel Re...	201.5600.000.5310	6,324.52
RIVER HEIGHTS CHAMBER OF ...	1011	03/27/2025	CVB Health Insurance reimbur...	201.5600.000.5310	250.00
RIVER HEIGHTS CHAMBER OF ...	1011	03/27/2025	CVB Cell Phone Reimburseme...	201.5600.000.5320	75.00
RIVER HEIGHTS CHAMBER OF ...	104079	03/27/2025	2025 Annual Mtg., Tradeshow...	201.5600.000.5340	55.00
LILLYANNA MILLER	2/18/2025	03/27/2025	Reimbursement for Google W...	201.5600.000.5335	14.40
LILLYANNA MILLER	2/18/2025	03/27/2025	Reimbursement for Ambassa...	201.5600.000.5340	73.59
LILLYANNA MILLER	2/18/2025	03/27/2025	Reimbursement - Dinner at Ex...	201.5600.000.5340	25.28
Fund 201 - C.V.B. FUND Total:					7,717.79

Fund: 205 - COMMUNITY CENTER-OPERATING FUND

WELLS FARGO CREDIT CARD A...	Smk Surveymonkey.Com Julie...	03/20/2025	Survey program subscription r...	205.4410.470.5335	540.00
WELLS FARGO CREDIT CARD A...	Playground Julie Dors WF 2/25	03/20/2025	Kids Rock Software	205.4450.483.5395	2,052.00
WELLS FARGO CREDIT CARD A...	Amzn Mktp US 009r65ef3 Aar...	03/20/2025	Multi-plier tool	205.4420.000.5160	50.00
WELLS FARGO CREDIT CARD A...	Amzn Mktp US 009r65ef3 Aar...	03/20/2025	Multi-plier tool	205.4430.000.5160	49.99
WELLS FARGO CREDIT CARD A...	Sp Freshwatersystems Rick Ro...	03/20/2025	Valves, Ferrule & QP Roller for...	205.4420.000.5150	263.11
WELLS FARGO CREDIT CARD A...	Sp Dri-Dek Jeremy Gil WF 2/25	03/20/2025	Non-slip matting for Grove loc...	205.4420.000.5160	135.30
WELLS FARGO CREDIT CARD A...	Sp Dri-Dek Jeremy Gil WF 2/25	03/20/2025	Non-slip matting for Grove loc...	205.4420.000.5160	202.96

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WELLS FARGO CREDIT CARD A...	Shakopee Community Cen Che..	03/20/2025	deposit for adventure field tri...	205.4450.483.5343	203.00
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Rick ...	03/20/2025	Toggle bolts for fitness spray ...	205.4430.000.5150	11.98
WELLS FARGO CREDIT CARD A...	Openai Chatgpt Subscr Chelse...	03/20/2025	Resource for kids rock enroll...	205.4450.483.5335	20.00
MN DEPT OF REVENUE	February 2025	03/19/2025	Taxes	205.0000.000.2205	11,548.31
ULINE	190467538	03/20/2025	New chairs for fitness offices	205.4430.000.5160	1,162.00
HUEBSCH SERVICES	20392398	03/20/2025	lobby mats	205.4420.000.5430	226.91
HUEBSCH SERVICES	20392398	03/20/2025	lobby mats	205.4430.000.5430	151.28
HUEBSCH SERVICES	20392398	03/20/2025	lobby mats	205.4440.000.5430	121.56
HUEBSCH SERVICES	20392398	03/20/2025	lobby mats	205.4450.481.5430	40.52
UNITED RENTALS, INC	245218173-001	03/20/2025	carpet rod for forklift	205.4440.000.5405	395.28
HAWKINS, INC.	7007808	03/20/2025	pool chemicals	205.4420.000.5135	5,203.96
COMCAST	8772105910127188X031225	03/20/2025	VMCC Cable TV 3.2025	205.4410.470.5335	296.29
CHEMSEARCH	9006529	03/20/2025	Water treatment contract 1.2...	205.4440.000.5310	668.60
CHEMSEARCH	9045757	03/20/2025	Water treatment contract 2.2...	205.4440.000.5310	668.60
CHEMSEARCH	9084005	03/20/2025	Water treatment contract 3.2...	205.4440.000.5310	668.60
XCEL ENERGY	918974480	03/20/2025	Aquatics electric	205.4420.000.5355	6,639.19
XCEL ENERGY	918974480	03/20/2025	Aquatics electric	205.4430.000.5355	4,426.12
XCEL ENERGY	918974480	03/20/2025	Ice arena load profile natural ...	205.4440.000.5352	4,592.39
XCEL ENERGY	918974480	03/20/2025	Ice arena load profile electric	205.4440.000.5355	9,859.38
XCEL ENERGY	918974480	03/20/2025	Ice arena load profile natural ...	205.4450.481.5352	1,530.80
XCEL ENERGY	918974480	03/20/2025	Ice arena load profile electric	205.4450.481.5355	3,286.46
XCEL ENERGY	917292791	03/21/2025	Aquatic center natural gas cha...	205.4420.000.5352	11,756.41
XCEL ENERGY	917292791	03/21/2025	Aquatic center natural gas cha...	205.4430.000.5352	3,918.80
TWIN SOURCE SUPPLY	00515517	03/27/2025	squeegee blade for rider floor ...	205.4420.000.5405	46.95
TWIN SOURCE SUPPLY	00515517	03/27/2025	squeegee blade for rider floor ...	205.4430.000.5405	31.30
TWIN SOURCE SUPPLY	00515517	03/27/2025	squeegee blade for rider floor ...	205.4440.000.5405	58.69
TWIN SOURCE SUPPLY	00515517	03/27/2025	squeegee blade for rider floor ...	205.4450.481.5405	19.56
R & R SPECIALTIES OF WI, INC.	0085008-IN	03/27/2025	Zamboni blade sharpening	205.4440.000.5405	115.00
FIRST IMPRESSION GROUP	166449	03/27/2025	Postage - Summer 2025 parks...	205.4410.472.5325	189.00
FIRST IMPRESSION GROUP	166449	03/27/2025	Summer 2025 parks & rec bro...	205.4410.472.5333	9,315.00
DANIEL BAUER - TRUE MECH...	1988	03/27/2025	replaced exhaust fan	205.4420.000.5400	1,826.48
DANIEL BAUER - TRUE MECH...	1988	03/27/2025	replaced exhaust fan	205.4430.000.5400	1,217.66
DANIEL BAUER - TRUE MECH...	1989	03/27/2025	AHU3 water coil leaking	205.4420.000.5400	1,196.35
DANIEL BAUER - TRUE MECH...	1989	03/27/2025	AHU3 Hot water coil leaking	205.4430.000.5400	1,196.36
GILBERT MECHANICAL CONTR...	258289	03/27/2025	replaced temp sensors on boil...	205.4420.000.5400	2,852.08
MEDICINE LAKE TOURS	3/17/2025	03/27/2025	TIS trip payment	205.4450.480.5343	2,375.00
ISD #199	3/24/2025	03/27/2025	refund for pool rental cancella...	205.4420.000.4381	262.50
TOTAL CONSTRUCTION & EQU...	42226	03/27/2025	replaced LED fixture in arena ...	205.4440.000.5400	415.79
TOTAL CONSTRUCTION & EQU...	42226	03/27/2025	replaced LED fixture in arena ...	205.4450.481.5400	138.60
TOTAL CONSTRUCTION & EQU...	42228	03/27/2025	replaced Spa timer - pools	205.4420.000.5400	144.69
HOLMES DESIGN, INC.	5592	03/27/2025	Design services 12.2024 - flyer...	205.4410.472.5310	1,620.00
HOLMES DESIGN, INC.	5594	03/27/2025	Design services 1.2025 - flyers...	205.4410.472.5310	1,680.00
GRAINGER	9450719332	03/27/2025	Box of hex nuts for grove sauna	205.4420.000.5150	6.15
CADD ENGR SUPPLY, INC.	INV171115	03/27/2025	Ink for the parks & rec plotter	205.4410.472.5105	467.25
TOTAL MECHANICAL SERVICES...	513936	03/27/2025	rebuilt chiller makeup valve - ...	205.4440.000.5400	5,886.94
TWIN SOURCE SUPPLY	00515901	04/03/2025	squeegee blade kit for rider sc...	205.4420.000.5405	23.72
TWIN SOURCE SUPPLY	00515901	04/03/2025	squeegee blade kit for rider sc...	205.4430.000.5405	15.82
TWIN SOURCE SUPPLY	00515901	04/03/2025	squeegee blade kit for rider sc...	205.4440.000.5405	29.65
TWIN SOURCE SUPPLY	00515901	04/03/2025	squeegee blade kit for rider sc...	205.4450.481.5405	9.89
TWIN SOURCE SUPPLY	00516024	04/03/2025	can liners, paper twels, cloths...	205.4420.000.5125	541.14
TWIN SOURCE SUPPLY	00516024	04/03/2025	can liners	205.4430.000.5125	360.76
TWIN SOURCE SUPPLY	00516024	04/03/2025	can liners	205.4440.000.5125	676.43
TWIN SOURCE SUPPLY	00516024	04/03/2025	can liners	205.4450.481.5125	225.48
MN DEPT OF LABOR & INDUS...	3/27/2025	04/03/2025	Boiler license for Paul LaCroix	205.4420.000.5335	50.00
CINTAS CORPORATION	9310843407	04/03/2025	2.2025 VMCC AED agreement	205.4410.470.5310	537.68
KENDELL DOORS & HARDWARE	IN112747	04/03/2025	new keys	205.4420.000.5190	26.25
KENDELL DOORS & HARDWARE	IN112747	04/03/2025	new keys	205.4430.000.5190	17.50
KENDELL DOORS & HARDWARE	IN112747	04/03/2025	new keys	205.4440.000.5190	32.81
KENDELL DOORS & HARDWARE	IN112747	04/03/2025	new keys	205.4450.481.5190	10.94

Fund 205 - COMMUNITY CENTER-OPERATING FUND Total: 104,309.22

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 206 - COMMUNITY CENTER-CAPITAL FUND					
DANIEL BAUER - TRUE MECH...	1947	03/27/2025	25% progress pymt #2 on AH...	206.4410.470.5605	31,562.50
DANIEL BAUER - TRUE MECH...	2002	03/27/2025	25% progress pymt #3 on AH...	206.4410.470.5605	31,562.50
Fund 206 - COMMUNITY CENTER-CAPITAL FUND Total:					63,125.00
Fund: 270 - HOST COMMUNITY FUND					
SHORT ELLIOTT HENDRICKSON..	483474	03/20/2025	boat ramp svcs	270.4200.000.5310	1,727.02
GREENE ESPEL PLLP	92112	03/20/2025	Legal Advice & Representation...	270.5900.000.5305	136.00
Fund 270 - HOST COMMUNITY FUND Total:					1,863.02
Fund: 394 - G.O. REFUND BONDS 2020A (2010B)					
EHLERS AND ASSOCIATES, INC.	100722	03/20/2025	Arbitrage Report 2020A Bonds	394.6000.000.5310	2,500.00
Fund 394 - G.O. REFUND BONDS 2020A (2010B) Total:					2,500.00
Fund: 401 - PARK CAPITAL IMPROVEMENT FUND					
VINCO, INC.	2/26/2025	03/20/2025	Swing Bridge Lighting PV #1	401.4210.000.5610	238,009.49
SHORT ELLIOTT HENDRICKSON..	483518	03/20/2025	Swing Bridge Lighting Svcs 2.2...	401.4210.000.5310	809.19
HANCE UTILITY SERVICES INC	38729	03/27/2025	Swing Bridge locating svcs	401.4210.000.5310	269.00
HANCE UTILITY SERVICES INC	38754	03/27/2025	locating svcs for VMCC playgr...	401.4210.000.5310	219.00
Fund 401 - PARK CAPITAL IMPROVEMENT FUND Total:					239,306.68
Fund: 402 - PARK ACQUISITION & DEVELOPMENT FUND					
WELLS FARGO CREDIT CARD A...	Menards West St Paul M Mike...	03/20/2025	8' corrugated steel panels for ...	402.4210.000.5605	239.76
THE ALLIANCE, INC.	2024001-01-0-2	03/20/2025	1.2025 historic bldgs relocatio...	402.4210.000.5310	11,545.46
KENNEDY & GRAVEN	186846	03/27/2025	Heritage Village Park Phase IV ...	402.4210.000.5305	160.00
Fund 402 - PARK ACQUISITION & DEVELOPMENT FUND Total:					11,945.22
Fund: 436 - 117TH STREET RECONSTRUCTION					
SRF CONSULTING GROUP, INC	16424.00-18	03/20/2025	117th Street Final Design	436.3210.000.5310	15,975.16
Fund 436 - 117TH STREET RECONSTRUCTION Total:					15,975.16
Fund: 440 - PAVEMENT MGMT-LOCAL STREETS					
WSB & ASSOCIATES, INC.	R-024055-000-12	03/20/2025	2025 PMI Final Design	440.3210.000.5310	26,336.75
KENNEDY & GRAVEN	186845	03/27/2025	Easement Acquisition	440.3210.000.5305	330.00
KENNEDY & GRAVEN	186845	03/27/2025	Easement Acquisition	440.3210.000.5310	153.00
SHORT ELLIOTT HENDRICKSON..	483755B	04/03/2025	Babcock Trail ROW Acquisition	440.3210.000.5310	248.40
SHORT ELLIOTT HENDRICKSON..	484138B	04/03/2025	2026 PMI South Feasibility	440.3210.000.5310	8,046.41
Fund 440 - PAVEMENT MGMT-LOCAL STREETS Total:					35,114.56
Fund: 510 - WATER-OPERATING FUND					
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Matt ...	03/20/2025	Tube Cutter & Pipe Brush	510.7100.000.5160	52.95
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Matt ...	03/20/2025	12-ton bottle & sledge hammer	510.7100.000.5160	77.22
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Matt ...	03/20/2025	Torch, Flashlight & Screws	510.7100.000.5160	139.88
WELLS FARGO CREDIT CARD A...	Menards West St Paul M Matt...	03/20/2025	Misc parts for utility truck	510.7100.000.5190	256.68
MN DEPT OF REVENUE	February 2025	03/19/2025	Taxes	510.0000.000.2205	2,142.48
VESSCO INC	096914	03/20/2025	Water Plant Chlorine Head	510.7100.000.5150	654.87
CITY OF BLOOMINGTON	24814	03/20/2025	Bacteria Testing 2.2025	510.7100.000.5310	560.00
MINNESOTA DEPARTMENT OF...	5/8/2025	03/20/2025	Water Exam - Gerald S.	510.7100.000.5340	32.00
XCEL ENERGY	917292791	03/21/2025	Water electric charges	510.7100.000.5352	4,117.16
XCEL ENERGY	917292791	03/21/2025	Water natural gas charges	510.7100.000.5355	19,649.69
BAUER SERVICES OF WELCH L...	03132025-7059	03/27/2025	Water Main Break Repair	510.7100.000.5415	4,015.00
WATER CONSERVATION SERV...	14894	03/27/2025	Water Leak Locates - 3330 69...	510.7100.000.5415	382.60
DALEY ELECTRIC, LLC	250070	03/27/2025	New conduit in well 4	510.7100.000.5400	317.00
CINTAS CORPORATION	4224398661	03/27/2025	Rug at water plant	510.7100.000.5430	232.08
HAWKINS, INC.	7013192	03/27/2025	Chemicals for water plant	510.7100.000.5135	10.00
AMERICAN WATER WORKS AS...	S0221075	03/27/2025	AWWA 2025 Membership Du...	510.7100.000.5335	2,418.00
CORE & MAIN LP	W629943	03/27/2025	Gate Valve Parts	510.7100.000.5150	1,540.18
CORE & MAIN LP	W631184	03/27/2025	Water Main Parts	510.7100.000.5415	3,003.63
CORE & MAIN LP	W646353	03/27/2025	Meter Wire	510.7100.000.5158	1,281.00
LONE OAK COMPANIES	96653	04/03/2025	3.2025 UT Billing (50%)	510.7100.000.5310	579.54
CORE & MAIN LP	W505176	04/03/2025	water meters	510.7100.000.5158	14,448.36
Fund 510 - WATER-OPERATING FUND Total:					55,910.32
Fund: 520 - SEWER-OPERATING FUND					
METROPOLITAN COUNCIL	0001184768	03/20/2025	MCES Sewer Charges 4.2025	520.7200.000.5373	202,840.87
XCEL ENERGY	917292791	03/21/2025	Sewer electric charges	520.7200.000.5352	523.82

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
XCEL ENERGY	917292791	03/21/2025	Sewer natural gas charges	520.7200.000.5355	533.79
DAKOTA ELECTRIC ASSN	200010048618 03/24/2025	03/24/2025	Electric	520.7200.000.5355	189.16
METROPOLITAN COUNCIL	0001185079	03/27/2025	Water Plant Sewer Charges	520.7200.000.5310	284.59
OLSEN CHAIN & CABLE, INC.	724334	03/27/2025	Lift Station Hook	520.7200.000.5160	209.18
LONE OAK COMPANIES	96653	04/03/2025	3.2025 UT Billing (50%)	520.7200.000.5310	579.55
Fund 520 - SEWER-OPERATING FUND Total:					205,160.96
Fund: 521 - SEWER-CAPITAL FUND					
PERRY & HORTON CONSTRUC...	3/6/2025	03/20/2025	Refund permit #PRBD202400...	521.0000.000.2207	2,485.00
Fund 521 - SEWER-CAPITAL FUND Total:					2,485.00
Fund: 530 - STORMWATER-OPERATING FUND					
CHEROKEE MANUFACTURING ...	225835	03/20/2025	Stormwater Maintenance Seed	530.7300.000.5420	1,240.16
XCEL ENERGY	917292791	03/21/2025	Storm water electric charges	530.7300.000.5355	213.80
CONSERVATION CORPS MINN...	15483	03/27/2025	Stormwater Maintenance - Rel..	530.7300.000.5420	11,315.00
Fund 530 - STORMWATER-OPERATING FUND Total:					12,768.96
Fund: 531 - STORMWATER-CAPITAL FUND					
BARR ENGINEERING COMPANY	23191566.00-1	03/20/2025	64th Street Outfall Study and ...	531.7310.000.5310	13,516.50
BARR ENGINEERING COMPANY	23191566.00-1	03/20/2025	Gisch Pond Study and Design	531.7310.000.5310	22,781.62
EMMONS & OLIVIER RESOUR...	00095-0084-4	03/27/2025	NWA Model Review	531.7310.000.5310	953.50
Fund 531 - STORMWATER-CAPITAL FUND Total:					37,251.62
Fund: 550 - GOLF COURSE-OPERATING FUND					
WELLS FARGO CREDIT CARD A...	Tractor-Supply-Co #019 Timot...	03/20/2025	kerosene for shop power was...	550.7700.000.5125	179.97
WELLS FARGO CREDIT CARD A...	Oreilly 1767 Timothy La WF 2...	03/20/2025	equipment cleaner	550.7700.000.5125	21.60
WELLS FARGO CREDIT CARD A...	Autozone #6493 Timothy La ...	03/20/2025	circuit tester	550.7700.000.5160	47.95
WELLS FARGO CREDIT CARD A...	Menards West St Paul M Joel...	03/20/2025	Brushes, cleaner, reflectors, c...	550.7700.000.5125	431.14
WELLS FARGO CREDIT CARD A...	Pos Portal Matt Moyni WF 2/...	03/20/2025	New receipt printers for golf s...	550.7600.000.5160	1,112.19
WELLS FARGO CREDIT CARD A...	Napa Store 3279003 Timothy ...	03/20/2025	Bats & part for heater	550.7700.000.5405	113.94
WELLS FARGO CREDIT CARD A...	Harbor Freight Tools 2 Timoth...	03/20/2025	Magnets, coupler set, ties	550.7700.000.5125	65.06
WELLS FARGO CREDIT CARD A...	Menards West St Paul M Timo...	03/20/2025	wood for golf accessories	550.7700.000.5125	110.08
WELLS FARGO CREDIT CARD A...	Menards West St Paul M Timo...	03/20/2025	Brushes, brake cleaner, glue, t...	550.7700.000.5125	84.03
WELLS FARGO CREDIT CARD A...	Menards West St Paul M Timo...	03/20/2025	Driver set, sanding bags & utili...	550.7700.000.5160	53.12
WELLS FARGO CREDIT CARD A...	Sq Jit Powder Coating Joel Me...	03/20/2025	Sandblasting & Coating Golf Ba...	550.7700.000.5310	760.41
WELLS FARGO CREDIT CARD A...	R&r Products Joel Metz WF 2/...	03/20/2025	tee mower parts	550.7700.000.5405	44.22
WELLS FARGO CREDIT CARD A...	R&r Products Joel Metz WF 2/...	03/20/2025	parts for tee mower	550.7700.000.5405	455.63
DAKOTA ELECTRIC ASSN	200002013605 03/19/2025	03/19/2025	Electric	550.7700.000.5355	217.52
MN DEPT OF REVENUE	February 2025	03/19/2025	Taxes	550.0000.000.2205	1,315.77
GOLF COMPETE, INC.	03-2025-48468	03/20/2025	2025 ForeUp software	550.7600.000.5395	6,010.20
UNIFIRST CORPORATION	1410128391	03/20/2025	uniforms	550.7700.000.5175	39.26
MTI DISTRIBUTING CO	1463122-01	03/20/2025	Pull link screw	550.7700.000.5405	278.09
MTI DISTRIBUTING CO	1463124-00	03/20/2025	Pivot rod seat	550.7700.000.5405	124.74
MTI DISTRIBUTING CO	1464176-00	03/20/2025	Misc parts for equipment repa...	550.7700.000.5405	1,293.28
MTI DISTRIBUTING CO	1464347-00	03/20/2025	Bulkhead fittings & tubing	550.7700.000.5405	266.79
MTI DISTRIBUTING CO	1464347-01	03/20/2025	Tube ASM	550.7700.000.5405	245.72
MTI DISTRIBUTING CO	1464386-00	03/20/2025	Hydraulic hose & muffler gask...	550.7700.000.5405	15.11
MTI DISTRIBUTING CO	1464386-01	03/20/2025	Hydraulic Hose	550.7700.000.5405	180.77
PETTY CASH	3/3/2025	03/20/2025	2025 Season set-up cash	550.0000.000.1040	2,600.00
MCDONOUGH'S SEWER SERVI...	607654	03/20/2025	WaterJetting frozen sewer line	550.7700.000.5400	1,727.10
PRESTIGE FLAG	750974	03/20/2025	Logo flags for GC	550.7700.000.5125	468.00
PRESTIGE FLAG	750975	03/20/2025	Logo flags for GC	550.7700.000.5125	1,184.38
CLEVELAND GOLF/SRIXON	8276891	03/20/2025	golf bags for resale	550.7600.000.5195	426.86
CLEVELAND GOLF/SRIXON	8277000	03/20/2025	golf club set for resale	550.7600.000.5195	333.75
CLEVELAND GOLF/SRIXON	8277001	03/20/2025	golf club set for resale	550.7600.000.5195	312.40
CLEVELAND GOLF/SRIXON	8282942	03/20/2025	range balls	550.7600.000.5195	5,200.00
TITLEIST	919771783	03/20/2025	golf balls for resale	550.7600.000.5195	862.77
TITLEIST	919772420	03/20/2025	missing items on shipment	550.7600.000.5195	-48.00
TITLEIST	919804038	03/20/2025	golf balls for resale	550.7600.000.5195	253.52
CINTAS CORPORATION	9310843405	03/20/2025	2.2025 AED Agreement - GC	550.7600.000.5310	216.25
DYNAMIC BRANDS LLC	INV1780273	03/20/2025	balance on golf umbrellas for ...	550.7600.000.5195	347.93
XCEL ENERGY	917292791	03/21/2025	GC natural gas charges	550.7600.000.5352	296.41
XCEL ENERGY	917292791	03/21/2025	GC maintenance natural gas c...	550.7600.000.5355	432.37

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
XCEL ENERGY	917292791	03/21/2025	GC maintenance electric char...	550.7700.000.5352	1,087.00
XCEL ENERGY	917292791	03/21/2025	GC electric charges	550.7700.000.5355	709.89
CUTTER & BUCK	0098462551	03/27/2025	clothing for resale	550.7600.000.5193	1,215.73
COLLEGE CITY BEVERAGE	1125456	03/27/2025	alcohol for resale	550.7600.000.5199	812.00
BREAKTHRU BEVERAGE MINN...	120651972	03/27/2025	alcohol for resale	550.7600.000.5199	764.80
BREAKTHRU BEVERAGE MINN...	120653125	03/27/2025	alcohol for resale	550.7600.000.5199	346.00
UNIFIRST CORPORATION	1410129886	03/27/2025	lobby mats & towel svcs	550.7600.000.5310	47.82
MTI DISTRIBUTING CO	1465148-01	03/27/2025	Link screws for equipment rep...	550.7700.000.5150	111.24
PING	18086221	03/27/2025	golf bags for resale	550.7600.000.5195	2,255.90
PING	18086223	03/27/2025	headware for resale	550.7600.000.5193	2,003.87
PING	18086223	03/27/2025	accessories for resale	550.7600.000.5195	42.00
PING	18135754	03/27/2025	clubs & bags for resale	550.7600.000.5195	1,005.88
SMOOT ENTERPRISES ADVAN...	26525	03/27/2025	staff uniforms	550.7700.000.5175	2,714.50
ARTISAN BEER COMPANY	3755125	03/27/2025	alcohol for resale	550.7600.000.5199	480.05
M. AMUNDSON LLP	400302	03/27/2025	snacks for resale	550.7600.000.5197	1,021.45
GEAR FOR SPORTS	42134664	03/27/2025	clothing for resale	550.7600.000.5193	2,195.65
GEAR FOR SPORTS	42134694	03/27/2025	clothing for resale	550.7600.000.5193	3,043.76
GEAR FOR SPORTS	42134883	03/27/2025	clothing for resale	550.7600.000.5193	481.87
COCA COLA BOTTLING COMP...	46234298011	03/27/2025	pop & water for resale	550.7600.000.5197	3,503.72
COCA COLA BOTTLING COMP...	46234298013	03/27/2025	CO2 return	550.7600.000.5197	-75.00
ADIDAS AMERICA INC.	6161409706	03/27/2025	golf club for resale	550.7600.000.5195	97.86
THE CIT GROUP COMMERCIAL...	71082216	03/27/2025	Clothing for resale	550.7600.000.5193	2,853.31
CLEVELAND GOLF/SRIXON	829117750	03/27/2025	golf club for resale	550.7600.000.5195	110.25
CLEVELAND GOLF/SRIXON	831409750	03/27/2025	hats for resale	550.7600.000.5193	204.40
TITLEIST	919793171	03/27/2025	clothing for resale	550.7600.000.5193	2,746.85
TITLEIST	919814571	03/27/2025	hats for resale	550.7600.000.5193	323.40
TITLEIST	919839772	03/27/2025	golf balls for resale	550.7600.000.5195	253.52
TITLEIST	919840137	03/27/2025	gloves for resale	550.7600.000.5195	70.56
TITLEIST	919869056	03/27/2025	clothing for resale	550.7600.000.5193	552.96
TITLEIST	919903106	03/27/2025	clothing for resale	550.7600.000.5193	157.29
TOUR EDGE GOLF MFG., INC.	IN-01740111	03/27/2025	golf clubs for resale	550.7600.000.5195	796.58
TOUR EDGE GOLF MFG., INC.	IN-01740111	03/27/2025	Pro Shop rental clubs	550.7600.000.5430	1,175.92
EPOCH EYEWEAR	INV-022787	03/27/2025	sunglasses for resale	550.7600.000.5195	503.67
HERITAGE LANDSCAPE SUPPLY...	0019858016-001	04/03/2025	course chemicals	550.7700.000.5135	781.13
COVERALL NORTH AMERICA I...	1000125659	04/03/2025	club house cleaning svcs 3.20...	550.7600.000.5310	282.52
ARAMARK REFRESHMENT SER...	12128522	04/03/2025	coffee for resale	550.7600.000.5197	239.08
UNIFIRST CORPORATION	1410131733	04/03/2025	GC uniforms	550.7700.000.5175	42.89
UNIFIRST CORPORATION	1410133147	04/03/2025	GC uniforms and towels	550.7700.000.5175	37.70
UNIFIRST CORPORATION	1410133160	04/03/2025	lobby mats	550.7600.000.5430	47.15
MTI DISTRIBUTING CO	1463740-00	04/03/2025	Pins, screws & oil for equipme...	550.7700.000.5405	57.42
MTI DISTRIBUTING CO	1465148-00	04/03/2025	Screws, hubs & couplings for ...	550.7700.000.5405	395.72
MTI DISTRIBUTING CO	1465460-01	04/03/2025	Bumpers	550.7700.000.5405	71.79
PING	18128196	04/03/2025	golf bag for resale	550.7600.000.5195	141.50
AMERICAN FLAGPOLE & FLAG...	197798	04/03/2025	replacement parts for flag pol...	550.7600.000.5400	438.29
WAGGLE GOLF, LLC.	400224	04/03/2025	clothing for resale	550.7600.000.5193	2,396.00
SUPERIOR TURF SERVICES INC	6729	04/03/2025	Golf holes, pins, flags, poles, r...	550.7700.000.5125	2,754.74
HORNUNG'S GOLF PRODUCTS,...	709603	04/03/2025	golf cart key tags	550.7600.000.5125	120.45
HORNUNG'S GOLF PRODUCTS,...	709671	04/03/2025	dry suits	550.7600.000.5175	92.95
GRAINGER	9441592970	04/03/2025	new shop locker	550.7700.000.5400	5,595.27
TOUR EDGE GOLF MFG., INC.	IN-01741119	04/03/2025	golf club set & bag for resale f...	550.7600.000.5195	13.00
TOUR EDGE GOLF MFG., INC.	IN-01742872	04/03/2025	rental golf club set	550.7600.000.5430	189.00
TOUR EDGE GOLF MFG., INC.	IN-01744607	04/03/2025	standing golf bag for resale	550.7600.000.5195	102.24
Fund 550 - GOLF COURSE-OPERATING FUND Total:					75,493.87
Fund: 602 - RISK MANAGEMENT					
LEAGUE OF MN CITIES INS TR...	23954	03/27/2025	Work Comp Deductible	602.8200.000.5474	2,842.44
LEAGUE OF MN CITIES INS TR...	24076	03/27/2025	Work Comp Deductibles	602.8200.000.5474	2,915.28
HEPPNER'S AUTO BODY	503248	04/03/2025	Deductible #26 - CA422567	602.8200.000.5472	4,900.88
Fund 602 - RISK MANAGEMENT Total:					10,658.60
Fund: 603 - CENTRAL EQUIPMENT					
WELLS FARGO CREDIT CARD A...	Minnesota State Colleg Rick Ja...	03/20/2025	DOT Certification classes	603.8300.000.5340	220.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WELLS FARGO CREDIT CARD A...	Oreilly 1767 Rick Jacks WF 2/25	03/20/2025	Hose Clamp	603.8300.000.5150	8.90
WELLS FARGO CREDIT CARD A...	Oreilly 1767 Rick Jacks WF 2/25	03/20/2025	Respirator	603.8300.000.5150	3.38
WELLS FARGO CREDIT CARD A...	Oreilly 1767 Rick Jacks WF 2/25	03/20/2025	Respirators	603.8300.000.5150	30.42
WELLS FARGO CREDIT CARD A...	Oreilly 1767 Rick Jacks WF 2/25	03/20/2025	Utility Roll	603.8300.000.5150	67.50
WELLS FARGO CREDIT CARD A...	Oreilly 1767 Rick Jacks WF 2/25	03/20/2025	Hyd filters	603.8300.000.5405	200.67
WELLS FARGO CREDIT CARD A...	Oreilly 1767 Rick Jacks WF 2/25	03/20/2025	Brush cutter	603.8300.000.5405	554.59
WELLS FARGO CREDIT CARD A...	Oreilly 1767 Rick Jacks WF 2/25	03/20/2025	Covers & Mats for F250 (#411)	603.8300.000.5410	89.97
WELLS FARGO CREDIT CARD A...	Oreilly 1767 Rick Jacks WF 2/25	03/20/2025	Relay for fire truck (#E17)	603.8300.000.5410	15.27
WELLS FARGO CREDIT CARD A...	Oreilly 1767 Rick Jacks WF 2/25	03/20/2025	Hyd hoses	603.8300.000.5410	347.00
WELLS FARGO CREDIT CARD A...	Oreilly 1767 Rick Jacks WF 2/25	03/20/2025	Wiper Blades for Unmarked C...	603.8300.000.5410	38.88
WELLS FARGO CREDIT CARD A...	Oreilly 1767 Rick Jacks WF 2/25	03/20/2025	Wiper blades	603.8300.000.5410	139.90
WELLS FARGO CREDIT CARD A...	Oreilly 1767 Rick Jacks WF 2/25	03/20/2025	Hyd fittings	603.8300.000.5410	114.34
WELLS FARGO CREDIT CARD A...	Oreilly 1767 Rick Jacks WF 2/25	03/20/2025	Parts to fix unmarked car (#22...	603.8300.000.5410	19.99
WELLS FARGO CREDIT CARD A...	Vcn Quickservlicen035c Joel J...	03/20/2025	Tabs for PD 1701	603.8300.000.5330	146.33
WELLS FARGO CREDIT CARD A...	Vcn Quickservlicen035c Joel J...	03/20/2025	Tabs for PD Cars (1801&1603)	603.8300.000.5330	331.99
WELLS FARGO CREDIT CARD A...	Vcn Quickservlicen035c Joel J...	03/20/2025	Replacement plate for Utility T...	603.8300.000.5330	23.49
WELLS FARGO CREDIT CARD A...	Tractor-Supply-Co #019 Joel J...	03/20/2025	Nozzle & Hose Fittings	603.8300.000.5150	19.97
WELLS FARGO CREDIT CARD A...	Amazon MktpL On2aq3db3 Pub..	03/20/2025	key tags for city vehicles	603.8300.000.5190	28.24
WELLS FARGO CREDIT CARD A...	Amazon MktpL E124j8op3 Publ..	03/20/2025	Key tags for all city vehicles	603.8300.000.5190	19.18
WELLS FARGO CREDIT CARD A...	Ace Hardware 693 Joel Jacks ...	03/20/2025	fasteners for equipment repair	603.8300.000.5150	2.69
WELLS FARGO CREDIT CARD A...	Amazon MktpL 680j846w3 Pub..	03/20/2025	First aid kits for the field all de...	603.8300.000.5190	14.99
WELLS FARGO CREDIT CARD A...	Amazon MktpL Uv6wh63y3 Pu...	03/20/2025	masks for first aid kits	603.8300.000.5190	18.76
OXYGEN SERVICE COMPANY, ...	0008815482	03/20/2025	Carbon Dioxide/Argon	603.8300.000.5150	109.86
NORTH AMERICAN TRAILER S...	030004240072	03/20/2025	Tubing	603.8300.000.5410	77.82
FERRELLGAS	1130010582	03/20/2025	Motor fuel	603.8300.000.5410	53.33
SOUTH EAST TOWING, Inc.	248993	03/20/2025	Tool cat towing fees	603.8300.000.5405	178.20
MN DEPT OF REVENUE	3/20/2025	03/20/2025	Fuel tax 2.2025	603.8300.000.5130	530.11
DELEGARD TOOLS	460122/1	03/20/2025	Batteries	603.8300.000.5190	610.54
TOWMASTER TRAILERS INC	475688	03/20/2025	Bearings	603.8300.000.5410	373.49
WORLD FUEL SERVICES	533167054188-41801	03/20/2025	Diesel exhaust fluid	603.8300.000.5410	197.50
INVER GROVE FORD	5354916	03/20/2025	Exhaust sensor	603.8300.000.5410	55.89
INVER GROVE FORD	5354928	03/20/2025	V-belt & alternator for F250	603.8300.000.5410	421.15
INVER GROVE FORD	5354957	03/20/2025	Spark plugs and air conditioni...	603.8300.000.5410	58.47
INVER GROVE FORD	5354965	03/20/2025	Core return	603.8300.000.5410	-75.00
INVER GROVE FORD	5355065	03/20/2025	Shafts & housing	603.8300.000.5410	205.04
INVER GROVE FORD	5355066	03/20/2025	Brake Lining & Rotor	603.8300.000.5410	251.62
FACTORY MOTOR PARTS COM...	74-350819	03/20/2025	Oil filters	603.8300.000.5410	45.12
DAVIS EQUIPMENT CORPORAT...	EI20406	03/20/2025	Ball Drag Parts - Turf	603.8300.000.5405	1,030.54
ZIEGLER INC	IN001838364	03/20/2025	Seals	603.8300.000.5405	37.16
ZIEGLER INC	IN001839066	03/20/2025	Hosing	603.8300.000.5405	270.52
ZIEGLER INC	IN001839209	03/20/2025	Fuel & Sep Elements	603.8300.000.5405	70.32
ZIEGLER INC	IN001839224	03/20/2025	Sep & KT elements	603.8300.000.5405	139.26
EMERGENCY AUTOMOTIVE TE...	MP030725-50	03/20/2025	LED Lighting	603.8300.000.5410	406.00
TRI-STATE BOBCAT INC.	P34069	03/20/2025	Weed whip gear	603.8300.000.5405	17.17
TRI-STATE BOBCAT INC.	P34070	03/20/2025	Filler cap	603.8300.000.5405	15.38
XCEL ENERGY	917292791	03/21/2025	PW natural gas charges	603.8300.000.5352	3,007.33
XCEL ENERGY	917292791	03/21/2025	PW electric charges	603.8300.000.5355	2,333.53
ENNIS-FLINT, INC.	288322	03/27/2025	Torch repair parts	603.8300.000.5125	73.60
CINTAS CORPORATION	4224398990	03/27/2025	Shop Rugs	603.8300.000.5430	437.73
OXYGEN SERVICE COMPANY, ...	0003613879	04/03/2025	Airgas cylinder rental	603.8300.000.5430	6.82
HOSE / CONVEYORS INC	00112952	04/03/2025	Sweeper (#325) steel sleeve &...	603.8300.000.5405	52.10
KIMBALL MIDWEST	103177594	04/03/2025	Paint	603.8300.000.5150	356.40
METRO JANITORIAL SUPPLY I...	11016073	04/03/2025	Paper Towels	603.8300.000.5125	297.75
METRO JANITORIAL SUPPLY I...	11016075	04/03/2025	Bath Tissue	603.8300.000.5125	418.75
UNIFIRST CORPORATION	1410130032	04/03/2025	Mechanic Uniforms 3.17.2025	603.8300.000.5175	46.94
UNIFIRST CORPORATION	1410130032	04/03/2025	Shop Rentals 3.17.2025	603.8300.000.5430	114.86
UNIFIRST CORPORATION	1410131732	04/03/2025	Mechanic Uniforms 3.24.2025	603.8300.000.5175	46.94
UNIFIRST CORPORATION	1410131732	04/03/2025	Shop Rentals 3.24.2025	603.8300.000.5430	114.86
UNIFIRST CORPORATION	1410133135	04/03/2025	Mechanic Uniforms 3.31.2025	603.8300.000.5175	47.94
UNIFIRST CORPORATION	1410133135	04/03/2025	Shop Rentals 3.31.2025	603.8300.000.5430	114.96

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
FACTORY MOTOR PARTS COM...	1-236852	04/03/2025	Battery core	603.8300.000.5410	359.92
ADVANCED GRAPHIX, INC.	216223	04/03/2025	New Durango Squads Graphics	603.8300.000.5621	5,626.30
MANSFIELD OIL COMPANY	26308426	04/03/2025	Motor Fuel	603.8300.000.5130	6,639.58
MANSFIELD OIL COMPANY	26308427	04/03/2025	Motor fuel	603.8300.000.5130	12,065.03
DIAMOND MOWERS INC	280909	04/03/2025	Diamond mower (#538) grou...	603.8300.000.5405	104.47
LITTLE FALLS MACHINE INC	373410	04/03/2025	Hydraulic buffer brace for du...	603.8300.000.5410	2,698.34
TOTAL CONSTRUCTION & EQU...	42225	04/03/2025	Gate work	603.8300.000.5400	469.89
CINTAS CORPORATION	4225889771	04/03/2025	Hallway Rugs	603.8300.000.5430	437.73
TOWMASTER TRAILERS INC	476022	04/03/2025	Dump truck (#324) valve pres...	603.8300.000.5410	114.74
MAUER CHEVROLET	5104679	04/03/2025	Fire squad (#S6) cap	603.8300.000.5410	4.24
WORLD FUEL SERVICES	535203544190-41801	04/03/2025	Windshield Wash	603.8300.000.5410	139.70
INVER GROVE FORD	5355190	04/03/2025	Squad Car (#2124) TPMS Sens...	603.8300.000.5410	105.78
INVER GROVE FORD	5355272	04/03/2025	F250 (#511) brake parts & bat...	603.8300.000.5410	457.62
INVER GROVE FORD	5355289	04/03/2025	F250 tubing, transmission pan,...	603.8300.000.5410	385.93
INVER GROVE FORD	5355367	04/03/2025	K9 Squad O-ring kit	603.8300.000.5410	9.73
INVER GROVE FORD	5355423	04/03/2025	squad car (#2128) exhaust sen...	603.8300.000.5410	55.89
INVER GROVE FORD	5355481	04/03/2025	Squad car (#2029) shock abso...	603.8300.000.5410	198.72
NORTHERN SAFETY TECHNOL...	59063	04/03/2025	Altima #2 Outfitting	603.8300.000.5621	2,727.96
NORTHERN SAFETY TECHNOL...	59088	04/03/2025	Altima #3 Outfitting	603.8300.000.5621	2,727.96
NORTHERN SAFETY TECHNOL...	59193	04/03/2025	Squad Car (#20 LB) Outfitting	603.8300.000.5621	15,592.88
NORTHERN SAFETY TECHNOL...	59195	04/03/2025	Squad (#22 LB) Outfitting	603.8300.000.5621	15,592.88
THE REINALT- THOMAS CORP...	6274744	04/03/2025	Police unmarked (#2202) tires	603.8300.000.5410	832.00
INVER GROVE FORD	6438738	04/03/2025	F550 (#505) transmission repa...	603.8300.000.5410	9,405.74
POMP'S TIRE SERVICE, INC.	980130941	04/03/2025	Fire squad (#S1) tires	603.8300.000.5410	488.80
POMP'S TIRE SERVICE, INC.	980131092	04/03/2025	Tire repairs for fire truck (#T34)	603.8300.000.5410	71.00
POMP'S TIRE SERVICE, INC.	980131186	04/03/2025	F350 (#511) tires	603.8300.000.5410	303.90
POMP'S TIRE SERVICE, INC.	980131232	04/03/2025	Fire truck (#T34) tires	603.8300.000.5410	3,021.78
POMP'S TIRE SERVICE, INC.	980131359	04/03/2025	Squad car (#2029) tires	603.8300.000.5410	508.00
POMP'S TIRE SERVICE, INC.	980131432	04/03/2025	Stock squad tires	603.8300.000.5410	1,016.00
POMP'S TIRE SERVICE, INC.	980131433	04/03/2025	Fire squad (#S3) tires	603.8300.000.5410	254.22
I-STATE TRUCK CENTER	C242918526-01	04/03/2025	Fire truck (#T34) fuel filter kit	603.8300.000.5410	179.18
CENTENNIAL GLASS	I00014709	04/03/2025	Squad car (#2023) windshield	603.8300.000.5410	440.00
PRECISE MRM	IN200-2004300	04/03/2025	Dump truck (#304) data plan	603.8300.000.5310	120.00
MACQUEEN EMERGENCY GR...	P12320	04/03/2025	Fire truck (#E17) spring hinges	603.8300.000.5410	113.24
MACQUEEN EMERGENCY GR...	P12323	04/03/2025	Fire truck (#T34) oil sensor	603.8300.000.5410	691.32
MACQUEEN EMERGENCY GR...	P12341	04/03/2025	Fire truck (#E17) brake pads, k...	603.8300.000.5410	2,297.23
NUSS TRUCK AND EQUIPMENT	PSO190616-1	04/03/2025	Dump truck (#321) wiper arm	603.8300.000.5410	49.55
INTERSTATE POWER SYSTEMS,...	R001219224-01	04/03/2025	Fire truck (#L13) CPC replace...	603.8300.000.5410	2,124.49
MACQUEEN EMERGENCY GR...	W06843	04/03/2025	Fire truck (#L13) electrical issu...	603.8300.000.5410	620.67
Fund 603 - CENTRAL EQUIPMENT Total:					104,058.86

Fund: 605 - CITY FACILITIES

WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Patric...	03/20/2025	Anchors for new shelving in co...	605.8500.000.5150	31.50
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Patric...	03/20/2025	Drill bit for shop	605.8500.000.5160	19.87
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Patric...	03/20/2025	Light bulbs for the outside of f...	605.8500.000.5190	15.98
XCEL ENERGY	917292791 CR	03/21/2025	Solar credits	605.8500.000.4671	-25,228.22
LVC COMPANIES, INC.	165515	03/27/2025	WTP Service call for poor cell ...	605.8500.000.5400	310.00
DANIEL BAUER - TRUE MECH...	1986	03/27/2025	replaced CO/NO2 sensor in PW	605.8500.000.5400	5,085.00
HUEBSCH SERVICES	20394081	03/27/2025	lobby mats	605.8500.000.5430	188.15
GRAINGER	9443612537	03/27/2025	ball valve for fire station #1	605.8500.000.5400	139.97
INNOVATIVE OFFICE SOLUTIO...	IN4776600	03/27/2025	Folders and note pads	605.8500.000.5105	19.89
XCEL ENERGY	916614887	03/29/2025	City facilities electric charges	605.8500.000.5355	18,004.95
TOTAL CONSTRUCTION & EQU...	40249923.1	04/03/2025	FS #1 transfer switch replace...	605.8500.000.5605	7,300.00
Fund 605 - CITY FACILITIES Total:					5,887.09

Fund: 606 - TECHNOLOGY FUND

WELLS FARGO CREDIT CARD A...	Keepersecurity.Com Marc Ga...	03/20/2025	Password Mgmt Software - Fi...	606.8600.000.5395	401.10
WELLS FARGO CREDIT CARD A...	Amzn Mktp US N23e94pz3 Ma...	03/20/2025	Laptop power adapters	606.8600.000.5160	188.00
WELLS FARGO CREDIT CARD A...	Amazon Reta 2v7s00pj3 Marc...	03/20/2025	Laptop bags	606.8600.000.5160	112.62
WELLS FARGO CREDIT CARD A...	Amazon Mark 2t89j9no3 Marc...	03/20/2025	pack of 10 laptop bags	606.8600.000.5160	325.28
WELLS FARGO CREDIT CARD A...	Amazon Mark 626p038b3 Ma...	03/20/2025	Monitor arms	606.8600.000.5160	115.96
WELLS FARGO CREDIT CARD A...	League Of Minnesota Ci Marc...	03/20/2025	LMC Compliance Trng	606.8600.000.5340	20.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WELLS FARGO CREDIT CARD A...	Amazon Mark Cr5o39tp3 Marc...	03/20/2025	USB Ethernet adapters	606.8600.000.5160	36.78
WELLS FARGO CREDIT CARD A...	Amazon Mktpl Fq78z1h63 Acc...	03/20/2025	UPS Replacement Batteries	606.8600.000.5190	259.99
WELLS FARGO CREDIT CARD A...	Amazon Mktpl 7i0rr1bt3 Marc...	03/20/2025	Canned air	606.8600.000.5190	30.88
WELLS FARGO CREDIT CARD A...	Amazon Reta B65hn5jw3 Marc...	03/20/2025	Mouse replacement	606.8600.000.5190	16.98
WELLS FARGO CREDIT CARD A...	Amazon Mark Nv65586e3 Ma...	03/20/2025	Canned air	606.8600.000.5190	75.48
WELLS FARGO CREDIT CARD A...	Zoom.Com 888-799-9666 Mar...	03/20/2025	Zoom video conference	606.8600.000.5395	31.98
WELLS FARGO CREDIT CARD A...	Amazon Mark Nu8ii6wj3 Marc...	03/20/2025	Replacement mouse	606.8600.000.5160	16.98
INSIGHT PUBLIC SECTOR	1101252516	03/20/2025	Office 365 Monthly License 2....	606.8600.000.5395	2,340.75
PRO-TEC DESIGN INC.	118033	03/20/2025	Card Reader Repair - Fire Stati...	606.8600.000.5310	274.50
LOCAL GOVERNMENT INFOR...	128009	03/20/2025	PD Soft Token - Philip Pouchak	606.8600.000.5395	15.00
LOCAL GOVERNMENT INFOR...	129025	03/20/2025	PD Gopher State locates 1.20...	606.8600.000.5310	8.10
CONSOLIDATED COMMUNICA...	2/15/2025	03/20/2025	Monthly Phone Bill 2.2025	606.8600.000.5320	1,160.77
ZAYO GROUP, LLC	21305927	03/20/2025	Multi-Site Phones 3.2025	606.8600.000.5320	1,674.64
MARCO TECHNOLOGIES, LLC	38730247	03/20/2025	Printers & Copiers Contract 3....	606.8600.000.5430	7,343.33
ZAYO GROUP, LLC	21368808	03/27/2025	City Hall Phones 3.2025	606.8600.000.5320	1,058.37
AT&T MOBILITY	287298707874X02032025	03/27/2025	FD Cell Phones 1.2025	606.8600.000.5320	1,092.03
AT&T MOBILITY	287298708193X02032025	03/27/2025	PD Cell Phones 1.2025	606.8600.000.5320	3,317.06
AT&T MOBILITY	287299110577X02032025	03/27/2025	CH Cell Phones 1.2025	606.8600.000.5320	3,715.69
CIVICPLUS	329287	03/27/2025	Hosting, Support & Certificate...	606.8600.000.5395	1,396.08
VERIZON WIRELESS	6106801497	03/27/2025	Monthly Cell phone 2.2025	606.8600.000.5320	215.06
Fund 606 - TECHNOLOGY FUND Total:					25,243.41

Fund: 702 - ESCROW FUND

WELLS FARGO CREDIT CARD A...	Simplifile.Com Rebecca Ki WF ...	03/20/2025	Doc 3663244 - Memo of Agre...	702.5100.207.2050	52.33
WELLS FARGO CREDIT CARD A...	Simplifile.Com Rebecca Ki WF ...	03/20/2025	Doc 3664154 Resolution 2024...	702.5100.241.2050	52.33
WELLS FARGO CREDIT CARD A...	Simplifile.Com Rebecca Ki WF ...	03/20/2025	Doc 3664153 - Res 2024-222 F...	702.5100.241.2050	52.33
BOLTON & MENK, INC.	0357103	03/20/2025	Consultant Field Administrati...	702.3100.334.2050	7,612.50
SHORT ELLIOTT HENDRICKSON..	484622	03/20/2025	Design Review #1	702.3100.331.2050	618.73
BOLTON & MENK, INC.	0358570	03/27/2025	Development Construction Ve...	702.3100.334.2050	4,205.00
KENNEDY & GRAVEN	186845	03/27/2025	Legal Svcs. for SWFMA	702.3100.335.2050	200.50
ST. PAUL PIONEER PRESS	0225572521	04/03/2025	Sum Pub - San Landfill Ord 14...	702.5100.207.2050	47.85
ST. PAUL PIONEER PRESS	0225572521	04/03/2025	NoPH: Greben 25-01S	702.5100.248.2050	32.45
ST. PAUL PIONEER PRESS	0225572521	04/03/2025	NoPH SMNPT 1, LLC 25-02ZPA	702.5100.250.2050	30.80
ST. PAUL PIONEER PRESS	0225572521	04/03/2025	NoPH: Bolton & Menk 25-03SP	702.5100.251.2050	28.05
ST. PAUL PIONEER PRESS	0225572521	04/03/2025	NoPH: Ace Holdings 25-04ZPA	702.5100.252.2050	33.55
LAND TITLE TRUST ACCOUNT	3/25/2025	04/03/2025	Pine Bend Estates LOC Reduct...	702.3100.216.2050	169,678.37
ALLIANT VENTURES, LLC.	3/25/2025	04/03/2025	Scenic Hills LOC Reduction	702.3100.240.2050	89,880.20
ALLIANT VENTURES, LLC.	3/25/2025	04/03/2025	Pine Bend Estates LOC Reduct...	702.3100.268.2050	129,575.00
KIMLEY-HORN & ASSOCIATES, ...	31126146	04/03/2025	Construction Observations	702.3100.281.2050	274.27
Fund 702 - ESCROW FUND Total:					402,374.26
Grand Total:					2,465,262.94



Request for Council Action

SUBJECT: **Personnel Actions**

MEETING DATE: April 14, 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 4.14.25 (hires-terms)



Request for Council Action

SUBJECT: **Resolution Authorizing Contract with Lexipol for Development and Review of Fire Department Policies & Procedures**

MEETING DATE: April 14, 2025
ITEM TYPE: Consent Agenda
CONTACT: Judy Thill, Fire Chief, 651.450.2495

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, authorizing the appropriate officials to enter into a contract with Lexipol for their annual subscription service and its implementation to assist the Fire Department in developing and documenting updated department policies.

BACKGROUND

[Lexipol](#) is a company that offers comprehensive and customizable, state-based policy manuals with an updating service, daily training bulletins, implementation assistance, and current best-practice fire service operational procedures. Lexipol has significant experience working with fire/EMS departments, law enforcement, and city governments throughout the nation. The IGH Police Department has used Lexipol's services, and now the Fire Department wishes to as well.

Lexipol provides a full library of customizable, state-specific fire service policies that are updated regularly in response to new state and federal laws and court decisions. Their focus is on reducing liability risks and avoiding litigation. With all the changes to the Inver Grove Heights Fire Department in recent years, the Department would like to utilize Lexipol's services to update all of our policies and review procedures to ensure we are not missing anything and are following all applicable laws.

FISCAL IMPACT

There is a one-time implementation fee of \$9,842.00 and an annual fee of \$10,185.90 for this service. There are funds in the Fire Department's 2025 budget to pay for these services.

RECOMMENDATION

Staff recommends adoption of the attached Resolution, authorizing the appropriate officials to enter into a contract with Lexipol to provide services to the Inver Grove Heights Fire Department.

ATTACHMENTS

1. Resolution for FD Contract with Lexipol (April 2025)
2. Lexpol FD Contract (April 2025)

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

RESOLUTION NO. _____

RESOLUTION APPROVING FIRE DEPARTMENT CONTRACT WITH LEXIPOL

WHEREAS, the Inver Grove Heights Fire Department has undergone significant structural and operational changes in recent years; and

WHEREAS, the Fire Department would therefore benefit from a thorough review and updating of its policies and procedures, ensuring adherence to the latest state and federal laws and consideration of industry best-practices; and

WHEREAS, Lexipol officers its clients a comprehensive and customizable, state-based policy manual, daily training bulletins, implementation services, and current fire service operational procedures that are updated regularly; and

WHEREAS, the service from Lexipol has a one-time implementation fee of \$9,842 and an annual fee of \$10,186.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS, MINNESOTA, does hereby authorize the appropriate officials to enter into a contract with Lexipol for service to the Inver Grove Heights Fire Department.

Adopted by the City Council of Inver Grove Heights this 14th day of April, 2025.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



MASTER SERVICE AGREEMENT

Agency's Name: Inver Grove Heights Fire Department
Agency's Address: 9200 Courthouse Blvd
Inver Grove Heights, Minnesota 55077

Attention: Chief Judy Thill

Sales Rep: Nicole Falconer
Lexipol's Address: 2611 Internet Boulevard, Suite 100
Frisco, Texas 75034

Effective Date: April 1, 2025
(to be completed by Lexipol upon receipt of signed Agreement)

This Master Service Agreement (the "Agreement") is entered into by and between Lexipol, LLC, a Delaware limited liability company ("Lexipol"), and the department, entity, or organization referenced above ("Agency"). This Agreement consists of:

- (a) this **Cover Sheet**
- (b) **Exhibit A** - Selected Services and Associated Fees
- (c) **Exhibit B** - Terms and Conditions of Service

Each individual signing below represents and warrants that they have full and complete authority to bind the party on whose behalf they are signing to all terms and conditions contained in this Agreement.

Inver Grove Heights Fire Department

Signature: _____
Print Name: _____
Title: _____
Date Signed: _____

Lexipol, LLC

Signature: _____
Print Name: _____
Title: _____
Date Signed: _____

Exhibit A

SELECTED SERVICES AND ASSOCIATED FEES

Agency is purchasing the following:

Annual Policy

QTY	DESCRIPTION	UNIT PRICE	DISC	DISC AMT	EXTENDED
1	Annual Fire Policy Manual & Daily Training Bulletins w/Supplemental Publication Service w/Fire Operations Procedures (12 Months)	USD 10,722.00	5%	USD 536.10	USD 10,185.90
	Subscription Line Items Total			USD 536.10	USD 10,185.90
1	Fire Focused Implementation	USD 10,360.00	5%	USD 518.00	USD 9,842.00
	One-Time Line Items Total			USD 518.00	USD 9,842.00
				USD 1,054.10	USD 20,027.90
Annual Policy Discount:					USD 1,054.10
Annual Policy TOTAL:					USD 20,027.90

Discount Notes

5% agency assistance discount applied.

Exhibit B
Terms and Conditions of Service

These Terms and Conditions of Service (the “Terms”) govern the rights and obligations of Lexipol and Agency under this Agreement. Lexipol and Agency may each be referred to herein as a “Party” and collectively as the “Parties.”

1. Definitions. Each of the following capitalized terms will have the meaning included in this Section. Other capitalized terms are defined within their respective sections, below.

1.1 “Agency” means the department, agency, office, organization, company, or other entity purchasing and/or subscribing to Lexipol Services, as may be further denoted on the cover sheet to which these Terms are attached.

1.2 “Agency Data” means all data, information, and content owned by Agency prior to the Effective Date of this Agreement, or which Agency provides during the Term of this Agreement for purposes of identifying authorized users, confirming departmental information, or which are ancillary to receipt of Lexipol Services.

1.3 “Agreement” means the combination of the cover sheet (signature page); Exhibit A (“Selected Services and Associated Fees”); this Exhibit B; and any other documents attached hereto and expressly incorporated herein by reference.

1.4 “Custom Agreement Terms” refers to an optional section within Exhibit A which allows the Parties to modify this Agreement and/or incorporate additional exhibits or addenda by reference.

1.5 “Effective Date” means the date specified on the cover sheet (signature page), or as otherwise expressly set forth and agreed upon by Lexipol and Agency in writing and defined as the “Effective Date.”

1.6 “Initial Term” means the period commencing on the Effective Date and continuing for the length of time indicated on Exhibit A. If not so indicated, the default Initial Term is one (1) year from the Effective Date.

1.7 “Lexipol Content” means all content in any format including but not limited to written content, images, videos, data, information, and software multimedia provided by Lexipol and/or its licensors via the Services.

1.8 “Services” means all products and services, including but not limited to all online services, software subscriptions, content licensing, professional services, and ancillary support services as may be offered by Lexipol and/or its affiliates.

2. Term; Renewal. This Agreement becomes enforceable upon signature by Agency’s authorized representative, with an Effective Date as indicated on the cover page. This Agreement shall renew in successive one-year periods (each, a “Renewal Term”) on the anniversary of the Effective Date unless terminated as set forth herein. The Initial Term and all Renewal Terms collectively comprise the “Term” of this Agreement.

3. Termination.

3.1 For Convenience; Non-Appropriation. This Agreement may be terminated by Agency at any time for convenience (including due to lack of appropriation of funds) by providing written notice to Lexipol.¹

3.2 For Cause. This Agreement may be terminated by either party, effective immediately, (a) in the event the other party fails to discharge any obligation, including payment obligations, or remedy any default hereunder for a period of more than thirty (30) calendar days after it has been provided written notice of such failure or default; or (b) in the event that the other party makes an assignment for the benefit of creditors or commences or has commenced against it any proceeding in bankruptcy, insolvency or reorganization pursuant to the bankruptcy laws of any applicable jurisdiction.

3.3 Effect of Expiration or Termination. Upon the expiration or termination of this Agreement for any reason, Agency’s access to the Services ordered pursuant to Exhibit A herein shall cease unless Lexipol has, in its sole discretion, provided for their limited continuation. Termination or expiration of this Agreement shall not, however, relieve either party from any obligation or liability that has accrued under this Agreement prior to the date of such termination or expiration, including payment obligations.

¹ Note: Online Services fees are not eligible for refund, proration, or offset in the event of Agency’s termination for convenience as they are delivered in full as of the Effective Date. Fees pre-paid for Professional Services may be eligible for offset to the extent such Services have not been delivered.

4. **Fees; Invoicing.** Lexipol will invoice Agency at the commencement of the Initial Term and thirty (30) days prior to the commencement of each Renewal Term, if applicable. Agency agrees to remit payment within thirty (30) calendar days of receipt of Lexipol's invoice. Payments may be made electronically through Lexipol's online customer portal or by mailing a check to Lexipol, LLC at PO Box 676232 Dallas, TX 75267-6232 (Attn: Accounts Receivable). Agency is responsible for all third-party fees (e.g., wire fees, bank fees, credit card processing fees) incurred when paying electronically, and such fees are in addition to those listed on Exhibit A. Lexipol reserves the right to increase fees for Renewal Terms following notice to Agency. All fee amounts stated in Exhibit A are exclusive of taxes. Unless otherwise exempt, Agency is responsible for and will pay in full all taxes related to receipt of Lexipol's Services. If Agency is exempt, it must send its exemption certificate(s) to taxes@lexipol.com.

5. **Terms of Service.** The following provisions govern access to and use of specific Lexipol's Services:

5.1 **Online Services.** Lexipol's Online Services include all online services offered by Lexipol and its partners, affiliates, and licensors. Online Services include, without limitation, Lexipol's Policy Knowledge Management System ("KMS"), Learning Management System ("LMS")², Cordico wellness application(s), GrantFinder, Virtual Instructor-Led Training, and the LEFTA Systems suite of solutions (collectively, the "Online Services").

5.2 **Professional Services.** Lexipol's Professional Services include those Services that are not part of Lexipol's Online Services and which require the direct, hands-on professional expertise of Lexipol personnel and/or contractors, including implementation support for policy manuals and software, technical support for online learning, accreditation consulting, grant writing³, and projects requiring regular input from Lexipol's subject matter experts (collectively, "Professional Services"). Professional Services may also be referred to as "One-Time" Services on Exhibit A and may also include the provision of supplemental documentation from Lexipol's Professional Services team, either with this Agreement or during the provision of Service.

5.3 **Account Security.** Access to Lexipol's Services is personal and unique to Agency. Agency shall not assign, transfer, or provide access to Lexipol Services to any third party without Lexipol's prior written consent. Agency is responsible for maintaining the security and confidentiality of Agency's usernames and passwords and the security of Agency's accounts. Agency will immediately notify Lexipol if Agency becomes aware that any person or entity other than authorized Agency personnel has used Agency's account or Agency's usernames and/or passwords.

5.4 **Agency Data.** Lexipol's use of Agency Data is limited to providing and improving the Services, retaining records in the regular course of business, and complying with applicable legal obligations. Lexipol will use commercially reasonable efforts to ensure the security of all Agency Data, including technical and organizational measures to protect Agency Data against unauthorized or unlawful processing and against accidental loss, destruction, damage, theft, alteration or disclosure, including through measures specified by the National Institute of Standards and Technology (NIST). Lexipol's Services use the Secure Socket Layer (SSL) protocol, which encrypts information as it travels between Lexipol and Agency. However, data transmission on the internet is not always 100% secure and Lexipol cannot and does not warrant that information Agency transmits is 100% secure.

6. **Intellectual Property.** Lexipol's Services, and all Lexipol Content underlying such Services, are proprietary and, where applicable, protected under U.S. copyright, trademark, patent, and/or other applicable laws. By subscribing to Lexipol's Online Services, Agency and its personnel receive a personal, limited, non-sublicensable and non-assignable license to access and use such Services in conformity with these Terms. Nothing contained in this Agreement, and no course of dealing, shall be construed as conferring any right of ownership to Lexipol's Services or Lexipol Content. Lexipol's policy Content may be incorporated into Agency's final policies⁴, including beyond the expiration or termination of this Agreement, but Agency may not create other Derivative Works, share Lexipol Content with third parties, or commercialize Lexipol Content in any way. As used herein, other "Derivative Works" include any work product based on or which incorporates Lexipol Content, including any revision, modification, abridgement, condensation, expansion, compilation, or any other form in which Lexipol Content, or any portion thereof, is recast, transformed, or adapted. Agency acknowledges and agrees that Lexipol shall have no responsibility to update the Lexipol Content used by Agency beyond the Term of this Agreement and that Lexipol shall have no liability for Agency's creation or use of Derivative Works.

² LMS Services include, but are not limited to: PoliceOne Academy, FireRescue1 Academy, EMS1 Academy, Corrections1 Academy, and LocalGovU.

³ Agency is responsible for submitting all information reasonably required by Lexipol's grant writing team in a timely manner and always at least five (5) days prior to each grant application submission date. Agency is responsible for submitting final grant applications by grant deadlines. Failure to timely submit required materials to Lexipol's grant writing team will result in rollover of project fees to next grant application cycle, not a refund of fees. Requests for cancellation of grant writing services which have already begun will result in a 50% fee of the total value of the service.

⁴ NOTE: AGENCY ACKNOWLEDGES AND AGREES THAT, PRIOR TO USE OR FINAL PUBLICATION BY AGENCY, ALL AGENCY POLICIES AND DAILY TRAINING BULLETINS (DTBs) HAVE BEEN INDIVIDUALLY REVIEWED AND ADOPTED BY AGENCY. AGENCY ACKNOWLEDGES AND AGREES THAT IT, AND NOT LEXIPOL, WILL BE CONSIDERED THE "POLICY MAKER" WITH REGARD TO EACH AND EVERY SUCH POLICY AND DTB.

7. **Confidentiality.** Each Party may disclose information to the other Party that would be reasonably considered confidential, including Agency Data (collectively, "Confidential Information"). Upon receiving such Confidential Information, each Party will: (a) limit disclosure of such Confidential Information to authorized representatives only; (b) advise its personnel and agents of the confidential nature of such Confidential Information and of the obligations set forth in this Agreement; and (c) not disclose any Confidential Information to any third party unless expressly authorized by the disclosing Party. Notwithstanding the foregoing, this section shall not operate to limit Agency's disclosure authority pursuant to a valid governmental, judicial, or administrative order, subpoena, regulatory request, Freedom of Information Act request, Public Records Act request, or equivalent, provided that Agency notifies Lexipol of such disclosure, to the extent practicable, such that Lexipol may seek to make such disclosure subject to a protective order or other appropriate remedy to preserve the confidentiality of Lexipol's Confidential Information and trade secrets.

8. **Warranty.** LEXIPOL WARRANTS THAT IT SHALL NOT KNOWINGLY INFRINGE THE INTELLECTUAL PROPERTY RIGHTS OF OTHERS; THAT ITS SERVICES ARE PROVIDED IN A PROFESSIONAL AND WORKMANLIKE MANNER IN ACCORDANCE WITH PREVAILING INDUSTRY STANDARDS; AND THAT THEY SHALL BE FIT FOR THE SPECIFIC PURPOSES SET FORTH HEREIN. BEYOND THE FOREGOING, LEXIPOL'S SERVICES ARE PROVIDED "AS-IS" AND LEXIPOL DISCLAIMS ALL OTHER WARRANTIES, EXPRESS, IMPLIED, OR OTHERWISE.

9. **Indemnification; Limitation of Liability.** Lexipol will indemnify, defend, and hold harmless Agency from and against any and all loss, liability, damage, claim, cost, charge, demand, fine, penalty, or expense arising directly and solely out of Lexipol's acts or omissions in providing the Services. Each Party's cumulative liability resulting from any claims, demands, or actions arising out of or relating to this Agreement shall not exceed the aggregate amount of fees paid by Agency to Lexipol during the twelve-month period immediately prior to the assertion of such claim, demand, or action. In no event shall either Party be liable for indirect, incidental, consequential, special, exemplary damages, or lost profits.

10. **General Terms.**

10.1 **Entire Agreement.** This Agreement embodies the entire agreement between the Parties and supersedes all prior agreements with respect to the subject matter hereof. No representation, promise, or statement of intention has been made by either party that is not embodied herein. Terms and conditions set forth in any purchase order or other document that are inconsistent with or in addition to the terms and conditions set forth in this Agreement are rejected in their entirety and void, regardless of when received, without further action. No amendment, modification, or supplement to this Agreement shall be binding unless it is made in writing and signed by both parties.

10.2 **General Interpretation.** The terms of this Agreement have been chosen by the parties hereto to express their mutual intent. This Agreement shall be construed equally against each party without regard to any presumption or rule requiring construction against the party who drafted this Agreement or any portion thereof.

10.3 **Invalidity of Provisions.** Each provision contained in this Agreement is distinct and severable. A declaration of invalidity or unenforceability of any provision or portion thereof shall not affect the validity or enforceability of any other provision. Should any provision or portion thereof be held to be invalid or unenforceable, the parties agree that the reviewing authority should endeavor to give effect to the parties' intention as reflected in such provision to the maximum extent possible.

10.4 **Governing Law.** Each party shall maintain compliance with all applicable laws, rules, regulations, and orders relating to its obligations pursuant to this Agreement. This Agreement shall be construed in accordance with, and governed by, the laws of the state in which Agency is located, without giving effect to any choice of law doctrine that would cause the law of any other jurisdiction to apply.

10.5 **Assignment.** This Agreement may not be assigned by either party without the prior written consent of the other. Notwithstanding the foregoing, this Agreement may be assumed by a party's successor in interest through merger, acquisition, or consolidation without additional notice or consent.

10.6 **Waiver.** Either party's failure to exercise, or delay in exercising, any right or remedy under any provision of this Agreement shall not constitute a waiver of such right or remedy.

10.7 **Notices.** Any notice required hereunder shall be in writing and shall be made by certified mail (postage prepaid) to known, authorized recipients at such address as each party may indicate from time to time. In addition, electronic mail (email) to established and authorized recipients is acceptable when acknowledged by the receiving party.



Request for Council Action

SUBJECT: Resolution Authorizing Purchase of Fire Department Radios and Adopting Associated Budget Amendment

MEETING DATE: April 14, 2025
ITEM TYPE: Consent Agenda
CONTACT: Judy Thill, Fire Chief, 651.450.2495

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, authorizing the purchase of Fire Department Radios and authorizing an associated amendment to the 2025 Fire Department Budget.

BACKGROUND

In September of 2023, Dakota 911 began encrypting the main law enforcement communication channels in Dakota County. The IGH Fire Department had no encryption-capable radios, and therefore lost access to communications with law enforcement on those main channels. In addition, a majority of the Fire Department's radios are 18 years old and approaching the end of their useful life. Therefore, the Fire Department has been working to gradually replace its radios with encryption-capable radios and keeping an eye out for grant funding opportunities.

In late 2024, the Fire Department was awarded a \$40,000 state grant, which carries with it a match requirement of just \$2,105. Additionally, the Fire Department had \$94,975 in unspent funds in its 2024 budget that the Council previously authorized to be carried over for the purchase of additional radios.

At this time, the Council is asked to amend the Fire Department's 2025 budget to add the \$40,000 in grant funds to the Department's authorized expenditure amount for machinery and equipment and also to authorize the purchase of 22 radios, plus chargers and accessories, at a total cost of \$138,760.62. The purchase includes 7 mobile radios, which will be installed in fire department vehicles, and 15 portable radios, which will be carried by assigned Fire Department personnel.

FISCAL IMPACT

Purchase Cost *(including chargers and other accessories)*

15 Portable Rados	\$95,351.10
7 Mobile Radios	\$43,409.52
TOTAL	\$138,760.62

Funding Sources

State Grant (to be added to existing Machinery & Equipment Line)	\$40,000.00
2025 Fire Dept Budget Machinery & Equipment (101.2200.000.5615)	\$94,975.00
2025 Fire Dept Budget Small Tools (101.2200.000.5160)	\$3,785.62
TOTAL	\$138,760.62

RECOMMENDATION

Staff recommends adoption of the attached Resolution.

ATTACHMENTS

1. Resolution Authorizing Purchase of Fire Dept Radios
2. Quote for Encrypted Portable Radios
3. Quote for Encrypted Mobile Radios

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

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING PURCHASE OF FIRE DEPARTMENT RADIOS
AND ASSOCIATED AMENDMENT TO 2025 BUDGET**

WHEREAS, Dakota 911 encrypted all Dakota County police main radio channels in the county in 2023; and

WHEREAS, the IGH Fire Department is in the process of replacing its radios with encryption-capable radios, in order to maintain direct emergency communications with law enforcement; and

WHEREAS, the IGH Fire Department was recently awarded a \$40,000 grant from the State of Minnesota to purchase radios; and

WHEREAS, unspent funds from the Fire Department's 2024 budget were previously authorized for carry-over to the Department's 2025 budget for the purpose of funding additional radio purchases.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS, MINNESOTA, that the purchase of 22 encryption-capable radios, plus associated chargers and accessories, is hereby authorized at a total cost of \$138,760.62 and that the 2025 Fire Department budget is hereby amended to increase the authorized expenditure amount for machinery and equipment (101.2200.000.5616) by \$40,000.

Adopted this 14th day of April 2025 by the City Council of Inver Grove Heights, MN

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



INVER GROVE HEIGHTS FIRE, CITY OF

APX-6000 XE Green Encrypted Radios 4-7-25

04/07/2025

04/07/2025

INVER GROVE HEIGHTS FIRE, CITY OF
9200 COURTHOUSE BLVD
INVER GROVE HEIGHTS, MN 55077

RE: Motorola Quote for APX-6000 XE Green Encrypted Radios 4-7-25

Dear Eric Bergum,

Motorola Solutions is pleased to present INVER GROVE HEIGHTS FIRE, CITY OF with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide INVER GROVE HEIGHTS FIRE, CITY OF with the best products and services available in the communications industry. Please direct any questions to Sid Sanocki at sid.sanocki@ancom.org.

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Sid Sanocki

Motorola Solutions Manufacturer's Representative

Billing Address:
INVER GROVE HEIGHTS FIRE,
CITY OF
9200 COURTHOUSE BLVD
INVER GROVE HEIGHTS,
MN 55077
US

Shipping Address:
INVER GROVE HEIGHTS FIRE,
CITY OF
9200 COURTHOUSE BLVD
INVER GROVE
HEIGHTS, MN 55077
US

Quote Date:04/07/2025
Expiration Date:06/06/2025
Quote Created By:
Sid Sanocki
sid.sanocki@ancom.org

End Customer:
INVER GROVE HEIGHTS FIRE, CITY OF
Eric Bergum
ebergum@ighmn.gov
651-248-4027

Contract: MnDOT 209493
Payment Terms:30 NET

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Line #	Item Number	Description	Qty	List Price	Disc %	Sale Price	Ext. Sale Price
	APX™ 6000 Series	APX6000 XE					
1	H98UCF9PW6BN	APX6000 700/800 MODEL 2.5 PORTABLE	15	\$3,667.00	28.0%	\$2,640.24	\$39,603.60
1a	H869BZ	ENH: MULTIKEY	15	\$363.00	28.0%	\$261.36	\$3,920.40
1b	Q361AR	ADD: P25 9600 BAUD TRUNKING	15	\$330.00	28.0%	\$237.60	\$3,564.00
1c	QA02006AA	ENH: APX6000XE RUGGED RADIO	15	\$880.00	28.0%	\$633.60	\$9,504.00
1d	Q58AL	ADD: 3Y ESSENTIAL SERVICE	15	\$184.00	0.0%	\$184.00	\$2,760.00
1e	Q15AK	ADD: AES/DES-XL/DES-OFB ENCRYPTION AND ADP	15	\$879.00	28.0%	\$632.88	\$9,493.20
1f	H38BT	ADD: SMARTZONE OPERATION	15	\$1,320.00	28.0%	\$950.40	\$14,256.00
1g	QA01427AB	ALT: IMPACT GREEN HOUSING	15	\$28.00	28.0%	\$20.16	\$302.40
1h	Q806BM	ADD: ASTRO DIGITAL CAI OPERATION	15	\$567.00	28.0%	\$408.24	\$6,123.60
1i	QA09113AB	ADD: BASELINE RELEASE SW	15	\$0.00	0.0%	\$0.00	\$0.00



Line #	Item Number	Description	Qty	List Price	Disc %	Sale Price	Ext. Sale Price
2	NNTN7624C	CHARGER,CHR IMP VEH EXT NA/EU KIT	15	\$509.76	42.62%	\$292.50	\$4,387.50
3	PMMN4069AL	MICROPHONE,IMPRES RSM, 3.5MM JACK, IP55	15	\$143.64	33.33%	\$95.76	\$1,436.40

Grand Total **\$95,351.10(USD)**

Notes:

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.



Purchase Order Checklist NA OM

Marked as PO/ Contract/ Notice to Proceed on Company Letterhead
(PO will not be processed without this)

PO Number/ Contract Number

PO Date

Vendor = Motorola Solutions, Inc.

Payment (Billing) Terms/ State Contract Number

Bill-To Name on PO must be equal to the *Legal* Bill-To Name

Bill-To Address

Ship-To Address (If we are shipping to a MR location, it must be documented on PO)

Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO)

PO Amount must be equal to or greater than Order Total

Non-Editable Format (Word/ Excel templates cannot be accepted)

Tax Exemption Status

Signatures (As required)

NOTE: When an email order is submitted a confirmation is sent from Motorola AutoNotify referencing a **case number**.

Once checklist is complete, order still must go through **Order Validation/Credit Approval**



INVER GROVE HEIGHTS FIRE, CITY OF

Encrypted Mobile Radios 4-7-25

04/07/2025

04/07/2025

INVER GROVE HEIGHTS FIRE, CITY OF
9200 COURTHOUSE BLVD
INVER GROVE HEIGHTS, MN 55077

RE: Motorola Quote for Encrypted Mobile Radios 4-7-25

Dear Eric Bergum,

Motorola Solutions is pleased to present INVER GROVE HEIGHTS FIRE, CITY OF with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide INVER GROVE HEIGHTS FIRE, CITY OF with the best products and services available in the communications industry. Please direct any questions to Sid Sanocki at sid.sanocki@ancom.org.

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Sid Sanocki
Sales

Motorola Solutions Manufacturer's Representative

Billing Address:
INVER GROVE HEIGHTS FIRE,
CITY OF
9200 COURTHOUSE BLVD
INVER GROVE HEIGHTS,
MN 55077
US

Shipping Address:
INVER GROVE HEIGHTS FIRE,
CITY OF
9200 COURTHOUSE BLVD
INVER GROVE
HEIGHTS, MN 55077
US

Quote Date:04/07/2025
Expiration Date:06/06/2025
Quote Created By:
Sid Sanocki
Sales
sid.sanocki@ancom.org
6517148359

End Customer:
INVER GROVE HEIGHTS FIRE, CITY OF
Eric Bergum
ebergum@ighmn.gov
651-248-4027

Contract: MnDOT 209493
Payment Terms:30 NET

Line #	Item Number	Description	Qty	List Price	Disc %	Sale Price	Ext. Sale Price
	APX™ 6500 / Enh Series	ENHANCEDAPX6500					
1	M25URS9PW1BN	APX6500 ENHANCED 7/800 MHZ MOBILE	7	\$3,518.00	28.0%	\$2,532.96	\$17,730.72
1a	G851AG	ADD: AES/DES-XL/DES-OFB ENCRYP APX AND ADP	7	\$879.00	28.0%	\$632.88	\$4,430.16
1b	G51AU	ENH: SMARTZONE OPERATION APX6500	7	\$1,320.00	28.0%	\$950.40	\$6,652.80
1c	G67DT	ADD: REMOTE MOUNT E5 APXM	7	\$327.00	28.0%	\$235.44	\$1,648.08
1d	G78AT	ENH: 3 YEAR ESSENTIAL SVC	7	\$288.00	0.0%	\$288.00	\$2,016.00
1e	GA01606AA	ADD: NO BLUETOOTH/ WIFI/GPS ANTENNA NEEDED	7	\$0.00	0.0%	\$0.00	\$0.00
1f	B18CR	ADD: AUXILIARY SPKR 7.5 WATT APX	7	\$66.00	28.0%	\$47.52	\$332.64
1g	G444AH	ADD: APX CONTROL HEAD SOFTWARE	7	\$0.00	0.0%	\$0.00	\$0.00
1h	G806BL	ENH: ASTRO DIGITAL CAI OP APX	7	\$567.00	28.0%	\$408.24	\$2,857.68
1i	GA01670AA	ADD: APX E5 CONTROL HEAD	7	\$717.00	28.0%	\$516.24	\$3,613.68



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Line #	Item Number	Description	Qty	List Price	Disc %	Sale Price	Ext. Sale Price
1j	W22BA	ADD: STD PALM MICROPHONE APX	7	\$79.00	28.0%	\$56.88	\$398.16
1k	QA09113AB	ADD: BASELINE RELEASE SW	7	\$0.00	0.0%	\$0.00	\$0.00
1l	W969BG	ENH: MULTIKEY OPERATION	7	\$363.00	28.0%	\$261.36	\$1,829.52
1m	G174AD	ADD: ANT 3DB LOW-PROFILE 762-870	7	\$47.00	28.0%	\$33.84	\$236.88
1n	G361AH	ENH: P25 TRUNKING SOFTWARE APX	7	\$330.00	28.0%	\$237.60	\$1,663.20

Grand Total **\$43,409.52(USD)**

Notes:

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.



Purchase Order Checklist NA OM

Marked as PO/ Contract/ Notice to Proceed on Company Letterhead
(PO will not be processed without this)

PO Number/ Contract Number

PO Date

Vendor = Motorola Solutions, Inc.

Payment (Billing) Terms/ State Contract Number

Bill-To Name on PO must be equal to the *Legal* Bill-To Name

Bill-To Address

Ship-To Address (If we are shipping to a MR location, it must be documented on PO)

Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO)

PO Amount must be equal to or greater than Order Total

Non-Editable Format (Word/ Excel templates cannot be accepted)

Tax Exemption Status

Signatures (As required)

NOTE: When an email order is submitted a confirmation is sent from Motorola AutoNotify referencing a **case number**.

Once checklist is complete, order still must go through **Order Validation/Credit Approval**



Request for Council Action

SUBJECT: **Resolutions Awarding Contract and Approving Budget for 2025 Pavement Maintenance - Crack Sealing (City Project No. 2025-09A)**

MEETING DATE: April 14, 2025

ITEM TYPE: Consent Agenda

CONTACT: Chris English, Graduate Civil Engineer, 651-248-0157

ACTION REQUESTED

The Council is asked to adopt the attached Resolutions, awarding the contract and approving the budget for the 2025 Pavement Maintenance - Crack Sealing (City Project No 2025-09A).

BACKGROUND

Project 2025-09A is for crack sealing maintenance activities associated with the City's Pavement Management Initiative. Bids on the project were opened on March 27, 2025, with three bids received. The low bidder, Allied Blacktop Company, had a bid total of \$27,360. This is 61% less than the project budget amount of \$69,875 and within the total budget for the crack sealing pavement management effort.

FISCAL IMPACT

Project	2025 Base Budget*	Low Bid (Contract Award)	5% Construction Contingency	Proposed Budget (W/ Contingency)	Difference from 2025 Base Budget
2025-09A Crack Seal	\$69,875	\$27,360	\$1,368	\$28,728	\$(41,147)

RECOMMENDATION

Staff recommends adoption of the attached Resolutions, awarding the contract to Allied Blacktop Company, in the amount of \$27,360.00 and approving the budget for City Project No. 2025-09A.

ATTACHMENTS

1. Resolution Awarding Contract for 2025-09A Crack Seal
2. Resolution Approving Budget for 2025-09A Crack Seal

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

RESOLUTION NO. _____

**RESOLUTION AWARDING CONTRACT TO ALLIED ASPHALT COMPANY FOR 2025 PAVEMENT
MAINTENANCE, CITY PROJECT NO. 2025-09A CRACK SEAL**

WHEREAS, pursuant to an advertisement for bids for 2025 Pavement Maintenance, City Project 2025-09A Crack Seal bids were received, opened on March 27, 2025, at 11:00 a.m., via on-line bidding, read aloud, and tabulated according to law. The following bids were received complying with the advertisement:

Contractor	5% Bid Bond	Base Bid
Allied Blacktop Company	Yes	\$27,360.00
Fahrner Asphalt Sealers, LLC	Yes	\$57,005.42
Asphalt Surface	Yes	\$102,267.50

WHEREAS, Allied Blacktop Company is the lowest responsible bidder for a total amount of \$27,360.00

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

- 1) The Mayor and Clerk are hereby authorized and directed to enter a contract with Allied Blacktop Company in the name of the City of Inver Grove Heights, for 2025 Pavement Maintenance, City Project 2025-09A – Crack Seal, according to plans and specifications approved by the Council and on file at the Office of the City Clerk.
- 2) The City Clerk is hereby authorized and directed to return, to all bidders, the deposits made with their bids except for the deposit of the successful bidder and the next lowest bidder shall be retained until the contract has been fully executed
- 3) Project funding for the City Project No. 2023-09A shall be provided by the Pavement Management – Local Streets fund (Fund 440).

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 14th day of April 2025.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

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

RESOLUTION NO. _____

**RESOLUTION APPROVING BUDGET FOR 2025 PAVEMENT MAINTENANCE, CITY PROJECT
NO. 2025-09A CRACK SEAL**

WHEREAS, the City Council has considered City Project No. 2025-09A, providing crack sealing of paved streets throughout the city, according to the pavement management plan; and

WHEREAS, finding the project to be necessary and beneficial to the orderly and efficient construction and/or maintenance of city infrastructure, the City Council has ordered the project and awarded a contract for project construction

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

1. The following budget is hereby adopted for City Project No. 2025-09A:

PROJECT COSTS	
Construction bid	\$27,360.00
Construction Contingency (5%)	\$1,368.00
TOTAL	\$28,728.00

PROJECT COSTS	
Pavement Management – Local Streets (Fund) 440	\$28,728.00
TOTAL	\$28,728.00

2. The Public Works Director is authorized to direct the use of contingency funds up to the approved amount for project work in the case of changes in site conditions, quantity adjustment, or unforeseen expenses necessary to complete the project as proposed.

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 14th day of April 2025.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

Request for Council Action

SUBJECT: **Resolutions Awarding Contract and Approving Budget for 2025 Sewer Cleaning & Televising (City Project 2025-07)**

MEETING DATE: April 14, 2025

ITEM TYPE: Consent Agenda

CONTACT: Brian Connolly, Public Works Director, 651.450.2571

ACTION REQUESTED

The Council is asked to adopt the attached Resolutions, awarding the contract and approving the budget for City Project No. 2025-07 for the 2025 Contract Sewer Cleaning and Televising project.

BACKGROUND

Bids on City Project No. 2025-07, for the 2025 Contract Sewer Cleaning and Televising Project, were opened on March 27, 2024, with four bids received. Equix Integrity, Inc. is the low bidder with a total bid of \$324,180.30.

FISCAL IMPACT

The costs for City Project No. 2025-07 are summarized as follows:

Improvement Type	2025 CIP & 2025 Approved Budget	Low Bid (Contract Award)	10% LEAF (Legal, Engineering, Admin, Finance)	10% Construction Contingency	Proposed Budget	Difference from 2025 CIP & 2025 Budget
Sanitary Sewer	370,000.00	281,802.30	28,180.23	28,180.23	338,162.76	(31,837.24)
Storm Sewer	60,000.00	42,378.00	4,237.80	4,237.80	50,853.60	(9,146.40)
Total	\$430,000.00	\$318,741.71	\$31,874.17	\$31,874.17	\$389,016.36	(\$40,983.64)

Funding for City Project No. 2025-07 is recommended from the Sewer Capital Fund (Fund 521) and Storm Sewer Capital Fund (Fund 531) for sanitary sewer and storm sewer work, respectively.

RECOMMENDATION

Staff recommends adoption of the attached Resolutions, awarding the contract to Equix Integrity, Inc. in the amount of \$324,180.30 and approving the budget for City Project No. 2025-07.

ATTACHMENTS

1. Resolution Awarding Contract - 2025-07
2. Resolution Approving Budget - 2025-07

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

RESOLUTION NO. _____

**RESOLUTION AWARDING CONTRACT TO EQUIX INTEGRITY, INC. FOR
CITY PROJECT NO. 2025-07 - 2025 CONTRACT SEWER CLEANING AND TELEVISIONING**

WHEREAS, pursuant to an advertisement for bids for the 2025 Contract Sewer Cleaning and Televising Project (City Project No. 2025-07), bids were received and opened online on March 27, 2025, at 10:00 a.m., read aloud, and tabulated according to law. The following bids were received complying with the advertisement:

Contractor	5% Bid Bond	Base Bid
Equix Integrity, Inc.	Yes	\$324,180.30
American Environmental	Yes	\$346,901.25
Pipe Services	Yes	\$348,400.18
National Power Rodding Corp	Yes	\$661,899.00

WHEREAS, Equix Integrity, Inc. is the lowest responsible bidder for a total contract amount of \$324,180.30.

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

1. The Mayor and Clerk are hereby authorized and directed to enter a contract with Equix Integrity, Inc. in the name of the City of Inver Grove Heights, for 2025 Contact Sewer Cleaning and Televising, City Project No. 2025-07, according to plans and specifications on file at the Office of the City Clerk.
2. The City Clerk is hereby authorized and directed to return, forthwith, to all bidders, the deposits made with their bids except for the deposition of the successful bidder and the next lowers bidder shall be retained until the contract has been fully executed.
3. Project funding for City Project No. 2025-07 in the contract amount of \$324,180.30 shall be provided by the Sewer Capital and Storm Water Capital funds.

Approved by the City Council of the City of Inver Grove Heights, Minnesota, on this 14th day of April 2025.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

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

RESOLUTION NO. _____

**RESOLUTION APPROVING THE BUDGET FOR 2025 CONTRACT SEWER CLEANING AND
TELEVISIONING, CITY PROJECT NO. 2025-07**

WHEREAS, the City Council has considered City Project No. 2025-07 providing for the cleaning and televising of sanitary sewer and storm sewer in locations as identified in the project plans and specifications; and

WHEREAS, finding the project to be necessary and beneficial to the orderly and efficient construction and/or maintenance of city infrastructure, the City Council has ordered the project and awarded a contract for project construction.

NOW, THEREFORE, BE IT RESOLVED BY THE INVER GROVE HEIGHTS CITY COUNCIL, that the following budget is hereby adopted for City Project No. 2025-07:

PROJECT COSTS	2025-07
Construction Bid	\$324,180.30
Legal, Engineering, Administrative, & Finance (LEAF) ⁽¹⁾	\$32,418.03
Construction Contingency (10%)	\$32,418.03
TOTAL	\$389,016.36

FUNDING SOURCES	2025-07
Sewer Capital (Fund 521)	\$338,162.76
Storm Water Capital (Fund 531)	\$50,853.60
TOTAL	\$389,016.36

(1) Cost based on 10% of as-bid costs.

BE IT FUTHER RESOLVED that the Public Works Director is authorized to direct the use of contingency funds up to the approved amount for project work in the case of changes in site conditions, quantity adjustment, or unforeseen expenses necessary to complete the project as proposed.

Approved by the City Council of the City of Inver Grove Heights, Minnesota, this 14th day of April 2025.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: **Resolutions Awarding Contract and Approving Budget for 2025 Pavement Management Initiative - Groveland Area and 50th Street Area (City Project Nos. 2025-09D & 2025-09E)**

MEETING DATE: April 14, 2025

ITEM TYPE: Consent Agenda

CONTACT: Paul Merchlewicz, City Engineer, 651.450.2572

ACTION REQUESTED

The Council is asked to adopt the attached Resolutions, awarding a contract and approving a budget for City Project Nos. 2025-09D (Barbara Avenue and 46th Street Area) and 2025-09E (50th Street Area - TH 3 to Babcock Trail).

BACKGROUND

Bids for the 2025 Pavement Management Initiative (PMI) project areas were received and opened on March 25, 2025, with seven bids received. Bituminous Roadways, Inc. is the low bidder with a total bid of \$8,479,730.36, which is approximately 20% under the Engineer's Estimate of \$10,539,166, and within the approved feasibility budgets for:

- 2025-09D - Barbara Avenue and 46th Street Area (the "Groveland" Area)
- 2025-09E - 50th Street Area

The names and bid amounts of all bidders can be found in the attached Resolution awarding the contract to Bituminous Roadways.

FISCAL IMPACT

The costs for City Project No. 2025-09D (Barbara Avenue and 46th Street Area) are summarized as follows:

Improvement Type	Feasibility Estimate (Total Costs)	Low Bid (Contract Award)	28% LEAF (Legal, Eng, Admin, & Finance Costs)	5% Construction Contingency	Proposed Budget	Difference From Feasibility Estimate (over/under)
Street	\$4,236,636	\$3,221,792.55	\$902,101.91	\$161,089.63	\$4,284,984.09	\$48,348.09
Storm	\$1,450,859	\$828,158.00	\$231,884.24	\$41,407.90	\$1,101,450.14	\$(349,408.86)
Watermain	\$2,274,554	\$1,422,990.25	\$398,437.27	\$71,149.51	\$1,892,577.04	\$(381,976.96)
Sewer	\$1,470,631	\$1,195,551.01	\$334,754.28	\$59,777.55	\$1,590,082.84	\$119,451.84
Park	\$70,361	\$77,211.05	\$21,619.09	\$3,860.55	\$102,690.70	\$32,329.70

TOTAL	\$9,503,041	\$6,745,702.86	\$1,888,796.80	\$337,285.14	\$8,971,784.80	\$(531,256.20)
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The costs for City Project No. 2025-09E (50th Street Area) are summarized as follows:

Improvement Type	Feasibility Estimate (Total Costs)	Low Bid (Contract Award)	28% LEAF (Legal, Eng, Admin, & Finance Costs)	5% Construction Contingency	Proposed Budget	Difference From Feasibility Estimate (over/under)
Street	\$1,957,972	\$1,444,002.50	\$404,320.70	\$72,200.13	\$1,920,523.33	\$(37,448.68)
Storm	\$407,856	\$258,613.00	\$72,411.64	\$12,930.65	\$343,955.29	\$(63,900.71)
Watermain	\$41,219	\$21,970.00	\$6,151.60	\$1,098.50	\$29,220.10	\$(11,998.90)
Sewer	\$93,491	\$9,442.00	\$2,643.76	\$472.10	\$12,557.86	\$(80,933.14)
TOTAL	\$2,500,538	\$1,734,027.50	\$485,527.70	\$86,701.38	\$2,306,256.58	\$(194,281.43)

Funding for City Project Nos. 2025-09D and 2025-09E is recommended to be from the Pavement Management - Local Streets Fund (Fund 440), Water Capital Fund (Fund 511), Sewer Capital Fund (Fund 521), Storm Water Capital Fund (Fund 531), Park Capital Replacement Fund (Fund 401) and Special Assessments as indicated in the accompanying budget Resolutions.

RECOMMENDATION

Staff recommends adoption of the attached Resolutions, awarding the contract to Bituminous Roadways, Inc. in the amount of \$8,479,730.36 and approving the budgets for City Project Nos. 2025-09D and 2025-09E.

ATTACHMENTS

1. Resolution Awarding Contract (2025-09D & 2025-09E)
2. Resolution Approving Budget (2025-09D)
3. Resolution Approving Budget (2025-09E)

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

RESOLUTION NO. _____

**RESOLUTION AWARDING CONTRACT TO BITUMINOUS ROADWAYS, INC. FOR THE 2025
PAVEMENT MANAGEMENT INITIATIVE PROJECT NOS. 2025-09D AND 2025-09E**

WHEREAS, pursuant to an advertisement for bids for the 2025 Pavement Management Initiative, City Project No. 2025-09D – Barbara Ave & 46th Street Area and City Project No. 2025-09E - 50th Street Area, bids were received and opened online on March 25, 2025, at 11:00 a.m., read aloud, and tabulated according to law. The following bids were received complying with the advertisement:

Contractor	5% Bid Bond	Base Bid
Bituminous Roadways, Inc.	Yes	\$8,479,730.36
McNamara Contracting	Yes	\$8,589,027.28
S.M. Hentges & Sons, Inc.	Yes	\$8,620,503.55
Valley Paving, Inc.	Yes	\$8,664,255.79
Max Steininger, Inc.	Yes	\$8,702,591.66
Ryan Contracting Co.	Yes	\$8,903,884.75
Park Construction Company	Yes	\$9,586,935.52

WHEREAS, Bituminous Roadways, Inc. is the lowest responsible bidder for a total contract amount of \$8,479,730.36.

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

1. The Mayor and Clerk are hereby authorized and directed to enter a contract with Bituminous Roadways, Inc. in the name of the City of Inver Grove Heights, for the 2025 Pavement Management Initiative, City Projects 2025-09D and 2025-09E, according to plans and specifications on file at the Office of the City Clerk.
2. The City Clerk is hereby authorized and directed to return, forthwith, to all bidders, the deposits made with their bids except for the deposition of the successful bidder and the next lowers bidder shall be retained until the contract has been fully executed.
3. Project funding for City Project No. 2025-09D and 2025-09E in the contract amount of \$8,479,730.36 shall be provided by the Pavement Management – Local Streets, Water Capital, Sewer Capital, Storm Water Capital, Park Capital Replacement, and through Special Assessments.

Approved by the City Council of the City of Inver Grove Heights, Minnesota, on this 14th day of April 2025.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

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

RESOLUTION NO. _____

**RESOLUTION APPROVING BUDGET FOR CITY PROJECT NO. 2025-09D – BARBARA AVENUE
AND 46TH STREET AREA**

WHEREAS, the City Council has considered City Project No. 2025-09D providing full reconstruction of sewer, water, storm sewer, and streets on Audrey Ave, 46th Street E, 47th Street E from Bacon Ave to its east terminus, August Way, Bacon Ave, Bacon Court, Upper 45th Street E, Barbara Ave north of 47th Street E, and Barbato Court; and

WHEREAS, the City Council has also considered providing full depth pavement reclamation (FDR) and spot curb and utility structure replacement on 47th Street E from Babcock Trail to the cul-de-sac, Barbara Ave south of 47th Street E, and 49th Street E; and

WHEREAS, the City Council has also considered providing stormwater treatment outlet structures and outlet control structures for adjacent ponds as well as full depth pavement reclamation of the Groveland Park parking lot with spot curb replacement; and

WHEREAS, finding the project to be necessary and beneficial to the orderly and efficient construction and/or maintenance of city infrastructure, the City Council has ordered the project and awarded a contract for project construction.

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

1. That the following budget is hereby adopted for City Project No. 2025-09D.

PROJECT COSTS	2025-09D
Construction Bid	\$6,745,702.86
Legal, Engineering, Administrative, & Finance (LEAF) ⁽¹⁾	\$1,888,796.80
Construction Contingency (5%)	\$337,285.14
TOTAL	\$8,971,784.80

FUNDING SOURCES	2025-09D
Park Capital Replacement (Fund 401)	\$102,690.70
Pavement Management – Local Streets (Fund 440) ⁽²⁾	\$2,701,357.09
Water Capital (Fund 511)	\$1,892,577.03
Sewer Capital (Fund 521)	\$1,590,082.84
Storm Water Capital (Fund 531) ⁽²⁾	\$663,107.01
Special Assessments ⁽²⁾	\$2,021,970.13
TOTAL	\$8,971,784.80

(1) Cost based on 28% of contract bid costs for the work.

(2) Assessments, pavement management, and storm water are prorated based on the final cost estimate using bid pricing.

2. The Public Works Director is authorized to direct the use of contingency funds up to the approved amount for project work in the case of changes in site conditions, quantity adjustment, or unforeseen expenses necessary to complete the project as proposed.

Approved by the City Council of the City of Inver Grove Heights, Minnesota, this 14th day of April 2025.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

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

RESOLUTION NO. _____

RESOLUTION APPROVING BUDGET FOR CITY PROJECT NO. 2025-09E – 50TH STREET AREA

WHEREAS, the City Council has considered City Project No. 2025-09E providing a full depth reclamation, paving, spot driveway disturbance, spot curb and gutter replacement, storm sewer improvements, watermain adjustments and repairs, utility casting adjustments and replacements, appurtenances, and restoration along 50th Street between TH 3 and Babcock Trail, and along Ashley Lane; and

WHEREAS, finding the project to be necessary and beneficial to the orderly and efficient construction and/or maintenance of city infrastructure, the City Council has ordered the project and awarded a contract for project construction.

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

1. That the following budget is hereby adopted for City Project No. 2025-09E.

PROJECT COSTS	2025-09D
Construction Bid	\$1,734,027.50
Legal, Engineering, Administrative, & Finance (LEAF) ⁽¹⁾	\$485,527.70
Construction Contingency (5%)	\$86,701.38
TOTAL	\$2,306,256.58

FUNDING SOURCES	2025-09D
Pavement Management – Local Streets (Fund 440) ⁽²⁾	\$841,989.25
Water Capital (Fund 511)	\$29,220.10
Sewer Capital (Fund 521)	\$12,557.86
Storm Water Capital (Fund 531) ⁽²⁾	\$343,955.29
Special Assessments ⁽²⁾	\$1,078,534.07
TOTAL	\$2,306,256.58

(1) Cost based on 28% of contract bid costs for the work.

(2) Assessments, pavement management, and storm water are prorated based on the final cost estimate using bid pricing.

2. The Public Works Director is authorized to direct the use of contingency funds up to the approved amount for project work in the case of changes in site conditions, quantity adjustment, or unforeseen expenses necessary to complete the project as proposed.

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 14th day of April 2025.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: **Resolutions Awarding Contract and Approving Budget for 2025 Pavement Management Initiative - Bacardi Avenue and 88th Street Reconstruction (City Project No. 2025-09G)**

MEETING DATE: April 14, 2025

ITEM TYPE: Consent Agenda

CONTACT: Paul Merchlewicz, City Engineer, 651.450.2572

ACTION REQUESTED

The Council is asked to adopt the attached Resolutions, awarding the construction contract and approving budgets for City Project No. 2024-09G, as part of the 2025 Pavement Management Initiative.

BACKGROUND

Bids for the 2025 Pavement Management Initiative (PMI) project areas were opened on March 31, 2025, with six bids received. McNamara Contracting Inc. is the low bidder with a total bid of \$496,514.10, which is approximately 24% under the engineer's estimate of \$652,386.50 and within the approved feasibility budgets for 2025-09G - Bacardi Avenue and 88th Street Area. The names and bid amounts for all bidders can be found on the attached Resolution awarding the contract to McNamara.

FISCAL IMPACT

The costs for City Project No. 2025-09G (Bacardi Avenue and 88th Street Area) are summarized as follows:

Improvement Type	Feasibility Estimate (Total Costs)	Low Bid (Contract Award)	28% LEAF (Legal, Eng, Admin, & Finance Costs)	5% Construction Contingency	Proposed Budget	Difference From Feasibility Estimate (over/under)
Street	\$522,027	\$362,096.35	\$72,419.27	\$18,104.82	\$452,620.44	\$(69,406.56)
Storm	\$260,358	\$85,726.25	\$17,145.25	\$4,286.31	\$107,157.81	\$(153,200.19)
Watermain	\$23,795	\$0	\$0	\$0	\$0	\$(23,795.00)
Sewer	\$110,655	\$48,691.50	\$9,738.30	\$2,434.58	\$60,864.38	\$(49,790.63)
TOTAL	\$916,835	\$496,514.10	\$99,302.82	\$24,825.71	\$620,642.63	\$(296,192.38)

Funding for City Project No. 2024-09G is recommended to be from the Pavement Management - Local Streets Fund (Fund 440), Sewer Capital Fund (Fund 521), Storm Water Capital Fund (Fund 531), and Special Assessments as indicated in the accompanying budget Resolution.

RECOMMENDATION

Staff recommends adoption of the attached Resolutions, awarding the contract to McNamara Contracting Inc. in the amount of \$496,514.10 and approving the budgets for City Project No. 2024-09G.

ATTACHMENTS

1. Resolution Awarding Contract (2025-09G)
2. Resolution Approving Budget (2025-09G)

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

RESOLUTION NO. _____

**RESOLUTION AWARDING CONTRACT TO MCNAMARA CONTRACTING. FOR THE 2025
PAVEMENT MANAGEMENT INITIATIVE PROJECT NO. 2025-09G**

WHEREAS, pursuant to an advertisement for bids for the 2025 Pavement Management Initiative, City Project No. 2025-09G – Bacardi Avenue and 88th Street Area, bids were received and opened online on March 31, 2025, at 11:00 a.m., read aloud, and tabulated according to law. The following bids were received complying with the advertisement:

Contractor	5% Bid Bond	Base Bid
McNamara Contracting	Yes	\$496,514.10
Max Steininger, Inc.	Yes	\$516,910.27
Krueger Excavating, Inc.	Yes	\$517,023.00
Park Construction Company	Yes	\$550,614.60
Pember companies, Inc.	Yes	\$655,025.00
Northwest	Yes	Incomplete

WHEREAS, McNamara Contracting is the lowest responsible bidder for a total contract amount of \$496,514.10.

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

1. The Mayor and Clerk are hereby authorized and directed to enter a contract with McNamara Contracting in the name of the City of Inver Grove Heights, for the 2025 Pavement Management Initiative, City Project No. 2025-09G – Bacardi Avenue and 88th Street Area, according to the plans and specifications on file at the office of the City Clerk.
2. The City Clerk is hereby authorized and directed to return, forthwith, to all bidders, the deposits made with their bids except for the deposition of the successful bidder and the next lowers bidder shall be retained until the contract has been fully executed.
3. Project funding for City Project No. 2025-09G in the contract amount of \$496,514.10 shall be provided by the Pavement Management – Local Streets, Sewer Capital, Storm Water Capital, and through Special Assessments.

Approved by the City Council of the City of Inver Grove Heights, Minnesota, on this 14th day of April 2025.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

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

RESOLUTION NO. _____

**RESOLUTION APPROVING BUDGET FOR CITY PROJECT NO. 2025-09G – BACARDI AVENUE
AND 88TH STREET AREA**

WHEREAS, the City Council has considered City Project No. 2025-09G providing roadway reconstruction, paving, spot driveway disturbance, new curb and gutter, new storm sewer improvements, sanitary sewer adjustments and repairs, utility casting adjustments and replacements, appurtenances, and restoration; and

WHEREAS, finding the project to be necessary and beneficial to the orderly and efficient construction and/or maintenance of city infrastructure, the City Council has ordered the project and awarded a contract for project construction.

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

1. that the following budget is hereby adopted for City Project No. 2025-09G.

PROJECT COSTS	2025-09G
Construction Bid	\$496,514.10
Legal, Engineering, Administrative, & Finance (LEAF) ⁽¹⁾	\$99,302.82
Construction Contingency (5%)	\$24,825.71
TOTAL	\$620,642.63

FUNDING SOURCES	2025-09G
Pavement Management – Local Streets (Fund 440) ⁽²⁾	\$374,223.15
Sewer Capital (Fund 521)	\$50,322.20
Storm Water Capital (Fund 531) ⁽²⁾	\$88,597.27
Special Assessments ⁽³⁾	\$107,500.00
TOTAL	\$620,642.63

(1) Cost based on 20% of contract bid costs for the work.

(2) Pavement management, and storm water are prorated based on the final cost estimate using bid pricing.

(3) Assessments are based on a Special Benefit Cap of \$10,750 per residential parcel.

2. The Public Works Director is authorized to direct the use of contingency funds up to the approved amount for project work in the case of changes in site conditions, quantity adjustment, or unforeseen expenses necessary to complete the project as proposed.

Approved by the City Council of the City of Inver Grove Heights, Minnesota, this 14th day of April 2025.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: **Resolution Approving Contract with Barr Engineering for Updates to the City's Water Resource Management Plan and Authorizing an Associated Budget Amendment (City Project No. 2024-10)**

MEETING DATE: April 14, 2025

ITEM TYPE: Consent Agenda

CONTACT: Paul Merchlewicz, City Engineer, 651.450.2572

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, awarding a contract to Barr Engineering for providing updates to the City's Water Resource Management Plan (City Project No. 2024-10).

BACKGROUND

On December 10, 2018, the City published the Fourth Generation Water Resources Management Plan (WRMP). The goals of this Contract are to update the Fourth Generation WRMP to remove references to outdated material, provide uniform asset naming for drainage basins/lakes for consistency, and update all respective exhibits. This effort will also include a refinement of the City's approach to the management of water resources by removing specialized areas throughout the City and focusing more on a standard solution relative to storm water features (e.g., providing a single vision for storm water management versus separate approaches for the Northwest Area and the remainder of the City).

Specific areas of interest that are included in this update to the Water Resource Management Plan include:

- Areas of risk to public and private infrastructure in relation to terminal basins, contributing basins, and storm water conveyance systems.
- Focus on areas and approaches to improve water quality.
- Strategies and approaches to accommodating modifications to impervious areas in both public and private systems, including consideration of the effectiveness of the use of public centralized infrastructure versus private treatment systems.
- Review and analysis of goals and policies as defined in established Comprehensive Plans and prior Water Resource Management Plans as well as a determination if additional or different goals and policies are beneficial to the City.
- Any additional areas/topics that may be necessary to help the City comply with existing agreements, statutes, laws, or regulations.

Staff solicited proposals from three firms for this work, and received two responses. Scoring was based on a best value approach that took into account Project Manager Experience and

Qualifications, Project Understanding, Work Plan and Project Approach, and Project Cost. Barr Engineering was chosen based on scoring criteria set forth in the proposal.

FISCAL IMPACT

The City originally budgeted \$100,000 in 2024 to pay for this work. Because the project did not get initiated or completed in 2024, this money remains in the Fund but needs to be added to the authorized expenditures for 2025 via a budget amendment so that it can be put toward the total cost of this contract, which is \$139,900. The remaining \$39,900 will need to come from the fund balance of the Stormwater Capital Fund.

RECOMMENDATION

Staff recommends adoption of the attached Resolution, awarding the contract for updates to the Water Resource Management Plan (City Project No. 2024-10) to Barr Engineering Co. and authorizing an associated amendment to the 2025 budget for the Stormwater Capital Fund (Fund 531) to authorize an increase in expenditures of \$139,900.

ATTACHMENTS

1. Resolution Awarding Contract & Amending Budget for WRMP Update
2. Work Order Contract 28 - WRMP Update

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

RESOLUTION NO. _____

**RESOLUTION ACCEPTING PROPOSAL AND AWARDING CONTRACT TO BARR ENGINEERING
CO. FOR UPDATES TO THE CITY'S WATER RESOURCE MANAGEMENT PLAN
(CITY PROJECT NO. 2024-10) AND AMENDING THE STORMWATER CAPITAL FUND BUDGET**

WHEREAS, the City of Inver Grove Heights wishes to update the City's Water Resource Management Plan (WRMP), last dated December 10, 2018, including any associated models and computations; and,

WHEREAS, this effort will include a refinement of the City's approach to the management of water resources by removing specialized areas throughout the City and focusing on a standard solution relative to stormwater features (e.g., provide a single vision for stormwater management versus separate approaches for the Northwest Area and the rest of the City); and

WHEREAS, the update to the WRMP was originally planned for and included in the 2024 Stormwater Capital Fund Budget but not initiated or completed at that time;

WHEREAS, staff solicited project proposals from three consultant engineers who are qualified to perform the work as part of the City's Engineering Consulting Pool, and following submittals by two interested firms, staff reviewed and rated the proposals based on a best value approach and recommend awarding a contract to Barr Engineering to perform the WRMP update.

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

1. The proposal from Barr Engineering Co. dated March 7, 2025, in the amount of \$139,900 for the Water Resource Management Plan Update is hereby accepted.
2. The 2025 budget for the Stormwater Capital Fund is hereby amended to authorize an additional \$139,900 in expenditures for professional services, utilizing a combination of \$100,000 in originally budgeted costs (from the 2024 budget) and an additional \$39,900 from the existing fund balance.
3. The Mayor and City Clerk are hereby authorized and directed to enter into a Work Order Contract for the scope of work included by reference as part of the current Master Professional Services Agreement with Barr Engineering Co.

Approved by the City Council of the City of Inver Grove Heights, Minnesota, this 14th day of April 2025.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

Section A: Water Resource Management Plan Update Proposer Instructions

Project Overview:

The City of Inver Grove Heights wishes to update the City's Water Resource Management Plan dated December 10, 2018, including any associated models and computations. As part of the updates, the contractor is expected to remove references to outdated material, rename drainage basins/lakes for consistency, and then update respective exhibits. This effort will also include a refinement of the City's approach to the management of water resources by removing specialized areas throughout the City and focusing more on a standard solution relative to stormwater features (e.g., providing a single vision for stormwater management versus separate approaches for the Northwest Area and the rest of the City).

Areas of interest that may be assumed as included in this update to the Water Resource Management Plan are:

- Areas of risk to public and private infrastructure in relation to terminal basins, contributing basins, and stormwater conveyance systems.
- Focus areas and approaches to improve water quality.
- Strategies and approaches to accommodating modifications to impervious areas in both public and private systems, including consideration of the effectiveness of the use of public centralized infrastructure versus private treatment systems.
- Review and analysis of goals and policies as defined in established Comprehensive Plans and prior Water Resource Management Plans as well as a determination if additional or different goals and policies are beneficial to the City.
- Any additional areas/topics that may be necessary to help the City comply with existing agreements, Statute, Law, or Regulations.

Proposal Content

The City is issuing this contract as a Request for Proposal (RFP) and will score based on a best value basis. ***Companies that are solicited with this RFP have been already vetted through the City's Master Agreement/Work Order process and are currently in the City's Consulting Pool. Read the proposal content requirements carefully for requested information and scoring. The City considers all firms solicited as capable so there will not be a focus on the Responder's team directly.*** The maximum length of RFP is 5 pages excluding cover letter and cost summary.

Proposal Scoring

The proposals will be scored based on the following weighted criteria:

Criteria	Weight
Project Manager Experience & Qualification	30%
Project Understanding	10%
Work Plan & Project Approach	40%
Project Cost	20%

The following will be considered minimum contents of the proposal, and must be submitted in the order listed:

1. Contact Information:

Responders must clearly identify the company’s full legal name, business address, contact person’s name, telephone number, and e-mail address (as available). This information may be part of the proposer’s cover letter and does not need to be repeated in the proposal body.

2. Project Manager Experience & Qualifications:

The purpose of this section is for responders to provide information detailing the background and experience of the Project Manager (not the project team). To do this, responders must:

- a. Provide a summary of experience with the preparation of similar scopes of work for the delivery of other Water Resource Management Plans including an outline of their background and experience, with examples of similar work done within the past 10 years

If subconsultants are to be used on this project, Responders must also outline the work that is expected to be performed by them as well as their past relationship with similar projects with the Project Manager. Note that no change in Project Manager assigned to the project will be permitted without the written approval of the City’s Project Manager.

3. Project Understanding:

The purpose of this section is for the responders to detail their understanding of the project. Responders must clearly state their understanding of the project objectives, goals, and tasks to show or demonstrate their view of the nature of the project. Responders should demonstrate their understanding by using their own words rather than simply repeating what is listed in the RFP.

4. Work Plan – Project Approach:

The purpose of this section is for responders to present their work plan. Responders must provide a detailed work plan, which must identify the major tasks to be accomplished. Responders must be sure to not only describe what will be done but explain how each task will be accomplished. Additional detail, approaches, and information may be incorporated into this section that identifies additional necessary work that demonstrates Responders knowledge and expertise but not identified in the City’s stated scope of work. Any extra additional work as identified should be identified in the Responder’s cost proposal and will be included in the overall project deliverables unless specifically excluded by the City. The City assumes all work identified, stated, and promised in the RFP will be delivered within the Responder’s submitted cost breakdown.

The City has the following prior models and information available for review/update/incorporation: [Water Resources](#). As part of the Responder's work plan and project approach, the Responder should review the enclosed information and determine if the information is adequate to complete the goals of this Water Resource Management Plan update. If the Responder identifies that additional modelling is necessary to provide a broader and better thought-out solution for the City's objectives, this should be clearly stated in the Approach along with justification.

The Responder's detailed work plan must present:

- a. The Overall Project Approach
- b. A Breakdown of the Project Tasks, detailing the tasks, and how they will be completed, and also specifically identifying assumptions that are not included in the City's scope that are necessary based on a review of provided information.
- c. Deliverable Due Dates and an Overall Project Schedule
- d. A List of Personnel Working on the Project, including details of each person's role, by task.

5. Cost Proposal:

Responders must provide a cost proposal that incorporates the breakdown of project tasks identified in Section 4, Work Plan - Project Approach. The responder must include a total project cost along with the following:

- a. A breakout of the hours by task for each employee classification.
- b. Identification of anticipated direct expenses.
- c. Identification of any assumptions made while developing this cost proposal.
- d. Identification of any cost information related to additional services or tasks. This should be included in the cost proposal but clearly identify it as additional costs. City will assume these costs are included in the overall work but may exclude any portion not specifically stated as part of the Scope in Exhibit A if determined by the City to be unnecessary.

Responders must have the cost proposal signed by an authorized member of the firm. Responders must not include any cost information within the body of the technical proposal.

Section B: Water Resource Management Plan Update - Contract and Scope of Work

Project Overview:

The City of Inver Grove Heights wishes to update the City's Water Resource Management Plan dated December 10, 2018, including any associated models and computations. As part of the updates, the contractor is expected to remove references to outdated material, rename drainage basins/lakes for consistency, and then update respective exhibits. This effort will also include a refinement of the City's approach to the management of water resources by removing specialized areas throughout the City and focusing more on a standard solution relative to stormwater features (e.g., provide a single vision for stormwater management versus separate approaches for the Northwest Area and the rest of the City).

Areas of interest that may be assumed as included in this update to the Water Resource Management Plan are:

- Areas of risk to public and private infrastructure in relation to terminal basins, contributing basins, and stormwater conveyance systems.
- Focus areas and approaches to improve water quality.
- Strategies and approaches to accommodating modifications to impervious areas in both public and private systems, including consideration of the effectiveness of the use of public centralized infrastructure versus private treatment systems.
- Review and analysis of goals and policies as defined in established Comprehensive Plans and prior Water Resource Management Plans as well as a determination if additional or different goals and policies are beneficial to the City.
- Any additional areas/topics that may be necessary to help the City comply with existing agreements, Statute, Law, or Regulations.

This written authorization to proceed and work order contract (work order contract) is between the City of Inver Grove Heights (City) and **Barr Engineering Co.**, a Corporation, Address: **4300 Market Pointe Drive, Suite 200, Minneapolis, MN 55435** ("Contractor"). This work order contract is issued under the authority of the City of Inver Grove Heights Master Professional Services Agreement between the City and Contractor ("Master Services Agreement") and is subject to all applicable provisions of the Master Services Agreement, which is incorporated herein by reference.

Recitals

1. The Contractor will furnish all products and perform all services defined in Article 2 of this Work Order Contract, Scope of Work and Deliverables, below.
2. The City needs a Contractor to provide professional services for review and revision of the fourth-generation water resource management plan.

RFP/Work Order Contract

1. Term of Contract; Survival of Terms; Incorporation of Exhibits:

1.1. Effective Date:

This work order contract will be effective on the date that all required signatures are obtained by City. The Contractor must not begin work under this work order contract until ALL required signatures have been obtained and Contractor has been notified in writing to begin such work by City's Authorized Representative.

1.2. Expiration Date:

This work order contract will expire on **June 30, 2026**, or when all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3. Exhibits:

Exhibits A through Exhibit B are attached and incorporated into this work order contract.

Exhibit A = Specifications, Duties, and Scope of Work

Exhibit B = Progress Report Form

2. Scope of Work and Deliverables:

2.1. The Contractor, who is not a city employee, will provide the following services under this work order contract: complete the tasks listed in Exhibit A.

2.2. The Contractor's assumptions for the work required to deliver the identified scope are included as part of this Contract as Attachment 1. The Contractor's assumptions or estimate of work will not supersede or take precedence over the requirements to deliver the specific scope items listed in this contract.

2.3. Deliverables are defined as the work product created or supplied by the Contractor pursuant to the terms of this work order contract.

The summary of deliverables of this work order contract are as follows:

Items	Date Due
Issue RFP	February 7, 2025
Proposal Due Date	March 7, 2025
Expected Notice to Proceed	April 15, 2025
Project Schedule (Draft)	April 21, 2025
Draft WRMP	August 15, 2025
Final WRMP	November 3, 2025

2.4. Deliverables are defined as the work product created or supplied by the Contractor pursuant to the terms of this work order contract.

3. Items Provided and/or Completed by the City:

- 3.1.** After authorizing the Contractor to begin work, the City will furnish any data or material in its possession relating to the project that may be of use to the Contractor in performing the work.
- 3.2.** All such data furnished to Contractor will remain the property of the City and will be promptly returned upon the City's request or upon the expiration or termination of this work order contract.
- 3.3.** The Contractor will assume responsibility for the incorporation or application of any data provided during their work whether from internal or external sources.
- 3.4.** The Contractor will analyze all such data furnished by the City. If Contractor finds any such data to be incorrect or incomplete, Contractor will bring the facts to the attention of City before proceeding with the part of the project affected. The City will investigate the matter, and if it finds that such data is incorrect or incomplete, it will promptly determine a method for furnishing corrected data. Delay in furnishing data will not be considered justification for an adjustment in compensation.

4. Consideration of Payment:

4.1. Consideration:

The City will pay for all services performed by Contractor under this contract as follows:

4.2. Compensation:

Contractor will be paid for hours worked during each invoice period on a Unit Rate basis not to exceed a maximum aggregate value greater than the Total Obligation shown in Section 4.1.5:

Labor Rate Costs*: **\$139,900.00**

Direct Expense Costs: **N/A**

* Labor Rate includes direct labor, overhead and profit

4.3. Overtime:

The City will not pay directly for any overtime worked by a Contractor or a subcontractor.

4.4. Direct Expense Costs:

Allowable direct expense costs include project specific costs and are items not otherwise included in overhead costs. Travel expenses and open house materials specific to this project are examples of Direct Expense Costs. Any Direct Expense Costs that are necessary for Contractor to reasonably conduct day to day work must be approved, in writing, by the City's Authorized Representative prior to expenditure (i.e., costs that would normally be considered overhead costs).

4.5. Travel Expenses:

The Contractor will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "IRS Publication 463, Travel, Gift, and Car Expenses".

4.6. Total Obligation:

The total obligation of City for all compensation and reimbursements to Contractor under this contract will not exceed **\$139,900.00**.

5. Terms of Payment:

- 5.1.** The City will promptly pay all valid obligations under this work order contract as required.
- 5.2.** The Contractor must submit invoices electronically for payment, monthly, using the cover letter format set forth in Exhibit B. Attach supporting hourly breakdown demonstrating work performed over the invoice period.
- 5.3.** The Contractor will provide a breakdown of hours per development project work performed.
- 5.4.** The City will provide Contractor with City billing identifiers and names for specific project identification in billing statements.
- 5.5.** The Contractor must submit the signed invoice, the signed progress report and all required supporting documentation, for review and payment, to the City's Finance Department, at invoices@ighmn.gov. If the Contractor cannot support electronic submission of the invoice package, the Contractor must contact the City's Authorized Representative for possible alternatives.

6. Contractor's Project Manager:

6.1. Contractor's Project Manager for this work order contract will be:

Name/Title: Greg Williams, P.E.
Address: 4300 Market Pointe Drive, Suite 200
Minneapolis
MN 55435
Telephone: 952-832-2945
E-Mail: gwilliams@barr.com

7. City's Project Manager and Authorized Representative:

7.1. City's Project Manager and Authorized Representative for this work order contract will be:

Authorized Representative	Project Manager
Name/Title: Paul Merchlewicz, P.E.	Name/Title: Chris English
Address: 8150 Barbara Ave Inver Grove Heights MN, 55077	Address: 8150 Barbara Ave Inver Grove Heights MN, 55077
Telephone: 651-450-2572	Telephone: 651-248-0157
E-Mail: pmerchlewicz@ighmn.gov	E-Mail: cenglish@ighmn.gov

City's Authorized Representative, or his/her successor, will sign progress reports, review billing statements, and make recommendations to City's Finance Department for certification of payment of each Invoice submitted by the Contractor.

8. Termination and Suspension

8.1. Termination by the City

The City or the City's Administrator may terminate this contract at any time, with or without cause. Upon termination, the Contractor will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

8.2. Termination for Insufficient Funding

The City may immediately terminate this work order contract if it does not obtain funding from the City Council, or other funding source; or if funding cannot be continued at a level sufficient to allow for payment of the services covered here. Termination must be by written notice to the Contractor. The City is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Contractor will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The City will not be assessed any penalty if the work order contract is terminated because of the decision of the City Council, or other funding source, not to appropriate funds. The City must provide the Contractor with notice of the lack of funding within a reasonable time of the City's receiving that notice.

8.3. Suspension

The City may immediately suspend this work order contract in the event of a total or partial government shutdown due to failure to have an approved budget by the legal deadline. Work performed by the Contractor during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.

9. Plain Language; Accessibility Standards

9.1. Plain Language

Except for designs, plans, layouts, maps and similar documents, the Contractor must provide all deliverables in "Plain Language". Plain Language is a communication which an audience can understand the first time they read or hear it. To achieve that, the Contractor will take the following steps in the deliverables:

- Use language commonly understood by the public.
- Write in short and complete sentences.
- Present information in a format that is easy-to-find and easy-to-understand; and
- Clearly state directions and deadlines to the audience.

City Contract No.: 23-27_IGHMSA_E_WO_28
City Project: Water Resource Management Plan Update

In witness whereof, Consultant and City and caused this Agreement to be executed on their behalf by the proper officers.

Date: _____, 20____

CITY OF INVER GROVE HEIGHTS

BY: _____

Brenda Dietrich, Mayor

ATTEST: _____

Rebecca Kiernan, City Clerk

Date: April 4, 2025

CONSULTANT



BY: Karen Chandler

IT'S: Vice President

Exhibit A: Scope of Work

1. Project Overview

1.1. General Statement of Scope of Work

- 1.1.1. The delivery of this contract will include the updating of the City's fourth generation Water Resources Management Plan (WRMP) which was approved in December 2018. As part of the WRMP's updates, the Contractor will:
- a. Create a city wide SWMM model and provide a user manual for its upkeep/maintenance by City and/or City consultant staff.
 - b. Update all figures from previous WRMP documents
 - c. Identify stormwater risk areas within the City
 - d. Update current Goals and Policies to provide a uniform, citywide plan for water resource management.

1.2. Project Deliverables

- 1.2.1. As part of the final project deliverables, the Contractor will provide electronic copies of all documents and source information produced during the preparation of the project.
- 1.2.2. The Contractor will:
- a. Provide PDF copies of the updated WRMP which will include:
 - i. Updated exhibits for drainage basins with new aerials, updated naming conventions and flow arrows consistent with the standards set by the 2018 WRMP
 - b. Provide a hydraulic and hydrologic model for the back-to-back 100-year 24-hour rainfall events. The model outputs must be in a PDF format and submitted to the City with the source model files in their native format.
 - c. Provide an updated hydraulic and hydrologic model for the 100-year 10-day snowmelt. The model outputs must be in a PDF format and submitted to the City with the source model files in their native format.
 - d. Provide a cost estimate for water quality testing based on the existing 5-year testing map that the city will provide.
 - e. Have one staff member attend any public meetings or advisory committees which will be scheduled and coordinated by the City.

2. Project Management

2.1. Project Coordination and Administration

- 2.1.1. Project management includes work necessary for communicating and completing the project tasks on time and within budget. The Contractor must not reassign the project manager or their primary duties without the written consent of the City's project manager. The Contractor's staff must have the training and expertise necessary for the work tasks to which they are assigned.
- 2.1.2. Meeting summaries must be submitted no later than three business days after each meeting. Final meeting summaries must be submitted no later than one business day after receiving comments on draft summaries.
- 2.1.3. The Contractor will:
 - a. Prepare a schedule to be used to track the progress of the updates and ensure the project goals are achieved.
 - b. Prepare invoices accompanied by:
 - i. Progress report form (Exhibit A).
 - ii. Supporting data for direct expenses.
 - c. Manage, coordinate, direct, and monitor subcontractor services, including reviewing progress reports, deliverables, schedule, and invoices.
 - d. Update the City's project manager on the status of the project schedule, budget, and general status/progress at the weekly progress meetings.
 - e. Store all deliverables in an organized electronic document management system and make deliverables available to the City's project manager as needed whether the file is incomplete, in draft form, or the final deliverable.
 - f. Track issues and action items that develop during the project that either need resolution or implementation. The Contractor will review project issues and action items with the City's project manager at the weekly progress meetings.

2.2. Project Meetings

2.2.1. Initial Meeting

The Contractor will schedule and facilitate a project kickoff meeting to confirm the basic project objectives, solidify a work plan, and obtain consensus on the project requirements.

2.2.2. Project Management Team (PMT) Meetings

- 2.2.3. The Contractor will facilitate **bi-weekly** PMT meetings with the City's project manager and other personnel as identified by the City's project manager. The PMT meetings are intended to provide a management-level view of project development.
- 2.2.4. One PMT meeting will be used to address City comment on the draft WRMP stage to discuss City comments and provide resolution before finalizing the WRMP report and other required deliverables.

3. Water Resource Management Plan

3.1. General

- 3.1.1. The scope of this work covers the updates to the City's current 4th generation WRMP, and merging key development requirements contained within the Northwest Area Stormwater Manual, into a single, comprehensive WRMP that can be applied city-wide. This may include sub-sections of the WRMP that pertain only to the Northwest Area of the City. The updates will include all exhibits, tables, summaries, etc. The city will provide the Consultant with a list of potential future projects to format and place within the WRMP.

3.2. Standards and Guidance

- 3.2.1. All deliverables must be prepared in accordance with:
- a. Metropolitan Council's water resource policy plan
 - b. Chapter 8410 of the Minnesota statutes
 - c. Lower Mississippi River Watershed Management Organization (LMRWMO)
 - d. Eagan-Inver Grove Heights Watershed Management Organization (EIGHWMO)
- 3.2.2. Draft versions of the WRMP shall be circulated for review and feedback (60-day review) from the following organizations:
- a. LMRWMO
 - b. EIGHWMO
 - c. Metropolitan Council
 - d. Dakota County Soil and Water Conservation District
 - e. City of Eagan
 - f. City of Rosemount
 - g. City of West St. Paul
 - h. City of South St. Paul
 - i. City of Inver Grove Heights - Planning Division

3.3. Items Provided by the City

- 3.3.1. City storm water models from past projects and plans: [Water Resources](#)
- 3.3.2. Current Water Resource Management Plan and information: [Water Resources Management Plan | Inver Grove Heights, MN - Official Website](#)

3.4. WRMP Deliverables:

- 3.4.1. As part of the WRMP updates, the final deliverable will include:
- a. Removal of references to the Northwest Area Stormwater Manual.
 - b. The removal of policies that conflict with City code or engineering best practices.

- c. The renaming of drainage areas that do not follow the current standard set by the 4th generation WRMP.
- d. The updating of all figures within Appendices of the 4th generation WRMP including:
 - i. Aerials (where applicable)
 - ii. Flow paths that are easily identifiable
 - iii. Identification of landlocked and landlocked terminal basins as defined in section 2.1 of the 4th generation WRMP
 - iv. Identification of overflow types as defined in section 2.1 of the 4th generation WRMP
 - v. Naming of subbasins in accordance with the standard set in section 2.0.15
- e. Updating of any current SWPPP and MS4 Permitting Information (Appendix B)
- f. Updating of future project list and project costs (to be provided by City staff) (Appendix C).

4. Citywide Hydraulic and Hydrologic (H&H) Modeling & Review

4.1. General

- 4.1.1. The scope of this work covers the creation of a new citywide SWMM model that can simulate stormwater runoff and drainage processes for a variety of rainfall events. As a part of the model's creation, the Consultant will assist the City with developing a set of standards for the updating, maintenance and settings for models created within the City.

4.2. Standards and Guidance

- 4.2.1. All deliverables must be prepared in accordance with:
 - a. Metropolitan Council's water resource policy plan
 - b. Chapter 8410 of the Minnesota statutes
 - c. Lower Mississippi River Watershed Management Organization (LMRWMO)
 - d. Eagan-Inver Grove Heights Watershed Management Organization (EIGHWMO)
 - e. Inver Grove Heights 4th Generation WRMP

4.3. Citywide H&H Model Deliverables

- 4.3.1. As part of the creation of the Citywide model, the Consultant will provide:
 - a. A review of the existing northwest area snowmelt identifying items outlined below
 - b. A Citywide H&H model that meets the requirements outlined below
 - c. A user manual outlining processes identified below

4.4. Existing Model Review

- 4.4.1. Prior to the creation of a new model, the Contractor will review the existing model provided by the City regarding best engineering practices.
 - a. The Review will identify:

- i. Information that is missing from the current model.
 - ii. Gaps in current practice with regards to current engineering best practices.
 - iii. Potential additional standards or guidelines that should be incorporated.
 - iv. Potential risks of current/proposed standards or guidelines.
 - b. The Contractor will present these findings and suggested modifications at the start of the project prior to commencing work on the model.
- 4.4.2. The Consultant will also review the provided modelling information and goals of this Water Resource Management Plan to determine if additional modelling is necessary for the City to implement goals, policies, and strategies for its implementation.

4.5. Citywide H&H Model Capabilities

- 4.5.1. The final model will include and be capable of the following:
- a. The ability to simulate multiple rainfall events (e.g. 100-year 24-hour storm event, back-to-back 100-year 24-hour storm event, and those listed in section 9-5-8C of city code).
 - b. A naming convention consistent with the standards established by the previous generation WRMP.
 - c. The ability to determine the high-water lines of major lakes or ponds within each subbasin.
 - d. Any additional modelling necessary to fill gaps identified in the review of the existing modelling.

4.6. H&H Model User Manual

- 4.6.1. The Consultant will provide an accompanying user manual for the H&H model that details the processes and assumptions required for the City to maintain and update the model.

Exhibit B: Progress Report Form - Water Resource Management Plan Update

For Invoice No.: _____

City Contract No.: 23-27_IGHMSA_E_WO_28 Billing Period: from _____ to _____
City Finance ID:

Contract Notice to Proceed Date: [XXXXXXXXXXXXXXXXXX]
Contract Expiration Date: [XXXXXXXXXXXXXXXXXX]

From: [XXXXXXXXXXXXXXXXXX]
[XXXXXXXXXXXXXXXXXX]
[XXXXXXXXXXXXXXXXXX]
Contractor Project No.: [XXXXXXXXXXXXXXXXXX]

Notes	Description	Contract Value	Amount Billed to Date	Previous Amount Billed	Current Amount Due
	Project Management	\$ 5,000			
	Project Meetings	\$ 7,800			
	Water Resource Management Plan	\$ 45,200			
	City Wide H&H Model & Review	\$ 81,900			
	Subtotal	\$139,900			
	Total				

Contractor's Project Manager

Date

Attachment 1: Contractor's Assumptions

March 7, 2025

Paul Merchlewicz, PE
City Engineer
City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

Re: Water resource management plan update (city contract no. 23-27_IGHMSA_E_WO_28)

Dear Paul Merchlewicz:

Barr Engineering Co. is pleased to submit our proposal to assist the City of Inver Grove Heights with updating your water resource management plan (WRMP). We believe we are in the best position to help you develop an updated, flexible, and accessible plan because our:

History of service to the City of Inver Grove Heights and the Lower Mississippi River Watershed Management Organization (LMRWMO) will save time and provide you with informed service. Barr has served Inver Grove Heights for over 50 years, including analyzing stormwater management impacts of proposed projects, assessing and recommending revisions to the city's policies regarding landlocked basin development, providing erosion and sediment control inspections, evaluating at-risk storm sewer infrastructure, assessing and designing stormwater management projects, and assisting with grant applications. We have also supported the LMRWMO for the past several years. Through this work, we've gained a keen understanding of the challenges unique to the city and your watershed. Many of the staff members who worked on these projects are part of our team, including project manager **Greg Williams**, principal in charge **Karen Chandler**, and technical advisor **Greg Fransen**.

Expertise with Minnesota and urban-area watershed management planning means that you'll get a usable plan within the required schedule. Barr has developed plans and plan updates for numerous cities and watershed organizations across the state. Our proposed project manager and plan writer, **Greg Williams**, one of the most experienced plan writers in the Twin Cities Metro area, has managed or worked on most of these updates, including the LMRWMO's plan update. His broad experience with the applicable rules and laws and the unique challenges facing cities, as well as his specific knowledge of the LMRWMO's plan, will be a resource for every aspect of plan development and writing.

Experience with detailed urban watershed modeling will give you a cost-effective, reliable, and useful assessment and decision-making tool. Our deep bench of hydrologic and hydraulic (H&H) experts have developed models for tens of thousands of acres of highly urban land. These models have helped our clients assess localized (street intersection level) and regional flooding and make decisions resulting in capital projects to reduce flooding and improve water quality. Barr's modelers are continuously building and improving our model input generation and QA/QC tools, allowing us to efficiently and cost-effectively creating accurate and useful models. Our proposed H&H modeling lead, **Kelly Miller**, has developed and maintained citywide models for numerous municipalities in the Twin Cities metropolitan area. She is proficient in PCSWMM and XPSWMM; understands the challenges of working with large datasets, combining models, and maintaining model development standards; and is adept at converting from one model to another.

Effective stakeholder engagement and communication strategies will help build partner support for planning and implementation. Stakeholder buy-in is a crucial component of successful stormwater and natural resource management. Barr uses a community-based approach that is inclusive, transparent, and open, leading to solutions that consider diverse input while prioritizing your goals. This leads to greater acceptance and buy-in from critical decision-makers (e.g., city councils) and partners (e.g. WMOs). In addition, our team uses graphics and easily understood text to create powerful, straightforward visuals and educational materials. Our team is experienced in respectfully considering feedback to create accessible deliverables that reach broad audiences while serving your needs.

Innovative thinking leads to adaptive and interactive planning and effective solutions. We have a practical understanding of emerging water resource management issues such as climate change resiliency, environmental justice, brownfields, and contaminated sites. Barr will incorporate science-based solutions into practices that are feasible for the city to implement. We also use geographic information systems (GIS), web mapping, interactive media, and mobile applications to give life to our clients' plans and data and to engage the public. Visually portraying information makes it easier to identify and communicate key messages.

Firm information: Barr Engineering Co.
4300 MarketPointe Drive, Suite 200
Minneapolis, MN 55435

Primary contact: Greg Williams
Tel: 952-832-2945
Email: gwilliams@barr.com

Thank you for the opportunity to propose on this work. We appreciate your consideration and look forward to working with you. If you have any questions about our proposal, please feel free to contact Greg using the contact information above, or principal in charge Karen Chandler (612-247-6666; kchandler@barr.com).

Sincerely,

A handwritten signature in black ink that reads "Karen L. Chandler".

Karen Chandler, PE
Vice President, Principal in Charge

A handwritten signature in black ink that appears to read "Greg Williams".

Greg Williams, PE
Project Manager

Project manager experience and qualifications

Barr's proposed project manager and plan writer, **Greg Williams**, is one of the most experienced plan writers in the Twin Cities metropolitan area. He has managed or worked on WRMPs and plan updates for numerous cities and watershed organizations across Minnesota and in other geographies. His broad experience with the applicable rules and laws and the unique challenges facing municipalities and watersheds will be a resource for every aspect of plan development and writing.



Greg Williams, PE

Senior Water Resources Engineer
MSCE, Civil and Environmental Engineering

Role

Project manager

PE registration

Minnesota

Greg has 19 years of experience providing water resources services to diverse municipal clients and watershed organizations. He specializes in the development of WRMPs, policy, standards, and ordinances as well as H&H and water quality modeling of urban and rural watersheds. Greg's experience allows him to synthesize input from clients and other stakeholders to find solutions to challenging problems related to hydrology, water quality, and resource management and the interrelated aspects of those fields. His past work includes developing recommendations for landlocked basin policy and management actions for the City of Inver Grove Heights.

Relevant project experience:

- Watershed management plan update; LMRWMO; project manager and plan writer (also providing ongoing services as the WMO engineer)
- Surface water management plan updates; cities of Apple Valley, Golden Valley, Hastings, Lakeville, North Saint Paul, Red Wing, Richfield, St. Louis Park, and Willmar; project manager (Golden Valley, Richfield, Hastings) and plan writer
- Watershed management plan development and updates; Bassett Creek WMC, Black Dog WMO, Capitol Region WD, Nine Mile Creek WD, Riley Purgatory Bluff Creek WD, and Valley Branch WD; plan writer and co-facilitator
- Surface water management plan update, storm sewer risk assessment, and ordinance updates; City of Eau Claire; plan writer and ordinance lead
- 1W1P development; Cedar River 1W1P Partnership, Zumbro River 1W1P Partnership, and Lower Minnesota River West 1W1P Partnership; project manager and plan writer
- Standards guidance manual; South Washington WD; plan writer
- Stormwater manual update; City of Minneapolis; project engineer

Project understanding

The City of Inver Grove Heights is seeking assistance to update your WRMP and associated modeling. Minnesota Rules 8410 requires that cities update their local water plans within two years prior to adoption of their 2050 comprehensive plans. Barr understands that the city wishes to accelerate this effort to establish a singular set of related policies and performance standards applicable throughout Inver Grove Heights and to update modeling results that may be used to target potential stormwater improvements.

We understand that drivers for the WRMP update include:

- Identifying areas of flood risk to private and public property and infrastructure in landlocked basins and non-landlocked basins and along stormwater conveyance routes.
- Prioritizing areas and relevant strategies to improve water quality.

- Developing strategies to limit runoff, reduce flood risk, and/or improve water quality in developed areas with consideration for regional and local approaches for both public and private property.
- Reviewing and updating goals and policies to achieve desirable stormwater and natural resource outcomes consistent with the city's comprehensive plan, existing WRMP, and applicable WMO plans.
- Reviewing and updating policies, procedures, and performance standards as needed to comply with National Pollutant Discharge Elimination System (NPDES), municipal separate storm sewer system (MS4), and other applicable state and local requirements.

We assume that this scope of work will be based on currently available input data (e.g., existing plans, monitoring data, GIS base data, etc.) and that no additional field data will be collected for this project (unless defined outside of this scope).

We understand that H&H models of varying detail and age exist for portions of the city. The city wishes to develop one comprehensive model for the entire city using a standard approach. The methodology for model development will be based on Barr's review of the Northwest Area (NWA) model, which the city will provide. Additionally, the city requests a model user manual to aid in updating and maintaining the model in the future.

Work plan—project approach

Overall project approach

Barr understands that Inver Grove Heights' WRMP serves as strategic guidance for the city to focus stormwater and natural resource management efforts over the next 10 years. As such, the document must be easily accessible and useful to city staff audiences. We will work closely with you throughout the project to promote clarity and usefulness of deliverables, creating a document that you can confidently reference. Our familiarity with Inver Grove Heights and your specific stormwater management issues will promote efficiency throughout the process.

Developing a WRMP that clearly meets your needs will require regular communication, feedback, and decisions from the city as we navigate the project. Throughout the project, we will share draft content for review and feedback as it is developed, highlighting the areas where your input is most critical.

Breakdown of project tasks

Task 1: Project management

Task 1A: Overall project management. Barr's project manager will perform the necessary duties to keep tasks on schedule and within budget, including tracking task status relative to the proposed schedule, submitting notes or minutes after meetings consistent with timelines in the RFP, providing invoices with appropriate task and expense documentation, and managing files in an organized structure for future delivery. We will identify and track critical issues as they arise and communicate those issues and proposed action items as part of regular progress meetings (see task 2B).

Task 2: Project meetings

Task 2A: Hold kickoff meeting. Our project manager (in-person) and H&H task lead (virtual) will meet with you to confirm a shared understanding of project objectives and review the proposed scope of work. We seek to understand what you like and dislike about the current WRMP and its usability. We will review available data and modeling extents and identify potential gaps and strategies to fill those gaps. Using Barr's client service plan, we will also clarify your preferences for communications and a document review process.

Task 2B: Project management team meetings. During the project, Barr's project manager and other appropriate staff members will attend biweekly project management team meetings with the city's project manager. We will summarize completed work, next steps, and items awaiting city action or input. We assume that these meetings will be virtual unless otherwise requested. We will document discussion with notes after the meeting.

Task 3: WRMP

Task 3A: Update land and water resources inventory. Section 2 of the 2018 WRMP includes an extensive inventory describing the city and your resources through text, tables, and figures. Barr will update this section to reflect current conditions and datasets (e.g., land use and climate data). We will promote the use of tables and graphics to reduce large, unbroken text sections, as appropriate. We recommend moving the description of individual drainage basins to an appendix and/or using tables to streamline the presentation of that information.

We will update GIS figures and maps to contain the most current information. We will coordinate with you to identify information that may be presented via reference to external sources (e.g., Minnesota Stormwater Manual, Minnesota Pollution Control Agency website, etc.).

Task 3B: Update goals and policies. Barr understands that the city seeks to develop a singular set of goals and policies applicable throughout your jurisdiction, thus eliminating the need for separate guidance for the city's NWA. We will review guidance, policies, and performance standards included in your NWA manual. We will meet with you to better understand the lessons learned (positive and negative) through implementation of the NWA manual and application of its included performance standards. Some elements from the manual may be applied usefully throughout the city, while others may be determined to have limited benefit.

Barr recently helped Inver Grove Heights develop policies and strategies for landlocked basins. We understand that the city has not yet formally adopted these policies. We recommend including these policies (modified as needed) in the WRMP and will coordinate with you to determine the appropriate approach.

Barr will review the goals and policies detailed in section 3 of the 2018 WRMP, as well as the city code, comprehensive plan, and WMO plans. Your input and feedback are critical to developing goals and policies that balance the needs of all partners, satisfy state and WMO standards, and are supported by the city council. We will recommend edits relative to the 2018 WRMP using tracked changes and comments. We will limit redundancy by referencing the city's MS4 permit, the Minnesota Stormwater Manual, and the NPDES construction stormwater general permit where applicable. We will provide a draft to the city and meet with you to discuss significant changes.

Task 3C: Update assessment of issues and opportunities. Barr will update section 4 of the 2018 WRMP to reflect the evolution of issues facing the city. Examples of new or expanding issues that have changed include (but are not limited to) chloride pollution, groundwater contamination (e.g., PFAS), and impacts of climate change and resilience.

We will review existing plans and studies (e.g., WMO plans), monitoring data, and modeling data (as available) to identify and characterize local issues related to water quality and other concerns. We will interview or poll city staff to gather information on local issues.

Barr will streamline general discussion of issues leveraging references to the Minnesota Stormwater Manual and other sources and focus the WRMP discussion on specific aspects of those issues impacting the city. We will develop a map of water quality focus areas based on relevant factors determined in coordination with the city. Factors may include downstream water quality, presence/absence of upstream best management practices, land use/imperviousness, and retrofit opportunities (e.g., road reconstruction).

We understand that climate trends pose significant stormwater challenges for existing infrastructure. We will use the results of updated H&H modeling to identify potential flood risk priority areas within the city (see task 4A).

Task 3D: Update implementation program. Barr will update section 5 of the 2018 WRMP and associated implementation tables to reflect the city's ongoing and planned future activities over the next 10 years. We will coordinate with you to determine criteria for prioritizing implementation activities and identify future planned activities. We will reference WMO programs and projects as applicable and will include activities and planning-level costs for a water quality monitoring scope determined in coordination with the city.

Barr will include proposed funding sources and year(s) of implementation consistent with Minnesota Rules 8410. We recommend a separate table for those activities specifically linked to the city's MS4 stormwater pollution prevention program. We also recommend that the performance standards described in current table 5-2 be coordinated with the policies in current section 3 to limit redundancy.

Task 3E: Compile WRMP document for review. Building off of content created in previous tasks, Barr will compile the complete WRMP document. We will include detailed technical information (e.g., modeling results) as appendices to the main document to create a deliverable that is easy to navigate while serving multiple audiences. We will provide the compiled WRMP in digital draft format for city review and comment. We will meet with you, as needed, to discuss comments and potential revisions.

We will distribute the WRMP for 60-day review consistent with Minnesota Rules 8410. We will compile comments in tabular format and draft proposed responses and/or WRMP edits. We will meet with the city for direction on proposed edits. Barr's project manager will attend city-scheduled public or partner engagement meetings (e.g., presenting to the city council, meeting with WMO staff, etc.); we assume two such meetings as part of this scope (but can attend more outside of this scope, if requested).

Task 3F: Finalize WRMP and share digital files. Barr will revise the draft WRMP in response to comments from the 60-day review period and subsequent direction from the city. We will provide the compiled WRMP in digital draft format for your review and comment. We will use a project management team meeting with you to discuss comments and potential revisions. We will revise the document before providing a final digital copy in PDF format. Barr will share all relevant digital content with the city, including editable WRMP documents (e.g., Microsoft Word, Microsoft Excel, GIS layers, etc.). We will provide model files in their native formats and summarized results in tables and/or figures. We assume that the city will produce all printed copies of the WRMP or associated content, as desired.

Task 4: Citywide H&H modeling and review

Task 4A: Conduct H&H modeling. Barr will review the existing models from the city to identify missing information, modeling best practice recommendations, additional guidelines to incorporate, and potential risks of proposed standards. The city will provide further documentation that describes model development, and we will evaluate the goals of the WRMP to identify additional recommendations. Prior to starting work on the model, we will meet with the city to discuss the recommendations resulting from review of the model and WRMP goals to develop a consistent methodology to apply across the city. Barr assumes that the model methodology will require updating hydrologic parameter calculations for existing SWMM models but will not impact pipe inputs included in existing SWMM models.

We will use PCSWMM software to develop a citywide SWMM model using the agreed-upon methodology and naming convention. We will use our knowledge and experience developing and working with H&H models across the city in XPSWMM, PCSWMM, and the Barr watershed model, dating from the 1980s to as recently as 2025. For drainage basins previously modeled using SWMM, we will maintain the existing model resolution while updating the hydrologic parameters for consistency and updating pond storage tables and overflow elevations based on the most recent publicly available digital elevation model. For unmodeled drainage basins or drainage basins modeled only with the Barr watershed model, we will create ponding-area-resolution SWMM models, including pipe connections and surface overflows between ponding areas but not including storm sewer from each ponding area's direct watershed. Private storm sewer will not be included in the model. We will model ponding-area storage volume using depth/area tables calculated using the most recent digital elevation model.

Barr assumes that the city will provide the following data for model development: storm sewer data in GIS files, existing models, watershed files, pump station record drawings, pump model numbers, pump operating elevations, information for in-line structures not apparent in provided spatial storm sewer data (e.g., weir structures, diversion structures, etc.), and existing models and associated subwatershed GIS data for existing city models. We assume that the GIS data from the city may have gaps in the model inputs required to model pipe network routing. Barr will notify the city of locations where crucial pipe network data is missing. If the city is not able to provide the missing data in a timely fashion, we will make assumptions to fill remaining data gaps and will note pipe network components where we have assumed data to facilitate future updates.

The model will run the two-, five-, 10-, and 100-year, 24-hour Atlas 14 storm events; back-to-back 100-year, 24-hour events; and a 100-year, 10-day snowmelt event to evaluate the events the city code requires. High water levels for each watershed where ponding occurs will be mapped and provided as PDF files for the back-to-back 100-year, 24-hour events and a 100-year, 10-day snowmelt event. Additional modeled events will include the high water levels for each watershed in the model. We will use the model to update and develop data to be included in the WRMP figures showing flow arrows, as well as landlocked and landlocked terminal basins.

Barr assumes that hydrology, percent-impervious, infiltration, and storage data for each watershed will be based on publicly available data or data from the city. We will review source files and calculation methods based on the city-provided models and work with you to establish a consistent methodology across Inver Grove Heights. We also assume that the model will not include inflows from bordering municipalities and that outflows from Inver Grove Heights to other cities will be modeled using free or fixed outfall conditions.

Task 4B: Develop H&H model user manual. Barr will develop an H&H model user manual detailing model input development, allowing the city to update model inputs and maintain the model. The manual will include documentation of the data sources, methods for calculating hydrologic parameters, and steps to identify peak discharge rates in storm sewer and surface channels and high water levels in ponding areas. We assume that the user manual will not include instructions for navigating and using PCSWMM software.

Schedule and deliverables

The schedule noted in section 2.3 of the request for proposals (RFP) is aggressive. Barr will do our best to adhere to that schedule. The following table summarizes the proposed task schedule and associated deliverables. As noted in the RFP, we will coordinate with the city to develop a draft schedule by April 1, 2025.

Task	Schedule	Deliverables
2A Hold kickoff meeting	April 2025	Updated schedule
3A Update land and water resources inventory	April–May 2025	Draft plan section
3B Update goals and policies	May–July 2025	Draft plan section
3C Update assessment of issues and opportunities	May–July 2025	Draft plan section
3D Update implementation program	July–August 2025	Draft implementation table, including monitoring costs
4A Update H&H modeling	April–August 2025	- H&H model (storm events) - H&H model (snowmelt) - Results in PDF and native formats
4B Develop H&H model user manual	September 2025	H&H model user manual
3E Compile WRMP document for review	August 15, 2025	Draft plan (PDF format)
3F Finalize WRMP and share digital files	November 3, 2025	- Final plan (PDF format) - Plan documents in native formats (MS Office, GIS, etc.)

The proposed schedule assumes that:

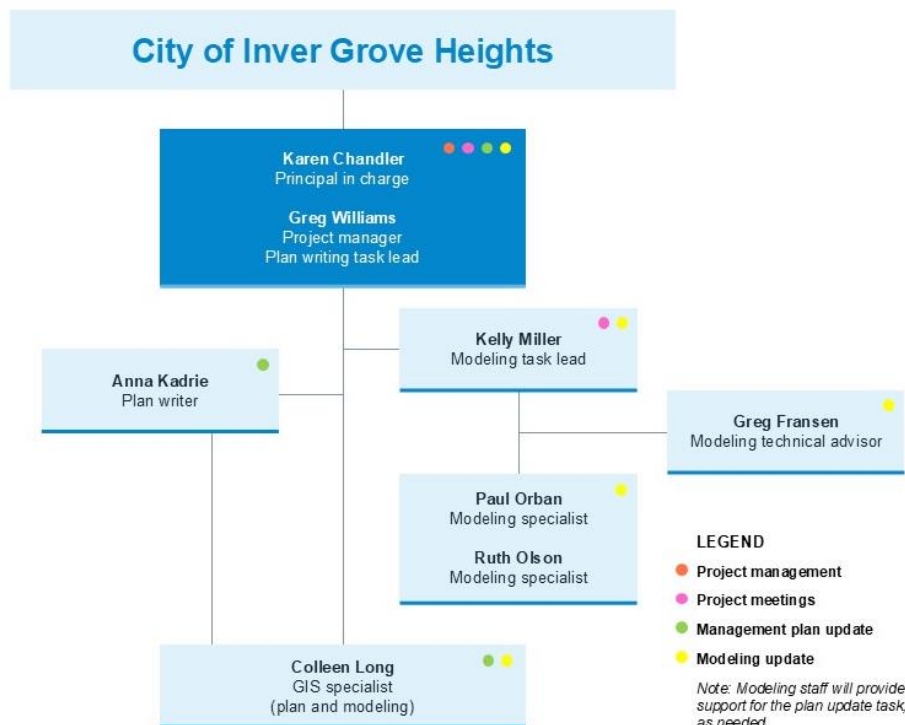
- One iteration of city review comments and revision will occur for all draft deliverables.
- The 60-day review by WMOs and the Metropolitan Council will occur from August to October 2025. Comments will not require resubmittal of the draft plan
- Model refinement and documentation may occur concurrently with review and revision of the plan document.

Project personnel

Our team, including each person's role by task, is shown in the organizational chart to the right. Resumes outlining our personnel's experience and qualifications are available upon request.

Cost proposal

As required in the RFP, Barr has included our cost proposal as a separate document.



Hours breakout

The following table presents estimated staff hours, labor, expenses, and total fee by project task.

Task		Estimated hours	Labor subtotal	Expenses	Total fixed-fee cost
1A	Project management	26	\$5,000	--	\$5,000
2A	Host kickoff meeting	12	\$2,300	--	\$2,300
2B	Project management team meetings	30	\$5,500	--	\$5,500
3A	Update land and water resources inventory	58	\$7,700	--	\$7,700
3B	Update goals and policies	38	\$6,700	--	\$6,700
3C	Update assessment of issues and opportunities	43	\$6,600	--	\$6,600
3D	Update implementation program	41	\$6,300	--	\$6,300
3E	Compile WRMP document for review	79	\$12,800	--	\$12,800
3F	Finalize WRMP and share digital files	30	\$5,100	--	\$5,100
4A	Conduct H&H modeling	544	\$75,900	--	\$75,900
4B	Develop H&H model user manual	42	\$6,000	--	\$6,000
Total		943	\$ 139,900	--	\$ 139,900

Note: See attached table for a breakdown of hours by individual employee and task.

Direct expenses

Barr anticipates that no direct expenses will be incurred as part of the defined scope. All deliverables will be provided in digital format. Travel-related expenses (i.e., mileage) are not anticipated due to the use of virtual meetings for most project staff. Barr's project manager does not charge for mileage for travel within the Twin Cities metropolitan area.

Assumptions

Barr assumes the following:

- Our project manager will attend up to two public or partner engagement meetings (in person or virtual) scheduled by the city (e.g., presentation to/discussion with the city council).
- One iteration of city review comments and revision will occur for all draft deliverables.
- Comments from the WMOs and the Metropolitan Council during the formal 60-day review will require only a written response to comments and not resubmittal of the draft WRMP.
- Hydrology, percent-impervious, infiltration, and storage data for each watershed will be based on publicly available data or data from the city.
- This scope will be based on currently available input data (e.g., existing plans, monitoring data, GIS base data, etc.), and no additional field data will be collected for this project (unless defined outside of this scope).

Additional services

All anticipated services are described within the associated technical proposal and included in the above costs. We are capable of and willing to provide additional services related to this project, if mutually agreed upon between Barr and the city, at an additional cost to be determined.

Signed by: Karen L. Chandler
 Name: Karen Chandler, PE
 Title: Vice President, Principal in Charge
 Date: March 7, 2025

Cost Proposal Attachment - Breakdown of Hours by Task and Staff

Task	Staff Name	Chandler, Karen	Williams, Greg	Miller, Kelly	Kadrie, Anna	Fransen, Greg	Long, Colleen	Orban, Paul	Olson, Ruth	Total Hours by Task
	Project Role	Project Principal	Project Mgr and Plan Lead	Modeling Task Lead	Plan Writer	Technical Advisor	Senior GIS Specialist	Modeling Specialist	Modeling Specialist	
	Staff Classification	Vice President	Engineer / Scientist / Specialist IV	Engineer / Scientist / Specialist III	Engineer / Scientist / Specialist I	Engineer / Scientist / Specialist III	Engineer / Scientist / Specialist II	Engineer / Scientist / Specialist I	Engineer / Scientist / Specialist I	
Task1A. Project Management		4	22	--	--	--	--	--	--	26
Task 2A. Hold Kickoff Meeting		2	6	4	--	--	--	--	--	12
Task 2B. PMT Meetings		--	18	12	--	--	--	--	--	30
Task 3A. Update land and water resources inventory		--	12	--	26	--	20	--	--	58
Task 3B. Update goals and policies		4	21	--	5	8	--	--	--	38
Task 3C. Update assessment of issues and opportunities		2	8	8	16	5	4	--	--	43
Task 3D. Update implementation program		3	10	6	18	4	--	--	--	41
Task 3E. Compile WRMP document for review		7	25	16	25	4	2	--	--	79
Task 3F. Finalize WRMP and share digital files		5	10	6	8	--	1	--	--	30
Task 4A. Conduct H&H Modeling		--	2	68	--	20	30	184	240	544
Task 4B. Develop H&H model user manual		2	2	8	--	--	--	--	30	42
Total Hours by Staff		29	136	128	98	41	57	184	270	943

Request for Council Action

SUBJECT: **Resolution Accepting Final Report for the Central Maintenance Facility Needs Analysis and Site Plan Study and Authorizing Negotiation of Final Design Services (City Project No. 2017-01)**

MEETING DATE: April 14, 2025

ITEM TYPE: Consent Agenda

CONTACT: Brian Connolly, Public Works Director, 651.450.2571

ACTION REQUESTED

The Council is asked to accept the final report for the Central Maintenance Facility Needs Analysis and Site Plan effort, adopt the recommended "Option B" for site layout and design, and authorize staff to negotiate final design engineering/architectural services and construction management services for the replacement of the current Central Maintenance Facility (City Project No. 2017-01).

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, and a draft report was presented to the City Council at the February 24, 2025 City Council meeting. The recommendation from the draft report was for the City to proceed with "Option B" in the report, which included the design and construction of a new Central Maintenance Facility, salt and material storage building, demolition of the existing cold storage and salt shed building, and re-purposing of the existing maintenance facility building for additional material and equipment storage. Option B includes the opportunity to complete a separate study by the end of 2027 to determine if portions of the existing building not needed for long-term material and equipment storage could be converted into additional police department training space.

The Council agreed with these recommendations during the report presentation on February 24, 2025, and these recommendations have been memorialized in the attached final report.

Given the ongoing Council support of the needs analysis and site planning efforts, and the consensus that "Option B" is the preferable option to meet the City's operational needs now and into the future, Council has indicated a desire to proceed with final design efforts for the Central Maintenance Facility.

Staff are recommending splitting the final design contract effort into two primary but separate contractual roles:

1. Architectural/Engineering Design: This contract would consist of the final design of all project components, including existing building demolition, site design, utility design, building (and all building components) design, contract document preparation, and bidding assistance. Staff recommend continuing the positive working relationship with Wold Architects and Engineers (Wold), who was the primary consultant on the needs analysis and site plan development contract.
2. Construction Management: This contract would consist of the quality assurance review of the final design project components, including project phasing and bid package development (how many different contracts should be bid for the work, and when). This contract would also encompass the construction oversight and general construction administration throughout the construction phase of the project, as the construction manager would be serving as the City's agent to oversee and manage the various construction contracts for the project. Staff are recommending hiring Kraus-Anderson (KA), who worked as a sub-consultant to Wold on the needs analysis and site plan development contract, providing valuable insight regarding cost estimation and value engineering components of the preliminary site plan layout and key building components.

The proposed contractual arrangements are considered "professional or technical services", as defined by Minnesota Statutes Section 16C.08, and as such they are not required to be competitively bid. As a professional service, the scope and cost of these contracts can be directly negotiated with qualified professional service firms to meet the specific needs of the City, and the goals of the project, without issuing another Request for Proposals (RFP). Staff is recommending this path given the quality of the work thus far delivered by both Wold and KA and their existing knowledge and understanding of the proposed project and site.

Staff are requesting Council authorization to negotiate the contract scope and fees for the Central Maintenance Facility final design and construction management efforts, and to develop final contracts to be brought forth for City Council approval in the next 4-6 weeks.

FISCAL IMPACT

Adoption of the attached Resolution does not have any fiscal impact.

Once negotiations for the architectural/engineering design and construction management components are completed, the contracts will be brought forth for City Council consideration, with a defined contract value and funding source recommendations.

RECOMMENDATION

Staff recommend that the Council approve the attached Resolution, accepting the final report for the Central Maintenance Facility Needs Analysis and Site Plan and authorizing staff to negotiate architectural/engineering design and construction management contracts with Wold Architects & Engineers and Kraus-Anderson, respectively, for the Central Maintenance Facility (City Project No. 2017-01).

ATTACHMENTS

1. Resolution Accepting Needs Analysis Report
2. CMF Report - FINAL

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

RESOLUTION NO. _____

**RESOLUTION ACCEPTING THE CENTRAL MAINTENANCE FACILITY SPACE NEEDS STUDY &
FACILITY SITE PLAN, AND AUTHORIZING NEGOTIATIONS FOR FINAL DESIGN SERVICES
FOR CITY PROJECT NO. 2017-01**

WHEREAS, on March 18, 2024, the City Council awarded a contract to Wold Architects & Engineers (Wold) for the Central Maintenance Facility Needs Assessment and Site Plan Development (City Project No. 2017-01); and

WHEREAS, Wold presented draft findings of the facility needs analysis at the October 7, 2024 City Council worksession, and a draft facility space needs study and facility site plan at the February 24, 2025 City Council meeting, receiving City Council comments and questions thereto; and

WHEREAS, Wold has completed the final Central Maintenance Facility Space Needs Study & Facility Site Plan, and Wold, in consultant with City staff and the City Council, have recommended "Option B" be considered for final design of the Central Maintenance Facility; and

WHEREAS, staff presented options for soliciting final design and construction management professional services to the City Council for discussion at that February 24, 2025 City Council meeting, receiving City Council comments and questions thereto, and subsequently recommend negotiating scope of services and costs with Wold for engineering/architectural professional services, and with Kraus-Anderson for construction management professional services, related to the design and construction administration of the Central Maintenance Facility.

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

1. The Central Maintenance Facility Space Needs Study & Facility Site Plan (the "Report") is hereby received, and Council approves of the recommendation that "Option B" as presented in the Report be the basis for final design of the Central Maintenance Facility.
2. City staff are hereby authorized to negotiate final design architectural/engineering services with Wold Architects & Engineers, and final construction management and administrative services with Kraus Anderson, including scope of work and contract costs.
3. Following negotiations at the staff level, contracts for final design architectural/engineering services and construction management services will be brought forth for City Council approval.

Approved by the City Council of the City of Inver Grove Heights, Minnesota on this 14th day of April 2025.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



CENTRAL MAINTENANCE FACILITY SPACE NEEDS STUDY & FACILITY MASTER PLAN

April 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
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501 South Eighth Street
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Ken Francois, Project Manager
Mauri Solomon, Facilities Assessment Manager

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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 site 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 parking 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	<u>41,530 s.f.</u>	<u>92,241 s.f.</u>	<u>110,981 s.f.</u>	
<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

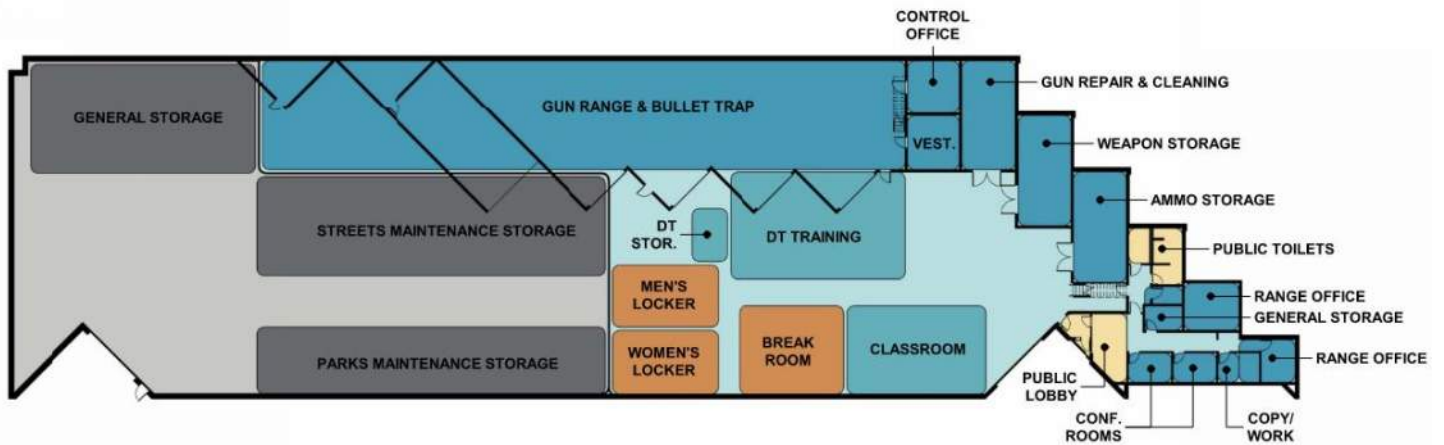
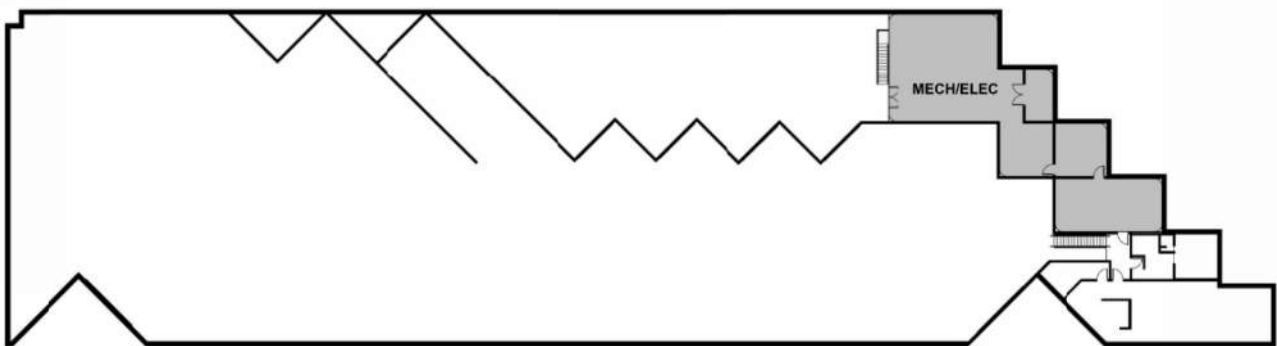
Construction Cost – Phase 1A-2A	\$ 44,536,013.00
Construction Cost – Phase 2B	\$ 10,432,655.00
Construction Cost Subtotal	\$ 54,968,668.00
Project Costs – Phase 1A-2A	\$ 8,907,203.00
Project Costs – Phase 2B	\$ 2,086,531.00
Project Costs Subtotal	\$ 10,987,734.00
Total Project Costs (PW Only – Phase 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

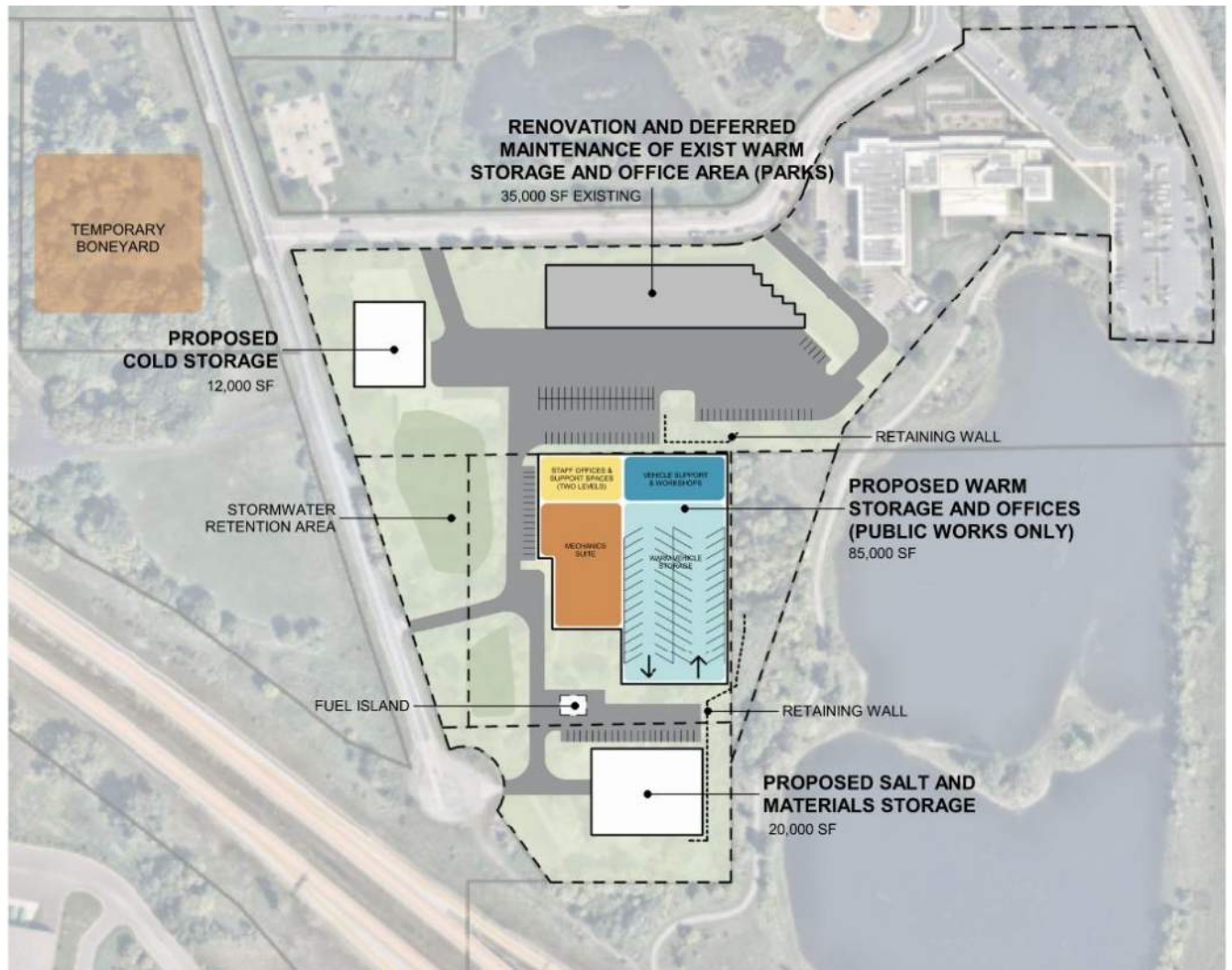
Cost Estimate

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

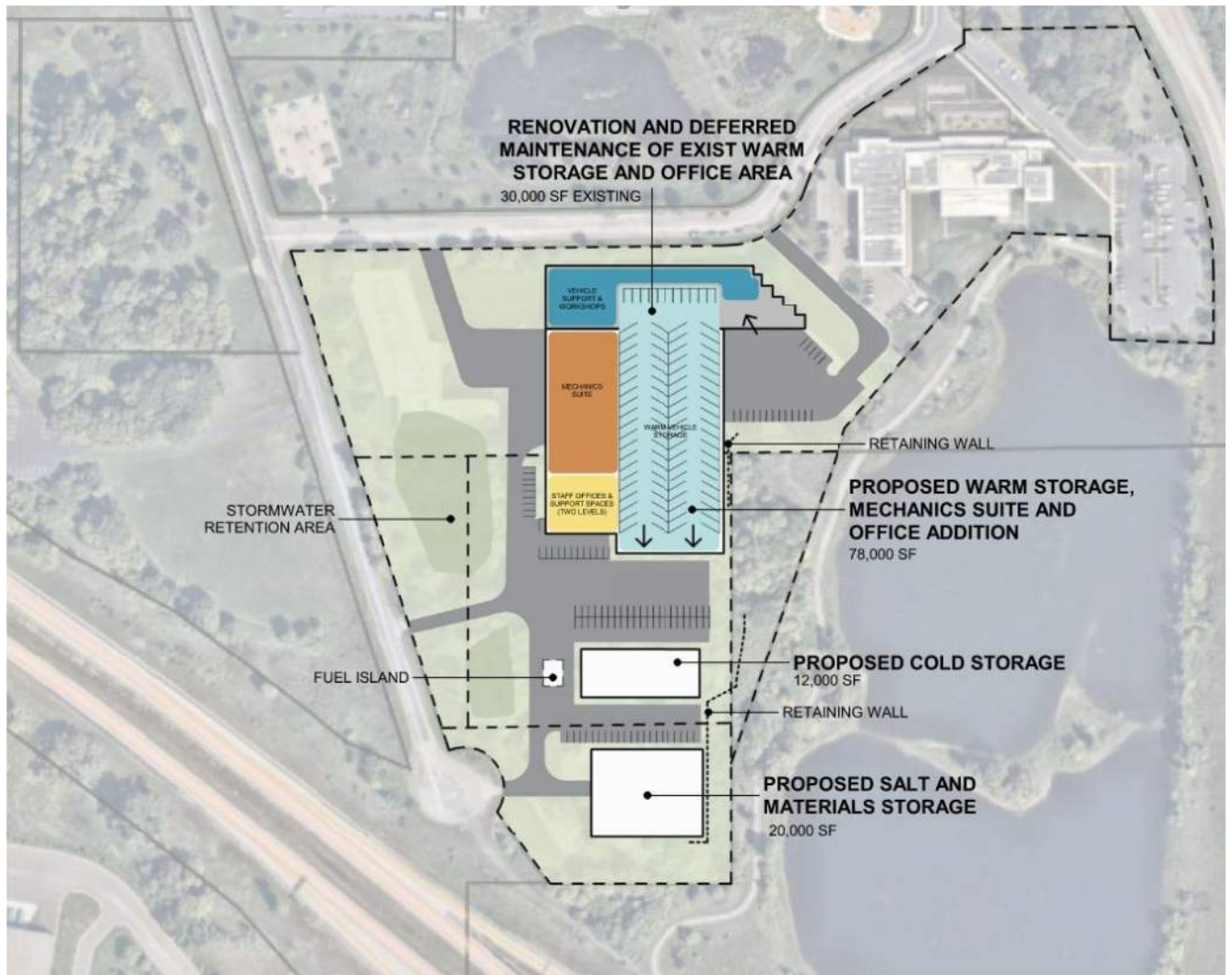
Cost Estimate

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.	• 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).

	Pros	Cons
Option B (Continued)	- Allows further study for Police training and facility needs to occur between 2025-2027. - Would allow for the option for reconfiguration and/or partial demolition of existing Central Maintenance Facility if Police needs are met through other options.	
Option C	- 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.	- 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 until the end of Phase 2 (2036).
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 (no expansion of parking, no training facility options). - Significant site leveling required to connect upper and lower portions of site.

Pros**Cons****Option F
(Continued)**

- 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.

With the recommendation of the site plan as proposed in Option B, city staff and financial partners developed funding resources that can be found in Appendix H. This section outlines options for internal funding sources and bonding options that may be considered, accompanied by staff recommendations and baseline assumptions held through the financial analysis. The information is incorporated as an additional tool for City Council and staff to consider in developing next steps and future considerations around a Public Works building project.

APPENDIX

APPENDIX A

FACILITY CONDITION ASSESSMENT



City of
Inver Grove Heights

Inver Grove Heights:

**FACILITY CONDITION
ASSESSMENTS**

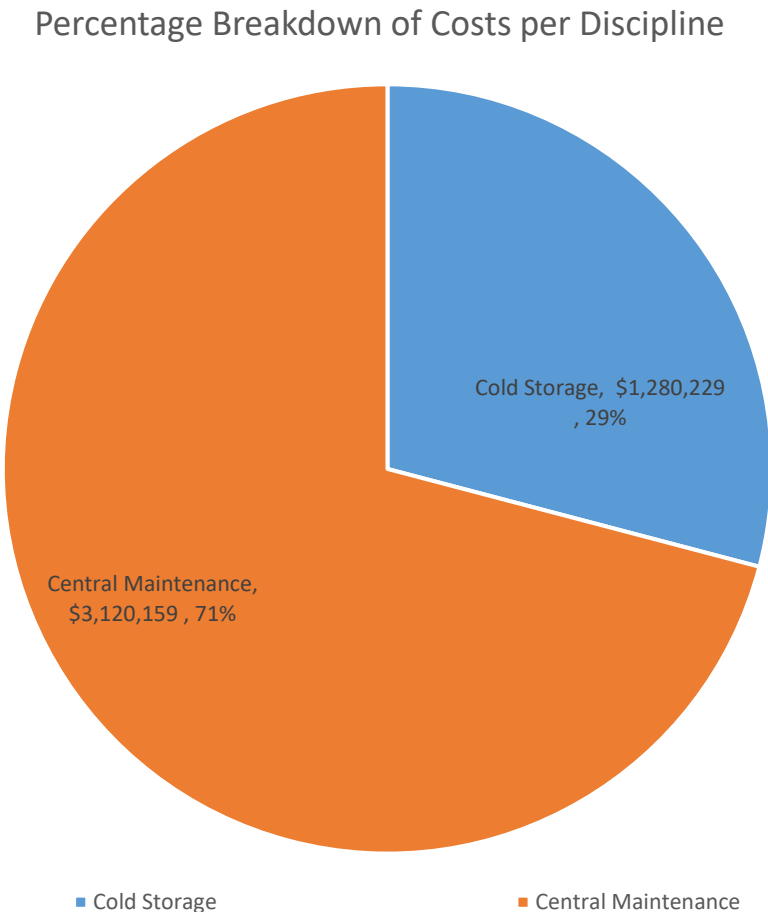
Agenda

- 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

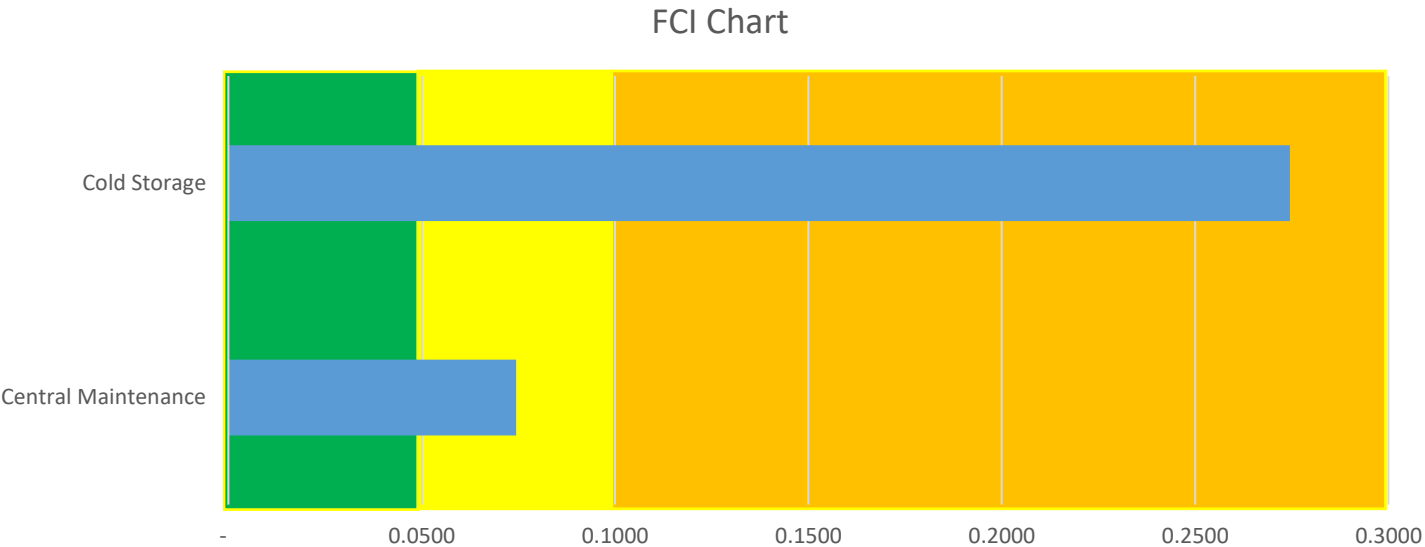
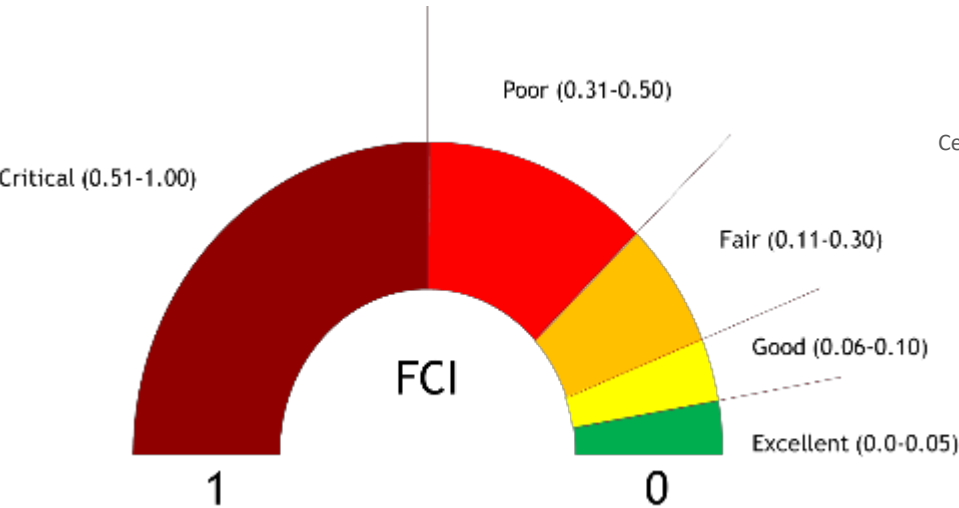
Facility List	Year Built	Facility SF	FCI
Central Maintenance	1985	35,262	Good
Cold Storage	1991	26,621	Fair



Facility Condition Index (FCI)

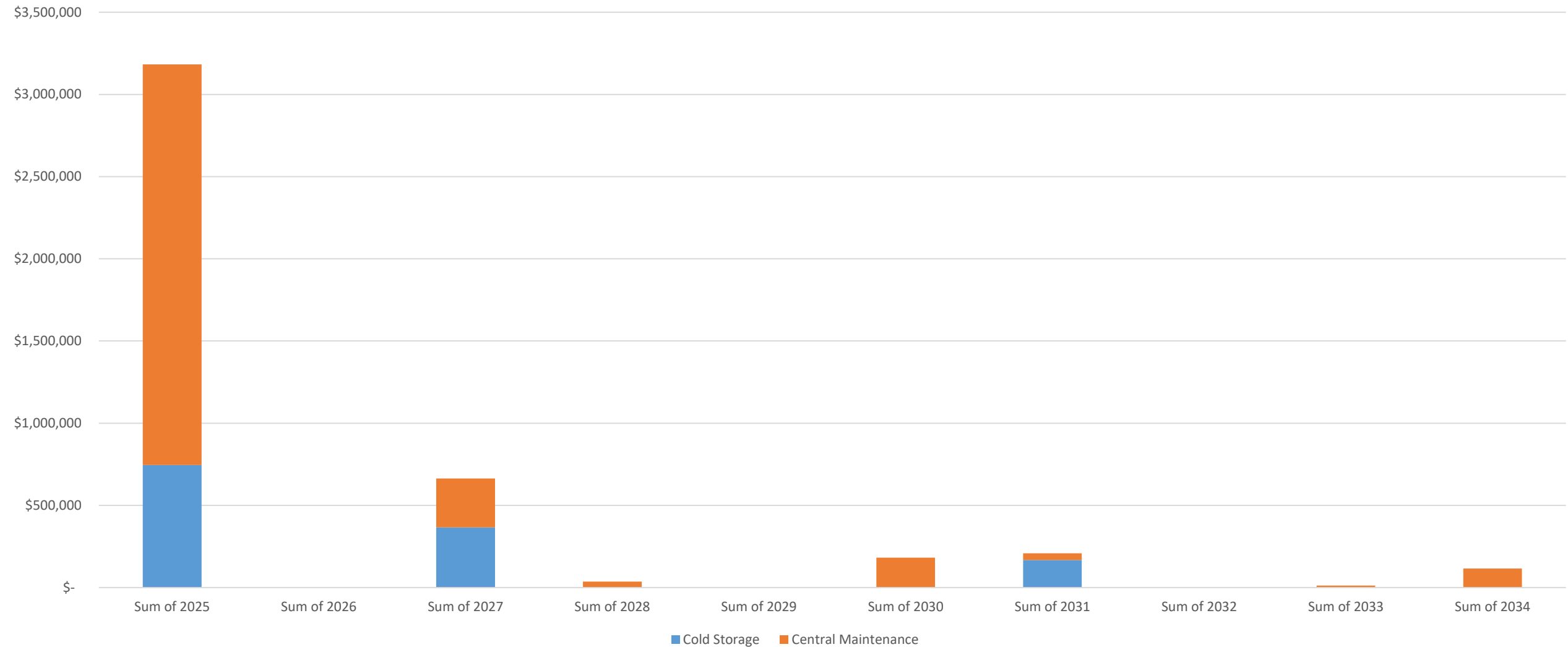
			Pres. Day Repl.		10-Year DM	
Facility List	Year Built	Facility SF	Costs	Building Repl. Cost	Costs	FCI
Central Maintenance	1985	35,262	\$ 400	\$ 14,104,800	\$ 3,120,159	0.0744
Cold Storage	1991	26,621	\$ 350	\$ 9,317,350	\$ 1,280,229	0.2745

$$FCI = \frac{\text{Deferred Maintenance Totals}}{\text{Building Replacement Costs}}$$

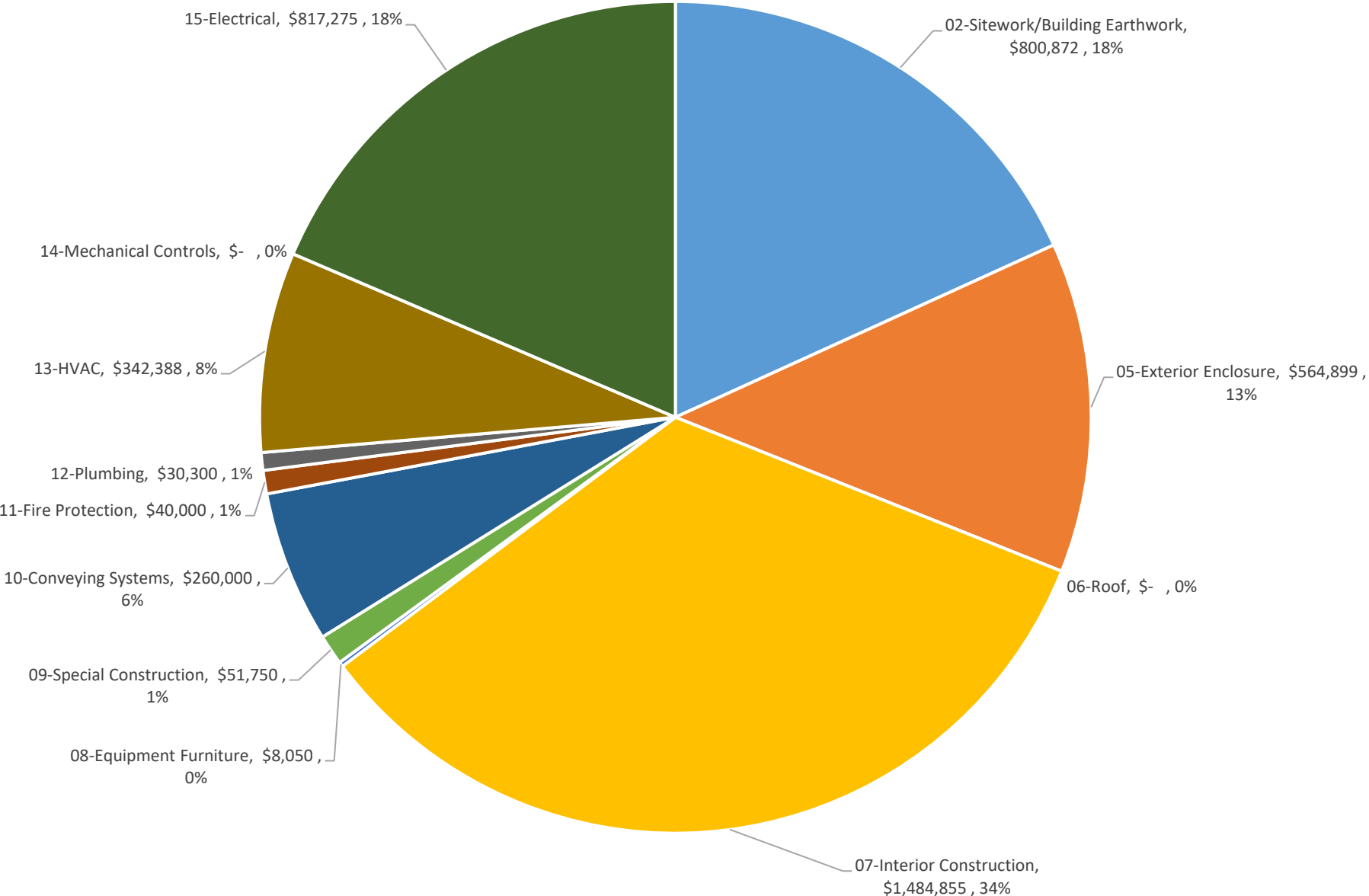


10-Year Annual Plan (Unbalanced)

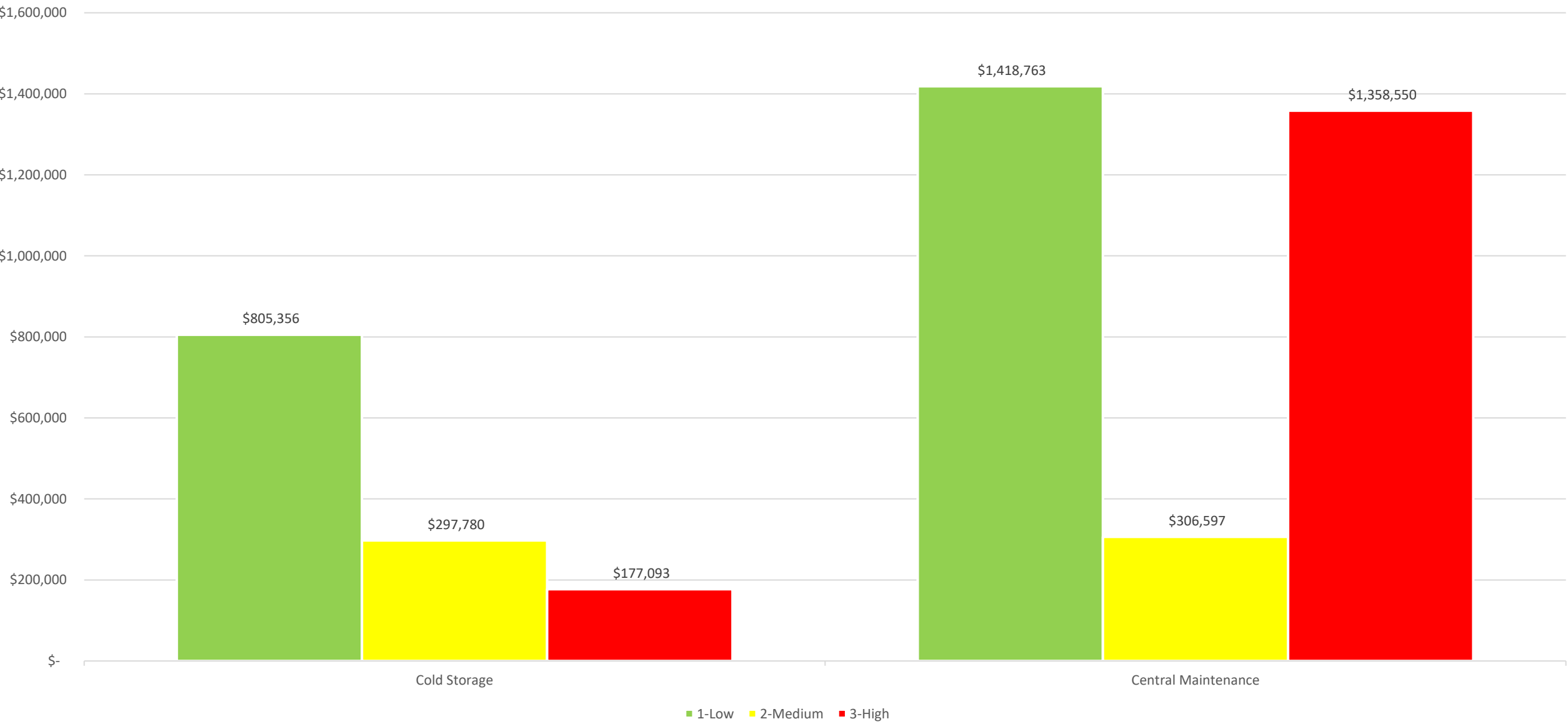
City of Inver Grove Heights- Expected Annual Facility Maintenance Costs



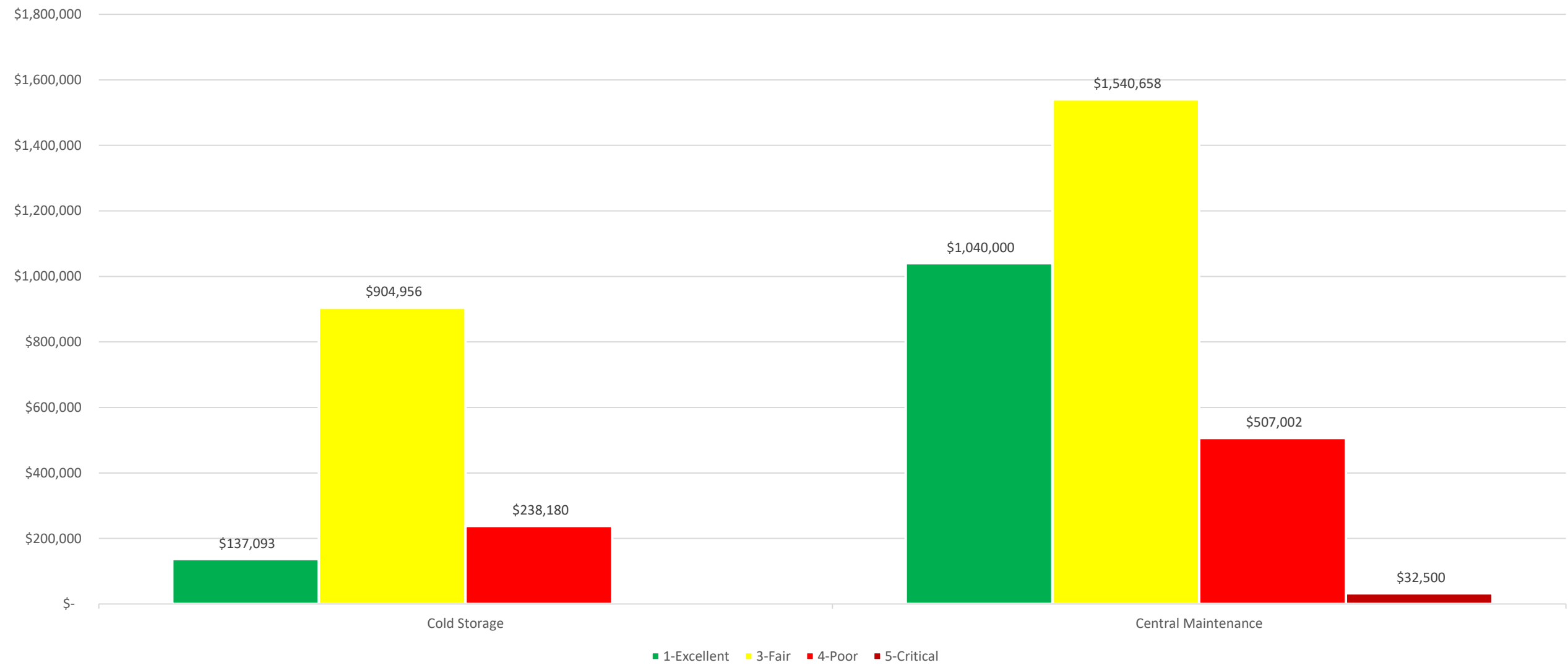
Percentage Breakdown of Costs per Discipline



Criticality Breakdown per Facility

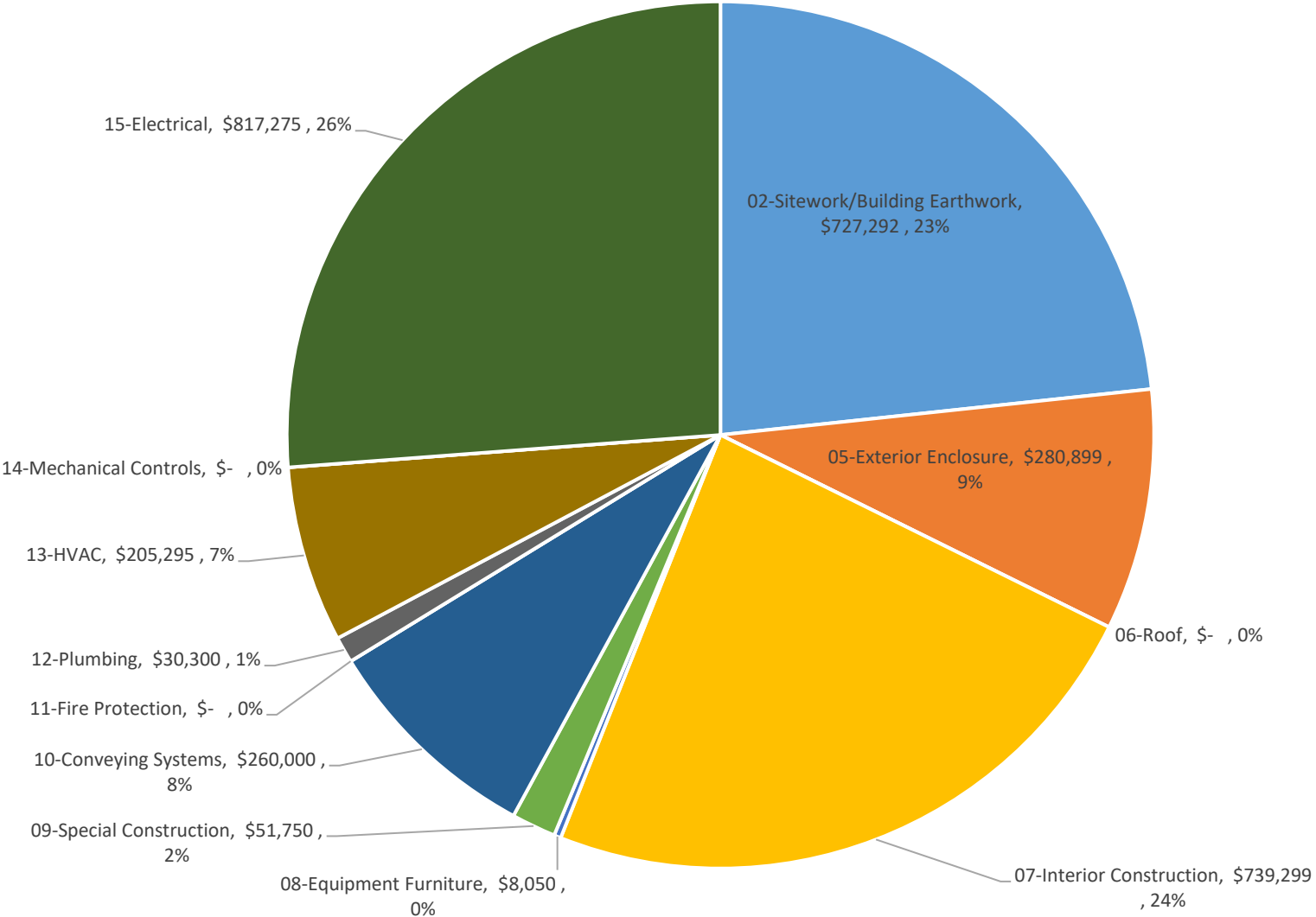


Condition of Items Per Facility



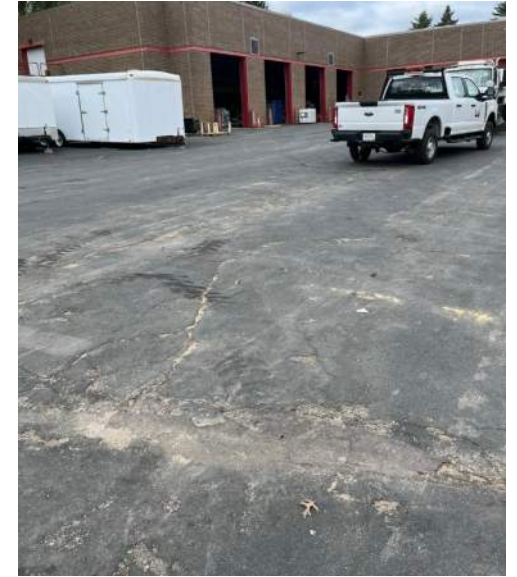
Facility Condition Assessment: Central Maintenance Findings

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

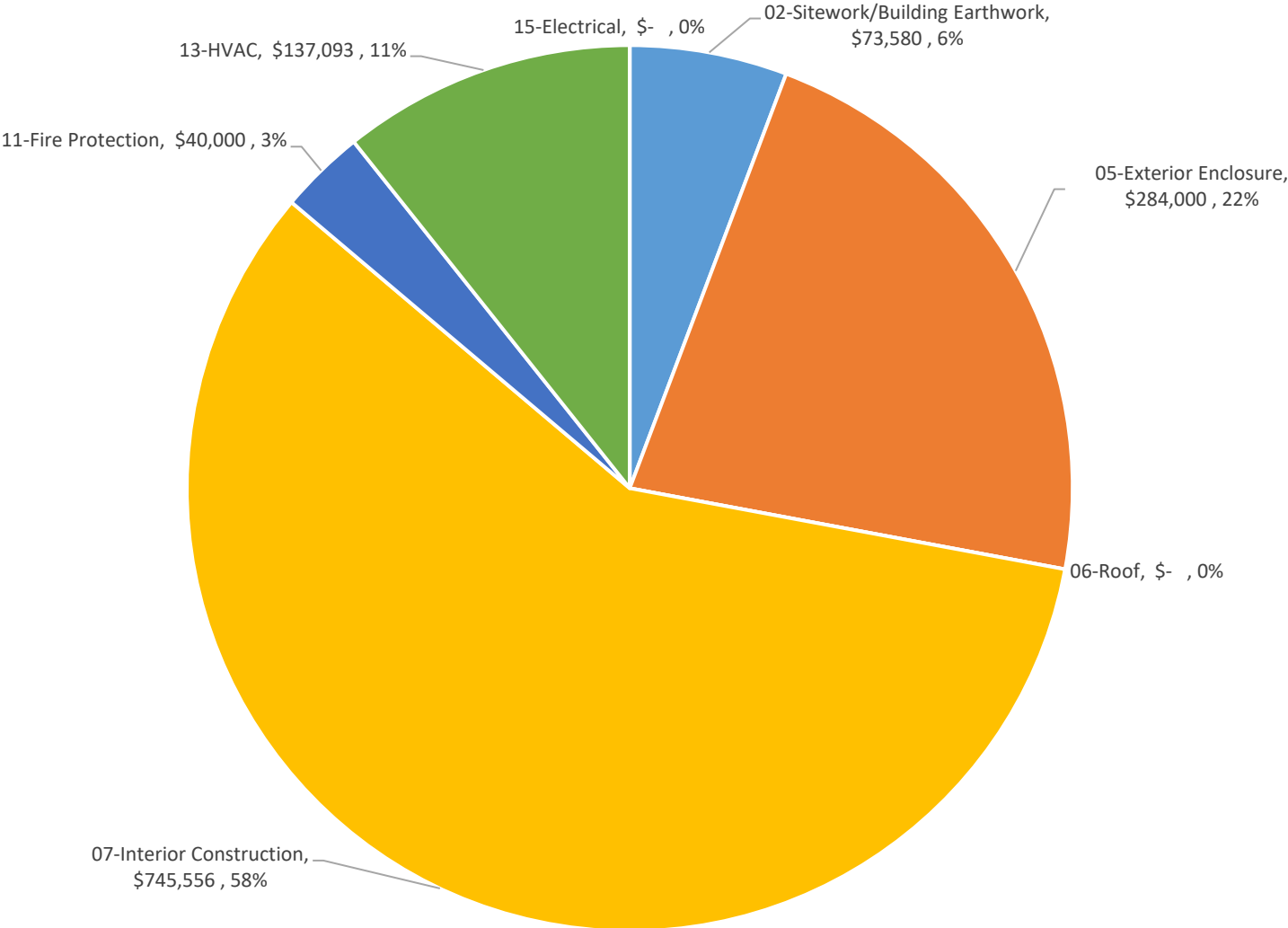


Facility Condition Assessment: Central Maintenance Findings

- 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	
			Costs	Building Repl. Cost	Costs	FCI
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



Public Works/Parks	Superintendents of Streets, Utilities, Parks, Central Equipment	
Department Name	Name/Title of Person Completing Survey	
Maintenance	651-450-4309	
Division Name	Telephone	
	bunderdahl@ighmn.gov	May 1, 2024
	Email Address	Date

I. 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



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



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



_____	_____
_____	_____

Are there any plans for electrifying the fleet? If so, how many EV charging stations should be anticipated?

_____	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.	_____

15. MISCELLANEOUS

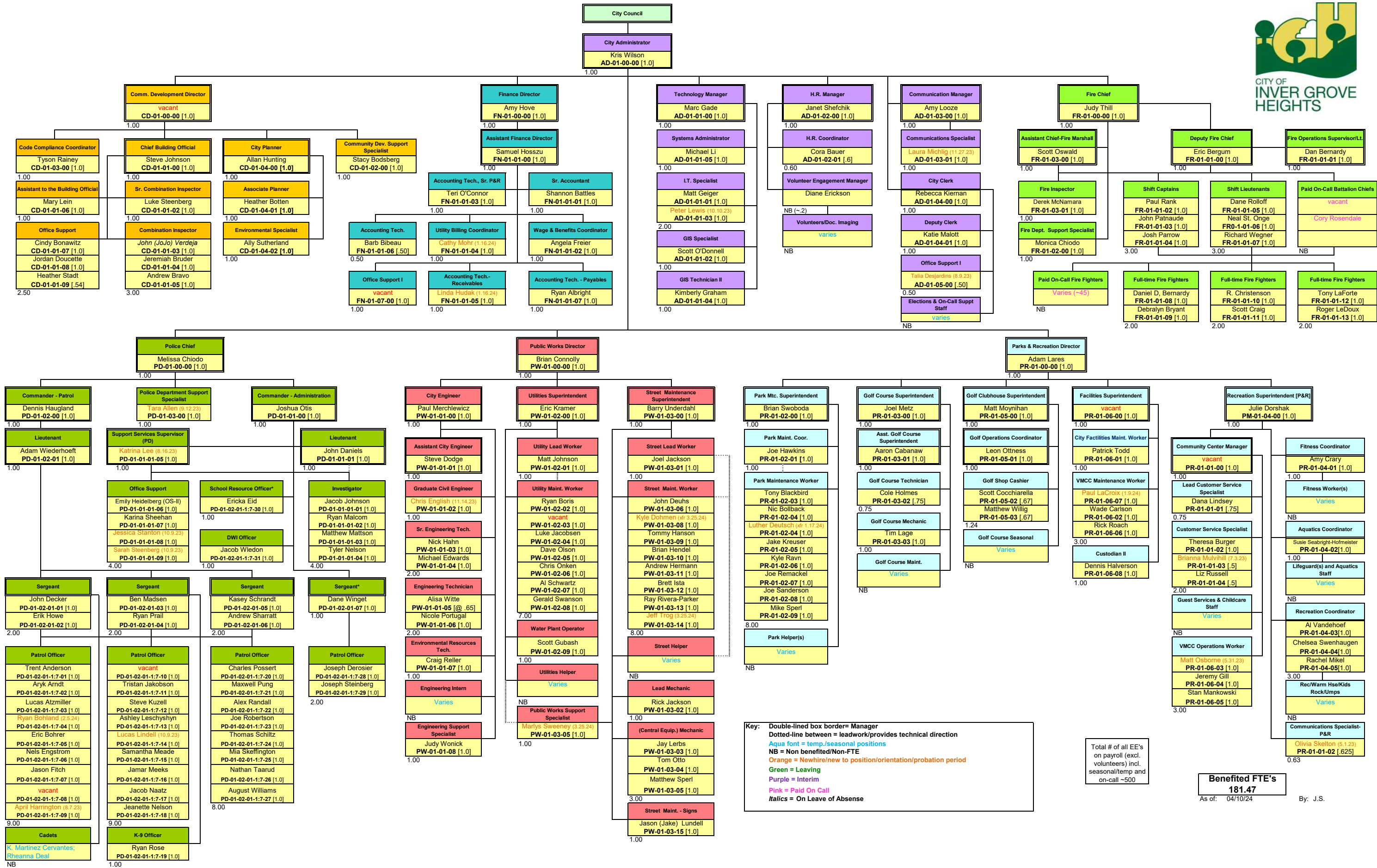
Please offer any additional comments that you feel are important regarding the operational and space requirements of your functional area:

ADDITIONAL INFORMATION

If available, please provide the following items for your functional area.

- Organization Chart - See attached

City of Inver Grove Heights - Organizational Chart





Streets Department	Joel Jackson / Streets Lead Worker	
Department Name	Name/Title of Person Completing Survey	
Public Works	651-450-2473	
Division Name	Telephone	
	jjackson@ighmn.gov	5/1/2024
	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.

Central Equipment

Public Works Department Heads

Utilities

Public Works Specialist

Parks and Recreation

Engineering



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



Are there any plans for electrifying the fleet? If so, how many EV charging stations should be anticipated?

No

15. MISCELLANEOUS

Please offer any additional comments that you feel are important regarding the operational and space requirements of your functional area:

- Drive through stalls for vehicles pulling trailers

- Water spigots at Plow Truck parking bays for brine mixing (if separate mix tanks aren't provided)



Central Equipment	Rick Jackson Lead Mechanic	
Department Name	Name/Title of Person Completing Survey	
Central Equipment	651-450-4317	
Division Name	Telephone	
	rjackson@lghmn.gov	05/01/2024
	Email Address	Date

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	



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				



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.

-------------------------	-------------------------



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



_____	_____
_____	_____

Are there any plans for electrifying the fleet? If so, how many EV charging stations should be anticipated?

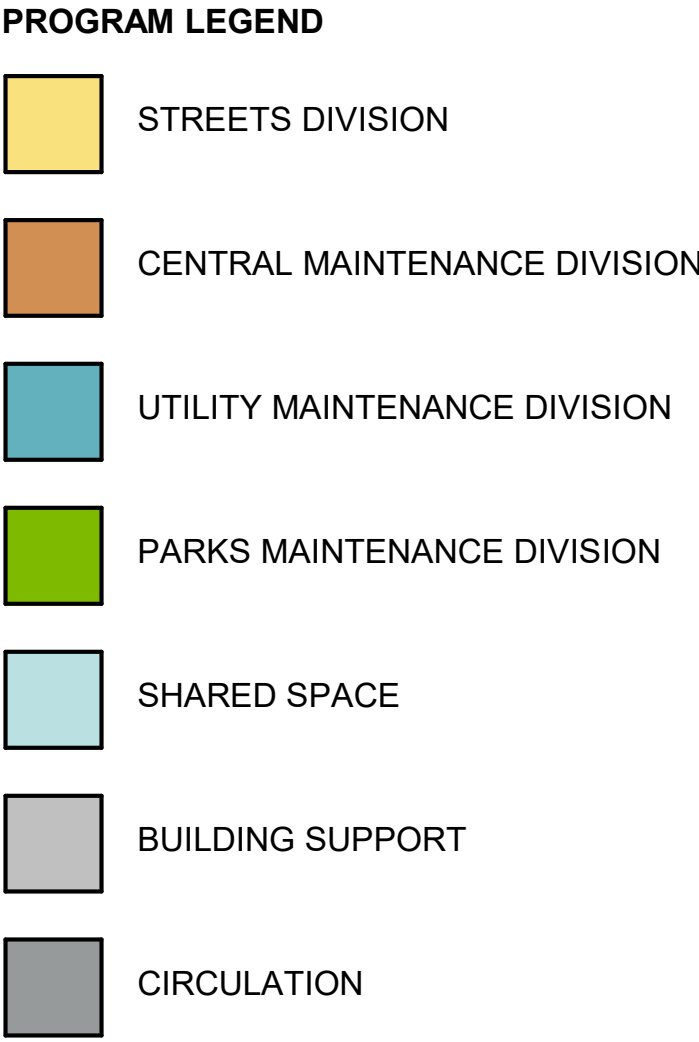
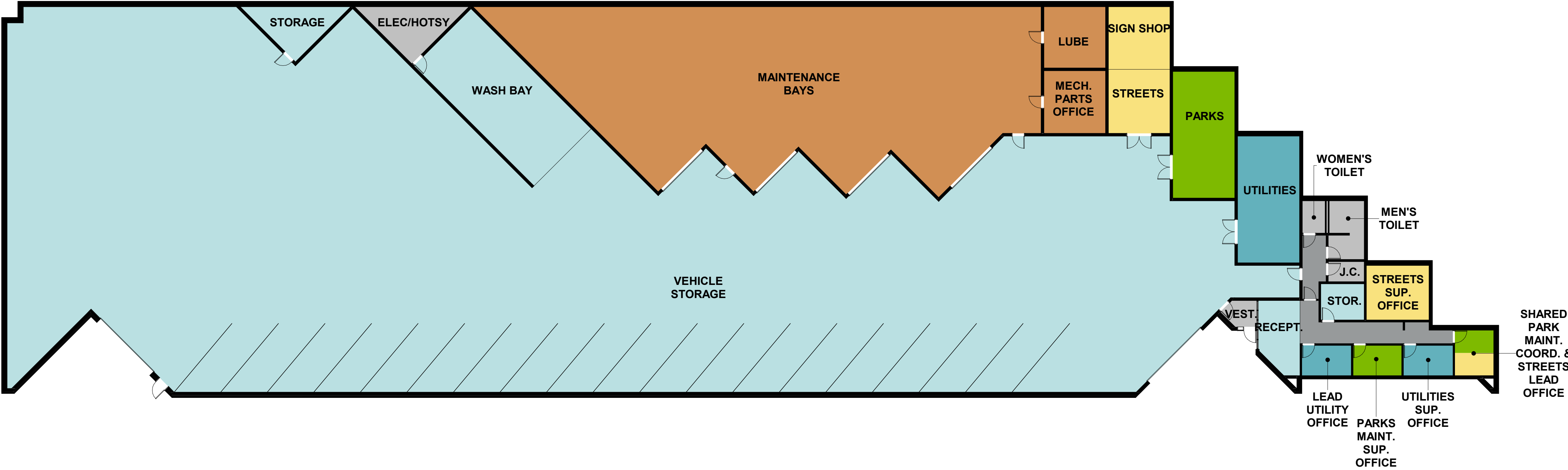
We are getting a Electric fork lift.

15. MISCELLANEOUS

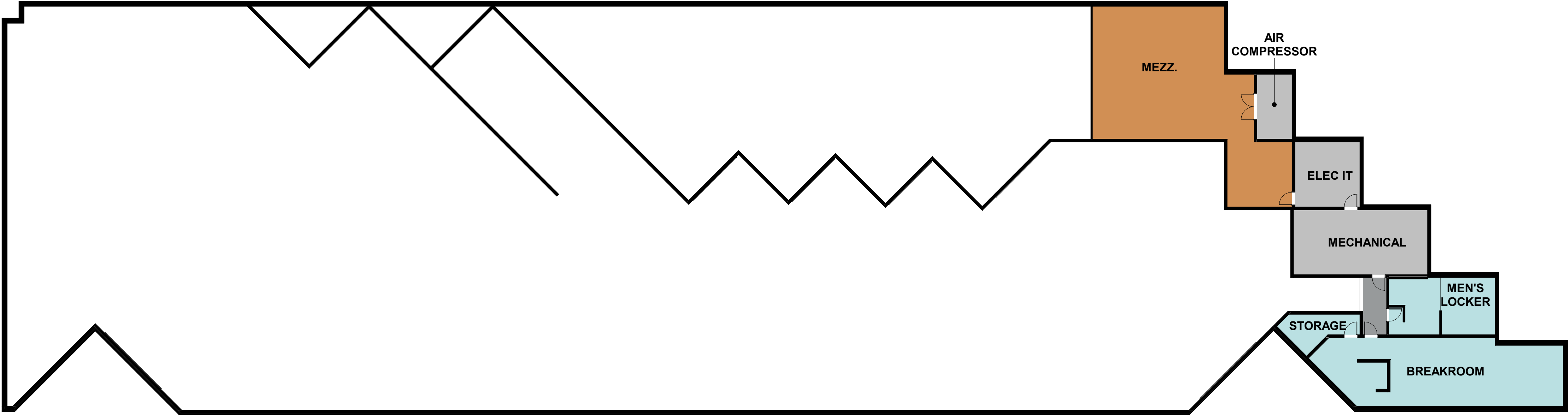
Please offer any additional comments that you feel are important regarding the operational and space requirements of your functional area:

APPENDIX C

EXISTING SPACE UTILIZATION DIAGRAMS



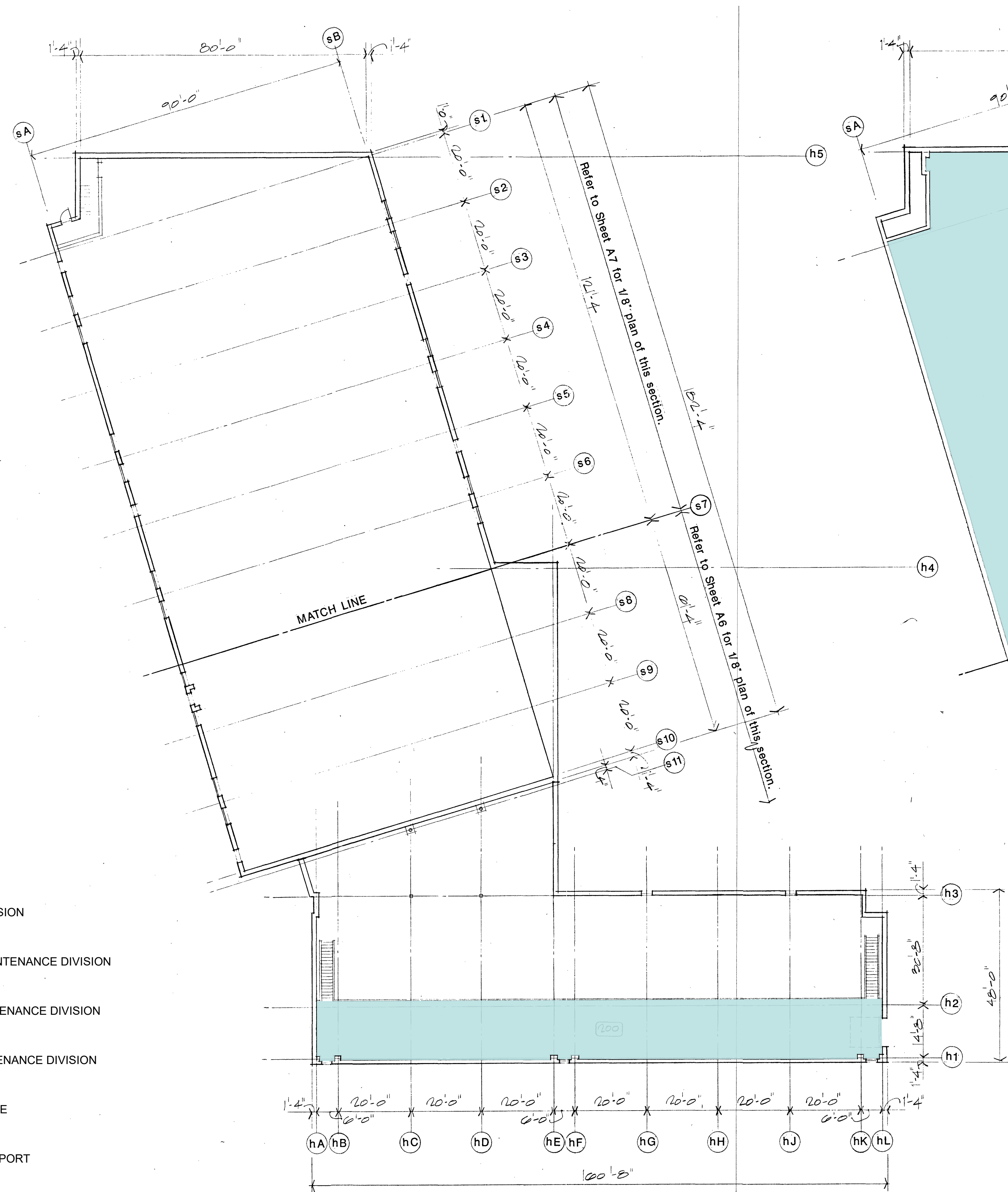
1 MAIN LEVEL FLOOR PLAN
1/16" = 1'-0"



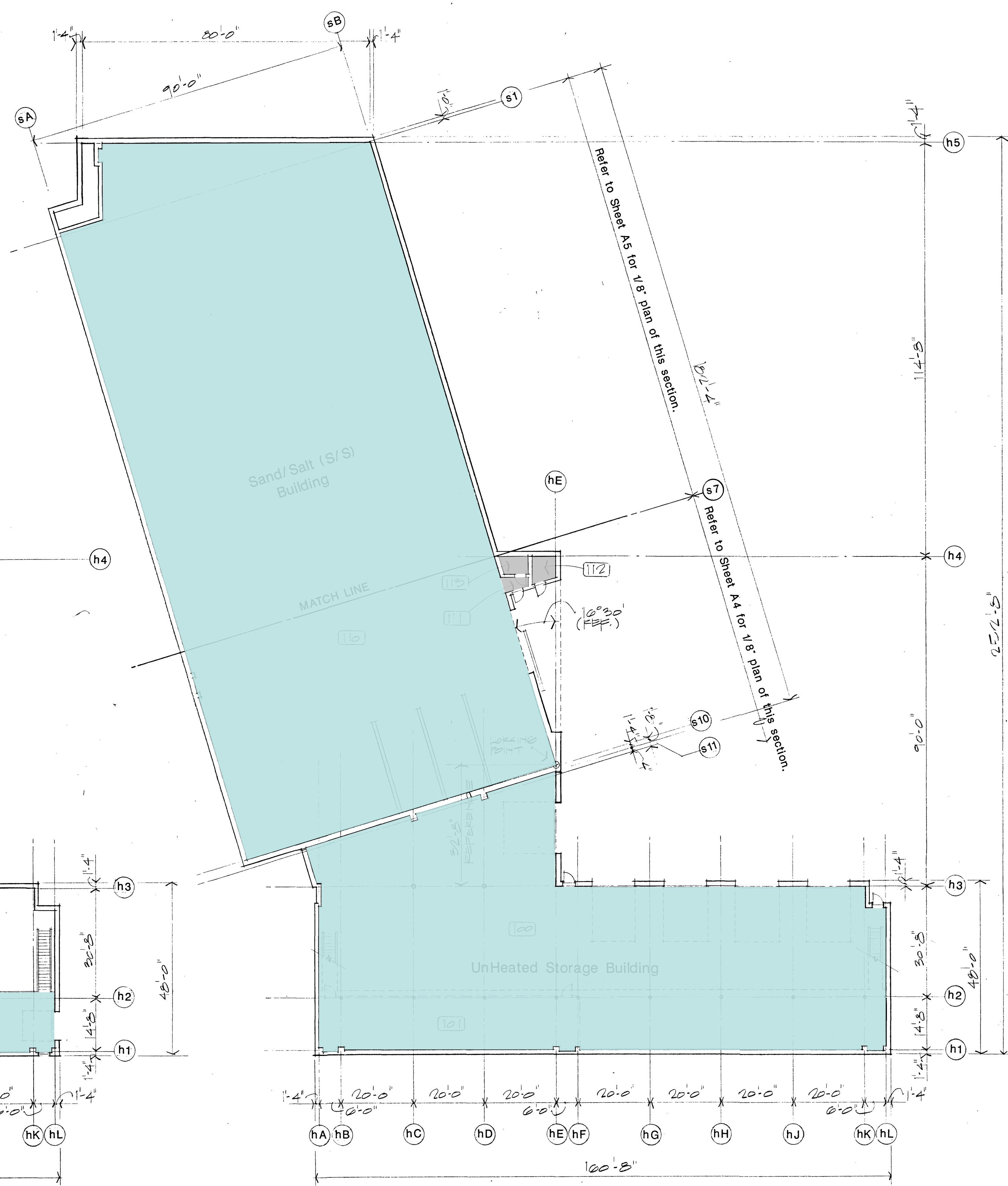
2 UPPER LEVEL FLOOR PLAN
1/16" = 1'-0"



- ### 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

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	
<u>Central Maintenance Facility</u>									
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.	
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
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.	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.				



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

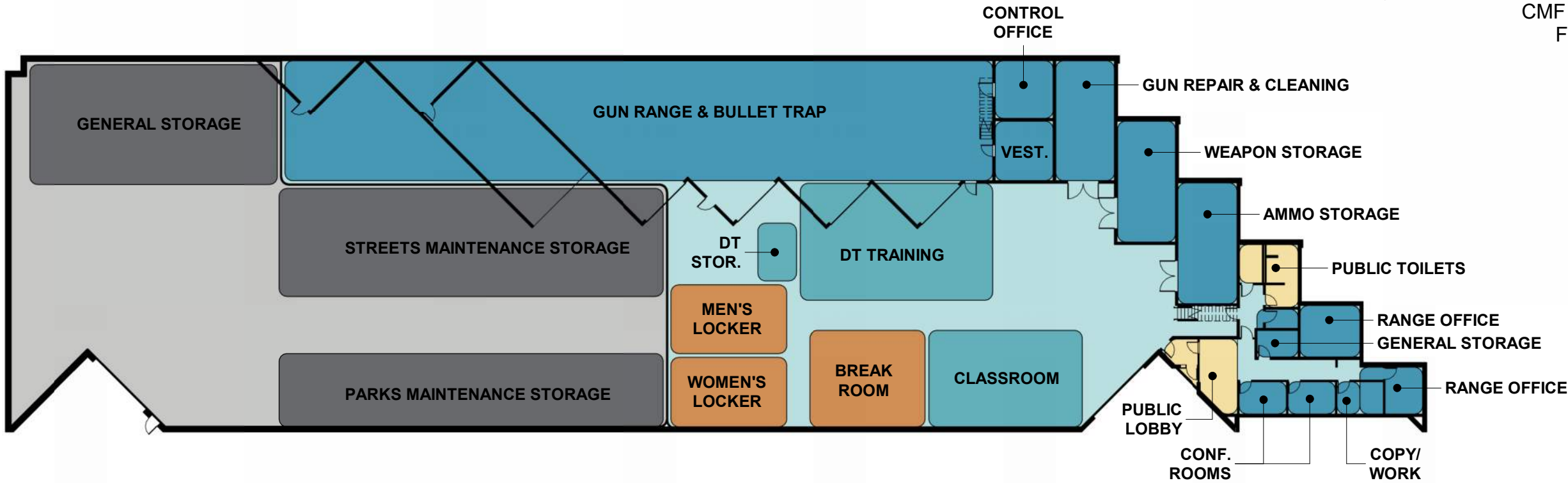


1 OVERALL SITE PLAN - OPTION A
1" = 160'-0"
0 120' 240'



1 **OVERALL SITE PLAN - OPTION B**
1" = 160'-0"
0 120' 240'

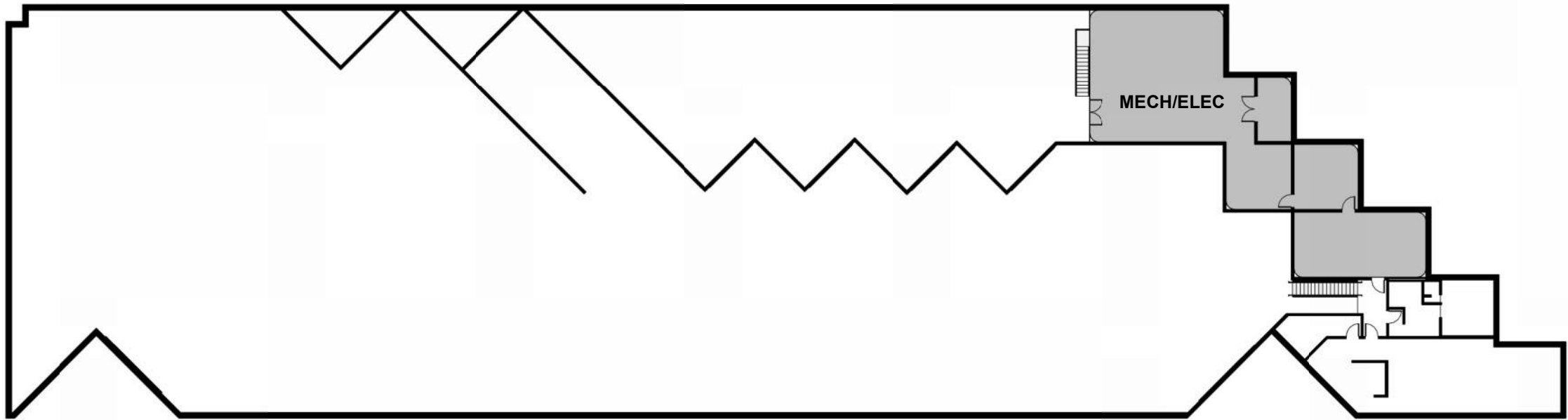
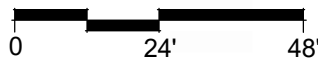
OVERALL SITE PLAN
- OPTION B
C-02



1

OPTION B - WARM STORAGE REUSE - MAIN LEVEL

1/32" = 1'-0"



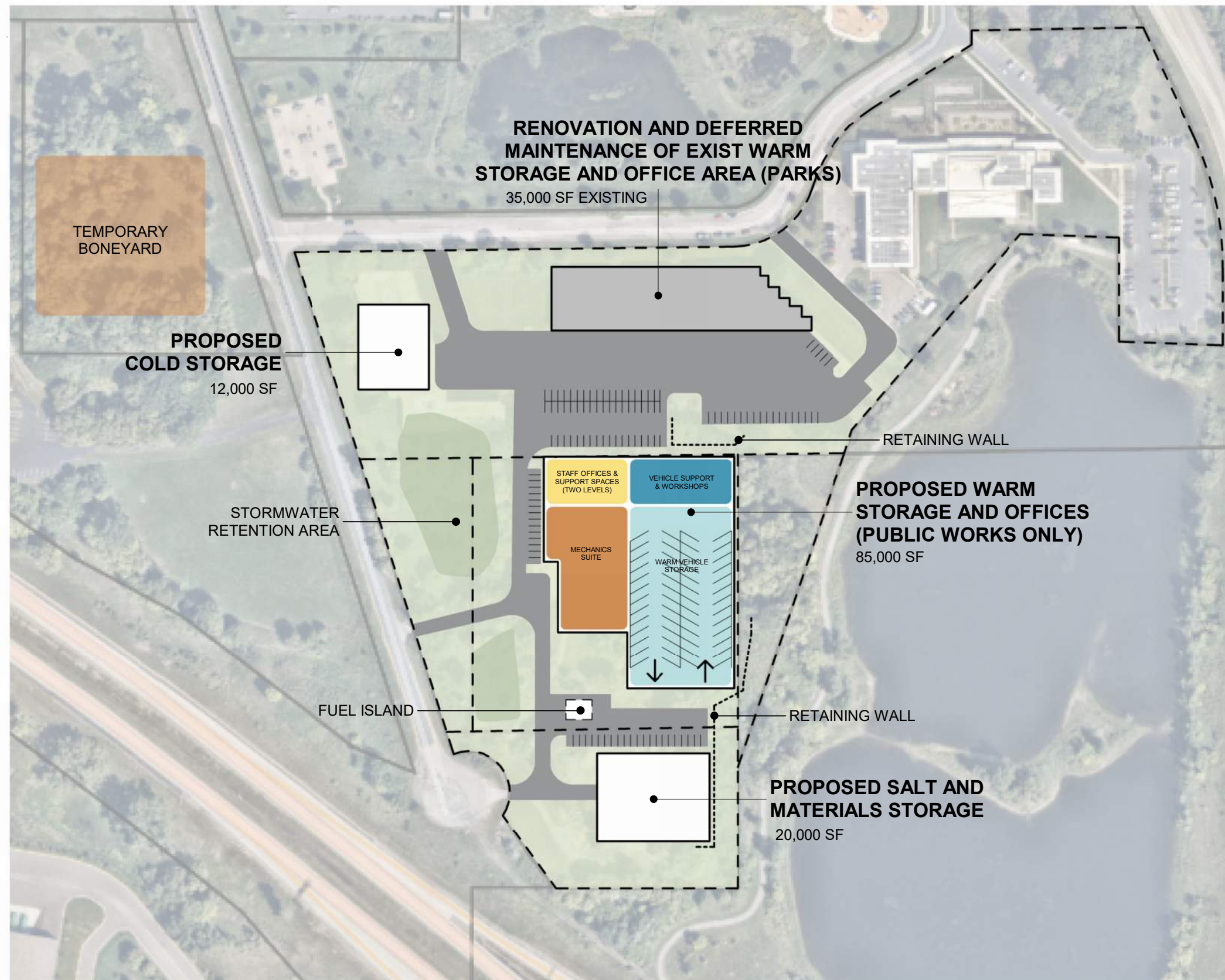
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OPTION B - WARM STORAGE REUSE - UPPER LEVEL

1/32" = 1'-0"



OVERALL FLOOR
PLAN - OPTION B
C-03



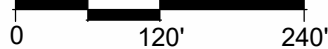
1 OVERALL SITE PLAN - OPTION C - PHASE 1-2
1" = 160'-0"
0 120' 240'



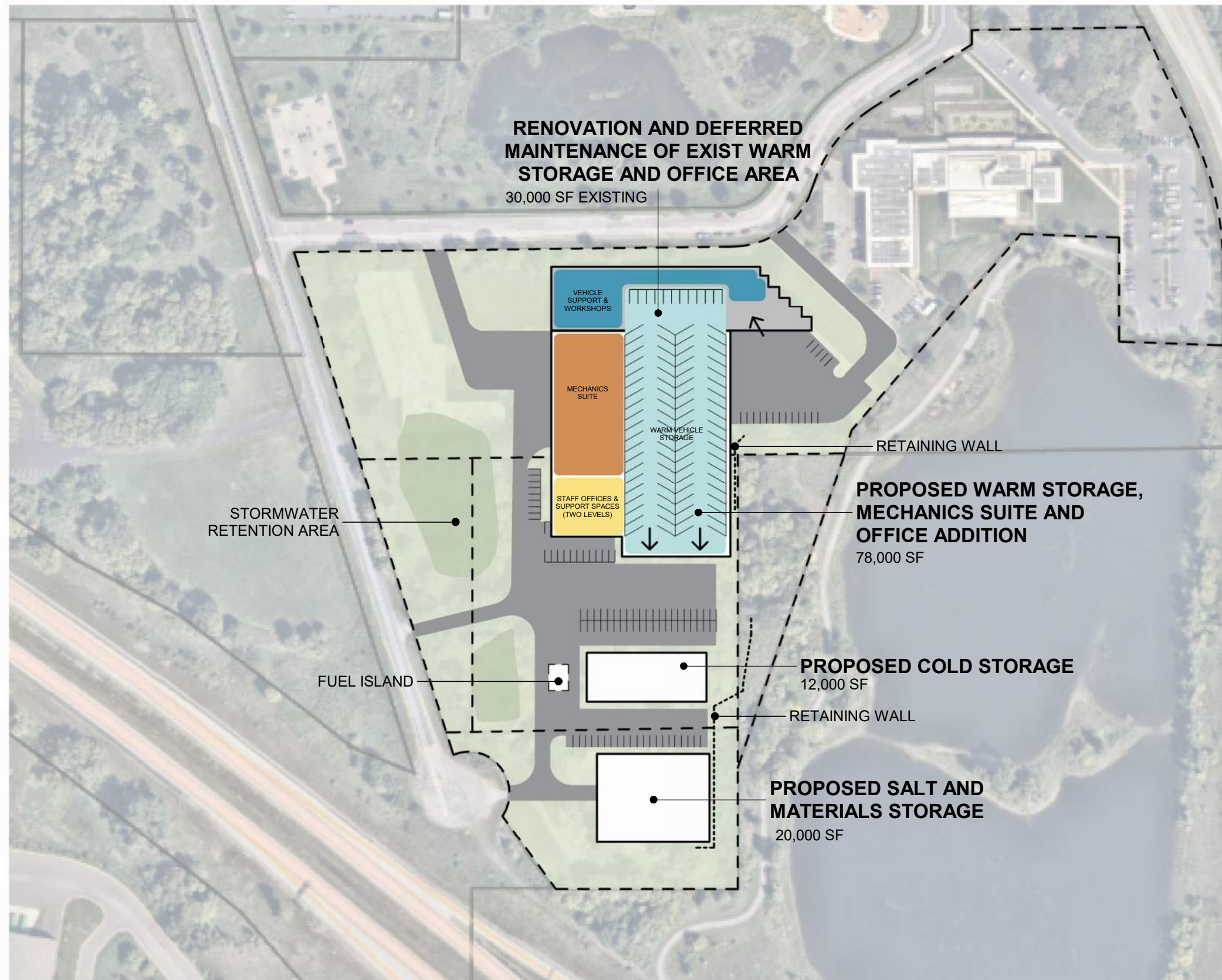
1

OVERALL SITE PLAN - OPTION C - PHASE 3

1" = 160'-0"



OVERALL SITE PLAN
- OPTION C
C-05



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%



Public Works - All New Facility Option A

Owner: **City of Inver Grove Heights**

Project: **New Public Works**
Location: **Inver Grove Heights, MN**
Architect: **WOLD**

Concept System Budget Level of Detail

System Cost Summary

		Acres		Floors		GSF/Floor		Floors		GSF/Floor		Floors		GSF/Floor		Floors		GSF/Floor		Floors	
		10.06		1		15,799		1		51,087		1		21,541		1		12,482		1	
		Site		Office		Vehicle Storage		Vehicle Maintenance		Shops		Salt Shed / Storage									
		438,041		15,799		51,087		21,541		12,482		20,000									
		SF of Site		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	\$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	\$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	\$3.00	1.82%	\$0		
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	\$22.00	13.33%	\$0		
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	\$75.00	45.45%	\$0		
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	\$8.00	4.85%	\$0		
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	\$20.00	12.12%	\$0		
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	\$8.00	4.85%	\$0		
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	\$0.00	0.00%	\$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	\$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	\$10.00	6.06%	\$0		
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	\$7.00	4.24%	\$0		
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	\$5.00	3.03%	\$0		
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	\$7.00	4.24%	\$0		
	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%	\$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	\$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	\$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	\$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	\$165.00	100.00%	\$0		
	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%	\$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	\$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	\$165.00	100%	\$0		
								</													



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			
			20,000		1		4,000		1		10,072		1		1,000			
Project Name			Material Storage Bins			Cold Storage			Fuel Island			Project Total		% Of Total				
SF of Site			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 Option B

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	
		SF of Site			GSF			GSF			GSF			% Of Total	
	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		1		20,000	
		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	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	\$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%	\$37,446	\$3.00	1.82%	\$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%	\$343,255	\$22.00	13.33%	\$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%	\$436,870	\$75.00	45.45%	\$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%	\$436,870	\$8.00	4.85%	\$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%	\$374,460	\$20.00	12.12%	\$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%	\$686,510	\$8.00	4.85%	\$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%	\$62,410	\$0.00	0.00%	\$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	\$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%	\$249,640	\$10.00	6.06%	\$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%	\$374,460	\$7.00	4.24%	\$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%	\$49,928	\$5.00	3.03%	\$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%	\$374,460	\$7.00	4.24%	\$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	\$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	\$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	\$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	\$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%	\$3,426,309	\$165.00	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	\$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	\$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%	\$3,426,309	\$165.00	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

Location:

Architect:

Inver Grove Heights, MN

WOLD



Owner: **City of Inver Grove Heights**

Project: **New Public Works**
Location: **Inver Grove Heights, MN**
Architect: **WOLD**

Public Works - Addition and Remodel Option F

Concept System Budget Level of Detail

System Cost Summary

		Acres		GSF/Floor		Floors		GSF/Floor		Floors		GSF/Floor		Floors		GSF/Floor		Floors	
		10.06			1	15,799		1	51,087		1	21,541		1	12,482		1		
		Site		Office Remodel			Vehicle Storage			Vehicle Maintenance			Shops Remodel			Salt Shed			
		438,041	SF of Site	15,799	GSF		51,087	GSF		21,541	GSF		12,482	GSF		20,000			
	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	
	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%	

		GSF/Floor														
		20,000														
			Floors	GSF/Floor		Floors	GSF/Floor		Floors	GSF/Floor		Floors	GSF/Floor			
		SF of Site	1	4,000		1	10,072		1	1,000		1	1,000		Project	%
			Material Storage Bins			Cold Storage Remodel			Fuel Island						Total	Of Total
			4,000	SF of Site		10,072	GSF		1,000	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	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%			

Total Project Cost Estimate
\$33,885,516
\$259 per GSF
130,981 GSF

APPENDIX G

MEETING MINUTES



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.

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Brian Swoboda, IGH Parks Maintenance

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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:

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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.

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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:

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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.

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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).

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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:

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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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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
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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.

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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:

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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.

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APPENDIX H

FUNDING RESOURCES



INTRODUCTION

Cities use various funding methods to construct, maintain, or improve city facilities and infrastructure. In conjunction with the consultant's needs analysis and site planning efforts, staff have evaluated options for how the City might pay for a new Central Maintenance Facility ("Facility"). The following presents the staff's recommendations and a general overview of the alternatives that were evaluated.

STAFF RECOMMENDATION: General Obligation Bonds & Property Tax Levy

The most common means of financing a municipal facility, such as the proposed Facility, is for the City to borrow money through the issuance of bonds and then make annual payments on those bonds with revenue generated through the City's property tax levy. In Inver Grove Heights, the most recent city building constructed was Fire Station #2, and it was funded in this manner.

After evaluating the potential alternatives and given the scope and cost of this proposed project, it is recommended that the City proceed with the expectation that it will need to issue bonds (i.e. borrow money) to finance the Facility and then increase the City's property tax levy accordingly to make annual payments on that debt.

Staff did consider the potential to have some of its utility capital funds (Water, Sewer, Stormwater) either contribute cash "up front" or provide funds to help offset the annual debt service levy. However, as recent utility rate studies have shown, these respective capital funds lack sufficient resources to pay for upcoming utility-related capital needs without ongoing, and somewhat larger-than-normal, utility rate increases.

Impacts of Bonding for Facility

Utilizing the building option recommended by the Public Works Director, ("Option B"), the City's Financial Advisors at Ehlers were tasked with preparing bonding options and their estimated impacts to the City's tax levy. The City already has \$3 million in cash set aside for the project. With Option B having an estimated total project cost of \$53.8 million, that leaves an estimated \$50.8 million to be funded through bonds.

Bonding options explored include a single bond issuance or two bond issuances in back-to-back years, each for approximately half of the amount needed to fund the project. The purpose of utilizing two bond issuances would be to phase in the impact to the City's taxpayers. In both approaches, it is estimated that the term of the bonds would be 20 years. This exercise was completed for the \$50.8 million amount, and for 10% above that, or \$56.12 million, given that the exact cost of the Facility is unknown at this stage of the project.

The estimated levy impacts of each option are as follows:

One Bond Issuance (*bonds sold in 2026, first payment due in 2027*)

	Total Amount of Bonds	Total Debt Costs (over life of bonds)	Budget Year	\$ Increase to Levy (for new debt)	% Increase to Levy (for new debt)
Estimated Project Costs	\$50,755,000	\$85,770,721	2027	\$3,673,849	10.1%
Estimated Project Costs + 10%	\$56,120,000	\$94,836,952	2027	\$4,062,173	11.2%

Two Bond Issuances (*bonds sold in 2026 & 2027, first payments due in 2027 & 2028*)

	Total Amount of Bonds	Total Debt Costs (over life of bonds)	Budget Year	\$ Increase to Levy (for new debt)	% Increase to Levy (for new debt)
Estimated Project Costs	\$50,850,000	\$86,921,483	2027	\$2,120,388	5.8%
			2028	\$2,134,037	5.3%
Estimated Project Costs + 10%	\$56,220,000	\$95,960,005	2027	\$2,120,388	5.8%
			2028	\$2,585,137	6.4%

Additional Considerations

In addition to considering whether to proceed with a single bond issuance or multiple, and the timing of that action, the City will likely want to explore whether it can bring additional cash resources to the project in order to moderate the amount of the bonds issued.

OTHER FINANCIAL CONSIDERATIONS:

Given the financial cost for this project (exceeding \$50 million) and the need for it to be constructed in a timely manner, staff did not believe it would be reasonable to consider financing the project by only utilizing other (non-bonding) financial resources. This is not to say that a final recommendation would not include these other resources, just that these other resources would not be sufficient. Given the project is still in a preliminary phase, the recommendation is to consider these additional resources once the final design is complete.

1. **Paying Cash Upfront**

A city may certainly save up funds and pay cash for any building construction project it needs to undertake. The City of Inver Grove Heights has a City Facilities Fund that is intended to cover operating costs for City buildings, along with some capital costs. However, the City has not historically set aside money to the level that would be needed to pay cash for an entirely new building. At the end of 2024, the City Facilities Fund had a balance of just under \$2 million, which is intended to allow the City to pay cash for some of the more modest capital improvements to the entire range of City owned buildings, such as City Hall, the police station, fire stations, etc. Such improvements include roofs and other building envelope components, HVAC replacements and upgrades, etc.

Between 2021 and 2023, the City set aside \$3.8 million towards a new Central Maintenance Facility – these were funds allocated from the City's Host Community Fund. In 2021, some of these funds were used for the purchase of the Kundla property and prepping that site for potential Facility project use. This current study is also financed from those earlier savings. This savings balance has benefited from interest earned and staff have estimated that \$3 million will remain available, after this study, to help offset project costs. However, with a total estimated project cost of \$53.8 million, this cash on hand will pay for a very small portion of the project.

It may be possible to allocate additional funds from the Host Community Fund. At the end of 2024, the Host Community Fund had a balance of \$4.5 million. However, during 2025 budget preparations that balance was not expected to grow given the fund's proposed commitments to the City's Sewer Capital Fund and Stormwater Capital Fund. With the passing of a new host community agreement, cash forecasts may favorably change but that potential revenue growth would not occur for several months, even years. And staff do not believe that growth would be a significant contribution towards the amount needed for the Facility.

When final design for the new proposed Facility is complete, and project costs have been refined, staff will provide Council with an updated list of possible internal cash resources to consider using toward a portion of the project cost.

2. **Interfund Loan**

The City maintains a number of different funds, including the Water, Sewer and Stormwater Capital Funds, Pavement Management Fund, Central Equipment Fund and City Facilities Fund, from which an interfund loan could legally be made. However, each fund has its own future capital needs and challenges, and even if all of them were combined, they would not provide sufficient funding for a project the size of the Facility. There would still be a need for the City to issue bonds to fund the remainder of the project, plus the need to make regular repayments on any interfund loans, leaving little or no benefit to utilizing interfund loans compared to bonding for the project as a whole.

3. **State or Federal Funding**

State funding for capital projects is generally restricted to projects with regional significance, meaning they serve or benefit residents of multiple communities. There are certain municipal facilities that each and every city in the state needs to operate - including a city hall, police station, fire station(s) and maintenance (or "Public Works") facility. The state does not provide funding for these types of buildings because if it gave money to one city for this purpose, there would be no basis to deny it to other cities. From time to time, cities do ask the state for funding for such projects, but they have seen little to no success. In recent years, one nearby city asked for state bond funds for a new city hall / police station while another sought funding for a public works facility; neither was successful. In the event state or federal funding is provided, those associated projects typically have restrictions or requirements on the construction of an improvement that can increase project costs anywhere from 10-35%. Combined with current economic trends and fiscal challenges present at both the state and federal levels, it is staff's opinion that going through the process of requesting and lobbying for state funding for the Facility would have limited chance of success, and would likely lead to delays in proceeding with the project, and lead to unnecessary cost increases in the project as a result of those delays.

4. **Local Option Sales Tax**

A local option sales tax is a sales tax that is collected within the geographic boundaries of a city or county. Local option sales taxes apply to the same items and services as the general state sales tax. Minnesota cities can use the local option sales tax to fund capital projects such as the Facility. The process for establishing a local option sales tax is currently the subject of much legislative debate, and a state-imposed moratorium is currently in-place for such taxing options. Prior to the moratorium, a local option sales tax required approval from the state legislature, approval from the City Council, and approval by voters via a ballot referendum.

A local option sales tax is often recommended when the proposed improvement or services are of a regional significance - meaning the improvement would impact a large portion of non-residents who would be working, shopping, or visiting the city. As the City's tax base is primarily made up of residential properties (76.55%) and those will often be the same individuals making purchases within the community, the burden of a new citywide sales tax would fall primarily on the city's own residents. So, given the likelihood that the City's residents would be the primary payers of this tax, along with the administrative and time constraints in implementing such a tax, staff are not recommending the City pursue this financing option.

Request for Council Action

SUBJECT: **Resolution Scheduling Public Hearings for 2026
Pavement Management Projects Nos. 2026-09D through
2026-09L**

MEETING DATE: April 14, 2025

ITEM TYPE: Consent Agenda

CONTACT: Paul Merchlewicz, City Engineer, 651.450.2572

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, scheduling public hearings for the 2026 Pavement Management Project Nos. 2026-09D, 2026-09E, 2026-09F, 2026-09G, 2026-09H, 2026-09I, 2026-09J, 2026-09K, and 2026-09L for Monday, May 12, 2025.

BACKGROUND

The Council initiated the following Pavement Rehabilitation Projects on August 12, 2024, as part of the 2026 Pavement Management Initiative (2026 PMI):

- 2026-09D - 52nd St E by Full Depth Reclamation
- 2026-09E - Angus Ave Area by Full Depth Reclamation
- 2026-09F - Alta Ave Area by Full Depth Reclamation
- 2026-09G - Audrey Ave Area by Full Reconstruction
- 2026-09H - Upper 55th St (from Blaine to Cahill Ave) and 57th St by Full Depth Reclamation/Reconstruction
- 2026-09I - South Blackberry Trail Area by Full Reconstruction
- 2026-09J - North Blackberry Trail Area by Mill and Overlay/Full Reconstruction
- 2026-09K - 85th St Area, College Trail Area, and Birch Blvd Area by Partial Reconstruction/Full Depth Reclamation
- 2026-09L - Alameda Area by Full Depth Reclamation

The feasibility reports for these 2026 PMI projects are nearing completion, and will be presented as part of the public improvement hearings to be held on May 12, 2025.

Staff hosted open houses on September 12, 2024, and February 13, 2025, for the Blackberry Trail neighborhood, and on February 13, 2025, for the Audrey Avenue and 58th Court neighborhood. Both of these neighborhoods are proposed to have total street reconstruction, and these neighborhood-specific open houses were held to receive feedback and to incorporate that information into the reconstruction portions of the feasibility report. Staff will be hosting another open house for all project areas on April 24, 2025, at the VMCC, to provide a summary of the feasibility report recommendations to adjacent property owners ahead of the proposed public improvement hearing.

FISCAL IMPACT

There are no fiscal impacts associated with this Council action of calling the public hearings. The fiscal impacts of constructing the projects will be presented as part of the scheduled public hearing.

RECOMMENDATION

Staff recommends adoption of the attached Resolution, ordering publication of and scheduling public hearings for the nine (9) aforementioned projects on May 12, 2025, where details of the feasibility report will be presented, property owner comments will be heard, and the Council can consider ordering the projects.

ATTACHMENTS

1. Resolution - Schedule Public Hearing for 2026 PMI Projects

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

RESOLUTION NO. _____

**RESOLUTION SCHEDULING A PUBLIC HEARING FOR 2026 PAVEMENT MANAGEMENT
PROJECTS 2025-09D THROUGH 2025-09L**

WHEREAS, on August 12, 2024, City Council authorized the preparation of a feasibility report by SEH, Inc. for the 2026 Pavement Management Initiative projects (Resolution 2024-161); and

WHEREAS, Staff and Consultants have prepared a draft feasibility report, will meet with property owners, and incorporate feedback into the report, and present the final feasibility report to the Council for acceptance prior to the improvement hearing for the following projects:

Project No.	Location	Improvements
2026-09D	52nd St E	Full Depth Reclamation
2026-09E	Angus Ave Area	Full Depth Reclamation
2026-09F	Alta Ave Area	Full Depth Reclamation
2026-09G	Audrey Ave Area	Full Reconstruction
2026-09H	Upper 55th St (from Blaine to Cahill Ave) and 57th St	Full Depth Reclamation/ Reconstruction
2026-09I	South Blackberry Trail Area	Full Reconstruction
2026-09J	North Blackberry Trail Area	Mill and Overlay/Full Reconstruction
2026-09K	85th St Area, College Trail Area, and Birch Blvd Area	Partial Reconstruction/Full Depth Reclamation
2026-09L	Alameda Area	Full Depth Reclamation

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

1. A public hearing will be held on such improvements at 6:00 PM on Monday, May 12, 2025, in the City Council Chambers at 8150 Barbara Avenue, Inver Grove Heights, MN 55077.
2. The Council hereby directs the City Clerk to mail and publish notice of such hearing and improvements as required pursuant to Chapter 429 of Minnesota State Statute.

Approved by the City Council of the City of Inver Grove Heights, Minnesota, this 14th day of April 2025.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: **Resolution Approving Transfer of \$1.4 million from the General Fund to the Parks Acquisition & Development Fund**

MEETING DATE: April 14, 2025

ITEM TYPE: Consent Agenda

CONTACT: Amy Hove, Finance Director, 651.450.2521

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, transferring \$1.4 million from the General Fund to the Parks Acquisition & Development Fund.

BACKGROUND

As part of the federal government's COVID relief efforts, cities received two rounds of funding. The first - generally referred to as CARES Act funding - was spent during the height of the pandemic to cover costs associated with improving online services, providing economic support to local businesses and non-profits, paying for unbudgeted city expenditures related to the pandemic and public safety payroll. The second round of funding - called the American Rescue Plan Act (ARPA) funds - was received in two installments - May 2021 and May 2022. In total, the City received \$3,898,315.98 in ARPA funds.

At the time it was received, this funding was segregated into its own fund and set aside to await the outcome of the City's state bonding requests for Heritage Village Park and the 117th Street Reconstruction Project. Since the state passed a 2023 bonding bill that included funding for both projects, the Council was able to consider other potential uses for the City's ARPA funds and ultimately allocated them as follows:

- \$875 paid to Ehlers in 2021 to perform revenue replacement calculation
- \$2,500,000 allocated to the Water Treatment Plant rehabilitation project in 2024
- \$1,397,440.98 allocated to the General Fund to cover 2024 Police Department payroll costs

When the Council approved the final ARPA allocation of \$1,397,440.98 to police payroll in September 2024, it was with the intent of reviewing year-end General Fund balances and determining the most appropriate use for the almost \$1.4 million in savings that resulted from this additional General Fund revenue (transfer in). Council discussed spending options at their April 7, 2025 work session and the result of those discussions centered around the Council's desire to provide residents with new and/or additional park amenities with this one-time funding. Relocation of the historic Town Hall and Schoolhouse to Heritage Village Park and the purchase of land for a new park in the Northwest Area of the city were at the forefront of this discussion, but no final decision was made regarding specific expenditures.

Given the overall desire to spend these resources on new and/or additional park amenities for current and future residents to enjoy, the Council directed staff to prepare a resolution authorizing the transfer of these excess General Fund dollars (approximately \$1.4 million after accrued interest) to the Parks Acquisition & Development Fund - the fund responsible for financing new parks and park amenities.

FISCAL IMPACT

The transfer of ARPA dollars into the General Fund in 2024 resulted in an increase in the General Fund's fund balance by an equivalent amount. Although this transfer to the Parks Acquisition & Development Fund will reduce the fund balance in the General Fund, the remaining unassigned fund balance still exceeds the city's established fund balance target of 40-45% of annual expenditures.

RECOMMENDATION

Staff recommends adoption of the attached Resolution, transferring \$1.4 million from the General Fund to the Parks Acquisition & Development Fund.

ATTACHMENTS

1. Resolution Approving Transfer

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

RESOLUTION NO. _____

**RESOLUTION APPROVING GENERAL FUND TRANSFER OF \$1.4 MILLION
TO THE PARKS ACQUISITION & DEVELOPMENT FUND**

WHEREAS, in 2021 and 2022, the City received \$3,898,315.98 in American Rescue Plan Act (ARPA) funds, and;

WHEREAS, in 2021, \$875 in ARPA funds were paid to Ehlers, the City's financial advisor for preparing revenue replacement calculations related to the City's ARPA award, and;

WHEREAS, in 2024, \$2.5 million in ARPA funds were allocated and obligated for the Water Treatment Plant Rehabilitation project, and;

WHEREAS, in 2024, the City's remaining ARPA funds of \$1,397,440.98 were allocated towards police department payroll costs, which resulted in approximately \$1.4 million in General Fund savings for the year (allocation plus interest accrued), and;

WHEREAS, it is the Council's desire to use this \$1.4 million in General Fund savings to provide residents with new and/or additional park amenities and directed staff to prepare a resolution authorizing the transfer of this savings to the Park Acquisition & Development Fund.

NOW, THEREFORE BE IT RESOLVED, BY THE CITY OF INVER GROVE HEIGHTS: that, the City Council of the City of Inver Grove Heights approves the transfer of \$1.4 million from the General Fund (Fund 101) to the Parks Acquisition & Development Fund (Fund 402).

Adopted this 14th day of April 2025 by the City Council of Inver Grove Heights, MN.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: **Exempt Gambling Permit for Ducks Unlimited**

MEETING DATE: April 14, 2025

ITEM TYPE: Consent Agenda

CONTACT: Rebecca Kiernan, City Clerk, 651.450.2513

ACTION REQUESTED

The Council is asked to approve the application of Ducks Unlimited for an exempt gambling permit to conduct a bingo and raffle event at the Loyal Order of Moose Lodge #1088, 5927 Concord Blvd, on May 17, 2025.

BACKGROUND

Ducks Unlimited is seeking an exempt gambling permit to hold a bingo and raffle event at the Loyal Order of Moose Lodge #1088 on May 17, 2025. Ducks Unlimited is a non-profit conservation organization specializing in habitat restoration and clean water across North America.

FISCAL IMPACT

none

RECOMMENDATION

Staff recommends approval of the exempt gambling permit.

ATTACHMENTS

1. LG220 Exempt Gambling Permit

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: University of minnesota

Previous Gambling Permit Number: X- 92226

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 1218 Vista DR

City: Burnsville State: mn Zip: 55337 County: Dakota

Name of Chief Executive Officer (CEO): Alex MEreness

CEO Daytime Phone: 6513418405 CEO Email: amereness@ducks.org

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☒ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): loyal order of the moose 1088

Physical Address (do not use P.O. box): 5927 Concord BLVD

Check one:

☒ City: inver grove heights Zip: 55076 County: Dakota

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 05/17/2025

Check each type of gambling activity that your organization will conduct:

☒ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
☐ The application is acknowledged with no waiting period. ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city). ☐ The application is denied.	☐ The application is acknowledged with no waiting period. ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days. ☐ The application is denied.
Print City Name: _____	Print County Name: _____
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date: _____	Title: _____ Date: _____
The city or county must sign before submitting application to the Gambling Control Board.	
TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date: _____	

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Alex Mereness Date: 04/02/2025
(Signature must be CEO's signature; designee may not sign)

Print Name: Alex Mereness

REQUIREMENTS
Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS
Mail application with:

_____ a copy of your proof of nonprofit status; and
_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

How You May Spend Gambling Funds	How You May Not Spend Gambling Funds
Allowable expenses - Gambling funds may be spent for allowable expenses, such as: • gambling equipment (pull-tabs, bingo paper, bingo blower, paddlewheel tickets, tipboard games); • advertising; • printing raffle tickets; or • any services or goods that are directly related to the conduct of your gambling. Charitable contributions - Gambling funds may be spent for the following charitable contributions (lawful purpose): • to or by 501(c)(3) organization and 501(c)(4) festival organizations; • relieving the effects of poverty, homelessness, or disability; • problem gambling programs approved by the Minnesota Department of Human Services; • public or private nonprofit school; • scholarships (if a contribution is made to a scholarship fund, it must be made to a nonprofit organization whose primary mission is to award scholarships); • church; • recognition of military service (open to public or active military personnel in need); • activities and facilities benefiting youth under age 21; • citizen monitoring of surface water quality, with data submitted to Minnesota PCA; • unit of government (NOTE: A direct contribution to a law enforcement or prosecutorial agency is not allowed); • wildlife management projects or activities that benefit the public-at-large, with DNR approval; • grooming and maintaining snowmobile or all-terrain trails that are grant-in-aid trails, or other trails open to public use, with DNR approval; • supplies and materials for DNR training and educational programs; • nutritional programs, food shelves, and congregate dining programs primarily for persons who are 62 or older or disabled; • community arts organizations or programs; • humanitarian service recognizing volunteerism or philanthropy; and • acquisition and repair of real property and capital assets (contact the Gambling Control Board for requirements).	1. Controlled contribution - An organization may not retain any control over any contribution made from gambling funds. The only exception is for expenditures by a 501(c)(3) organization or a 501(c)(4) festival organization to its general fund. 2. Financial gain - A contribution or expenditure may not be made if it results in any monetary, economic, financial, or material benefit to the organization making the contribution or expenditure. 3. Government - An expenditure may not be made for: • influencing the nomination or election of a candidate for public office; • promoting or defeating a ballot question; or • any activity intended to influence an election or a governmental decision-making process. 4. Law enforcement - A direct contribution may not be made to a law enforcement or prosecutorial agency. 5. Pension - A contribution may not be made to a government pension or retirement fund, such as a fire relief association. 6. Conflict of interest - A contribution or expenditure may not be made if it is not allowed under the conflict of interest provisions of the Minnesota Nonprofit Corporation Act, Minnesota Statutes, Section 317A.255. 7. Alcohol - An expenditure may not be made for the purchase of any intoxicating liquor, wine, or malt beverages. 8. Fundraising - An expenditure may not be made for fundraising costs, except as allowed for a 501(c)(3) organization or 501(c)(4) festival organization from its general fund. 9. Other organizations - With few exceptions, gambling funds may not be contributed to other organizations or clubs such as veterans, fraternal, Lions, etc. unless it is a 501(c)(3) organization. 10. Other contributions - A contribution may not be made to a 501(c)(3) organization or another entity with the intent or effect of not complying with lawful purpose restrictions or requirements.

BINGO AND RAFFLE – Checklist for Excluded/Exempt Permits

The purpose of this form is to help your organization conduct excluded/exempt gambling in compliance with the requirements listed below. Exempt and Excluded activities cannot be conducted in the same calendar year. The five forms of lawful gambling are bingo, paddlewheels, pull-tabs, raffles and tipboards. Detailed information regarding each requirement is available by clicking on the following links [in blue italics]: 1) applicable statutes and rules; 2) the [Lawful Gambling Manual](#); 3) the online class, “[Conduct of Raffles](#)”; and 4) the [phone number and email address](#) of your county’s Licensing (license, permits and leases) and Compliance (conduct and reporting) Specialists.

Check Box	RAFFLES
	1. Tickets are printed in accordance with MN Rule 7861.0310 .
	2. Tickets contain the sequential number of the raffle ticket. Theatre style tickets may be used. (349.173)
	3. A list of prizes and a statement of other relevant information is made available to ticket purchasers. (349.173)
	4. The organization must pay in full or otherwise become the owner of all prizes prior to the raffle drawing, except for raffles with gross receipts of \$60 or less. (7861.0260)
	5. A merchandise certificate is used when a prize requiring registration or licensure (guns, cars, ATVs, etc.) is offered. (7861.0260)
	6. Prizes must not consist of lawful gambling equipment including raffle tickets for another raffle. (7861.0260)
	7. The total value of lawful gambling prizes awarded (use fair market value for donated prizes) does not exceed \$50,000 in a calendar year. (349.166)
	8. Cash must not be substituted for merchandise prizes that have been won. (7861.0260 Subp. 4C(2))
	9. Alcohol is only awarded as a prize to persons who demonstrate that they are 21 years of age or older. (340A.707)
	10. Only cash, personal checks, cashier’s checks, money orders, travelers’ checks, and debit cards may be accepted for the purchase of tickets (NO CREDIT CARDS – NO INTERNET SALES). (349.2127) (7861.0260)
	11. The method of winner selection cannot be manipulated or based on the outcome of an event not under the organization’s control. (349.173)
	12. Persons are not required to be present at a raffle drawing to be eligible to win. (349.173) (7861.0310)
	13. Raffle tickets are not sold to or won by persons under age 18. (349.181) (7861.0310)
	14. Purchasers are not required to buy anything other than the ticket. (349.173) (7861.0310)
	15. Clear and legible house rules in accordance with MN Rule 7861.0310 are prominently posted at the point of winner selection.
	16. An exempt permit financial report (LG220A) must be submitted to the Gambling Control Board within 30 days of the gambling occasion. (349.166)
	BINGO
	1. Clear and legible house rules in accordance with MN Rule 7861.0270 are prominently posted at the point of winner selection.
	2. House rules include the policy on declaring bingo and last number called. (7861.0270 Subp. 2A(1))
	3. House rules include the reasons for potentially cancelling bingo occasions. (7861.0270 Subp. 2A(1))
	4. All sales must be on a cash basis and take place at the permitted premises during or immediately prior to the bingo occasion. (NO CREDIT CARDS – NO INTERNET SALES) (7861.0270 Subp. 5B(1))
	5. Bingo paper must not be offered for free or discounted unless the price is reduced with a coupon. (7861.0270 Subp. 5B(7))
	6. Bingo balls must be available for inspection by at least one player before the occasion begins to determine that all are present and in operating condition. (7861.0270 Subp. 3A)
	7. No reservation of bingo cards or bingo paper for any person (7861.0270 Subp. 3F)
	8. Bingo records (including bingo program) must be kept for 3½ years. (7861.0270 Subp. 11)
	BINGO AND RAFFLES
	1. Gambling records must be kept for 3½ years. (7861.0310)
	2. Gambling funds may only be spent for allowable expenses and lawful purposes. (349.12 Subd. 3a) (349.12 Subd. 25) (mn.gov/gcb/faq-exemptexcluded.html) and (mn.gov/gcb/assets/infosheetspendinggamblingfunds.pdf)



Request for Council Action

SUBJECT: **Resolution Approving a Conditional Use Permit (CUP) for a Seasonal Agricultural Stand at 9226 Old Concord Blvd**

MEETING DATE: April 14, 2025
ITEM TYPE: Consent Agenda
CONTACT: Kevin Shay, Planning Manager, 651.450.2569

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving a Conditional Use Permit (CUP) for a seasonal agricultural stand at 9226 Old Concord Boulevard with conditions as stated in the Resolution.

BACKGROUND

Connor Gosell ("Applicant") is the owner of 9226 Old Concord Boulevard ("Subject Property") and is requesting approval of a Conditional Use Permit ("CUP"), allowing him to have a seasonal agricultural stand on his property. The Subject Property is currently guided RDR, Rural Density Residential and is zoned E-1, Estate District. The Applicant intends to operate the agricultural stand to sell produce and plants that are grown on the property. A stand will be constructed/placed on the Subject Property to house the products for sale.

PLANNING COMMISSION

The Planning Commission held a public hearing to consider this request at its April 1, 2025 meeting. The Applicant was the only person present to speak at the public hearing. The Planning Commission discussed the application and voted 7-0 to recommend approval to the City Council.

SURROUNDING USES

The following land uses, zoning districts, and comprehensive plan designations surround the property:

Location	Zoning	Land Use
North	E-1	RDR
East	E-1	RDR
West	PUD	LDR
South	E-1	RDR

EVALUATION OF REQUEST

Conditional Use Permit

The proposed use is evaluated against CUP criteria in the Zoning Ordinance (Section 10-3A) and the additional standards found in Section 10-15-27, which are specific to seasonal agricultural stands.

Section 10-3A

1. The use is consistent with the goals, policies and plans of the City Comprehensive Plan, including future land uses, utilities, streets and parks. *Response: An agricultural stand is consistent with the uses envisioned in the RDR, Rural Density Residential guidance and, thus, is consistent with the comprehensive plan land use plan and category descriptions.*
2. The use is consistent with the City Code, especially the Zoning Ordinance and the intent of the specific Zoning District in which the use is located. *Response: The property is zoned E-1, Estate District. A seasonal agricultural stand is consistent with the intent of the E-1 zoning district.*
3. The use would not be materially injurious to existing or planned properties or improvements in the vicinity. *Response: The proposed use would not have a detrimental effect on public improvements in the vicinity of the property. The use is consistent with the site and the surrounding area.*
4. The use does not have an undue adverse impact on existing or planned City facilities and services, including streets, utilities, parks, police and fire, and the reasonable ability of the City to provide such services in an orderly, timely manner. *Response: The proposed use does not appear to have any negative effects on City facilities or services.*
5. The use is generally compatible with existing and future uses of surrounding properties, including: i. Aesthetics/exterior appearance, ii. Noise, and iii. Fencing, landscaping and buffering. *Response: The proposed farm stand is consistent with the other structures on the property. The primary noise will be typical automobile traffic which will be minimal and would not generate noises inconsistent with E-1 zoning. There is existing landscaping on the front of the property along Old Concord Boulevard that will screen and provide a visual buffer.*
6. The property is appropriate for the use considering: size and shape; topography, vegetation, and other natural and physical features; access, traffic volumes and flows; utilities; parking; setbacks; lot coverage and other zoning requirements; emergency access, fire lanes, hydrants, and other fire and building code requirements. *Response: The property is significantly larger than the minimum standard for the E-1 zoning district and has sufficient space for the seasonal agricultural stand to meet all city requirements.*
7. The use does not have an undue adverse impact on the public health, safety or welfare.
8. The use does not have an undue adverse impact on the environment, including, but not limited to, surface water, groundwater and air quality.

Response to 7-8: This use neither appears to have any negative effects on public health, safety or welfare nor any undue adverse impact on the environment.

Section 10-15-27

1. Only agricultural products such as vegetables, fruits, flowers, nursery stock, and similar items shall be sold on the premises. *Response: The applicant has indicated they plan to sell vegetables, fruits, flowers and nursery stock at the agricultural stand.*

2. All products to be sold shall be grown by the operator of the stand, and the stand shall be operated by the owner of the property on which it is located. Response: *The applicant will be growing all products sold on the property.*
3. A portion of the agricultural products to be sold must be grown on the property on which the stand is located. Agricultural produce to be sold may also be grown on other property owned or leased by the operator of the stand. Response: *The applicant will be growing all products sold on the property.*
4. Structures used for the sale of agricultural products shall not be enclosed, but may be roofed. Said structures may be permanent or temporary in nature and shall meet principle structure setback requirements. Response: *The structures to be used will have a roof but will not be enclosed. The stand will be located more than 80 feet from the closest property line which exceeds the setback requirements.*
5. Enclosed structures shall only be permitted for storage purposes accessory to the stand for agricultural products. Response: *The enclosed structures on the property are currently used for operations related to the growing and selling of agricultural products.*
6. The aggregate floor area of all structures used for the sale of agricultural products shall not exceed one thousand (1,000) square feet. Response: *The applicant is initially planning on a 50 – 100 square foot stand with growth up to 250 square feet as additional products are offered. This conforms to the size restriction.*
7. The stand for the sale of agricultural products shall only be open from May 1 to November 5, except that the stand may be used for the sale of Christmas trees. Response: *The applicant has indicated that they will conform to the dates of sale and have no plans to sell Christmas trees.*
8. Mechanical refrigeration devices shall be limited to one thousand six hundred (1,600) cubic feet in size. Response: *The applicant is not intending to have a refrigeration device.*
9. Off street parking shall be provided to adequately accommodate the use. No on street parking shall be allowed. The off street parking area shall be surfaced with a minimum of class V gravel. Response: *Off street parking is being provided on two paved areas with 5 parking spaces available in the primary parking area and 10 additional overflow parking spaces provided. The parking is sufficient to provide for the use and meets the CUP requirements.*
10. Public restrooms shall be prohibited. Response: *No public restrooms are located on the site.*
11. Signage shall conform to article E of this chapter for A zoned property. Response: *At this time, no signage is proposed for the property. A sign permit will be required prior to signage being installed to ensure conformance with code requirements.*
12. The sale of cannabis plants, cannabis flower, cannabis products or any other product containing or derived from the cannabis or hemp plant are prohibited. Response: *No cannabis related products will be offered on the site.*

FISCAL IMPACT

N/A

RECOMMENDATION

The Planning Commission and City staff both recommend approval of the Conditional Use Permit as presented with the conditions as listed in the attached Resolution.

ATTACHMENTS

1. Resolution Approving CUP for Seasonal Agricultural Stand at 9226 Old Concord Blvd
2. Existing Land Use & Zoning Maps_9226 Old Concord Boulevard
3. Application Narrative_Seasonal Ag Stand CUP_9226 Old Concord Boulevard

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

RESOLUTION NO. 2025-__

**RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR A SEASONAL
AGRICULTURAL STAND AT 9226 OLD CONCORD BOULEVARD**

WHEREAS, Connor Gosell, Owner of 9226 Old Concord Boulevard ("Subject Property"), as legally described in Exhibit A, has requested approval of a Conditional Use Permit ("CUP") for a Seasonal Agricultural Stand ("Ag Stand") to be located on the Subject Property; and,

WHEREAS, the property is guided RDR, Rural Density Residential, per the 2040 Comprehensive Plan, and zoned E-1, Estate District; and,

WHEREAS, an Ag Stand is allowed as a Conditional Use within the E-1, Estate District; and,

WHEREAS, the request for a CUP was reviewed against Title 10, Chapter 3, Article A, Section 10-3A-5 and Section 10-15-27 regarding the criterion for a Conditional Use Permit and meets the established minimum standards; and,

WHEREAS, pursuant to Minnesota Statutes §462.357, subd. 3 ("Statute"), the Inver Grove Heights Planning Commission ("Commission") held a Public Hearing ("Hearing") on April 1, 2025 to receive public comment regarding the proposed CUP; and,

WHEREAS, notice of the Hearing was posted at City Hall, published in the City's official newspaper, and mailed as required by said Statute; and,

WHEREAS, following the Hearing, the Commission considered comments received and the request as submitted, and recommended to the City Council approval of the CUP for an Ag Stand on the Subject Property.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, MINNESOTA, that a Conditional Use Permit for a Seasonal Agricultural Stand, located at 9225 Old Concord Boulevard, is hereby approved subject to the following conditions:

1. The applicant must apply for and obtain Sign Permit(s) for any proposed signage.
2. The City Code Enforcement Officer, or other designee, shall be granted the right to access the property at all reasonable times to ensure compliance with the conditions of the Conditional Use Permit.

BE IT FURTHER RESOLVED that the City Clerk is hereby authorized and directed to record a certified copy of this Resolution at the Dakota County Recorder's Office.

Adopted by the City Council of Inver Grove Heights this 14th day of April, 2025.

AYES:

NAYS:

Brenda Dietrich, Mayor

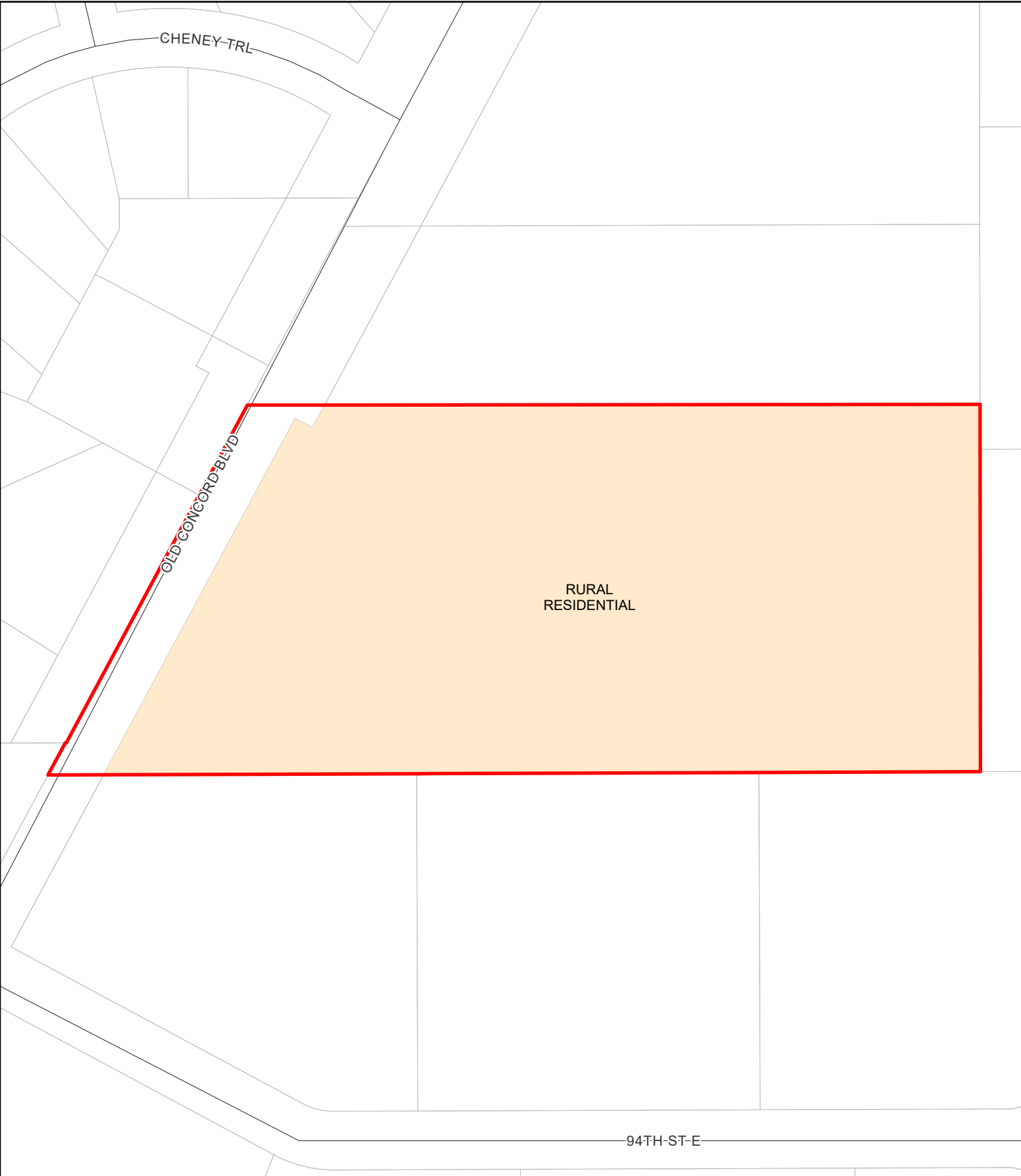
ATTEST:

Rebecca Kiernan, City Clerk

EXHIBIT A

**SUBJECT PROPERTY
LEGAL DESCRIPTION**

PT OF NW 1/4 OF NE 1/4 COM SE COR W ON S LINE 297.07 FT TO SW COR OF E 9
ACRES OF NW 1/4 OF NE 1/4 & PT OF BEG N ON W LINE SAID E 9 ACRES 375.76 FT
W 745.22 FT TO C/L OLD CONCORD BLVD SW ON C/L 438.80 FT TO S LINE SAID
NW 1/4 OF NE 1/4 E ON S LINE 953.22 FT TO BEG

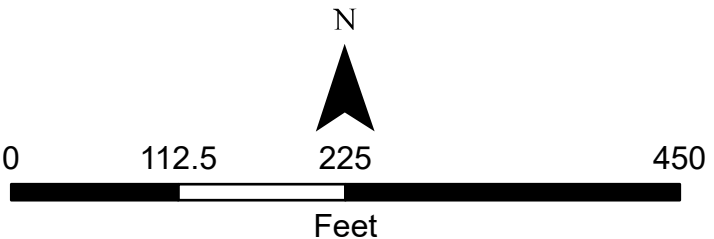




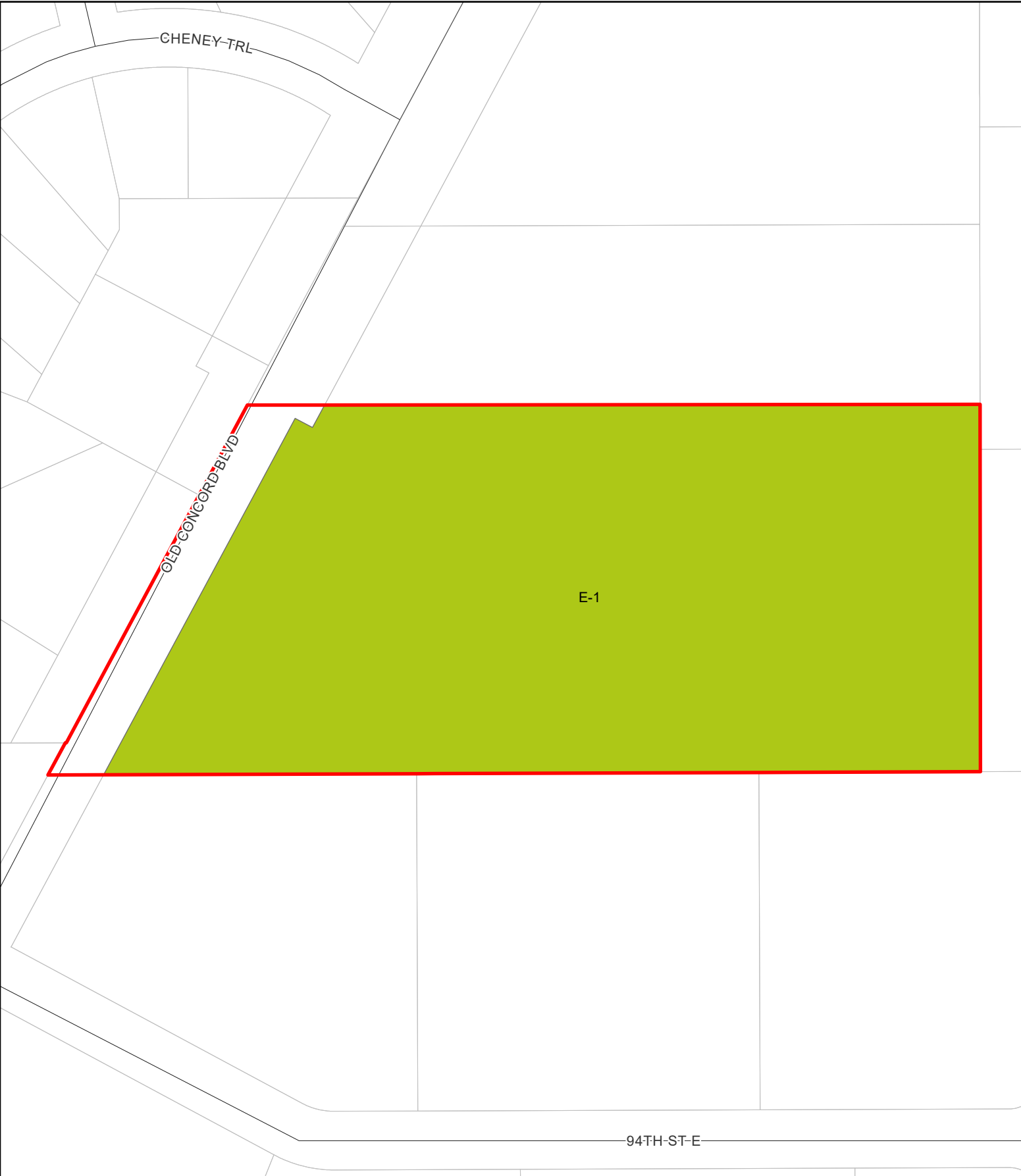
**City of
Inver Grove Heights**

**9226 Old Concord Blvd
Zoning**

-  9226 Old Concord Blvd
-  RURAL RESIDENTIAL



THIS DRAWING IS NEITHER A LEGALLY RECORDED MAP NOR A SURVEY AND IS NOT INTENDED TO BE USED AS ONE. THIS DRAWING IS A
COMPILATION OF RECORDS, INFORMATION AND DATA LOCATED IN VARIOUS CITY, COUNTY AND STATE OFFICES AND OTHER SOURCES AND IS TO BE
USED FOR REFERENCE PURPOSES ONLY. THE CITY OF INVER GROVE HEIGHTS IS NOT RESPONSIBLE FOR ANY INACCURACIES HEREIN CONTAINED

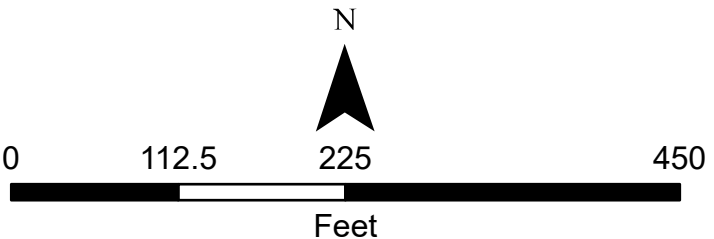




**City of
Inver Grove Heights**

**9226 Old Concord Blvd
Zoning**

-  9226 Old Concord Blvd
-  E-1, Estate



THIS DRAWING IS NEITHER A LEGALLY RECORDED MAP NOR A SURVEY AND IS NOT INTENDED TO BE USED AS ONE. THIS DRAWING IS A
COMPILATION OF RECORDS, INFORMATION AND DATA LOCATED IN VARIOUS CITY, COUNTY AND STATE OFFICES AND OTHER SOURCES AND IS TO BE
USED FOR REFERENCE PURPOSES ONLY. THE CITY OF INVER GROVE HEIGHTS IS NOT RESPONSIBLE FOR ANY INACCURACIES HEREIN CONTAINED

Hello, Inver Grove Heights Staff, Commission Members, and City Council!

My name is Connor Gosell, and I'm applying for a conditional use permit to operate a seasonal agricultural stand on my homesteaded property located at 9226 Old Concord Blvd IGH. My hope is to continue to offer high quality vegetables, fruits, flowers and other nursery stock to the local Inver Grove Heights community. I intend to operate the stand myself and grow all product on the property. Attached is a list of our intended plant offerings this season.

A seasonally temporary structure will be erected to cover a small area in order to display the produce available in a convenient and easy accessible way. This stand will not be enclosed, but will have a roof. This structure is referenced by the attached example photos and is also located on the proposed map which showcases it conforms to all setback requirements of more than 30ft from the front lot line/right of way and 10ft from side lot lines for E-1 properties. We anticipate the structure itself being pretty small, maybe 5' x 10' but we're really not sure until we see how much produce is grown! The size of the structure will fluctuate throughout the season (we may add one or two additional "sections" to the stand for watermelons or larger fruits etc) as demand necessitates, but will continue to conform to setback and total square footage requirements. At no time do we see the structure being larger than ~250 total square feet.

The stand will be open from May 1st to November 5th. At this time we don't intend to supply Christmas trees. There are no plans for refrigeration needed at this time.

Off street, hard surface asphalt parking is available and located near the stand. It is adequate for the anticipated low amounts of traffic and there is additional hard surfaced parking located around the property should more space be necessary. We anticipate a maximum of 1-2 customers at one time, there are 5+ spaces in the primary parking area and 10+ in the overflow parking area. All main parking and alternate parking is referenced on the proposed map. No restrooms will be available to the public.

As a side note, we have a pending application for the Inver Grove Heights farmers market as well. We'll be naming the property Gosell Gardens and offering all of the same produce for our local community farmers market on Sunday mornings. You can visit www.gosellgardens.com to see a bit more about us.



Projected Offerings

Flowers	Flower Mixes	Produce	Produce cont.	Perennials
Amaranthus	Ageratum	Basil	Celery	Arborvitae
Artemisia	Begonia	Chamomile	Cucumber	American Persimmon
Asclepias	Celosia	Cilantro	Cucumber(pickle)	Apple
Aster	Dianthus	Cilantro	Lettuce	Black Eyed Susan
Begonia	Digitalis	Dill	Onion - Red	Blueberry
Celosia	Viola	Lemon Grass	Onion - Spring	Chestnut
Coleus	Thank you!	Oregano	Onion - Spring	Hosta
Cynoglossum		Parsley	Onion - White	Hydrangea
Daisy		Rosemary	Onion - Yellow	Many types of grasses(Karl Forrester etc)
Delphinium		Thyme	Pea	Peach
Dianthus		Bean	Pepper	Pear
Eucalyptus		Bean	Pepper - Green Bell	Plum
Geranium		Broccoli	Pepper - Red Bell	Shasta Daisy
Geranium		Broccoli	Pepper - Red Bell	Spruce
Hibiscus		Cabbage - Green	Pepper - Yellow Bell	Strawberry
Impatiens		Cabbage - Red	Sweet Corn	Weigela
Marigold		Carrot	Tomato	
Pansy		Carrot	Squash	
Petunia			Pumpkin	
Snapdragon			Honey-do	
Sunflower			Watermelon	
Viola				
Zinnia				

Example Structure Photos





Request for Council Action

SUBJECT: **Resolution Authorizing Fiber Extension to Groveland Park and Associated Budget Amendment**

MEETING DATE: April 14, 2025

ITEM TYPE: Consent Agenda

CONTACT: Marc Gade, Technology Manager, 651.450.2576

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, authorizing the extension of fiber to Groveland Park and approving an amendment to the 2025 Information Technology Budget.

BACKGROUND

With a 2025 street reconstruction project scheduled for the area around Groveland Park, including Audrey Ave and August Way, the City has an opportunity to extend fiber conduit to Groveland Park. Staff recommends expanding the city's fiber footprint by providing fiber to the park, which sets the stage to add security cameras, door access controls to the shelter and public Wi-Fi at the park. Coordinating the fiber build with the street reconstruction minimizes disruptions to the neighborhood and realizes construction cost savings.

FISCAL IMPACT

The requested action will increase the 2025 Technology Fund budget to authorize an additional \$23,358.75 in expenditures, to be taken from the available fund balance.

RECOMMENDATION

Staff recommends the adoption of the attached Resolution.

ATTACHMENTS

1. 300893 Route Map (003)

300893 IG-Groveland Park 1990 46th St(entrance) to HH at Mendota & Audrey Ave (Conduit only) - New Build



Installation of conduit only from handhole at Mendota Rd & Audrey Ave to entrance of Groveland Park. This cost estimate includes labor, conduit, handholes and trace wire needed to complete this project. Any unforeseen cost will be communicated once known.

Labor	\$20,168.75
Materials	\$3,190.00
Total	\$23,358.75
Estimate annual locates \$243.75	



Request for Council Action

SUBJECT: **Rental Housing Licenses**

MEETING DATE: April 14, 2025

ITEM TYPE: Regular Business

CONTACT: Mary Lein, Assistant to the Chief Building Official, 651-450-2552

ACTION REQUESTED

The Council is asked to consider approval of rental housing licenses.

BACKGROUND

The City Council adopted a rental licensing ordinance that requires all rental property owners to obtain a rental license every two years. The purpose of the ordinance is to assure proper maintenance of structures to preserve neighborhood stability, protect the quality of existing rental housing stock and maintain property values. The ordinance provides for basic safety and living standards for rentals.

The following 14 applications were submitted - 13 for rental license renewals and 1 for a new rental license.

Rental Address	Property Owner	Property Manager	New / Renew
8761 Branson Drive	Michaela Farner Yulee, FL	Michaela Farner Yulee, FL	Renew
8829 Branson Drive	Alisia Alee San Antonio, TX	Mauzy Properties Lakeville, MN	Renew
6964 Archer Place	Sowjanya Mattaparthi Corcoran, MN	Mauzy Properties Lakeville, MN	Renew
4858 Bivens Court	Michael & Daniella Hamsund Savage, MN	Michael Hamsund Savage, MN	Renew
3794 Upper 73rd Street East	Metzen Enterprises Cottage Grove, MN	Travis Metzen Cottage Grove, MN	Renew
4930, 4895 & 4920 Ashley Lane	GSIC II Southview LLC Houston, TX	Diana Sanchez Inver Grove Heights, M	Renew
7033 Delaney Avenue	Kazi Properties LLC Woodbury, MN	Yunus Katundu Woodbury, MN	Renew
7535 Cloman Way	Frieman Real Estate Services New Prague, MN	Brenda Hanson New Prague, MN	Renew
7555 Cloman Way	Frieman Real Estate Services New Prague, MN	Brenda Hanson New Prague, MN	Renew
2586 49th Street East	Jeffrey & Kathleen Pan TSTE Mendota Heights, MN	Kathleen Pan Mendota Heights, MN	Renew

8827 Brunell Way	Iliya Berdichevski Inver Grove Heights, MN	Elena Berdichevsaya Inver Grove Heights, MN	Renew
4619 Bower Path	Kenneth Albrecht Louisville, KY	Christopher Mauzy Lakeville, MN	Renew
8866 Branson Drive	TRACHMAR LLC Inver Grove Heights, MN	Travis Anderson Inver Grove Heights, MN	Renew
8269 Delaney Drive	Travis Anderson Properties LLC Inver Grove Heights, MN	Travis Anderson Inver Grove Heights, MN	New

The above applications have been found to be complete. The applications include the necessary fee payments and BCA background checks. The City of Inver Grove Heights Police Chief/Designee has also reviewed and approved the license applications.

FISCAL IMPACT

None

RECOMMENDATION

Community Development and Police Department staff recommend approval of the licenses listed above.

ATTACHMENTS

None



Request for Council Action

SUBJECT: **Application for Chicken-Keeping License, 6179 Dawn Ave.**

MEETING DATE: April 14, 2025

ITEM TYPE: Regular Business

CONTACT: Katie Malott, Deputy City Clerk, 651.450.2470

ACTION REQUESTED

The Council is asked to consider an application for a chicken-keeping license for Spencer Mercer at 6179 Dawn Ave.

BACKGROUND

Inver Grove Heights City Code 5-4-2 provides for the keeping of chickens under certain terms and conditions. When a completed application for a chicken-keeping license is received, City Code states that the City Clerk shall provide written notice of the application to the owners of properties directly abutting the proposed location. This notification requirement only applies to an application for an initial license to keep chickens and not to the applications for renewal of an existing license.

The application may be administratively approved and the license issued by staff if it is found to be in compliance with all of the requirements of City Code and no objections are received within 10 days of the mailed notice to neighbors. If an objection has been received from an abutting property owner, then the City Code calls for the application to be placed on the next available City Council agenda for Council review and determination of whether the license shall be issued.

Mr. Mercer submitted an application with the appropriate fee to keep chickens at their residence on Friday, February 28. The application was reviewed by City staff and found to be in compliance with City Code on Thursday, March 6. Neighbor notices were mailed out on Friday, March 7, with a reply deadline of Friday, March 21. The written objection from a neighbor on Dawn Ave was received electronically on Friday, March 21 (see attached). The main issue is that Mr. Mercer lives on a corner lot, so technically the coop would be in their backyard, but visible from the road.

FISCAL IMPACT

N/A

RECOMMENDATION

The Council is asked to consider the application for a chicken-keeping license, and the concerns raised by a neighboring property owner, and then decide whether the license should be issued.

ATTACHMENTS

1. 2025 New Chicken App - 6179 Dawn Ave - Spencer Mercer
2. 2025 Chicken Neighbor Notice - 6179 Dawn Ave

3. 2025 Neighbor Response - 6179 Dawn Ave_Redacted

Please select the application type:

☒ New Application

☐ Renewal Application

Chicken License Application

License Period: March 1, 2023 - February 28, 2025

Cost: \$25

Applications can be dropped off or sent to City Hall at 8150 Barbara Avenue, Inver Grove Heights, MN 55077

Section 1: Site/Applicant/Property Owner Information

SITE & APPLICANT INFORMATION			
SITE STREET ADDRESS: 6179 Dawn Ave	CITY Inver Grove Heights	STATE MN	ZIP CODE 55076
APPLICANT NAME: Spencer Mercer			
APPLICANT HOME ADDRESS: 6179 Dawn Ave	CITY Inver Grove Heights	STATE MN	ZIP CODE 55076
DAYTIME PHONE NUMBER:	EVENING PHONE NUMBER:		
APPLICANT EMAIL: spencermercercer@hotmail.com			

PROPERTY OWNER INFORMATION (IF DIFFERENT FROM APPLICANT)			
PROPERTY OWNER NAME:			
PROPERTY OWNER HOME ADDRESS:	CITY	STATE	ZIP CODE
PROPERTY OWNER SIGNATURE (ONLY SIGN IF PROPERTY OWNER IS DIFFERENT THAN APPLICANT):			

The above referenced property's Homeowner's Association rules, if any, do not prohibit the keeping of chickens on the property (please initial next to one):

	Yes, they do prohibit keeping chickens
	No, they do not prohibit keeping chickens
Not Applicable	Not Applicable

Section 2: Chicken Coop/Run Information

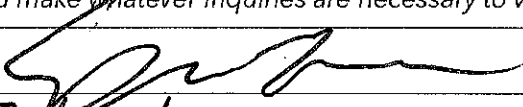
CHICKEN COOP/RUN INFORMATION	
PROVIDE THE TOTAL NUMBER OF CHICKENS TO BE KEPT:	4
PROVIDE THE DIMENSIONS OF THE COOP:	6x3x3
PROVIDE THE DIMENSIONS OF THE RUN:	9x6x7
PLEASE DESCRIBE THE MATERIALS TO BE USED FOR THE COOP AND RUN. ATTACH A DRAWING OR PICTURE OF THE COOP:	It will be wood, raised off of the ground with a ramp going up into the bottom.

WILL A FENCE BE ADDED IN ADDITION TO THE COOP AND RUN? ☐ YES ☒ NO

IF YES, PLEASE PROVIDE A DESCRIPTION OF THE FENCE, INCLUDING LOCATION, SIZE AND MATERIALS.

PLEASE ATTACH A SITE PLAN OF THE PROPERTY FOR DEPICTING THE LOCATION OF THE CHICKEN COOP AND RUN.

Notice and Applicant Signature

<i>I declare that the information I have provided on this application is truthful, and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Inver Grove Heights to investigate and make whatever inquiries are necessary to verify the information provided.</i>	
Signed:	
Date:	02/28/2025

FOR OFFICE USE ONLY

Application Received: _____

By: _____

Fee Paid: _____

Property Owner Information Sent: _____

CODE COMPLIANCE SPECIALIST REVIEW

Review Date: _____

Staff: _____

Comments: _____

CITY COUNCIL REVIEW (IF REQUIRED)

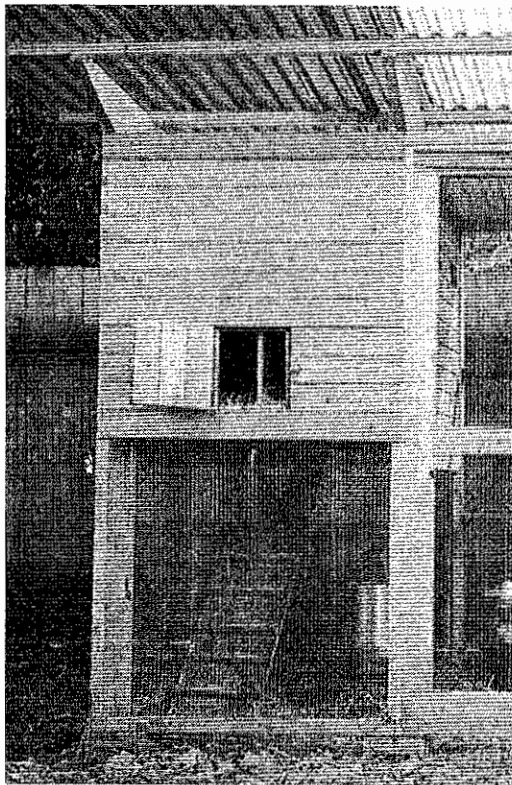
Council Action Date: _____

Comments/Additional Conditions: _____

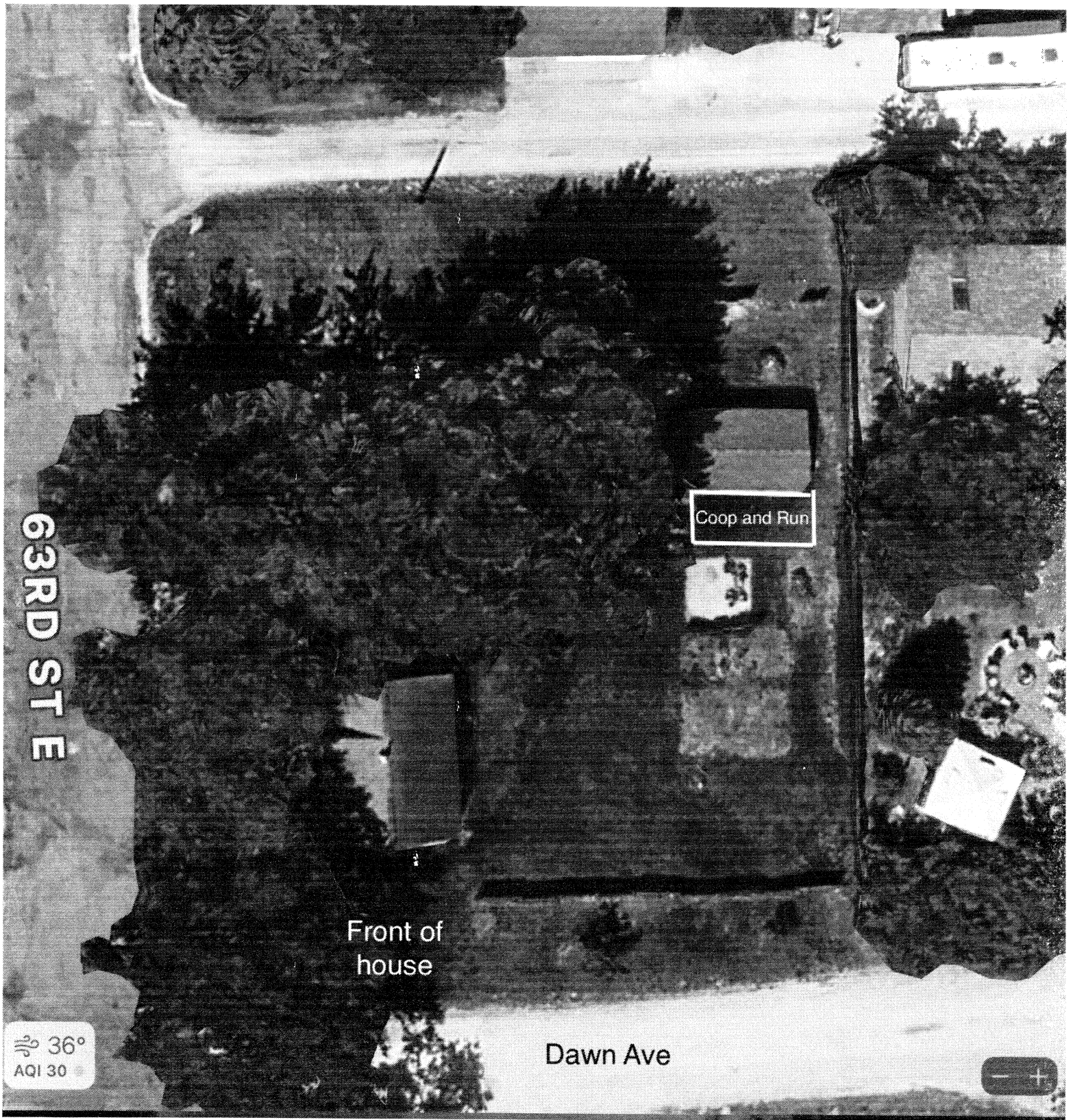
Approve: ☐

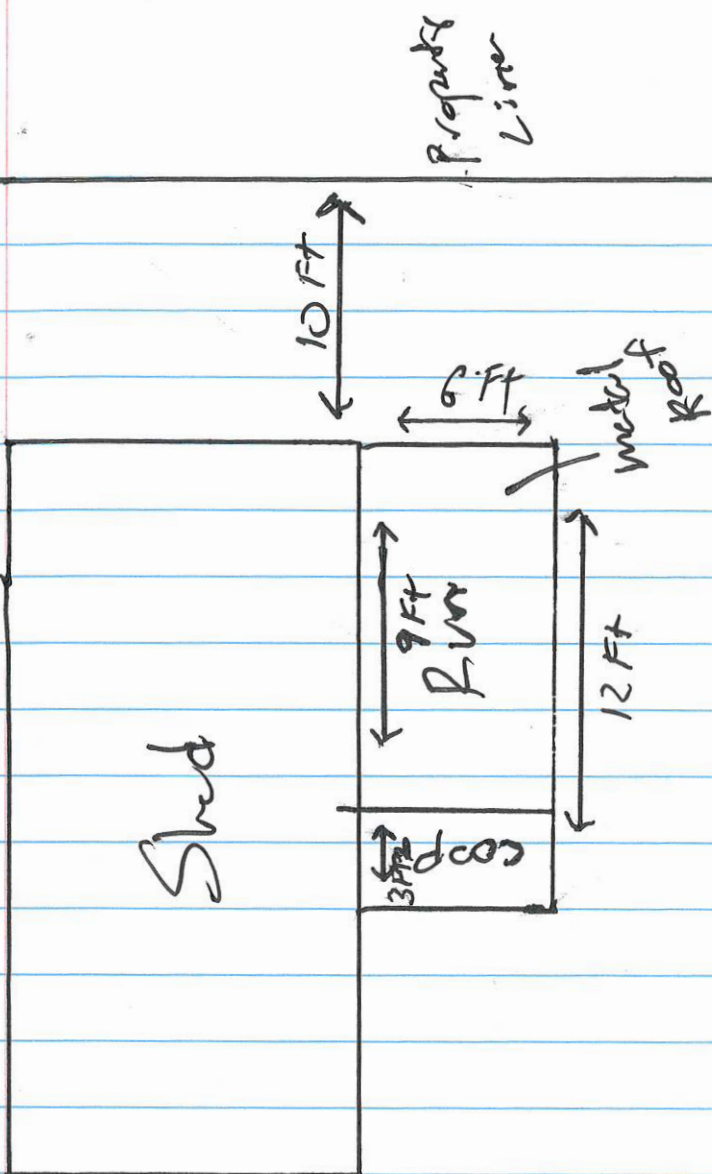
Deny: ☐

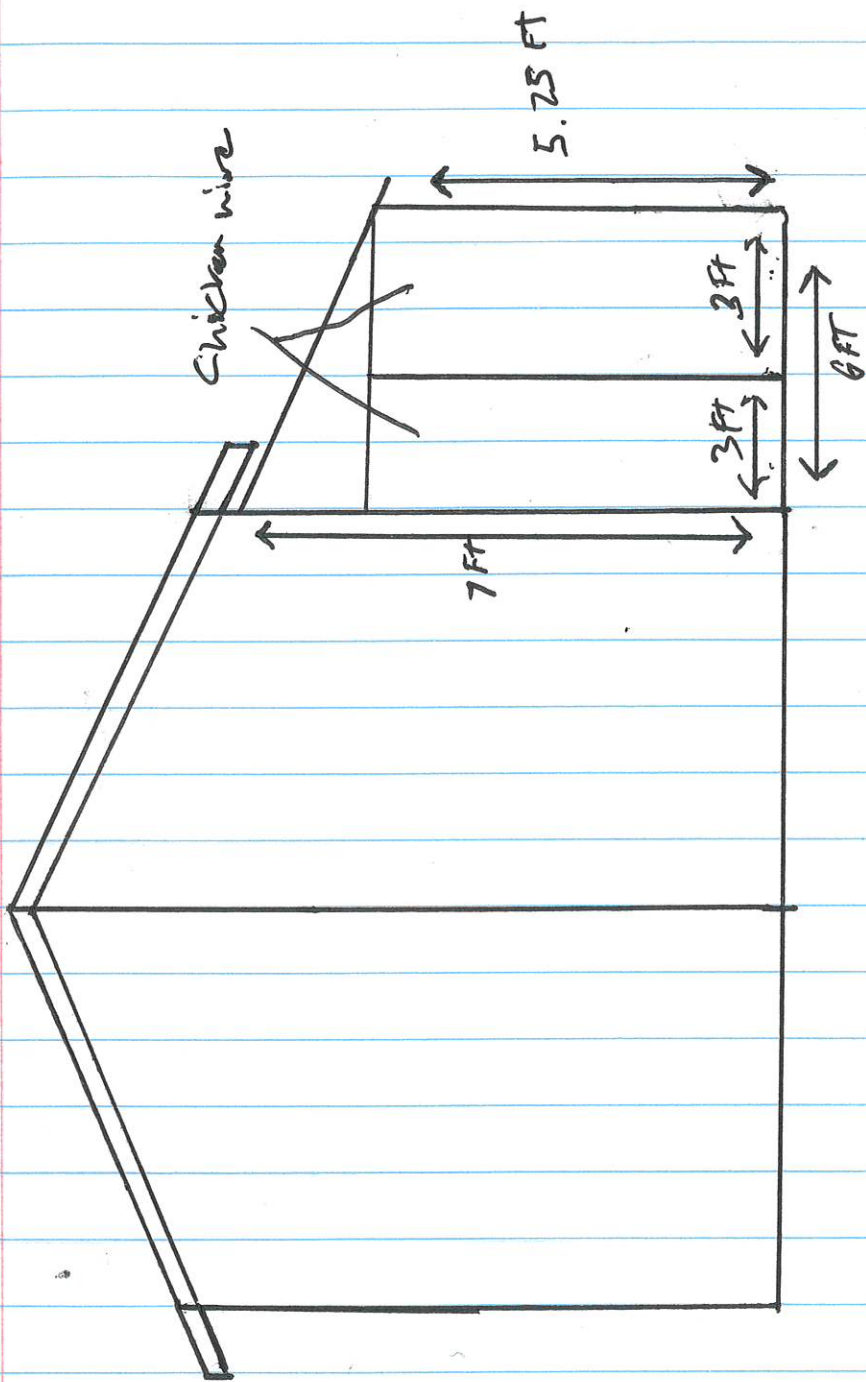
General
COOP
Plan



Site plan







Chicken wire

Chicken wire

Run

Run

Run

COOP

3 Ft

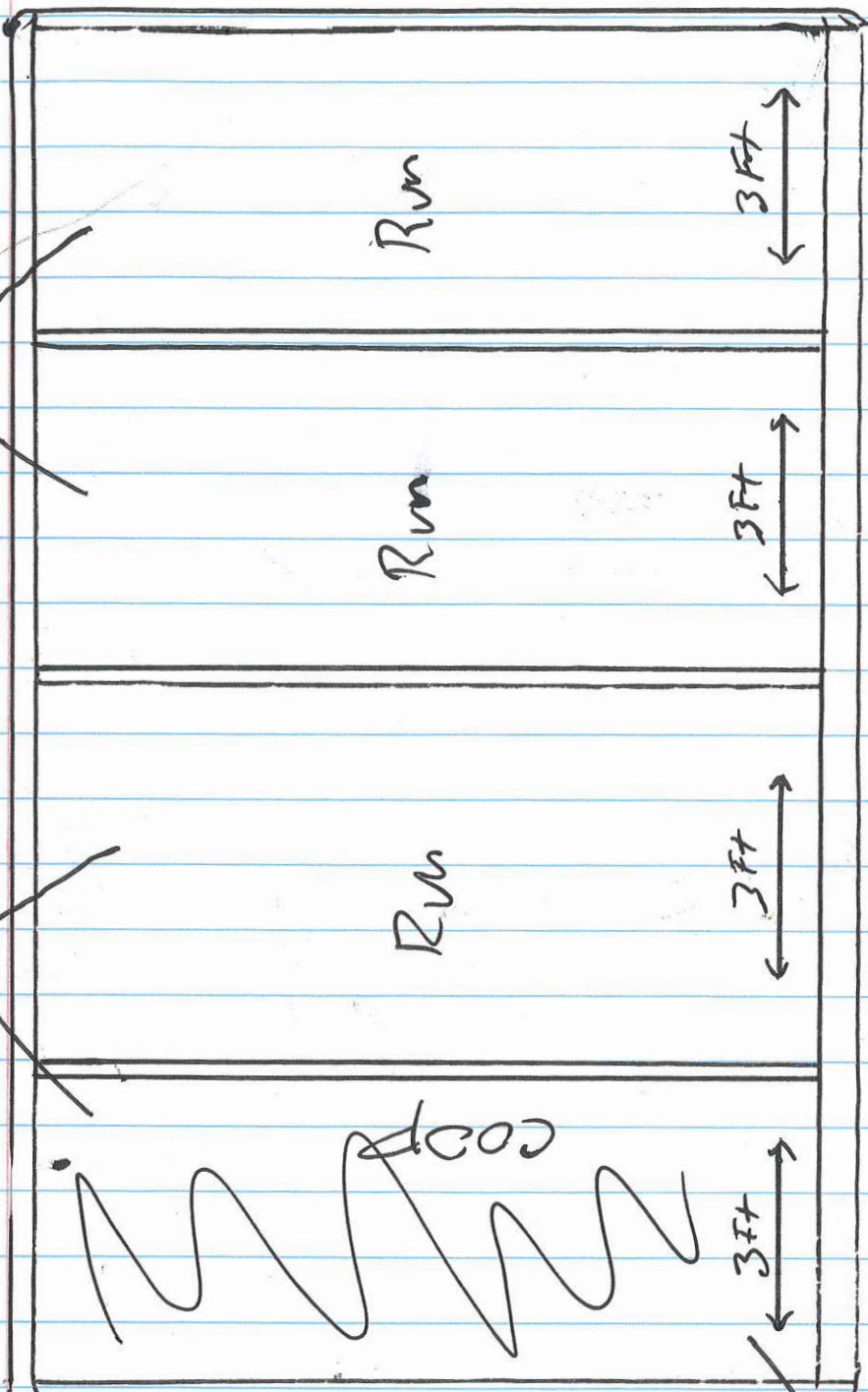
3 Ft

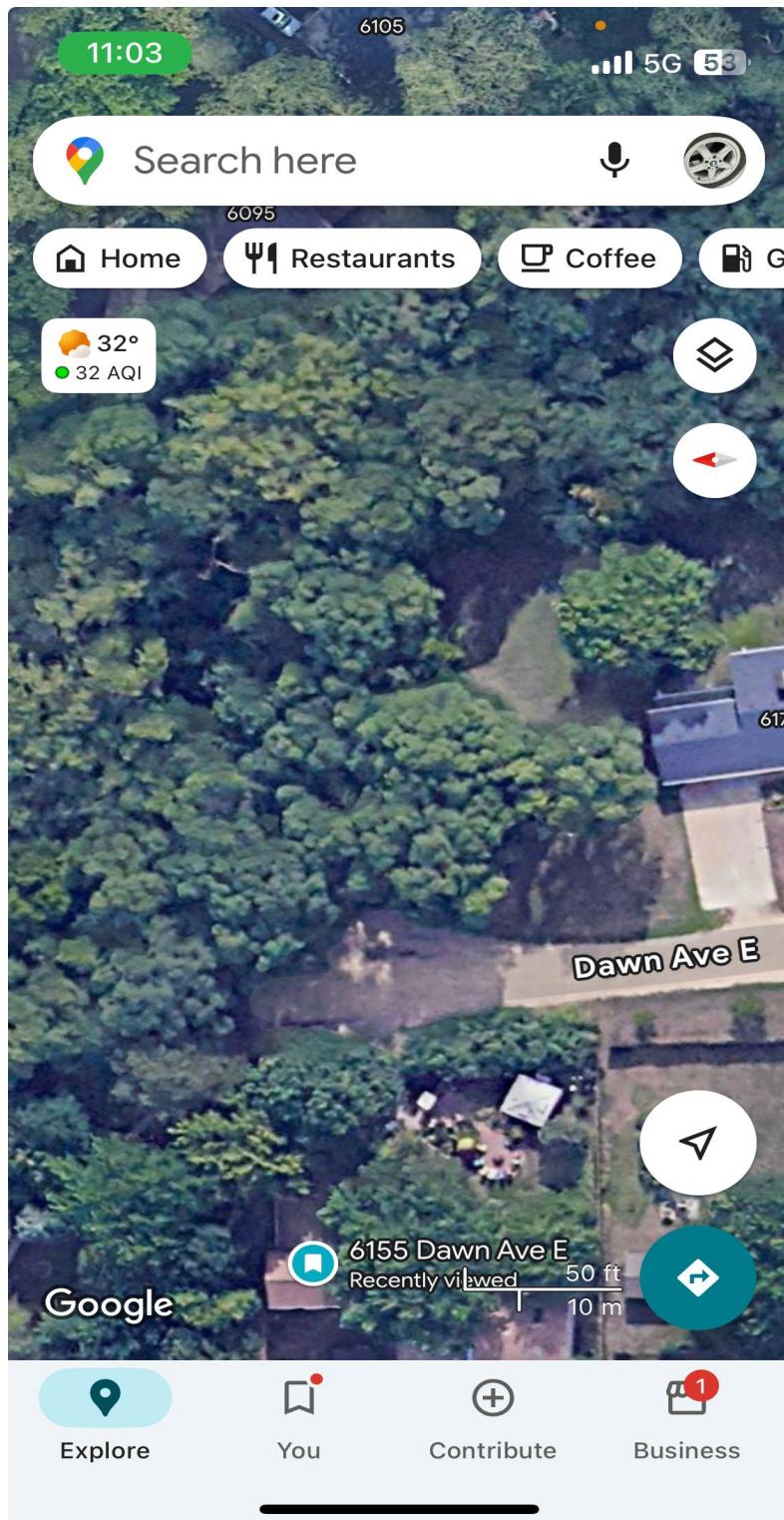
3 Ft

3 Ft

12 Ft

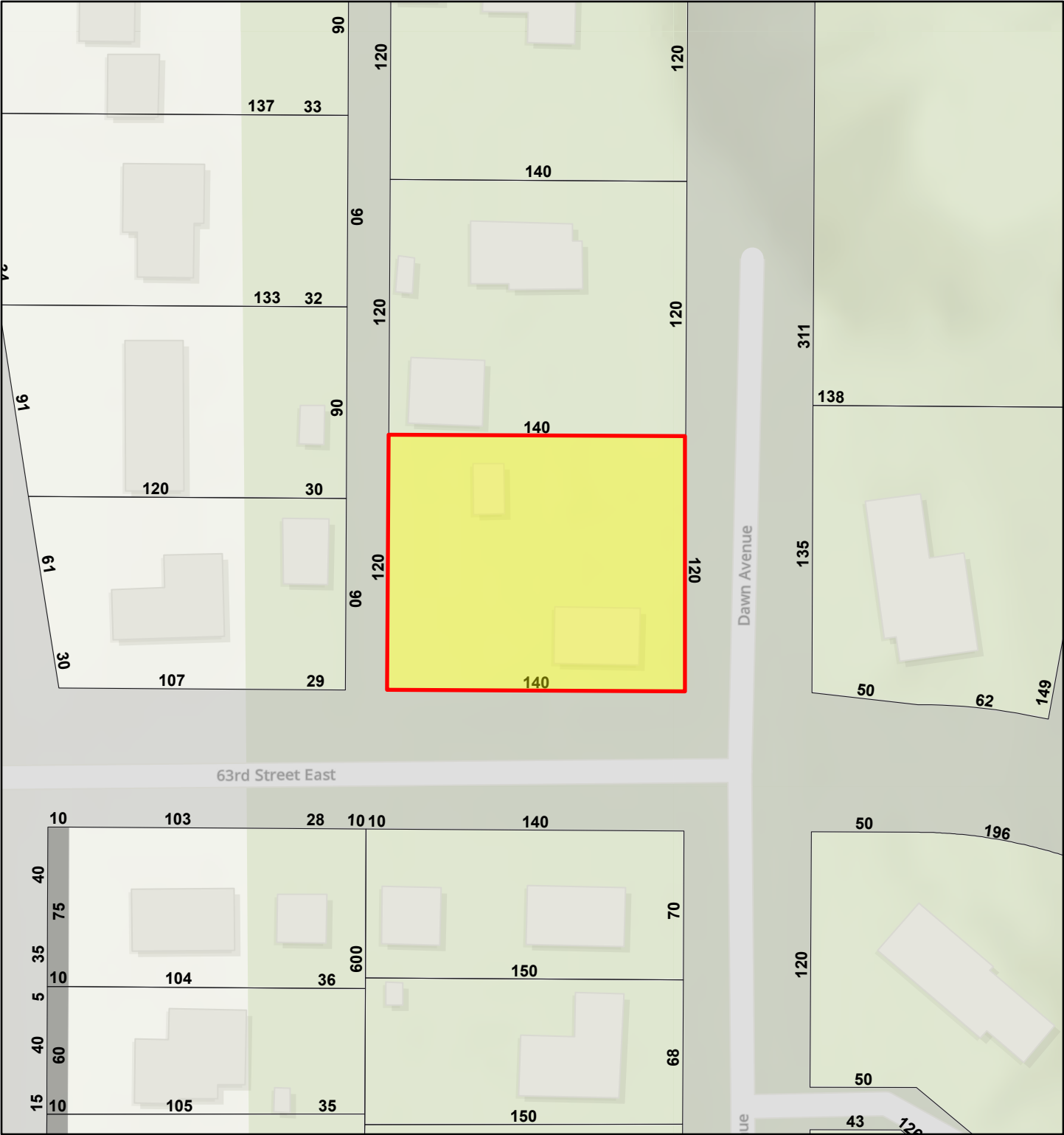
5.25 Ft





here's a crude screenshot using Google maps, on the bottom right you can see my shed and the fence between our properties. On the other side of the fence is my neighbors garage and the other structure marked 6155 Dawn Ave is my neighbors actual house and there is a scale bar on the bottom of the screen showing they are atleast 50ft.

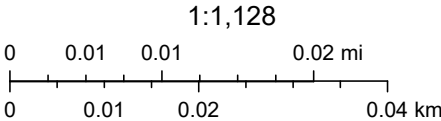
Property Map



4/9/2025, 9:09:53 AM

Parcels

-  Dedicated Right of Way
-  Right of Way Easement



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community. Sources: Esri, Maxar, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap, and the GIS user community



From: [Tyler Reports](#)
To: [Katie Malott](#)
Subject: Receipt #R00469795
Date: Friday, February 28, 2025 3:13:54 PM

DATE : 2/28/2025 3:12 PM

OPER : FD

TKBY : Sam

TERM : 1

REC# : R00469795

CHKN CHICKEN COOP LICENSE

CHICKEN RENEWAL - 6179 DAWN AVENUE (MERCER) 25.00

Paid By:CHICKEN RENEWAL - 6179 DAWN AVENUE (MERCER)

1-CASH 30.00



**NOTICE OF PENDING ACTION
RE: CHICKEN LICENSE APPLICATION**

To: Property owners contiguous to and directly abutting the property located at:
6179 Dawn Ave

Response Deadline: **Friday, March 21st, 2025**

Applicant: Spencer Mercer

Location: 6179 Dawn Ave

Request(s):

The applicants are seeking a chicken license to keep up to six (6) chickens. The chickens are proposed to be kept on the property in accordance with the regulations set forth by Inver Grove Heights City Code, Title 5, Chapter 4, Section 2. An inspection of the property will be conducted by the Code Compliance Specialist to ensure the plans and specifications are in compliance with the regulations set forth in the City Code.

Notice to property owners regarding the above request is required by Inver Grove Heights City Code, Title 5, Chapter 4, Section 2.

The Planning Department will consider administrative approval of the above request if no objections are received, in writing, by the close of business on **Friday, March 21st, 2025**.

If a written objection is received by the deadline, the application and written objection will be sent to the City Council for a final decision on Monday, April 14th, 2025 at 6:00 pm in the City Council Chambers at City Hall. Please be mindful that written objections become public record and may be discussed during the public meeting.

How to Participate: You may submit a written objection prior to the deadline to the Deputy City Clerk:

1. By mail: 8150 Barbara Ave., Inver Grove Heights, MN 55077

OR

2. By E-mail to Katie Malott at kmalott@ighmn.gov

Questions: Call the Deputy City Clerk at 651-450-2470

City of Inver Grove Heights
Mailing date: March 7th, 2025
Katie Malott, Deputy City Clerk

From: [REDACTED]
To: [Katie Malott](#); [REDACTED]
Subject: Response to chicken license application
Date: Friday, March 21, 2025 11:37:33 AM
Attachments: [Chicken license application response \[REDACTED\].pdf](#)

Dear Katie,
Please see attached letter from [REDACTED], responding to the chicken license application by applicant Spencer Mercer at 6179 Dawn Avenue. I will also paste letter contents in this email in case there are issues with the attachment.
Thank you for your time,

[REDACTED] (see letter contents below)

[REDACTED]
[REDACTED]
March 21, 2025

Katie Malott
Deputy City Clerk
City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

Dear Katie Malott,

My name is [REDACTED], and I am writing on behalf of my grandparents [REDACTED] in regards to the chicken license application filed by Spencer Mercer at 6179 Dawn Avenue. [REDACTED] [REDACTED] strongly oppose chickens living across the street for the following reasons:

- Residents feel that the chicken coop and chickens will be an eyesore, and potentially decrease their own property value.
- The run for the chickens is quite small, so residents question how realistic it is that the chickens will be kept in the run full time. As such, yard is not fenced in, and residents do not want to chickens in the street and in their own yard.

If the city chooses to grant the chicken license application against [REDACTED] wishes, they expect the following remedies to be put into place.

- Applicant to complete building the privacy fence (started by prior owner) to fully enclose the yard of the applicant to ensure chickens are contained to their own residence, as well as to block view of the chicken coop and chickens. Fence to be completed prior to obtaining chickens.
- A signed affidavit guaranteeing that applicants will never have more than 4 chickens (per their application) and will never obtain a rooster.
- A plan from the city as to how they plan to enforce the amount of chickens owned matches that of 4 chickens listed on the application in years going forward.

Thank you for your time and consideration regarding this matter, and we look forward to hearing your response.

Sincerely,

[REDACTED]

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Request for Council Action

SUBJECT: **Conveyance of Easements to Dakota County for Veterans Memorial Greenway**

MEETING DATE: April 14, 2025

ITEM TYPE: Regular Business

CONTACT: Adam Lares, Parks & Recreation Director, 651.450.2587
 Bridget Nason, City Attorney

ACTION REQUESTED

The Council is asked to consider the attached Resolution, authorizing conveyance of easements to Dakota County for the Veterans Memorial Greenway project.

BACKGROUND

Dakota County is in the process of constructing the Veterans Memorial Greenway, a regional trail and open space corridor that will provide a link between Lebanon Hills Regional Park and the Mississippi River in central Dakota County. The greenway will provide recreation for residents of Inver Grove Heights and Eagan and serve as a destination trail for the larger surrounding area. The 5-mile corridor stretches east and west within the cities of Inver Grove Heights and Eagan, and will include a 10-foot wide paved trail. Other amenities will include interpretive memorial nodes, connections to local trails and sidewalks, wayfinding and interpretive signage, landscaping and other features.

The Greenway is being constructed in three phases: Phases 1 and 2 are in process; Phase 3 will be finalized in the near future. As part of Phase 2, the County has requested that the City grant an easement to the County over property owned by the City. An easement is required as a term of the funding the County received from the State of Minnesota for this project. The County has held several community meetings/informational sessions regarding the proposed greenway. Additionally, notice regarding the specific section of the greenway trail that would be located on this easement and information about tonight's Council meeting were provided to property owners along this trail segment.

Representatives of Dakota County will be in attendance at the April 14 Council Meeting to provide a brief presentation regarding the greenway project and to answer any questions the Council may have regarding the requested easements.

FISCAL IMPACT

n/a

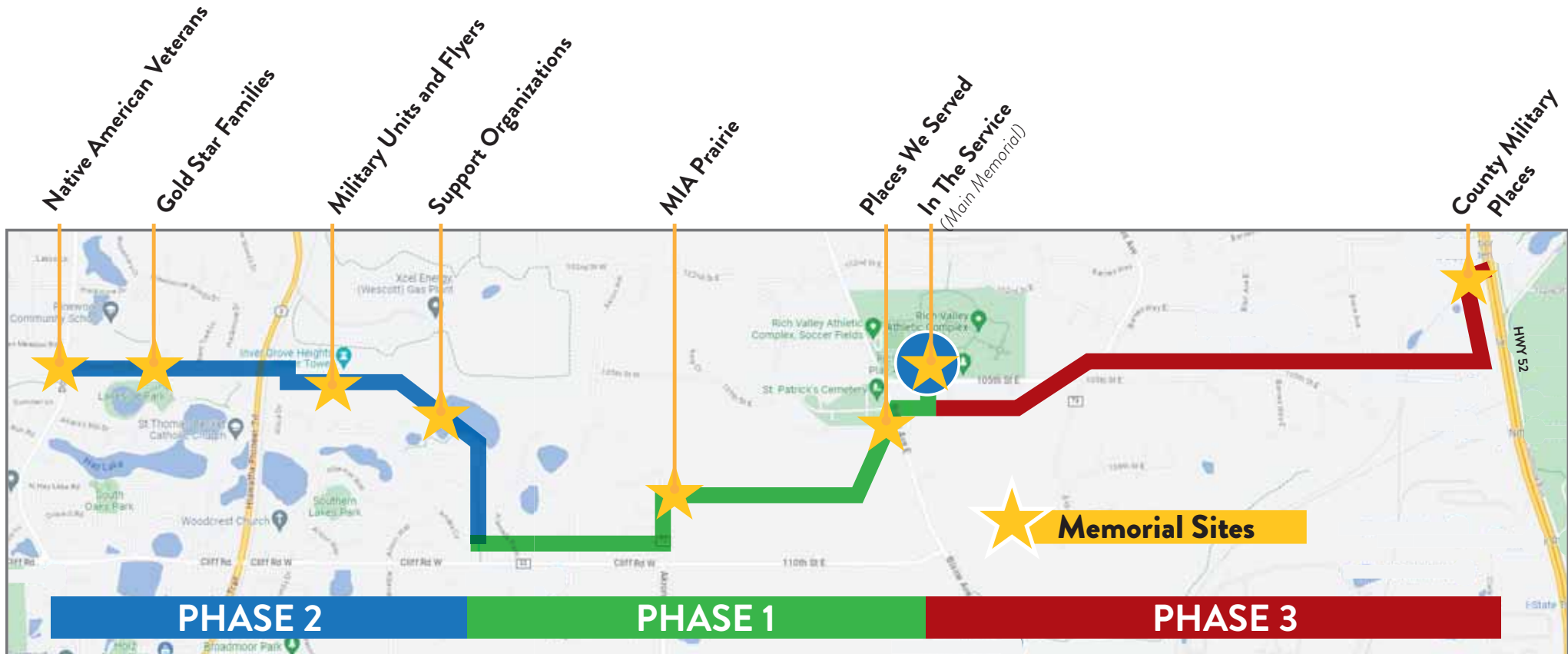
RECOMMENDATION

If the Council is supportive of the County's request, it should adopt the attached Resolution authorizing conveyance of the requested easement.

ATTACHMENTS

1. Veterans Memorial Greenway Overview
2. Letter to Residents - Veterans Memorial Greenway Alignment 3.4.2025
3. Greenway Trail Postcard
4. Regional Greenway Trail Easement
5. Regional Greenway Corridor Easement
6. Resolution Approving Easement Conveyance

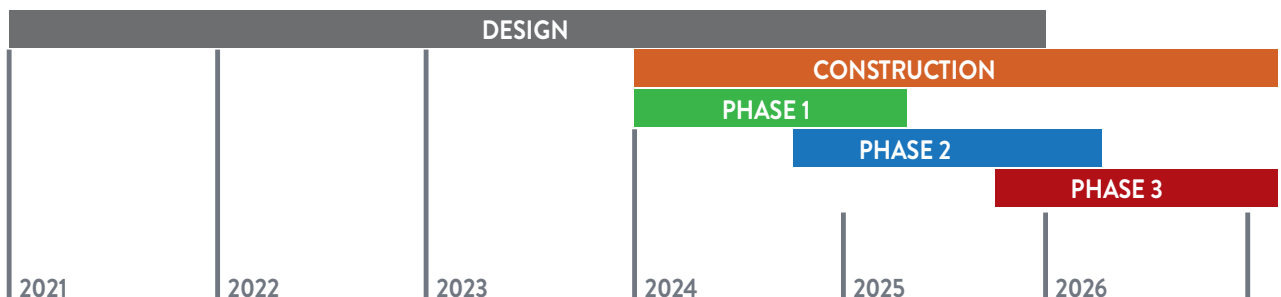
Veterans Memorial Greenway



Phased construction

Veterans Memorial Greenway construction will take place in three phases with a planned completion by 2027. Tentative construction estimates are:

- Phase 1 (central) — 2024-2025
- Phase 2 (west) — 2024-2025/2026
- Phase 3 (east) — 2025-2026/2027



For more information about Veterans Memorial Greenway, visit www.dakotacounty.us, search **veterans greenway**



8150 Barbara Avenue
Inver Grove Heights
Minnesota 55077

651-450-2500

www.ighmn.gov

March 4, 2025

Dear Resident,

As you may be aware, Dakota County is in the process of finalizing the design for constructing a portion of the Veterans Memorial Regional Greenway trail and open space corridor linking Lebanon Hills Regional Park and the Mississippi River. More information about the Greenway can be found at:

<https://www.co.dakota.mn.us/Transportation/PlannedConstruction/VeteransGreenway>

A portion of the Greenway trail will be constructed on property owned by Xcel and the City of Inver Grove Heights, including in the general area around the existing City-maintained trail on the eastern side of the Southern Lakes neighborhood. The trail alignment for this portion of the Greenway has generally remained consistent from preliminary plans. However, recent comments from Flint Hills Resources regarding their existing pipeline and comments from the Minnesota Department of Natural Resources regarding protection of the adjacent shallow lake and wetlands have required the proposed trail to shift in two locations. It is important to note that the new trail will require grading and tree removal. A copy of the revised trail location adjacent to the Southern Lakes neighborhood and your property is enclosed.

If you would like to learn more about the Greenway project, or have questions about the trail location and construction, please contact Tony Wotzka, Dakota County Greenways Manager, at tony.wotzka@co.dakota.mn.us or 952-891-7966. Written comments can be sent to Adam Lares, City of Inver Grove Heights Parks Director, 8150 Barbara Avenue, Inver Grove Heights 55077 or emailed to alares@ighmn.gov.

The Inver Grove Heights City Council will be reviewing the County's request to grant a regional greenway corridor easement which will include the final trail alignment at its meeting on Monday, April 14, 2025, beginning at 7:00 p.m. in the City Council Chambers, 8150 Barbara Avenue, Inver Grove Heights. You are invited to attend.

Adam Lares

Adam Lares
Parks and Recreation Director

Enclosure: Greenway Trail Alignment





INSET - VETERANS MEMORIAL GREENWAY FULL ALIGNMENT



VETERANS MEMORIAL REGIONAL GREENWAY TRAIL



Meeting April 14 at 6 p.m. (note time correction)

Dakota County is finalizing the design for constructing a portion of the Veterans Memorial Regional Greenway Trail and open space corridor, linking Lebanon Hills Regional Park to the Mississippi River. The trail location has shifted to protect the adjacent shallow lake and wetlands, which will require grading and tree removal.

A portion of the Greenway trail will be built on property owned by Xcel Energy and the City of Inver Grove Heights, including areas near the existing City-maintained trail on the eastern side of the Southern Lakes neighborhood.

Scan the QR code or visit co.dakota.mn.us to learn more

Inver Grove Heights City Council review:

Monday, April 14, 2025
6 p.m. · Council Chambers
IGH City Hall
8150 Barbara Avenue
Inver Grove Heights

Please note: The letter you received
incorrectly listed the meeting time
as 7 p.m.; **the correct time is 6 p.m.**

Questions about trail location or construction contact:

Tony Wotzka, Dakota County
Greenways Manager
tony.wotzka@co.dakota.mn.us
952-891-7966

Submit written comments to:

Adam Lares, IGH Parks & Rec. Director
alares@ighmn.gov
8055 Barbara Ave
Inver Grove Heights, MN 55077



PARKS & RECREATION

8055 Barbara Avenue
Inver Grove Heights, MN 55077

Regional Greenway Trail Easement on City of Inver Grove Heights Property Being Granted to the County of Dakota

Tract ID No. 496

This non-exclusive, permanent Regional Greenway Trail Easement (hereinafter referred to as the "Trail Easement") is made as of the ____ day of _____, 202_, by and between the City of Inver Grove Heights, a Minnesota municipal corporation (hereinafter referred to as the "Grantor"), and County of Dakota, a political subdivision of the State of Minnesota, its successors and assigns, (hereinafter referred to as the "Grantee") and is based on the following recitals:

Grantor warrants that it has good legal title to certain real property located in the County of Dakota, State of Minnesota, with Property Identification Number 20-02900-03-012 (hereinafter referred to as the "City Property").

- A. Grantor desires to grant, declare, and establish a Trail Easement over a portion of the City Property described below, to enable the Grantee to construct, operate, maintain, repair, and/or replace a bituminous trail with a minimum of two-foot wide non-paved zones on either side of the trail, (hereinafter collectively referred to as the "Trail") as mutually agreed upon between the Grantor and the Grantee; other associated improvements such as signage, fencing, benches, kiosks, and other incidental improvements which may be necessary to support the Trail (hereinafter referred to as the "Other Improvements") as mutually agreed upon in writing between the Grantor and the Grantee; and management of existing and future trees, shrubs, grasses, flowers, and other plants (hereinafter referred to as "Vegetation") within the Trail Easement, as mutually agreed upon in writing between the Grantor and the Grantee.
- B. The Grantee has received state funding thorough Grant Agreement No. SG-24P6-04-03 and Grant Agreement No. SG-21503, both dated May 6, 2024, (hereinafter referred to as the "Grant Agreement"), for constructing a paved recreational trail and improvements as part of the Veterans Memorial Greenway (hereinafter referred to as the "Project").

I. Grant of Trail Easement.

- A. By this instrument, Grantor, for good and valuable consideration, receipt of which is hereby acknowledged, hereby conveys to Grantee, its successors and assigns, a Trail Easement over, under, and across that part of the City Property legally described in the attached **Exhibit A** (hereinafter referred to as the "Easement Area") and generally depicted within the City Property in the attached **Exhibit B**, subject and subordinate to any easements of record. Grantor conveys to Grantee, the exclusive right to construct, operate, and maintain the Trail within the Easement Area, including, without limitation, the

right to occupy and move equipment over the Easement Area for the purpose of constructing, operating, and maintaining the Trail. Grantor also conveys to Grantee, the right to restore, enhance, and maintain all Vegetation within the Easement Area.

- B. Grantor warrants that it will do nothing to undermine the Trail and Other Improvements constructed, operated and maintained thereon by Grantee.

II. Trail Construction, Operation, and Maintenance.

- A. Grantee acknowledges that Northern States Power Company, a Minnesota business corporation, (hereinafter referred to as "NSP") has certain easement rights on the City Property as described in Document No. 385492, recorded on July 2, 1971, in the Office of the Register of Deeds for Dakota County (hereinafter referred to as the "NSP Easement"). Grantee acknowledges that its easement rights are subject to the NSP Easement and acknowledges that NSP may require Grantee to enter into a separate encroachment agreement with NSP prior to recording this Trail Easement.
- B. Grantee, its agents or contractors, shall construct a bituminous trail using appropriate construction standards along the length of the Easement Area. The Trail and Other Improvements shall be constructed/installed by the Grantee at its own expense or with funds obtained by the Grantee. Grantee has no obligation to construct the Trail or Other Improvements if the funds required for the Trail and Other Improvements are not available, appropriated, or received by Grantee. Grantee will use best management practices to minimize damage to oak and other non-hazardous trees during grading and trail construction.
- C. The Trail will be used for recreation and non-vehicular transportation purposes such as, but not limited to walking, biking, roller blading, and cross-country skiing, subject to accommodation requirements of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101) and related laws. Grantee or local law enforcement agencies may operate motorized vehicles on the Trail for the purposes of security, emergency services, and maintenance, repair and replacement of the Trail and other Improvements within the Easement Area. No structures, obstructions or fences shall be allowed in the Easement Area unless written approval is granted by the Grantee.
- D. Grantee is responsible for maintenance, repair, and replacement of the Trail, Other Improvements, and Vegetation within the Easement Area or any costs associated with the use of the Trail or Other Improvements by the Grantee or general public in accordance with a Supplemental Maintenance Agreement jointly developed and approved by Grantor and Grantee (hereinafter referred to as the "Maintenance Agreement"). Grantee shall be responsible for and pay for all costs associated with the timely removal of any trees or tree limbs that fall on the trail or within the Easement Area that prevents safe use of the trail or related amenities. Grantee shall also be responsible for and pay for all costs associated with the timely removal of any hazardous trees, as defined by City Code as amended from time to time (hereinafter after referred to as "Hazard Tree") within a certain distance from the Trail centerline, the distance of which shall be defined in the Supplemental Maintenance Agreement. Grantor shall not be responsible for maintenance, repair, and replacement of the Trail and Other Improvements.
- E. Grantee, by its own forces or through contractual agreement, shall provide routine repair maintenance, repair or replacement of the Trail and Other Improvements at its own cost.

III. State Funding Requirements

- A. No amendment, modification, or waiver of any condition, provision, or term of this Trail Easement shall be valid or of any effect unless made in writing, signed by the party or parties to be bound or its duly authorized representative, and approved in writing by the Minnesota Department of Natural Resources and the Commissioner of Minnesota Management and Budget, and specifying with particularity the extent and nature of such amendment, modification, or waiver. Any waiver by any party of any default of another party shall not affect or impair any right arising from any subsequent default.
- B. Grantor may not create or allow any voluntary lien or encumbrance or involuntary lien or encumbrance that can be satisfied by the payment of monies and which is not being actively contested against the City Property, Grantee's interest in the Trail Easement, or otherwise encumber its estate and interest in this Trail Easement without prior written consent of the Minnesota Department of Natural Resources and the Commissioner of Minnesota Management and Budget.
- C. In the event that the Grantee determines that this Trail Easement is no longer usable or needed to carry out the Project, then Grantee shall convey the Grantee's interest in the Trail Easement back to the Grantor or execute a termination of this Trail Easement on the conditions that such conveyance or termination is authorized by law and approved by the Commissioner of Minnesota Management and Budget in its reasonable discretion.
- D. Whenever there shall exist a conflict between the provisions of this Trail Easement and of the Grant Agreement, the Grant Agreement shall prevail. The Grant Agreement is on file with Grantee and a copy of the same has been provided to Grantor. Grantee shall provide copies of the Grant Agreement to Grantor upon request.

V. Miscellaneous

- A. Grantor and Grantee shall be liable for its own acts and omissions and those of its own employees and agents and the results thereof, to the extent authorized by law, and shall not be responsible for the acts of the other party, their respective employees, or agents.

Grantor and Grantee agree that liability and damages arising from their acts and omissions are governed by the provisions of the Municipal Tort Claims Act, Minn. Stat. Ch. 466, as applicable, and other applicable laws. Each party hereto warrants that it is able to comply with the forementioned liability and insurance requirements through an insurance or self-insurance program.

To the extent permissible by law, Grantee agrees to defend, indemnify, and hold harmless Grantor against any and all claims, liability, loss, damage, or expense (including but not limited to reasonable attorneys' fees and costs) arising from the grant of this Easement and/or Grantee's exercise of its rights thereunder, which result from acts or omissions of Grantee and/or those of Grantee's employees, agents, or assigns, including but not limited to any claims based on the design, construction, maintenance, or use of the Grantee's facilities or improvements in the Easement Area, whether such claims sound in statute, tort, contract, quasi-contract, eminent domain, or any other legal theory. Under no circumstances shall Grantee be required to defend and indemnify Grantor for any such claims arising from Grantor's negligence, intentional misconduct, or breach of Grantor's obligations under this Easement. The foregoing indemnity provision shall not be deemed to waive any statutory limits on the liability of either Grantor or Grantee, including but not limited to those limitations set forth in Minnesota Statutes Sections 466.01 to 466.15,

604A.21 to 604A.27, or any other statutory or common law immunities. In the event of any claims or actions filed against either party, nothing in this Easement shall be construed to allow a claimant to obtain separate judgments or separate liability caps from the individual parties.

- B. The terms and conditions of this Trail Easement shall run with the land and be binding on Grantor, its successors and assigns.
- C. Grantor agrees to pay any and all assessments levied by competent authority on the City Property.
- D. This Trail Easement may be amended only if in the sole and exclusive judgment of the Grantee such amendment furthers or is not inconsistent with the purposes of this Trail Easement. Any such amendment must be mutually agreed upon by the Grantee and the Grantor signed and duly recorded by the parties and comply with all applicable laws and regulations.
- E. This Trail Easement may be executed in counterparts, each of which shall constitute an original, but all of which together shall constitute a single instrument.

-This Space Intentionally Left Blank-

IN WITNESS WHEREOF, Grantor has caused this Regional Greenway Trail Easement to be duly executed on its behalf as of the date set forth above.

GRANTOR

City of Inver Grove Heights

By: _____
Brenda Dietrich
Its: Mayor

Date _____

By: _____
Rebecca Kiernan
Its: Clerk

Date _____

STATE OF MINNESOTA)
)ss.
COUNTY OF DAKOTA)

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

Notary Public

Acceptance of this Regional Greenway Trail Easement was approved by Dakota County Board Resolution No. 24-596

Approved as to Form:

Assistant County Attorney

Date: _____

KS-25-____

RECORDED FOR THE BENEFIT OF DAKOTA COUNTY; EXEMPT FROM RECORDING FEES PER MN STATUTE 386.77

Drafted by:
Alan Singer
Dakota County
14955 Galaxie Avenue
Apple Valley, MN 55124
(952) 891-7001
al.singer@co.dakota.mn.us
April 8, 2025

Return recorded document to:
Alan Singer
Dakota County
14955 Galaxie Avenue
Apple Valley, MN 55124
al.singer@co.dakota.mn.us

Dakota County Parks

Legal Description of Regional Greenway Trail Easement being Conveyed by City of Inver Grove Heights to County of Dakota

Tract No. 496

A permanent 20.00-foot-wide regional greenway trail easement over, under, and across that part of the South Half of the Northeast Quarter of Section 29, Township 27 North, Range 22 West, Dakota County, Minnesota, lying northerly of the northerly right of way of County State Aid Highway No. 73, and lying within 10.00 feet on each side of the following described centerline:

Commencing at the southeast corner of said South Half of the Northeast Quarter; thence South 89 degrees 44 minutes 21 seconds West, assumed bearing along the south line of said South Half of the Northeast Quarter a distance of 1343.72 feet to the point of beginning of the centerline to be described; thence North 00 degrees 07 minutes 00 seconds West a distance of 30.13 feet; thence westerly a distance of 49.76 feet along a tangential curve concave to the southwest having a radius of 29.65 feet and a central angle of 96 degrees 09 minutes 11 seconds; thence South 83 degrees 43 minutes 48 seconds West, tangent to said curve, a distance of 13.96 feet; thence northwesterly a distance of 72.32 feet along a tangential curve concave to the northeast having a radius of 54.40 feet and a central angle of 76 degrees 10 minutes 49 seconds; thence North 20 degrees 05 minutes 22 seconds West, tangent to said curve a distance of 18.52 feet to a point herein after referred to as Point "A"; thence continuing North 20 degrees 05 minutes 22 seconds West a distance of 10.39 feet and said centerline there terminating.

Together with a permanent 15.00-foot-wide regional greenway trail easement over, under, and across that part of the South Half of the Northeast Quarter of Section 29, Township 27 North, Range 22 West, Dakota County, Minnesota, lying within 7.50 feet on each side of the following described centerline:

Beginning at said Point "A"; thence South 87 degrees 10 minutes 02 seconds West a distance of 20.40 feet and said centerline there terminating.

Together with a permanent 10.00-foot-wide regional greenway trail easement over, under, and across that part of the South Half of the Northeast Quarter of Section 29, Township 27 North, Range 22 West, Dakota County, Minnesota, lying within 5.00 feet on each side of the following described centerline:

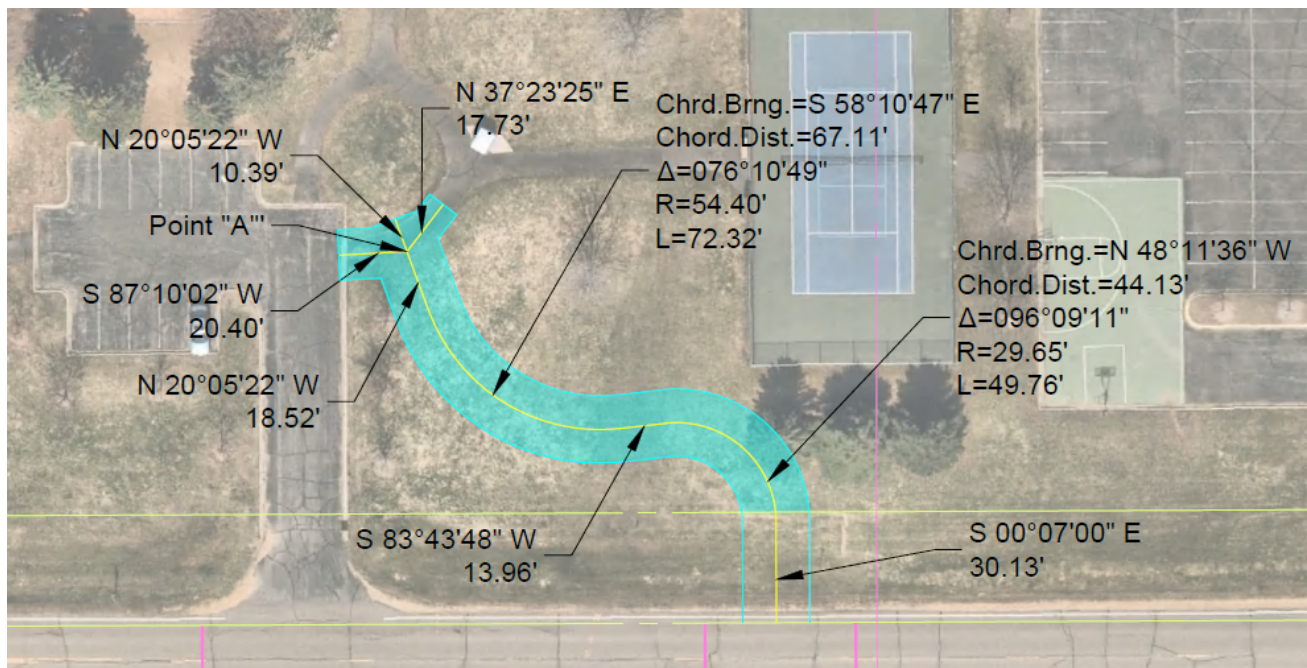
Beginning at said Point "A": thence North 37 degrees 23 minutes 25 seconds East a distance of 17.73 feet and said centerline there terminating.

Area: 3,453 square feet

Dakota County Parks

General Depiction of the Regional Greenway Trail Easement on City of Inver Grove Heights Rich Valley Athletic Complex Property being conveyed to the County of Dakota

Tract No. 496



Regional Greenway Corridor Easement on City of Inver Grove Heights Property Being Granted to the County of Dakota

Tract ID No. 499

This non-exclusive, permanent Regional Greenway Corridor Easement (hereinafter referred to as the "Corridor Easement") is made as of the ____ day of _____, 2025, by and between the City of Inver Grove Heights, a Minnesota municipal corporation (hereinafter referred to as the "Grantor"), and County of Dakota, a political subdivision of the State of Minnesota, its successors and assigns, (hereinafter referred to as the "Grantee") and is based on the following recitals:

Grantor warrants that it has good legal title to certain real property located in the County of Dakota, State of Minnesota, with Property Identification Numbers 20-71398-00-010, 20-71399-00-010, and 20-71400-00-010 (hereinafter referred to as the "City Property").

- A. Grantor desires to grant, declare, and establish a Corridor Easement over a portion of the City Property described below, to enable the Grantee to construct, operate, maintain, repair, and/or replace a bituminous trail with a minimum of two-foot wide non-paved zones on either side of the trail, (hereinafter collectively referred to as the "Trail") as mutually agreed upon between the Grantor and the Grantee; other associated improvements such as signage, fencing, benches, kiosks, and other incidental improvements which may be necessary to support the Trail (hereinafter referred to as the "Other Improvements") as mutually agreed upon in writing between the Grantor and the Grantee; and management of existing and future trees, shrubs, grasses, flowers, and other plants (hereinafter referred to as "Vegetation") within the Corridor Easement, as mutually agreed upon in writing between the Grantor and the Grantee.
- B. The Grantee has received state funding thorough Grant Agreement No. SG-24P6-04-03 and Grant Agreement No. SG-21503, both dated May 6, 2024, (hereinafter referred to as the "Grant Agreement"), for constructing a paved recreational trail and improvements as part of the Veterans Memorial Greenway (hereinafter referred to as the "Project").

I. Grant of Corridor Easement.

- A. By this instrument, Grantor, for good and valuable consideration, receipt of which is hereby acknowledged, hereby conveys to Grantee, its successors and assigns, a Corridor Easement over, under, and across that part of the City Property legally described in the attached **Exhibit A** (hereinafter referred to as the "Easement Area") and generally depicted within the City Property in the attached **Exhibit B**, subject and subordinate to any easements of record. Grantor conveys to Grantee, the exclusive right to construct, operate, and maintain the Trail within the Easement Area, including, without limitation, the

right to occupy and move equipment over the Easement Area for the purpose of constructing, operating, and maintaining the Trail. Grantor also conveys to Grantee, the right to restore, enhance, and maintain all Vegetation within the Easement Area.

- B. Grantor warrants that it will do nothing to undermine the Trail and Other Improvements constructed, operated and maintained thereon by Grantee.

II. Trail Construction, Operation, and Maintenance.

- A. Grantee acknowledges that Northern States Power Company, a Minnesota business corporation, (hereinafter referred to as "NSP") has certain easement rights on the City Property as described in Document No. 385492, recorded on July 2, 1971, in the Office of the Register of Deeds for Dakota County (hereinafter referred to as the "NSP Easement"). Grantee acknowledges that its Corridor Easement rights are subject to the NSP Easement and acknowledges that NSP may require Grantee to enter into a separate encroachment agreement with NSP prior to recording this Corridor Easement.
- B. Grantee, its agents or contractors, shall construct a bituminous trail using appropriate construction standards along the length of the Easement Area. The Trail and Other Improvements shall be constructed/installed by the Grantee at its own expense or with funds obtained by the Grantee. Grantee has no obligation to construct the Trail or Other Improvements if the funds required for the Trail and Other Improvements are not available, appropriated, or received by Grantee. Grantee will use best management practices to minimize damage to oak and other non-hazardous trees during grading and trail construction.
- C. The Trail will be used for recreation and non-vehicular transportation purposes such as, but not limited to walking, biking, roller blading, and cross-country skiing, subject to accommodation requirements of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101) and related laws. Grantee or local law enforcement agencies may operate motorized vehicles on the Trail for the purposes of security, emergency services, and maintenance, repair and replacement of the Trail and other Improvements within the Easement Area. No structures, obstructions or fences shall be allowed in the Easement Area unless written approval is granted by the Grantee.
- D. Grantee is responsible for maintenance, repair, and replacement of the Trail, Other Improvements, and Vegetation within the Easement Area or any costs associated with the use of the Trail or Other Improvements by the Grantee or general public in accordance with a Supplemental Maintenance Agreement jointly developed and approved by Grantor and Grantee (hereinafter referred to as the "Maintenance Agreement"). Grantee shall be responsible for and pay for all costs associated with the timely removal of any trees or tree limbs that fall on the trail or within the Easement Area that prevents safe use of the trail or related amenities. Grantee shall also be responsible for and pay for all costs associated with the timely removal of any hazardous trees, as defined by City Code as amended from time to time (hereinafter after referred to as "Hazard Tree") within a certain distance from the Trail centerline, the distance of which shall be defined in the Supplemental Maintenance Agreement. Grantor shall not be responsible for maintenance, repair, and replacement of the Trail and Other Improvements.
- E. Grantee, by its own forces or through contractual agreement, shall provide routine repair maintenance, repair or replacement of the Trail and Other Improvements at its own cost.

III. Vegetation Management

- A. All vegetation management practices within the Easement Area shall be in accordance with a Vegetation Management Plan jointly developed and approved by Grantor and Grantee (hereinafter referred to as the "VMP"). Grantee and Grantor agree to consult with one another periodically with respect to updating the VMP, and further agree that the VMP may be revised or modified as necessary to reflect changed conditions or circumstances. Grantee shall be responsible for drafting the VMP and any modifications to the same, which shall not contradict the terms of this Trail Easement, and which shall take effect only upon a written agreement signed by both Grantee and Grantor. Grantee shall provide to Grantor and each party will retain an updated copy of the VMP.
 - 1. Grantee shall determine if any Hazard Tree identified and located outside of the defined distance from the Trail centerline, or if a fallen tree within the Easement Area that does not interfere with the safe use of the trail and related amenities will be removed at Grantee's expense.
- B. Implementation of the VMP shall be in accordance with a Maintenance Agreement developed and approved by the Grantor and Grantee. The Maintenance Agreement shall include a five-year work plan, commencing at the time of VMP approval, which describe priority management activities, responsibilities, estimated costs, and schedule for implementing the VMP. Grantee and Grantor agree to consult with one another to modify the Maintenance Agreement as necessary and for developing and approving any subsequent Maintenance Agreements to assure that the original intent and purpose of this Trail Easement. Grantee and Grantor shall be responsible for any modifications to the original and any subsequent Maintenance Agreement, which shall not contradict the terms of this Corridor Easement. Grantee and Grantor will each retain an updated copy of the Maintenance Agreement.

IV. State Funding Requirements

- A. No amendment, modification, or waiver of any condition, provision, or term of this Corridor Easement shall be valid or of any effect unless made in writing, signed by the party or parties to be bound or its duly authorized representative, and approved in writing by the Minnesota Department of Natural Resources and the Commissioner of Minnesota Management and Budget, and specifying with particularity the extent and nature of such amendment, modification, or waiver. Any waiver by any party of any default of another party shall not affect or impair any right arising from any subsequent default.
- B. Grantor may not create or allow any voluntary lien or encumbrance or involuntary lien or encumbrance that can be satisfied by the payment of monies and which is not being actively contested against the City Property, Grantee's interest in this Corridor Easement, or otherwise encumber its estate and interest in this Corridor Easement without prior written consent of the Minnesota Department of Natural Resources and the Commissioner of Minnesota Management and Budget.
- C. In the event that the Grantee determines that this Corridor Easement is no longer usable or needed to carry out the Project, then Grantee shall convey the Grantee's interest in the Corridor Easement back to the Grantor or execute a termination of this Corridor Easement on the conditions that such conveyance or termination is authorized by law and approved by the Commissioner of Minnesota Management and Budget in its reasonable discretion.

- D. Whenever there shall exist a conflict between the provisions of this Corridor Easement and of the Grant Agreement, the Grant Agreement shall prevail. The Grant Agreement is on file with Grantee and a copy of the same has been provided to Grantor. Grantee shall provide copies of the Grant Agreement to Grantor upon request.

V. Miscellaneous

- A. Grantor and Grantee shall be liable for its own acts and omissions and those of its own employees and agents and the results thereof, to the extent authorized by law, and shall not be responsible for the acts of the other party, their respective employees, or agents.

Grantor and Grantee agree that liability and damages arising from their acts and omissions are governed by the provisions of the Municipal Tort Claims Act, Minn. Stat. Ch. 466, as applicable, and other applicable laws. Each party hereto warrants that it is able to comply with the forementioned liability and insurance requirements through an insurance or self-insurance program.

To the extent permissible by law, Grantee agrees to defend, indemnify, and hold harmless Grantor against any and all claims, liability, loss, damage, or expense (including but not limited to reasonable attorneys' fees and costs) arising from the grant of this Easement and/or Grantee's exercise of its rights thereunder, which result from acts or omissions of Grantee and/or those of Grantee's employees, agents, or assigns, including but not limited to any claims based on the design, construction, maintenance, or use of the Grantee's facilities or improvements in the Easement Area, whether such claims sound in statute, tort, contract, quasi-contract, eminent domain, or any other legal theory. Under no circumstances shall Grantee be required to defend and indemnify Grantor for any such claims arising from Grantor's negligence, intentional misconduct, or breach of Grantor's obligations under this Easement. The foregoing indemnity provision shall not be deemed to waive any statutory limits on the liability of either Grantor or Grantee, including but not limited to those limitations set forth in Minnesota Statutes Sections 466.01 to 466.15, 604A.21 to 604A.27, or any other statutory or common law immunities. In the event of any claims or actions filed against either party, nothing in this Easement shall be construed to allow a claimant to obtain separate judgments or separate liability caps from the individual parties.

- B. The terms and conditions of this Corridor Easement shall run with the land and be binding on Grantor, its successors and assigns.
- C. Grantor agrees to pay any and all assessments levied by competent authority on the City Property.
- D. This Corridor Easement may be amended only if in the sole and exclusive judgment of the Grantee such amendment furthers or is not inconsistent with the purposes of this Corridor Easement. Any such amendment must be mutually agreed upon by the Grantee and the Grantor signed and duly recorded by the parties and comply with all applicable laws and regulations.
- E. This Corridor Easement may be executed in counterparts, each of which shall constitute an original, but all of which together shall constitute a single instrument.

IN WITNESS WHEREOF, Grantor has caused this Regional Greenway Corridor Easement to be duly executed on its behalf as of the date set forth above.

GRANTOR

City of Inver Grove Heights

By: _____
Brenda Dietrich
Its: Mayor

Date _____

By: _____
Rebecca Kiernan
Its: Clerk

Date _____

STATE OF MINNESOTA)
)ss.
COUNTY OF DAKOTA)

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

Notary Public

Acceptance of this Regional Greenway Corridor Easement was approved by Dakota County Board Resolution No. 24-596

Approved as to Form:

Assistant County Attorney

Date: _____

KS-25-____

Dakota County Contra DC _____

RECORDED FOR THE BENEFIT OF DAKOTA COUNTY; EXEMPT FROM RECORDING FEES PER MN STATUE 386.77

Drafted by:
Alan Singer
Dakota County
14955 Galaxie Avenue
Apple Valley, MN 55124
(952) 891-7001
al.singer@co.dakota.mn.us
April 8, 2025

Return recorded document to:
Alan Singer
Dakota County
14955 Galaxie Avenue
Apple Valley, MN 55124
al.singer@co.dakota.mn.us

Dakota County Parks

Legal Description of Regional Greenway Corridor Easement being Conveyed by City of Inver Grove Heights on the Southern Lakes Park Property to County of Dakota

Tract No. 499

A permanent 100.00-foot -wide Regional Greenway Easement over, under, and across that part of Outlot A, Southern Lakes 4th Addition, Outlot A, Southern Lakes 5th Addition, and Outlot A, Southern Lakes Estates according to the recorded plats thereof, Dakota County, Minnesota, lying 50.00 feet on each side of the following described centerline:

Commencing at the northeast corner of Outlot A, Southern Lakes 5th addition; thence North 89 degrees 50 minutes 38 seconds West, assumed bearing along the north line of said Outlot A, a distance of 936.02 feet to the point of beginning of the centerline to be described; thence South 72 degrees 38 minutes 00 seconds East a distance of 67.83 feet; thence southeasterly a distance of 201.66 feet along a tangential curve concave to the southwest having a radius of 525.53 feet and a central angle of 21 degrees 59 minutes 11 seconds; thence South 50 degrees 38 minutes 49 seconds East, tangent to said curve, a distance of 542.33 feet; thence southeasterly a distance of 116.11 feet along a tangential curve concave to the southwest having a radius of 203.18 feet and a central angle of 32 degrees 44 minutes 31 seconds; thence South 17 degrees 54 minutes 18 seconds East, tangent to said curve, a distance of 71.12 feet; thence southeasterly a distance of 61.06 feet along a tangential curve concave to the northeast having a radius of 74.00 feet and a central angle of 47 degrees 16 minutes 29 seconds; thence South 65 degrees 10 minutes 48 seconds East, tangent to said curve, a distance of 115.93 feet; thence southerly a distance of 112.63 feet along a tangential curve concave to the southwest having a radius of 74.00 feet and a central angle of 87 degrees 12 minutes 21 seconds; thence South 22 degrees 01 minute 33 seconds West, tangent to said curve, a distance of 195.53 feet; thence southerly a distance of 181.49 feet along a tangential curve concave to the east having a radius of 175.00 feet and a central angle of 59 degrees 25 minutes 08 seconds; thence South 37 degrees 23 minutes 35 seconds East, tangent to said curve, a distance of 13.15 feet; thence southerly a distance of 127.14 feet along a tangential curve concave to the west having a radius of 100.00 feet and a central angle of 72 degrees 50 minutes 35 seconds; thence South 35 degrees 27 minutes 00 seconds West, tangent to said curve, a distance of 70.23 feet; thence southerly a distance of 129.81 feet along a tangential curve concave to the east having a radius of 100.00 feet and a central angle of 74 degrees 22 minutes 38 seconds; thence South 38 degrees 55 minutes 37 seconds East, tangent to said curve, a distance of 42.69 feet; thence southerly a distance of 159.45 feet along a tangential curve concave to the west having a radius of 100.00 feet and a central angle of 91 degrees 21 minutes 37 seconds; thence South 52 degrees 26 minutes 00 seconds West, tangent to said curve, a distance of 32.16 feet; thence southerly a distance of 159.84 feet along a tangential curve concave to the east having a radius of 100.00 feet and a central angle of 91 degrees 34 minutes 44 seconds; thence South 39 degrees 08 minutes 44 seconds East, tangent to said curve, a distance of 102.24

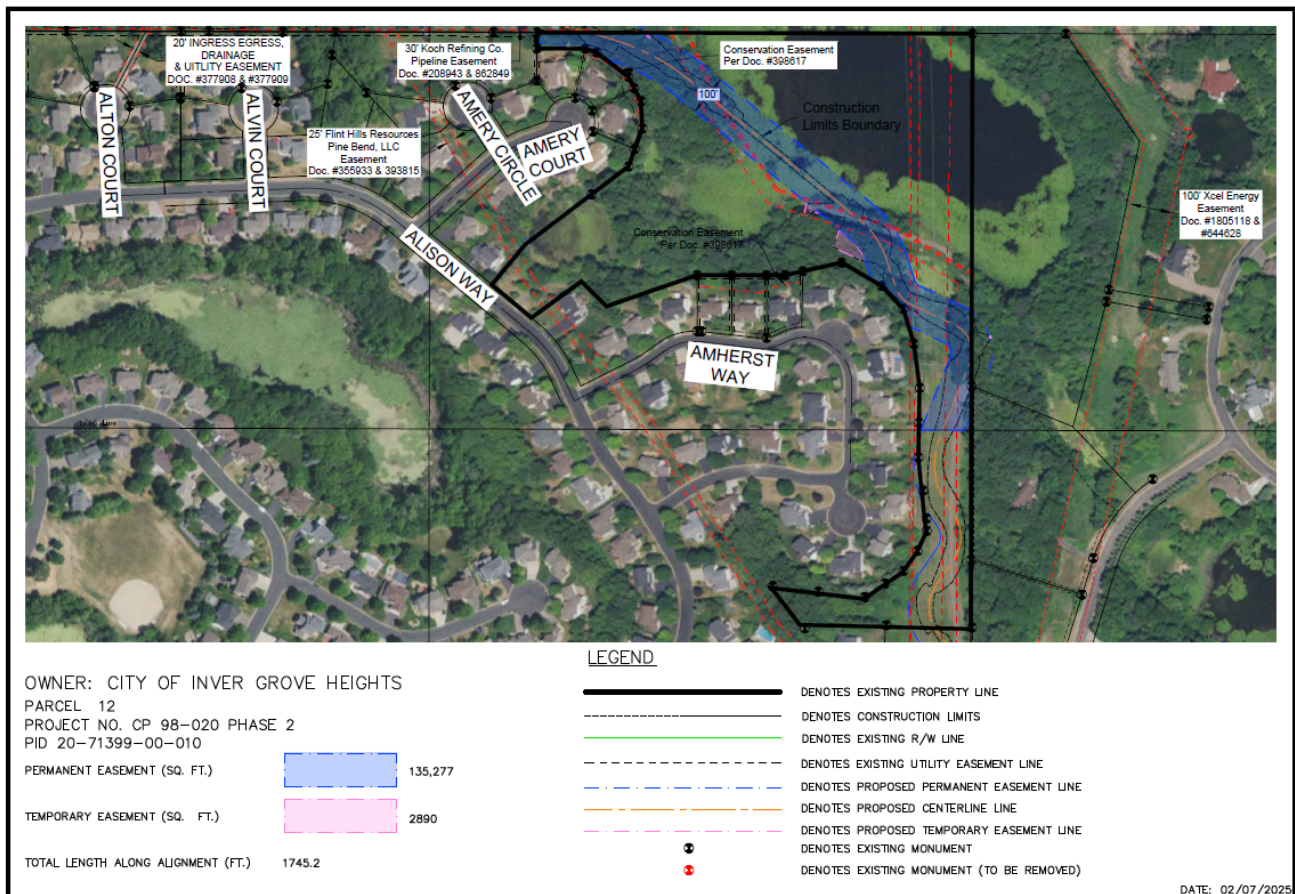
feet; thence southerly a distance of 182.74 feet along a tangential curve concave to the west having a radius of 125.00 feet and a central angle of 83 degrees 45 minutes 36 seconds; thence South 44 degrees 36 minutes 52 seconds West, tangent to said curve, a distance of 33.83 feet; thence southerly a distance of 229.70 feet along a tangential curve concave to the east having a radius of 97.87 feet and an internal angle of 134 degrees 28 minutes 42 seconds; thence South 89 degrees 51 minutes 50 seconds East, tangent to said curve, a distance of 10.00 feet and said centerline there terminating.

Area: 270,983 square feet or 6.22 acres

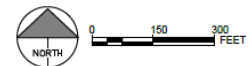
Dakota County Parks

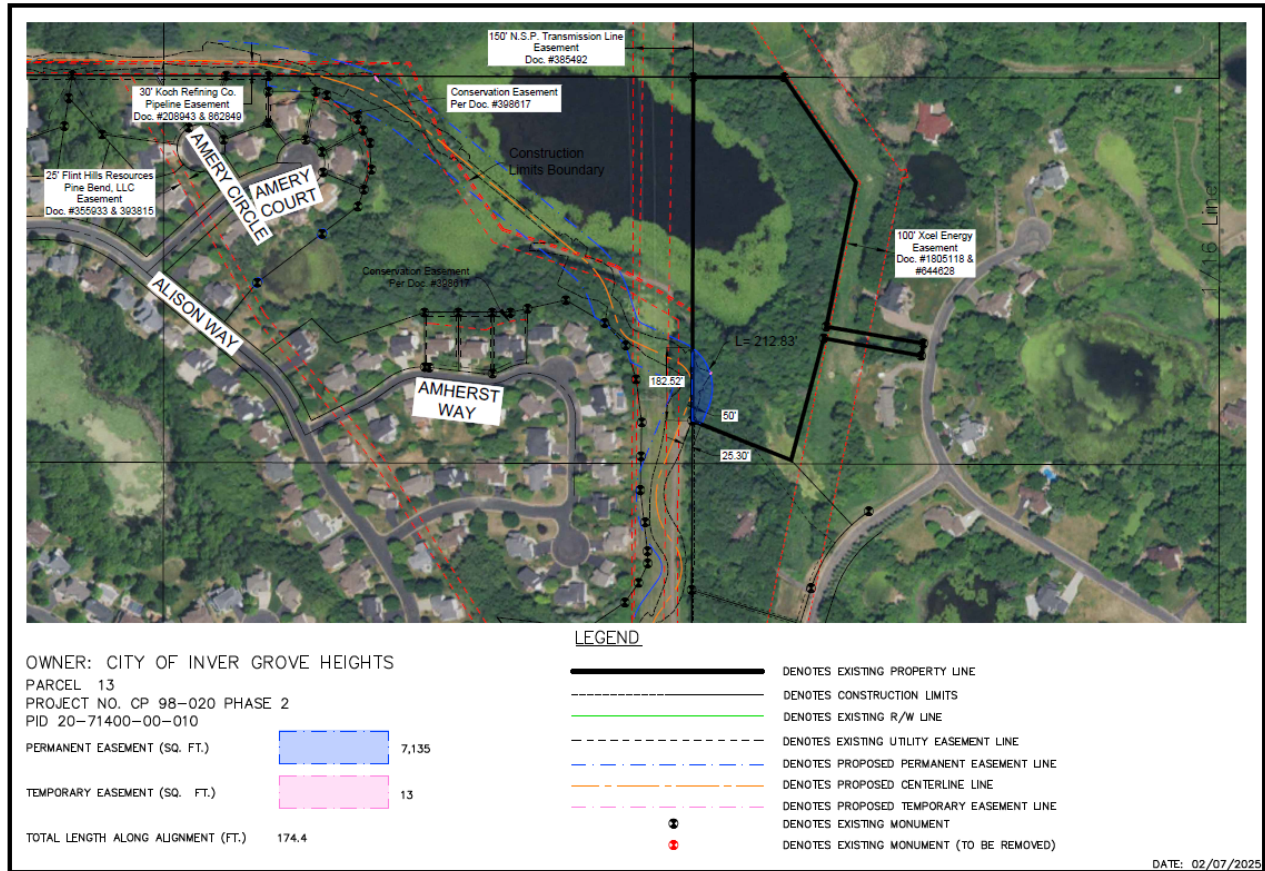
General Depiction of the Regional Greenway Corridor Easement on City of Inver Grove Heights on the Southern Lakes Park Property being conveyed to the County of Dakota

Tract No. 499

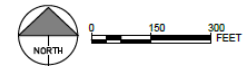


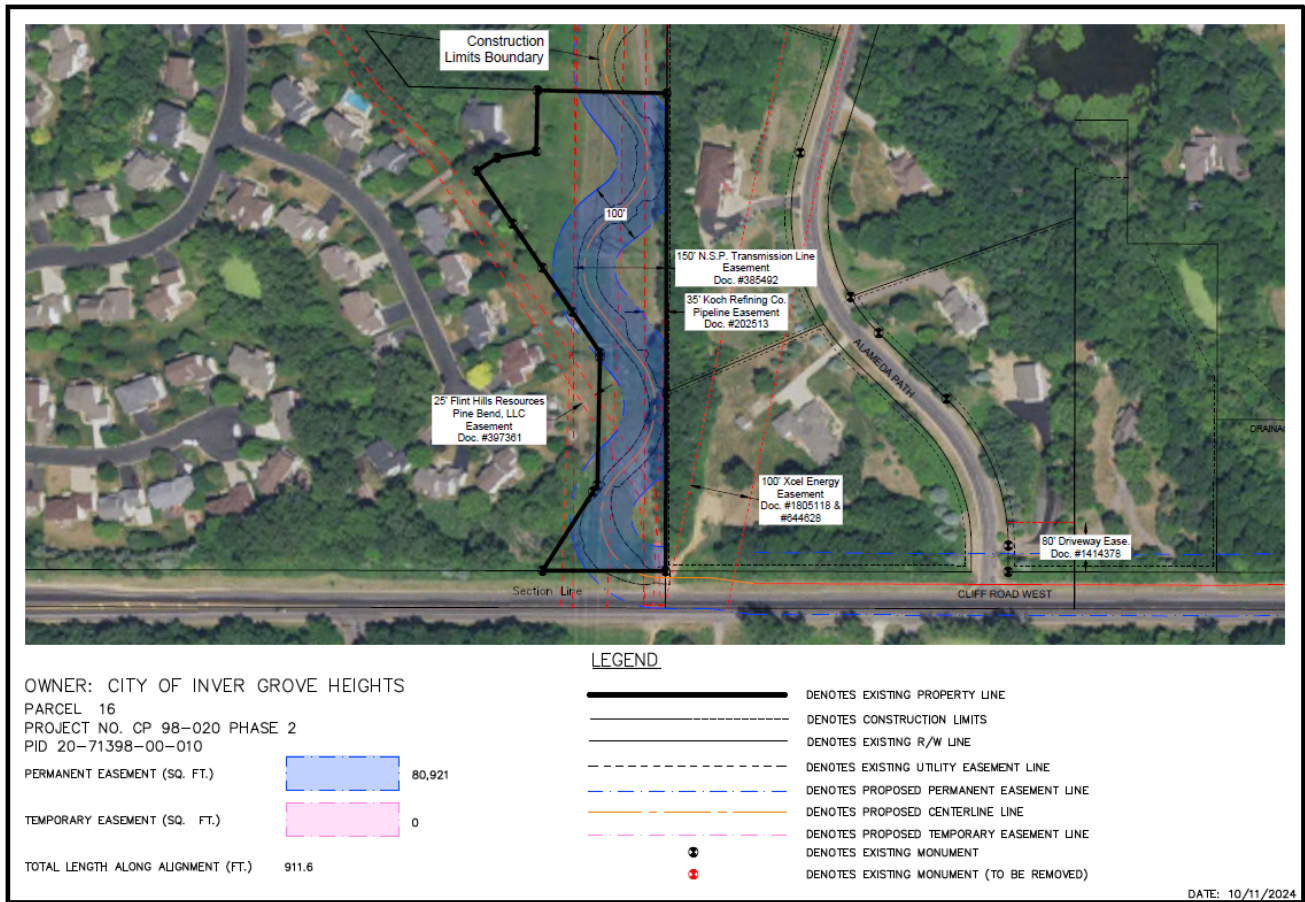
VETERANS MEMORIAL GREENWAY PROPERTY EXHIBIT
 INVER GROVE HEIGHTS, MINNESOTA



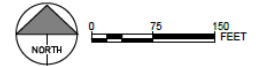


VETERANS MEMORIAL GREENWAY PROPERTY EXHIBIT
 INVER GROVE HEIGHTS, MINNESOTA





VETERANS MEMORIAL GREENWAY PROPERTY EXHIBIT
 INVER GROVE HEIGHTS, MINNESOTA



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

RESOLUTION NO. _____

**RESOLUTION APPROVING CONVEYANCE OF EASEMENTS TO DAKOTA
COUNTY FOR A PORTION OF THE VETERANS MEMORIAL GREENWAY**

WHEREAS, the City of Inver Grove Heights owns certain real property on which Dakota County has requested easements for the construction of the Veterans Memorial Greenway; and

WHEREAS, the City is authorized by statute to convey the requested easements to Dakota County.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS, MINNESOTA, that the City hereby:

1. Authorizes the conveyance of the attached easements to Dakota County and execution of the same by the Mayor and City Clerk, subject to any minor revisions approved by the City Attorney.
2. Dispenses of the requirements of Minn. Stat. § 462.356, subd. 2 pursuant to a vote of at least 2/3 of the Council as it finds that that the proposed easement conveyance per this Resolution has no relationship to the comprehensive municipal plan.

Adopted by the City Council of the City of Inver Grove Heights, Minnesota, this 14th day of April, 2025.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: **Resolution Approving an Amendment to the Joint Powers Agreement with Dakota County for County Project 28-69 (City Project No. 2024-16) - 80th Street Trail Gap**

MEETING DATE: April 14, 2025

ITEM TYPE: Regular Business

CONTACT: Paul Merchlewicz, City Engineer, 651.450.2572
 Brian Connolly, Public Works Director, 651.450.2571

ACTION REQUESTED

The Council is asked to consider the attached Resolution, approving an amendment to the Joint Powers Agreement (JPA) with Dakota County for the design, construction, and maintenance of a multi-use trail facility along the north side of 80th Street between Cahill Avenue and Concord Boulevard (City Project No. 2024-16).

BACKGROUND

On August 12, 2024, the City Council approved Resolution 2024-127, entering into a Joint Powers Agreement (JPA) with Dakota County for the design, construction, and maintenance of a multi-use trail facility along the north side of 80th Street (CSAH 28) between Cahill Ave. and Concord Blvd. (CSAH 56). This segment of Dakota County roadway was identified as having a trail gap section in the 2040 Dakota County Transportation Plan, and is shown as a future trail location in the City's 2011 Trail and Sidewalk Gap Study. The closure of this gap would create a connection to existing trails, connect neighborhoods to Simley High School, and create connectivity to the Mississippi River Greenway. The County was awarded a federal "Rebuilding American Infrastructure with Sustainability and Equity" (RAISE) grant to proceed with this and several other trail-related improvement projects within Dakota County.

This proposed trail project was not included in past County or City Capital Improvement Programs (CIPs). Due to the availability of the RAISE grant funding, the County moved to advance this trail gap project outside their CIP planning process, and began design efforts in late 2023. At the time the original JPA was brought forth for discussion by the City Council, Dakota County believed the RAISE grant funding would cover all project development and construction costs, and this was stated in the original JPA under Article 3 (attached). However, through final project design reviews and development of final grant agreements with MnDOT, it was determined that the RAISE funding would only cover final construction costs, and none of the additional project costs, including design, right-of-way acquisition, or project administrative costs.

The County has already proceeded with right of way acquisition, and recently performed tree removal along 80th Street in advance of the trail construction, which is proposed to occur this summer. Bidding for the project is anticipated to occur in June, for which the City must provide

authorization to the County to award the contract. In the event the Council approves the revised City cost participation, it is expected that the City Council will be asked to authorize a contract award at a Council meeting in late June or early July of this year.

Based on the language within the current JPA, the City has not budgeted for any costs associated with this project. Staff have concerns with the proposed cost impacts to the City, the original Dakota County assumptions that the RAISE funding would cover all project costs, and the late timing of this request for a change to the City's anticipated cost participation after right-of-way and tree removal for the project have already begun. As such, City staff have asked staff from Dakota County to attend the Council meeting and make a direct presentation/appeal to the Council to consider the City's cost participation in this project.

FISCAL IMPACT

The proposed amendment to the original JPA includes a revised "Attachment A", which details the County's proposed cost split for the "non-grant eligible" project costs, for which the County is requesting the City pay \$77,304. As noted above, the City has not budgeted for any of this work, based on the expectation that the RAISE grant obtained by the County was to cover 100% of the costs, as stated in the original JPA. Should the City Council choose to authorize a City cost participation, staff would recommend that amount come from the City's Pavement Management Fund (Fund 440), as that is the funding source that would have been utilized had this been a planned and budgeted cost participation on a County project of this type.

RECOMMENDATION

Should Council wish to proceed with approval of the attached JPA amendment, the attached Resolution has been prepared detailing the JPA approval, and the necessary budget amendment to cover the estimated City cost share, with an approximate 10% contingency included.

ATTACHMENTS

1. Resolution -First Amendment to JPA
2. First Amendment to JPA
3. Original JPA (Council Approved 8/12/2024)

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

RESOLUTION NO. _____

**RESOLUTION TO APPROVE THE FIRST AMENDMENT TO THE JOINT POWERS AGREEMENT
WITH DAKOTA COUNTY FOR A MULTI-USE TRAIL ALONG 80TH STREET FROM CAHILL AVE
TO CONCORD BLVD – CITY PROJECT NO. 2024-16**

WHEREAS, the City of Inver Grove Heights and Dakota County entered into a Joint Powers Agreement (JPA) on August 12, 2024, via Resolution 2024-127, for the design, engineering, right of way, construction, administration, maintenance, and cost participation for a multi-use trail facility along 80th Street (CSAH 28) from Cahill Ave. to Concord Blvd. (CSAH 56); and

WHEREAS, Dakota County applied for and received a Federal “Rebuilding American Infrastructure with Sustainability and Equity” (RAISE) grant for the project work; and

WHEREAS, Dakota County originally expected the RAISE grant funding to cover the full cost of the project work, as identified in Article 3 of the JPA; and

WHEREAS, Article 3 of the JPA also indicates that in the event costs not covered by grants or other appropriations would be distributed 85% County/15%, in accordance with the cost participation policy of the Dakota County Transportation Plan; and

WHEREAS, Dakota County learned through final design approvals that only the construction phase of the work would be covered through the RAISE grant; and

WHEREAS, Dakota County is formally requesting, through the First Amendment to the JPA, that the City participate in 15% of the project costs, in the estimated amount of \$77,304, as detailed in “Attachment A” of the First Amendment to the JPA; and

WHEREAS, the City and County have drafted the First Amendment to the JPA detailing these cost sharing revisions for the design engineering, right of way, construction, administration, maintenance, and cost participation for a multi-use trail facility along 80th Street from Cahill Ave. to Concord Blvd (City Project No. 2024-16).

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

1. The First Amendment to the Joint Powers Agreement (JPA) with Dakota County for Design Engineering, Right of Way, Construction, Administration, Maintenance, and Cost Participation for the 80th Street Multi-Use Trail (City Project No. 2024-16) is hereby approved.
2. The Pavement Management Fund (Fund 440) budget for 2025 will be amended by \$85,000, to accommodate the estimated \$77,304 in estimated City cost participation for the project as detailed in the First Amendment to the JPA, and an additional \$7,696 in contingency budget costs, to be utilized from existing fund balance for this project effort.
3. The Public Works Director, Mayor, and City Clerk are hereby authorized to carry out the Agreement on the City's behalf.

Approved by the City Council of the City of Inver Grove Heights, Minnesota on this 14th day of April, 2025.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

**FIRST AMENDMENT TO
JOINT POWERS AGREEMENT
BETWEEN
THE COUNTY OF DAKOTA
AND THE CITY OF INVER GROVE HEIGHTS
FOR
DESIGN ENGINEERING, RIGHT-OF-WAY, CONSTRUCTION, ADMINISTRATION,
MAINTENANCE, AND COST PARTICIPATION
DAKOTA COUNTY PROJECT NO. 28-69
CITY PROJECT NO. 2024-16**

WHEREAS, effective September 19, 2024, the County of Dakota (“County”) and City of Inver Grove Heights (“City”) entered into a JOINT POWERS AGREEMENT (“JPA”) for the design engineering, right-of-way, construction, administration, maintenance, and cost participation of County Project number 28-69 and City Project number 2024-16; and

WHEREAS, the parties desire to amend the JPA to clarify grant eligible project costs and update Attachment A (Opinion of Cost).

WHEREAS, the JPA provides that any amendment shall be valid only when expressed in writing and duly signed and authorized representatives of both parties.

NOW, THEREFORE, in consideration of the mutual covenants herein the parties agree as follows:

To amend Section 3 Cost Share, to replace the entire section with the following and reference a new Attachment A.

CSAH 28 (80th Street East) runs between Cahill Avenue and CSAH 56 (Concord Boulevard) in Inver Grove Heights. Dakota County has secured federal grants to cover eligible construction expenses. However, design engineering, right-of-way acquisition, and construction administration are not eligible for federal reimbursement.

After application of all applicable cost sharing provisions of this Agreement and the Dakota County 2040 Transportation Plan cost policies F.1 through F.19, the County and City will participate in the Project as shown in the Opinion of Cost Participation (Attachment A) and as defined below. After deducting federal and state cost participation amounts.

- F.1, Replacement and Modernization – Trails

- The County will provide 85 percent of costs and the City will provide 15 percent of project costs for engineering, right-of-way acquisition, construction and construction administration costs for the Project.

The cost participation involving federal and state funds will apply, any grants received will be deducted from county-eligible project expenses. The remaining costs will be divided according to applicable county policies. Non-construction costs will adhere to a cost-sharing agreement, which allocates 85 percent to Dakota County and 15 percent to the City of Inver Grove

For project CP 28-69, Dakota County will receive direct federal fund, Active Transportation Grant and MnDOT IIJA Funds. These funds are expected to cover construction costs and satisfy the required local construction match for federal funding.

It is understood that the costs stated within the JPA reflects an estimated amount at the time of Agreement execution. Final costs will be based on actuals at the time of construction.

WITNESS THEREOF, the Parties have caused this Agreement to be executed by their duly authorized officials.

CITY OF INVER GROVE HEIGHTS

RECOMMENDED FOR APPROVAL:

Public Works Director

By _____
Mayor

(SEAL)

By _____
City Clerk

Date: _____

COUNTY OF DAKOTA

RECOMMENDED FOR APPROVAL:

County Engineer

By: _____
Physical Development Director

Date: _____

APPROVED AS TO FORM:

COUNTY BOARD RESOLUTION

No. _____ Date: _____

Assistant County Attorney Date
KS- _____

Attachment A - Opinion of Cost

CP 28-69 Cost Split (85/15) 100% Plans Engineers Estimate 8-Apr-25					
		Executed Contract Amount Estimated Amount			
CP 28-69	Total (Estimated if not known)	Dakota County (85%)	City of Inver Grove Heights (15%) Grant Eligible	City of Inver Grove Heights (15%) Non Grant Eligible	Comments
Preliminary & Final Design (85/15)					
-SRF (Amendment 2: Task12 "80th Street Trail)	\$ 126,550	\$ 107,568		\$ 18,983	
-SRF (Amendment 3: Task 12 "80th Street Trail)	\$ 18,978	\$ 16,131		\$ 2,847	
Design Totals	\$ 145,528	\$ 123,699	\$ -	\$ 21,829	
Right of Way (85/15)					
-Valbridge (Appraisals) & Swenson (Review Appraisals)	\$ 7,900	\$ 6,715		\$ 1,185	
-CCAT Title (O & E's)	\$ 7,980	\$ 6,783		\$ 1,197	
-R/W Settlements	\$ 65,950	\$ 56,058		\$ 9,893	parcels 11 (settled),12 (settled),13 (settled),14 (condemnation - paid appraisal fees)
-Condemnation Fees	\$ 1,392	\$ 1,183		\$ 209	1 parcel for 28-69, 3 parcels for CP 56-14 (100% County). Divided contract amount by 4
-Commissioners Time	\$ 8,000	\$ 6,800		\$ 1,200	
-County Attorney Time	\$ 7,500	\$ 6,375		\$ 1,125	
Right of Way Totals	\$ 98,722	\$ 83,914	\$ -	\$ 14,808	
Construction (85/15)					
-100% SEQ	\$ 1,530,699	\$ 1,301,094	\$ 229,605		See Grant Funding Summary
-Mn/Dot Testing (0.8%)	\$ 12,246	\$ 10,409	\$ 1,837		Eligible for DEMO/CDS Funds
-Tree Clearing - separate contract	\$ 99,461	\$ 84,542		\$ 14,919	
Construction Administration (SRF)	\$ 144,886	\$ 123,153		\$ 21,733	40% of contract based on construction estimates with CP56-14
Construction Totals	\$ 1,642,406	\$ 1,519,198	\$ 231,442	\$ 36,652	
Dakota County Labor Costs (85/15)					
County Eng/Admin - DESIGN (15%)	\$ 21,829			\$ 3,274	
County Eng/Admin - R/W (5%)	\$ 4,936			\$ 740	
DC Labor Totals	\$ 26,765			\$ 4,015	
City Labor Costs (85/15)					
City Eng/Admin - DESIGN (5%)	\$ 7,276	\$ 6,185			
City Eng/Admin - R/W (1%)	\$ 987	\$ 839			
City Eng/Admin - CONST. (1%)	\$ 16,424	\$ 13,960			
Inver Grove Heights Labor Totals	\$ 24,688	\$ 20,985			
COLUMN TOTALS	\$ 1,938,109	\$ 1,747,795	\$ 231,442	\$ 77,304	
Dakota County Total	\$ 1,747,795				
City of Inver Grove Heights Total	\$ 308,746				
City of Inver Grove Heights Grant Eligible	\$ 231,442				
City of Inver Grove Heights Non-Grant Eligible	\$ 77,304				
PROJECT TOTALS	\$ 2,056,541				

JOINT POWERS AGREEMENT FOR
DESIGN ENGINEERING, RIGHT-OF-WAY, CONSTRUCTION, ADMINISTRATION,
MAINTENANCE, AND COST PARTICIPATION

BETWEEN

THE COUNTY OF DAKOTA

AND

THE CITY OF INVER GROVE HEIGHTS

FOR

DAKOTA COUNTY PROJECT NO. 28-69

CITY PROJECT NO. 2024-16

SYNOPSIS: Dakota County and the City of Inver Grove Heights agree to design engineering, right-of-way acquisition, construction, ongoing maintenance, and cost share for County Project 28-69, the construction of multi-use trail along the north side of County State Aid Highway (CSAH) 28 (80th Street East) between Cahill Avenue and CSAH 56 (Concord Boulevard). Dakota County and the City of Inver Grove Heights also agree to project coordination between the City of Inver Grove Heights 2024 Pavement Management Initiative and County Project 28-69.

THIS JOINT POWERS AGREEMENT ("Agreement"), is made and entered into by and between the County of Dakota ("County"), a political subdivision of the State of Minnesota, and the City of Inver Grove Heights ("City"), a municipal corporation existing under the laws of the State of Minnesota, hereafter collectively referred to as "Parties", and individually as "Party", and witnesses the following:

WHEREAS, under Minnesota Statutes sections 162.17, subd. 1 and 471.59, subd. 1, two governmental units may enter into an agreement to cooperatively exercise any power common to the contracting parties, and one of the participating governmental units may exercise one of its powers on behalf of the other governmental units; and

WHEREAS, to provide a safe and efficient transportation system, the County and the City are proceeding with County Project (CP) 28-69, City of Inver Grove Heights Project 2024-16; and

WHEREAS, the purpose and need for CP 28-69 is to improve multi-modal safety and accessibility, create connection to existing trails that connect neighborhoods to Simley High School, close a trail gap identified within the 2040 Dakota County Transportation Plan and create connectivity to the Mississippi River Greenway (the "Project"); and

WHEREAS, to address the purpose and need, the Project will construct a 10-foot multi-use trail along the north side of County State Aid Highway (CSAH) 28 from 800-feet east of Cahill Avenue to CSAH 56 (Concord Blvd) anticipated to occur in the 2025 construction season; and

WHEREAS, the City of Inver Grove Heights is proceeding with 2024 street improvements, City Project 2024-16, to improve local streets and local street connections to CSAH 28 that has aspects of work that overlap with elements of the Project; and

WHEREAS, to efficiently deliver both the Project and the City's 2024 street improvements, the City and County agree to coordinate project details to avoid overlap and create an efficient process; and

WHEREAS, to effectively deliver the Project, the County and City mutually agree in exercising their joint powers to complete preliminary and final design, right-of-way acquisition, construction, administration, and maintenance of the Project, as well as to determine each parties' respective share of Project costs; and

NOW, THEREFORE, it is agreed the County and City of Inver Grove Heights will share Project responsibilities as detailed in this Agreement and, in accordance with the County's adopted cost share policy, jointly participate in Project costs as set forth herein. The above recitals are incorporated by reference and are made a part hereof as if fully set forth below.

1. Project Administration. The County shall be the lead agency for design, right-of-way acquisition, construction, construction administration, and maintenance of the Project. Subject to the requirements below, the County and City shall retain final decision-making authority within their respective jurisdictions.
2. Engineering. "Engineering Costs" shall include the cost of preparing preliminary/final designs, plans, specifications and proposals, surveying, mapping, consultant engineering, right-of-way mapping, construction engineering, construction management, construction inspection and all related materials testing, including the cost of County and City staff time, as well as the cost of facilitating public and/or third-party agency involvement.
3. Cost Share. After application of all applicable cost sharing provisions of this Agreement and Dakota County 2040 Transportation Plan cost sharing policies F.1 through F.19, the County will participate in the Project as defined below after deducting federal and state cost participation amounts.

The County will provide funding for the Project in accordance with the adopted cost participation policy F.1, Table 4 for Replacement and Modernization, which includes construction of trail along County highways, and pedestrian crossing improvements such as bump outs and median refuges and other associated infrastructure. The County will provide 85 percent of costs and the City will provide 15 percent of project costs for engineering, right-of-way acquisition, construction and construction

administration costs for the Project. Actual costs will be based on realized construction costs after deducting federal and state cost participation amounts.

Dakota County has been awarded a Federal "Rebuilding American Infrastructure with Sustainability and Equity" (RAISE) grant which includes the 80th Street East Trail Gap, the Project, as a funded project. This funding, in addition to other funding received via State and Federal appropriations that is eligible for local costs, is expected to be sufficient to cover design, right-of-way, construction and construction administration costs for the Project in full. The estimated project costs and representative cost split are included as Attachment A to this agreement.

4. Non-Project Costs. The City may elect to perform concurrent work outside what is necessary to complete the Project, such as utility servicing, improving adjacent streets, and aesthetic enhancements. The cost for any such work the City may elect to perform outside this Agreement shall be solely the responsibility of the City.
5. Construction. "Construction Costs" shall include all highway, trail, and roadway construction items, including removals; mobilization and traffic control, temporary widening or other measures if required as part of traffic control or project staging; mitigation as required by state and federal permits including accessibility requirements; replacement or restoration of fences, landscaping and driveways when affected by construction; replacement or adjustment of sanitary sewer, water and storm sewer systems, if required due to construction; wetland mitigation and banking; and all other construction aspects outlined in the plan except for elements as called out under this Agreement or County policies included in the current adopted Dakota County Transportation.
6. Right-of-Way. Right-of-Way acquisition needs are expected for the project. The County, as the lead agency, will undertake all actions necessary to acquire, including but not limited to, temporary highway right-of-way, wetland damage mitigation and banking, drainage and ponding, and water pollution control best management practices for the Project. The costs of acquiring any necessary right-of-way for the Project, shall be shared based on the County's and City's share of the final

construction costs in accordance with the current Dakota County Transportation Plan and Cost Participation policy F.3 Right-of-Way.

If necessary, the City shall convey to the County, at no cost, all necessary permanent highway and temporary easements, on forms approved by the County Attorney's office, on all adjacent City-owned real property for Project purposes. Additionally, if necessary, the City shall convey rights to the County, at no cost, all public easements and rights-of-way necessary for Project purposes, including the right to grade within drainage and utility easements as necessary. Any right-of-way costs that are Non-Project Costs, for new sanitary sewer, water mains and appurtenances, and aesthetic elements outside of the right-of-way shall be the responsibility of the City.

7. Plans, Specifications and Award of Contract. The County will prepare plans and specifications consistent with County and City design standards, State-Aid design standards and MnDOT standards and specifications. The Parties' mutual concurrence with the plans and specifications is required prior to advertising for bids. Within 7 days of opening bids for the construction contract, the County as the lead agency shall submit a copy of the low bid and an abstract of all bids together with the request for concurrence by the City and the State in the award of the construction contract to the lowest responsible bidder. Upon written concurrence from the City and State, the lead agency may award the contract for construction to the lowest responsive and responsible bidder in accordance with state law. If a bid is not awarded, this Agreement shall terminate for the specific project that is not awarded, and all costs incurred as of the date of termination shall be apportioned in accordance with the terms of this Agreement. The contract construction shall be performed in accordance with approved plans, specifications and special provisions which are made a part hereof by reference with the same force and effect as though fully set forth herein.
8. Construction Standards. All construction, including traffic control, shall be accomplished in accordance with applicable State Aid, County and City standards, specifications, and policies to the satisfaction of the County and City. The County and City reserves the right to inspect construction materials and methods as needed.

9. Project Cost Updates. The lead agency must provide updated cost estimates showing the County and City shares of Project costs annually at the time of Capital Improvement Program development. Updated cost estimates will also be provided by the lead agency at the following times:

- at the 30%, 60%, 95%, and 100% design milestones;
- prior to advertising a construction contract;
- after bid opening (prior to contract award);
- during construction if total contract changes exceed \$25,000;
- once per year following the construction season until the Project is complete.

Project cost estimate updates include actual and estimated costs for Engineering Costs, right-of-way acquisition, utility relocation, construction, and administration.

The Parties acknowledge that Project cost estimates are subject to numerous variables causing the estimates to be subject to change and the updates are provided for informational purposes in good faith. Each agency is responsible for informing their respective council or board regarding Project costs estimates.

10. Payment. The County shall administer the contract and act as the paying agent for all payments to the selected contractor. Payments to the selected contractor will be made as Project work progresses and when certified by the County Engineer. Upon presentation of an itemized claim by one agency to the other, the receiving agency shall reimburse the invoicing agency for its share of the costs incurred under this Agreement upon receipt or within a maximum of 35 days from the presentation of the claim. If any portion of an itemized claim is questioned by the receiving agency, the remainder of the claim shall be promptly paid, and accompanied by a written explanation of the amounts in question. Payment of any outstanding amount will be made following good faith negotiation and documentation of actual costs incurred in carrying out the work.

11. Change Orders and Supplemental Agreements. Any change orders or supplemental agreements that affect any of the Project's cost participation must be approved by the authorized representative of each party prior to execution of work. Both Parties shall

endeavor to provide timely approval of change orders and supplemental agreements so as not to delay construction operations.

12. Amendments. Any amendments to this Agreement will be effective only after approval by each governing body and execution of a written amendment document by duly authorized officials of each body.
13. Effective Dates for Design and Construction of Project. This Agreement will be effective upon execution by duly authorized officials of each governing body and shall continue in effect until all work to be carried out in accordance with this Agreement has been completed. Absent an amendment, however, in no event will this Agreement continue in effect after December 31, 2026.
14. Final Acceptance. Final completion of the Project must be approved by both the County and the City.
15. Pavement Maintenance. Upon acceptance of the Project, the City shall be responsible for all pavement maintenance within City-owned right-of-way. The County shall be responsible for all pavement maintenance within County-owned right-of-way unless necessitated by a failure of a City utility system or installation of new City-owned facilities.
16. Subsequent Excavation. After completion of the Project, and after expiration of the warranty period regarding repair, if excavation within the County right-of-way is necessary to repair or install water, sanitary sewer, or other City utilities, the City shall apply for a permit from the County and shall be responsible to restore the excavated area and road surface to substantially the condition at the time of disturbance. If the City employs its own contractor for the above-described water, sewer or other utility repair or installation, the City shall hold the County harmless from any and all liability incurred due to the repair or installation of said water, sewer or other municipal utility including, but not limited to, the costs of repair as well as liability to third parties injured or damaged as a result of the work. If the City fails to have the highway properly restored, the County Engineer may have the work done and the City shall pay for the work within 35 days following receipt of a written claim by the County.

17. Rules and Regulations. The County and the City shall abide by Minnesota Department of Transportation standard specifications, rules, and contract administration procedures unless amended by the contract specifications.
18. Indemnification. The County agrees to defend, indemnify, and hold harmless the City against any and all claims, liability, loss, damage, or expense arising under the provisions of this Agreement and caused by or resulting from negligent acts or omissions of the County and/or those of County employees or agents. The City agrees to defend, indemnify, and hold harmless the County against any and all claims, liability, loss, damage, or expense arising under the provisions of this Agreement for which the City is responsible, including future operation and maintenance of facilities owned by the City and caused by or resulting from negligent acts or omissions of the City and/or those of City employees or agents. All parties to this agreement recognize that liability for any claims arising under this agreement are subject to the provisions of the Minnesota Municipal Tort Claims Law; Minnesota Statutes, Chapter 466. In the event of any claims or actions filed against either party, nothing in this Agreement shall be construed to allow a claimant to obtain separate judgments or separate liability caps from the individual Parties. The County shall include the City as additional insured in the contract documents.
19. Employees of Parties. Any and all persons engaged in the work to be performed by the County shall not be considered employees of the City, for any purpose, including Worker's Compensation, and any and all claims that may or might arise out of said employment context on behalf of said employees while so engaged. Any and all claims made by any third party as a consequence of any act or omission on the part of the County's employees while so engaged on any of the work contemplated herein shall not be the obligation or responsibility of the City. Any and all persons engaged in the work to be performed by the City shall not be considered employees of the County for any purpose, including Worker's Compensation, and any and all claims that may or might arise out of said employment context on behalf of said employee while so engaged. Any and all claims made by any third party as a consequence of any act or omissions of the part of the City's employees while so engaged on any of the work contemplated herein shall not be the obligation or responsibility of the County.

20. Audits. Pursuant to Minnesota Statutes Sec 16C.05, Subd. 5, any books, records, documents, and accounting procedures and practices of the County and the City relevant to this Agreement are subject to examination by the County or the City and either the Legislative Auditor or the State Auditor as appropriate. The County and the City agree to maintain these records for a period of six years from the date of performance of all services covered under this Agreement.
21. Integration and Continuing Effect. The entire and integrated agreement of the Parties contained in this Agreement shall supersede all prior negotiations, representations or agreements between the City and the County regarding the Project; whether written or oral. All agreements for future maintenance or cost responsibilities shall survive and continue in full force and effect in accordance with the Dakota County Transportation Plan after completion of the construction provided for in this Agreement.
22. Authorized Representatives. The authorized representatives for the purpose of the administration of this Agreement are:

COUNTY OF DAKOTA
Erin Laberee, Dakota County
Engineer (or successor)
14955 Galaxie Ave.
Apple Valley, MN 55124
Office: (952) 891-7100
Erin.Laberee@co.dakota.mn.us

CITY OF INVER GROVE
HEIGHTS
Brian Connolly (or successor)
Public Works Director
8150 Barbara Ave.
Inver Grove Heights, MN 55077
Office: (651) 450-2571
bconnolly@ighmn.gov

All notices or communications required or permitted by this Agreement shall be either hand delivered or mailed by certified mail, return receipt requested, to the above addresses. Either party may change its address by written notice to the other party. Mailed notice shall be deemed complete two business days after the date of mailing.

[SIGNATURE PAGE TO FOLLOW]

Dakota County Contract #DCA21859
CP 28-69

IN WITNESS THEREOF, the Parties have caused this Agreement to be executed by their duly authorized officials.

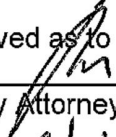
CITY OF INVER GROVE HEIGHTS

RECOMMENDED FOR APPROVAL:

[title]

By 
Brenda Dietrich, Mayor

Approved as to Form

By 
City Attorney

Date 01/31/2024

(SEAL)

By 
Rebecca Kiernan, City Clerk

Date: August 12, 2024

COUNTY OF DAKOTA

RECOMMENDED FOR APPROVAL:

DocuSigned by:
Erin Laberee 09/19/2024 | 8:30 AM CDT
74133AE1844C4CB...
County Engineer

DocuSigned by:
Georg Fischer
A28C8B8168924C4...
By: Physical Development Director
Date: 09/19/2024 | 12:32 PM CDT

COUNTY BOARD RESOLUTION

No. 24-297 Date: June 4, 2024

APPROVED AS TO FORM:

/s/ Brian J. Wisdorf 7/3/2024
Assistant County Attorney Date
KS-24-348

CP 28-69 80th St E Trail Gap							
Preliminary Estimate Cost Split (85/15 County/City)							
Last Updated: 5/15/2024							
	Actual		Total (Estimated if not known)	Federal/State Share (RAISE, Direct, NPS, MnDOT IIA)	Dakota County (85%)	City of IGH (85/15%)	Comments
		Estimate					
CP 28-69							
Preliminary & Final Design (85/15)							
-SRF (Preliminary/Final Design)	\$		126,550 \$	126,550 \$	- \$	- \$	
-Public Engagement Mailing/Advertisement	\$		1,500 \$	1,500 \$	- \$	- \$	
Design Totals	\$		128,050 \$	128,050 \$	- \$	- \$	Federal - Direct & NPS funding eligible
Right of Way							
	\$		50,000 \$	50,000 \$	-		Potential easement acquisition costs
Right of Way Totals	\$		50,000 \$	50,000 \$	- \$	- \$	Federal - Direct & NPS funding eligible
Construction							
Construction Estimate - 80th St E Trail Gap	\$		1,101,486 \$	1,101,486 \$	(0)	(0)	RAISE funding for 80th St E Trail Gap (Unity Trail)
Construction Totals	\$		1,101,486 \$	1,101,486 \$	(0)	(0)	
Dakota County Labor Costs (85/15)							
County Eng/Admin - DESIGN (15%)	\$		18,983 \$	18,983			
County Eng/Admin - CONST. (5%)	\$		55,074 \$	55,074			
DC Labor Totals	\$		74,057 \$	74,057 \$	- \$	- \$	Federal - Direct & NPS funding eligible
COLUMN TOTALS	\$		1,353,593 \$	1,353,593 \$	(0)	(0)	

Project Costs - Total		\$	1,353,593
Federal Cost		\$	1,353,593
60% Estimate - LOCAL COSTS - TOTAL		\$	-
60% Estimate - Dakota County Total		\$	-

Comments

Potential easement acquisition costs
Federal - Direct & NPS funding eligible

RAISE funding for 80th St E Trail Gap (Unity Trail)

Federal - Direct & NPS funding eligible

**BOARD OF COUNTY COMMISSIONERS
DAKOTA COUNTY, MINNESOTA**

June 4, 2024

Resolution No. 24-297

Motion by Commissioner Hamann-Roland

Second by Commissioner Slavik

Authorization To Execute Joint Powers Agreement With City Of Inver Grove Heights For 80th Street East Trail Gap, County Project 28-69

WHEREAS, to provide a safe and efficient transportation system, Dakota County and the City of Inver Grove Heights are partnering on County Project (CP) 28-69 for design, right of way, construction, and cost participation; and

WHEREAS, County Project 28-69 is the construction of a multi-use trail project along County State Aid Highway (CSAH) 28 (80th Street East) from Cahill Avenue to CSAH 56 (Concord Boulevard) in the City of Inver Grove Heights; and

WHEREAS, under Minn. Stat § 162.17, subd. 1 and 471.59, subd. 1, two governmental units may enter into an agreement to cooperatively exercise any power common to the contracting parties, and one of the participating governmental units may exercise one of its powers on behalf of the other governmental units; and

WHEREAS, staff recommends entering a joint powers agreement with the City to define design, right of way acquisition, construction, maintenance responsibilities, and cost share for the trail gap project; and

WHEREAS, costs for the multiuse trail for CP 28-69 will be shared 85 percent County and 15 percent City after application of Federal and State funding in accordance with adopted County policy; and

WHEREAS, the 2024 Transportation Capital Improvement Program Budget includes sufficient funds for the Project.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Physical Development Director to execute a joint powers agreement between Dakota County and the City of Inver Grove Heights for the design and construction of County Project 28-69.

STATE OF MINNESOTA
County of Dakota

	YES		NO
Slavik	<u> X </u>	Slavik	<u> </u>
Atkins	<u> X </u>	Atkins	<u> </u>
Halverson	<u> X </u>	Halverson	<u> </u>
Droste	<u> X </u>	Droste	<u> </u>
Workman	<u> X </u>	Workman	<u> </u>
Holberg	<u> X </u>	Holberg	<u> </u>
Hamann-Roland	<u> X </u>	Hamann-Roland	<u> </u>

I, Jeni Reynolds, Clerk to the Board of the County of Dakota, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution with the original minutes of the proceedings of the Board of County Commissioners, Dakota County, Minnesota, at their session held on the 4th day of June 2024, now on file in the Office of the County Manager Department, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal of Dakota County this 4th day of June 2024.

Jeni Reynolds

Clerk to the Board

BOARD OF COUNTY COMMISSIONERS
DAKOTA COUNTY, MINNESOTA

June 4, 2024

Resolution No. 24-297

Motion by Commissioner Hamann-Roland

Second by Commissioner Slavik

Authorization To Execute Joint Powers Agreement With City Of Inver Grove Heights For 80th Street East Trail Gap, County Project 28-69

WHEREAS, to provide a safe and efficient transportation system, Dakota County and the City of Inver Grove Heights are partnering on County Project (CP) 28-69 for design, right of way, construction, and cost participation; and

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WHEREAS, under Minn. Stat § 162.17, subd. 1 and 471.59, subd. 1, two governmental units may enter into an agreement to cooperatively exercise any power common to the contracting parties, and one of the participating governmental units may exercise one of its powers on behalf of the other governmental units; and

WHEREAS, staff recommends entering a joint powers agreement with the City to define design, right of way acquisition, construction, maintenance responsibilities, and cost share for the trail gap project; and

WHEREAS, costs for the multiuse trail for CP 28-69 will be shared 85 percent County and 15 percent City after application of Federal and State funding in accordance with adopted County policy; and

WHEREAS, the 2024 Transportation Capital Improvement Program Budget includes sufficient funds for the Project.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Physical Development Director to execute a joint powers agreement between Dakota County and the City of Inver Grove Heights for the design and construction of County Project 28-69.

STATE OF MINNESOTA
County of Dakota

	YES		NO
Slavik	<u> X </u>	Slavik	<u> </u>
Atkins	<u> X </u>	Atkins	<u> </u>
Halverson	<u> X </u>	Halverson	<u> </u>
Droste	<u> X </u>	Droste	<u> </u>
Workman	<u> X </u>	Workman	<u> </u>
Holberg	<u> X </u>	Holberg	<u> </u>
Hamann-Roland	<u> X </u>	Hamann-Roland	<u> </u>

I, Jeni Reynolds, Clerk to the Board of the County of Dakota, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution with the original minutes of the proceedings of the Board of County Commissioners, Dakota County, Minnesota, at their session held on the 4th day of June 2024, now on file in the Office of the County Manager Department, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal of Dakota County this 4th day of June 2024.

Jeni Reynolds

Clerk to the Board

Certificate Of Completion

Envelope Id: CFAD86A16C0B4F21BBC5E105F4C96D13

Status: Completed

Subject: CITY OF IGH - CONTRACT #DCA21859 (WR)

Source Envelope:

Document Pages: 14

Signatures: 2

Certificate Pages: 2

Initials: 0

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Time Zone: (UTC-06:00) Central Time (US & Canada)

Envelope Originator:

Dakota County PD Contracts

1590 Highway 55

Hastings, MN 55033

pdcontracts@co.dakota.mn.us

IP Address: 147.219.244.108

Record Tracking

Status: Original

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Holder: Dakota County PD Contracts

pdcontracts@co.dakota.mn.us

Location: DocuSign

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Dakota County

Location: DocuSign

Signer Events

Erin Laberee

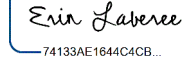
erin.laberee@co.dakota.mn.us

Assistant County Engineer

Dakota County

Security Level: Email, Account Authentication
(None)**Signature**

DocuSigned by:



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Signature Adoption: Pre-selected Style

Using IP Address: 35.148.61.105

Timestamp

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Viewed: 9/19/2024 8:27:49 AM

Signed: 9/19/2024 8:30:10 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Georg Fischer

georg.fischer@co.dakota.mn.us

Director, Physical Development Division

Dakota County

Security Level: Email, Account Authentication
(None)

DocuSigned by:



A29C8B8168944C4...

Signature Adoption: Pre-selected Style

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Signed: 9/19/2024 12:32:04 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

9/19/2024 8:11:53 AM

Envelope Summary Events	Status	Timestamps
Certified Delivered	Security Checked	9/19/2024 12:31:51 PM
Signing Complete	Security Checked	9/19/2024 12:32:04 PM
Completed	Security Checked	9/19/2024 12:32:04 PM
Payment Events	Status	Timestamps

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

RESOLUTION NO. 2024-147

**RESOLUTION TO ENTER INTO A JOINT POWERS AGREEMENT WITH DAKOTA COUNTY FOR
DESIGN ENGINEERING, RIGHT OF WAY, CONSTRUCTION, ADMINISTRATION, MAINTENANCE,
AND COST PARTICIPATION OF A MULTI-USE TRAIL ALONG 80TH STREET FROM CAHILL AVE
TO CONCORD BLVD**

WHEREAS, the City of Inver Grove Heights and Dakota County desire to complete final design, right of way acquisition, construction, administration, maintenance, and cost participation of a multi-use trail facility along 80th Street from Cahill Avenue to Concord Boulevard; and

WHEREAS, the need for pedestrian connectivity and safety in this corridor is identified in the 2040 Dakota County Transportation Plan; and

WHEREAS, the County applied for and received a Federal "Rebuilding American Infrastructure with Sustainability and Equity" (RAISE) grant; and

WHEREAS, the County will lead the final design, right of way acquisition, and construction of the project. With the RAISE grant and State and Federal appropriations that are eligible for local costs, the County expects to fund the Project in full; and

WHEREAS, if additional costs are incurred that are not covered by grants or other appropriations, those costs will be distributed 85% County/15% City per the County's cost participation policy; and

WHEREAS, the City and County have drafted a Joint Powers Agreement identifying the cost and execution responsibilities of each agency with respect to the final design engineering, right of way acquisition, construction, administration, and maintenance of the 80th Street Multi-Use Trail Facility (City Project No. 2024-16) to be executed by the two parties.

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

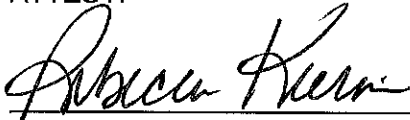
1. The Joint Powers Agreement with Dakota County for the Design Engineering, Right-of-Way, Construction, Administration, Maintenance, and Cost Participation for City Project No. 2024-16 is hereby approved.
2. The Public Works Director, Mayor, City Attorney, and City Clerk are hereby authorized to carry out the agreement on the City's behalf.
3. Following the application of the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant and any other State and Federal appropriations by the County, the City will participate in cost sharing per the County's cost participation policy at 85% County/15% City.
4. If the City requests changes outside of what is necessary to construct the multi-use trail facility, the City will be responsible for 100% of those costs to complete the work.

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 12th day of August 2024.



Brenda Dietrich, Mayor

ATTEST:



Rebecca Kiernan, City Clerk