

**INVER GROVE HEIGHTS CITY COUNCIL WORK SESSION  
TUESDAY, JANUARY 2, 2018 6:00 PM – 8150 BARBARA AVENUE**

**A. CALL TO ORDER:** The City Council of Inver Grove Heights met in work session on Tuesday, January 2, 2018, in the Inver Grove Heights Council Chambers. Mayor George Tourville called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited. Roll call: Present were Mayor Tourville, Councilmembers Bartholomew, Hark, and Perry. Absent Councilmember Piekarski Krech. Staff; City Administrator Joe Lynch, Attorney Bridget McCauley Nason, City Clerk Michelle Tesser, and Fire Chief Judy Thill.

**1) Fire Station Discussion**

Fire Chief Thill introduced the item. Five Bugles Design personnel were also in attendance to help give an update. They have been meeting with the Fire, Planning/Zoning and Engineering Departments on design and construction requirements for the new fire station.

Steve Gausman, Five Bugles Design, showed a schematic of the proposed fire station site and building. We are close to finishing the design. The site is nice for response and we can work with the grades of the site. One issue is the zoning of the property. It will need to be zoned "P" Institutional. The new zoning will require a 75-foot setback. The vacant grocery store across the street has a 30-foot setback. We can make this work with a 30-foot setback. We plan on applying for a variance in January and coming to City Council in February for approval. The utilities on the site look good. We are talking with staff about trees on the site. We would like to come back in front of the City Council at a work session with the plans for the building.

We are near a conceptual floor plan design. We typically need three months to put together our engineering and architectural documents to release to bidders. We are anticipating that to be around March and breaking ground in April.

We will need approval from MnDOT and staff will be working with MnDOT on that process. The approval process from MnDOT can take up to three months. Staff has also agreed to work with Dakota County in case anything needs to be reviewed/approved by them. With staff working with MnDOT and Dakota County it will save money.

Mr. Lynch stated there are two other zoning issues: 1) Rezoning from Commercial to P Institution and 2) a M.U.S.A line change. These two processes will be handled by city staff and will run concurrently with Five Bugles schedule of schematics and final design. The rezoning will take about 90 days.

Councilmember Hark asked if the two parcels will be rezoned P Institutional? Mr. Lynch responded the whole property would be rezoned to P Institutional. Councilmember Hark said he would like the approach for the rezoning to be appropriate especially for the southern part of the property for its future use.

Mayor Tourville gave a brief history of why P Institutional required a 75-set back. It is because of the neighboring homes not being too close to the building and the sounds it can create.

Mr. Gausman said we are working on the grade of the site which is challenging and are hindered by the degree of the slope from the existing house and would like to make it a 2% to 3% for the fire trucks.

Councilmember Hark asked why MnDOT review was needed? Mr. Gausman stated there will be a wetland delineation required and it was for storm water runoff (because of Highway 52). A wetland delineation cannot be done until April. The fire trucks will be coming out on a city street (Court House Boulevard).

Mayor Tourville said he was concerned on how to respond at a public hearing if the whole property is rezoned to P Institutional. He suggested figuring out how much property is needed for the fire station and rezoning that P Institutional. Staff should look at this piece of the process. Mr. Lynch said a preliminary southern boundary line has already been discussed. The pond would be included in the city property. The property would be approximately 5.5 acres. A survey of the property has already been done.

Councilmember Bartholomew said he is in agreement with staying ahead of the rezoning. Mr. Lynch said a copy of the preliminary survey would be sent to the Council. Mayor Tourville said he would like to be clear and honest at the public hearing about the use of the southern portion of the property. It is not the city's intention to keep that portion of the property. He believes the long-range plan is not to make that property P Institutional. The width of the building was discussed and shown on the map to meet the setback requirements. The topography of the site was discussed.

Councilmember Bartholomew asked if it was just the building or the building and parking lot that is having trouble meeting the setback requirements? Mr. Gausman said it is just the building.

Ms. Thill said the fire station is on the agenda for the February and March work sessions to discuss the design of the fire station and approve the bidding process. The design team has looked at the layout of other fire stations, our fire stations and need feedback from Council. A meeting should be scheduled to discuss the floor plan. We are looking at bringing this back for the City Council for final approval of the schematics at the January 22<sup>nd</sup> City Council meeting. Mr. Gausman said once the City Council approves the schematics then the structural, mechanical, and electrical engineers would start working on their designs.

A schematic design is the footprint - arranging of spaces, looking at flow of the building, and looking at response time. After that process, we would design the construction documents and put the design into bid documents – the instructions on how to build the building. That is where most of our time is spent - in the bidding document process. Mr. Lynch recapped schematic design is space relationships, design development is fill in the blanks (electrical, heating/cooling, plumbing), and construction documents are in preparation for the bidding process also called final design. A meeting date was decided for Wednesday, January 17, 2018, at 6:00 pm in the EOC.

Ms. Thill said it will be brought back to the City Council for final approval on the schematics on January 22<sup>nd</sup>. It would then come back on the March 26<sup>th</sup> City Council meeting for approval of final design. There should be a couple of meetings in March with Council depending on how involved you want to be in the final design. Mayor Tourville asked if it could be moved forward or back from March 26<sup>th</sup>. Chief Thill said that might not fit in the schedule. Final bid approval would be at the March 26<sup>th</sup> City Council meeting, then advertising for bids would start on March 27<sup>th</sup> and run for three weeks. The April 23<sup>rd</sup> City Council meeting would be for approval of a bid. Mr. Gausman said Council involvement for the design work would be needed in February and not in March. Cost estimates will be more detailed as the process moves forward. In March, we will be asking for your approval to put the documents out for bid. Mayor Tourville

suggested working closely with the Finance Director as this is a bonding project and needs to stay on budget.

Chief Thill and then coming back to the April 23<sup>rd</sup> Council meeting to seek approval of a bid. Breaking ground would be in early May. May through September would be the foundation and exterior work. Framing work would be sometime in September. The occupancy inspection would be in March of 2019. Landscaping work would be done in May of 2019. Total completion is scheduled for May of 2019.

Mayor Tourville asked if the sewer and water running underneath the highway was causing any issues? Mr. Lynch responded he believes there are no issues of getting utilities to the site prior to or during construction of the building. The preliminary plan is to get an easement across the parking lot of the former Rainbow site and go under Highway 55/52. The area was shown on the map. This plan would also serve utilities to the southern lot. Staff indicated the utility work should be able to be done in 2018.

Mr. Lynch said the purpose of the extra scheduled meetings are so Council is aware of what is going into the building with preliminary cost estimates. If there are any concerns at that time, that would be the time to make any adjustments on the design or if you are not comfortable with the costs.

Mr. Lynch said a meeting is being scheduled with the neighborhood to give them an idea of the project and what is being planned. Once we know the construction schedule another neighborhood meeting would be held to let them know what will be happening with the construction.

Mayor Tourville suggested setting a meeting on Tuesday, February 20<sup>th</sup> at 6:00 pm. **Motion by Bartholomew, seconded by Hark, to set meeting dates of January 17, 2018, at 6:00 pm and February 20, 2018, at 6:00 pm for new fire station discussions and unanimously carried.**

Mr. Lynch discussed the past management of building city hall and issues experienced. Construction management would be hiring an individual or firm to manage the subcontracts for all the work on the project. Another approach is hiring an owner representative, which would be an individual or firm hired to oversee the city's interest in the construction. They would deal with the general contractors, architect and would have the city's best interest during those times. We could hire an owner's rep, go without, or consider hiring a general contractor for construction management. The way city hall construction went he would recommend hiring a construction manager but it may be too late for that option with how far along we are in the process. At this point, an owner's rep may be the best option. The Fire Chief and Assistant Fire Chief will still be working with the architect. The Fire Chief would be allowed up to \$5,000 in change orders, so the project could keep moving and then would be approved by the City Council every two weeks.

Councilmember Bartholomew said he believes an owner rep would be appropriate.

Councilmember Hark asked if the cost of an owner's rep would be tied to the cost of the project or would be it be an hourly cost? Mr. Lynch responded it is typically tied to the size/scope of the project.

Councilmember Hark asked how it could be avoided that the owner's rep time would not run out before the completion of the project. Mr. Lynch responded it would be the entirety of the project including all the wrap-up items. Mr. Gausman described how an owner's rep should be used and what the qualifications are for hiring one.

Mr. Lynch will look at recommending hiring an owner's rep to be in place by the end of March. It was the consensus of the Council that having an owner's rep is a good idea.

**B. Adjourn**

**Councilmember Perry made a motion to adjourn, seconded by Councilmember Hark, and unanimously carried. The work session adjourned at approximately 7:02 p.m.**