

**INVER GROVE HEIGHTS CITY COUNCIL MEETING
MONDAY, AUGUST 14, 2017- 8150 BARBARA AVENUE**

1. CALL TO ORDER and 2. ROLL CALL

The City Council of Inver Grove Heights met in regular session on Monday, August 14, 2017, in the City Council Chambers. Mayor Tourville called the meeting to order at 7:00 p.m. Present were Council members Bartholomew, Hark, Perry and Piekarski Krech; City Administrator Lynch, City Attorney Kuntz, Community Development Director Link, City Clerk Tesser, Parks and Recreation Director Carlson, Finance Director Smith, Public Works Director Thureen, City Engineer Kaldunski, and Fire Chief Thill.

3. PRESENTATIONS: None.

4. CONSENT AGENDA:

- A. i. Approve July 10, 2017, City Council Work Session Meeting Minutes
- ii. Approve July 10, 2017, City Council Meeting Minutes
- iii. Approve July 24, 2017, City Council Meeting Minutes
- B. Approve **Resolution 17-140** for Disbursements for Period Ending August 9, 2017
- C. Approve **Resolution 17-141** Consenting to the Issuance of Revue Obligations by the City of St. Paul Park to Refund Revenue Obligations Issued by the City of Inver Grove Heights
- D. Consider Establishing a Joint Meeting with the Parks and Recreation Commission – Monday, October 16, 2017
- E. Approve Joint Powers Agreement with Dakota County for Community Engagement Related to Park Planning/2040 Comprehensive Plan
- F. Approve Change Order No. 4 for the 2015 Capital Improvement Program, City Project No. 2015-13 – NWA Trunk Utility Improvements, Argenta District (70th Street Lift Station to Blackstone Ridge) and 2015-16 – Trunk Utilities, Argenta Trail to Blackstone Ridge
- G. Approve Change Order No. 1 for the 2017 Capital Improvement Program, City Project No. 2017-12 – NWA Watermain Improvements, 65th Street Loop
- H. Approve Final Compensating Change Order No. 1, Final Pay Voucher No. 1, Engineer's Final Report, and **Resolution 17-142** Accepting Work for City Project No. 2017-09A – Crack Seal
- I. Approve Stormwater Facilities Maintenance Agreement for 5842 Carmen Ave., Travel Tags (Lot 1, Block 1, Taylor Addition)
- J. Approve Encroachment Agreement for 6269 Bolland Trail (Lot 23, Block 1, Woodhaven Ponds)
- K. Approve Custom Grading Agreement, Stormwater Facilities Maintenance Agreement and Drainage and Utility Easement for 4864 Boyd Ave. (Part of Lots 17 – 19, Block 2, Jeffers' Subdivision)
- L. Approve Appointment of Board Member to the Eagan – Inver Grove Heights Watershed Management Organization (E-IGHWMO)
- M. Approve **Resolution 17-143** Accepting a Professional Services Proposal from Bolton & Menk, Inc. Preparing GIS Submittal Standards for the City
- N. Approval **Resolution 17-144** Receiving Bids and Awarding Contract for the Replacement of the Water Treatment Plant Filter Room Air Handling Equipment
- O. Consider Resolution Accepting Proposal for PCSWMM Storm Water Model Maintenance Services Agreement from Wenck for the Northwest Area (NWA) Robert Watershed Corridor – City Project No. 2015-19
- P. Approve **Resolution 17-145** Approving a Project Grant Agreement with MN Public Facilities Authority (PFA) for a Point Source Implementation Grant for City Project No. 2016-01 – Stormwater Treatment for Mississippi River Discharge (78th and Concord Wet Extended Detention Basin)
- Q. Approve **Resolution 17-146** Accepting Proposal for Additional Engineering Services from SRF Consulting Group, Inc. (SRF) for Preparation of the Feasibility Report for City Project No. 2010-09F – Upper 55th Street (T.H. 3 to Babcock Trail) Street and Utility Improvements
- R. Approve **Resolution 17-147** Awarding Contract to ProSource Technologies, Inc, LLC for Appraiser's Improvements (T.H. 3 to Babcock Trail)
- S. Approve Temporary Liquor Licenses – Church of St. Patrick's

- T. Approval **Resolution 17-148** Prohibiting Parking on Babcock Trail for Safety Concerns from Salem Hills Elementary School
- U. Approve Personnel Actions

Motion by Bartholomew, second by Hark, to approve all items except 4F, 4G, 4O and 4T on the Consent Agenda.

Ayes: 5

Nays: 0 Motion carried.

Items pulled by Councilmember Piekarski Krech –

- 4F.** Approve Change Order No. 4 for the 2015 Capital Improvement Program, City Project No. 2015-13 – NWA Trunk Utility Improvements, Argenta District (70th Street Lift Station to Blackstone Ridge) and 2015-16 – Trunk Utilities, Argenta Trail to Blackstone Ridge
- 4G.** Approve Change Order No. 1 for the 2017 Capital Improvement Program, City Project No. 2017-12 – NWA Watermain Improvements, 65th Street Loop

Councilmember Piekarski Krech expressed her concerns for the large change orders (4F and 4G) and what they are going to do to the budget. Also, the change order for 4F was because of water issues and wanted to make sure there would not be a sinkhole because of a spring being there. Now that the area has been dewatered and is concerned the water may come back.

Mr. Kaldunski, said the area was dewatered, the water is still flowing and will continue to flow. Two additional pits were drilled and the additional costs were for drilling the two pits. He is not worried about the water flow changing because it could not be changed when they tried to change the water flow. The sewer does not leak because it has been tested and pressurized. This should be the last item for the project.

Councilmember Piekarki-Krech asked about possible sinkholes, flooding or undermining. Mr. Kaldunski responded he could not answer for what could or could not happen. The area is not prone to sinkholes. There are places in Dakota County where they are more prevelant because of the underlying limestone. This area has nice sandy soil with uniformly graded soil. A watermain break would be under pressure that could cause soils to be displaced and cause flooding. The spring or river is 50 feet deep underground flowing as it always has. We don't think it will be an issue.

Motion by Councilmember Piekarski Krech, second by Hark to

4F Approve Change Order No. 4 for the 2015 Capital Improvement Program, City Project No. 2015-13 – NWA Trunk Utility Improvements, Argenta District (70th Street Lift Station to Blackstone Ridge) and 2015-16 – Trunk Utilities, Argenta Trail to Blackstone Ridge and to

4G Approve Change Order No. 1 for the 2017 Capital Improvement Program, City Project No. 2017-12 – NWA Watermain Improvements, 65th Street Loop

Ayes: 5

Nays: 0 Motion carried.

- 4O.** Consider Resolution Accepting Proposal for PCSWMM Storm Water Model Maintenance Services Agreement from Wenck for the Northwest Area (NWA) Robert Watershed Corridor – City Project No. 2015-19

Councilmember Piekarski Krech expressed her concern for adding more costs in addition to what developers are paying in the NWA. Developers must go to the one firm and the firm could raise their rates at any time which would add to the cost for developers.

Mayor Tourville asked if developers could pick their own company for stormwater modeling. Mr. Kaldunski said there are three firms the city recommends they could use that have the expertise. Councilmember Piekarski Krech said they must use this one company to submit their numbers to check for compliance in the area. Mr. Kalundski responded that the same services had been done by a previous company and the fees went up. We obtained this contract to lower the fees. There is a not exceed cap. Councilmember Piekarski Krech asked if the city could purchase software for the city to figure out the numbers. Mr. Kalundski said there are not models that would do this. The consultant needs to collect and maintain the numbers for all the numbers in the area.

Councilmember Bartholomew asked if the developer would present their model for the development to the consultant then they would approve it before it came to the Council for approval? Mr. Kalundski said that was correct. The previous consultant's rates had gone up and a new contract was requested from a pool of consultants.

Councilmember Hark reported that he did not see in the contract that there was an "up to" clause. Mr. Kaldunski said that it is there "not exceed the authorized budget without obtaining written prior approval...". Councilmember Hark said that is different from "not to exceed". Councilmember Piekarski Krech said there is a fee schedule and it could go over the \$2,500 depending on what is needed. Mr. Kalundski said the city would go by what is written in the contract. It is written per occurrence on an hourly rate basis.

Mr. Thureen suggested tabling the item and have the contract rewritten. Mayor Tourville suggested adding a "not to exceed" amount in the contract.

Motion by Councilmember Piekarski Krech, second by Hark to obtain a new proposal for PSSWMM Storm Water Model Maintenance Services Agreement with an hourly not to exceed clause.

Ayes: 5

Nays: 0 Motion carried.

Item pulled by Councilmember Perry –

4T. Approval of Resolution 17-148 Prohibiting Parking on Babcock Trail for Safety Concerns from Salem Hills Elementary School

Councilmember Perry pulled the item for discussion. She stated she is wondering why the signs will be there 365 days of the year for 24 hours. She asked why can't it be 6:00 AM to 4:30 PM? People will not be able to park on the street if the school has a carnival or other activities. Residents will not be able to park on the streets on weekends if they have an open house or wedding. Interim Police Chief S. Folmar responded he has not heard back from the school district after receiving an email from Councilmember Perry stating her concerns. The signs could be covered (bagged) for a day for events in the area. This is not a safe place for cars to park and there are ditches on the side of the road.

Councilmember Piekarski Krech asked if "No parking -school days 8-4:30pm" could be used like in St. Paul. Mayor Tourville said the area is not safe for parking. S. Folmar said different options were looked at for safety.

K. Sebastian, Dakota County Transportation, said the county will install and maintain the signs since Babcock Trail is a county road. A study was done to come up with a safety solution. Putting up signs for an entire day has proven more effective than putting up a sign with certain hours. This has been an issue at school events. The school is seeing an increase in traffic and requested the study be done for no parking on Babcock Trail.

Kelly Kayser, 1953 59th Court East, stated she lives across from the school off Babcock Trail and it has been getting increasingly unsafe. The car traffic has increased. This would be great to address safety. People do park on our street for school events. A concern is for pedestrians crossing Babcock Trail. The exit out of the school is a right only and cars use our street to do a U-turn which could be a concern.

Mayor Tourville reported that when there is a lot of snow the area it is unsafe for parking.

Jacob Ganzer, 5835 Babcock Trail East, asked how far the no parking goes down Babcock Trail? S. Folmar said it goes up to 60th Street. Mr. Ganzer said he would like to see the parking ban for school days only. That is the time of day when it is bad. He also asked what could be done to get a reduced speed limit during school. S. Folmar responded speed limits are imposed on road design and road type. Studies can be done to increase or reduce the speed limit. It is unlikely that the speed limit would be decreased because it is a county road. Mr. Ganzer suggested the school have the buses unload at the back of the school so cars could cycle through then this would not be an issue. He is for no parking during certain hours. Mayor Tourville stated there is a reason why the buses do not unload at the back of the school.

Councilmember Piekarski Krech said she is for no parking during certain hours.

Councilmember Bartholomew asked if the county would consider certain hours or days for no parking. K. Sebastian responded that the county installs no parking signs with no mention of specific times because of safety issues. She stated she can look at it if that is the wish of the council.

J. Lynch suggested that as a compromise we could try no parking from September 2017 to September 2018 and have the county and police report back to the Council on the effectiveness of the no parking and make changes at that time.

Mayor Tourville suggested ending the no parking in June 2018 and changes could be made sooner if there are problems. S. Folmar asked the city attorney if the resolution could be rescinded at any time if it was not working. T. Kunz responded yes.

Motion by Bartholomew second by Perry to Approve Resolution 17-148 Prohibiting Parking on Babcock Trail for Safety Concerns from Salem Hills Elementary School and the City, County, Police and School District will review the parking ban in June 2018.

Councilmember Hark said that the school district needs to be made aware of the time limit and it will be studied further. If they have any problems they would need to notify the Council.

J. Lynch said a review was done by the school district, county and law enforcement. This will come back to a council workshop in June of 2018.

T. Kuntz asked if the County would pay for new signs if new ones were decided on in 2018 (such as no parking on school days). K. Sebastian said that could be discussed in 2018 if the Council decided something different at a future time. She reiterated that the county only posts no parking signs. J. Lynch asked if the city could pay for the signs and install them if they were to be changed. K. Sebastian said that could be discussed as part of the review.

Councilmember Piekarski Krech asked that the residents be informed of the parking ban, that the signs can be covered for events, how to make the request for signs to be covered, and they can use the school parking lot on weekends with the new parking ban. S. Folmar said a new letter will be sent out to residents.

Ayes: 5

Nays: 0

Motion carried.

5. PUBLIC COMMENT: None.

6. PUBLIC HEARINGS:

A. Public hearing and second reading of the Ordinances Implementing Electric and Gas Franchise Fees and Amending Ordinances Relating to Gas and Electric Franchise Fees

K. Smith introduced the item by going through the changes to the documents since the first reading which was approved on July 10, 2017.

- The city attorney recommended that the two lines that were blank in the Xcel Energy gas rates for firm transportation and interruptible transportation be filled in.
- Xcel is recommending the rate of \$15.00 each.
- The electric utility rate for C&I interruptible for Dakota Electric is recommended at \$25.00 instead of the \$95.00, for comparability of classification between the two electric companies.
- Dakota Electric is recommending removal of the word metered from schedule A because street lights are not metered.
- There are recommended changes from the city attorney and Xcel Energy's attorney that was covered by a separate memo and one of the changes is that we do not need to amend section 9 of the ordinance that is already in place.

Tonight, there are three ordinances before you instead of the six ordinances. There were also a couple of minor language changes discussed in the city attorney's memo. A couple of questions that came up at the first reading:

- What would happen if the street light fees were changed to \$0. Revenues would be reduced about \$3,100 annually. Dakota Electric is recommending that street light fees be set at \$0 because of additional programming and manual billing each month.
- Council asked about the impact of changing the commercial fees to the minimum of \$3.00 for electric and \$10.50 for gas and the impact would be revenue would be reduced about \$178,000 annually. Excel reported today the impact of reducing the fees would be just under \$35,000 so the impact for commercial users is about \$143,000. The city would collect about \$890,000.
- Xcel Energy and Dakota Electric Association agree that the rates are essentially the same for the categories in the structures
- The other question was what classifications are there for the city accounts. Included in the packet is a list of the parcels the city receives bills for and the electric or gas rates that are charged. The total costs to the city annually would be just over \$39,000.

Councilmember Bartholomew asked if the C&I interruptible for electric rate changed from \$95 to \$25 was to make is comparable to Dakota Electric rates? Ms. Smith answered that was correct to make them comparable between the two companies.

Councilmember Bartholomew said there was some discussion about making the commercial rates lower and asked if it made sense to look at the large electric rate at \$95 and reduce it. It seems the gas is already at \$90 to help lower fees for large electric users. Is there any flexibility in this at all? Is it something the council can change or is it preferred by the utility companies?

The rates were set up to be the same across the board between the two utilities and has become a flat fee so there is consistency between the categories. To lower the rate in one category would mean the other categories would be paying more on a percentage basis but it could be done by council determination but would have to be consistent with Dakota Electric and Xcel rates.

Councilmember Bartholomew said changing one rate would then have a ripple effect on the other rates? Ms. Smith said we could change one or two and not change the rest of them. In order to know the change of the amount collected I would have to go back to Dakota Electric and Xcel Energy and have them calculate the different rate. Councilmember Bartholomew said that exercise has been done and we will be collecting \$143,000. Ms. Smith said that is correct.

Mayor Tourville said he agrees with the street light rate of \$0.

Jennifer Gale, President of River Heights Chamber of Commerce, 5782 Blackshire Path said she would like to thank the council for the open dialogue and the outreach to the business community. The River Heights Chamber and 350 of the members do not feel that imposing a franchise fee on utilities is a good solution for funding the Pavement Management Plan. Franchise fees rarely sunset or decrease so this would be a permanent, relied upon, funding source. We also feel it is a bad economic development policy when we have been talking for a long time about financial tools and assistance for businesses. The utility companies don't get a choice on passing this on to their users and it may increase their rates down the road. She recommends looking for other funding solutions.

Councilmember Piekarsk-Krech asked how she felt about how this would impact the electric rates, other cities franchise fees, and their normal increase of electric rates. Ms. Gale replied she did not have the answer for that. She has received information from Xcel and Mr. Lynch about the impact. South Saint Paul is the only city she works with that has a franchise fee.

Councilmember Hark commented that Ms. Gale was suggesting that the franchise fee would add to the overhead costs to the utility companies when she commented about them increasing their rate. He stated that is not true.

J. Sedlacek, Xcel Energy Representative, responded that Xcel Energy could not charge any overhead for the franchise fee and it does not become part of the rates. It will be a rider on all Inver Grove Heights Xcel Energy customers bills. The rates will not go up.

Regina Barr, Inver Grove Heights resident and small business owner, realizes there is quite a large shortfall in the annual maintenance fund and was wondering what the plan is to mitigate the shortfall over time and what other funding sources have been looked at to make up the shortfall. J. Lynch responded that a number of sources have been looked at. Assessments are available for the projects the city does. The original policy for assessments could not be sustained. The original policy was for a 70% cost recovery for those benefitting from the project. Our appraisals proved that we could not provide that equal benefit as required by state law so we are under the 30% assessment collection. We did talk about implementing a sales tax at the local level but there were complications with that. We would then need to hold a referendum and if passed approval from the state would be needed at the legislature and that would prove challenging. The City Council chose not to pursue that. We do have municipal state aid available to us but not all streets have municipal state aid so that is not available for all our projects. We do use that for the eligible streets that are rehabilitated or reconstructed. We will continue to work with the state to see if there is a funding formula or another program available. Another program that was discussed was the street improvement district talked about at the legislature and that did not pass. We are willing to talk to state representatives or legislatures to see if there are other possible funding mechanisms that can help us with our local improvements. Costs are not going to go down but continue to go up. We are behind in keeping up with our Pavement Management Plan and the number of miles of streets we would like to keep up to a certain condition. We like to keep the streets at a 70. A lot of infrastructure work needs to be done but there are not enough funds to cover this work. Council has talked about changing the condition of certain streets and the timeframe for meeting these conditions. Council has discussed this for a long time and dedicated the funds to the Pavement Management Plan until councilmembers in the future decide to change that.

Councilmember Piekarski Krech said that for several years money from the Host Community Fund has been put into the Pavement Management Plan. A significant amount of tax payer money has been used for the Pavement Management Plan. The shortfall of funds is an on-going issue in the state and maybe the country.

Mayor Tourville said our obligation for state and county road improvements is not getting any less. We are obligated to pay our share and that share is not assessed. He stated we looked at raising the general levy and that would be a 10% to 15% increase to raise the same amount of money. It is not an easy answer. We looked at multiple ways to raise revenue and council has been talking about this for two or three years. We need to make this decision on a local level. This would help us generate money to keep going forward with pavement management and transportation.

Councilmember Bartholomew said we are well over a million dollars short every year and we are falling further and further behind. We do need the funds to keep up with our needs.

Ms. Barr was under the impression there was a larger shortfall overall and wondered if it was just a million dollars. Councilmember Piekarski Krech said it was much larger than that. Councilmember Bartholomew said this is just a start. Ms. Barr asked if there was a plan to cover the general shortfall and over what time? Again, these fees rarely sunset.

Mayor Tourville said this topic would be discussed in 2029 with a new council in place and they would go through the process that is being done now. It will be addressed and studied then. It would have to be renewed with the hearings.

Councilmember Bartholomew said the franchise fees could be stopped at any time.

Ms. Barr asked if there is a plan for the funding? Mayor Tourville said staff is looking at that if it is passed. Councilmember Bartholomew said there is a Pavement Management Plan in place now. There is a model for the next five or 10 years. Everyone will be paying the fees including non-profits that are not paying taxes now.

Ms. Barr said she would like council to look at other funding sources. Councilmember Bartholomew said raising the levying or enacting a franchise fee is not easy. Our roads need repair.

Mayor Tourville said this topic has been discussed a lot. We talked to other cities that have a sales taxes. Adding a sales tax may hurt the businesses more. Most sales taxes are sunsetttd.

Ms. Barr's concern is that franchise fees are not as transparent. She would rather have people vote and have a better understanding of what is going on.

Councilmember Hark said this is not an easy thing to do as it is unpopular. But it is the fiscally responsible thing to do.

Councilmember Bartholomew said this is voted on. There are elections every two years. The council sets the levy.

Kelly Kayser, 1953 59th Court East, said she is not opposed to the franchise fee. She has recently gone through a street reconstruction project which proved to be difficult for the residents and the city in terms of funding. Something is needed to improve pavement management. She heard from her neighbors they would rather pay a little bit than have a \$7,500 assessment. She would like to see the focus narrow the funds in the Pavement Management Plan to benefit the greatest number of residents. Some suggestions are to use some funds for stormwater and drainage pieces of future projects the way the city funds the water and sanitary sewer projects. Stormwater improvements benefits the whole community. Inver Grove Heights reconstructs their streets to higher standards than other communities which results in higher

costing projects and higher assessments. The reasons for building the better streets are sound. The goal should be to lower the assessments for the residents of those projects. She discussed the stormwater improvement costs for her project and the 2018 project, showed a spreadsheet of the costs, and said the use of possible franchise fees for stormwater could help reduce the assessment cost to residents. Another target would be to use funds to help reduce the assessment costs of mill and overlay projects. If a process is not in place to help reduce the assessable costs the neighborhoods will face challenges with special assessments.

Mayor Tourville said her ideas are good and this will be considered.

Councilmember Bartholomew asked for copies of her spreadsheets so that they could be looked at by Council.

Mayor Tourville asked if the public hearing would be kept open. Attorney Kuntz said it would be kept open.

Councilmember Bartholomew said he would like to see for the third reading the large electric C&I on Xcel Energy at \$50 instead of \$95.

Mayor Tourville asked if the number of customers could be provided and what classification fee they will be paying. Ms. Smith said in certain classifications there are either too few customers or they would contribute too much and that is considered priority information, but would double check that. Councilmember Piekarski Krech said the percentage may be skewed for the small C&I if the rate was lowered for the large C&I. The large C&I is about 60 customers, the small C&I non-demand customers is about 833, the small C&I demand customers are about 282. Ms. Smith said she would ask Xcel Energy to calculate the numbers with the change suggested by Councilmember Bartholomew.

Motion by Councilmember Bartholomew, second by Hark to move the second reading with the rate change refigured for large C&I, and the street light fees set at \$0 and continue the public hearing until September 11, 2017.

J. Lynch reminded council that what else needs to be considered is if the city is exempt from paying the franchise fee of about \$3,900. J. Sedlacek responded that Xcel Energy cannot pull groups of customers from a customer class. You can exempt certain classifications such as street lighting.

Mayor Tourville asked how other cities handled paying the franchise fees? Mr. Sedlacek responded that Xcel can't grab the city out of the classifications. The question does come up whether the city is going to collect on itself for street lights and municipal pumping. Other cities have gone both ways on this issue. K. Smith said that municipal pumping is set a \$0.

T. Kuntz said that if a change is made to the C&I electric for Xcel Energy to compare it to Dakota Electric. Ms. Smith responded that it is her understanding that there is no comparable classification for Dakota Electric so there would be no impact to Dakota Electric, but will verify that the information is correct.

Ayes: 5

Nays: 0 Motion carried.

7. REGULAR AGENDA:

I. COMMUNITY DEVELOPMENT:

- A. Alan & Lloni Bebel; Consider Resolution 17-149 relating to a Variance from the minimum lot width requirements to subdivide a parcel for property located at 8842 Alverno Avenue.**

Mr. Link, introduced the item stating that the property is located on the west side of Alverno and showed the property on a map. The property is 5.8 acres and the applicant wants to subdivide it into two lots. The applicants are in the process to obtaining a building permit for the northern lot. The southern lot would be the new property. If approved tonight, they would need to come back to get council approval for a preliminary and final plat. They wanted to make sure the variance was granted before proceeding with the plat approval. In 2005, the city rezoned the property from Agricultural to Estate Residential in anticipation of the future lot. The minimum lot size is 200 feet. One lot would be 172 feet and the other lot would be 185 feet. Staff and the Planning Commission support the request. There is ample space for a building pad on both lots. It complies with minimum lot size, the variance criteria meet the zoning requirements, it is consistent with the neighborhood and the city rezoned it.

Councilmember Piekarski Krech asked if the lots were 2.5 acres. Mr. Link said yes. Councilmember Piekarski Krech asked if there was room for well and septic? Mr. Link said that would be addressed in the preliminary plat.

Lloni Bebel, 3852 Northridge Drive, Eagan, understood that the septic and well is required for the two lots and separation is needed for the two.

Motion by Piekarski Krech, second by Hark to Approve Resolution 17-149 for a variance from the minimum lot width requirements to subdivide a parcel for property located at 8842 Alverno Avenue.

Ayes: 5

Nays: 0

Motion carried.

B. MIHM Custom Homes; Consider a Resolution approving the Final Plat, Final PUD Development Plan, Development Contract and related agreements for the plat of Windwood 2nd Addition. Property located west of Hwy 3 between future 65th and 69th Streets

Mayor Tourville said this item was dropped from the agenda for work still being done on some of the items.

C. City of Inver Grove Heights; Consider Approval of the Attached Request for Statement of Qualifications and Proposal for Architectural and Engineering Services for Fire Station Site Design and Construction for Fire Station #2

J. Thill introduced the item stating she is asking for the approval to issue an RFP for the fire station site design and construction of fire station #2. Due to anticipated growth, the city completed a fire station site study in 2010. In 2014, the city completed a programming and feasibility study for the new station. This predevelopment study included a site concept plan, preliminary schedule and estimated budget. The next step is to move forward with issuing a Request for Statement of Qualifications and Proposal for Architectural and Engineering Services for the final site design and construction. There would be no costs to the city or contracts to sign if approved tonight. This is just to keep the process moving. There is a tentative schedule attached in the packet.

Issue RPF
Proposals due by 4:30 pm
Council award contract

August 15, 2017
September 8, 2017
October 9, 2017

Once a firm is hired it would take about 15 to 18 weeks to come up with a final design, have it approved by council, come up with construction documents so construction companies could bid on this project. The best time to bid on a project like this is in January or February. We would like to have construction documents in place by mid or late January 2018. It is a tight timeline but this would bring the best possible price for building the fire station.

Councilmember Piekarski Krech said she is ready to move forward with the process.

Mayor Tourville said there is no parcel yet. It is still being worked on. The first question an architect is going to ask is where is it going to be built?

J. Thill said if we wait until there is a parcel this would push the process into 2019. There is eight weeks to work on the parcel. There is no obligation for receiving the proposal. There is one change to the RFP on page 2 which would be changing the date to Tuesday, August 29th versus August 22nd.

Councilmember Hark asked if the council was getting ahead of themselves on the issue. J. Thill stated a location is in mind, there is still some negotiations that need to be done to go forward, and if negotiations are successful we could have a site in eight weeks. If the negotiations fail then the process would stop.

Councilmember Bartholomew asked if credibility would be lost if the process was stopped. J. Thill said no, firms are used to the ups and downs of projects.

Mayor Tourville asked if the firms would be aware that there is no parcel yet. J. Thill said it is stated in the RFP there is no site yet.

Motion by Piekarski Krech second by Bartholomew for approval of the Attached Request for Statement of Qualifications and Proposal for Architectural and Engineering Services for Fire Station Site Design and Construction for Fire Station #2

Ayes: 5

Nays: 0 Motion carried.

8. MAYOR & COUNCIL COMMENTS:

J. Lynch stated the normally scheduled council meeting set for September 4th is Labor Day. The Planning Commission is meeting on Tuesday, September 5th. The two options are that the Council and Planning Commission meet on September 5th with one group meeting in the EOC and not be televised or the Council could meet on Wednesday, September 6th. A decision needs to be made at the August 28th meeting.

Motion by Hark second by Perry to move the regularly scheduled Council meeting on Monday, September 4, 2017, to Wednesday, September 6, 2017, at 6:00 PM.

Ayes: 5

Nays: 0 Motion carried

J. Lynch asked that Council set a joint meeting tonight with the Parks and Recreation Commission on October 16th and Mayor Tourville will not be able to attend that meeting.

Motion by Perry second by Hark to change the meeting date from October 16, 2017, to Monday, October 30, 2017, at 6:00 PM at the Grove for a joint meeting with the Parks and Recreation Commission.

Ayes: 5

Nays: 0 Motion carried

Councilmember Perry suggested setting up a meeting with the Environmental and Housing since the Comprehensive Plan is being worked on currently. It was recommended to get a meeting scheduled.

9. ADJOURN:

Motion by Bartholomew second by Perry to adjourn. The meeting was adjourned by a unanimous vote at 9:05 pm.