

**INVER GROVE HEIGHTS CITY COUNCIL WORK SESSION
MONDAY, MARCH 4, 2019 6:00 PM - 8150 BARBARA AVENUE**

A. CALL TO ORDER: The City Council of Inver Grove Heights met in Work Session on Monday, March 4, 2019, 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, Perry, Piekarski Krech, and Dietrich.

Staff: City Administrator Joe Lynch, Assistant City Attorney Bridget McCauley Nason, Public Works Director Scott Thureen, Parks and Recreation Director Eric Carlson, Interim Technology Manager/GIS Specialist Scott O'Donnell, Human Resources Manager Janet Shefchik, and City Clerk Michelle Tesser.

City Administrator Joe Lynch updated the City Council on the Police Chief search process stating that a candidate has dropped out. He stated that he would like confirmation from the Council to proceed with a pool list of four or five candidates. The names are not public with candidate #11 as the one in question. He stated that they need to notify the candidates, set up interviews next week, notify panelists and get confirmation that they will attend and be a part of the interview process. The fifth is candidate is #11.

Mayor Tourville stated that they had five candidates and went to four. He commented that someone wanted candidate #11 added, bringing the number back up to five. City Administrator Lynch responded that was correct. Councilmember Bartholomew stated that he wanted to stay with four candidates. Councilmember Piekarski Krech stated that she would like to have five candidates but was unsure #11 was the one she would choose.

City Administrator Lynch stated that the Human Resources Manager, himself, and Ms. Klumpp, went through the list of 12 candidates. Minimum qualifications, amount of experience, and achievement of a certain level within a similar sized Police or Sheriff's Department, were all met. He stated that phone conversations were had with candidates after all of the minimum criteria were met. Selections were based on all criteria being met and some of the information from those discussions. Councilmember Piekarski Krech commented that she spoke with Ms. Klumpp who stated that any person on this list has the qualifications. It comes down to personality or the direction that the City Council wanted to go. She commented that Ms. Klumpp stated that the ones initially chosen were the better fit.

City Administrator Lynch stated that if more time is needed on this discussion, they could move it to the end of the Agenda. Mayor Tourville agreed to wait until the end of the meeting for further discussion.

1) PAVEMENT MANAGEMENT PROGRAM DISCUSSION

Public Works Director Scott Thureen updated the Council on the Pavement Management Program and stated that in 2017 substantial geo technical work was done on over 23 miles of streets. The goal of that information is to determine the mill and overlay category and if it should be considered for reconstruction. Unit cost data is considered as they look at the different approaches. Recommendations will be made for adding strategies to the list. He stated that the new strategies would allow them to formalize and make adjustments in terms of a policy change and how it affects assessments. He stated that he would also discuss funding for the program and what is included in the 2019-2023 CIP that has been approved for pavement management. This includes items needed to begin planning and addressing on time to maximize the life of the payments and minimize costs.

He discussed the Pavement Management Policy that was adopted in 2001 and stated that through time actual street construction standards changed and streets were designed to handle heavier loads as time went on. One of the primary objectives to having the program is to optimize the life of streets at minimum costs. Funding becomes the controlling factor. He displayed a graph representation of the model they use and stated that the curves indicate a pavement condition index. A brand-new street has a value of 100, as it ages the value declines to zero. He stated that the dashed line indicates what would happen if a bituminous street was put in and let go. The expectation is

approximately a 25-year life while still being drivable. Major work would still need to be done in terms of patching. He stated that the model indicates that if various maintenance strategies are done over time, it can extend the life of the street. Crackseal and seal coat operations are done annually. He stated that at about 25 years it shows a mill and overlay. The cycle is repeated to get them to approximately 40 years with between 50 to 60 years before full reconstruction is needed. By following this you can get the life of the street at a better cost. He stated that this study was done by the U.S. Army Core of Engineers who used data from the States and Europe. The findings found that entities that followed this model saved between 10%-15% in terms of life cycle costs of streets.

He stated that when looking at the system, they use a model that allows them to go out and inspect all of the mileage in the City on a three-year rotating cycle. It looks at the types and frequencies of distresses in the pavement. He stated that the information is inputted into the model along with the date of construction, construction details, where the cross section is, and maintenance history. The model uses that to show deterioration curves and gives a rating value for segments. He stated that this is done block by block with a rating scale from 0 to 100. That information is used along with the geo technical information and their own maintenance. He stated that this determines how to prioritize streets, looks at the possibility of needing underground utility work done, and for projects that can be grouped together.

He displayed a table that shows the number of miles they have utilized the various strategies for since implementation of the pavement management program. He stated that it goes from reconstruction, the most severe, to crackseal, which is something they do on a five-year cycle. This information is on the lane driven.

He discussed costs for the strategies to date and stated that project costs for reconstruction do not include stormwater management costs. He stated that as stormwater utilities mature, they would like to fund some of the cost of stormwater repairs on the recon programs via the stormwater utility. He displayed a graph of the public paved street system that shows the number of lane miles beginning in 1965 to present. He stated that the color change indicates the point of implementation of the pavement management program. That has grown another 14% since then with more growth occurring in the northwest area.

He discussed the latest update on pavement condition and displayed a color-coded map that lists the following three major categories:

1. Good: Crack seal/Sealcoat (depicted in green)
2. Marginal: Mill and Overlay candidates (depicted in yellow)
3. Poor: Reconstruction candidates (depicted in red)

Councilmember Bartholomew stated that he was familiar with a couple of the streets depicted in red and commented that they do not appear to be in poor condition and asked how that was determined. Public Works Director Thureen responded that the map was generated from the program update that allows them to pull up the actual street segment and see why.

Public Works Director Thureen discussed the three major categories and the various decades to see the ages of the system and what needs the most work. He stated that there is a comparison of the number of lane miles constructed in that decade and the number of lane miles constructed to date. The geo technical work that was done began with a smaller project in 2013 with 10 or 11 miles and from 2017/2018, 23 miles were done. He stated that the pavement was cored to see the shape it is in and how it is failing. They also went down into the aggregate base in the subgrade to see what kind of condition that was in. He stated that this helps decide on the approach taken based on condition. He stated that a part of this was to begin utilizing what they call "full depth reclamation" where all pavement is removed, minor corrections are made, and the pavement is replaced. This is less expensive with the hope of getting a longer life out of the streets.

He stated that between the marginal (mill and overlay), and red (reconstruction), they would be breaking those two options into four different strategies. As a part of this study they discovered that what they call the "Dawn neighborhood" north of 66th, all of which was shown previously as reconstruction. He stated that this analysis shows that they can do a partial reconstruction making it a less expensive project. The other option was full depth reclamation. He commented that when looking at pavement, cracks are seen on the surface, but pavement can fail from the bottom up. Core samples help determine this.

He discussed cost data and stated that it looks at seal coat, crackseals, and fog seals. When seal coats are done on higher volume streets, they go over the top with a fog seal that locks the stone down. He stated that they are going to try a new product this year instead of a seal coat and will be trying it on parking lots and some trails. He stated that this products infiltrates and seals but can give a slick surface so sand will be added to give it some grit. Councilmember Dietrich asked if this was a membrane sealer. Public Works Director Thureen responded that it renews the oil content and flexibility so it will not continue to crack.

He discussed reconstruction and mill and overlay cost data and recommended implementing full depth reclamation and partial reconstruction. Full depth reclamation is approximately \$5.00 to \$5.50 per square foot. Partial reconstruction is estimated at approximately \$8.00 per square foot. He stated that another item they have been using is the broad area patching program and displayed a map of where this was done. Streets depicted in black on the map were still candidates. He stated that there are rural streets that are not designed for heavy loads. In 2013, they tried an approach of instead of patching potholes, they use a tailgate paver, and have refined it to get approximately 10 years out of the street. He stated that 1 ½ to 2 inches of overlay goes on top. The benefit to this is when it comes to doing a reconstruction it will be recycled in place and used as base with a new top. He stated that they would like to recognize this method as a strategy and part of pavement management.

He discussed streets they would like to stay on top of with mill and overlays and stated that they have a decent sand sub-base which is a good place to start. He stated that they want to make sure to do the mill and overlays close to the life the model suggests, which is approximately 25 years. Looking ahead they want to look at the funding available. He discussed various strategies that staff does, stating that they added broad area patching, which they want to informally add, crackseal/seal coat, mill and overlay, and would like to add the full depth reclamation, partial reconstruction, rural reconstruction (no curb and gutter), and reconstruction.

Public Works Director Thureen discussed funding from the approved 2019-2023 CIP and stated that the expense side has planned projects for pavement management. There are two this year, Atwater Path, and 50th Street/55th Street Court. Other projects include 50th Street east of Highway 52, Carleda Street which is a loop on and off of Cahill, Dawn Way south and Dawn Way north which is north of 66th, with a split at 64th, and all of the side streets that utilize them. He stated that the budget is \$250,000 a year for park trails and parking lots and \$500,000 for crackseal and seal coat. He stated that of the State Aid dollars allocated to the City each year, they get 25% of that total for maintenance, that does not have to be project specific. He commented that the amount would be lower for the Dawn Way areas because it would be partial reconstruction. He stated that the current set up for funding has franchise fees added with a goal of collecting \$1 million dollars annually which is dedicated toward pavement management. He commented that he checked with Finance and 2018 revenues were just over \$1 million. He stated that being proposed in the CIP from the general fund side is \$1,250,000. The proposal would be to bump that \$500,000 per year over the next four years. He stated that depending on the project, they may have State Aid funds which could drop the cost and leave more in pavement management. He stated that beginning in 2022 they would do some mill and overlays and run projections to see how to catch streets before they get too bad.

He stated that the actual policy would come back to the Council to have the changes formally adopted in the next month. They would like to use the revised list of management strategies and continue to use the geo technical work. He stated that they would try to save money by trying to get more streets done with the current funding and making sure not to assume they can get by with a lesser treatment when a better one is needed. They do not want to waste money that way. He stated that in looking at budgets year to year, they recommend strongly considering the

proposed increases as shown in the CIP for pavement management from the general fund, or some other source. He stated that part of the funding package for mill and overlay are assessments. He commented that they do not have percentages included for full depth reclamation and partial reconstruction but would be bringing that back to the Council. He stated that they need to follow policy with assessments as there is a benefit analysis with every project.

Councilmember Bartholomew stated that he had a lot of questions that he would send via email to the City Administrator, who could copy the Council. Mayor Tourville asked when working with the red streets, if they could list 12 or 15 of them without prioritizing them. He stated this is about safety, cost, and looking at what can be done from a strategic point. He commented that they could identify the streets that are poor and put a name to them because people think that their street is the worst when in actuality it is not, there are many others. He stated that there is a benefit in naming streets, so people know the City is trying to find a way to get them fixed. Public Works Director Thureen responded that he could get the information from the model. He stated that there is data that states whether it is a candidate for construction and then they could put that information on the Website. Councilmember Bartholomew stated that he found the information helpful and liked the approach. He commented that they should set marks that state that this is where we need to be, where we should be, and tie the plan together. Councilmember Piekarski Krech commented to keep in mind how to pay for it. She asked Public Works Director Thureen to come back with an assessment policy and what the percentages are for full reconstruction, partial, and others. Mayor Tourville stated that last year was the most they have spent. He stated that they need to have a target and list an amount to be able to figure out how much they can get done within that targeted amount. He commented that the information was well put together. Councilmember Bartholomew agreed and stated that this is a good start, they can communicate to everyone that they have this program in place. Mayor Tourville stated that a lot of Cities have their pavement management program listed on their website and suggested working on having that here.

2) HERITAGE VILLAGE PARK PHASE II

Parks and Recreation Director Eric Carlson updated the Council on Heritage Village Park. He stated that there is Grant funding available that expires in December 2019. An update on Phase I improvements are as follows:

- 1-acre small dog area
- 9-acre large dog area
- 24 car parking lot
- Lighting
- Tree removal/Overhead power line burial
- Grading/Stormwater treatment
- Grand Opening of the Dog Park Planned for Tuesday, June 11th. This date was chosen so they could re-establish some of the turf.

He stated that the Parks Commission and City Council approved hiring WSB to work on the following Phase II improvements:

- Inclusive playground
- Restroom/shelter
- 40 car parking lot (with additional ADA stalls)
- Trails to connect Heritage Village Park to Swing Bridge Park along Doffing Avenue
- Historical interpretation at Swing Bridge Park
- Import 28,000 cubic yards of clean fill

He displayed a photo of the next phase of the park and how it will lay out in future phases. He stated that the rest of the improvements will be done as resources and Community need dictates. All parcels are owned by the City with the exception of one property. He stated that the grading plan includes hauling 28,000 cubic yards of clean fill to the site that would come from the 65th Street project. The entire grading plan for the park includes approximately 60,000 cubic yards of clean fill brought to the site bringing it slightly above the flood plain. He stated that all of that fill will come from future City street projects. He commented that because it is being filled within a flood plain, a

(Conditional Use Permit) CUP would need to be processed. That would have to go through the DNR, Environmental Commission, Planning Commission, Parks and Recreation Commission, and then the City Council for review and approval. He stated that they are currently working on it and that it could take approximately three months.

He stated that the inclusive playground at the site will accommodate people with a variety of disabilities. Those include vision, hearing, thinking, learning, movement, communication, social, and touch. This area welcomes children and their families of all abilities to come together. He stated that currently there is not another such facility in Dakota County, although Eagan is looking at doing something like this in the next couple of years. He stated that the inclusive playground could include components that could mimic a train, one that mimics the swing bridge, and other play pieces for those with or without disabilities to enjoy. He stated that they are planning an area for younger kids that has a small fire station, a schoolhouse, and a small municipal center that mimics the old village. He stated that in 2001 they hired Partners and Sirny to do the architectural planning for all of the buildings and facilities that could possibly come to Heritage Village Park. Those include a picnic shelter and a restroom facility.

He discussed funding stating that there is \$575,000 remaining of a State Grant that has to be matched dollar for dollar of non-State sources in the amount of \$575,000. \$850,000 has been received from Dakota County from the Environmental Legacy Fund. He stated that they have been working with a group of volunteers that are interested in bringing an inclusive playground to our City. Those volunteers have been challenged with raising \$300,000 in the Community to help bring this playground to the site. The total comes to \$2,300,000.

He discussed probable expenses stating that includes the inclusive playground, parking lot, grading, bringing utilities to the site, and putting in the building. The total probable budget for the project is \$2,300,000.

He listed the following anticipated schedule:

April 10 th :	Park and Recreation Commission will review/approve plans and specifications
April 22 nd :	City Council will review/approve plans and specifications
April/May:	Import fill and grade site
June 10, 2019:	City Council awards a contract
August to October:	Construction

He stated that they would have to do the construction for the building and the picnic shelters into spring of next year.

Councilmember Piekarski Krech questioned having the Gun Club and an inclusive playground so close together. Parks and Recreation Director Carlson responded that it has not been brought up by anyone in the group as a concern. Councilmember Piekarski Krech asked if anyone has been down there when they are shooting guns as it is a constant bang sound. She commented that having dealt with special needs children, that type of noise can be upsetting. Parks and Recreation Director Carlson responded that he would bring that question up to the group and see if it would be a concern. He stated that he would also talk with other Communities who have constructed them to see what types of issues they may have faced in the areas they were constructed.

Mayor Tourville commented that he has walked the trails and has heard the noise. He stated that the Gun Club in the area is used by high schools in the afternoons and evenings. He commented that they could look into decibel levels but that the biggest issue is safety. He stated that they should look into where the inclusive park is going to go and do the testing from there. Councilmember Piekarski Krech agreed. Parks and Recreation Director Carlson responded that they do not want to advertise the inclusive playground being down there only to find out it aggravates someone's disability. He stated that they will be careful and mindful of that before saying this is a good idea to proceed with. Councilmember Piekarski Krech commented that this is a good idea but questioned if this was the place where it is going to be the most beneficial.

Councilmember Dietrich asked how many are in the volunteer group. Parks and Recreation Director Carlson responded that a few volunteers are present and could speak further.

Niki Barker, lives in Inver Grove Heights, stated that she is a Parks and Recreation Commissioner and the head of the fundraising group for the playground. She stated that they began with ideas a few months ago and everything is moving forward in the right direction. The group has identified some of the needs as far as disabilities. She stated that this will become a destination park and is a big deal for the City. She commented that as a disabled mom it is difficult to take kids out in public and for her to be in a place where they can go, and she can follow makes her feel less afraid when out. She commented about other parks within the City that are ADA Compliant and stated that many are not, woodchips are not feasible for someone in a wheelchair. She commented that a place like this would be important to many people, for example, grandparents and Vets and involves more people than most think about. This will help raise awareness and make a difference. She stated that the group is building a website and will start approaching businesses. The plan is finding someone who wants to put their name on the playground. She stated that they have a few businesses in mind for that, and other higher-level incentives. There will be a lot of places advertising can be placed. She commented that there are nine people in the group.

Danielle Waddell stated that she supports the inclusive playground idea. She stated that she has a master's degree in Autism Spectrum Disorder and Special Education. She responded about the concern with the location and the noise and stated that it was not ideal, but given the proximity and the overall benefits, it was not a deal breaker. She stated that as a part of the fundraising committee, they have a good start. She commented that she is very supportive of the idea and felt this is something that a lot of people want for Inver Grove Heights.

Councilmember Dietrich asked if anyone has approached the County about this instead of the City. Parks and Recreation Director Carlson responded that as a part of the funding package they received \$850,000 from the County from the Environmental Legacy Fund. He stated that Mayor Tourville signed a letter late last year that went to Commissioner Atkins asking if he or the County would give consideration to helping with the playground itself. They have not heard anything back yet. Mayor Tourville commented that they are probably waiting to see if this is approved.

Al Eiden, 7810 Boyd Avenue, stated that he is a member of the Parks and Recreation Commission and that he is not against this, but has some unanswered questions and issues. He stated that this item will go before the Parks Commission on April 10th and to the City Council on April 22nd for approval. He stated that in the interim, he will prepare and file a report listing some of the concerns he has. He commented that it was named Heritage Village Park for a reason, and that it seems like they are abandoning that intent for the property. He stated that the land was purchased when Mr. Atkins was Mayor with the intent to be a unique park demonstrating the history and progress of growth within the City. He stated that there have been discussions about moving the old City Hall and the old schoolhouse onto the property and having interpretations of items and railroad artifacts, and that all of those issues seem to have gone aside. He stated that in looking at the numbers there will not be enough money left to do what they want to complete down there. He stated that it seemed like the Parks Commission is playing second fiddle to the staff and consultants when it comes to designing. He commented that he was unsure how this moved to a priority in Heritage Village Park. He stated that in September 2018 there was an item put into the Comprehensive Plan about future amenities and a barrier free park in one of the parks. By the end of October, word was that the inclusive playground would be placed there. He commented that he has also been on a committee to raise funds for facilities in this town and it is not as easy as it seems.

Mr. Eiden stated that there are a number of major projects the Parks and Recreation Department is dealing with. North and South Valley Park are in talks for refurbishments, there is pressure to build a park in the northwest quadrant, and they are working on Seidl's Lake Park. He stated that there are other parks around here that are old, and there is a battle to have the money to replace and do things differently. He commented that he personally believes that type of play area would be better served in another section of the City, perhaps centrally located as the growth is on the west side of town. He commented that he is going to create a plan in writing detailing his concerns plus the opportunities. He stated that he will present it to the Parks Commission when they meet in April and will be

in the hands of the City Council prior to their meeting. He commented that the concepts are great, it comes down to priorities and the need to prioritize. He stated that the property down at Heritage Village Park has laid dormant since 2004 and took years to get the property in hand. He commented that this took place within a matter of weeks without much input from Parks Commissioners. He stated that he is concerned about the proposal seen tonight as there are elements that need to be changed.

Mayor Tourville commented that the inclusive park is a great idea. He stated that they have been getting information, and that it is moving very quickly. He has heard that it is a regional area and commented that this location is not where you would typically put a neighborhood park in the City. It is not an area where there are kids. He stated that future plans are mixed use, which could provide some difference in what is there now. A few of the proposals around housing is that it is not geared toward kids, it is for senior housing. He stated that if the goal of the City is taking a look at senior housing and mixed use, this may not be the best place for it. He questioned if the gun range, the dog park, and the inclusive park are compatible. He commented that he is willing to take a look at the inclusive park idea but was not sure he would be ready to vote on this in April. He stated that he has spoken to a couple of Commissioners from Dakota County who are waiting for the approval, and that has heard from some Parks and Recreation Commissioners who say this is moving way too fast.

Commissioner Dietrich asked if this park would be open year-round. Parks and Recreation Director Carlson responded that the inclusive playground would be treated like all playgrounds in the City, it would be accessible year-round, but it would not be shoveled, or snow blown. He stated that playgrounds are not generally used in the winter due to the cold temperatures and snow.

Parks and Recreation Director Carlson stated that this item was on the Agenda because they have \$575,000 of State Bonding money that expires in December. There is not a lot of time to come up with an alternative plan. He stated that if this does not move forward, he would need direction with something else or the money would be lost. The funding of \$850,000 Environmental Legacy Fund (ELF) money from the County has to be spent on Heritage Village Park for certain types of amenities such as playground equipment and picnic shelters. Councilmember Piekarski Krech stated that the original concept was to move the Town Hall there. She asked if that has been looked at further and if the building is in such disrepair that it is not even movable. Parks and Recreation Director Carlson responded that as a part of the 2011 architectural study they looked at moving the schoolhouse and old Town Hall to the site, but that some of the conversation was what value that would bring to the site. He questioned who would come and look at an old building when a playground and picnic shelter would bring people to the park. He stated that after the park goes in, then maybe they could do some of those other things. He commented that moving old buildings to the site with no plans to use them does not make sense and that he does not know what the draw would be. Councilmember Piekarski Krech commented that if it does not get moved and you wait another 10 to 15 years, it is a moot point and goes back to what the original idea was for it to be a historical center.

Mr. Eiden commented that the idea was not to bring the building there and let it sit, others are working on ways to create an interpretation center or have dioramas. He asked if the buildings were in the kind of condition to be refurbished, they need to be examined and determined if they could be. He stated that one of the alternatives for the use of the money, as suggested by Parks Commissioner Willie Krech, was to finish the entire infrastructure. They need to see what utilities are needed to move forward so those items can be built.

Mayor Tourville stated that the environment may not be suitable for a barrier free inclusive park with the shooting range and the dog park nearby. He asked if there were people that could look into those types of parks and the environment around it. He stated that the City does not want to be caught off guard. Parks and Recreation Director Carlson responded that he would do some research. Mayor Tourville stated that this should go back to the Parks and Recreation Commission for further discussion. Parks and Recreation Director Carlson responded that they approved this and made the recommendation. He stated that staff makes best practices recommendations to the Parks Commission and that it is up to the Parks Commission on whether they agree or not.

Councilmember Bartholomew commented that Mr. Eiden makes a good point. He asked if the ELF money and the State Grant could be used for infrastructure. Parks and Recreation Director Carlson responded that he would have to check the Joint Powers Agreement (JPA). Councilmember Bartholomew stated that there is park development in an amount of \$715,000 and asked if that was for infrastructure. Parks and Recreation Director Carlson responded that is for the parking lot and grading. Councilmember Bartholomew asked about the restroom and shelter for \$600,000 and if the Grant money can be used for that. Parks and Recreation Director Carlson responded yes. Councilmember Bartholomew asked to get an exact idea of what the ELF and State Grants can be used for.

Councilmember Dietrich asked that when Director Carlson comes back to Council if he could further explain the financial feasibility of this being sustainable in the future. How this would be paid for in the future. Parks and Recreation Director Carlson responded that he would get that information. Mayor Tourville asked if there was a dollar amount on the clean fill even though it is coming from street projects. Parks and Recreation Director Carlson responded that was a part of the street project. Mayor Tourville asked if Director Carlson could get back to the Council on the placement of the inclusive barrier free playground and if it could work in that location.

Councilmember Bartholomew commented that the concern is with the Grants and if we would lose them. He commented that it looks like they could be used for infrastructure. He stated that he does not see the dilemma to this going away if we do not act quickly. There are places that the Grant money can be spent on. He stated that we should invest in the infrastructure, look at the development and shelters, and tone it back to the funds on hand.

Councilmember Perry asked if it were feasible to use the Grant money on infrastructure and commented that if another Grant came along in a year, they could use that to build a park. Parks and Recreation Director Carlson responded that was possible, they can apply for more Grants, they may get it, they may not.

3) RICH VALLEY GREENWAY

Parks and Recreation Director Carlson discussed the Rich Valley Greenway and some options for how the greenway may be routed along 105th. He stated that John Mertens, a Senior Planner from Dakota County, would speak in greater detail and would like feedback from the City Council.

John Mertens, Senior Planner, Dakota County, gave a presentation on the feasibility study they are working on with Flint Hills Resources. He stated that Dakota County has been working on a system of greenways, it is a 200-mile network. He displayed a map and indicated the locations that have a trail component of the greenway in place, there are places that are planned, and those they have funding for. The Rich Valley Greenway connects five miles between the Mississippi River Regional Trail, Mendota to Lebanon Greenway, and Lebanon Hills Regional Park. He stated that in northeastern Dakota County four Greenways circle Inver Grove Heights. When complete there would be a 25-mile loop around Inver Grove Heights that would connect. He stated that one of the concepts with Greenways is that the regional system creates a foundation for local systems to connect into.

He stated that Rich Valley Greenway is five miles from the Mississippi River Regional Trail near Pine Bend Elementary School to Mendota/Lebanon Hills Greenway. He displayed a map of the Master Plan and stated that it was adopted in 2017 with the preferred (green line) alignment and stated that they look into feasibility studies on segments of the corridor. They are trying to maximize the amount of greenway that would be on the Flint Hills property (depicted in yellow) because Flint Hills has been a partner with other greenway projects. He stated that last fall a feasibility study was done that encountered some challenges. The challenges led them to look into another alignment (pink line) which has some advantages. He stated that when they did the Master Plan, they looked into about a dozen alignments through the area. He stated that they identified a hilly section of the Flint Hills property but the fiscal cost and the impact to trees was significant, as a result, they developed the pink line. He stated that the two alignments were taken further in design. The original alignment has significant grades to deal with, would fit in

the old rail corridor in the landfill, was expensive, and would require three private acquisitions. One acquisition was larger, and the others were two smaller pieces. He stated that the north alignment was more favorable to those that they spoke to at Flint Hills. He stated that they are focused on the Flint Hills property through this study so they can begin securing easements through the corridor. He commented that the north alignment is similar until it gets to 105th Street, at that point it could fit into the existing right of way that the City owns with the potential possibility of needing temporary easements to construct or widen the road.

He displayed an alignment comparison of the most challenging section through the Flint Hills property. A major powerline is located at the top of the hill that cannot be taken down in height, there would be two 6% grades, a 20-foot fill section towards the west, and a 40-foot fill section towards the east. He stated that this, and another section next to it, amount to approximately a \$1.7 million difference in cost. It is a matter of grading out the corridor in this section and a 300-foot-wide taper to make the grade work which would make for a significant grading project.

He stated that the north alignment moves the greenway away from Cliff Road and provides better connectivity to Rich Valley Park. This is an option that is supported by Flint Hills Resources. He stated that it is estimated to be half the cost of the preferred Master Plan (\$1.6 million dollars versus \$3.3 million dollars). He stated that it places it along 105th Street and could be an off-road paved trail on the north side and could be on the south side too. He stated that another option would be widening the road out and adding bike lanes. The third option would be to share the road with shared lane markings. He stated that the project schedule is to finalize the study this summer and begin acquisition of FHR Property in the summer/fall. He stated that they would amend the Master Plan alignment in the future, and then the final trail design for the different segments. He stated that if they get the Flint Hills property secured, they could build from Highway 3 to Rich Valley as a Phase 1. The Phase 2 would be Rich Valley. This could happen over the next ten years.

He stated that this is a change from the preferred alignment in the Master Plan and utilizes existing cities public right of way. Councilmember Piekarski Krech asked if there was enough right of way on both sides of the road to be able to do this without taking property. Mr. Mertens responded that the road is narrow, temporary easements may be required for water drainage or to maintain ditches. More would be known once there is a final design. Councilmember Piekarski Krech commented that it would work to go all of the way down 105th Street to stay by the park, and that coming from Pine Bend School would be natural to connect right with the park. Mr. Mertens responded that is a County Road, they could possibly put an extension along Barnes Avenue. Mayor Tourville stated that they need the cooperation of Flint Hills because they are in property control and to save money. He commented that it would be good to look at the feasibility with the neighborhood. He stated that with biking and walking becoming more popular, he did not want to place the bike symbols on 105th Street as lighting would be expensive. Councilmember Piekarski Krech commented that she liked the either side of the road option. Mayor Tourville agreed that the shoulders of the road would work.

City Administrator Lynch asked Mr. Mertens if the trail could fit into the road right of way currently as designed, and if he had spoken with the Public Works/Engineering to see if there are going to be changes to the road and if it would be sufficient given an increase in road right of way. Mr. Mertens responded that he met with Public Works Director Thureen and Parks and Recreation Director Carlson and that there was no thought that it would be expanded other than improved. He stated that the on-road option would work with the City to completely pave the segment. Until they got into a design they would not know of the impacts. The road bike lane option would have minimal impact. City Administrator Lynch asked about the realignment of Akron and how it would be dealt with if it were to take place. Mr. Mertens responded that it did not affect the pink alignment as much as it did the green alignment. He stated that they would be going under Rich Valley with either of the alignments.

Mr. Mertens stated that they are looking at this as a phased approach working with Flint Hills. If easements are secured, they would figure out an appropriate treatment for 105th Street that works. He commented that would involve neighborhood participation. Mayor Tourville asked when meeting with Flint Hills if they would be discussing both the green and the pink alignments. Mr. Mertens responded that they are moving more towards the north after

hearing of the issues with the green alignment with the landowner. Councilmember Bartholomew was in agreement of the pink alignment and stated that he agreed with Councilmember Piekarski Krech's comment to have it get over to the park. Mayor Tourville commented that he liked that it would have a link to Rich Valley Park. Mr. Mertens stated that it does go down into that area because it is Flint Hills property, there is a spot to connect which would line up the area by the tennis courts.

City Administrator Lynch asked Mr. Mertens what the County's expectations were for costs for the City. Mr. Mertens responded that he could see it as a County funded project. He commented that if 105th Street needed reconstruction, there could be some cost share if it benefitted the road.

Mayor Tourville commented that the County is doing a study in Eagan on Cliff Road up to Robert Street that involve public meetings. He stated that it makes more sense to go with the pink line because Cliff Road would get a lot more traffic over the years. Mr. Mertens responded that when they get into road projects, they provide pedestrian along them regardless of where the greenway is. He commented that once they get east of Akron that changes.

4) IT ANALYSIS

City Administrator Lynch stated that an analysis was done by OST for the City of Inver Grove Heights. The purpose was to give background information and potential approval of recommendations for IT (Information Technology) Staffing positions. He stated that they met with Directors, IT Staff, and Contractors that were brought on site. A benchmark analysis was done, and recommendations were made in priority order. He stated that they hired OST to complete a review of IT staffing and recommend staffing to meet business needs. OST interviewed department heads, IT Staff, and current contractors, and reviewed the help ticket summary for 2018 to give insight into the workload and issues related to technology. He stated that meeting with the Directors revealed the following themes:

1. Better relationship between the departments and IT Staff, with IT understating the unique needs and issues of the particular department or division. They would also like to see consultation for technology-oriented products. For example: who supports them, maintain, repair, replace, and license.
2. Support outside of normal working hours. The VMCC, Police, Fire, and utilities, are more than just an 8:00 to 4:30 operation and how to provide for responses when there are IT issues outside of that workday.
3. More proactive and strategic approach to IT versus an operational and tactical approach. He stated that this is probably due to growth, the new City Hall, new technology, a lot of equipment to maintain, repair, or replace. It became more of an immediate need instead of thinking long terms regarding IT.
4. Increase communication regarding incidence tickets and projects. This includes knowing what is happening, where are we, what to expect, when will it be repaired, and when to replace.
5. Increase need for technical knowledge for IT products/services. Not just desktop related.
6. Concern for aspects of IT infrastructure. For example: WIFI and disaster recovery plans.
7. The need for additional IT Staff. He stated that one of things that has been discussed would be GIS Staff versus IT Staff. GIS are those that support other departments like public works, parks and recreation, and engineering, versus those that respond to incidence tickets or coming to the workplace to work on a computer or a technical issue. Both are housed in the same department but do not do the same things. He asked it was fair to identify the IT Staff as being five people, or if it was better to say there are 3.5, with 1.5 being GIS.

Councilmember Piekarski Krech asked if GIS was separate from IT in the past. City Administrator Lynch responded that he has been here since 2006 and GIS has been considered a part of IT. Mayor Tourville stated that GIS responded to the department heads they worked for, not IT. Interim Technology Manager/GIS Specialist Scott O'Donnell stated that GIS was under engineering and public works. When the GIS Specialist moved into the IT Manager role it was brought into IT.

City Administrator Lynch stated the following information from an IT staff standpoint:

- The desire to be more proactive.
- The need for enhanced communication and collaboration with Customers.
- Faster incident resolution.
- Heightened project support.
- Enhanced disaster recovery plans.
- Deeper technical knowledge (infrastructure and database-related).
- Documentation of in-place infrastructure. He stated that there is currently not any mapping of what they have but that they are in the process of doing it.

City Administrator Lynch displayed information about the IT Staffing Analysis and stated that he contacted other Communities for full time equivalents, IT full time equivalents, positions, Supervisors, and any other type of technical positions. They also asked if GIS was included or not within IT. He displayed a graph that included information on the Cities they contacted along with the population and the number of IT Staff they have. He commented that Inver Grove Heights was the only City that considered GIS as a part of IT Staff.

He stated the following recommendations given by OST in priority order:

1. Replace the IT Manager position. Currently in the 2019 budget.
2. Create a new position called Infrastructure Technician. This is the position that the former IT Manager had requested, but then called it a Network Analyst. This includes working on database, servers, storage, virtualization.
3. Vendor Partner – Managed Services. This is the emergency response, after hours response. Contract type situation. He stated that this would be with the caveat that once staffing positions are filled, you can figure out if there is staff that can respond after hours. Work schedules would be set up differently than they are today. It would not be people just working an 8:00 to 4:30 workday.
4. Desktop Technician (replacement). There will be a retirement in 2019. The recommendation is to begin that replacement so there is an overlap to gain knowledge and resources while the person is still in place.
5. Operations Manager. New position.

He stated that from a staff perspective they believe they could get two positions for the price of three. The IT Manager, the new Infrastructure Technician, the Desktop Technician, and the new Operations Manager. He stated that with the IT Manager, depending on their skillset, style, and capabilities, they may be able to get the Operations Manager out of that position. He stated that the Infrastructure position was something they need based on the current skillset and separation of duties. For example: strategic, proactive, somebody managing the systems behind the scenes that has a map, so they do not have to try to do both.

He stated that Scott O'Donnell and Carrie Isaacson were involved with working with OST. He stated that the two positions in the current 2019 budget are the IT Manager position and that there are consultants/contractors on site three days a week who serve as a resource for staff when needed and are working on projects. He commented that there are 30 to 40 projects that need to be done such as mapping of the entire infrastructure.

Councilmember Bartholomew wanted to clarify that they are contemplating an IT Manager and the Operations Manager in a dual role. City Administrator Lynch responded that was correct according to staff. Staff feel they can do both. He stated it was OST's recommendation that they be separate. He stated that they found that communication and coordination was missing and that with the technology plan, the IT Staff was unaware of it. He stated that they need someone who has the time and skill to do that. Councilmember Bartholomew asked if OST's concerns were just about separation of duties. City Administrator Lynch responded that the concern was about workload.

Councilmember Piekarski Krech asked if they are taking GIS out. City Administrator Lynch responded that they have not done that yet, but it is a part of the recommendation. He commented that they could hire the IT Manager who could make that determination and recommendation to the City Council.

Councilmember Piekarski Krech asked for clarification on the number of people. City Administrator Lynch responded that they currently have five people. One of those positions is open, for the IT Manager, which is funded in 2019. There are two in GIS, one full time, one works .5 and one works .5 on the technical side. He stated that there is 3.5 other people. One of them, full-time, only does public safety. They are in the Police and Fire departments working on squad and body cameras and system requirements. He stated that once the new fire station is operational, they would be the main support staff.

Councilmember Piekarski Krech asked how many IT staff members they have. City Administrator Lynch responded that they have 3.5 people. Councilmember Piekarski Krech stated that there is an IT Manager (vacant), Desktop Technician, and Scott's position which is half IT, and half GIS. She commented that there are two that work strictly in IT, which are the Manager and the Desktop Technician. City Administrator Lynch commented that there is also the Public Safety Technician who only does public safety. There are five physical positions. 1.5 are dedicated to GIS, 3.5 dedicated to technical end of the operations, with one being the Manager position. He stated that part of the problem is that they are into the technical details and not leading and managing the division. There are things such as the technology plan and asset inventory, that are not getting accomplished as a result.

Councilmember Piekarski Krech commented that when looking at other Cities, we are closer to Woodbury which is double our size. City Administrator Lynch responded that with the recommendation of the 3.5, one is the IT Manager, the other the hire in May as a result of a retirement in September. The number stays at 3.5. He stated that the recommendation is to hire the Infrastructure Technician position, which is new, and would be a 2020 budget process discussion. City Administrator Lynch responded that they are saying that GIS is not IT because it supports the services, not the technology, servers, or network. Councilmember Bartholomew commented that the 1.5 GIS positions are housed in another budget. City Administrator Lynch responded that the recommendation would be to consider putting them back into the departments they support, not in IT.

Councilmember Piekarski Krech stated that Cottage Grove and Maplewood do not have GIS staff that is in IT. Mayor Tourville responded that they are outsourced. City Administrator Lynch commented that moving GIS has a departmental cost impact with the 1.5 being split between three departments, public works, engineering, utilities, parks. He stated that if IT staff is hired, it is an allocation cost, everyone pays based on an allocation formula that comes out of the General Fund. He stated that this is something to go forward with in the 2020 budget process. Councilmember Piekarski Krech asked about current GIS staff, that is currently IT, and how that cost is spread out. She commented that if finance does not use a GIS, it could be fair to be charged for one. City Administrator Lynch responded that they are currently IT but that everyone benefits from the backbone of the system.

Councilmember Bartholomew stated that there is existing FTE's, this is for adding just one FTE. City Administrator Lynch responded that the recommendation is to hire the replacement position. He stated that they should hire the replacement technician position before the retirement takes place in September. He stated that as a part of the 2020 budget process they would bring forth a recommendation to hire the Infrastructure Technician position. It would need to be marketed, valued, and put into the compensation program to determine full costs.

Mayor Tourville stated that part of the decision would be to take a look at what they are paying for the outside Vendor, and ask that this decision be added in. He stated that with IT, in looking at other Cities, some do not stand under a department head or Director, it sits within Finance.

City Administrator Lynch displayed information about the cost to the City for the positions and stated that the total cost would be \$226,000. Based on the hourly rate they are currently paying the Consultants full time; the total cost would be \$334,000. He stated that was not realistic as they are not going to utilize their services for that number of hours. He stated the current cost paid to the contractor \$48,562.50 equals \$160.00 an hour. He stated that they need an alternate to an emergency plan which was to call while the Manager was on vacation. Things happen on weekends, holidays, and after hours, and that impacts the ability of people to get into the City. He stated that the best way to do that was to contract that and that once staffing is figured out, and the IT Manager is hired, that IT staff may be able to figure out potential changes and do away with after hours. He stated that there needs to be a process to get to that first.

Councilmember Piekarski Krech asked if they have changed the IT Manager job description. City Administrator Lynch responded that was something they would have to go through and add things they want to see in candidates. Mayor Tourville stated that the Council was fine with the replacement position and that they would get to the point of the replacement when the time comes. He asked for updates on what they believe needs to be in the IT Manager job description and the schedule. He asked if that would relieve some of the hours being paid for the consultant. City Administrator Lynch responded yes. He stated that the normal budget process for 2020 is that they would bring forward a staffing request for the position, costs, and allocations.

5) INTERIM FINANCE DIRECTOR

City Administrator Lynch stated that he recommends Shannon Battles as the Interim Finance Director. Shannon has been with the City for over 15 years and is currently a Senior Accountant. She worked with Finance Director Kristi Smith for the last seven years and has been involved in many aspects of the operations of the City. He stated that he is negotiating with Abdo, Eick, and Meyer Financial Consulting to provide services to the City to have a resource on site one day a week. This would be someone who has served in the Finance Director world and has the experience. This would help if someone were to come to Shannon or himself with an issue they have not experienced before. He stated that he has spoken with the City Attorney and as long as this was noticed and posted a decision can be made.

Motion by Piekarski Krech second by Perry to approve appointing Shannon Battles as the Interim Finance Director and the hiring of a Consultant to assist.

Mayor Tourville requested that the consultant utilize the position when they are there one day a week. City Administrator Lynch responded that one of the things he is requesting is that they work with the City on making the budget process electronic for staff. Mayor Tourville stated that they were going to try to decrease the small print so that the interface would also include Ehlers and the consultants. He commented that the three would probably need to meet as there will be questions. City Administrator Lynch responded that he would make sure of that.

Ayes: 5

Nays: 0 Motion carried.

Mayor Tourville asked the Council if they wanted to discuss the interviews, they were speaking about at the beginning of the meeting regarding the Police Chief. Council agreed.

Mayor Tourville stated that they have a list of 12 people, that went to five, they lost one, and then there was four with talk of adding one to bring the number back up to five candidates. Councilmember Piekarski Krech stated that those are listed as numbers 2, 3, 4, and 10. Mayor Tourville stated that all are qualified, some Councilmembers want to take a look at the addition of #11.

Councilmember Bartholomew stated that they were proposed five candidates. He asked if they were ranked. He stated that he would like to keep it at the current four candidates. Mayor Tourville asked if they could adjust the

Agenda and make a motion on this item. Assistant City Attorney Bridget McCauley Nason responded that the Council could take action, but that the item is not listed on the Agenda. She stated that there is usually a section to adopt the Agenda, and if there was a regular Agenda, there would be a motion to amend the Agenda and add the item first. Councilmember Piekarski Krech asked if they needed to have a motion as this tells the consultant whether or not to add a fifth person. She stated that she could support five candidates. Councilmember Perry stated that she would like to see five candidates on the list and would add #11.

Motion by Dietrich second by Perry to have five candidates and to add Candidate #11.

Mayor Tourville stated that they would be doing interviews on March 14th.

Assistant City Attorney McCauley Nason stated that there is a motion on the table and asked if the Council was going to amend the Agenda to add this item. Mayor Tourville responded that they had agreed to discuss this topic tonight. Assistant City Attorney Bridget McCauley Nason stated that the Agenda has been amended to do this.

Ayes: 4

Nays: 1 (Bartholomew) Motion carried.

B. ADJOURN:

Motion by Bartholomew second by Piekarski Krech to adjourn the meeting at 8:43 p.m.

Ayes: 5

Nays: 0 Motion carried.

Minutes prepared by Recording Clerk Yourczek.