



**INVER GROVE HEIGHTS
ECONOMIC DEVELOPMENT AUTHORITY AGENDA
SPECIAL MEETING
MONDAY, DECEMBER 14, 2020
****In-Person Meeting and Via Zoom**
6:00 P.M.**

NOTICE TO RESIDENTS: If you are interested in participating in the meeting, please contact Kim Fox prior to this meeting via telephone (651) 450-2545 or email (kfox@ighmn.gov) to inform her - your name, address and to what you wish to speak on. Individuals may submit written public comments in advance of the meeting by emailing comments to Kim Fox (kfox@ighmn.gov). Comments received prior to 4:00 p.m. on Friday, December 11, 2020 will be provided to the EDA at or before the December 14, 2020 meeting.

Phone Number to Reach Meeting: 651-450-2471

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **REGULAR AGENDA** –
 - A. RESOLUTION ACCEPTING THE CONVEYANCE OF CERTAIN REAL PROPERTY FROM THE CITY OF IGH FOR ECONOMIC DEVELOPMENT (1805 – 60TH STREET
 - B. RESOLUTON APPROVING CONTRACT WITH HKGI FOR SMALL AREA PLAN AND ACCEPTING \$22,000 IN CITY FUNDS
4. **NEXT MEETING** – The next regularly scheduled meeting is February 8, 2021 at 6:00 p.m.
5. **ADJOURN**

CITY OF INVER GROVE HEIGHTS

REQUEST FOR EDA ACTION

A RESOLUTION ACCEPTING THE CONVEYANCE OF CERTAIN REAL PROPERTY FROM THE CITY OF INVER GROVE HEIGHTS FOR ECONOMIC DEVELOPMENT

Meeting Date: December 14, 2020
 Item Type: EDA
 Prepared by: Heather Rand
 Community Development Director
 EDA Executive Director
 Contact Phone: 651-450-2546

Fiscal/FTE Impact:

☐	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☒	Other

PURPOSE/ACTION REQUESTED:

Adopt a resolution that authorizes EDA to accept the conveyance of certain real property from the City of Inver Grove Heights that is located at 1805 60th Street for economic development purposes and authorize appropriate EDA officials to work with the city attorney to execute documents that accept the property deed and title transfer to EDA.

SUMMARY:

The EDA is charged with advancing economic development within the city limits. As part of this mission, the EDA working in concert with the city must from time-to-time acquire, abate, clean up and then sell (dispose) of real estate for redevelopment in a fair, transparent manner most often utilizing a request for proposal (RFP) process.

At a November 23, 2020 Inver Grove Heights City Council meeting, the city council authorized the conveyance of vacant land located at 1805 60th Street (PID No. 20-68200-00-072) that has been readied for redevelopment into a single-family home. Also in November, the EDA authorized staff to issue an RFP for the purpose of fairly soliciting proposals for the transparent sale and redevelopment of such property, such RFP to include for guidance of a professional appraisal.

EDA staff anticipate receipt of such appraisal within the next 5 business days and will then issue the RFP. In preparation for the EDA's acceptance of a proposal to redevelop the single-family lot that had been a sight of blight, it is recommended that the EDA take action now to accept the city's conveyance of the property and also authorize The Economic Development Authority President and its Executive Director to execute and accept the Deed conveying the Real Property to the City of Inver Grove Heights Economic Development Authority and all other documents necessary for this Real Property conveyance. The EDA will likely be asked to award sale of the property at its February 8, 2021 regularly scheduled meeting.

**CITY OF INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY
DAKOTA COUNTY, MINNESOTA
RESOLUTION NO. _____**

**A RESOLUTION ACCEPTING THE CONVEYANCE OF CERTAIN REAL PROPERTY
FROM THE CITY OF INVER GROVE HEIGHTS FOR ECONOMIC DEVELOPMENT
PURPOSES**

WHEREAS, on November 23, 2020, per resolution number 2020-263, the City of Inver Grove Heights (City) authorized the conveyance to the City of Inver Grove Heights Economic Development Authority ("EDA") of certain vacant land owned by the City of Inver Grove Heights and located at 1805 60th Street East and legally described as follows ("Real Property"):

All of Lot Seven (7), and that part of Lot Six (6), Silver Acres Addition, described as follows: Beginning at the Northeast Corner of said Lot Six (6), thence West (assumed bearing) along the North line of said Lot Six (6) a distance of 19.21 feet; thence South 15 degrees 28 minutes 28 seconds West a distance of 186.25 feet of the Southeast corner of said Lot Six (6); thence North 21 degrees 00 minutes 00 seconds East along the East line of said Lot Six (6) a distance of 192.27 feet to the point of beginning, Dakota County, Minnesota.

Abstract Property.

PID No. 20-68200-00-072

WHEREAS, pursuant to its enabling resolution and the provisions of Minn. Stat. Sec. 469.101, the EDA has the authority to accept the conveyance of real property; and

WHEREAS, the EDA desires to accept conveyance of the Real Property in order to carry out the purposes articulated in Minn. Stat. Sec. 469.090 through 469.108.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY:

1. The City of Inver Grove Heights Economic Development Authority hereby approves and accepts the conveyance of the Real Property described above from the City of Inver Grove Heights.
2. The Economic Development Authority President and its Executive Director are authorized to execute and accept the Deed conveying the Real Property to the City of Inver Grove Heights Economic Development Authority and all other documents necessary for this Real Property conveyance and to take such other actions as may be necessary to promptly effectuate this transaction.

Approved this 14th day of December, 2020 by the City of Inver Grove Heights Economic Development Authority.

By: Rosemary Piekarski-Krech
Its: President

ATTEST:

Heather Rand
Its: Executive Director

CITY OF INVER GROVE HEIGHTS

REQUEST FOR EDA ACTION

**RESOLUTION AUTHORIZING ACCEPTANCE OF FUND TRANSFER AND
ACCEPTANCE OF PROPOSAL FROM HKGI FOR SMALL AREA PLANNING
SERVICES SOUTH OF HIGHWAY 55 AND EAST OF ARGENTA TRAIL**

Meeting Date: December 14, 2020

Item Type: EDA

Prepared by: Heather Rand
Community Development Director

EDA Executive Director

Contact Phone: 651-450-2546

Fiscal/FTE Impact:

☐	None
☒	Amount included in current budget (EDA and GF Community Development - Planning Services)
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☐	Other –

PURPOSE/ACTION REQUESTED:

Adopt a resolution authorizing acceptance of fund transfer from City's Community Development Budget and acceptance of proposal for small area planning services with HKGI for an area south of highway 55, east of Argenta Trail, north of 86th Street and west of Alverno Avenue W. The EDA resolution also authorizes appropriate EDA officials to execute a professional service agreement with HKGI in a format acceptable to the city and EDA attorney. The purpose of the SAP is to proactively guide future development opportunities in that specifically defined area.

SUMMARY:

The EDA is charged with a mission of advancing smart development citywide. In recent years, the city has successfully identified sites for development of new plats for single family and multi-family housing development for the purpose of meeting increased demand for such development. The city has been receiving an increase in the volume of requests for land zoned I-I (limited industrial) for the proposed development of new commercial/light industrial parks that could lead to significant gains in local job creation and tax base. Locations that are in close proximity to highways 55 and 52 are in high business demand.

EDA staff, in consultation with city planning and engineering staff, have identified a small area of land that is adjacent to an existing light industrial park that is currently zoned agriculture and residential that may or may not be practical as a site for future commercial/industrial development. For the purpose of studying the small area's feasibility for development, staff have recommended the hiring of a professional planning firm to develop a small area plan (SAP) that would utilize the city's existing city comprehensive land use plan, existing utility and roadway studies, plus gather input from community stakeholders including property owners within the defined small area and immediately surrounding it, and from state and county officials and staff, and also commercial real estate professionals in the region all for the purpose of providing recommendations on future development, land use, public infrastructure development and some rough cost estimates for potentially funding the needed development area future public infrastructure to support such private sector development in that defined small area.

As such, the IGH EDA issued a November 9, 2020 dated Request for Proposals (RFP) for professional planning services and two proposals were received by the December 2nd advertised deadline. One proposal was from Hoisington, Koegler Group Inc. (HKGI) for a fee not

to exceed \$49,500 (see attached) and another proposal was received from WSB for a fee not to exceed \$38,500. Utilizing the criteria listed in the RFP, a city leadership team from Community Development (Heather Rand, Allan Hunting) and the Public Works Department (Scott Thureen, Thomas Kaldunski) reviewed the proposals, evaluated their merits based on the RFP specified criteria, and the RFP selection review team unanimously recommend that the EDA enter into a professional service contract with HKGi for the SAP work.

While both vendor proposals are from very reputable planning firms, the HKGi proposal and its related work plan was deemed to deliver more needed value to the EDA and city. The HKGI work team assembled includes representatives from Bolton and Menk, and engineering firm Ehlers Financial who will advise on infrastructure financing costs, and Marquette Advisors who will advise on Twin Cities and SW Metro real estate market research and analysis. It should be noted that the Bolton and Menk team has strong knowledge of the NWA standards for IGH based on their involvement in past and recent projects with city engineering. Lastly, the HKGi team assisted with the planning of the recently adopted IGH 2040 Comprehensive Land Use Plan and NWA SAP south of 70th Street and north of highway 55 that is currently underway, and they have performed admirably. As such, the city's RFP selection review team feel strongly that HKGi are well positioned to utilize their directly relevant and recent planning experience, partnerships, and working knowledge of the city to most successfully complete the development of a SAP for the area south of highway 55 in Inver Grove Heights.

Staff recommends that the EDA award a contract for the S of HWY 55 SAP as we refer to it, to HKGi for a fee not to exceed \$49,500, funded from existing 2020 EDA budget funds (\$27,500) and from a pending city council approved transfer of \$22,000 from the city's 2020 General Fund Community Development Budget, Planning Division, Planning Services Budget Line Item (101.45.3200.419.30600). The plan draft is slated for completion in March/April of 2021 for the planning commission, city council and EDA to publicly review and comment on.



PROPOSAL FOR PLANNING SERVICES
SMALL AREA PLAN
SOUTH OF HIGHWAY 55
INVER GROVE HEIGHTS, MINNESOTA



Prepared by HKGi with
Bolton & Menk, Ehlers, Marquette Advisors
December 2, 2020

SUB-AREA PLANNING GREENVILLE, WISCONSIN

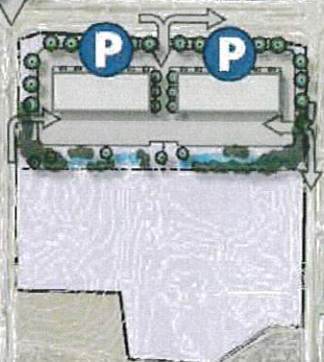


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stormwater
trails
parking

0 100 200 400 600 800
Feet





Planning
Landscape Architecture
Urban Design

123 N. 3rd Street, Suite 100
Minneapolis, MN 55401

612-338-0800

www.hkgi.com

December 2, 2020

Heather Rand, Community Development Director
City of Inver Grove Heights
hbrand@invergroveheights.org

Re: HKGi Proposal to Conduct Small Area Planning for South of Highway 55

Dear Ms. Rand and Members of the Selection Committee:

On behalf of the HKGi team, I am pleased to submit our proposal to assist the City of Inver Grove Heights in developing a Small Area Plan for a 100-acre project area south of Highway 55 near the city's western border.

The team we are proposing for this project, which includes HKGi, Bolton & Menk, Ehlers, and Marquette Advisors, is well-positioned to offer the City greater efficiency in delivering this project on schedule and on budget. First, this team has a deep understanding of the community through past and current project experience in Inver Grove Heights. We understand the City's history, the community's values, and its past and current planning and development direction, which will enable us to move quickly to move this project forward. Second, our current experience conducting planning in the Argenta Trail area has provided us with critical perspectives and also offers us the opportunity to find efficiencies between the two processes. The HKGi team will be able to continue leveraging key stakeholder and agency relationships, ensuring that agency coordination and stakeholder engagement is conducted effectively and efficiently, which is crucial to meeting this project's desired timeframe.

As always, we are pleased to be presented with an opportunity to provide planning assistance to the City, and we look forward to helping the community and key stakeholders take another step in understanding and planning for appropriate development in the Northwest Area.

I will serve as the Project Manager for the planning team, and Brad Scheib will provide key insights and innovative thinking to the land use planning effort. Please feel free to contact us with any questions regarding our proposal. We look forward to speaking with you in more detail about this project and our team's qualifications.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bryan Harjes'.

Bryan Harjes, Vice President
bryan@hkgi.com | 612-310-2419

A handwritten signature in black ink, appearing to read 'Brad Scheib'.

Brad Scheib, Vice President
brad@hkgi.com | 612-616-0180

COLLABORATE
LISTEN
EXPLORE
CREATE



PROJECT APPROACH

Project Understanding

The area south of Highway 55 in the Northwest Area is beginning to face more development pressure with the recent improvements to Yankee Doodle Road and the connection this new four-lane divided roadway creates between Highway 55 and Dodd Road in Eagan. This is evident by the recent light industrial development by Industrial Equities (Inver Grove Heights Industrial Center), which brought an increased estimated value of approximately \$5 million dollars to the area. Additionally, the site at the intersection of Argenta Trail and 82nd Street W/ Alverno Avenue is being marketed for build-to-suit light industrial by the property owner.

We also recognize that traffic, particularly heavier truck traffic, is an issue in this transitioning area. While most of the study area parcels are vacant or undeveloped, the adjacent land area includes some larger lot residential uses along with the adjacent Emerald Hills Village Manufactured Home Park, increasing the need to balance local access, safety and regional roadway connections with the onset of new development. Dakota County has conducted multiple transportation studies related to this area, including the Regional Roadway Visioning Study and the Pine Bend Study, that identify an alignment for an upgraded 3-lane corridor through the study area (see the graphics on the facing page).

Understanding the roadway geometry, access spacing, and the viability of development on the remaining land will be critical in maximizing the City's

return on investment for necessary sewer, water, stormwater and roadway improvements. This push and pull will be explored through the process and seek to balance property owner, agency, and City needs to create the best plan for future development.

The HKGi team recognizes and understands the significant importance of stormwater management in the area and the impact that development will have on runoff and particularly the Marcott chain of lakes. The rolling topography combined with the increased impervious surface of expanded roadways and new development creates both challenges and opportunities for stormwater treatment.

The HKGi team understands the need and importance of working with all stakeholders in the small area planning process, understanding everyone's wants and needs, issues or concerns, and varying perspectives. As we stated with the Argenta Small Area Study, together our team has the ability to navigate very challenging sets of objectives and we understand that tough recommendations may need to be made as part of this planning effort, and potentially to some stakeholders' disdain for the greater benefit of the area.

At the end of the day, the process is almost as important as the plan. We understand and believe strongly in conducting a transparent and open planning process, and that being honest and respectful throughout will lead to successful and enduring outcomes.

Figure 30 Overall Transportation System Needs

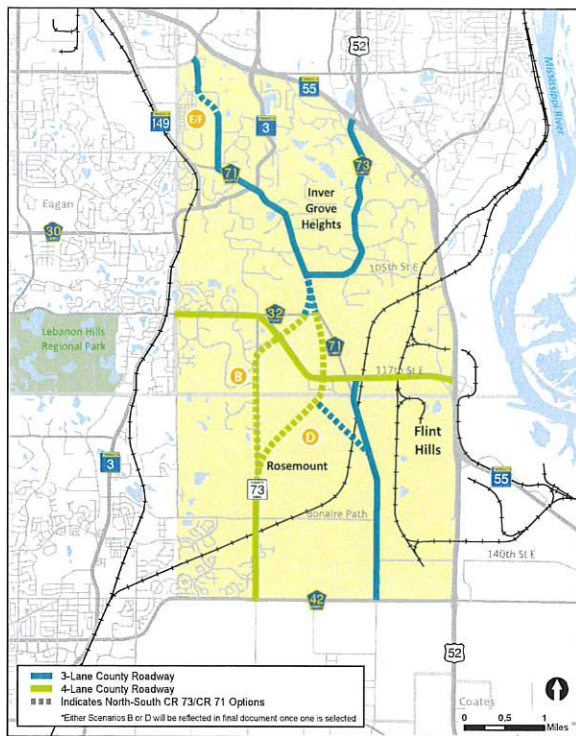
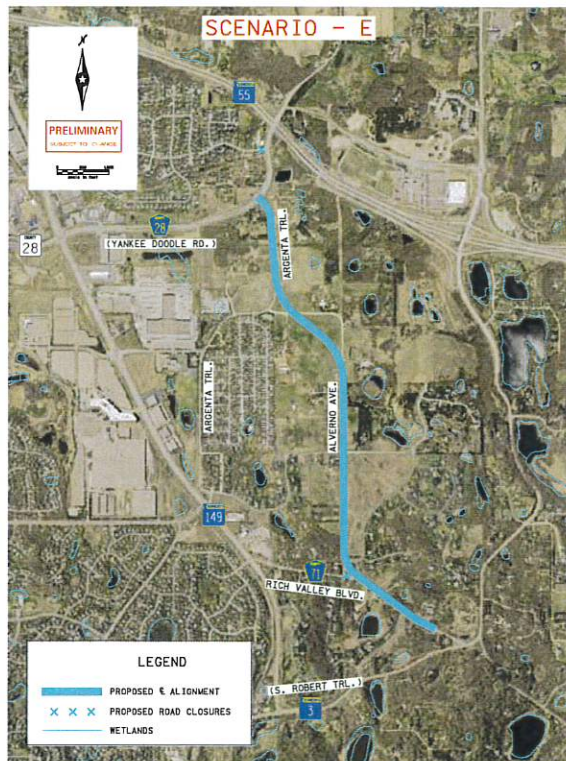


Figure 19 Scenario F



Figure 18 Scenario E



Project Assumptions

- » In response to the COVID-19 Pandemic, all meetings will be held either virtual or in person using proper social distancing, masks or other attire. The HKGi team will work within the directives appropriate for the comfort level of the City staff, City Council, the HKGi team and stakeholders.
- » Agency coordination (MnDOT, Dakota County, City of Eagan, Lower Mississippi Watershed District) will be done throughout the course of the project and is built into each task.
- » The HKGi team will work closely with the City GIS staff to ensure accurate mapping is used at the beginning of the process, and will provide City GIS staff with all GIS-related deliverables at the end of the process.
- » The HKGi team will work closely with department heads to ensure continual communication across all departments so advisory boards and commissions can stay abreast of project status and overlapping planning tasks can be considered.

- » Final deliverables will be prepared in a way that will facilitate future financial analysis for Northwest Area development fees to the extent that development in this area contributes to the Northwest Area financial model.
- » Staff will facilitate final consideration by City Council. The Consultant team will provide support as needed.

Work Plan

Task 1 - Understand the Context

The HKGi team has a leg up in this task and can be very efficient because our team is intimately familiar with the existing land ownership patterns, infrastructure system and land use plan for the area. We understand the topographic constraints, access issues and land uses both within and adjacent to the site. With this task we will create a series of graphics showing the site context including developable and undevelopable lands, natural resources, development constraints, and known issues. We will assemble layered diagrams to fully demonstrate the challenges, issues, and opportunities within the project area..

Subtasks include:

- 1.1 Project mapping
- 1.2 Project story boarding graphics
- 1.3 Collaboration with City Staff
- 1.4 Coordination with agency and stakeholders – particularly access management and long-term transportation plans for the Argenta Trail/Alverno Avenue roadway alignment, planned intersection with Yankee Doodle Road, and the southern leg plan for the future interchange configuration at Argenta Trail/ Highway 55

Task 1 Deliverables:

- » Project context storymap and online information platform to provide relevant background information

Task 2 - Confirm Project Objectives

This project includes understanding the desires of all stakeholders. The HKGi team brings the crucial ability to lead a broad group of people with divergent perspectives and opinions through a planning process that finds the right balance enabling appropriate development to move forward.

- » Certain project components are absolutes or non-variable. For development to occur sewer and water service must be extended, stormwater must be managed, and a transportation network must serve the area and provide access. These public and private improvements must be financially feasible and supported by the market place. Entitlements require a process.
- » Other project components are more variable or subjective. These represent more of a want than a need. They are expressed in generalities and often carry with them trade-offs or additional steps needed in order to realize what that specific want is. Existing residents may want nothing to happen or prefer open space. A property owner may want a greater possible return on investment. The City wants to find the best solution to meet the needs of all.

This task will include an extensive amount of stakeholder engagement, listening to and considering the perspectives of all stakeholders. We will include the following key subtasks to ensure engagement occurs in a safe yet inclusive manner.

- 2.1 Set up an online interactive mapping and survey mechanism engagement tool (Social Pinpoint) to collect initial open-ended input.
- 2.2 Facilitate individual meetings with all property owners in the study area. We envision approximately 8 meetings including recently developed and undeveloped properties.
- 2.3 Facilitate one virtual workshop with existing residents and land owners surrounding the project area, including the manufactured home park and surrounding larger lot residential land owners.
- 2.4 Facilitate a workshop with City Council/ EDA to review findings. We will also prepare materials for staff to facilitate discussion with other advisory commissions as needed (Planning/Parks/Housing).

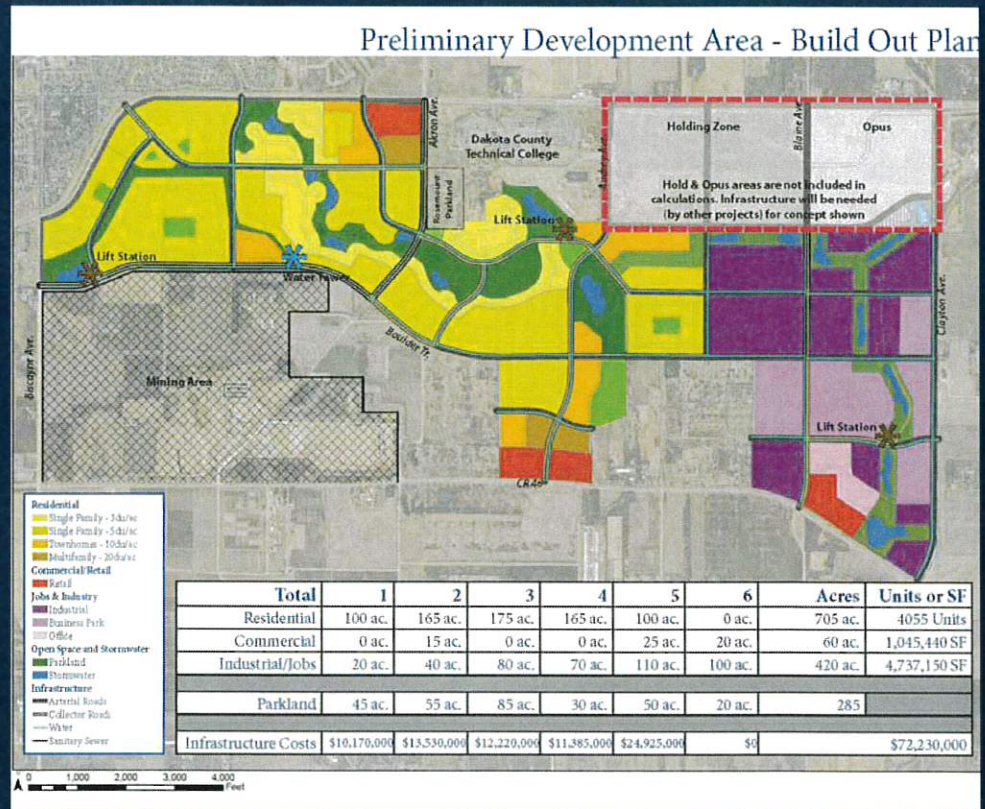


HIGHLIGHT

UMORE PARK DEVELOPMENT SERVICES

HKGi and Ehlers have worked together in the past to provide development planning services to help communities phase their infrastructure investments and understand development impacts and returns.

For the UMore Park Master Plan in Rosemount, the planning done by HKGi and Ehlers helped the City of Rosemount develop a phasing strategy that balanced their investments in new infrastructure with the expected land development returns on those investments.



Ehlers - Assumptions for Analysis

Average Valuation Assumptions	
Development Type	Value
Industrial per bldg. sq. ft.	\$55
Retail per bldg. sq. ft.	\$125
Office per bldg. sq. ft.	\$100
Large lot housing EMV per unit	\$450,000
Large lot housing taxable MV per unit*	\$450,000
Small lot housing EMV per unit	\$375,000
Small lot housing taxable MV per unit*	\$371,510
Townhouses EMV per unit	\$275,000
Townhouses taxable MV per unit*	\$262,510
High density housing per unit	\$160,000

Land Sale Assumptions	
Development Type	Value
Industrial per land sq. ft.	\$2
Retail per land sq. ft.	\$8
Office per land sq. ft.	\$6
Large Lot Housing per unit	\$25,000
Small lot Housing per unit	\$15,000
Townhouses per unit	\$10,000
High Density Housing per unit	\$8,000

*Adjusted for market value homestead exclusion

**One possible allocation based on the financing model established through the University's agreement with Opus for industrial development. Actual financing scenarios may vary depending on the specifics of each project and feasibility of developer and City participation

Note: Assumptions are based on current market conditions and tax rates and are subject to change

Lot Coverage Assumptions	
Item	Amount
Industrial Net Lot Coverage	25%
Retail / Office Net Lot Coverage	40%
Large Lot Housing Units Per Acre	3
Small lot Housing Units Per Acre	5
Townhouse Units Per Acre	10
High Density Units Per Acre	20

Infrastructure Cost Allocation**	
Entity	Amount
University	1/3
Developer	1/3
City	1/3

- 2.5 We will draft a set of project objectives (Draft 1 will be developed with City staff and presented to City Council at a work session, Draft 2 will include City Council and City staff) – these objectives will help guide the process.

Task 2 Deliverables

- » Online community/stakeholder engagement tools
- » Survey questions
- » Context presentation and graphics for stakeholder use
- » Invite text/information for stakeholder engagement
- » Summary of stakeholder input
- » Draft objectives memo – (Draft 1 and Draft 2)

Task 3 - Explore Alternatives

Concept Alternatives

We will explore up to three alternatives at a general site plan level of detail (i.e. building footprints, parking, stormwater allocation and rough grading) to test scenarios for development. These scenarios will be driven by input and data collected to this point. Likely alternatives will explore commercial/light industrial, medium and higher density housing and low-medium density residential uses. We will work with City staff and Marquette Advisors and their knowledge of the development market to best determine the appropriate mix of land uses and product types to explore in the alternatives. Each alternative will include a summary of land use/development yield by parcel, roadway network and pattern including access and circulation to major roadways, stormwater allocation and grading impacts.

Alternatives will be generated in rough concept sketch then vetted with City Staff. Modifications will be incorporated and graphics will be assembled into computer rendered plan graphics for clear communication to stakeholders.

Utility Service Review

Using the City's comprehensive planning documents, prior area studies, and our knowledge of the area, we will provide an analysis of utility service options for the Alternative scenarios. This will include discussion of trunk and lateral utility extension fees, utility depths, and considerations for utility phasing and construction.

Traffic and Transportation Analysis and Review

Using previous information included in the 2040 Comprehensive Land Use Plan, NW Area AUAR, Collector Street Plan, Dakota County Transportation Plan, Eagan Comprehensive Plan and the Regional Roadway System Visioning Study as a basis, we will complete an analysis and determination of the street network appropriate for the area. This analysis will look into the expected traffic volumes, access spacing, land use destinations, and other factors that impact the roadway network needs. Of special consideration in these types of studies is making sure that the roadway section can handle the expected traffic volumes and that the roadway is planned for safe and mobile travel. We will determine the expected number of trips on the roadways and its impact to roadway capacity limits and review access locations and spacing appropriate to handle the traffic in a safe way. Traffic volumes will be collected through the previous studies, trip generation analysis as required, and available traffic data. Recommendations will include access locations, roadway sections, and a general understanding of potential traffic control needs as the area is developed.

Subtasks include:

- 3.1 High-level market evaluation and assessment
- 3.2 Alternatives development
- 3.3 Utility service review
- 3.4 Traffic and transportation analysis and review
- 3.5 Fiscal impact and proforma for each Alternative
- 3.6 Staff workshop to review alternatives
- 3.7 Alternative refinement
- 3.8 City Council workshop

Task 3 Deliverables

- » Up to three sketch level alternatives
- » Alternatives in computer rendered plan graphics
- » System diagrams (roadway/traffic, sewer/water, stormwater, parks, trails/sidewalks)
- » Development proforma (all three alternatives)
- » Market evaluation and assessment

Task 4 - Converge on a Preferred Plan

- » This task will focus on an engagement process to help stakeholders understand the components of each alternative and the challenges and opportunities with each. This task will also facilitate a discussion around the design details that could be incorporated with each alternative in order to address major concerns or issues. Lastly, a simple survey will be deployed to gauge a high-level political acceptance of each alternative. The following are key subtasks:

- 4.1 Prepare summary presentation materials
- 4.2 Prepare and launch online engagement mechanism
- 4.3 Facilitate stakeholder reviews including up to 8 individual meetings, 1 community workshop, and City Council meeting

Task 4 Deliverables

- » Presentation materials
- » Online engagement platform
- » Meeting notice/invite text and meeting facilitation
- » Summary memorandum of engagement results.



Task 5 - Assemble Master Plan

- » This task will include assembling the preferred master plan based on the technical review of the alternatives and the engagement process. A preferred master plan will be assembled to include a bubble land use diagram, an illustrative master plan, development yield data, and development proforma data including public infrastructure costs. Additional design details/policy/guidelines will be developed as a mechanism to facilitate future site plans and entitlements. Key road way network and intersection design standards will be established associated with the preferred master plan and level of magnitude. Final deliverables will be prepared in a manner to facilitate necessary comprehensive plan and rezoning processes.

Task 5 Deliverables

- » Preferred master plan in electronic PDF form (Draft 1 for review, Draft 2 for approval process and Final Plan)
- » Materials for City Council consideration
- » All digital files in original form



Schedule

The table on the following page illustrates our anticipated schedule to conduct the preceding work scope. The RFP indicates a desired project schedule beginning by December 15, 2020 with final recommendations and cost estimates completed in March, 2021. The primary plan directions will be established by the end of March with final City Council approval anticipated at the first meeting on April 12, 2021.

The schedule will stagger stakeholder and community engagement windows between the Argenta Small Area Plan and the two rounds of engagement planned for the South of 55 Small Area Plan. An immediate first step is to establish a joint schedule for both projects with City staff to balance existing staff commitments and the necessary sequence of each planning process.

		December			January				February				March				April		
		14-18	21-25	28-1	4-8	11-15	18-22	25-29	1-5	8-12	15-19	22-26	1-5	8-12	15-19	22-26	29-2	5-9	12-16
Task	Task Description																		
1	Understand the Context																		
1.1	Project Mapping																		
1.2	Project Storyboard graphics																		
1.3	Collaboration with City staff																		
1.4	Coordination with Agencies and Stakeholders																		
2	Confirm Project Objectives																		
2.1	Set up online engagement tool + Survey questions																		
2.2	Facilitate workshops with property owners (6)																		
2.3	Facilitate workshop with existing residents																		
2.4	Facilitate workshops with City Council/ EDA																		
2.5	Draft set of project objectives																		
3	Explore Alternatives																		
3.1	Market evaluation and assessment																		
3.2	Alternative development + system diagrams																		
3.3	Utility service review																		
3.4	Traffic and Transportation analysis and review																		
3.5	Fiscal impact and proforma for each alternative																		
3.6	Staff workshop to review alternatives																		
3.7	Alternative refinement																		
3.8	City Council Workshop																		
4	Converge on a Preferred Plan																		
4.1	Prepare summary presentation materials																		
4.2	Prepare and launch online engagement platform																		
4.3	Meeting notice/ invite text and meeting facilitation																		
4.4	Summary memorandum of engagement results																		
5	Assemble Master Plan																		
5.1	Preferred master plan in electronic PDF form - Draft 1																		
5.2	Preferred master plan in electronic PDF form - Draft 2																		
5.3	Preferred master plan in electronic PDF form - Final Plan																		
5.4	Coordination with City staff																		
	City Council Work Session																		
	City Council Meeting (Final Approvals)																		
	Stakeholder / Agency Meetings-Review																		
	Property Owners and Residents Meetings-Review																		
	Online Review																		
	Staff Meetings/ Workshop																		



CONSULTANT TEAM

Team Overview

The HKGi team has extensive history and current working understanding of the project area and the team is currently conducting the Argenta Small Area Study just north of the project area.

- » HKGi completed a number of comprehensive plan updates that included working with landowners in the Northwest Area to understand development pressures, site constraints and challenges (topographic and natural resource based), infrastructure needs and challenges (utility pipeline easements, sanitary sewer and water system improvements, stormwater management needs), and transportation and access challenges (agency coordination, roadway function and design, site access and sightlines/spacing, and traffic volumes). We have also worked closely with the city finance team to understand the impacts that market driven development and growth have had on the methodology used to fund development costs.
- » Bolton and Menk has extensive history and current project work planning and designing the City's sanitary sewer infrastructure serving the Northwest Area. Bolton and Menk also have strong knowledge of the County and State roadway systems surrounding this area and the access management standards. Additionally, Bolton & Menk staff have extensive experience coordinating infrastructure with Dakota County and MnDOT staff within the Northwest Area. HKGi has worked closely with Bolton & Menk to integrate sanitary sewer data into land use planning in the Northwest Area and the comprehensive plan updates.
- » Ehlers and Associates has worked closely with HKGi in developing and maintaining a fiscal model to make sure that the city understands the financial implications when pressured to approve market driven development proposals that don't necessarily pay their own way. Working with HKGi to continually re-evaluate land use in the Northwest Area and making sure land use and infrastructure assumptions can still enable a financially feasible future.
- » Marquette Advisors has a long history of working with public and private sector clients within the region in understanding market demand and supply, and working strategically to help determine what a community might need to do in order to position itself for a use that the market may not be primed for.

HKGi

HKGi was established in 1982 to provide community-based planning and landscape architecture services to clients throughout the Upper Midwest. Our objective is to help our clients build great places for people to live, work, and play. We achieve this objective by combining our technical skills and creativity with the knowledge about the community's strengths, values, and challenges that only community members and leaders can provide. We use their input as the foundation for plans, designs, and strategies that prepare them for the future and put them in position to thrive as the community grows and evolves.

HKGi will serve as the lead firm on this project and will provide project management, urban design, and land use planning leadership.

Bolton & Menk, Inc.

We believe all people should live in safe, sustainable, and beautiful communities and we take pride in our ability to make that happen. We specialize in providing public infrastructure solutions. We provide the best services and solutions for our clients, from advocating for our communities to designing their dreams to finding funding. We take pride in our work and are committed to collaborative decision-making and to keeping our clients' projects on schedule, within budget, and focused on real, workable solutions.

Bolton & Menk will provide municipal infrastructure and transportation planning and engineering service for this project.

Ehlers

Ehlers has been privileged to serve as financial advisor to the City of Inver Grove Heights for over two decades. Our familiarity with the Northwest Area and the City's development goals began in 2007 when utilities were first extended into that part of the City. We have worked in partnership with the City and HKGi since that time to plan and finance street and utility improvements in the Northwest Area.

Ehlers will provide development financial feasibility analysis expertise to the planning team for this project.

Marquette Advisors

Marquette Advisors is a full-service real estate consulting firm, providing market and financial feasibility studies, appraisals, and varied advisory services on behalf of the real estate development community. We are regularly called upon to assist property owners, developers, investors, lenders, and public agencies in making intelligent decisions regarding real estate development and investment opportunities.

Marquette will provide market research and analysis services for this project.



Planning
Landscape Architecture
Urban Design



612.338.0800



www.hkgi.com



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Minneapolis, Minnesota 55401



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& MENK**

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p: 651.697.8500

w: www.ehlers-inc.com



50 South 6th Street, Suite 1308
Minneapolis, MN 55402

p: 612.335.8888

w: www.marquetteadvisors.com

Key Personnel

The HKGI team proposed for this project consists of the same team members who have been providing assistance on small area planning along Argenta Trail elsewhere in the Northwest Area. Our team members are familiar with the development context in the Northwest Area and also understand the City of Inver Grove Heights and its long-term planning direction. The HKGI team brings experience with urban design, land use planning, landscape architecture, public financing and strategic planning, real estate market research and analysis, and transportation and infrastructure planning.

Our team is organized as indicated below with resumes included on the pages that follow.

City of Inver Grove Heights

Bryan Harjes

HKGI
Project Manager &
Urban Design Lead

Brad Scheib

HKGI
Land Use Planner

Brian Hilgardner

BOLTON & MENK
Engineering Principal

Eric Seaburg

BOLTON & MENK
Engineering Lead

Aaron Warford

BOLTON & MENK
Transportation Engineer

Bryan Nemeth

BOLTON & MENK
Traffic Engineer

Jason Aarsvold

EHLERS
Financing Strategy

Jessica Cook

EHLERS
Financing Strategy

Brent Wittenberg

MARQUETTE ADVISORS
Market Strategy

South of 55 Small Area Plan



Bryan Harjes

PLA, LEED AP

Vice President

612.252.7124

bryan@hkgi.com

Years of Experience: 21

Education

Master of Landscape Architecture and
Bachelor of Environmental Design,
University of Minnesota

Registration

Landscape Architect, Minnesota, License No.
42954

Awards

2018 ASLA-MN Merit Award for Planning
and Urban Design - St. Louis River Estuary
National Water Trail Master Plan - Duluth-
Superior

2016 AIA Minneapolis Preservation Award
- Minnehaha Park Refectory Renovation,
Minneapolis

2015 ACEC-MN Engineering Excellence
Honor Award - Buffalo Commons, Buffalo,
MN

2014 APA-IA Innovation in Economic
Planning and Development Award - Merle
Hay Road Gateway Redevelopment Master
Plan, Johnston, IA

Bryan will be Project Manager for the consultant team and will lead the urban design and development concept planning effort.

Bryan's involvement in numerous award-winning projects attests to his expertise and creativity as an urban designer. He has provided urban design and concept planning leadership on several projects similar to the small area planning that will be involved in this project.

He brings creativity, an ability to lead and facilitate idea generation, and strong critical thinking skills to his project work. His contributions are particularly effective in public workshop and charrette environments, where his ability to listen to ideas and transform them into drawings enables participants to envision and evaluate potential development scenarios.

Relevant Project Experience

- » 171st Avenue Focus Area Study | Elk River, MN
- » Business and Industrial Park Master Plan | Northfield, MN
- » UMore Park Master Plan and Development Services | Rosemount, MN
- » Comprehensive Plan | Inver Grove Heights, MN
- » CR50 Economic Development Study | Lakeville, MN
- » 105th Avenue Area Master Plan | Maple Grove, MN
- » Western Shakopee/Jackson Township Land Use Master Plan | Shakopee, MN
- » Downtown Master Plan | St. Francis, MN
- » Concord Boulevard Neighborhood Master Plan | Inver Grove Heights, MN
- » Merle Hay Road Gateway Redevelopment Plan | Johnston, IA
- » Urban Village Master Plan | Woodbury, MN



STRENGTHS SUMMARY

Design Creativity
Problem Solving
Idea Generation & Evaluation



Brad Scheib

AICP

Vice President

612.252.7122

bscheib@hkgi.com

Years of Experience: 26

Education

B.S., Community and Regional Planning -
Iowa State University

Registration

American Institute of Certified Planners -
Cert. #013665

Awards

2019 WI APA Innovation in Planning Award -
New Richmond Comprehensive Plan

2019 MN APA Excellence in Community
Engagement Award - Red Wing 2040
Community Plan

2015 MI APA Daniel Burnham Award for a
Comprehensive Plan - Comprehensive Plan
for the City of Ironwood

2015 MN APA Planning in Context Award -
Moorhead River Corridor Master Plan

2010 MN Preservation Award and 2010
MN-ASLA Merit Award for Planning and
Research - Red Wing Downtown Action Plan

2004 MN-APA Award for an Outstanding
Plan - Downtown East/North Loop Master
Plan; Minneapolis

Brad will provide land use planning guidance to the team and will help the team understand previous planning conducted for the project area as well as development opportunities and constraints in the Northwest Area.

Brad has been a leader in community planning and development throughout his career. He has a strong understanding of the factors that lead to successful community development, which he has built through planning work on AUAR projects and in growth areas throughout the metropolitan area.

Brad has also been a leader in the innovative use of technology to create community planning solutions. He has created several tools to help clients explore potential land use scenarios and track implementation initiatives. He is a bold thinker who consistently explores new methods for enhancing the planning process and solving community development problems.

His life experiences growing up on a farm and in a small rural town in Iowa complements his planning experience.

Relevant Project Experience

- » Comprehensive Plan (3) | Inver Grove Heights, MN
- » NW Quadrant Study and Zoning Ordinance | Inver Grove Heights, MN
- » Western Shakopee/Jackson Township Land Use Master Plan | Shakopee, MN
- » Lockheed Martin Site Redevelopment Study | Eagan, MN
- » Downtown Redevelopment Plan | Victoria, MN
- » Sub-Area Plan and Zoning Ordinance Update | Greenville, WI
- » Growth Area AUAR and Bluff Creek Zoning Overlay District | Chanhassen, MN



STRENGTHS SUMMARY

Creative Problem Solving
Innovative Use of Technology
Listening & Communication

Brian will be responsible for quality control/quality assurance for Bolton & Menk's work on the project. He will work closely with Eric to ensure critical issues are addressed in a timely manner and will make sure that the team has adequate staff to keep the project on schedule.

When it comes to clients, Brian takes time to get to know them on a deeper level, building trust in him and the Bolton & Menk team. Since beginning his career in 1998, he has gained a range of experience in project administration, from conception through construction. His background as a project manager includes development and design of municipal reconstruction projects, with an expertise in trenchless technology techniques. Over the years, Brian has fostered strong relationships with both his clients and employees. He is passionate about mentoring and helping train young EITs on proper construction observation skills and career development.

Eric serves as the primary point-of-contact for Bolton & Menk municipal services in Inver Grove Heights. He will coordinate all aspects of project delivery and will be responsible for meeting the schedule, scope management process, design, and budget. Eric is a proven project manager and thrives in multi-disciplinary projects requiring input from Bolton & Menk's various specialty groups. His prior work in the City of Inver Grove Heights and Dakota County will provide the backbone needed for a successful private utility coordination process.

Working as a team with our clients to solve difficult problems is what drives Eric in his role as a project engineer. Eric began his engineering career in 2008. He ushers projects through conception, CIP budgeting, design, construction, and long-term maintenance. He is experienced with project management, schedule and budget management, construction management, right-of-way acquisition and management, utility coordination and permitting, state aid procedures and reporting, multi-agency coordination, asset management, and as-built drawing development. His prior experience working for a municipality helps him relate to our clients and deliver projects that meet their expectations.



Brian Hilgardner

P.E.

Senior Project Manager/Principal-in-Charge



Eric Seaburg

P.E.

Project Manager



Real People. Real Solutions.

Aaron will coordinate with Dakota County, MnDOT, and other agencies as needed to address for transportation system planning.

In serving clients for more than 20 years, Aaron has developed considerable expertise managing multi-agency transportation projects, including several recent corridor expansion projects for both MnDOT and Dakota County. These projects required traffic, mobility, and safety improvements impacting city, county, and state highways. Under Aaron's leadership, Bolton & Menk has assisted city, county and MnDOT staff in developing and implementing public involvement plans for critical arterials in growing communities. We focus on developing publicly acceptable solutions that meet the needs of local and regional users and will always represent project partner interests in a positive and professional manner.

Bryan will lead the traffic analysis and access management study components.

Bryan will be responsible for completing critical review of traffic elements and completing traffic analysis as required. This includes evaluating access locations, traffic volumes, roadway lane needs, and overall traffic elements in the development of a safe roadway system. Bryan has extensive experience with traffic operations and safety analysis as required for these studies.

Bryan is a principal traffic engineer with nearly 20 years of experience. He leads the Bolton & Menk traffic group and provides project management on traffic analysis, strategic planning, and design projects. He has extensive knowledge of the technologies and infrastructure components of the transportation system. He uses this knowledge to enhance the planning for regional and local transportation initiatives and move ideas into actual deployment. His passions include traffic safety, traffic operations, deployment of new technologies, and critical methodology analysis.



Aaron Warford

P.E.

Principal Transportation Engineer



Bryan Nemeth

P.E., PTOE

Principal Traffic Engineer



Real People. Real Solutions.



JASON AARSVOLD, CIPMA

Senior Municipal Advisor

Jason serves as a Senior Municipal Advisor for Ehlers' Minnesota City Team. He brings nearly two decades of municipal development and finance experience to his role with the firm. Jason has analyzed and negotiated some of the most complicated economic development and redevelopment projects in Minnesota, navigating complex financial issues and creating new, innovative community solutions. One of Jason's greatest attributes is his ability to demystify the complexities of the economic development process for his clients. He unites community leaders, developers and residents, guiding them through program development with his strong market knowledge and public finance expertise.

☎ (651) 697-8512 ✉ jaarsvold@ehlers-inc.com

AREAS OF EXPERTISE

Debt Planning & Issuance

- Analysis & Presentation of Alternative Financing Options
- TIF Revenue Bonds
- Housing Revenue Bonds
- Non-Profit & Industrial Revenue Bonds
- Client Representation to Bond Market & Rating Agencies
- Referendum Strategy
- Special Legislation Strategy

Financial Management Planning

- Economic Development Strategy
- Financial Management Planning
- Capital Improvement Planning

Economic Development & Redevelopment

- Tax Increment & Tax Abatement
- Downtown Redevelopment & Revitalization
- Developer Selection & Negotiations
- Developer Pro-Forma Analysis/But-For Test
- Project Management Services
- Land Acquisition & Relocation
- Grant Writing
- Public Participation Process

LICENSES & CERTIFICATIONS

- Series 50 License: Municipal Advisor Representative
- Registered Municipal Advisor
- Economic Development Finance Professional

- Certified Independent Professional Municipal Advisor (CIPMA)
- Housing Development Finance Professional

PROFESSIONAL MEMBERSHIPS

- Economic Development Association of Minnesota
- Urban Land Institute

EDUCATION

- Bachelor of Arts - Local and Urban Affairs
St. Cloud State University
- Master of Arts - Urban and Regional Studies
Minnesota State University, Mankato

NOTABLE PROJECTS

Target Office Campus (Brooklyn Park) - negotiated agreement for 330+ acre build-out

New Hope City Center - Advised in developer selection and negotiation, analyzed project financing, created TIF district and provided project management services

Duluth Housing Action Plan - Prepared action plan for needed housing, identified financing options, analyzed financial feasibility of proposed projects and creation of TIF Districts





JESSICA COOK

Economic Development Advisor

Jessica is an Economic Development Advisor with Ehlers' Minnesota Municipal Finance Team and also leads our Financial Specialist Team for all regions. She works with communities on financial planning and development financing, with specialized expertise in utility rate studies. Under Jessica's collaborative leadership, Ehlers' specialists have completed over 50 utility rate studies and 70 long-term financial plans in the last five years alone. In addition, she advised on projects including the Southdale Mall redevelopment and the Target store in Inver Grove Heights, MN. One of Jessica's strengths is her ability to communicate the policy implications of financing and rate setting options, leading communities to make sound financial decisions.

☎ (651) 697-8546 ✉ jcook@ehlers-inc.com

AREAS OF EXPERTISE

Financial Management Planning

Strategic Long-Term Financial Planning
Utility Rate Studies
Capital Improvement Planning
Development Fee Analyses

Economic Development & Redevelopment

Tax Increment Financing (TIF)
TIF District Creation & Amendment
TIF Revenue Projection
Developer Selection & Negotiations
Developer Pro-Forma Analysis / But-For-Test

LICENSES & CERTIFICATIONS

Series 50 License: Municipal Advisor Representative

PROFESSIONAL MEMBERSHIPS

Minnesota Government Financial Officers Association
Sensible Land Use Coalition
National Association of Housing & Redevelopment Officials

EDUCATION

Bachelor of Science - Sociology
University of Wisconsin, Madison
Master of Business Administration (Coursework)
University of St. Thomas, St. Paul

COMMUNITY INVOLVEMENT

OneVillage Partners - Volunteer

NOTABLE PROJECTS

Stormwater Analysis, City of St. Paul – developed financial plan for funding stacked green infrastructure for Allianz Field and Westside Flats redevelopment areas

Utility Rate Study, City of Chanhassen – complete annual rate study to establish user charges and development fees to finance new water treatment plant

Target, Inver Grove Heights – negotiated public assistance amount and structure for new Target store and outlot development





Brent E. Wittenberg CRE

Vice President

Brent will conduct the project's market research and analysis, helping the planning team identify feasible land use concepts and development strategies.

Brent has a diverse background and for more than 23 years has completed numerous consulting assignments for income producing real estate developments. He has completed assignments in 37 states and in Canada, including market and financial feasibility studies, economic and fiscal impact studies, and varied consulting assignments.

He is a known expert in the field of real estate research and feasibility analysis, spanning all property sectors. He has completed engagements related to multifamily housing, residential subdivision analysis, seniors housing, student housing, hotels, casinos, conference and banquet facilities, golf courses, retail shopping centers, office buildings, business and industrial parks, individual retail store operations, gas station/convenience stores, full service truck stops, office and industrial developments, community centers and health/fitness clubs, and aviation-related real estate facilities such as corporate hangars and FBOs. Brent has developed an expertise in providing feasibility studies for complex mixed-use projects, redevelopment projects, urban infill and downtown development. He understands the unique aspects of redevelopment and public-private partnerships, having also worked in city planning.

Brent has also developed a specialty in providing affordable housing market analyses and needs assessments on behalf of cities, counties, regional and state planning agencies throughout the United States. Specifically, his studies have addressed the relationship between housing affordability and economic development. Recently, he has authored reports on this issue on behalf of clients in the Twin Cities Metro Area, as well as Portland, OR Tallahassee, FL and Jasper and Beaufort Counties (Hilton Head), SC.

Education

Master of City and Regional Planning - Clemson University

Bachelor of Arts Degree in Local and Urban Affairs - St. Cloud State University

Memberships

American Society of Real Estate Counselors (CRE).

Activities

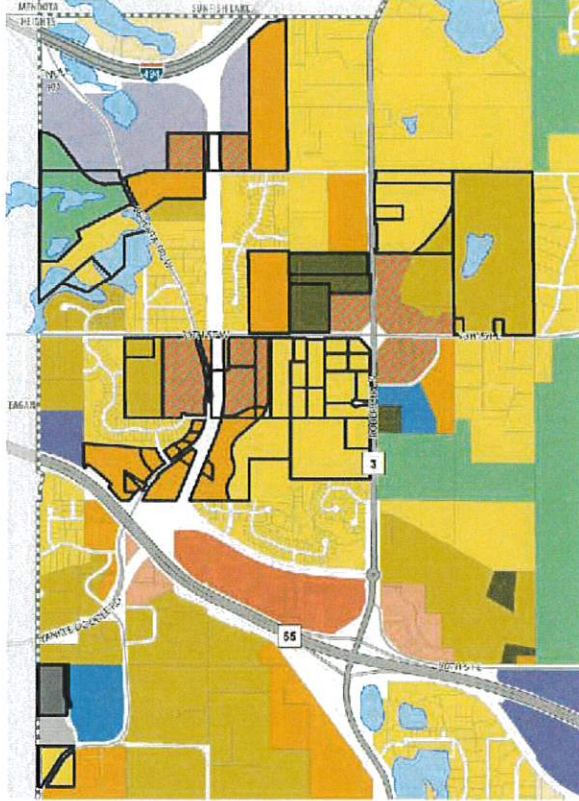
- Guest Speaker - Urban Land Institute conferences and seminars sponsored by the Minnesota Multi-Housing Association and the Institute of Real Estate Management.
- Past Member, Board of Directors - Minnesota Multi-Housing Association



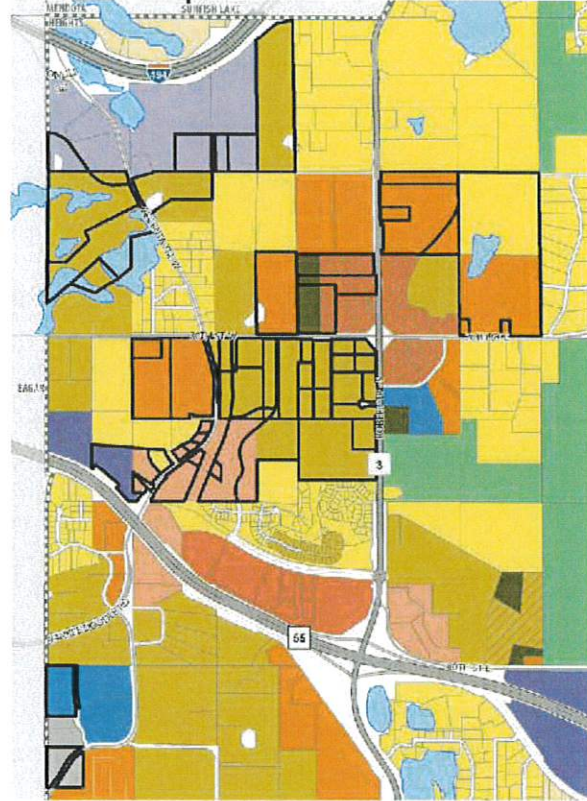
RELEVANT EXPERIENCE

Northwest Area Change Area

This Plan



2030 Comprehensive Plan



2040 Comprehensive Plan and NW Area Planning

HKGi has assisted the City with its comprehensive planning since 1999 and recently completed its third Comprehensive Plan for the City, which is intended to guide planning and investment decisions through 2040. Since HKGi conducted the Northwest Quadrant Study and helped the City create the Northwest Overlay District in the early 2000s, planning for the Northwest Quadrant has remained an important component of the two most recent Comprehensive Plans and other planning initiatives.

Topography, infrastructure and transportation improvements, tree cover, storm water management techniques, market conditions, and property owner interests have continued to be important factors influencing development in the Northwest District. As conditions, technology and Best Management Practices continue to evolve, achieving a balance to ensure that development can occur in a fiscally feasible manner has continued to require adjustments to planning for the area. The Land Management Database Tool that HKGi developed has aided the planning team and the City's planners in the analysis of development assumptions, allowing planners to more efficiently assess the impacts of potential development and update development projections over time.

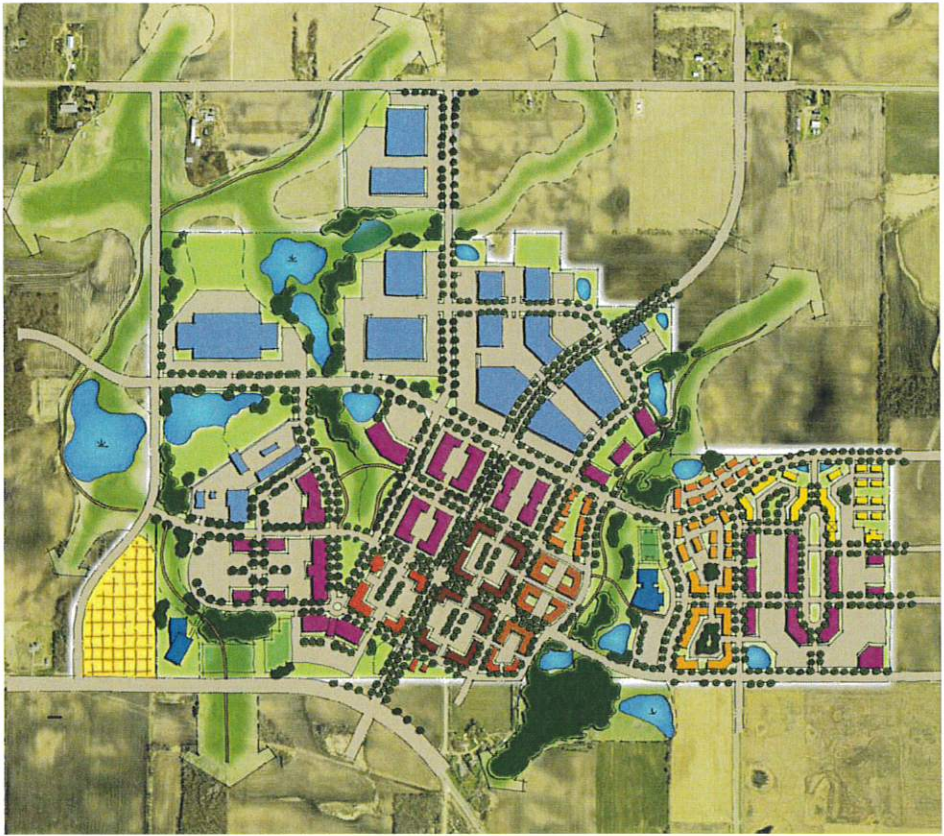
HIGHLIGHTS

Consistent planning in the Northwest Area since the establishment of the Overlay District

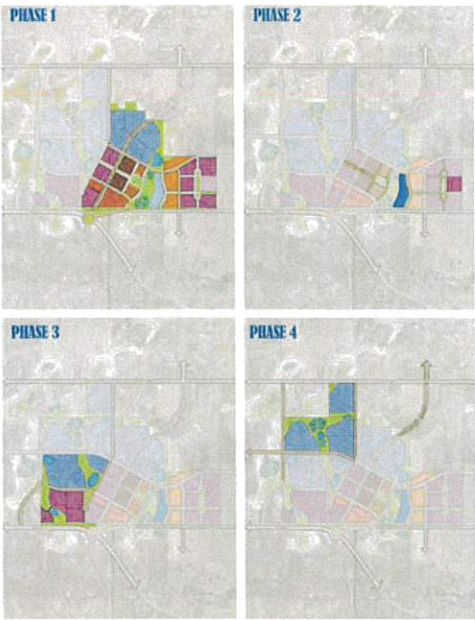
Land use development tool created to assist in analysis of development impacts

Long-term understanding of the community, its development context, and its development objectives





Visual communication materials for the northern site include an Illustrative master plan (left), the open space plan (top), and a phasing plan (bottom).



Business & Industrial Park Master Plan

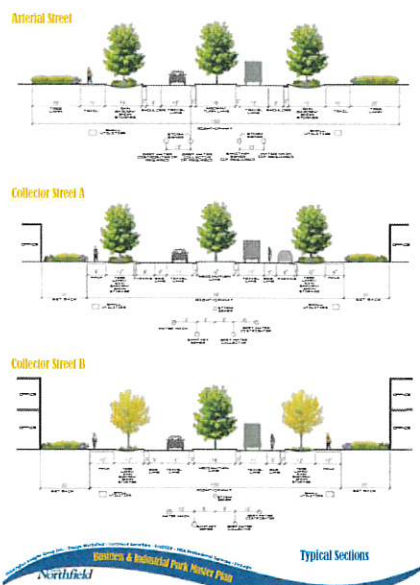
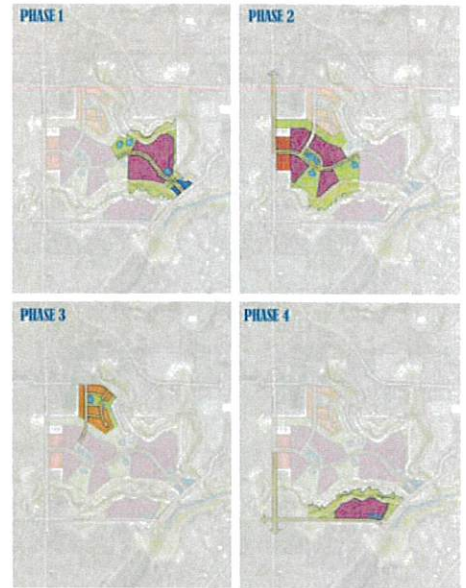
Northfield, Minnesota - HKGi led a multi-disciplinary team of consultants that created development standards, marketing strategies, and a master plan for business and industrial development on two recently-annexed sites located in Northfield. Each multi-owner site is approximately 500 acres and currently zoned for agricultural land uses. The purpose of the master planning effort was to establish a vision for future business and industrial growth within the city that is both economically viable and in alliance with City goals and objectives for sustainable development. HKGi conducted a series of charrettes and workshops to gather community input for the planning process and to ensure that the plan reflects community goals and desires.

The master plan establishes future land use patterns, road systems, utility needs, open spaces, building patterns, streetscape design, service, and safety and development standards. The master plan also explores sustainability strategies such as low impact stormwater management methods, alternative modes of transportation, a mix of land uses, energy efficiency, regional connectivity, and other methods to distinguish the 3rd Northfield Business and Industrial Park from others within the region.

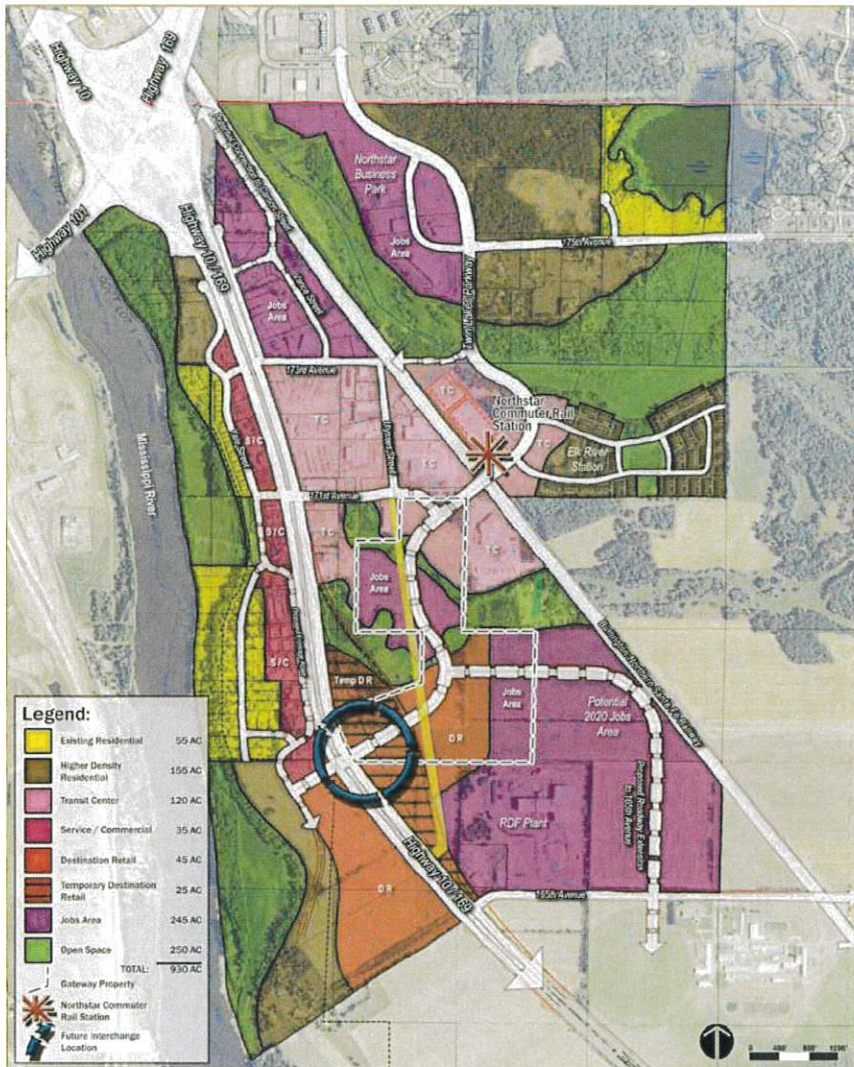
HIGHLIGHTS

- Focus on business and industrial development on agricultural land
- Engagement with development community, property owners, and adjacent residents and community members
- Exploration of sustainability strategies and best practices to distinguish the business park from its competitors





The project included master planning for a north site (opposite page) and a south site (this page). For both sites the planning team evaluated elements such as circulation, open spaces, phasing, and streetscape configurations.

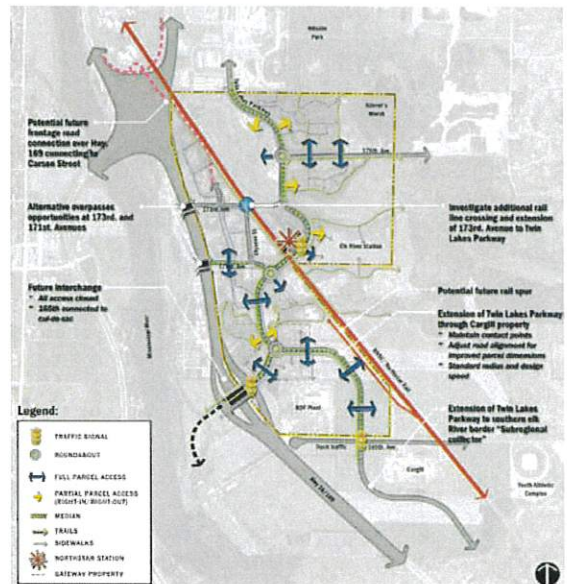
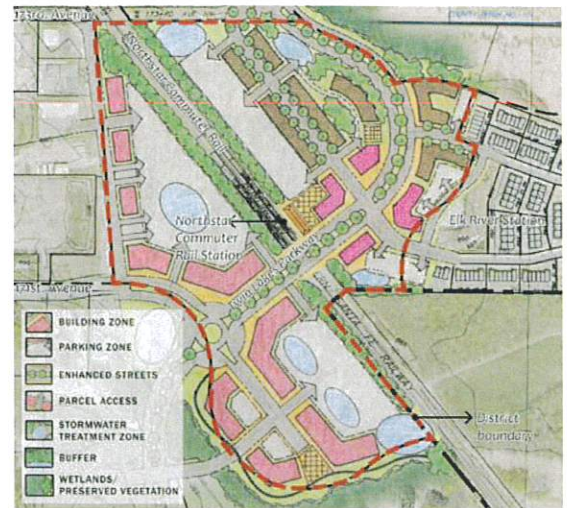


Proposed Development Framework

171st Avenue Focused Area Study

Elk River, Minnesota - HKGi's conducted the 171st Avenue focused area study area to provide a framework for future development around the Elk River Northstar Commuter Rail Station just east of highway 169. Recognizing the strong development potential in the area, as well as the economic, political, and environmental constraints on future development, the master plan establishes an innovative vision that responds to the community's development capabilities and establishes a feasible implementation timetable.

The master plan includes a focus on employment, leveraging key assets like transportation infrastructure, Great River Energy, and the Elk River Resource Recovery Facility. Land value is maximized, creating nearly six million square feet of retail, office, and industrial space at the maturity of the plan. Over 1,500 housing units are included in the plan, providing an array of housing types at varying price ranges, and new parks and interconnected open spaces will foster recreational and social opportunities for all ages within the community.



HIGHLIGHTS

Created multiple development concepts to facilitate analysis and exploration of a variety of potential options

Employment-focused plan that connects job centers to transit infrastructure

Identifies new workforce housing opportunities





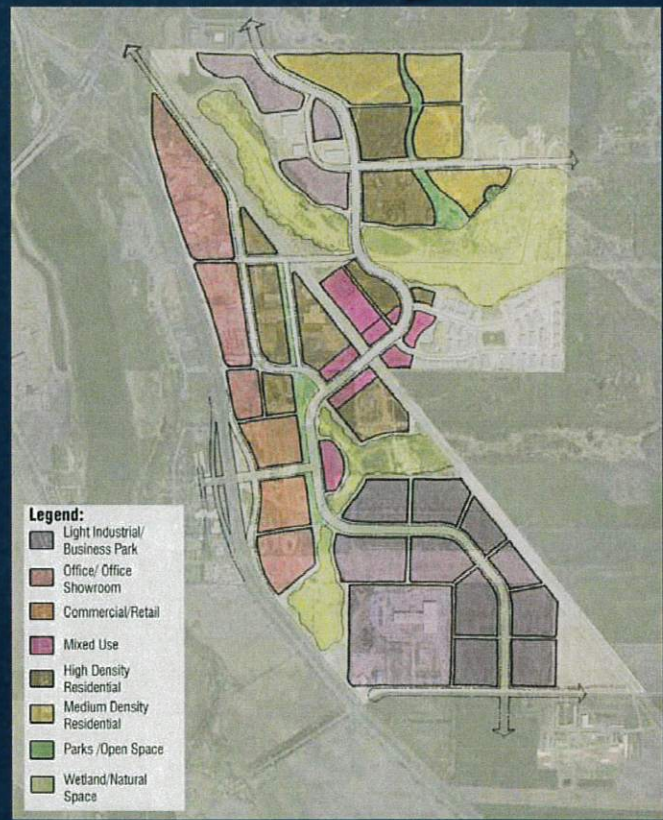
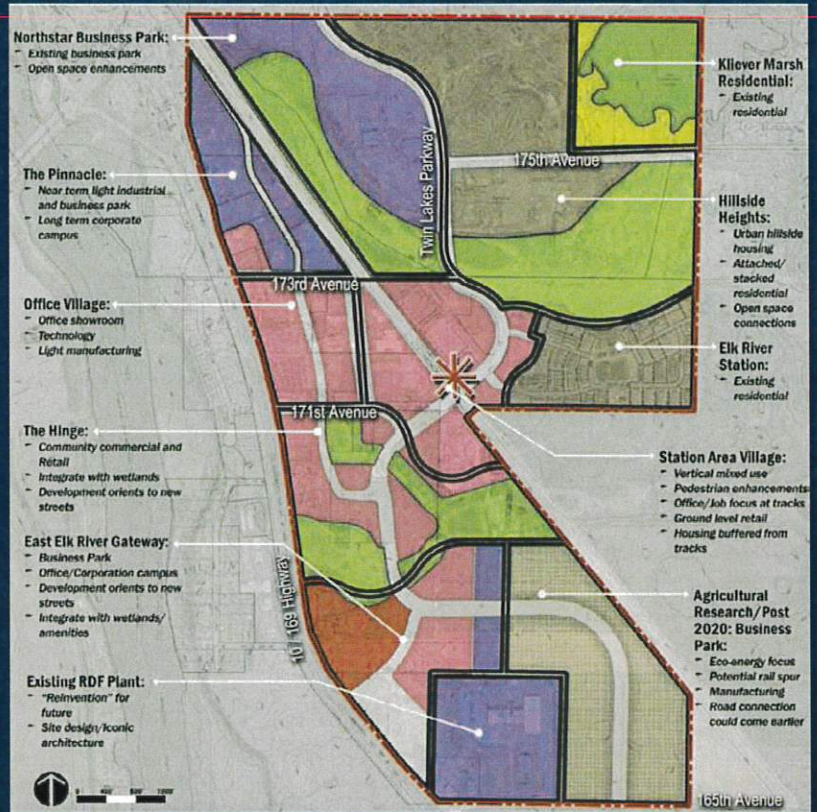
HIGHLIGHT

ELK RIVER - FOCUS AREA STUDY

One of the primary objectives of this project was to create developable commercial and industrial sites that would fit with anticipated transportation and roadway expansions and changes.

HKGI's planning process included evaluation of several development factors such as access and circulation, natural resources, opportunities within and adjacent to the project area, and parks and trails opportunities.

These factors will be used to develop framework diagrams (bottom left), development concepts (bottom right), and potential land use or character districts to help guide planning and development direction.





Southwest Chaska Growth & Development Plan

HKGi's work on the Southwest Growth Area Plan and the 2040 Comprehensive Plan complements the firm's work on the Downtown Master Plan for Chaska's historic downtown.

Planning for the 1,800-acre Southwest Growth Area maximizes connectivity between the growth area and the adjacent downtown core and represents realistic, flexible development guidance that contrasts with previous plans that were too prescriptive. Located immediately west of historic downtown Chaska, the Southwest Chaska Growth Area was intentionally developed to contribute to the strength of Chaska's historic downtown area, rather than creating commercial areas that would likely compete. Planned residential areas were designed with easy connections to the downtown core. The projected development plan reflects the existing community pattern and context, the area's unique landscape, and the recent changes to the regional roadway network.

The recently-completed 2040 Comprehensive Plan continues to promote the City's core strategies of enhancing the community's high quality of life, commitment to excellence, and maintaining its small town character.

HIGHLIGHTS

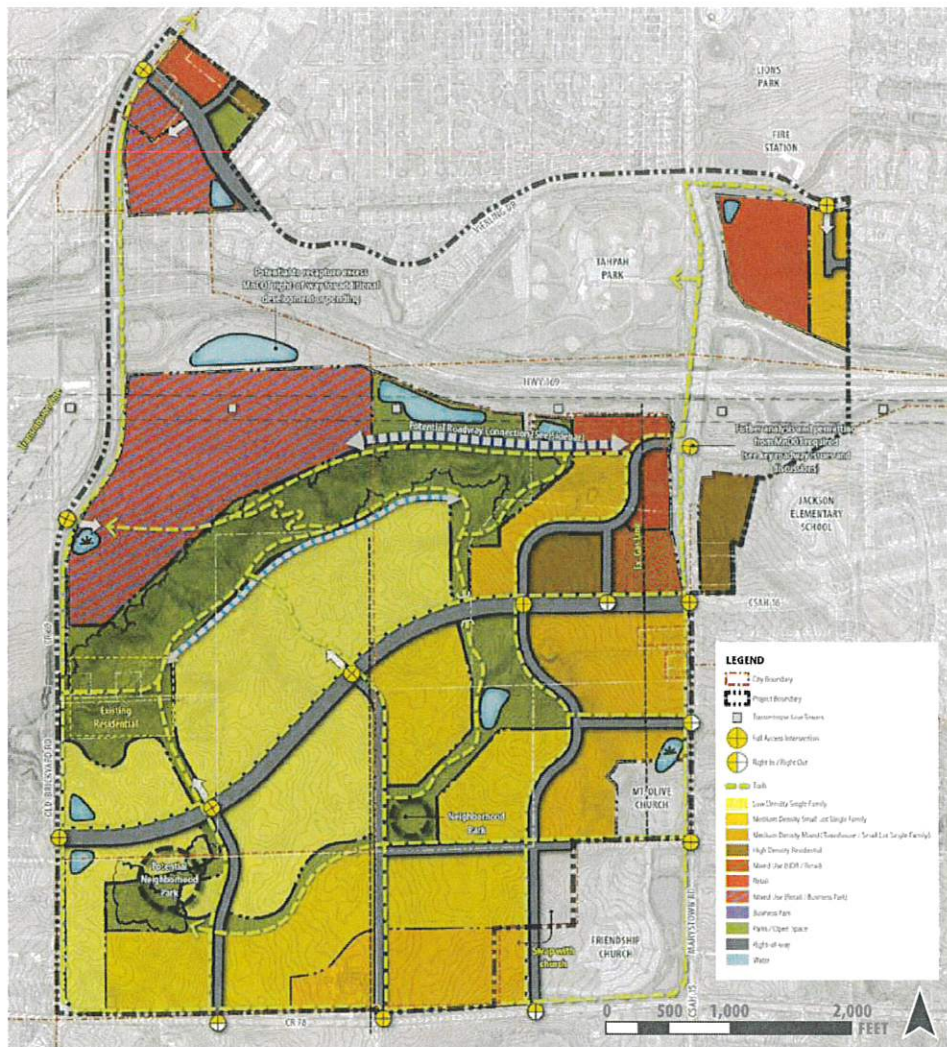
Growth area planning designed to complement planning initiatives for adjacent historic downtown

Emphasis on feasibility of development scenarios

Identify greenway connectivity and landscape protection

Planning initiative driven by new highway construction through project area





The Land Use Master Plan (left) and the Park and Open Space Network Plan (right) will help establish the character of development in the project area.

West Shakopee/Jackson Township Land Use Study and Master Plan

Shakopee, Minnesota - HKGi provided land use planning expertise to the development of a land use master plan for an 850-acre area in western Shakopee and Jackson Township. The project was intended to establish a community vision for the area, determine an optimal mix of land uses, provide a preliminary guide to future infrastructure improvements that would facilitate growth, and create a set of implementation strategies to help the City understand the actions that would be required to realize community members' vision for the area.

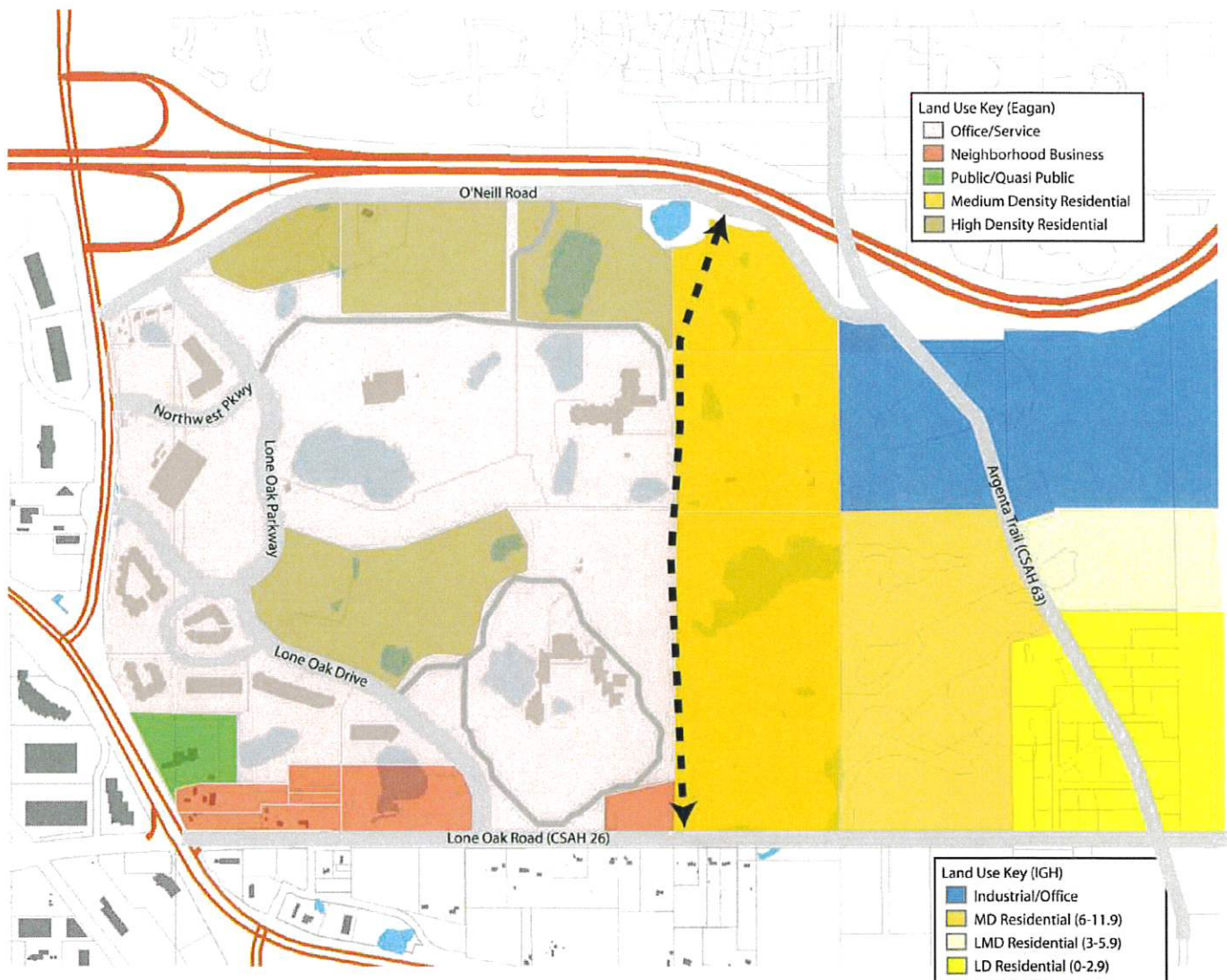
The planning team conducted outreach to area landowners and community members, analyzed current local and regional policies influencing development in the area, and assessed market development potential in order to establish the framework for the land use plan, the open space network concept, and the development phasing concept. The project area contains a sensitive ridgeline that can serve as a neighborhood amenity that can add value to future development provided that public frontage on the ridgeline is preserved.

HIGHLIGHTS

Growth area plan that included a key open space network concept that will help preserve a sensitive ridgeline

Implementation strategies provide clear guidance regarding the City's next steps to help development occur according to the community's vision





Northeast Eagan Land Use Study

Eagan, Minnesota - HKGi led a study to evaluate land use alternatives for an important commercial development area in the city's northeast area. The consultant team developed four land use concept alternatives, which explored a variety of land use scenarios ranging from scenarios that adhered to the current land use plan at one end of the spectrum to a housing-intensive concept providing over 2,800 units at the other. HKGi worked with the study advisory committee to evaluate each concept for impacts on land use compatibility, traffic, city finance, parks needs, airport noise, city development policies and overall commercial land supply.

In developing land use alternatives, HKGi's planners considered several variables that included the impacts listed above as well as the presence of wetlands in the study area; a future I-494 interchange with a still undetermined location; and an AUAR directly adjacent to the study area in Inver Grove Heights. Traffic investigations conducted for the study demonstrated important connections between land use and transportation planning and served as a catalyst for broader transportation planning in Eagan. The final report presented recommendations to the City Council to direct future planning for the area.

HIGHLIGHTS

Development and evaluation of four different land use concepts to understand each scenarios physical and financial impact

Coordination of planning effort with other agencies and adjacent municipalities



Bolton & Menk Experience in the Northwest Area

The City of Inver Grove Heights' Northwest Area consists of over 3,000 acres and is largely undeveloped with primarily acreage lots and rural roads. The area features numerous steep slopes, wetlands, and many small forests. Most of the existing land use is residential with only a few scattered non-residential uses.

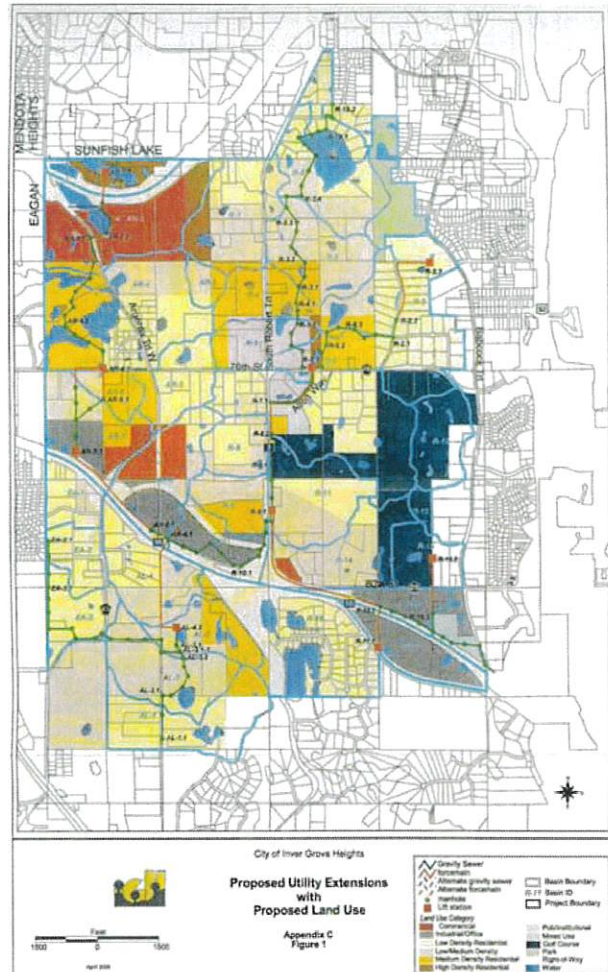
Bolton & Menk has been assisting the City since 2006 with the development of the City's Northwest Area infrastructure. Our work has been extensive in the area and includes:

- » NW Area Trunk Utility Feasibility Report
- » Design and construction of the first \$12M of trunk utility improvements along 80th street and TH 3.
- » Design and construction services of the Argenta Trunk Utilities through the Blackstone development.
- » Studies and final design/construction services for the Loch Gregor area.
- » Hannah Meadows Sewer Study and Robert District Gravity Sewer Study.
- » Lift station and sanitary sewer review and design for Blackstone Vista, Blackstone Ponds developments
- » Argenta trunk sanitary sewer extension

We believe our collective experience and knowledge of the NW Area makes us eminently qualified to evaluate the utilities that will potentially serve the area within the small area study being proposed. We have already evaluated much of this area when utilities were extended into the surrounding Blackstone Developments.

In addition to our utility knowledge, we also have a superior transportation team that has completed multiple projects with Dakota County and MnDOT. We understand the importance of coordinating with agency partners for traffic analysis, access management, and area studies of this nature. Aaron and Bryan have fostered strong relationships with Dakota County and MnDOT, and have solid reputations collaborating with them to ensure decisions are vetted, documented, and implemented to the satisfaction of all partners.

Through all of our projects in this area it has allowed us several opportunities for community outreach. We understand the diverse ideas from the area as there are several varying land uses. Our familiarity with this neighborhood and surrounding rural area will help us in building consensus with all of the project stakeholders.



Comprehensive Utility Study,

Elko New Market, Minnesota - The City of Elko New Market is a fast-growing community located 15 minutes south of Lakeville. Elko New Market is quickly becoming a suburb of the Twin Cities Metropolitan Area with significant commercial and industrial growth potential. These changes place new demands on the infrastructure and public services and accelerate those demands.

For the Wastewater Collection System Study, the City of Elko New Market's ultimate boundary of 9 square miles was used. Recommendations for serving new areas were provided along with growth staging for those 9 square miles. The use of lift stations and forcemains were implemented into the study due to the topography of the area.

In total, Bolton & Menk identified over \$20 million in upcoming sanitary sewer improvements. In addition, Bolton & Menk assisted the city with the preparation of sewer trunk and SAC fees.

Kenyon Avenue Improvements

Lakeville, Minnesota - The City of Lakeville needed to upgrade its aging infrastructure to meet the increased demands of new development. Bolton & Menk urbanized a rural collector road associated with an incoming development, including roadway expansion, curb and gutter, storm sewer network, regional infiltration basin BMP, and a large prefabricated modular block retaining wall. Improvements were sandwiched between I-35 and Lee Lake with steep slopes and limited right-of-way. We maintained close coordination with MnDOT water resources staff to address water quality concerns with the project's proximity to Lee Lake, and helped the city secure a significant watershed grant to help fund construction of a regional infiltration basin. A creative and iterative design process was required to meet city needs while staying within budget. Communication with the city and other stakeholders was essential in creating a product that worked for all parties.

2019 Street Improvements

West St. Paul, Minnesota - The City of West St. Paul's pavement management program included the reconstruction of Livingston Avenue. This state aid collector road served both commercial and residential properties in the heart of the city. Many businesses impacted by construction were also impacted by the previous Robert Street construction. A thoughtful approach to construction staging and driveway phasing helped alleviate access concerns posed by certain businesses. Our team coordinated with SPRWS to replace the existing watermain within the project limits. Bolton & Menk staff worked with West St. Paul staff to deliver this project on time and under budget.



Redevelopment and Development Management Services

Ehlers provides the most extensive suite of Redevelopment and Development Management Services available to local governments and public agencies in the state. We advise communities across a wide spectrum of redevelopment/economic development processes, with projects ranging from \$500,000 to \$640 million. Many of our advisors have also worked and served in local government during their careers, giving them a keen understanding of development and redevelopment goals from your perspective, not just through the financing lens.

Tax Increment Financing Experience

Ehlers has more experience and longevity executing tax increment financing in Minnesota than competing firms, providing guidance on more than 900 projects and generating billions in development. The scope of that work includes:

- » Evaluating TIF applications and proposals from developers to determine if the project meets the “but for” test and warrants assistance, and the amount and structure (e.g. TIF, tax abatement) of the assistance
- » Creating and modifying TIF Districts along with all supporting documentation (schedules, public hearing notices, TIF Plans)
- » Communicating with legal professionals to ensure statutory compliance
- » Filing all documentation with the appropriate State and County officials
- » Working with Cities and their EDAs and attorneys throughout the development agreement process
- » Attending public hearings and work session meetings
- » Hosting an annual public finance seminar focusing on tax increment financing and development education
- » Preparing annual state auditor TIF reports for over 80 cities/authorities totaling approximately 360 districts (including Brooklyn Park)
- » Making recommendations for financial reporting systems to accommodate the requirements of the Office of the State Auditor (OSA) and assisting communities in responses to questions and/or non-compliance issues
- » Preparing TIF Management Plans that show how communities can use TIF from existing districts to achieve their goals while ensuring compliance with OSA requirements and monitoring ongoing performance of the districts.

Positive Relationship with the OSA

Ehlers maintains a strong and productive working relationship with the OSA. In fact, we are often asked for opinions on interpretation of TIF statutes. The office commends us for the standard we established for pro forma analysis, “look-back” provisions and meeting the required “But-for” findings.

General Feasibility Analysis/Developer Roundtables

Once a community decides to pursue development or redevelopment of a site, two questions must be addressed: “Is the project financially feasible?” and “Is it feasible in the current market?” Typically, cities conduct expensive planning studies and market analyses to answer those questions and the reports often succumb to a short shelf-life. Ehlers developed a more cost-effective process. We coordinate structured meetings with developers who provide direct feedback to the client. Staff and policymakers learn what development types can work best for the site and Ehlers prepares an analysis on the level of financial assistance required to achieve different types of development. We call them Developer Roundtables and they often create developer interest and lead to formal proposals for development.

Developer Selection

Redevelopment and economic development are successful only when there is a good partnership between the private and public sector. Ehlers can help you select an appropriate partner to help you meet your development goals.

Pro Forma Analysis/But-For Test/Negotiation

One of the biggest challenges communities face in moving economic development initiatives forward is working with developers to determine if a) assistance is warranted and, if so, b) calculate the appropriate level of assistance. Because Ehlers keeps current with (and ahead of) potential changes in industry standards and construction costs for differing real estate products, we “demystify” the process of analyzing true need. Our financial advisors regularly conduct pro forma analyses for cities to help them determine the appropriate level of need and developer assistance.

Project Management

Local governments often find themselves short-staffed for major or specialized projects such as large-scale redevelopment or economic development projects. Ehlers offers the experience and band-width to step into the role of a staff person for a local government, write reports to council and coordinate developers’ applications and review of various types of projects.



Southwest LRT Corridor – Comprehensive Housing Gaps Analysis

Client: Hennepin County, MN; SW-LRT Community Works, and partner cities of Minneapolis, St. Louis Park, Hopkins, Edina, Minnetonka and Eden Prairie

Marquette Advisors was retained to provide a comprehensive assessment of housing gaps and future development potential for the “Green Line” LRT corridor, and for specific station areas along the route which will connect Downtown Minneapolis with the Twin Cities southwest suburbs.

Minnetonka Comprehensive Housing Needs Assessment & Commercial Real Estate Market Analysis

Client: City of Minnetonka, MN

Marquette Advisors provided a comprehensive analysis of the housing market in Minnetonka, MN. This included a review of current and projected future housing needs within the community, by product type and by price/rent level. A detailed analysis of the housing/jobs balance was provided, with insight regarding housing affordability, commuting patterns, and potentially unmet demand for workforce housing in the community. Subsequently, Marquette was retained by the City to provide an analysis of retail, office and industrial market conditions throughout the community, advising the City on key market trends and property development/redevelopment opportunities.

Richfield East 66th Street Corridor Plan

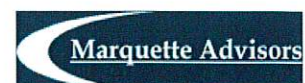
Client: Hennepin County Community Works / City of Richfield

Marquette Advisors provided a review of residential and commercial real estate market conditions for the East 66th Street Corridor in Richfield, a first-ring suburb of Minneapolis. This report examined the potential demand for infill and redevelopment activity along the corridor, spanning both residential and commercial property types. Marquette also provided site-specific development feasibility analytics that were used by the project team lead, Minneapolis-based Damon Farber Associates, in developing a development framework for the corridor.

Uptown Small Area Plan

Client: City of Minneapolis, MN

Market study provided to guide development of the award-winning “Uptown Small Area Plan.” Marquette also provided market and financial review of several development scenarios for multiple parcels within the study area, identifying the financial viability of varied alternatives and need for gap financing.



TEAM CAPACITY

Projected workloads for staff members included on the HKGi team indicate that all team members will have adequate capacity to conduct this planning process. If selected for this project, the team will be able to commit the necessary staff time to commence work on the project in mid-December and complete the project by March, 2021.

As a Principal with HKGi, Project Manager Bryan Harjes will ensure that the team has the resources necessary to keep the project on schedule and on budget and to ensure that the project objectives are fulfilled.

REFERENCES

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CONFLICT OF INTEREST

The firms that make up the HKGi consulting team proposed to provide service on this project have no conflicts of interest to declare.

COSTS

The table below includes a task by task breakdown of the HKGi team's proposed fee to conduct this planning process. This fee estimate is based on the work plan and schedule included earlier in this document. If the HKGi team is selected to conduct this project, we will work with City staff to confirm or revise the work plan to best fit the objectives of the project. Revisions to the work plan may result in adjustments to the proposed fee and will be communicated to staff during the scope negotiation process.

TASK	HOURS	FEE
Task 1 - Understand the Context	50	\$6,000
Task 2 - Confirm Project Objectives	30	\$4,500
Task 3 - Explore Alternatives	160	\$23,600
Task 4 - Converge on a Preferred Plan	50	\$5,300
Task 5 - Assemble Master Plan	100	\$9,700
Sub-Total	430	\$49,100
Reimbursable Expenses		\$400
Not-to-Exceed Total		\$49,500

Hourly Rates

HKGi

- » Bryan Harjes, PLA, LEED AP: \$190
- » Brad Scheib, AICP: \$190
- » Technical Support: \$70-\$100

Bolton & Menk

- » Eric Seaburg, PE: \$159
- » Bryan Nemeth, PE, PTOE: \$185
- » Aaron Warford, PE: \$190
- » Brian Hilgardner, PE: \$177

Ehlers

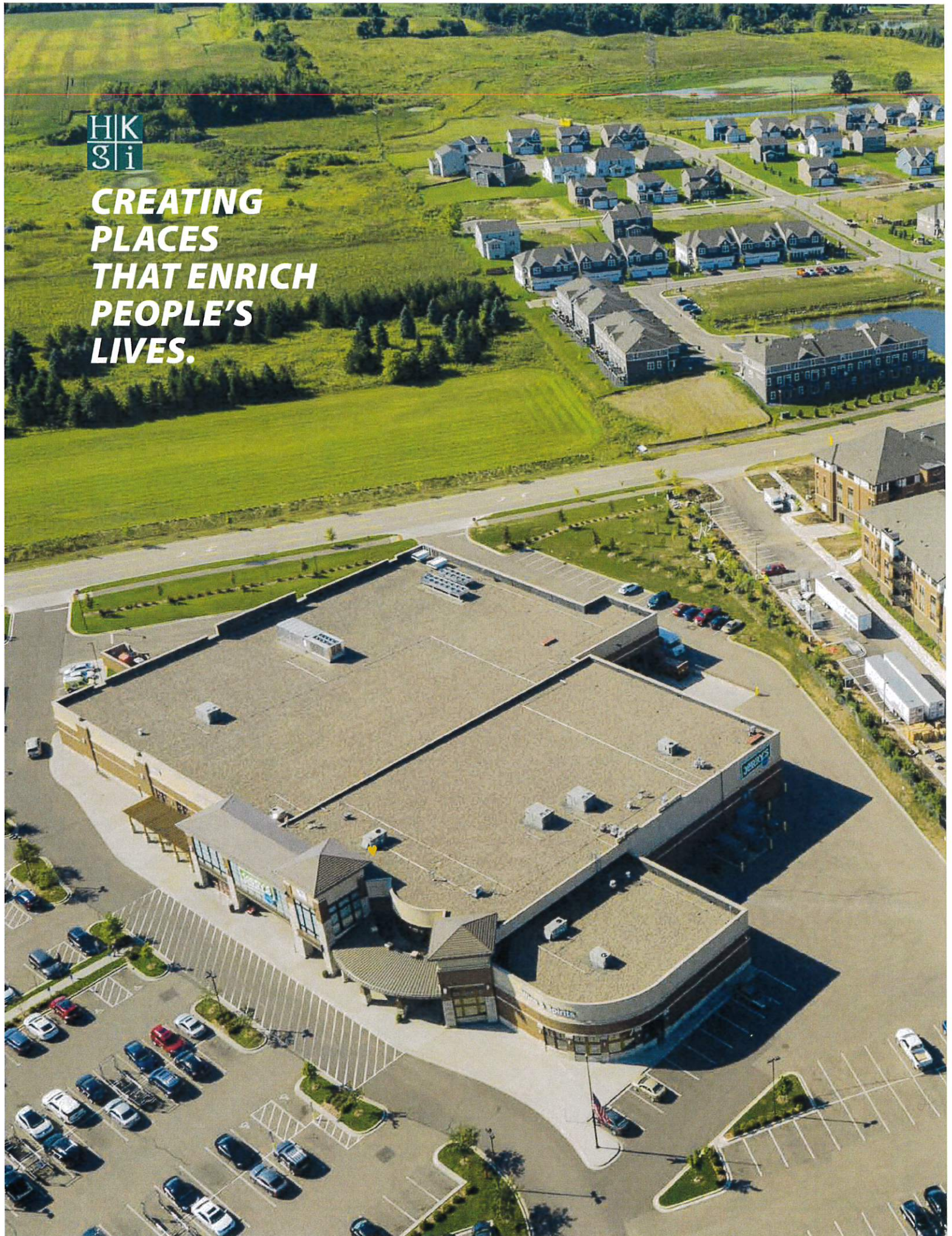
- » Jason Aarvold: \$250
- » Jessica Cook: \$250

Marquette Advisors

- » Brent Wittenberg: \$350



**CREATING
PLACES
THAT ENRICH
PEOPLE'S
LIVES.**



**CITY OF INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING ACCEPTANCE OF FUND TRANSFER AND
ACCEPTANCE OF PROPOSAL FROM HKGI FOR SMALL AREA PLANNING
SERVICES SOUTH OF HIGHWAY 55 AND EAST OF ARGENTA TRAIL**

WHEREAS, the City of Inver Grove Heights (City) and the City of Inver Grove Heights Economic Development Authority (EDA) have identified a need for developing a small area plan (SAP) with ample public input that may better guide the development of a portion of the City of Inver Grove Heights located south of highway 55, east of Argentra Trail, north of 86th Street and west of Alverno Avenue W and approved the issuance of a request for proposals (RFP) for development of a small area plan on November 9, 2020; and

WHEREAS, two professional planning services proposals were received by the approved RFP deadline and evaluated by the RFP denoted selection review committee, and such selection committee unanimously recommended the EDA accept a December 2, 2020 dated proposal from Hoisington Koegler Group Inc. (HKGi) to develop a SAP for a fee not to exceed \$49,500; and

WHEREAS, in order to pay for the cost of the preparation of the SAP, the City of Inver Grove Heights Economic Development Authority has requested an additional budget appropriation and transfer of funds in the amount of \$22,000 from the City to the EDA

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY AS FOLLOWS:

1. The EDA accepts the RFP response dated December 2, 2020 from Hoisington Koegler Group Inc. (HKGi) to develop a small area plan (SAP) for a portion of the Northwest Area described above for a fee not to exceed \$49,500 and authorizes execution of a contract for the SAP services in a form acceptable to the City Attorney, contingent upon receipt of an additional budget appropriation and transfer in the amount of \$22,000 from the City of Inver Grove Heights.
2. The EDA authorizes acceptance of a transfer of \$22,000 in funds from the City of Inver Grove Heights to be used to assist with payment for the cost of the SAP.

Approved by the Board of Commissioners of the Inver Grove Heights Economic Development Authority this 14th day of December, 2020.

Resolution No. ____

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Attest:

Rosemary Piekarski-Krech
Its: President

Heather Rand
Its: Executive Director