

INVER GROVE HEIGHTS CITY COUNCIL WORK SESSION
MONDAY December 4, 2017, 6:00 PM – 8150 BARBARA AVENUE

A. CALL TO ORDER/ROLL CALL: The City Council of Inver Grove Heights met in work session on Monday, December 4, 2017, in the Inver Grove Heights Council Chambers. Mayor George Tourville called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited. Roll call: Present were Mayor Tourville, Councilmembers Bartholomew, Hark, Perry, and Piekarski Krech. Staff; City Administrator Joe Lynch, City Attorney Tim Kunz, Community Development Director Tom Link, Public Works Director, Scott Thureen, City Engineer Tom Kaldunski, Finance Director Kristin Smith, City Clerk Michelle Tesser, Interim Police Chief Sean Folmar, and Fire Chief Judy Thill.

1. 2018 Budget

Ms. Smith, Finance Director introduced the item. She stated today is the last day to review the final 2018 Budget and next Monday's Council meeting. The Council will be asked to adopt the 2018 budget resolutions for approval of the budget and the levies. There have been no changes since the November work session. Included in the packet is a one-page summary of the General Fund Additions and the draft resolutions that will be included on the December 11th Council agenda.

Councilmember Bartholomew said he is considering removing funding for the canine officer. He thinks it's too early and would like to hold off and look at it in 2019. He would also not like to fund the additional engineering employee and believes it make more sense in 2019 when there would be more activity. Also, he recommended that the parks and recreation/storm water employee for the public works department be taken out of the budget.

Councilmember Piekarski Krech asked what was being planned for the phones. Are all employees who need a phone using their personal phones and getting a stipend? Mr. Lynch responded that there is an electronic device policy that was passed by Council three or four months ago. As a part of that the city is trying to do two things:

The first thing, is to reduce the number of electronic devices being used that are bought, maintained, because we are not increasing the IT staff, that is half the job of the current IT person.

The other reason, is to cut the cost because every device has a price tag attached to it for data, or voice and data, or voice, internet and data. We are going through all departments and making determinations about those that are "necessary" meaning operationally necessary. For example, there are smart phones in all squad cars and are not assigned to individuals and there may be more than one person in a squad car and they would have access to the internet. We have an on-call smart phone for public works employees. They rotate weekends and they need to sometimes contact the Public Works Superintendent or Public Works Director to discuss situations, weather related mostly. We are also looking at duplication of devices. iPads have internet connectivity. The policy does allow us to ask employees to have one phone and we would prefer it not to be the city's phone and we would pay a stipend. There are varying levels of the stipend amount depending on their need and their position. For example, some employees only have push to talk phones and others have smart phones and the stipend rate will depend on who the person is and what the operational need is. We are trying to cut costs, reduce the number of electronic devices and reduce IT time on these devices.

Councilmember Piekarski Krech asked if the policy has been put in effect and asked how that affects the budget? Mr. Lynch replied some of it has been put in affect and we are working with others. It will not be a cost increase to the city from what it is today. It should be a net decrease but work still needs to be done.

Councilmember Bartholomew said he had one additional item. He would like to drop the additional park maintenance fee \$35,000 and make the net number \$90,000, with \$50,000 coming from the General Fund (which is existing) and adding an additional \$40,000 instead of an additional \$75,000.

Councilmember Hark said the canine and canine officer is needed but not this year. Next year is a better time to look at this. It seems to be working for sharing a canine unit with other communities. Inver Grove Heights is growing and it is a question of when it will be needed. When the new Police Chief comes in he can make the argument for the canine program.

Mayor Tourville said there is a comprise - that when we were looking for a new Police Chief (which has been decided) for every applicant that question came up and every candidate was in the affirmative. The comments heard from applicants was one canine is worth three or four officers. We could include six months of funds in the budget to put it in place for July or August 2018. Comments were heard from residents that a canine and canine officer were needed.

Councilmember Bartholomew said it would make sense to fund half of the cost now and look for donations from the community. Half the cost would be there for 2019. Councilmember Perry said she talked to Kristi Smith this morning about partially funding for this and supports partial funding the program. Councilmember Piekarski Krech said she is not so concerned about the funding but wants to know - who would be the canine officer and are there rules and regulations in place. Would the officer need to live in Inver Grove Heights so that the canine is available on short notice.

Interim Chief Folmar, Interim Police Chief, said the funding in the budget is for the salary of the officer. Canine school starts in March every year, runs for three months, and has roughly eight to ten openings which depends on the number of dogs they have. St. Paul was holding a spot for our city in March of 2018. There are openings for 2019. Funding in June would not do much good for 2018. Starting funding in September would help us for 2019. Once we send that person for training they will be gone for three months and we would need to hire a replacement officer. They would not be part of the normal schedule, they would be part of one of the teams.

Councilmember Piekarski Krech asked how they would pick the dog? Interim Chief Folmar said one of St. Paul's kennel supervisors will come and be part of the interview and they will invite another department that has a canine officer to also be part of the interview. Councilmember Piekarski Krech asked how the dog was chosen. Interim Chief Folmar said we don't choose the dog. St. Paul will choose a dog that is suitable for the agency, for their intended use, and suitable for the handler.

Councilmember Hark asked how far along they are with their policies? Interim Chief Folmar answered he has started by looking at other community's best practices and policies. Councilmember Hark asked how much was expected in donations? Interim Chief Folmar responded a couple of people have reached out to him that are willing to donate money. He expects to raise about \$10,000 immediately (which is about half the cost) for the dog and its related costs (vest for the dog, kennel at home and retrofitting the car). Councilmember Hark asked what the \$98,000 additional funds being requested was for? Interim Chief Folmar that

was strictly for the officer and has nothing to do with the dog which would be handled through donations.

Councilmember Piekarski Krech said it would make sense to start the canine process in September so another officer could be hired and trained so that the department is not short an officer. The policies should be put in place prior to approval of the program. We now know where we are headed in September. One of the candidates discussed public safety foundations within the city. This gives us time to look into that. We could start a foundation or non-profit for people to donate to and the money would be there. Interim Chief Folmar said something could be set up and those donations would be used only for the canine.

Councilmember Hark said in the budget is \$100,000 and that is a lot and does not question the value of a canine dog. Next year just may be a better time. Mayor Tourville said it may be valuable to the department to have some money available in 2018. The things to do are: draft the policies, look at when it could happen, look at setting up a foundation, and looking at donations. If 50% of the funds were available it would put the department ahead of the curve.

Councilmember Piekarski Krech said she would like to be fiscally responsible. This way it would be in the budget for 2019, rather than just make it 50%.

Finance Director Ms. Smith said that for an officer to start in September, the number would change from \$98,400 to \$32,800. Council suggested changing it to \$33,000.

Mayor Tourville said there are different thoughts from metro departments about the function of the dog – would it be around kids or going to schools? This could be added to the draft policy.

Mayor Tourville stated he is in support of the additional \$40,000 for Parks maintenance and that things need to be replaced. He stated that the parks are changing, and it was a good meeting with the Parks and Recreation Commission. The engineering position would be split half engineering and half parks, is this something new? Mr. Lynch responded staff has prepared some information about the positions. Mr. Thureen said he would talk about the shared maintenance position first. A memo was prepared discussing the size of the system that is being maintained. He showed a map with dots showing pipes for storm water basins (about 345) that need maintenance based on inspections. The map does not include manholes and catch basins. The dots represent major maintenance and minor maintenance that is needed. Major maintenance would need to be contracted out with staff helping. Minor maintenance would be done by staff. 20% of the system is looked at each year. We need more funding for maintenance of the storm water basins whether it be staffing or using contractors. These maintenance issues need to be addressed. The streets department is responsible for the storm water maintenance. Maintenance issues are based on citizen complaints. We are not getting scheduled maintenance done regularly.

Mayor Tourville said we are looking at one full time person and they won't be doing just storm water maintenance and it is being funded out of storm water fees. Mr. Thureen said that was correct, 50% would be funded out of the storm water budget. Mayor Tourville asked if the person in the winter would be snow plowing? Storm water maintenance is important. Mr. Thureen said it is a shared position with the thought being the expertise we are looking for is with "natural resources" which may not be the correct word – but work needs to be done on the ponds. Vegetation is growing around pipes and looking at taking care of invasive species which would cross over to the parks side. Trimming of trees and bushes in rights-of-way needs to be done. Staff is shared across departments to get the work done that has the highest needs.

Councilmember Bartholomew said from his understanding, the red dots on the map are what needs to be done by a contractor. Mr. Thureen responded yes but some of the work can be done in-house. Councilmember Bartholomew asked if there was an existing employee who could devote 1,000 hours towards the storm water maintenance? Mr. Thureen said there is a long list of things that need to get done seasonally and we look at critical issues first.

Barry Underdahl, Street Superintendent, responded we have been using different staff members to get pond maintenance work done. As the workload grows it is getting tougher and tougher to complete. Our street maintenance needs have gone way up because of the age of the pavement. Sometimes the roads are getting patched five times a year instead of once a year. We are spreading ourselves thin. Five thousand hours should be dedicated to storm water maintenance. We need someone to focus on this half a year. There are a lot of pipes and catch basins that need attention in the city. We are doing the work to meet the Federal permit requirements but more work needs to be done.

Councilmember Hark asked if staff could estimate how many of the green dots (minor maintenance) will turn red (major maintenance) in a year? Mr. Kaldunski, City Engineer, said if the green dots are maintained now, they won't go past the critical stage and turn into an expensive repair. A total need of \$22 million of work is needed to be done now. The crew now has about \$5 million worth of repairs that could be done by current staff. There is about \$17 million that should be hired out to contractors. We are trying to find grant funds to do some of the major maintenance.

Councilmember Bartholomew said the impact on the budget would be \$38,900. Ms. Smith said that is the half for the parks portion of the budget and the other half of \$38,900 would be from the storm water budget which would be an increase to the storm water budget.

Mr. Thureen said the engineering staff position would be below the Assistant City Engineer. The idea of getting another professional on staff is being driven by the amount of work effort we have seen the last couple of years and the skill set needed. It is a struggle to get the work done by existing staff. A consultant could be used. Mr. Kaldunski said the engineering department has been extremely busy the last few years. If a person is gone (vacation, meetings) we fall back. A lot of messages come in a day (sometimes up to 50). Staff is down half a person that was there five years ago as budget cuts were done. We have used good interns in the past. The number of projects being done is growing and a memo regarding the upcoming projects was done in August. There is an increase in building permits that engineering reviews. We are looking at hiring a newly graduate engineer, growing them into the position and they could be included in the succession plan for engineering. He showed a map of all the projects for 2018. It is a record number of projects since 2009.

Councilmember Hark asked about using a consultant and whether a retainer was used or if the work would be billed to the city. Mr. Thureen said that as development items come into the Engineering Department it is reviewed and the consultant would bill for the work from the escrow provided by the developer. Mayor Tourville asked about the revenue that could be recouped. Mr. Kaldunski said he expects some of that to happen. Mayor Tourville said if development is going to be high for a three or four-year period it would be better to hire a staff person. Mr. Kaldunski said he expects the development to last a longer period of time, especially with the North West Area. Most of the salary will be recouped with development fees. The person could also help apply for grants.

Councilmember Piekarski Krech asked about the qualifications of engineering technicians – there are two different levels of techs. Mr. Kaldunski said an engineering tech has to be a graduate of a tech school or two-year associates program. To be a senior technician they have to have a degree and a certain number of years' experience, ranging from seven to ten years. Councilmember Piekarski Krech asked if any of the current techs have an engineering degree? Mr. Kaldunski said one tech does have a civil engineering degree and one employee has a geology degree. Council Piekarski Krech asked if office support could help weed out some of the emails? Mr. Kaldunski said that is happening.

Mayor Tourville state we have the work and it's a revenue driven position. He would support the engineering position.

Councilmember Hark asked who pursued grants currently because it is time intensive work. Mr. Kaldunski said the new person would help with the grant writing. He stated he oversees it now but his assistant has been trained to take over some of the grant work.

Councilmember Bartholomew asked if part of the parks/storm water position would be paid by fees collected from the storm water fees, which the storm water fees are being raised? Ms. Smith said that is correct the proposal is to raise the storm water fees by 45% to help cover the costs of the position. Councilmember Bartholomew asked if the position was not added would the percentage of increase be changed? Mr. Thureen responded he would recommend approving the proposed storm water fee increase because of the amount of storm water maintenance needs.

Parks and Recreation Director Carlson said regarding the shared position he echoes Mr. Thureen's comments and the park maintenance needs have increased as well. An example when cutting grass – we have increased the acreage of grass cutting each summer (138 acres since 2002) and it takes about ½ hour to cut an acre of grass. It takes about 1,300 hours, in a typical summer, to cut that additional acreage of grass and no new staff has been added.

Mayor Tourville recapped the discussion and said some of the issues have been resolved on the canine discussion which would include \$33,000. There are two positions in engineering and one of those positions would be shared with parks. We are looking at a \$40,000 increase (instead of the \$75,000) in the parks and recreation budget.

Councilmember Bartholomew said he thinks the engineering position should be handled through project driven escrows with the use of those funds to pay for outside consultants. He is ok with the shared engineering and parks position and sees the need for the position. He is in support of the canine discussions and in favor of the \$40,000 increase in the parks and recreation budget. He does not support the engineering position.

Councilmember Hark said he is in agreement with the canine compromise. He is ok with the shared position of storm water maintenance and parks maintenance. He is also in agreement with the engineering position. He is also ok with the \$40,000 in parks and recreation budget.

Councilmember Piekarski Krech said she would like to use consultants instead of hiring an engineering position.

Councilmember Perry said she is ok with the canine. She is in support of the two positions. She is ok with the \$40,000 addition to the parks and recreation budget. Mayor Tourville said he is in support of the two positions as there will be better control versus using consultants. Next Monday we could look at parks versus the whole budget and add the engineering position.

Ms. Smith asked if Council was looking for two resolutions? Mayor Tourville said to make the correction regarding the canine, \$40,000 to go into park maintenance (versus the \$75,000), and add the two engineering positions. There seems to be censuses for the shared storm water maintenance and park maintenance position, and the other engineering position might need more conversation. Councilmember Piekarski Krech said two budgets are not needed. Ms. Smith said she would make the changes – add the two new positions, \$33,000 for the canine, and reduce the parks maintenance budget to \$90,000 total.

2. SAC CREDIT/LOAN PROGRAM

Mr. Lynch said the City Government Intern, Allie Hillstrom, would like to present a program for Council consideration in 2018. She presented a SAC Loan Program for Council to adopt for businesses in Inver Grove Heights. This would promote small business development and is a deferral program for the Sewer Availability Charge (SAC) and Water Availability Charge (WAC) imposed by the Metropolitan Council.

A one-time fee is included on the building permit for the SAC charge. Residences and businesses pay to connect to the regional wastewater system and expand the wastewater flow. The fee collected is paid directly to the Met Council. Met Council uses the fees to pay for construction and maintenance of the regional wastewater pipes and treatment plants.

The SAC amount is determined by the amount of wastewater flow from the facility. One SAC equals about 274 gallons a day of wastewater flowing from the property. One SAC unit fee equals \$2,485 in 2017. One residential house has one SAC unit. Businesses with an anticipated higher water rate would have more SAC units. Calculating the SAC determination is anticipated gallons/day of wastewater, number of seats (for restaurants), square footage and number of stations.

Fees on building permits based on Met Council SAC determination include (based on the number of units determined by the Met Council):

SAC Fee	\$2,485
Sewer Connection Fee	\$ 450
Water Connection Fee	\$ 840
City Water Treatment Fee	\$ 730 in addition to the other building permit fees.

The impact on small businesses may be large unexpected fees. Once the SAC is paid it stays with the property. If the business changes its use or expands, it would go through another SAC determination by the Met Council which could make the business pay for more SAC units. The costs would be due upfront with the other building permit fees. She showed some examples of Met Council fees for three restaurants.

The city has a few options for deferment of the fees such as in Concord/Cahill, Arbor Point, and Upper 55/Blaine Avenue/Bishop Avenue areas.

Councilmember Hark asked for the definition of a small business. Allie Hillstrom responded currently there is no definition for small business. It is not defined in the plan; a cap is set on how many SAC units will be allowed for SAC deferment.

Mayor Tourville said SAC negotiations have been done in the past for some businesses.

Mr. Lynch said we are trying to get an idea whether or not the Council wants to pursue the deferral program. If you are interested in pursuing the program, some policy parameters will be included. The size of business could be determined, what the application would look like, who is eligible, and cap the number SAC units deferred.

City Government Intern Allie Hillstrom said Met Council has created a deferral program. It allows cities to apply to this program. If the city is approved to use the program, it would allow the Met Council SAC fees to be deferred for businesses. The interest rate would be set. The city could set some of its own parameters such as maximum loan term (one to 10 years). The maximum number of SAC units that could be deferred (up to 25). A minimum down payment of 20% would be required (but the city could set it higher).

Other cities that use the program in Dakota County include Apple Valley, Hastings and Rosemount. There are 13 other cities in the metro that have adopted the program. Businesses that may be interested and are using the program include restaurants, café/studio, breweries, American Legion, Daycare and Montessori Schools.

The second option would be to create a City SAC deferral program which would be independent of the Met Council's program. If this is chosen, staff is recommending deferring:

- Building Permit Fees: Met Council SAC, City sewer connection, City water connection, City water treatment
- Maximum SAC units per property be up to 10 units per property (\$24,850)
- Maximum SAC loaned citywide be 50 units
- Minimum down payment of 10% of fees
- Maximum loan term be 5 years
- Interest rate be 1% above bonding rate (2.69% - 2017)
- Policy would not apply to the NWA
- Approval process would be licenses, no liens, no tax delinquencies
- There would be a certification process (already in place) for unpaid fees and
- Funding would be through the Sewer Connection Fund.

Cities using their own policy are Anoka and Shakopee. Hastings and Burnsville use a combination of the Met Council Program and a City program.

Staff is recommending that City Council adopt a SAC Loan/Deferral program.

Councilmember Bartholomew asked about the payment of the program to Met Council and how the city will fund it upfront? Allie Hillstrom responded the City would be the intermediary; we pay Met Council and the business would pay the City.

Councilmember Hark asked if other cities had problems with businesses defaulting on city loans? The cities she contacted have not had those problems. If a business were using the program and went out of business, a letter would be written to the Met Council and the City would be able to stop paying the fees on the property. If the business stopped paying (without going out of business) then the certification process would be used which would be a requirement of the City. Mayor Tourville said on the default, on the higher SAC fees for bars and restaurants there has been a lot of default. There is the certification process and the fee does not away. It has helped some businesses to make it. T. Kuntz said the certification goes

against the property so the landowners name, and not the tenant, have to be in the agreement, agreeing it can go against the property, if there is a default.

Mayor Tourville said there is no down side to this kind of program for the whole city and has no idea what is going to happen in the North West Area (NWA) there may be some mixed use. The applications would be reviewed. Councilmember Piekarski Krech said she would like to see the program used for current businesses trying to expand or businesses moving from existing buildings to unoccupied spaces. Mr. Link said the focus is on established retail areas of the City. This can be a form of a redevelopment tool and not so much for the new development in the NWA. This is geared to small businesses because they probably don't know that SAC fees exist.

Allie Hillstrom said in the packet a draft policy was included that could be adopted by the council, the parameters were intentionally left blank. It was agreed that the City go forward. Mr. Lynch asked if the Council wanted option 1 (Met Council) or option 2 (a city policy). It was decided to go with option 2 where the City would have more control over the parameters. This would be brought back to the Council in 2018 for consideration.

3. JOE ATKINS VARIOUS/CITY COUNT INTERESTS

Dakota County Commissioner Atkins said he is hoping from the county side to work and collaborate better with the Cities to help pay for roads, parks clean water, technological infrastructure and public safety.

CTIB Quarter Cent Sales Tax - now stays entirely in Dakota County for transportation projects. It amounts to about \$16.5 million per year. Inver Grove Heights and Lakeville are at the top of the list deemed eligible for some of these funds.

He knows the city is concerned about 117th Street. The potential Argenta Trail and 494 interchange is another eligible project. There are openings for other projects if the City is interested. There can be some departure now from the 55/45 funding with the availability from other funds in regards to 117th Street project.

Communities hosting landfills are concerned with noise, odor, pollutants, traffic, suppressed property tax values, and suppressed taxes. There is a proposal for some of the host fees the county collects should be allocated to some of the communities that host landfills. It has not been approved yet. It will be discussed next Tuesday.

The amount proposed for Inver Grove Heights is \$1,000,080. Towards the end of March, you would submit ideas for the use of those funds and the County Board would act on those ideas in June. It is not cast in stone.

Councilmember Hark asked if the money is used near the landfills or further away from the landfills. Commissioner Atkins replied it would be the communities of Inver Grove Heights, South Saint Paul, Rosemont, Burnsville and Coates. It could be used for the whole community. It would be a pilot program and the first year would be 2018. Dakota County Host community fees collected are about \$7 million a year.

The Dakota County CDA is wondering if Inver Grove Heights is interested in more affordable senior housing product, workforce housing, and permanent supportive housing.

For the Dakota Broadband project, a lot of fiber has been put in underground. It is dark fiber now and there are some gaps. A great backbone of fiber is available. Host sale of the fiber may be available for the commercial market.

Public Safety Facility – currently public safety facility pieces are located where the population is not. A new location is being looked for. Councilmember Piekarski Krech asked how many acres were needed? Inver Grove Heights, Eagan, and Mendota Heights are in the search area. \$6.5 million is being asked for from the State for the project.

Councilmember Piekarski Krech asked if the sewer issue was still being worked on for 117th Street? J. Atkins said he believes it is still being discussed. Mayor Tourville said the bonding will be looked at for both the County and the City. A JPA will be coming in December.

Commissioner Atkins said there are 10 to 11 lots on Concord that the County owns and there is a waiting list of over 2,000 applicants county-wide for senior housing.

Councilmember Hark asked how many acres were needed for the public safety facility? J. Atkins replied that has not yet been determined. It may be six to eight acres.

Councilmember Bartholomew asked what the numbers would be if they increased from the 55/45 cost sharing on 117th Street – 60/40 or 70/30? J. Atkins said it could be higher he can make a pitch for higher than 55. Funding is decided project by project. It is a high priority project for Dakota County. It has a regional benefit.

Commissioner Atkins asked for thoughts about the lots on Concord. Councilmember Piekarski Krech said the original plan called for mixed use with retail on the bottom and housing over that. Inver Grove Heights is short on workforce housing and the bus runs along Concord. The CDA is thinking of putting out a RFP for the property to see what the people have in mind. He sees no down side to see what the community development needs are. Councilmember Piekarski Krech commented Inver Grove Heights is short on workforce housing and especially on workforce housing along public transportation routes. More public transportation is also needed in Inver Grove Heights. J. Atkins said they are looking at east/west transportation connection needs. Mayor Tourville agrees there are public transportation needs. Met Council recently had budget cuts.

4. COMMUNITY POLICING UPDATE

Interim Chief Folmar presented a PowerPoint of the 12-hour police shifts as of October 31st. On January 1, 2017, we began 12 hour shifts for patrol officers and sergeants with a team concept. This maintained 24 hours supervision every day. The entire department can train in two days, which is the biggest benefit. (It used to take five days). There are more officers working at any given time. There are six officers instead of three or four. Officer initiated productivity has increased. There have been positive citizen observations. Overall department morale has improved. Officers like working in teams. It has helped with better performance evaluations.

Concerns that have come up before have been addressed. Vacation time is not being used as it has been in past years. There are Pitman days to reduce the numbers used throughout the year. One day per month was taken off (except for the summer) to cap vacation time. For sergeants the comp time was reduced. Every other Monday or Tuesday they work for eight hours on administrative duties to reduce their comp time. There were 72 days out of the 365 with an administrative sergeant because of the benefitted time.

Officer initiated activity for 2016 was 3,671 versus 8,959 in 2017. Councilmember Piekarski Krech asked what that does to the DCC fees? Interim Chief Folmar responded it will increase the fees which are averaged out over three years. This year we won't see much of an impact. Calls for service in 2016 was 21,032 and for 2017 it was 27,631. In 2019, the increased DCC fees will need to be budgeted for.

There are positives that we will keep improving on. There are some concerns and with adjustments they will become positives as well. The patrol officers and sergeant's unions have signed a memo of understanding for 2018 to continue the 12 hour shifts for another year. Bidding is almost complete for 2018.

A shift schedule was shown.

Mayor Tourville said it seems to be working well and other communities are also using the 12-hour shifts. Councilmember Bartholomew agreed.

5. RR QUIET ZONE

Mr. Link introduced Chris Ryan of SRF Consulting Group Inc. to discuss the railroad quiet zone assessment which Council approved the contract with them to do the study. The work included collecting data, conducting a diagnostic meeting of each crossing with representatives of the railroad, analyzed improvements, prepared plans for each of the crossings and costs. Some emails have been exchanged with a resident at the 150th crossing.

Mr. Ryan showed a PowerPoint and stated that by law a train is supposed to sound its horn when approaching a crossing at a certain decibel with a certain pattern every time it goes through. There is an allowance, if certain safety requirements are met to create a quiet zone. Under certain circumstances such as in an emergency it could sound its horn. The crossings that were studied are: 65th Street, 66th Street, Upper 71st Street, a private crossing, 105th Street E. and Azalea Way.

Train horn rules were mandated in 1994 by Federal regulation of horns at grade crossings with exceptions to allow quiet zones. 1994 to 2003 the FRA solicited input from stakeholders. In 2005, the train horn rule went into effect.

For minimum quiet zones requirements - the quiet zone must be at least ½ mile long and include all crossings within the quiet zone limits (must have less than ¼ space after last quiet zone crossing).

All public grade crossings need minimum active working devices 1) gates 2) flashing lights 3) power-out indicators and 4) constant warning time (CWT) detectors at each crossing.

The city is lucky to have most of the minimum requirements at their railroad crossings and showed a chart of what was already in place. 65th Street is being programmed to have a flashing light upgrade next year. 66th Street and Upper 71st Street have the minimum warning devices already installed. The private crossing is treated differently and does not need the minimum requirements. The 105th Street and Azalea way has no constant warning time (CWT) device. To upgrade the two crossings with the CWT device is estimated to cost about \$250,000. This is a price set up the railroad.

After the minimum requirements have been met, it would need to be checked that you meet the risk requirements. The National Significant Risk Threshold (NSRT) is the average risk at gated crossings that are not quiet zones. The Risk Index with Horns (RIWH) is your existing risk levels right now. The baseline Quiet Zone Risk Index (QZRI) is the risk level after horn elimination the risk will go up about 68%. The final QZRI is the risk levels after additional improvements. The quiet zone implementation thresholds are final QZRI < RIWH and final QZRI < NSRT.

A risk analysis example was shown of the 65th through Upper 71st crossings. He showed the existing risk index as is and If the horns were eliminated, the baseline QZRI is a 68%. We are assuming additional improvements are added at 66th and 67th with no improvements at 71st. The risk at 71st stays the same, because of the other risk reductions at the two crossings, your total risk is lower because of the other two crossings. The average risk for each crossing is 8,000 and the NSRT value is currently 14,000 (which is adjusted annually). Because it is lower than the NSRT, the City could implement this scenario at these three crossings with no additional improvements.

There are SSM (Supplementary Safety Measures) that are pre-approved by the NFRA for the set number of risk reduction. They are:

Four quadrant gates - instead of two entry gates – completely blocks off the crossing- reduces the risk by 80% but is very expensive \$700,000 to \$800,000 per crossing

Non-transversable median is preferred and has an 80% risk reduction - a median leads up to the gate and prevents motorists from driving around the gate and costs \$30,000 to \$50,000 per crossing

Channelization devices are not recommended and has a 75%, risk reduction and they are cheaper (paddles put on the road but need to be maintained and snow plows hit them frequently) and

Crossing closure is not a good option for Inver Grove Heights and would not be a reasonable approach.

Councilmember Piekarski Krech said you talked about plowing snow with the channelization devices, but what about plowing snow with the non-transversable median? Mr. Ryan said that is a little bit of an issue. Plow drivers will need to learn how to plow it. If you hit the median you might ruin the plow.

Two less popular options would be a one-way street that is used with one-way streets and they don't exist in these areas. There are wayside horns which would replace the horn on the train and would sit at the crossing. We have worked with other communities and they did not like the wayside horns.

We have worked on the crossings with non-traversable medians/channelization devices. Improvements are not needed at every crossing. Nothing was improved at the 71st crossing except for the minimum requirements.

Alternative Safety Measures (ASMs) are where you don't get the 60-foot of median minimum length, which are allowed at the reduced risk effectiveness. It does require a quiet zone

application to the FRA, which is not a big deal. It does add time to the process and we estimate that to be about nine months. They would review it, make comments, then make a decision.

The improvements options on the 65th Street crossing are a 20-foot median on the west side of Concord Boulevard. On the other side we could get a 100-foot median. The roadway width would need to be widened and resurfaced before the median is installed.

It would be a similar situation on the 66th Street crossing, there could be a 75-foot median on the west. On the other side (east) we could get a 100-foot median with no additional improvements to the roadway, the medians would cut in.

At the Upper 71st Street crossing it does have roadway width issues. It also has a very old track surface which would need to be upgraded to concrete panels and widened to accommodate the wider roadway. The railroad would do the work themselves and determine the costs for the track upgrades. It was estimated to be \$100,000 just for the crossing panel upgrades alone. This is why the no upgrade option is desirable at this crossing to keep the costs down. It does have the gates, flashing lights and CWT.

The private crossing does not require any upgrades if a diagnostic team reviews the crossing (the FRA of the railroad and the City) which was done in October. We all agreed that no additional improvements were needed at this crossing. I believe it has stop signs and crosswalks.

Options for 105th Street crossing – it is another complicated crossing because of the gravel road. If you wanted to put in medians you would need to pave the section of roadway where the median is. The other issues are the commercial access. Unless that could be turned into a right in/right out (which is probably not desirable) that would be shortened into a 30-foot median and one 100-foot median could be put in on the west side. There is a signal control point for the railroad south of here (a stop light for trains) because the spur and the mainline connect at this point. For safety procedures they often stop and blow their horn to signal they are moving or they are stopping. This train horn sound would not be eliminated because of the quiet zone. This crossing would also need a full warning device upgrade (gates, lights and CWT).

Azalea Way crossing improvements - there would only be a 25-foot median to the east and a 100-foot median to the west and this crossing would need the full warning device upgrade (gates, lights, and CWT).

He went over an improvement scenario summary UP (with four scenarios) that was discussed with staff.

Scenario 1 is for medians at all the crossings. The risk deduction goes from 4,372 to 2,215 and has an estimated cost of \$795,000.

Scenario 2 excludes improvements at 105th street. The risk reduction goes from 4,811 to 2,154 and costs an estimated \$335,000. It does meet the risk index threshold. (Exclude 105th Street from quiet zone).

Scenario 3 includes medians at only 65th and 66th Streets. The risk reduction goes from 4,811 to 4,173 and an estimated cost is \$90,000. (Exclude 105th Street from quiet zone). This is the scenario that is being recommended.

Scenario 4 is saying let's not upgrade anything. Based on risk calculations, the City needs to be below 14,723 and without doing anything the risk is 8,025. This would make it a higher risk through the corridor but the FRA says you are below the average for all other crossings with gates that are not quiet zones and we will allow it. (Exclude 105th Street from quiet zone). With this option it would boil down to what would happen in the future. Every three to five years the City would need to provide an update to the FRA confirming the proposed improvements are still out there and need to provide updated information on traffic volumes.

If you only qualify on the NSRT threshold this would kick in an annual risk reassessment. Every year the FRA will re-evaluate based on new conditions such as – have the traffic volumes changed, or if there have been any crashes at the crossings. If the QZRI goes up the city has six months to come up with an action plan to address that (with additional improvements to bring the risk down). Once the action plan is accepted by the FRA, the city will have three years to implement the action plan.

The Azeala Way Crossing needs one improvement at the crossing and you meet the QZRI threshold. If you do nothing you still meet the NSRT threshold. It would be costly because you do need to meet the minimum requirement safety devices (\$250,000).

Quiet zone implementation steps:

- 1 - Diagnostic meeting (done in October)
- 2 – Determine necessary crossing improvements
- 3 – Notice of Intent (60 day)
- 4 – Application required if AMS are used (9 months)
- 5 – Install crossing improvements
- 6 – Notice of establishment (21 days after submission the sounding of horns would cease)

Typical quiet zone project takes one to two years. Quiet zones balance: safety, cost and quality of life.

Councilmember Piekarski Krech asked if on Azeala Way - if Eagan had quiet zones? C. Ryan responded he not aware if Eagan has quiet zones. Councilmember Piekarski Krech asked if they did not why have quiet zones there in Inver Grove Heights?

Mayor Tourville said he thought that the area in Eagan was in an industrial area and there would be no residential complaints.

Brenda Sabistina, 10380 Brent Avenue East, said she read the report and at 105th Street it is a dirt road, and did not read in the report anything about traffic volume. Traffic at this crossing is not near what it would be at the other crossings. The new spur put in south of 105th, has created the extra train traffic and they are blowing horns there. There are a lot of trains coming through across 105th and what concerns her is the age of the equipment. The railroad put in a lot of money building their spur. They also bought a lot of land. They left out aged equipment. To replace the equipment is \$250,000. We are sitting there with a lot more whistles at all times of day and night. Especially at night where it is residential. We need some relief. She stated she can't believe they would leave Inver Grove Heights to pay the bill for their outdated equipment. They should be forced to upgrade their equipment.

She believes scenario 2 is the best option because she is asking for some relief from the train whistles on 105th.

Councilmember Piekarski Krech asked if the horn is sounding because they are going through the crossing or is it because every time they stop or start in that area they are going to be sounding their horn? Ms. Sabistina said it is from the extra train traffic coming through to that railroad crossing. It is south of us where they put the spur. It is on the other side of us where they stop and start. It has been getting worse with the railroad.

Marilyn Weis, 2846 104th Court East, said she concurs with everything Ms. Sabistina said. She has lived there since 1989, in a peaceful surrounding. The new train spur and the trains has been thrust upon us was done very unfairly. If something could be done it would be very much appreciated. It is a dirt road and there is not a lot of traffic coming through there. Can a study be done of how many cars go through this area and the number and what kind of accidents? There has been increased train traffic since the spur was put in.

Lisa Brown, 10450 Brent Avenue, said she is closest to the crossing. She and her kids are waking up at 4:00 in the morning and it has been a huge quality of life issue. She asked that council consider that. There is not much traffic on the road. We can't have our windows open in the summer. The trains do not turn around four or five miles down on the other track or to get onto the other track – it is where they are crossing is at the road. It is very impactful on our lives.

Mayor Tourville asked if the FRA looks at whether the road is gravel or asphalt – they are looking at it's just a crossing? C. Ryan said they look at it as a crossing. The issue is the minimum signal upgrade. It is not desirable to pave that road to put in a median. If you did want to improve it here is what you could do – this is the lowest risk crossing it only has 250 cars a day – doing nothing is the most logical choice which is what we recommend, but it does come down to cost. It would benefit putting in the \$250,000 signal system in. There is a constant warning time request for waiver process which is rare. It is very rare that the FRA will grant a waiver of the CWT requirement on a main line track but we have had success if it is by a yard or spur track where it is cost prohibitive to put in CWT. This is a potential route we could try to see if we could get a waiver from the requirement. He did send something to his contact at the FRA today but has not heard back.

Councilmember Piekarski Krech asked if he knew how many trains were going through per day. C. Ryan responded he believe it is nine per day on the Union Pacific line and two per day on the Progressive line. The two from the Progressive line are going through during the lunch hour.

Mayor Tourville discussed quiet zones, bonding requests and possible funding sources (transportation, maybe County money). During the recession, some railroads were only running trains twice a week and they are busy now. Some cities have received some concessions from the railroads. The South Saint Paul rail yard got improvements, added more spurs, and gotten more train traffic. St. Paul is getting improvements to add more train traffic which may impact Inver Grove Heights. He suggested staff look into funding sources and would like to include 105th Street.

Councilmember Hark asked where the roads needed to be widened if rights-of-way acquisition costs were included in the estimated costs? C. Ryan said they were high level estimated costs and did not include the rights-of way acquisition costs and would need to be discussed further.

Mr. Thureen said he believes there is enough right-of-way where street widening would need to be done.

C. Ryan said the city of Eden Prairie received some funding last year and it may be worth reaching out to them.

Mayor Tourville said by direction that staff should take a look if there is anything missing from the city, any steps the city needs to do from the SRF report, costs, and look at any funding sources that may be available with the least work done at 71st. Mr. Link said staff would follow up and do research on further actions and look for funding alternatives.

6. DISCUSS REVISED LIST OF SALEABLE CITY PROPERTIES

Mr. Lynch presented a revised list of properties as a result of Council direction to staff. There had been a recommendation from the Planning Commission and the Parks and Recreation Commission to potentially remove properties from the previous list that had been determined and continue to have them as part of the park system in particular - Marcott Woods, River Heights Park and Dreher Park. If Council direction is to leave those properties on this list we need to reestablish this so it would be put on the consent agenda on Monday, for your approval. The priority projects in 2018 would be the Inverwood Golf Course properties, followed by the Marcott Woods, River Heights Dreher Park and Ernster Park properties. The process would be to get the properties appraised, the Council would discuss the appraisals values, Council would make a determination if you would like to go out for public bids, the city would accept the bids, and the Council would determine if they met the minimum requirements, and then decide if you would like to sell the property.

He stated that the disclosures column on the spreadsheet needs to be cleaned up, further information needs to be taken out of there. The list is not in priority order.

So, by consent agenda on Monday you will reestablish the list. Another step would be to have a meeting with the neighborhoods to inform them that the City Council has done this. We intend to go forward with neighborhood meetings so they are aware of the potential sale of the property and then we would avoid some of the past conflicts with the selling of property.

Councilmember Piekarski Krech asked if someone next to the Ernster Park property would be interested in buying it. Mr. Lynch said not that he is aware of. That property could drop off the list. Councilmember Piekarski Krech suggested dropping the property off the list. Councilmember Piekarski Krech suggested dropping Dreher Park property off the list also.

Mayor Tourville said if the item was put on the consent agenda he would pull it because of the River Heights Park property. It has not come to the Council to decide. The neighborhoods biggest complaint was there was no transparency in anything.

Councilmember Hark suggested taking the parks off the list. That way it could proceed on the consent agenda. Then we could do due diligence with the neighborhoods and add them back on the list at a later date.

Councilmember Piekarski Krech suggested putting it on an agenda later next year.

Mayor Tourville said there needs to be some neighborhood meetings and there is not enough time if public input is wanted.

Councilmember Piekarski Krech asked if there was some way to get the salable list out to the general public?

Park amenities were discussed that might be needed for a park and/or neighborhood park. Mayor Tourville said the public needs to be notified and a process put in place for 2018 to notify neighborhoods.

Councilmember Bartholomew said it would not be on the consent agenda next Monday.

Councilmember Hark asked what the notice requirements are - for example Marcott Woods 1,000 feet from the property, corner to corner? Mr. Lynch said there are no notice requirements.

Mayor Tourville suggested talking about it in 2018. Mr. Lynch said the appraisals for the golf course property is going ahead as well as the potential sale as directed by the Council.

Councilmember Piekarski Krech suggested putting up signs on the property.

Mr. Lynch said the list would be revised, the parks taken off, and a process put together for notifying the neighborhood. It would be brought back to the Council for review in 2018.

B. ADJOURN

Councilmember Perry made a motion to adjourn, seconded by Councilmember Hark, and unanimously carried. The workshop adjourned at approximately 9:07 p.m.