



INVER GROVE HEIGHTS CITY COUNCIL AGENDA

Monday, November 23, 2015

8150 BARBARA AVENUE

7:00 P.M.

1. CALL TO ORDER

2. ROLL CALL

3. PRESENTATIONS

A. Proclamation Recognizing Fifty Year Anniversary and Presentation with Video.

4. CONSENT AGENDA – All items on the Consent Agenda are considered routine and have been made available to the City Council at least two days prior to the meeting; the items will be enacted in one motion. There will be no separate discussion of these items unless a Council member or citizen so requests, in which event the item will be removed from this Agenda and considered in normal sequence.

A. Minutes of October 26, 2015 City Council Meeting Minutes

B. Resolution Approving Disbursements for Period Ending November 17, 2015

C. Approval of a Lawful Gambling Premise Permit for Merrick, Inc. at the Premise Business Location of 4455 65th Street East

D. Approval of a Lawful Gambling Premise Permit for Spartan End Zone at the Premise Business Location of 6434 Cahill Ave.

E. Consider Purchase of Equipment for Inver Wood Golf Course

F. Consider Approval of 2016 Park and Recreation Fees

G. Consider Approval of Guaranteed Energy Savings Agreement

H. Consider Resolution Approving the Dakota County 2016 Community Funding Application for Waste Abatement Activities

I. Approval of Position Reclassification to City Forester/Park Maintenance Coordinator

J. Consider Pay Voucher No. 7 for the 2015 Capital Improvement Program, City Project No. 2015-10 – NWA Trunk Utility Improvements, Argenta District (Alverno to Blackstone Vista Development) and City Project No. 2015-11 – NWA 70th Street Lift Station, Argenta District

K. Resolution Approving Joint Powers Agreement (JPA) with Dakota County for Right-of-Way Acquisition, Construction and Maintenance for City Project No. 2014-11 – Argenta Trail at Trunk Highway 55

L. Approve Amendment to Proposal for Professional Services for Feasibility Study for City Project No. 2015-03 – 65th Street between Trunk Highway 3 and Argenta Trail

M. Consider Resolution Accepting Proposal from Wenck Associates, Inc. (WAI) for a Hydrologic Modeling and Feasibility Study for City Project No. 2015-19 – Northwest Area (NWA) Robert Watershed Corridor

N. Consider Resolution Accepting Proposal IPO No. 21A for Additional Engineering Services from Kimley-Horn & Associates, Inc. for Preparation of the Feasibility Report for City Project No. 2015-09D – Broderick Boulevard Reconstruction from 80th Street to Concord Boulevard

O. Consider Resolution Separating City Project No. 2016-09D, 60th Street Area Reconstruction and Establishing Five Additional Projects: City Project No. 2016-10, 60th Street Area Utility Improvements; 2016-09F, Carleda Way Area Reconstruction; 2016-11, Carleda Way Area

Utility Improvements; 2016-09G, 62nd Street Area Reconstruction; and 2016-12, 62nd Street Area Utility Improvements.

P. Personnel Actions

5. **PUBLIC COMMENT:** Public comment provides an opportunity for the public to address the Council on items that are not on the Agenda. Comments will be limited to three (3) minutes per person

6. **PUBLIC HEARINGS:**

ADMINISTRATION

A. **CITY OF INVER GROVE HEIGHTS;** Consider Approval of the 2016 Liquor License Renewal Applications

B. **CITY OF INVER GROVE HEIGHTS;** Consider Approval of the 2016 Pawnbroker Renewal Application

PUBLIC WORKS

C. **CITY OF INVER GROVE HEIGHTS;** Continuation of Assessment Hearing for City Project No. 2009-01 - T.H. 3 and 80th Street/Amana Trail/County Road 28 Intersection Improvements

7. **REGULAR AGENDA:**

COMMUNITY DEVELOPMENT:

A. **CITY OF INVER GROVE HEIGHTS;** Consider Second Reading of the On-Street Parking Regulations Ordinance

FINANCE:

B. **CITY OF INVER GROVE HEIGHTS;** Consider Second Reading of an Ordinance Amending City Code Title 3, Chapter 4, Sections 3-4-2-2 and 3-4-2-3 and 10-3-8 Adjusting Development Fees for 2016

FIRE DEPARTMENT:

C. **CITY OF INVER GROVE HEIGHTS;** Authorize the City Administrator to begin discussion with the property owner of the identified site for the new fire station and move forward with an appraisal.

8. **MAYOR & COUNCIL COMMENTS:**

9. **ADJOURN:**

This document is available upon 3 business day request in alternate formats such as Braille, large print, audio recording, etc. Please contact Michelle Tesser at 651.450.2513 or mtesser@invergroveheights.org

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Proclamation Recognizing Fifty Year Anniversary

Meeting Date: November 23, 2015
Item Type: Special Presentations
Contact: Joe Lynch, City Administrator
Prepared by: Michelle Calvert, City Government Intern
Reviewed by: n/a

Fiscal/FTE Impact:

- | | |
|-------------------------------------|------------------------------------|
| <input checked="" type="checkbox"/> | None |
| <input type="checkbox"/> | Amount included in current budget |
| <input type="checkbox"/> | Budget amendment requested |
| <input type="checkbox"/> | FTE included in current complement |
| <input type="checkbox"/> | New FTE requested – N/A |
| <input type="checkbox"/> | Other |

PURPOSE/ACTION REQUESTED:

Recognize the fifty year anniversary of the City of Inver Grove Heights.

SUMMARY:

Consideration for the residents, City Council, and staff to recognize the fifty year anniversary since the City of Inver Grove Heights was first distinguished as a separate government entity. Consideration is also requested to recognize the plans to continue to serve the residents of the City. It is recommended that the attached proclamation be presented to the residents of Inver Grove Heights in appreciation and recognition of this momentous occasion.



City of Inver Grove Heights Proclamation

- WHEREAS,** The City of Inver Grove Heights recognizes that fifty years have passed since it was first recognized as a separate government entity.
- WHEREAS,** Through the efforts of residents, City Council, and staff, the City has committed to continue to provide excellent services and the highest quality of life for its residents.
- WHEREAS,** Through the efforts of residents, City Council, and staff, the City has committed to support the efforts of local school districts and higher education facilities.
- WHEREAS,** Through the efforts of residents, City Council, and staff, the City has endeavored to plan for the future by providing a long-term Comprehensive Plan.
- WHEREAS,** Through the efforts of City Council and staff, the City has endeavored to plan for the future by committing to meet housing needs, community development, commercial development, parks and recreation, up-to-date public works infrastructure, transportation, strong financial planning and administration, as well as excellent police and fire protection for its residents.
- WHEREAS,** Through the efforts of City Council and staff, the City has endeavored to provide for a healthy community by supporting and staffing the Veteran's Memorial Community Center as well as a number of other recreational venues.
- WHEREAS,** The residents, City Council, and staff, will gather together to commemorate the occasion on Monday, December 7, 2015 with a ceremonial tree lighting at the Veteran's Memorial Community Center.

NOW, THEREFORE, I, GEORGE TOURVILLE, Mayor of the City of Inver Grove Heights, by the authority vested in me, do hereby recognize the tremendous efforts of these residents, City Council, and staff, to celebrate this momentous occasion and to ensure the future of the City of Inver Grove Heights.

George Tourville, Mayor

Attest:

Joe Lynch, City Administrator

**INVER GROVE HEIGHTS CITY COUNCIL MEETING
MONDAY, OCTOBER 26, 2015 - 8150 BARBARA AVENUE**

1. CALL TO ORDER and 2. ROLL CALL

The City Council of Inver Grove Heights met in regular session on Monday, September 14, 2015, in the City Council Chambers. Mayor Tourville called the meeting to order at 7:00 p.m. Present were Council members Bartholomew, Hark, Mueller 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, Police Chief Stanger and Fire Chief Thill.

3. PRESENTATIONS:

A. Inver Grove Heights Police Explorers Acceptance of Fundraiser Proceeds by Hometown Meats

Police Chief Stanger introduced the Police Explorers to the Council. Hometown Meats provided 10 percent of their proceeds to the Police Explorers on August 15, 2015. The proceeds will cover uniforms, the cost for the Explorers to attend the state conference in Rochester and help fund the yearly operating expenses. Hometown Meats presented the check to the Police Explorers.

B. Introduction of 2015 Boy Scout Northern Star Council Spurgeon Award Recipient, Inver Grove Heights Firefighter Dan Bernardy

Fire Chief Judy Thill introduced Firefighter Dan Bernardy, Mr. Bernardy is the advisory of the Firefighter Explorers program and played an instrumental part in reestablishing the program. Since then the program has produced 12 out of the 65 Firefighters on the department today. Mr. Bernardy was honored for his dedication and working with the program he was nominated to receive the Boy Scout Northern Star Council Spurgeon Award.

4. CONSENT AGENDA:

- A. Minutes of September 28, 2015 Regular City Council Meeting
- B. Resolution 15-164 Approving Disbursements for Period Ending October 20, 2015
- C. Consider Contract with Common Sense Building Services, Inc.
- D. Consider Resolution 15-165 to Authorize the Police Department's Participation in the Electronic Statewide eCourtMN Initiative and to Enter into a Master Subscriber Agreement for Minnesota Court Services for Government Agencies Between the State of Minnesota, First Judicial District and Dakota County
- E. Consider Purchase of Backup Heat Exchangers for the VMCC/Grove
- F. Consider Purchase of Automated Rider Scrubber for Veterans Memorial Community Center
- G. Consider Approval of Fire Department Organizational Structure, Paid-on-call Battalion Chief Job Description/Pay, and Internal Posting
- H. Consider Request of the Inver Grove Heights Fire Department Relief Association to Raise the Retirement Benefit Level
- I. Consider Change Order No. 3 and Pay Voucher No. 6 for the 2015 Capital Improvement Program, City Project No. 2015-10 – NWA Trunk Utility Improvements, Argenta District (Alverno to Blackstone Vista Development) and City Project No. 2015-11 – NWA 70th Street Lift Station, Argenta District
- J. Consider Change Order No. 3, Pay Voucher No. 5 and for City Project No. 2015-09E – 47th Street Area Reconstruction and City Project No. 2015-14 47th Street Area Water and Sewer Improvements and Rehabilitation
- K. Approve the Resolution 15-166 Certifying Delinquent Unpaid Water, Sewer, Storm water, and Street Light Charges to the County to be Collected with the Other Taxes on the Property
- L. Personnel Actions

Mr. Lynch stated that item 6D should be moved from Public Hearing to Consent and be added as 4.M.

Motion by Bartholomew, second by Hark, to approve the Consent Agenda 4.B- 4.K. 4A, 4D, 4F and 4M were pulled by Councilmembers.

Ayes: 5

Nays: 0 Motion carried.

Resident, Allan Cederberg, 11862 E. 82nd Street stated that he wanted the minutes completed sooner. Mr. Lynch responded that the City Clerk is providing them as quick as she can.

Motion by Piekarski Krech, second by Mueller to approve the September 28, 2015 minutes.

Ayes: 5

Nays: 0 Motion carried.

Councilmember Mueller pulled item 4D and asked Chief Stanger what this is going to do for the City of Inver Grove Heights. Chief Stanger stated that this program is statewide and that the court system is requiring electronic access applications as of January 1, 2016. The charges from the Police Department will start being sent electronically. To access this, Chief Stanger stated that an agreement must be in place. Councilmember Mueller asked if it's more costly. Chief Stanger stated in the negative, it's paperless, so it's cheaper. Further, he added officers will be able to obtain the court's information on individuals remotely from the squad car.

Motion by Piekarski Krech, second by Mueller to approve the Resolution to Authorize the Police Department's Participation in the Electronic Statewide eCourtMN Initiative and to Enter into a Master Subscriber Agreement for Minnesota Court Services for Government Agencies Between the State of Minnesota, First Judicial District and Dakota County .

Ayes: 5

Nays: 0 Motion carried.

Councilmember Piekarski Krech pulled items 4.F and 4.M. Councilmember Piekarski Krech asked Parks and Recreation Director Eric Carlson if the Automated Rider Scrubber for Veterans Memorial Community Center was going to be used by the contractual janitorial group or city employees. Mr. Carlson stated city employees. Councilmember Hark asked if this was replacement equipment and if the machine works at all. Mr. Carlson responded that it is replacement equipment and that it barely works.

Motion by Mueller second by Bartholomew to approve Purchase of Automated Rider Scrubber for Veterans Memorial Community Center

Councilmember Piekarski Krech pulled item 4.M. She stated that she disagrees with the list of priorities stated in the Resolution. Further, she stated the priority should be 1. Broderick and 2. Argenta. She stated the Swing Bridge is the last priority. Mr. Lynch stated that city staff has met with State Representative, Senator and staff from Minnesota Budget Office that we state them in priority order. The discussion was that the city has received funds in the past for Heritage Village Park. It was likely that we would continue to receive funding and therefore suggested that the Swing Bridge be priority number 1.

Councilmember Piekarski Krech stated that she would like the state monies to go to roads and not parks. She added that our infrastructure needs to be improved first.

The Council discussed the comments and agreed with Councilmember Piekarski Krech's suggestion that the priority list should be changed to 1. Broderick Boulevard 2. Argenta Trail Realignment. 3. Swing Bridge Park/Mississippi River Trailhead.

Motion by Piekarski Krech, second by Bartholomew to approve the changes to Resolution 15-167 as 1. Broderick Boulevard 2. Argenta Trail Realignment. 3. Swing Bridge Park/Mississippi River Trailhead.

Ayes: 5

Nays: 0 Motion carried.

5. PUBLIC COMMENT: None.

6. PUBLIC HEARINGS:

A. Consider a Second Reading of Ordinance Amending the Inver Grove Heights City Code by Adding Title 4, Chapter 12 Related to Tobacco and Electronic Delivery Sampling.

The Public Hearing opened at 7:22PM. Assistant City Attorney Bridgett McCauley Nason presented to the council the second reading of the amended Inver Grove Heights City Code by Adding Title 4, Chapter 12 Related to Tobacco and Electronic Delivery Sampling Ordinance.

Ms. McCauley Nason presented the first reading at the October 12, 2015 Council Meeting. Ms. Nason stated that there were two changes that were made to the ordinance language. The first is that it be explicitly stated that if a retail establishment which currently allows sampling does add another location within the city the sampling of electronic delivery devices at that location would be prohibited. The current businesses that do allow electronic delivery devices may continue to do so but only at the current location. However, if they were to move from their current location to another place within city limits then they could allow sampling at that location. Secondly, language was added in response to council request that if ownership is transferred to the retail establishment then the ability of that particular retail establishment to allow sampling of electronic devices would cease at that time.

Mr. Kuntz, City Attorney received a question and asked the council if they wanted to address an expansion of the existing location that was grandfathered in by the ordinance. Does the council want to limit the sampling to the existing building's foot print? Councilmember Hark stated that the other side of this question would be if the location were to relocate to a larger building. Mayor Tourville stated he didn't have a problem with allowing an expansion. Councilmember Piekarski Krech stated that adding to the ordinance is too much interference and would like it to be left as is. Councilmember Hark stated it would be fine to allow a business to expand.

Mayor Tourville asked the public for comments. There were no comments made. The public hearing was closed.

Motion by Piekarski Krech, second by Batholomew to accept the second reading of the ordinance.

Ayes: 5

Nays: 0 Motion carried.

B. Public Hearing to Consider Ordering the Trunk Watermain Looping Project on the 65th Street Alignment, Authorizing Final Plans and Specifications, and Authorizing City Attorney to Complete Easement Negotiations for the 2015 Improvement Program, City Project No. 2015-12 – NWA Trunk Watermain Improvements - 65th Street Loop (Argenta Trail to Babcock Trail). Resolution 15-168

The public hearing opened at 7:26PM. Tom Kaldunski, City Engineer presented the item. He stated that its in regards to a water main loop that generally follows the 66th St alignment. A notice was sent out to residents in the area. It would be for the future alignment of 65th Street that would eventually go up to 63rd and Babcock location. He stated in the feasibility study there are two options, Mr. Kaldunski showed on

the map presented and pointed to the different options that would be available recommended through the feasibility study. Option 1 would be the 16" Diameter Watermain, along future 65th Street Corridor, it has extreme terrain and elevation changes. He discussed the potential of future easement acquisition. The cost of the project is more costly at approximately \$2.5 million dollars. Option 2 would be a 16" Diameter Watermain, it has less extreme terrain especially through Hwy 3 and in the Ellen-Gregor Development with the gravel road. The project does have potentially less easement acquisition and the cost is less at \$2.3 million dollars. There is savings going with Option 2. If the city were to continue with the cross interconnection with Eagan at 70th Street the cost would be \$800,000. The project costs of Option 2 in comparison to Option 1 is cheaper and the easement acquisitions are less. The feasibility study recommended Option 2. Residents were concerned with Option 1. The work is funded through the water fund through the northwest area. The fund usually comes from the development costs and area connection fees, there are no assessments for this project. The project schedule is the public hearing is scheduled for tonight then the next phase of design and development and securing the easements for the project. The bids would be the early part of 2016 and the project would start in April of 2016 through fall of 2016.

Councilmember Bartholomew asked about the connection with Eagan and the mechanism on that project. Mr. Kaldunski stated that it's the benefit of both communities. Currently, the city has a long dead-end main by Babcock and the City Hall and a dead end main that goes out to this particular area. Currently the pipe is about 700-800 feet away from the City of Eagan. If there was a need to shut down a water main between those two locations the city would have challenges to provide water to those areas and resident in between. The benefit would be the City of Inver Grove Heights. Eagan would have benefit as well if their main had need for maintenance and they wanted to utilize water to isolate an area. Generally, the system would be set up to accommodate those examples. Met Council encourages interconnection the actually sharing of the water doesn't occur until someone actually opens a valve, it's not automatic.

Mayor Tourville opened up the comments to the Public at 7:36PM.

Allan Cederberg, 11862 E. 82nd Street, commented on a notice in the paper that was in regards to a future public hearing of November 9, 2015.

Rue Shibatta, 6190 South Robert Trail, commented on why this needs to be connected now. Mr. Kaldunski stated he importance of the loop because of future proposed developments. And that the reason to connect the water main now is to create an alignment to make that necessary connection.

Andy Sandkamp, 6515 Babcock asked if his parent's home was going to be required to hook up to the city water at some point. Mr. Kaldunski stated that the city has a city code in place currently that states it is a voluntary choice to be connected to the water system. Further, Mr. Kaldunski pointed out that this refers to both the laterals or the mains.

Tim Peterson, 6525 Arlene Ave. commented that he prefers Option 2.

Allan Cederberg, 11862 E. 82nd Street, asked if sewer can be done at the same time. Mr. Kaldunski explained that the sewer is going north and south not east and west. He showed the map with the sewer lines and water lines to illustrate the reason.

Mayor Tourville asked if putting both options out there for bid would be the most cost and time efficient. Mr. Kaldunski stated he is asking the council for a decision on the options. He stated staff is recommending Option 2. Staff would see what the bids come back as for Option 2 first before looking at Option 1.

The public hearing was closed at 7:50PM.

Motion by Mueller, second by Bartholomew to close the public hearing.

Ayes: 5
Nays: 0 **Motion carried.**

Motion by Bartholomew, second by Hark to accept Option 2 and consider the Eagan connection.

Ayes: 5
Nays: 0 **Motion carried.**

C. Assessment Hearing for City Project No. 2009-01 – T.H. 3 and 80th Street/County Road 28 Intersection Improvements

Mayor Tourville introduced the item and stated that no decisions would be made today. And that further information gathering will be done before the decision is made at a future council meeting. Scott Thureen, Public Works Director, presented the item. He stated the project was completed in 2009. \$1.4 million dollars, the project funding included payment from Dakota County for \$629,000. State Aid funding was utilized in the amount of \$11,000. The proposed assessment this evening is for \$781,000. The feasibility study completed in 2008 studied the parcels that would be considered for assessment. Mr. Thureen used the map presented to show the areas on the west and east side. The feasibility study looked at assessing the area in review of the land and transportation system by the intersection improvement. The assessment looked at the area of the parcels and vehicle trip of the road. The study proposed splitting the assessment to the east and west sides of Truck Hwy 3. If it was a large parceled area then the assessment would look at half being assessed and the other half being deferred. Mr. Thureen stated that the method was discussed with the council, and council directed staff to figure out another way of doing so.

Mr. Thureen and Mr. Kuntz looked at the assessment and came back to the Council in September with another plan which is to defer the assessment for the properties on the east side. Currently, Mr. Thureen has waiver agreements for the west side that were signed in 2009. The assessment was \$400,000 that was deferred for 10 years and interest to be 4.8%. The proposal for the deferment was presented on October 8, 2015 at the information meeting. The proposal identifies two classes of property, the west side and the east side. The final assessment roles are included in the packet. The recommendation is to allow deferments for the properties to cease and the triggers in place would be the final plat has been platted and recorded for new development, the property is subdivided (non-development related), the third trigger would be that the date has been reached of January 1, 2040. If 2 out of the 3 triggers occur then the principal amount with the interest would begin the following year of the action. The assessment would be payable over a five year term with an interest rate of 4.8 percent.

Mr. Thureen discussed resident concerns of sub-division when dealing with estate planning. Mr. Thureen discussed the additional language that has been included to help deal with this specific concern. Mr. Thureen reviewed with the council what was discussed at the October 8, 2015. Mr. Thureen stated that the assessment hearing would be scheduled for the second meeting in November. Further, he added that the city has an agreement on the west side and is ready to begin the process but can't because the decision has to be made on the entire assessment for all the properties.

Councilmember Hark asked for the exceptions for the sub-divisions. Mr. Thureen referred him to the second resolutions of the packet. Mr. Thureen explained the resolution and the additional language added.

Mayor Tourville open the public hearing for comments at 8:04PM.

Tony Abbot, 1401 80th Street, stated his concerns about the assessment.

Jeanne Abbot, 1401 80th Street, reiterated her husbands' concerns about the assessment.

Mr. Kuntz stated that they have followed the legal guidelines. The questions asked are regarding the benefit of the property. In terms of process and creating the classifications we have followed the law.

Mayor Tourville discussed the comment on the State Highway. He discussed that the city was assessed for the improvement by the state. The county was also assessed a portion.

Mr. Thureen discussed the boundaries, the road system and the primary routes. Mr. Thureen explained the drawing area, the properties are accessing Highway 3.

Bob Whistle, 1462 80th Street, stated his concerns and opposition of the assessment.

Mr. Thureen discussed the Target Store assessment roll.

Bernadine Gordon, 1714 80th Street E, stated her concerns and opposition of the assessment.

Earl Gordon, 1714 80th Street E, reiterated his wife's concerns about the assessment.

Christine O'Shaughnessy, 1592 Ashbury Place, opposed the assessment.

Alfred Welfbring, 1225 80th Street, asked specific questions regarding the assessment.

Jeanne Abbot, 1401 80th Street, discussed revisiting the assessment process.

Allan Cederberg, 11862 E. 82nd Street, discussed his thoughts on the assessment.

Mr. Thureen discussed why a roundabout was chosen for the intersection.

Mr. Kuntz reminded those residents and audience members that they city will not be notifying residents of the continued Public Hearing for November 23, 2015 and the audience should be mindful of the date.

The public hearing was continued until 7:00PM on Monday, November 23rd 2015.

Motion by Piekarski Krech, second by Bartholomew to continue the public hearing until 7:00PM on Monday, November 23rd 2015. And a notice on the continuance will not be mailed.

Ayes: 5

Nays: 0 Motion carried.

Mayor Tourville asked for a motion to accept the pertinent information received thus far. He thanked audience members for attending the public hearing.

Motion by Piekarski Krech, second by Hark to accept the pertinent information received thus far.

Ayes: 5

Nays: 0 Motion carried.

D. Approve Attached Resolution for the Purpose of Obtaining Funds for Public Improvement Projects related to Swing Bridge Park, Broderick Boulevard, and Argenta Trail Realignment

This item was moved to Consent 4M.

7. REGULAR AGENDA:

PARKS AND RECREATION:**A. Consider Approval of Hiring Engineer and Architect to Develop Plans and Specifications for Potential Golf Course Capital Improvements Projects**

Mr. Carlson summarized the proposed improvements to the golf course. He discussed that it was council's direction at the September council meeting for the Parks and Recreation Commission and subcommittee to go through the proposal and see how they could make the project more affordable. The Commission and sub-committee examined the bids and are recommending that the council award the bid to Herfort Norby Golf Course Architects LLC (Norby Gold) in the amount of \$53,500 to provide final plans and specification for the driving range and bunker renovations on the 9-hole Executive and 18-hole Championship Course(s). They are also recommending approval to hire Erik Christensen Design Group LTF (EC Design) in the amount of \$12,000 to provide final irrigation plans and specifications for the 235-acre golf course property. Further, they are recommending that when looking at bids that they can add alternatives to the project so options are available to the council. Some examples are the 50 feet netting around the golf range, construction of target greens, tee expansions and bunker portion. This would leave staff and the council with bid options as the process moves forward. Including in the alternatives would be the irrigation and tree removal. Some of the tree removal may be done by staff to save on costs. The Parks and Recreation commission and sub-committee are recommending moving forward with the project and to start the bidding project.

Councilmember Bartholomew discussed the financing of the project. He stated that the resolution is asking that we approve the financing in the resolution. He said he would like to make it clear that I want the entire project paid for by the golf course. He stated he doesn't want the Community Fund to assist with the project. He further corrected himself and stated it was in the request for council action and not the resolution.

Mayor Tourville stated that we are not approving the financing at this time.

Councilmember Bartholomew read the request for council action and stated he wanted to clarify that he does not support the financing plan stated.

Mayor Tourville stated that we are not approving the project but that the city is looking at the pricing to see if the city will or will not go forward with the project.

Mr. Carlson stated that he realized he should not have had the statement in the request for council and apologized.

Councilmember Hark stated in the original request that the price was \$2.6 million that included everything and his concern is prioritizing the project. Irrigation is number one, then the bunkers and the driving range is of concern because the price of the driving range improvement and the payback is not there. He also discussed his concern of the total amount of the \$2.6 million dollar proposal and that he wants to bring that amount down.

Mr. Carlson stated that they Commission and staff is looking at coming forward with possibilities and flexibilities for the council to award or not award projects based on the real questions.

Councilmember Piekarski Krech asked why the amount being asked for is \$70,000 and not \$65,500. Mr. Carlson stated that the number is \$70,000 in case there are any changes; it allows staff not to have to come back to the council to be granted a small amount. Mr. Carlson suggested the amount in case something comes back with a change in specification. He doesn't anticipate that he will go to \$70,000.

Mr. Carlson stated that the bidding process would start with the plans and specifications in November 2015, then the bids would go out in January 2016 and the bids would go in front of the council in March – April 2016 then construction would start in September 2016.

Councilmember Mueller asked if the amount changes would the city have to go out for bids again. Mr. Carlson stated no, the bid package will have different options. Councilmember Hark stated that the council has choices.

Motion by Mayor Tourville second Piekarski Krech to approve the proposed bids.

Ayes: 5

Nays: 0 Motion carried.

COMMUNITY DEVELOPMENT:

B. CASTAWAYS MARINA; Consider Resolution 15-169 relating to a Conditional Use Permit Amendment to allow for the parking and temporary storage of small boats and trailers in the south parking lot for property located at 6140 Doffing Avenue.

Mr. Link presented the item, the property is located near the Mississippi River. The applicant had a Conditional Use Permit back in the early 1990's. Their property is 6 acres. They have a parking lot and are not able to use their parking lot for winter storage. The request is to amend the conditional use permit to allow the use of their parking lot for winter storage of boats and trailers owned by the Castaways Marina shareholders. It is a private marina. There are no physical changes to the property. Staff and the Planning Commission recommend approval.

The applicant was present, he discussed the business growth and need of additional storage space.

Mayor Tourville asked about the distance between the building and the parking lot. He discussed his concerns of a possible fire. He asked that the business work with the Fire Department to make sure there are no fire issues. He further added that the fire vehicles are not the normal vehicle and he wanted to make sure distance was available. The applicant concurred, and stated that at the Planning Commission meeting the Fire Marshall was present and that matter was discussed.

Motion by Piekarski Krech second Mueller to approve the amendment to the Conditional Use Permit.

Ayes: 5

Nays: 0 Motion carried.

C. JENNIFER CHRISTENSEN; Consider the following requests for property located at 4701 Barbara Avenue:

a) Resolution 15-170 relating to a Variance from the minimum lot size and width requirements for a new single family lot.

b) Resolution 15-170 relating to a Variance from the rear yard setback for an existing home.

Mr. Link presented the item, The applicant would like to subdivide the property into two lots. He indicated on the map the location and parcel. There would be two lots, the first lot would be 8,900 square feet and 69 feet in width. Typically we require 12,000 square feet and 80 feet. It meets the proposed lot size and width of the 70% standard for the lots of record which means that the ordinance went into place after the lot was created. This is not a lot of record. The second variance is for the 30 feet in case its 5feet. The side yard functions as the back yard. The recommendation from staff is to approve. The small lot size allows for a more reasonably priced lot and different housing opportunity. The Planning Commission

unanimously recommended denial, they were concerned regarding precedent and long term impact and did not find that there is hard ship. The commission did stated that they are okay with the setback variance if council approves the square feet and width variance.

Councilmember Piekarski Krech stated it is out of character of the surrounding homes. There are larger lots in the area and expressed concern of other residents lots sub dividing and changing the character of the established neighborhood. She also stated other homes are available to be bought and sold. She expressed her feelings on the difference between this request and the lots next to Target Stores.

Mr. Link stated the neighbor to the south expressed run-off concerns. He stated that the layouts of the neighborhood are larger lots.

Councilmember Hark stated number one the practical difficulties that is stated doesn't exist. He asked Mr. Link to explain show the practical difficulty. He stated staff was trying to be more creative and flexible with this request so they are providing housing opportunities.

Mayor Tourville stated that where the other lots are placed neighbors would have difficulties with sub dividing because the houses are in the middle.

Motion by Hark second Bartholomew to approve a) variance from the minimum lot size and width requirements for a new single family lot and b) variance from the rear yard setback for an existing home. Hark asked to take out item one practical difficulty.

Ayes: 3 Mayor Tourville, Hark, Bartholomew

Nays: 2 Piekarski Krech and Mueller

Motion carried.

D. IMH SPECIAL ASSET 175; Consider the following requests for property located at the northeast corner of 70th Street and Hwy 3;

a) A Rezoning of the property from A, Agricultural to R-1C/PUD, Single Family Residential District and R-3C/PUD, Multiple Family Residential District. Resolution 15-171

b) Resolution 15-172 relating to a Preliminary Plat for the plat of Hannah Meadows.

c) Resolution 15-172 relating to a Preliminary PUD Development Plan for the PUD of Hannah Meadows.

Mr. Hunting, City Planner presented the item. He stated that the proposal is a PUD and a preliminary plat. They are proposing 42 single family units, 36 townhome units and one future 160-200 unit apartment building. The lot size is single family similar to the northwest area but slightly larger than Argenta Hills. The road utilities are proposing a collector street and start at the Allen Way E. and will continue north. There will be one public street Road B and will be built within city street standards. The plat provides the necessary right of way for the expansion at 70th Street and Hwy 3. The roundabout would be constructed in the future. There should not be any changes later on. Mr. Hunting showed on the map the extended water and sewer lines. It will expand our utility system and keep it moving the development potential north. Mr. Hunting stated that it complies with the standards as far as density and storm water. There will be a 15 foot separation between the homes so no rain gardens will be in place. There will be some lots that are close to 70th Street, the right of way and not within the 50 foot requirement. Specifically, Mr. Hunting stated lots townhomes and future apartment building.

Staff and the Planning Commission have approved the request, with the conditions listed in the report.

Councilmember Piekarski Krech asked what the setbacks were for Hwy 3 and 70th Street. Mr. Hunting stated that the proposal for the apartment building setback is 30ft. and a small portion is 20ft. The townhome units will be 37ft and 42ft from the right of way.

Mayor Tourville stated that this has been vetted with the county and the state with Hwy 3 and the roundabout.

Applicant, Tim Kinney, 7001 Scottsdale Road, Scottsdale, AZ was present to answer any questions. The architect and developer were present as well. Mr. Kinney stated they have been working with Dakota County on the state highway/70th Street and the roundabout and were approved with the county and the state. Brian Johnson, 1301 American Blvd E, with the firm, Coswell Architects was present. Mr. Johnson showed the map of the design to the council.

Councilmember Hark asked about the apartment parking spaces. Mr. Johnson stated there is 150 underground stalls and 120 surface parking.

John Bender, the Civil Engineer on the project was present to answer any questions. They commended staff for their help and effort. He gave a rundown of the site and discussed the topography challenges in the area.

Mayor Tourville asked about adding a small space at the end of the neighborhood. Tom Kaldunski, City Engineer discussed the plan proposal. He stated the depth of the lot is 150-170ft and cul-de-sac will not be put in at that area because of the grade change near the property line. Mayor Tourville stated that he sees the benefit of adding a small teardrop in the road for emergency vehicles to turn around in. Mr. Kinney stated a temporary turn around could work if it was located on the west of the location discussed.

Motion by Councilmember Mueller second Piekarski Krech to approve the Resolutions regarding rezoning, preliminary plat and preliminary PUD.

Ayes: 5

Nays: 0 Motion carried.

CITY OF INVER GROVE HEIGHTS; Consider Ordinance Amending On-Street Parking Regulations section 6-3-13 and section 6-3-14 and section 6-3-15.

Mr. Link presented the item. He stated that there has been frequent complaints regarding trailers, commercial vehicles, recreational vehicles and boats being stored on public streets for extended periods of time. In some instances, these may be stored on the city street for an entire season. Mr. Link stated that city streets are being used for storage and residents have complained regarding the unattractive or junky look of the streets and neighborhoods. He said that traffic safety is a concern and can become obstructions to the public. He summarized that there are three parts to the ordinance. The first part pertains to all city streets; the ordinance prohibits parking on any street in the City for more than 20 continuous hours in one place. The second pertains to all city streets, that is a trailer, semi-trailer or boat is parked on any city street it must be hitched to a vehicle. He stated the third part is only to residential and B-1 zones, and prohibits commercial motor vehicle and other related vehicles such as semi-trailers, trailers and motor homes from being parked on streets that abut properties that are zoned agricultural (a), residential (R), Estate (E) or B-1, except for the purpose of loading or unloading.

Mr. Link discussed the vehicle types listed on the list. Council may remove those listed as they deem fit. Other scenarios to consider are school bus drivers sometimes park their vehicles between the morning and afternoon. He explained that the ordinance would prohibit that in B-1 zones. Another scenario is tow truck drivers; tow trucks may park their trucks over the weekend. This would prohibit that from happening in residential areas. Mr. Link stated that the third, issue is that automobiles would not be able to park on the city streets for more than 20 hours. He explained it does include Cenex Drive. He gave the council details on prior issues with CHS and its employees. CHS wanted their employees to be allowed to park their recreational vehicles on Cenex Drive. This ordinance would prohibit this from occurring. Mr. Link

indicated where the B-1 District would be affected with the new ordinance. The concern was brought up by CHS, there was an ordinance that was adopted specifically for CHS employees on Cenex Drive.

Mr. Link stated it is up to the council if they would like to include B-1 district or not in the ordinance. The effective date would be April 1, 2016. The winter parking restrictions would be lifted by then. This timeline allows for the word to get out to residents and be publicized through the website and newsletter.

Councilmember Piekarski Krech expressed her support of removing B-1 zone from the ordinance.

Councilmember Mueller stated he would like the ordinance to be moved as a second reading. He then removed the motion.

Councilmember Hark asked about the school bus issue and wanted to know if there are a lot of complaints regarding buses. Police Chief Stanger stated that school buses and tow trucks are considered commercial vehicles. Councilmember Hark stated he wanted to allow school busses to park because of the unique day hours that they are parked. Police Chief Stanger stated there are more complaints on tow trucks than complaints on school buses. He stated that commercial vehicles gross vehicle weight is 26,000. The council discussed what would be considered a commercial vehicle.

Police Chief Stanger stated that there are two separate issues, number one is on-street parking which is under the parking regulations. The zoning ordinance for off-street parking is a different ordinance that is handled by code enforcement.

Councilmember Mueller stated that we could allow a permit process. Chief Stanger stated that the council could remove those two commercial vehicles, excluding them from the ordinance. Chief Stanger gave a background on how the parking issue came up with Cenex Drive and CHS employees.

Mayor Tourville stated that more discussion is necessary on the ordinance. Councilmember Piekarski Krech stated that on-street parking in residential zones is really the only issue. She stated the other zones should be left alone. Mr. Link stated that it would be easier to focus on the residential zones and remove the B-1 zone. She further stated that an exception could be made for school bus parking.

Mayor Tourville asked staff to come back with the changes to the ordinance, the changes being removing B-1 zones and exempting school busses or tow trucks.

Councilmember Piekarski Krech asked that it come back first to the council and then it be accepted as the first reading.

8. MAYOR & COUNCIL COMMENTS

Mr. Lynch stated that on Wednesday staff will be meeting with council to discuss the northwest utilities.

Mayor Tourville commended the Simley Spartan football team for being second in Regions.

9. ADJOURN: Motion by Mueller second by Hark to adjourn. The meeting was adjourned by a unanimous vote at 10:21p.m.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: November 23, 2015
 Item Type: Consent
 Contact: Kristi Smith 651-450-2521
 Prepared by: Bill Schroepfer, Accountant
 Reviewed by: N/A

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

Approve the attached resolution approving disbursements for the period of November 4, 2015 to November 17, 2015.

SUMMARY

Shown below is a listing of the disbursements for the various funds for the period ending November 17, 2015. The detail of these disbursements is attached to this memo.

General & Special Revenue	\$530,323.43
Debt Service & Capital Projects	153,200.67
Enterprise & Internal Service	757,858.47
Escrows	43,874.49
	<hr/>
Grand Total for All Funds	<u><u>\$1,485,257.06</u></u>

If you have any questions about any of the disbursements on the list, please call Kristi Smith, Finance Director at 651-450-2521.

Attached to this summary for your action is a resolution approving the disbursements for the period November 4, 2015 to November 17, 2015 and the listing of disbursements requested for approval.

DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _____

**RESOLUTION APPROVING DISBURSEMENTS FOR THE
PERIOD ENDING November 17, 2015**

WHEREAS, a list of disbursements for the period ending November 17, 2015 was presented to the City Council for approval;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS: that payment of the list of disbursements of the following funds is approved:

General & Special Revenue	\$530,323.43
Debt Service & Capital Projects	153,200.67
Enterprise & Internal Service	757,858.47
Escrows	43,874.49
Grand Total for All Funds	<u><u>\$1,485,257.06</u></u>

Adopted by the City Council of Inver Grove Heights this 23rd day of November, 2015.

Ayes:

Nays:

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk



Expense Approval Report

By Fund

Payment Dates 11/4/2015 - 11/17/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ACE PAINT & HARDWARE	526156/5	11/04/2015	501126	101.42.4200.423.60018	20.97
ACE PAINT & HARDWARE	526173/5	11/04/2015	501126	101.43.5200.443.60016	7.47
AFSCME COUNCIL 5	INV0047450	11/13/2015	UNION DUES (AFSCME FAIR SHARE)	101.203.2031000	49.56
AFSCME COUNCIL 5	INV0047451	11/13/2015	UNION DUES (AFSCME FULL SHARE)	101.203.2031000	779.62
AFSCME COUNCIL 5	INV0047452	11/13/2015	UNION DUES (AFSCME FULL SHARE-PT)	101.203.2031000	86.00
ARROWHEAD SCIENTIFIC, INC.	80713	11/13/2015	7/28/15	101.42.4000.421.60065	162.71
BROOKLYN CENTER, CITY OF	11/30/15	11/04/2015	REGISTRATION - CRISIS NEGOTIATION	101.42.4000.421.50080	35.00
CA DEPT OF CHLD SUPPORT SERVICES	INV0047453	11/13/2015	MIGUEL GUADALAJARA FEIN/TAXPAYER II	101.203.2032100	279.69
CENTURY LINK	10/19/15 651 455 9072 782	11/04/2015	651 455 9072 782	101.42.4200.423.50020	43.18
CITY OF SAINT PAUL	IN00012058	11/04/2015	76	101.43.5200.443.60016	891.52
COLLINS ELECTRICAL CONST.	1532210.01	11/13/2015	10/29/15	101.43.5200.443.40046	373.38
COMCAST	10/19/15 8772 10 591 0024732	11/04/2015	8772 10 591 0024732	101.42.4200.423.30700	2.25
CUB FOODS	10/14/15	11/13/2015	INV001	101.43.5100.442.60045	15.60
DAKOTA CTY FINANCIAL SVCS	00017967	11/04/2015	JULY 2015 SUBSCRIBER FEE	101.42.4000.421.70501	1,399.80
DAKOTA CTY FINANCIAL SVCS	00017967	11/04/2015	JULY 2015 SUBSCRIBER FEE	101.42.4200.423.30700	1,376.47
DAKOTA CTY FINANCIAL SVCS	00017967	11/04/2015	JULY 2015 SUBSCRIBER FEE	101.43.5200.443.30700	46.66
DAKOTA CTY FINANCIAL SVCS	00017968	11/04/2015	AUGUST 2015 SUBSCRIBER FEE	101.42.4000.421.70501	1,399.80
DAKOTA CTY FINANCIAL SVCS	00017968	11/04/2015	AUGUST 2015 SUBSCRIBER FEE	101.42.4200.423.30700	1,376.47
DAKOTA CTY FINANCIAL SVCS	00017968	11/04/2015	AUGUST 2015 SUBSCRIBER FEE	101.43.5200.443.30700	46.66
DAKOTA ELECTRIC ASSN	246837-9 11/15	11/11/2015	Invoice	101.44.6000.451.40020	1,020.00
DAKOTA ELECTRIC ASSN	250165-8 11/15	11/11/2015	Invoice	101.44.6000.451.40020	517.19
DAKOTA ELECTRIC ASSN	393563-2 11/15	11/11/2015	Invoice	101.44.6000.451.40020	292.49
DAKOTA ELECTRIC ASSN	426713-4 11/15	11/11/2015	Invoice	101.43.5400.445.40020	39.63
DAKOTA ELECTRIC ASSN	443054-2 11/15	11/11/2015	Invoice	101.44.6000.451.40020	10.15
DAKOTA ELECTRIC ASSN	109394-7 11/15	11/11/2015	Invoice	101.43.5400.445.40020	1,201.07
EFTPS	INV0046884	10/30/2015	FEDERAL WITHHOLDING	101.203.2030200	42,154.19
EFTPS	INV0046886	10/30/2015	MEDICARE WITHHOLDING	101.203.2030500	11,227.40
EFTPS	INV0046887	10/30/2015	SOCIAL SECURITY WITHHOLDING	101.203.2030400	33,673.68
EFTPS	INV0046889	10/30/2015	FEDERAL WITHHOLDING	101.203.2030200	121.59
EFTPS	INV0046891	10/30/2015	MEDICARE WITHHOLDING	101.203.2030500	19.84
EFTPS	INV0046892	10/30/2015	SOCIAL SECURITY WITHHOLDING	101.203.2030400	84.82
EFTPS	INV0046895	10/30/2015	FEDERAL WITHHOLDING	101.203.2030200	19.54
EFTPS	INV0046897	10/30/2015	MEDICARE WITHHOLDING	101.203.2030500	246.40
EFTPS	INV0046898	10/30/2015	SOCIAL SECURITY WITHHOLDING	101.203.2030400	1,053.60
EFTPS	INV0047474	11/13/2015	FEDERAL WITHHOLDING	101.203.2030200	42,748.71
EFTPS	INV0047476	11/13/2015	MEDICARE WITHHOLDING	101.203.2030500	11,259.68
EFTPS	INV0047477	11/13/2015	SOCIAL SECURITY WITHHOLDING	101.203.2030400	32,563.72
EMERGENCY RESPONSE SOLUTIONS	5011	11/04/2015	10/26/15	101.42.4200.423.60045	1,239.19
EYEMED	10/27/15	11/13/2015	NOVEMBER 2015	101.203.2032700	228.46
FIRST IMPRESSION GROUP, THE	65084-P	11/04/2015	65084	101.41.1100.413.50035	2,535.00
FIRST IMPRESSION GROUP, THE	64074-P	11/04/2015	SEPT-OCT	101.41.1100.413.50035	2,530.00
GENESIS EMPLOYEE BENEFITS ACH ONL	INV0046868	10/30/2015	HSA ELECTION-FAMILY	101.203.2032500	2,605.42
GENESIS EMPLOYEE BENEFITS ACH ONL	INV0046869	10/30/2015	HSA ELECTION-SINGLE	101.203.2032500	2,849.67
GENESIS EMPLOYEE BENEFITS ACH ONL	INV0047456	11/13/2015	HSA ELECTION-FAMILY	101.203.2032500	2,605.42
GENESIS EMPLOYEE BENEFITS ACH ONL	INV0047457	11/13/2015	HSA ELECTION-SINGLE	101.203.2032500	2,849.67
GENESIS EMPLOYEE BENEFITS, INC	IN642663	11/13/2015	9/1/15-9/30/15	101.42.4000.421.30550	40.00
GENESIS EMPLOYEE BENEFITS, INC	IN642664	11/13/2015	9/1/15-9/30/15	101.42.4000.421.30550	34.00
GENESIS EMPLOYEE BENEFITS, INC	IN642664	11/13/2015	9/1/15-9/30/15	101.45.3300.419.30550	6.00
GENESIS EMPLOYEE BENEFITS, INC	IN647987	11/11/2015	Invoice	101.41.1100.413.30550	22.50
GENESIS EMPLOYEE BENEFITS, INC	IN647987	11/11/2015	Invoice	101.41.2000.415.30550	67.56
GENESIS EMPLOYEE BENEFITS, INC	IN647987	11/11/2015	Invoice	101.42.4000.421.30550	238.90
GENESIS EMPLOYEE BENEFITS, INC	IN647987	11/11/2015	Invoice	101.42.4200.423.30550	21.50
GENESIS EMPLOYEE BENEFITS, INC	IN647987	11/11/2015	Invoice	101.43.5000.441.30550	14.80
GENESIS EMPLOYEE BENEFITS, INC	IN647987	11/11/2015	Invoice	101.43.5100.442.30550	51.92
GENESIS EMPLOYEE BENEFITS, INC	IN647987	11/11/2015	Invoice	101.43.5200.443.30550	43.01
GENESIS EMPLOYEE BENEFITS, INC	IN647987	11/11/2015	Invoice	101.44.6000.451.30550	42.97
GENESIS EMPLOYEE BENEFITS, INC	IN647987	11/11/2015	Invoice	101.45.3000.419.30550	18.75
GENESIS EMPLOYEE BENEFITS, INC	IN647987	11/11/2015	Invoice	101.45.3200.419.30550	15.95
GENESIS EMPLOYEE BENEFITS, INC	IN647987	11/11/2015	Invoice	101.45.3300.419.30550	0.22
GOODPOINTE TECHNOLOGY, INC.	2016-IGH	11/13/2015	11/6/15	101.43.5100.442.40044	1,750.00
HOME DEPOT CREDIT SERVICES	10/13/15 6035 3225 0206 1959	11/04/2015	6035 3225 0206 1959	101.43.5200.443.60016	58.20
ICMA RETIREMENT TRUST - 457	INV0046870	10/30/2015	ICMA-AGE <49 %	101.203.2031400	3,600.20
ICMA RETIREMENT TRUST - 457	INV0046871	10/30/2015	ICMA-AGE <49	101.203.2031400	4,297.30
ICMA RETIREMENT TRUST - 457	INV0046872	10/30/2015	ICMA-AGE 50+ %	101.203.2031400	1,305.63
ICMA RETIREMENT TRUST - 457	INV0046873	10/30/2015	ICMA-AGE 50+	101.203.2031400	4,624.36
ICMA RETIREMENT TRUST - 457	INV0046874	10/30/2015	ICMA (EMPLOYER SHARE ADMIN)	101.203.2031400	76.62
ICMA RETIREMENT TRUST - 457	INV0046882	10/30/2015	ROTH IRA (AGE 49 & UNDER)	101.203.2032400	924.24
ICMA RETIREMENT TRUST - 457	INV0046883	10/30/2015	ROTH IRA (AGE 50 & OVER)	101.203.2032400	100.00
ICMA RETIREMENT TRUST - 457	INV0046893	10/30/2015	ICMA-AGE 50+	101.203.2031400	7,816.81
ICMA RETIREMENT TRUST - 457	INV0047458	11/13/2015	ICMA-AGE <49 %	101.203.2031400	3,841.00
ICMA RETIREMENT TRUST - 457	INV0047459	11/13/2015	ICMA-AGE <49	101.203.2031400	4,297.30

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ICMA RETIREMENT TRUST - 457	INV0047460	11/13/2015	ICMA-AGE 50+ %	101.203.2031400	1,351.19
ICMA RETIREMENT TRUST - 457	INV0047461	11/13/2015	ICMA-AGE 50+	101.203.2031400	4,624.36
ICMA RETIREMENT TRUST - 457	INV0047462	11/13/2015	ICMA (EMPLOYER SHARE ADMIN)	101.203.2031400	76.62
ICMA RETIREMENT TRUST - 457	INV0047471	11/13/2015	ROTH IRA (AGE 49 & UNDER)	101.203.2032400	874.24
ICMA RETIREMENT TRUST - 457	INV0047472	11/13/2015	ROTH IRA (AGE 50 & OVER)	101.203.2032400	100.00
ING DIRECT	INV0046888	10/30/2015	MSRS-HCSP	101.203.2032200	212.48
ING DIRECT	INV0046894	10/30/2015	MSRS-HCSP	101.203.2032200	25,575.42
INNOVATIVE OFFICE SOLUTIONS	9/30/15	11/13/2015	SEPTEMBER 2015	101.41.1100.413.60070	21.30
INNOVATIVE OFFICE SOLUTIONS	9/30/15	11/13/2015	SEPTEMBER 2015	101.41.2000.415.60070	62.26
INNOVATIVE OFFICE SOLUTIONS	9/30/15	11/13/2015	SEPTEMBER 2015	101.43.5100.442.60040	41.50
INNOVATIVE OFFICE SOLUTIONS	9/30/15	11/13/2015	SEPTEMBER 2015	101.45.3000.419.60070	315.70
INVER GROVE FORD	10/24/15 94917	11/04/2015	94917	101.42.4000.421.70300	535.62
ITL PATCH COMPANY, INC.	32051	11/13/2015	15-3215	101.42.4000.421.60006	310.00
IUOE	INV0047463	11/13/2015	UNION DUES IUOE	101.203.2031000	1,128.01
LELS	INV0047464	11/13/2015	UNION DUES (LELS)	101.203.2031000	1,352.00
LELS SERGEANTS	INV0047473	11/13/2015	UNION DUES (LELS SGT)	101.203.2031000	235.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 Council Meetings	11/11/2015	Invoice	101.41.1000.413.30401	240.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 Engineering	11/11/2015	Invoice	101.43.5100.442.30420	3,790.40
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 Inspections	11/11/2015	Invoice	101.45.3300.419.30420	444.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 Mayor/CC	11/11/2015	Invoice	101.41.1000.413.30420	7,402.60
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 Parks	11/11/2015	Invoice	101.44.6000.451.30420	920.20
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 Planning	11/11/2015	Invoice	101.45.3200.419.30420	976.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 Police	11/11/2015	Invoice	101.42.4000.421.30420	408.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 Public Works	11/11/2015	Invoice	101.43.5000.441.30420	16.00
M & J SERVICES, LLC	1341	11/04/2015	10/12/15	101.43.5200.443.40046	350.00
M & J SERVICES, LLC	1316	11/04/2015	8/25/15	101.43.5200.443.40046	1,825.00
M & J SERVICES, LLC	1317	11/04/2015	8/25/15	101.43.5200.443.40046	1,570.00
MARTIN, FRANKLIN	11/9/15	11/13/2015	REIMBURSEMENT - EDUCATION	101.45.3300.419.50085	1,000.00
MIKE'S SHOE REPAIR, INC.	10302015	11/04/2015	10/31/15	101.42.4200.423.30700	112.00
MINNESOTA DEPARTMENT OF HUMAN SE	INV0047454	11/13/2015	JOEL JACKSON FEIN/TAXPAYER ID: 41600	101.203.2032100	428.80
MINNESOTA DEPARTMENT OF HUMAN SE	INV0047455	11/13/2015	JUSTIN PARRANTO FEIN/TAXPAYER ID: 41	101.203.2032100	300.41
MN DEPT OF REVENUE	INV0046885	10/30/2015	STATE WITHHOLDING	101.203.2030300	17,041.95
MN DEPT OF REVENUE	INV0046890	10/30/2015	STATE WITHHOLDING	101.203.2030300	81.86
MN DEPT OF REVENUE	INV0046896	10/30/2015	STATE WITHHOLDING	101.203.2030300	10.45
MN DEPT OF REVENUE	INV0047475	11/13/2015	STATE WITHHOLDING	101.203.2030300	17,092.59
MN GLOVE & SAFETY, INC.	290845	11/13/2015	CTINVP	101.43.5200.443.60045	159.96
MN NCPERS LIFE INSURANCE	10/23/15	11/13/2015	NOVEMBER 2015	101.203.2031600	304.00
OXYGEN SERVICE COMPANY, INC	03322628	11/13/2015	04394	101.42.4000.421.60065	24.80
PERA	INV0046876	10/30/2015	PERA COORDINATED PLAN	101.203.2030600	33,105.32
PERA	INV0046877	10/30/2015	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	2,546.61
PERA	INV0046878	10/30/2015	PERA DEFINED PLAN	101.203.2030600	69.23
PERA	INV0046879	10/30/2015	EMPLOYER SHARE (PERA DEFINED PLAN)	101.203.2030600	69.23
PERA	INV0046880	10/30/2015	PERA POLICE & FIRE PLAN	101.203.2030600	12,496.34
PERA	INV0046881	10/30/2015	EMPLOYER SHARE (POLICE & FIRE PLAN)	101.203.2030600	18,744.53
PERA	INV0047465	11/13/2015	PERA COORDINATED PLAN	101.203.2030600	32,595.96
PERA	INV0047466	11/13/2015	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	2,507.42
PERA	INV0047467	11/13/2015	PERA DEFINED PLAN	101.203.2030600	69.23
PERA	INV0047468	11/13/2015	EMPLOYER SHARE (PERA DEFINED PLAN)	101.203.2030600	69.23
PERA	INV0047469	11/13/2015	PERA POLICE & FIRE PLAN	101.203.2030600	13,415.61
PERA	INV0047470	11/13/2015	EMPLOYER SHARE (POLICE & FIRE PLAN)	101.203.2030600	20,123.44
SCHERFF INC	10/27/15	11/13/2015	49TH & BABCOCK	101.43.5200.443.40046	12,525.00
SIMPLEXGRINNELL	78200137	11/13/2015	148288	101.42.4200.423.30700	617.93
SOLBERG AGGREGATE CO	14782	11/04/2015	9/30/15	101.43.5200.443.60016	730.14
SOUTH METRO SPORTS	10/21/15 B	11/04/2015	2ND ORDER	101.43.5200.443.60045	126.00
SOUTH METRO SPORTS	10/21/15 C	11/04/2015	3RD ORDER	101.43.5200.443.60045	108.00
SOUTH METRO SPORTS	10/21/15	11/04/2015	10/21/15	101.43.5200.443.60045	175.00
STREICHER'S	11177940	11/04/2015	285	101.42.4000.421.60018	92.04
T. A. SCHIFSKY & SONS, INC.	58958	11/13/2015	OCTOBER 20, 2015	101.43.5200.443.60016	1,942.20
THOMSON REUTER - WEST	832824912	11/13/2015	10/1/15-10/31/15	101.42.4000.421.30700	181.00
TITLEIST	0100013134	11/13/2015	US00008363	101.41.2000.415.70600	43.08
U OF M	2082653518	11/04/2015	5027611	101.42.4000.421.30700	26.25
U OF M	2082653519	11/04/2015	5027611	101.42.4000.421.30700	26.25
U OF M - CCE REGISTRATION	1/6/16	11/04/2015	HOUSING SESSION - N. COOK	101.45.3000.419.50080	110.00
UNIFIRST CORPORATION	090 0275193	11/04/2015	1051948	101.43.5200.443.60045	47.05
UNIFIRST CORPORATION	090 0275193	11/04/2015	1051948	101.44.6000.451.60045	29.52
UNIFIRST CORPORATION	090 0276197	11/13/2015	1051948	101.43.5200.443.60045	38.12
UNIFIRST CORPORATION	090 0276197	11/13/2015	1051948	101.44.6000.451.60045	29.52
UNIFORMS UNLIMITED	7417-1	11/04/2015	2087-2	101.42.4000.421.60045	150.00
UNIFORMS UNLIMITED	9112-1	11/04/2015	491-1	101.42.4000.421.60045	58.97
VERIZON WIRELESS	9754488270	11/04/2015	Invoice	101.42.4000.421.50020	1,219.30
VERIZON WIRELESS	9754488270	11/04/2015	Invoice	101.42.4200.423.50020	676.24
VERIZON WIRELESS	9754488270	11/04/2015	Invoice	101.43.5000.441.50020	52.45
VERIZON WIRELESS	9754488270	11/04/2015	Invoice	101.43.5100.442.50020	341.85
VERIZON WIRELESS	9754488270	11/04/2015	Invoice	101.43.5200.443.50020	340.70
VERIZON WIRELESS	9754488270	11/04/2015	Invoice	101.44.6000.451.50020	643.56
VERIZON WIRELESS	9754488270	11/04/2015	Invoice	101.45.3000.419.50020	51.14
VERIZON WIRELESS	9754488270	11/04/2015	Invoice	101.45.3300.419.50020	262.38
XCEL ENERGY	478833196	11/13/2015	Invoice	101.44.6000.451.40010	170.64
XCEL ENERGY	478833196	11/13/2015	Invoice	101.44.6000.451.40020	1,437.22
XCEL ENERGY	477920401	11/13/2015	Invoice	101.43.5200.443.40020	467.23
XCEL ENERGY	477920401	11/13/2015	Invoice	101.43.5400.445.40020	9,821.71

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
XCEL ENERGY	477941479	11/13/2015	Invoice	101.42.4200.423.40010	264.20
XCEL ENERGY	477941479	11/13/2015	Invoice	101.42.4200.423.40020	1,102.09
XCEL ENERGY	477944102	11/13/2015	Invoice	101.43.5400.445.40020	710.64
XCEL ENERGY	478658457	11/13/2015	Invoice	101.42.4000.421.40042	41.90
Fund: 101 - GENERAL FUND					499,185.27
TRAINING RESOURCES	W26790	11/13/2015	2015 UMCVB FALL CONFERENCE	201.44.1600.465.50080	225.00
Fund: 201 - C.V.B. FUND					225.00
FLANNERY, JOHN	10/20/15	11/04/2015	REFUND SENIOR CLUB LUNCH	204.227.2271000	28.00
FUN EXPRESS INC	67408167-01	11/04/2015	214	204.44.6100.452.60009	113.58
GENESIS EMPLOYEE BENEFITS, INC	IN647987	11/11/2015	Invoice	204.44.6100.452.30550	13.92
GILMAN, JASON	10/28/15	11/04/2015	ARCHERY INSTRUCTOR	204.44.6100.452.30700	250.00
INDEPENDENT SCHOOL DISTRICT 197	SUMMER/FALL 2015	11/04/2015	PICKLEBALL INSTRUCTION	204.44.0000.3470000	124.33
MENARDS - WEST ST. PAUL	94869	11/04/2015	30170270	204.44.6100.452.60040	79.99
O'KEEFE GLENNA	10/23/15	11/04/2015	REFUND SENIOR LUNCH	204.227.2271000	28.00
VANDEHOEF, AL	10/7/15	11/04/2015	REIMBURSE - MRPA	204.44.6100.452.50065	95.45
VERIZON WIRELESS	9754488270	11/04/2015	Invoice	204.44.6100.452.50020	75.12
Fund: 204 - RECREATION FUND					808.39
ABRAHAMSON, TAMMY	10/8/15	11/04/2015	REIMBURSE-MRPA	205.44.6200.453.50065	89.13
APEC	120609	11/04/2015	10/21/15	205.44.6200.453.60016	567.08
BIEBERT, CLAUDIA	7/25/15	11/04/2015	REIMBURSE - CPR	205.44.6200.453.50080	30.00
GENESIS EMPLOYEE BENEFITS, INC	IN647987	11/11/2015	Invoice	205.44.6200.453.30550	12.50
GENESIS EMPLOYEE BENEFITS, INC	IN647987	11/11/2015	Invoice	205.44.6200.453.30550	26.64
GENESIS EMPLOYEE BENEFITS, INC	IN647987	11/11/2015	Invoice	205.44.6200.453.30550	12.50
GENESIS EMPLOYEE BENEFITS, INC	IN647987	11/11/2015	Invoice	205.44.6200.453.30550	0.11
GENESIS EMPLOYEE BENEFITS, INC	IN647987	11/11/2015	Invoice	205.44.6200.453.30550	3.50
KELLER, TOM	10/12/15	11/04/2015	REIMBURSE - CPR	205.44.6200.453.50080	50.00
PETTY CASH - ATM	JULY-SEPT 2015	11/04/2015	ATM FEE	205.44.6200.453.70440	19.35
SLOTREM, ALYSSA	6/26/15	11/04/2015	REIMBURSE - ZUMBA	205.44.6200.453.50080	11.90
VERIZON WIRELESS	9754488270	11/04/2015	Invoice	205.44.6200.453.50020	23.98
VERIZON WIRELESS	9754488270	11/04/2015	Invoice	205.44.6200.453.50020	85.05
VERIZON WIRELESS	9754488270	11/04/2015	Invoice	205.44.6200.453.50020	24.04
VERIZON WIRELESS	9754488270	11/04/2015	Invoice	205.44.6200.453.50020	85.05
VERIZON WIRELESS	9754488270	11/04/2015	Invoice	205.44.6200.453.50020	48.44
XCEL ENERGY	478833196	11/13/2015	Invoice	205.44.6200.453.40010	4,029.70
XCEL ENERGY	478833196	11/13/2015	Invoice	205.44.6200.453.40010	1,122.37
XCEL ENERGY	478833196	11/13/2015	Invoice	205.44.6200.453.40020	13,178.69
XCEL ENERGY	478833196	11/13/2015	Invoice	205.44.6200.453.40020	10,659.44
Fund: 205 - COMMUNITY CENTER					30,079.47
GENESIS EMPLOYEE BENEFITS, INC	IN647987	11/11/2015	Invoice	290.45.3000.419.30550	1.30
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 Rauschnot/Austii	11/11/2015	Invoice	290.45.3000.419.30420	24.00
Fund: 290 - EDA					25.30
WELLS FARGO BANK	1251450	11/13/2015	PAYING AGENT FEE	350.57.9000.570.90300	400.00
Fund: 350 - G.O. SEWER REVENUE 2007C					400.00
WELLS FARGO BANK	1251450	11/13/2015	PAYING AGENT FEE	352.57.9000.570.90300	400.00
Fund: 352 - G.O. IMPROVEMENT 2008A					400.00
EHLERS AND ASSOCIATES, INC.	68879	11/04/2015	2015 DISCLOSURE REPORTING	399.57.9000.570.30150	3,800.00
Fund: 399 - CLOSED BOND FUND					3,800.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 Impr Project-HVF	11/11/2015	Invoice	402.44.6000.451.30420	810.00
Fund: 402 - PARK ACQ. & DEV. FUND					810.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 Prj #2009-01 Rot	11/11/2015	Invoice	429.72.5900.729.30420	2,379.50
Fund: 429 - 2009 IMPROVEMENT FUND					2,379.50
DAKOTA CTY SOIL & WATER	2607	11/13/2015	JULY-SEPTEMBER 2015	440.74.5900.740.30700	1,912.50
FAHRNER ASPHALT SEALERS LLC	FINAL PAY VO. NO 2	11/04/2015	CITY PROJECT NO. 2015-09A	440.74.5900.740.40046	25,330.16
GORMAN SURVEYING, INC	9312	11/13/2015	7/13/15	440.74.5900.740.30320	552.50
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 Prj 2015-09E (47	11/11/2015	Invoice	440.74.5900.740.30420	17.00
PEARSON BROTHERS, INC.	FINAL PAY VO NO 2	11/04/2015	CITY PROJECT NO. 2015-09B	440.74.5900.740.40046	34,903.64
Fund: 440 - PAVEMENT MANAGEMENT PROJ					62,715.80
EAGAN, CITY OF	3RD QUARTER UTILITIES 201	11/04/2015	2015 3RD QUARTER UTILITIES	441.74.5900.741.40030	2,553.41
EMMONS & OLIVIER RESOURCES	00095-0049-2	11/13/2015	00095-0049	441.74.5900.741.30300	12,964.50
SCHERFF INC	10/27/15 BLAINE AVE	11/13/2015	BLAINE AVE POND OUTLET	441.74.5900.741.40066	2,363.00
SCHERFF INC	10/27/15	11/13/2015	49TH & BABCOCK	441.74.5900.741.40066	10,000.00
Fund: 441 - STORM WATER MANAGEMENT					27,880.91
EMMONS & OLIVIER RESOURCES	00095-0043-18	11/13/2015	00095-0043	446.74.5900.746.30300	137.00
KIMLEY-HORN & ASSOCIATES, INC.	7138443	11/13/2015	160509026.3	446.74.5900.746.30300	33,077.29
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 #1411-Impr Prj A	11/11/2015	Invoice	446.74.5900.746.30420	731.70
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 #1512-Impr Proj	11/11/2015	Invoice	446.74.5900.746.30420	462.50
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 #1513-Impr Proj	11/11/2015	Invoice	446.74.5900.746.30420	772.77
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 #2015-16 NWA	11/11/2015	Invoice	446.74.5900.746.30420	382.50
Fund: 446 - NW AREA					35,563.76

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
KUNZ CONSTRUCTION, INC.	15375	11/04/2015	9/29/15	447.00.7500.460.40040	19,187.00
Fund: 447 - ADA					19,187.00
JR'S APPLIANCE DISPOSAL	87629	11/04/2015	10/20/15	454.43.5500.446.40025	63.70
Fund: 454 - LANDFILL ABATEMENT					63.70
ACE PAINT & HARDWARE	524952/5	11/04/2015	501126	501.50.7100.512.60016	22.77
ALARM & COMMUNICATION SYSTEMS INC	10307	11/04/2015	10/21/15	501.50.7100.512.40040	303.50
BLACKTOP PROS, LLC	27-94	11/04/2015	10/27/15	501.50.7100.512.40046	3,650.00
CITY OF BLOOMINGTON	10/1/15-10/31/15	11/13/2015	P/A COLIFORM	501.50.7100.512.30700	420.00
DAKOTA AGGREGATES, LLC.	A6049569	11/04/2015	9021	501.50.7100.512.40046	1,015.91
EAGAN, CITY OF	3RD QUARTER UTILITIES 201	11/04/2015	2015 3RD QUARTER UTILITIES	501.50.7100.512.40005	3,982.11
EAGAN, CITY OF	3RD QUARTER UTILITIES 201	11/04/2015	2015 3RD QUARTER UTILITIES	501.50.7100.512.40005	3,017.34
EAGAN, CITY OF	3RD QUARTER UTILITIES 201	11/04/2015	2015 3RD QUARTER UTILITIES	501.50.7100.512.40005	3,520.19
EAGAN, CITY OF	3RD QUARTER UTILITIES 201	11/04/2015	2015 3RD QUARTER UTILITIES	501.50.7100.512.40005	38,707.94
GENESIS EMPLOYEE BENEFITS, INC	IN647987	11/11/2015	Invoice	501.50.7100.512.30550	44.61
GOPHER STATE ONE-CALL	148411	11/13/2015	MN00435	501.50.7100.512.30700	659.85
INNOVATIVE OFFICE SOLUTIONS	9/30/15	11/13/2015	SEPTEMBER 2015	501.50.7100.512.60016	215.58
MN PIPE & EQUIPMENT	0347215	11/04/2015	2195	501.50.7100.512.60040	69.42
PALDA AND SONS, INC.	1506	11/04/2015	HYDRANT PERMIT REFUND	501.207.2070300	(71.32)
PALDA AND SONS, INC.	1506	11/04/2015	HYDRANT PERMIT REFUND	501.50.0000.3813000	(1,001.00)
SHEEHY CONSTRUCTION COMPANY	1509	11/04/2015	HYDRANT PERMIT REFUND	501.207.2070300	(12.83)
SHEEHY CONSTRUCTION COMPANY	1509	11/04/2015	HYDRANT PERMIT REFUND	501.50.0000.3813000	(180.00)
SHORT ELLIOTT HENDRICKSON, INC.	305430	11/04/2015	4340	501.50.7100.512.30300	464.94
STANTEC CONSULTING SERVICES INC.	969328	11/04/2015	92607	501.50.7100.512.30700	2,089.42
VALLEY-RICH CO, INC	22185	11/13/2015	R150669 10/31	501.50.7100.512.40046	5,316.06
VERIZON WIRELESS	9754488270	11/04/2015	Invoice	501.50.7100.512.50020	387.28
XCEL ENERGY	477937853	11/13/2015	Invoice	501.50.7100.512.40010	732.13
XCEL ENERGY	477937853	11/13/2015	Invoice	501.50.7100.512.40020	17,256.04
Fund: 501 - WATER UTILITY FUND					80,609.94
EAGAN, CITY OF	3RD QUARTER UTILITIES 201	11/04/2015	2015 3RD QUARTER UTILITIES	502.51.7200.514.40015	6,645.42
EAGAN, CITY OF	3RD QUARTER UTILITIES 201	11/04/2015	2015 3RD QUARTER UTILITIES	502.51.7200.514.40015	6,633.54
EAGAN, CITY OF	3RD QUARTER UTILITIES 201	11/04/2015	2015 3RD QUARTER UTILITIES	502.51.7200.514.40015	23,511.24
EAGAN, CITY OF	3RD QUARTER UTILITIES 201	11/04/2015	2015 3RD QUARTER UTILITIES	502.51.7200.514.40015	6,645.42
GENESIS EMPLOYEE BENEFITS, INC	IN647987	11/11/2015	Invoice	502.51.7200.514.30550	20.97
METROPOLITAN COUNCIL ENVIRON SRV	0001049471	11/13/2015	5084	502.51.7200.514.40015	141,807.25
MN GLOVE & SAFETY, INC.	290680	11/04/2015	CTINVP	502.51.7200.514.60045	69.98
XCEL ENERGY	477937853	11/13/2015	Invoice	502.51.7200.514.40010	70.55
XCEL ENERGY	477937853	11/13/2015	Invoice	502.51.7200.514.40020	962.39
Fund: 502 - SEWER UTILITY FUND					186,366.76
BERGERSON-CASWELL INC	20609	11/04/2015	INVERWOOD	503.52.8600.527.40050	2,117.50
CHECKVIEW CORPORATION	300256333	11/13/2015	64035	503.52.8500.526.50055	190.00
COLLEGE CITY BEVERAGE	377782 B	11/13/2015	3592	503.52.8300.524.76150	260.80
COVERALL OF THE TWIN CITIES INC	7070218665	11/13/2015	707-2469	503.52.8500.526.40040	1,124.81
DAKOTA ELECTRIC ASSN	201360-5 11/15	11/11/2015	Invoice	503.52.8600.527.40020	174.35
GENESIS EMPLOYEE BENEFITS, INC	IN647987	11/11/2015	Invoice	503.52.8000.521.30550	18.50
GENESIS EMPLOYEE BENEFITS, INC	IN647987	11/11/2015	Invoice	503.52.8500.526.30550	12.45
GENESIS EMPLOYEE BENEFITS, INC	IN647987	11/11/2015	Invoice	503.52.8600.527.30550	21.50
MANSFIELD OIL COMPANY	909013	11/04/2015	24129-04-909013	503.52.8400.525.60021	1,295.19
MN DEPT OF HEALTH	FBL-8905-6408	11/13/2015	2016 LICENSE RENEWAL	503.52.8500.526.50070	530.00
MTI DISTRIBUTING CO	1037209-00	11/04/2015	402307	503.52.8600.527.60014	153.27
MTI DISTRIBUTING CO	1043201-00	11/13/2015	402307	503.52.8600.527.60008	1,090.42
NAPA OF INVER GROVE HEIGHTS	439472	11/13/2015	4165	503.52.8600.527.60012	25.58
NAPA OF INVER GROVE HEIGHTS	441139	11/13/2015	4165	503.52.8600.527.60012	102.00
VERIZON WIRELESS	9754488270	11/04/2015	Invoice	503.52.8500.526.50020	216.66
XCEL ENERGY	477407193	11/13/2015	Invoice	503.52.8500.526.40010	35.38
XCEL ENERGY	477407193	11/13/2015	Invoice	503.52.8500.526.40020	1,219.24
XCEL ENERGY	477407193	11/13/2015	Invoice	503.52.8600.527.40010	36.47
XCEL ENERGY	477407193	11/13/2015	Invoice	503.52.8600.527.40020	1,708.59
YAMAHA GOLF & UTILITY, INC.	01-139933	11/13/2015	INVERWOOD	503.52.8600.527.40042	91.75
Fund: 503 - INVER WOOD GOLF COURSE					10,424.46
GENESIS EMPLOYEE BENEFITS, INC	IN647987	11/11/2015	Invoice	602.00.2100.415.30550	1.46
KENNEDY & GRAVEN	116559	11/04/2015	NV125-00045	602.00.2100.415.30420	1,839.60
LEAGUE OF MN CITIES INS TRUST	30998	11/13/2015	9/1/15-9/1/16	602.00.2100.415.50009	102,350.50
LEAGUE OF MN CITIES INS TRUST	CMC 38263	11/13/2015	2015-2016	602.00.2100.415.50010	4,154.50
LEAGUE OF MN CITIES INS TRUST	CMC 38263	11/13/2015	2015-2016	602.00.2100.415.50010	34,189.25
LEAGUE OF MN CITIES INS TRUST	CMC 38263	11/13/2015	2015-2016	602.00.2100.415.50011	34,094.00
LEAGUE OF MN CITIES INS TRUST	CMC 38263	11/13/2015	2015-2016	602.00.2100.415.50012	9,190.75
LEAGUE OF MN CITIES INS TRUST	CMC 38263	11/13/2015	2015-2016	602.00.2100.415.50015	410.75
LEAGUE OF MN CITIES INS TRUST	CMC 38263	11/13/2015	2015-2016	602.00.2100.415.50016	2,910.00
LEAGUE OF MN CITIES INS TRUST	CMC 38263	11/13/2015	2015-2016	602.00.2100.415.50018	197.00
LEAGUE OF MN CITIES INS TRUST	2015-2016	11/04/2015	2015-2016 CMC 38263	602.00.2100.415.50010	4,154.50
LEAGUE OF MN CITIES INS TRUST	2015-2016	11/04/2015	2015-2016 CMC 38263	602.00.2100.415.50010	34,189.25
LEAGUE OF MN CITIES INS TRUST	2015-2016	11/04/2015	2015-2016 CMC 38263	602.00.2100.415.50011	34,094.00
LEAGUE OF MN CITIES INS TRUST	2015-2016	11/04/2015	2015-2016 CMC 38263	602.00.2100.415.50012	9,190.75
LEAGUE OF MN CITIES INS TRUST	2015-2016	11/04/2015	2015-2016 CMC 38263	602.00.2100.415.50015	410.75
LEAGUE OF MN CITIES INS TRUST	2015-2016	11/04/2015	2015-2016 CMC 38263	602.00.2100.415.50016	2,910.00
LEAGUE OF MN CITIES INS TRUST	2015-2016	11/04/2015	2015-2016 CMC 38263	602.00.2100.415.50018	197.00
Fund: 602 - RISK MANAGEMENT					274,484.06

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
1800 RADIATOR INC	73118929	11/04/2015	500165660	603.00.5300.444.40041	187.00
ACE PAINT & HARDWARE	526244/5	11/13/2015	501126	603.00.5300.444.60012	4.20
BOYER TRUCKS - PARTS DISTRIBUTION	1003947	11/04/2015	C20390	603.00.5300.444.40041	282.60
BOYER TRUCKS - PARTS DISTRIBUTION	1007058	11/13/2015	C20390	603.00.5300.444.40041	7.07
EDWARDS PLUMBING INC.	9/29/15	11/04/2015	9/29/15	603.00.5300.444.40040	198.00
EMERGENCY APPARATUS MAINTENANCE	82088	11/04/2015	33	603.00.5300.444.40041	802.38
EMERGENCY APPARATUS MAINTENANCE	82090	11/04/2015	13	603.00.5300.444.40041	1,937.70
FACTORY MOTOR PARTS COMPANY	1-4815647	11/04/2015	10799	603.00.5300.444.40041	(24.00)
FACTORY MOTOR PARTS COMPANY	1-4595187	11/04/2015	10799	603.00.5300.444.40041	(15.00)
FACTORY MOTOR PARTS COMPANY	1-4766278	11/04/2015	10799	603.00.5300.444.40041	443.36
FACTORY MOTOR PARTS COMPANY	1-4770018	11/04/2015	10799	603.00.5300.444.40041	(341.83)
FACTORY MOTOR PARTS COMPANY	1-Z00857	11/04/2015	10799	603.00.5300.444.40041	(15.00)
FACTORY MOTOR PARTS COMPANY	75-185419	11/04/2015	10799	603.00.5300.444.40041	332.91
FLEETPRIDE	73121334	11/13/2015	501278	603.00.5300.444.40041	99.04
GENESIS EMPLOYEE BENEFITS, INC	IN647987	11/11/2015	Invoice	603.00.5300.444.30550	9.24
GRAINGER	9874085559	11/13/2015	806460150	603.00.5300.444.40041	16.57
H&L MESABI	94189	11/04/2015	514	603.00.5300.444.40041	52.85
HANCO CORPORATION	795649	11/13/2015	332660	603.00.5300.444.60014	102.45
HANCO CORPORATION	796647	11/13/2015	332660	603.00.5300.444.60040	27.36
INVER GROVE FORD	5190598	10/14/2015	10/5/15	603.00.5300.444.40041	(224.60)
INVER GROVE FORD	5192982	11/13/2015	10/30/15	603.00.5300.444.40041	170.61
INVER GROVE FORD	5186822	11/04/2015	8/24/15	603.00.5300.444.40041	362.66
L.T.G. POWER EQUIPMENT	195957	11/04/2015	5656	603.00.5300.444.40041	26.51
L.T.G. POWER EQUIPMENT	196162	11/04/2015	5656	603.00.5300.444.40041	37.68
L.T.G. POWER EQUIPMENT	196181	11/13/2015	5656	603.00.5300.444.40041	137.32
MASTER TRANSMISSION	220118	11/13/2015	3177	603.00.5300.444.40041	1,639.16
METRO JANITORIAL SUPPLY INC	11013710	11/04/2015	10/15/15	603.00.5300.444.60011	149.42
METROWIDE PLUMBING LLC	10/29/15	11/13/2015	10/29/15	603.00.5300.444.40040	5,975.00
MID CITY SERVICES, INC.	33375	11/13/2015	10/30/15	603.00.5300.444.40065	39.75
MID CITY SERVICES, INC.	30053	11/04/2015	8/21/15	603.00.5300.444.40065	35.50
MID CITY SERVICES, INC.	29355	11/04/2015	8/7/15	603.00.5300.444.40065	35.50
MID CITY SERVICES, INC.	30657	11/04/2015	9/4/15	603.00.5300.444.40065	35.50
MINNESOTA EQUIPMENT	P85134	11/13/2015	INVER001	603.00.5300.444.40041	149.45
MN LOCKS	101075329	11/04/2015	117	603.00.5300.444.40040	200.20
MTI DISTRIBUTING CO	1041776-00	11/13/2015	91180	603.00.5300.444.40041	264.70
MTI DISTRIBUTING CO	1042685-00	11/13/2015	91180	603.00.5300.444.40041	71.34
NUSS TRUCK AND EQUIPMENT	10/13/15 M-11035	11/13/2015	1M2AX35B4GM010119	603.00.5300.444.80400	55,026.64
O' REILLY AUTO PARTS	1767-173240	11/04/2015	1578028	603.00.5300.444.40041	21.58
O' REILLY AUTO PARTS	1767-173244	11/04/2015	1578028	603.00.5300.444.40041	94.02
O' REILLY AUTO PARTS	1767-173256	11/04/2015	1578028	603.00.5300.444.40041	95.54
O' REILLY AUTO PARTS	1767-173751	11/04/2015	1578028	603.00.5300.444.40041	59.14
O' REILLY AUTO PARTS	1767-173762	11/04/2015	1578028	603.00.5300.444.40041	66.24
O' REILLY AUTO PARTS	1767-173762	11/04/2015	1578028	603.140.1450050	11.19
O' REILLY AUTO PARTS	1767-173763	11/04/2015	1578028	603.140.1450050	77.43
O' REILLY AUTO PARTS	1767-173771	11/04/2015	1578028	603.00.5300.444.40041	14.87
O' REILLY AUTO PARTS	1767-173957	11/04/2015	1578028	603.00.5300.444.40041	300.74
O' REILLY AUTO PARTS	1767-173958	11/04/2015	1578028	603.00.5300.444.40041	46.49
O' REILLY AUTO PARTS	1767-174026	11/04/2015	1578028	603.00.5300.444.60040	19.98
O' REILLY AUTO PARTS	1767-174038	11/04/2015	1578028	603.00.5300.444.40041	(30.00)
O' REILLY AUTO PARTS	1767-174128	11/04/2015	1578028	603.00.5300.444.60012	18.98
O' REILLY AUTO PARTS	1767-174177	11/13/2015	1578028	603.00.5300.444.40041	138.72
O' REILLY AUTO PARTS	1767-174295	11/13/2015	1578028	603.00.5300.444.40041	44.94
O' REILLY AUTO PARTS	1767-174296	11/04/2015	1578028	603.00.5300.444.60012	12.28
O' REILLY AUTO PARTS	1767-174320	11/04/2015	1578028	603.00.5300.444.60012	30.24
O' REILLY AUTO PARTS	1767-174455	11/13/2015	1578028	603.00.5300.444.40041	101.63
O' REILLY AUTO PARTS	1767-174456	11/13/2015	1578028	603.00.5300.444.40041	14.97
O' REILLY AUTO PARTS	1767-174987	11/13/2015	1578028	603.00.5300.444.40041	313.99
O' REILLY AUTO PARTS	1767-175139	11/13/2015	1578028	603.00.5300.444.40041	401.07
O' REILLY AUTO PARTS	1767-175147	11/13/2015	1578028	603.00.5300.444.40041	11.85
O' REILLY AUTO PARTS	1767-175320	11/13/2015	1578028	603.00.5300.444.60012	14.98
O' REILLY AUTO PARTS	1767-175609	11/13/2015	1578028	603.140.1450050	184.50
O' REILLY AUTO PARTS	1767-175631	11/13/2015	1578028	603.00.5300.444.40041	97.27
O' REILLY AUTO PARTS	1767-176105	11/13/2015	1578028	603.00.5300.444.40041	5.49
O' REILLY AUTO PARTS	1767-176143	11/13/2015	1578028	603.00.5300.444.40041	24.58
O' REILLY AUTO PARTS	1767-173935	11/04/2015	1578028	603.00.5300.444.40041	(14.87)
POMP'S TIRE SERVICE, INC.	980022835	11/04/2015	4502557	603.140.1450050	2,780.00
POMP'S TIRE SERVICE, INC.	980022837	11/04/2015	4502557	603.140.1450050	433.24
POMP'S TIRE SERVICE, INC.	980023073	11/13/2015	4502557	603.00.5300.444.60014	231.88
POMP'S TIRE SERVICE, INC.	980023111	11/13/2015	4502557	603.00.5300.444.40041	215.00
POMP'S TIRE SERVICE, INC.	980023111	11/13/2015	4502557	603.00.5300.444.60014	749.58
TOWMASTER TRAILERS INC	373698	11/04/2015	2946	603.00.5300.444.40041	81.67
TRUCK UTILITIES, INC.	0290039	11/13/2015	000154	603.00.5300.444.80700	9,538.00
UNIFIRST CORPORATION	090 0275193	11/04/2015	1051948	603.00.5300.444.40065	127.69
UNIFIRST CORPORATION	090 0275193	11/04/2015	1051948	603.00.5300.444.60045	31.14
UNIFIRST CORPORATION	090 0276197	11/13/2015	1051948	603.00.5300.444.40065	127.69
UNIFIRST CORPORATION	090 0276197	11/13/2015	1051948	603.00.5300.444.60045	31.14
VERIZON WIRELESS	9754488270	11/04/2015	Invoice	603.00.5300.444.50020	104.08
XCEL ENERGY	477920401	11/13/2015	Invoice	603.00.5300.444.40010	86.48
XCEL ENERGY	477920401	11/13/2015	Invoice	603.00.5300.444.40020	1,385.40

Fund: 603 - CENTRAL EQUIPMENT

86,340.07

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COORDINATED BUSINESS SYSTEMS	CNIN192998	11/04/2015	4502512	604.00.2200.416.40050	2,236.77
INNOVATIVE OFFICE SOLUTIONS	9/30/15	11/13/2015	SEPTEMBER 2015	604.00.2200.416.60010	3,712.02
OFFICE DEPOT	10/16/15 6011 5685 1008 8883	11/04/2015	6011 5685 10008 8883	604.00.2200.416.60005	15.24
OFFICE DEPOT	10/16/15 6011 5685 1008 8883	11/04/2015	6011 5685 10008 8883	604.00.2200.416.60005	107.96
OFFICE DEPOT	10/16/15 6011 5685 1008 8883	11/04/2015	6011 5685 10008 8883	604.00.2200.416.60010	4.99
Fund: 604 - CENTRAL STORES					6,076.98
GENESIS EMPLOYEE BENEFITS, INC	IN647987	11/11/2015	Invoice	605.00.7500.460.30550	3.50
HOME DEPOT CREDIT SERVICES	10/13/15 6035 3225 0206 1959	11/04/2015	6035 3225 0206 1959	605.00.7500.460.60016	5.71
LONE OAK COMPANIES	11/9/15	11/13/2015	UTILITY BILLING	605.00.7500.460.50035	1,459.58
LONE OAK COMPANIES	68854	11/04/2015	9/30/15	605.00.7500.460.50035	417.51
PIONEER PRESS	10/7/15 1142690	11/04/2015	1142690	605.00.7500.460.30700	517.92
TOXALERT INTERNATIONAL INC	17759	11/04/2015	9/1/15	605.00.7500.460.40040	221.00
XCEL ENERGY	477920401	11/13/2015	Invoice	605.00.7500.460.40020	6,687.86
Fund: 605 - CITY FACILITIES					9,313.08
DELL MARKETING	XJT4W2TM9	11/04/2015	19368783	606.00.1400.413.60041	104.99
EMERGENT NETWORKS, LLC	20045	11/04/2015	9/30/15	606.00.1400.413.30700	487.50
GENESIS EMPLOYEE BENEFITS, INC	IN647987	11/11/2015	Invoice	606.00.1400.413.30550	16.55
GS DIRECT, INC.	312296	11/04/2015	CIT165	606.00.1400.413.60010	367.10
INTEGRA TELECOM	13393771	11/04/2015	887115	606.00.1400.413.50020	1,239.98
PRO HEADSETS, LLC.	100118	11/04/2015	C1521	606.00.1400.413.60065	331.02
STRATEGIC CUSTOM SOLUTIONS, INC.	IGH10161501	11/04/2015	TINTRI ORDER	606.00.1400.413.80610	84,195.00
TIES	54805	11/04/2015	1751	606.00.1400.413.80610	12,912.34
VERIZON WIRELESS	9754488270	11/04/2015	Invoice	606.00.1400.413.50020	51.14
WORKS COMPUTING, INC.	24685	11/04/2015	INVER	606.00.1400.413.30700	4,537.50
Fund: 606 - TECHNOLOGY FUND					104,243.12
EMMONS & OLIVIER RESOURCES	00095-0046-9	11/13/2015	00095-0046	702.229.2287302	3,929.96
EMMONS & OLIVIER RESOURCES	00095-0046-9	11/13/2015	00095-0046	702.229.2293602	1,895.35
EMMONS & OLIVIER RESOURCES	00095-0046-9	11/13/2015	00095-0046	702.229.2298301	1,877.93
EMMONS & OLIVIER RESOURCES	00095-0046-9	11/13/2015	00095-0046	702.229.2298301	603.21
EMMONS & OLIVIER RESOURCES	00095-0047-8	11/13/2015	00095-0047	702.229.2289202	7,059.05
EMMONS & OLIVIER RESOURCES	00095-0047-8	11/13/2015	00095-0047	702.229.2293602	3,978.30
EMMONS & OLIVIER RESOURCES	00095-0047-8	11/13/2015	00095-0047	702.229.2295902	921.08
HENNEPIN COUNTY DISTRICT COURT	15425521	11/04/2015	ALLONTRE ANTHONY GROWTHER	702.229.2291000	78.00
KIMLEY-HORN & ASSOCIATES, INC.	7138441A	11/13/2015	160509024.3	702.229.2289802	7,692.93
KIMLEY-HORN & ASSOCIATES, INC.	7138441B	11/13/2015	160509024.3	702.229.2289202	3,286.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 Athlos Academy	11/11/2015	Invoice	702.229.2289102	794.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 Blackstone Pond	11/11/2015	Invoice	702.229.2283502	264.50
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 Blackstone Ridg	11/11/2015	Invoice	702.229.2289802	4,178.43
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 Blaine Brothers-F	11/11/2015	Invoice	702.229.2286501	44.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 Concord Hills En	11/11/2015	Invoice	702.229.2295702	76.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 Deanovic Develc	11/11/2015	Invoice	702.229.2303201	655.40
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 Forfeiture-Gruwe	11/11/2015	Invoice	702.229.2291000	56.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 Forfeiture-Herna	11/11/2015	Invoice	702.229.2291000	24.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 Forfeiture-Peter	11/11/2015	Invoice	702.229.2291000	72.60
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 Forfeiture-Roone	11/11/2015	Invoice	702.229.2291000	112.40
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 Forfeiture-Ruiz	11/11/2015	Invoice	702.229.2291000	52.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 Forfeiture-Tara	11/11/2015	Invoice	702.229.2291000	8.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 Hannah Meadow	11/11/2015	Invoice	702.229.2309001	1,272.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 Inver Hills Comr	11/11/2015	Invoice	702.229.2294002	306.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 J&B Auto Sales	11/11/2015	Invoice	702.229.2299701	33.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 Mihm Developme	11/11/2015	Invoice	702.229.2296002	44.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 Oakbush 4th Adc	11/11/2015	Invoice	702.229.2307501	66.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 Orchard Heights	11/11/2015	Invoice	702.229.2294402	46.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 Police-Forfeiture	11/11/2015	Invoice	702.229.2291000	252.20
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 School District E	11/11/2015	Invoice	702.229.2303801	285.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 Simley High Sch	11/11/2015	Invoice	702.229.2303801	33.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 Simley High Sch	11/11/2015	Invoice	702.229.2307001	121.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/15 Xcel/Wescott Stc	11/11/2015	Invoice	702.229.2295102	88.00
PALDA AND SONS, INC.	1506	11/04/2015	HYDRANT PERMIT REFUND	702.229.2294300	1,500.00
SHEEHY CONSTRUCTION COMPANY	1509	11/04/2015	HYDRANT PERMIT REFUND	702.229.2294300	1,000.00
SOUTHVIEW ANIMAL HOSPITAL	11/2/15	11/04/2015	ESCROW REFUND	702.229.2290102	973.05
ST PATRICK'S CATHOLIC CHURCH	11/2/15	11/04/2015	ESCROW REFUND	702.229.2283002	196.10
Fund: 702 - ESCROW FUND					43,874.49
Grand Total					1,485,257.06

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Merrick, Inc. – Consider Application for Lawful Purpose Gambling Premises Permit at Overboard Bar & Grill, 4455 65th Street East.

Meeting Date: November 23, 2015
Item Type: Consent
Contact: 651.450.2513
Prepared by: Michelle Tesser, City Clerk
Reviewed by: N/A

Fiscal/FTE Impact:	
<input checked="" type="checkbox"/>	None
<input type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input type="checkbox"/>	Other

PURPOSE/ACTION REQUESTED:

Consider resolution approving application of Merrick, Inc. for a premises permit to conduct lawful purpose gambling operations at Overboard Bar & Grill, 4455 65th Street East.

SUMMARY:

Merrick, Inc. has submitted an application for a premises permit to conduct lawful purpose gambling operations at Overboard Bar & Grill, effective immediately. Merrick, Inc also holds a lawful gambling premise permit at Jersey’s Bar & Grill, 6449 Concord Blvd.

Merrick, Inc. is a non-profit charitable corporation licensed by the Department of Human Services as a Day Training and Habilitation provider and Supported Employment Services provider. The corporation provides support to over 300 adults in the metro area with developmental disabilities, and offers various services to their clients including: vocational options, placement support, habilitation programs, and transportation services. The organization is licensed with the Minnesota Gambling Control Board.

The organization currently works with ten (10) businesses within Inver Grove Heights and the defined trade area to provide employment opportunities to adults with developmental disabilities. Merrick, Inc. intends to use their charitable gambling proceeds from the site to continue to assist their current clients and to further expand their services in the area.

The organization’s gambling manager, Wendy Busch, has reviewed the City’s local gambling ordinance and believes their organization would fulfill the intent of the ordinance – to maintain the use of the proceeds within the City and defined trade area.

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO.

**RESOLUTION APPROVING THE APPLICATION OF
MERRICK, INC.
FOR A PREMISES PERMIT TO CONDUCT LAWFUL PURPOSE GAMBLING AT
OVERBOARD BAR & GRILL
LOCATED AT
4455 65th STREET EAST, INVER GROVE HEIGHTS, MINNESOTA**

WHEREAS, Minnesota Statutes require premises on which lawful gambling is conducted to be licensed by the Minnesota Charitable Gambling Control Board, and

WHEREAS, Merrick, Inc. has submitted an application Lawful Gambling Premises Permit at Overboard Bar & Grill, located at 4455 65th Street East, Inver Grove Heights, and

WHEREAS, the City of Inver Grove Heights has conducted the required background investigation on the application which has not developed any facts that would constitute the basis for denial, now

THEREFORE, BE IT RESOLVED, BY THE City Council of the City of Inver Grove Heights, County of Dakota, State of Minnesota, hereby approves the application of Merrick, Inc. for a lawful gambling premises permit at Overboard Bar & Grill, located at 4455 65th Street East, Inver Grove Heights, subject to compliance with the provisions of the City's Gambling Ordinance or Minnesota Statutes relating to charitable gambling and requests waiver of the 30-day waiting period.

FURTHER, to direct staff to forward of copy of this resolution to the Minnesota Charitable Gambling Control Board.

Adopted this 23rd day November, 2015

Ayes:
Nays:

George Tourville, Mayor

Attest:

Michelle Tesser, City Clerk

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Spartan End Zone Club – Consider Application for Lawful Purpose Gambling Premises Permit at Bierstube, 6434 Cahill Ave East.

Meeting Date: November 23, 2015
Item Type: Consent
Contact: 651.450.2513
Prepared by: Michelle Tesser, City Clerk
Reviewed by: N/A

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:

Consider resolution approving application of Spartan End Zone Club. for a premises permit to conduct lawful purpose gambling operations at Bierstube Inc., 6434 Cahill Ave, Inver Grove Heights, MN 55076.

SUMMARY:

Spartan End Zone Club has submitted an application for a premises permit to conduct lawful purpose gambling operations at Bierstube, Inc., 6434 Cahill Ave, Inver Grove Heights, MN 55076, effective after the Minnesota Gambling Control Board grants the gambling permit and the current premise license holder has been notified in writing and is given 30 days to vacant the premise.

The organization’s gambling manager, Dianne Rassman has reviewed the City’s local gambling ordinance and believes their organization would fulfill the intent of the ordinance – to maintain the use of the proceeds within the City and defined trade area.

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO.

**RESOLUTION APPROVING THE APPLICATION OF
SPARTAN END ZONE
FOR A PREMISES PERMIT TO CONDUCT LAWFUL PURPOSE GAMBLING AT
BIERSTUBE
LOCATED AT 6434 CAHILL AVE.
INVER GROVE HEIGHTS, MINNESOTA**

WHEREAS, Minnesota Statutes require premises on which lawful gambling is conducted to be licensed by the Minnesota Charitable Gambling Control Board, and

WHEREAS, Spartan End Zone Club has submitted an application Lawful Gambling Premises Permit at Bierstube located at 6434 Cahill Avenue, Inver Grove Heights, and

WHEREAS, the City of Inver Grove Heights has conducted the required background investigation on the application which has not developed any facts that would constitute the basis for denial, now

THEREFORE, BE IT RESOLVED, BY THE City Council of the City of Inver Grove Heights, County of Dakota, State of Minnesota, hereby approves the application of Spartan End Zone Club for a lawful gambling premises permit at Bierstube, located at 6434 Cahill Avenue, Inver Grove Heights, subject to compliance with the provisions of the City's Gambling Ordinance or Minnesota Statutes relating to charitable gambling and requests waiver of the 30-day waiting period.

FURTHER, to direct staff to forward of copy of this resolution to the Minnesota Charitable Gambling Control Board.

Adopted this 23rd day November, 2015

Ayes:
Nays:

George Tourville, Mayor

Attest:

Michelle Tesser, City Clerk

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Purchase of Equipment for Inver Wood Golf Course

Meeting Date: November 23, 2015
 Item Type: Consent Agenda
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Kristi Smith
 Joel Metz

Fiscal/FTE Impact:	
<input type="checkbox"/>	None
<input checked="" type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input type="checkbox"/>	Other

PURPOSE/ACTION REQUESTED

Consider authorizing staff to purchase a Model 65XP Brush Bandit (Chipper) from the Minnesota State Bid in an amount not to exceed \$16,200. The item will be paid from the 2015 Inver Wood Golf Course Budget.

SUMMARY

The Inver Wood Golf Course property is 235 acres and one of the unique attributes of the golf course is the many mature trees. Golf course staff spends a significant amount of time each year trimming trees on the course. A time consuming factor in tree work at the golf course is hauling the branches, limbs, and brush to pile up and dispose of later. In an effort to reduce the amount of staff time it takes to manage the tree trimming process the purchase of a chipper would aid in allowing the immediate chipping of branches and limbs on site and having the chippings blown back into the woods or used for mulch instead of hauling them to a central location.

Purchase of the chipper can be accomplished from the Minnesota State Bid at a purchase price of \$16,176.73 which includes all applicable taxes. The purchase would be funded by the 2015 Inver Wood Golf Course Budget.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Approval of 2016 Park and Recreation Department Fees

Meeting Date: November 23, 2015
Item Type: Consent Agenda
Contact: Eric Carlson – 651.450.2587
Prepared by: Eric Carlson
Reviewed by: Matt Moynihan
Bethany Adams
Tracy Petersen

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

It is recommended that the Council approve the attached 2016 fees for Parks & Recreation.

SUMMARY

Attached is a copy of the 2016 proposed fees for Parks & Recreation. Highlights of the changes are as follows:

Recreation

- A number of facility use fees will increase marginally.

VMCC/Grove

- A number of fees will increase slightly.

Inver Wood

- A number of fees are being adjusted upwards to help cover increasing costs.

The Park and Recreation Commission is recommending approval.

**CITY
OF
INVER GROVE HEIGHTS**



**2016 PROPOSED FEES
PARKS & RECREATION DEPARTMENT**

*RECREATION
INVER WOOD GOLF COURSE
VETERANS MEMORIAL COMMUNITY CENTER*

Parks & Recreation

Item	Frequency	2015 Resident	2015 Non-Res	2016 Resident Proposed	2016 Non-Res Proposed
Park Shelters *(excludes Swing Bridge Park)	Per 5 hour block	\$60	\$80	\$60	\$80
Park Shelter * Swing Bridge Park Only		\$100	\$100	March-May: \$80; June-Aug. \$100; Sept. – Oct. \$80	March-May: \$80; June-Aug. \$100; Sept. – Oct. \$80
Picnic Kit *	NA	\$12	\$22	\$15	\$25
Volleyball Kit *	NA	\$22	\$40	n/a	n/a
Bocce Ball Set *	NA	\$22	\$40	n/a	n/a
Croquet Set *	NA	\$12	\$22	n/a	n/a
Tug-o-War Rope *	NA	\$6	\$12	n/a	n/a
Horseshoe Kit *	NA	\$6	\$12	n/a	n/a
Additional trash barrels/picnic tables	NA	\$30	\$40	\$30	\$40
Outdoor Ice Rink *	Per hour	\$25	\$35	\$25	\$35
Outdoor Ice Rink w/attendant *	Per hour	\$35	\$45	\$35	\$45
Outdoor Rink Lights	Per hour	\$40	\$60	\$40	\$60
Neighborhood Park/School Athletic Field	Per use	\$35	\$45	\$35	\$45
Tennis Courts	Per Hour/Court	\$4	\$6	\$5	\$7
Rich Valley Baseball Field (youth)	Per gm/practice	\$75	\$95	\$75	\$95
Rich Valley Baseball Field (adult)	Per gm/practice	\$90	\$110	\$90	\$110
Rich Valley Softball Field	Per gm/practice	\$55	\$80	\$55	\$80
Rich Valley/Skyview Soccer Field (youth)	Per gm/practice	\$75	\$95	\$75	\$95
Rich Valley/Skyview Soccer Field (adult)	Per gm/practice	\$90	\$110	\$90	\$110
Rich Valley Soccer ½ Field	Per gm/practice	\$45	\$55	\$45	\$55
Rich Valley Lights	Per hour	\$40	\$60	\$40	\$60
Rich Valley Field Tournament Fee	Per field/day	\$180	\$205	\$180	\$205
Rich Valley Tournament Vendor Fee	Per Weekend	\$50	\$105	\$50	\$105
Rich Valley Concession Stand	Per Weekend	\$250	\$250	\$250	\$250
Rich Valley Additional Maintenance Service- staff, equipment and supplies (4 fields or less)	Per hour	\$50	\$60	\$50	\$60
Rich Valley Additional Maintenance Service- staff, equipment & supplies (5 fields or more)	Per hour	\$70	\$80	\$70	\$80
Rich Valley Additional Maintenance Service-labor & supplies	Per hour	\$40	\$50	\$40	\$50
IGH Baseball, Softball & Soccer Association Tournament Fee	Per field/day	\$80	\$80	\$80	\$80
Local Athletic Assoc. User Fee	Per Player	\$11	\$17	\$11	\$17
Disc Golf Annual Pass	Per year	\$30	\$40	\$30	\$30
Disc Golf Daily Pass	Daily	\$5	\$7	\$5	\$5
Disc Golf Tournament	Per day	\$200	\$200	\$200	\$225
Disc Golf Tournament	Per Weekend	\$500	\$500	\$500	\$525
Mountain Bike Course	Per Day	\$500	\$525	\$500	\$525

- *Requires damage deposit
- **Fee replaces the agreement that expired in 2009 to build Rich Valley Athletic Complex. Revenue generated can be used on a project that would benefit youth athletics and the City. The project would be agreed upon between staff and the association and approved by the Council.
- Fees include tax
- Manager has discretion to negotiate off peak time usage rates

Inver Wood Golf Course

Item	Frequency	2015 Resident Proposed	2015 Non-Res Proposed	2016 Resident Proposed	2016 Non-Res Proposed
Pull Cart Rental	Per Round	\$3.50		\$3.50	
Player's Card	Per Season	\$80	\$100	\$80	\$100
Driving Range Balls-Large	Per Bucket	\$8		\$11	
Driving Range Balls-Medium	Per Bucket	\$6		\$8	
Driving Range Balls-Small	Per Bucket	\$4		\$5	
Driving Range Balls-All Day	Unlimited Per Person	NA		\$14	
Season Passes	Adult Season Pass-Restr.	\$1,200		\$1,200	
	Sr. Season Pass-Restr.	\$1,000		\$1,000	
	Jr. Season Pass-Restr.	\$500		\$500	
Weekday	18 Hole Green Fee	\$32		\$33	
Mon - Thur	9 Hole Green Fee	\$18		\$18.50	
7 am to 5 pm	Patron 18 Green Fee	\$27		\$28.00	
Sat - Sun	Patron 9 Green Fee	\$16		\$16.50	
Noon to 5 pm	Sr/Jr 18 Green Fee	\$21		\$21.50	
	Sr/Jr 9 Green Fee	\$12		\$12.50	
	Executive Green Fee	\$14.50		\$15	
	Patron Exec Green Fee	\$11.50		\$12	
	Sr/Jr Exec Green Fee	\$10		\$10.50	
Weekend	18 Hole Green Fee	\$40		\$41	
Friday	9 Hole Green Fee	\$25		\$26	
Noon to 5 pm	Patron 18 Green Fee	\$33		\$34	
Sat - Sun	Patron 9 Green Fee	\$18.50		\$19	
6 am to Noon	Sr/Jr 18 Green Fee	\$27		\$28	
	Sr/Jr 9 Green Fee	\$16.50		\$17	
	Executive Green Fee	\$17.50		\$18	
	Patron Exec Green Fee	\$14.50		\$15	
	Sr/Jr Exec Green Fee	\$10		\$10.50	
Golf Car	18 Hole Car Fee	\$17.50		\$18	
Rentals	9 Hole Car Fee	\$10.50		\$11	
	Executive Car Fee	\$6.50		\$6.50	
	Sr. 18 Hole Car Fee	\$13.00		\$13.50	
	Sr. 9 Hole Car Fee	\$9.00		\$9.50	
	Sr. Exec Car Fee	\$6.00		\$6	
Evening	Twilight Green Fee	\$25		\$26	
5 pm to end	Patron Twilight Green Fee	\$20.50		\$21	
	Sr/Jr Twilight Green Fee	\$17		\$17.50	
	Twilight Car Fee	\$14.50		\$15	
	Sr. Twilight Car Fee	\$11		\$11	
Advertised/Promotional	18 Hole Green Fee	\$24		\$24.50	
Young Adult	9 Hole Green Fee	\$15		\$15.50	
	Executive Green Fee	\$12		\$12.50	
	18 Hole Car Fee	\$13		\$13.50	
	9 Hole Car Fee	\$9		\$9.50	
	Executive Car Fee	\$6		\$6	
Foot Golf	Adult	\$10		\$12	
	Youth	\$8		\$10	
	Ball Rental	\$3		\$3	

- All fees include tax

VMCC/Grove

Item	Frequency	2015 Resident Proposed	2015 Non-Res Proposed	2016 Resident Proposed	2016 Non-Res Proposed
National Guard Room A, B, C	Per Hour	\$30	\$40	\$33	\$43
Community Room 1, 2, 3	Per Hour	\$35	\$45	\$38	\$48
Community Room Kitchen	Per day	\$25	\$25	\$25	\$25
PA System	Per day	\$25	\$25	\$25	\$25
Screen	Per day	\$15	\$15	\$15	\$15
TV/DVD/Projector	Per day	\$25	\$25	\$25	\$25
Easel	Per day	\$10	\$10	n/a	n/a
Room Rental Attendant	Per Hour	\$30	\$30	\$35	\$35
Gymnasium – Athletic	Per Hour	\$60	\$75	\$65	\$75
Gymnasium – Weekday (M-F)	Per Hour	\$80	\$90	\$85	\$95
Gymnasium - Weekend (Sat.-Sun) All Day	Full Day	\$630	\$895	n/a	n/a
Gymnasium – Wedding Package (0-300 ppl)	Per Day	\$800	\$1,100	\$850	\$1,200
National Guard Gym Kitchen	Per day	\$75	\$75	\$85	\$85
West Rink-Turf	Per Hour	\$80	\$85	\$85	\$90
Lock-In	Per Person			DELETE	
Childcare Drop-In Rate(non-member)	Per Hour	\$3	\$3	\$3.50	
Membership – Single Enrollment Fee	One-Time	\$49	\$59	\$49	\$59
Membership – Dual Enrollment Fee	One-Time	\$49	\$59	\$49	\$59
Membership – Household Enrollment Fee	One-Time	\$49	\$59	\$49	\$59
Membership – Senior (60+)	Annual	\$449		\$449	
Membership – Single	Annual	\$581		\$581	
Membership – Dual	Annual	\$785		\$785	
Membership – Household (up to 6)	Annual	\$908		\$908	
Membership – PCA added to household	Annual	\$192		\$192	
Membership – Senior (60+)	Monthly	\$44		\$44	
Membership – Single	Monthly	\$57		\$57	
Membership – Dual	Monthly	\$77		\$77	
Membership – Household (up to 6)	Monthly	\$89		\$89	
Membership – PCA added to household	Monthly	\$16		\$16	
City Emp. Membership – Senior (60+)	Monthly	\$36		\$36	
City Emp. Membership – Single	Monthly	\$46		\$46	
City Emp. Membership – Dual	Monthly	\$66		\$66	
City Emp. Membership – Household	Monthly	\$76		\$76	
Corporate Membership – Senior	Monthly	\$40		\$40	
Corporate Membership – Single	Monthly	\$52		\$52	
Corporate Membership - Dual	Monthly	\$70		\$70	
Corporate Membership - Household	Monthly	\$81		\$81	
Military Active - Single	Monthly	\$46		\$46	
Military Active – Senior	Monthly	\$36		\$36	
Military Active – Dual	Monthly	\$66		\$66	
Military Active – Household	Monthly	\$76		\$76	
Military Vet – Senior	Monthly	\$40		\$40	
Military Vet – Single	Monthly	\$52		\$52	
Military Vet – Dual	Monthly	\$70		\$70	
Military Vet – Household	Monthly	\$81		\$81	
Daily Admission after 5:30pm (waterpark)	Daily	\$4		\$5	
Daily Admission after 8 pm (fitness center)	Daily	\$4		\$5	
Daily Admission – Youth/Senior	Daily	\$7.50		\$8	
Daily Admission – Adult	Daily	\$7.50		\$8	
Daily Admission – Household	Daily	\$20		\$25	
10-time Pass – Youth/Senior	10 Visits	\$65		\$70	

10-time Pass – Adult	10 Visits	\$70		\$75	
10-time Pass – Household	10 Visits	\$170		\$175	
ATM Transaction Fee	Per Transaction	\$3		\$3	
Open Gym	Daily	\$3		\$3	
Open Gym – Members	Daily	Free		Free	
Open Skate – adults (18 & older)	Daily	\$5		\$5	
Open Skate – children (17 & under)	Daily	\$4		\$4	
Open Skate – Members	Daily	Free		Free	
10-time Pass (Open Skate)	10 Visits	\$45		\$45	
10-time Pass (Open Hockey)	10 Visits	\$54		\$54	
Skate Rental	Daily	\$2		\$2	
Skate Sharpening	Daily	\$4		\$4	
Open Hockey	Daily	\$6		\$6	
Towel Rental	Daily	\$1		\$1	
Lock Rental	Daily	\$1		\$1	
Locker Rental (small)	Annual	\$100		\$100	
Locker Rental (large)	Annual	\$200		\$200	
Locker Rental (small)	Monthly	\$11		\$11	
Locker Rental (large)	Monthly	\$22		\$22	
Birthday Party Rental	Per use	Fri:\$135/ Wknd: \$185	Fri:\$135/ Wknd: \$185	Fri: \$140/ Wknd: \$195	Fri: \$140/ Wknd: \$195
Individual Lane Line	Per Hour	\$11.25	\$11.25	\$12.50	\$12.50
Dry Land Use	Per Hour	\$20	\$25	n/a	n/a
Leisure Pool	Per Hour	\$450	\$450	\$495	\$495
Lap Pool	Per Hour	\$90	\$90	\$99	\$99
Diving Well	Per Hour	\$65	\$65	\$71.50	\$71.50
Swim Event (Lap and Diving)	Per Hour	\$125	\$125	\$137.50	\$137.50
Lifejacket	Per use	\$1	\$1	n/a	n/a

- All month-to-month members can receive a 15% discount off 12 months paid in full (fee listed reflects discount)
- All fees include tax
- Pool rentals includes lifeguard fee(s)
- Swim Event rental does not include lifeguard fee(s)
- Employee membership rates are also available to City Council members and active Commission members.
- **Manager has discretion to negotiate off-peak time usage rates for swimming pools.**
- Seasonal staff working at the VMCC are afforded free use of the facility during their employment this does not include their spouse or family members.

ICE TIME	Monday – Friday		Saturday & Sunday	
	Prime	Non Prime	Prime	Non Prime
	3:00pm – 9:59pm	Before 3:00pm and after 10pm	7:00am – 8:59pm	Before 7:00am and after 9:00pm
October 1, 2015 – March 12, 2016	\$205	\$140	\$205	\$140
	Monday – Friday		Saturday & Sunday	
	Prime	Non Prime	Prime	Non Prime
	5:00pm – 8:59pm	Before 5:00pm and after 9:00pm	9:00am – 7:59pm	Before 9:00am and after 8:00pm
March 13, 2016 – September 30, 2016	\$145	\$130	\$145	\$130

- * - Certain restrictions apply to availability, reservations, and terms of usage.
- Fees do not include tax
- Manager has discretion to negotiate early and late ice time rates

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Approval of Guaranteed Energy Savings Agreement

Meeting Date: November 23, 2015
 Item Type: Consent Agenda
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by:

Fiscal/FTE Impact:	
<input checked="" type="checkbox"/>	None
<input type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input type="checkbox"/>	Other

PURPOSE/ACTION REQUESTED

The Council is asked to Table this item to December 14th.

SUMMARY

The Council tabled this item at the November 9th meeting based on the request of staff because we were waiting for more answers. We are asking the Council to table the item to December 14th as we just received feedback from the League of MN Cities Insurance Trust (LMCIT) and haven't had a chance to seek language changes in the contract based on feedback from the LMCIT.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

CONSIDER RESOLUTION APPROVING THE DAKOTA COUNTY 2016 COMMUNITY FUNDING APPLICATION FOR WASTE ABATEMENT ACTIVITIES

Meeting Date: November 23, 2015
Item Type: Consent
Contact: Joe Lynch, City Administrator
Prepared by: Michelle Calvert, *MC*
City Government Intern
Reviewed by: n/a

Fiscal/FTE Impact:	
<input checked="" type="checkbox"/>	None
<input type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input type="checkbox"/>	Other

PURPOSE/ACTION REQUESTED:

Approve attached Resolution for the purpose of obtaining funds for projects related to recycling efforts within City limits, at public buildings and public gathering spaces.

SUMMARY:

Funding from Dakota County is provided to improve recycling efforts city-wide and to educate residents and businesses on recycling. A study conducted in 2013 showed that 75% of what is going into the landfill could actually be recycled instead. In response to this study, the Minnesota State Legislature has increased recycling requirements, with a goal being set by the State for Dakota County, to reach a 75% recycling target by the year 2030.

To help the City of Inver Grove Heights to participate in reaching this goal, Dakota County has once again set aside funding to assist local communities in their efforts to participate and to educate residents. In 2015, the City of Inver Grove Heights received \$35,000 in funding; in 2016 the City of Inver Grove Heights is anticipating getting \$36,000. The attached Resolution must be adopted by City Council in order for the City of Inver Grove Heights to receive the funding.

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. _____

**RESOLUTION SUPPORTING COUNTY FUNDING APPLICATION FOR RECYCLING
AND EDUCATION PROJECTS RELATED TO REDUCING THE AMOUNT OF TRASH
THAT IS CURRENTLY BEING TRANSPORTED TO THE LANDFILL, AND TO
PROJECTS THAT PROMOTE INCREASING THE AMOUNT OF RECYCLING
EFFORTS AS MANDATED BY THE STATE OF MINNESOTA**

WHEREAS, the City of Inver Grove Heights has been working on providing educational materials to residents and businesses with regard to recycling activities;

WHEREAS, the State of Minnesota has set a goal for Dakota County to reach 75% recycling target by the year 2030;

WHEREAS, the City of Inver Grove Heights has identified the following enhanced recycling efforts to help residents and businesses to achieve that goal: city-wide education for residents and businesses about all recycling activities, city-wide communication about requirements for all recycling activities, and city-wide campaign to support newly mandated commercial recycling.

NOW, THEREFORE, BE IT RESOLVED the City of Inver Grove Heights adopts a resolution supporting the Dakota County 2016 Community Funding Application.

Adopted by the City Council of Inver Grove Heights this 23rd day of November 2015.

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk

**JOINT POWERS AGREEMENT
BETWEEN THE COUNTY OF DAKOTA AND
THE CITY OF INVER GROVE HEIGHTS
FOR 2016 WASTE ABATEMENT COMMUNITY FUNDING**

This Agreement is between Dakota County (County) and the City of Inver Grove Heights (Municipality).

WHEREAS, Minn. Stat. § 471.59 authorizes local governmental units to jointly or cooperatively exercise any power common to the contracting parties; and

WHEREAS, the County of Dakota (County) and the cities and the Rural Solid Waste Commission (RSWC) are governmental units as that term is defined in Minn. Stat. § 471.59; and

WHEREAS, Metropolitan counties are responsible for waste management policy and programs (Minn. Stat. §115A.551); and

WHEREAS, counties may require local cities and townships to develop and implement programs, practices, or methods designed to meet waste abatement goals (Minn. Stat. §115A.551); and

WHEREAS, Dakota County Solid Waste Ordinance 110 requires each municipality in the County to have a solid waste abatement program that is consistent with the Dakota County Solid Waste Master Plan (Master Plan); and

WHEREAS; by Resolution 12-154 (March 27, 2012), the Master Plan (Master Plan) was adopted by the County Board of Commissioners, and was subsequently approved by the Minnesota Pollution Control Agency on May 24, 2012; and

WHEREAS, the Master Plan includes multiple strategies to enhance and leverage resources to help the County meet waste management objectives; and

WHEREAS, the Master Plan identifies performance-based funding for Municipalities to develop and implement waste abatement programs, education, and outreach; and

WHEREAS, community funding and waste tire activity amounts are established by the County Board each year as part of the Environmental Resources Department (Department) budget; and

WHEREAS, by Board Resolution #15-428, the County Board approved 2016 community funding as presented to the Physical Development Committee of the Whole on August 18, 2015, contingent upon the availability of funds and subject to funding levels approved by the County Board as part of the 2016 budget; and

WHEREAS, the Program continues responsibilities to increase curbside recycling, promote The Recycling Zone services, develop municipality-wide diversion metrics and implement recycling in public gathering areas; and

WHEREAS, new Program responsibilities include reporting documented waste tonnages and developing a plan for organics diversion in 2017 for municipality-owned/operated buildings; and

WHEREAS, the RSWC has an additional responsibility for waste tire activities for residents in rural Dakota County; and

WHEREAS, County responsibilities include providing messages, images, terminology, best practices templates, infrastructure, providing hauler report data and developing resources for organics diversion as a 2017 priority issue; and

WHEREAS, separate Joint Powers Agreements with cities and the Rural Solid Waste Commission identify community and County responsibilities and fund allocations.

NOW, THEREFORE, in consideration of the mutual promises and benefits that the County and cities/Rural Solid Waste Commission shall derive from this Agreement, the County and City of Inver Grove Heights hereby enter into this Agreement for the purposes stated herein.

SECTION 1 PURPOSE

The purpose of this Agreement is to provide for cooperation and funding between the County and the Municipality for the implementation and operation of a local comprehensive landfill abatement program by the Municipality in accordance with this Joint Powers Agreement and the 2016 Dakota County Community Funding Application Packet (attached and incorporated herein as Exhibit 1) that is submitted by the Municipality.

SECTION 2 PARTIES

The parties to this Agreement are the County of Dakota, Minnesota and the City of Inver Grove Heights (Municipality).

SECTION 3 TERM

Notwithstanding the dates of the signatures of the parties, this Agreement shall be in effect January 1, 2016, and shall continue in effect until December 31, 2016, or until termination in accordance with the provisions herein. This Agreement may be amended in accordance with Section 12 and incorporation of subsequent years' approved funding application packet.

SECTION 4 COOPERATION

The County and the Municipality agree to cooperate and use their reasonable efforts to ensure prompt implementation of the various provisions of this agreement and to, in good faith, undertake resolution of any dispute in an equitable and timely manner.

SECTION 5 PROGRAM

5.1 PROGRAM PURPOSE. The Dakota County Board of Commissioners adopted the 2012-2030 Solid Waste Master Plan (Master Plan) on March 27, 2012, as required, to implement the Minnesota Pollution Control Agency's (MPCA) 2010-2030 Metropolitan Solid Waste Management Policy Plan. The Master Plan identifies performance-based funding for Municipalities to develop and implement waste abatement programs, education, and outreach. The Community Funding Program's primary purposes are to: ensure that residents have the opportunity to recycle; and to develop, implement, and maintain projects, programs, practices, and methods to meet waste abatement objectives as described in the Master Plan. The Community Funding Program supports the County's efforts for broad-based education and implementation of local programs and projects for waste reduction, reuse, recycling, hazardous waste management, and organics diversion as described in the Master Plan.

5.2 ELIGIBILITY. Eligible Municipalities include all cities in Dakota County and the Rural Solid Waste Commission (RSWC) representing the 13 townships, and six small cities in rural Dakota County.

5.3 ANNUAL APPLICATION, WORK PLAN AND BUDGET. Annually, each Municipality shall submit an Application, Work Plan, and itemized budget breakdown for each funding activity to the Department by the due date specified in writing by the Department and on forms provided by the Department. Public entities have statutory obligations for waste management that are more restrictive than obligations of the private sector. The Application requires communities to identify the status of compliance during this funding period. If not in compliance, communities must identify a timeline and steps being taken to comply. Referenced statutes include: MN Stat. 115A.151 (internal operations recycling); MN Stat. 115A.552 (programs to meet the County's recycling goal); MN Stat. 115A.552 (providing the opportunity to recycle); and MN Stat. 473.848 and 115A.471 (internal waste management). The Work Plan shall include a description of annual waste abatement and Priority Issue Program activities and actions, completion date, and methods for qualitative and quantitative measurement for each education/outreach and project/program activity.

5.4 IMPLEMENTATION. The Municipality shall develop, implement, and operate a local comprehensive landfill abatement program that complies with the Master Plan, Dakota County Solid Waste Ordinance 110 and Exhibit 1.

[For RSWC only 5.41 COMPLIANCE WITH LAWS/STANDARDS. If a waste tire collection event is conducted, the RSWC shall abide by all federal, state, or local laws, statutes, ordinances, rules and regulations, including management of the waste tires collected.]

5.5 RECYCLING. Municipalities must ensure the opportunity to recycle exists for all residents and businesses. Municipalities must develop and implement programs to increase residential recycling, including at least bi-weekly curbside recyclables collection for single family and multi-family homes. Recyclables collected must include: plastic containers; three colors of glass; metal; and paper. In 2016, municipalities must continue planning to implement community-wide organics diversion. Recycling must be available for city employees. Municipalities must also ensure recycling opportunities exist in public spaces that the municipality has control over including, parks, community centers and city-sponsored events.

5.6 PRIORITY ISSUE PROGRAM. The County, with input from Local Solid Waste Staff, develops a Priority Issue Program to accomplish during the multi-year Master Plan reporting cycle. For 2016, the Priority Issue will continue to be to increase recycling by expanding the opportunity to recycle for public gatherings, including at city-sponsored events, parks and non-administrative facilities (e.g., community centers):

- Recycling collection is offered in municipality-owned non-administrative facilities (e.g., community centers).
- Recycling collection is offered in park shelters and along major trails as well as applicable public gathering areas.
- Recycling collection is offered at city-sponsored events.
- Park, event, public gathering areas and internal recycling and trash collection containers are identified with color-coded signs/labels consistent with the County template.
- Residents and applicable coordinators/staff are educated about recycling in parks, public gathering areas and events.
- Previous year data is submitted to Department staff for recycling, organics (if applicable), and trash in public spaces to ensure recycling is occurring.
- Education of municipal staff and public space visitors about what to recycle and general recycling efforts.

Department staff will identify effective strategies and provide newly-developed materials for municipalities to implement the Priority Issue Program. For 2017-2020, the Priority Issue is focused on organics diversion and multi-family recycling. This is subject to change pending Legislation or County strategic planning.

5.8 PERFORMANCE. The County will evaluate the Municipality's performance pursuant to the criteria set forth in this Section. A Performance Scorecard for each Municipality will be used by Department staff for a

qualitative analysis of municipal programs and activities. The Scorecard is developed annually by Department staff with input from LSWS. The Scorecard will be used to create the Work Plan.

The Master Plan identifies numeric objectives for waste reduction, recycling, organics recovery, resource recovery, and land disposal in five-year increments. Each Municipality's program must be designed to support the Master Plan objectives, as demonstrated cumulatively through annual reporting.

Master Plan Objectives				
	2015	2020	2025	2030
Reduction & Reuse	1-2%	2-4%	3-5%	4-6%
Recycling	45-48%	47-51%	49-54%	54-60%
Organics Recovery	3-6%	4-8%	6-12%	9-15%
Resource Recovery	32-34%	32-33%	30-31%	24-28%
Land Disposal (ceiling)	20%	17%	15%	9%

Monthly updates and metrics must be submitted to the Department for communication activities (e.g., newspaper readership for paid advertising). In preparation for the annual report, it is recommended that monthly or quarterly metrics are also submitted to the Department for waste, recycling and organics (if applicable) tonnages and resulting recycling rate for:

- o City-sponsored events
- o Parks
- o Municipally-owned buildings

Continuing in 2016, the County will provide recycling and waste data gathered from hauler reports to assist each Municipality in identifying a quantitative waste diversion baseline for the community as a whole, and annual community diversion goals to help meet the Master Plan objectives.

5.9 ANNUAL REPORT. By February 15, 2016, the Municipality shall submit its Annual Report for the year 2015, in the form prescribed by the County. The Annual Report is a measure of the Municipality's performance of the activities identified in the Application Packet and described in Section 5.8. **[For RSWC only:** The Annual Report shall include the waste tire management activities and metrics. If a waste tire collection event is conducted, the Annual Report shall identify the location, hauling and disposal costs, and number of tires collected.] Changes in any funding amounts submitted in the Application must be identified in the Annual Report.

SECTION 6 FUNDING

6.1 FUNDING AMOUNT. Communities receive performance-based funding in part from pass-through grants from the State. Funding amounts are contingent upon available State and County funds, and reflect the funding levels presented to the County Board as part of the annual budget. The 2016 funding for the Municipality shall be in the total amount not to exceed \$35,000, as set forth in Exhibit 1, Section V.

[For RSWC only: 6.12 WASTE TIRE MANAGEMENT FUNDING. Dakota County shall pay the RSWC an amount not to exceed \$11,040 for waste tire management in 2016 for rural Dakota County residents.]

6.2 FUNDING PAYMENT. Contingent upon receipt (by February 15, 2016) and approval by Department staff of the Municipality's Annual Report for the funding year 2015, the County will pay the Municipality the funding amount set forth in paragraph 6.1 above for 2016. Payment will be made in one installment within 30 days of receipt of the Application and Annual Report receipt. Municipalities with a complete Application and an approved Annual Report receive 100% payment for eligible expenses.

6.3 ELIGIBLE EXPENSES. Municipalities may use allocated funds only on eligible items as described below. Eligible expenses are for recycling projects/programs and education and outreach; priority issue

activities; **[for RSWC only:** waste tire management education and, if necessary, a waste tire collection event] and include:

6.3.1 Administration

- a) Salary and benefits of personnel, full-time and temporary, and consultant services while working directly on the planning, implementing, and promoting of eligible activities.
- b) Matching funds for other related grants consistent with this program (except for MPCA grants).
- c) Subscriptions, memberships, and training (not including out-of-state travel or lodging) necessary for eligible activities.
- d) Data collection and evaluation for effectiveness, efficiency, and responsiveness of landfill abatement activities.
- e) Oversight of municipality solid waste policy, ordinance and contracts related to landfill diversion.
- f) Design and implementation of projects and programs to enhance residential curbside collection programs, park and public gathering area recycling.
- g) Other expenses with prior written approval from the Department.

6.3.2 Education and Outreach

- a) Production and dissemination of education information to increase awareness and participation in recycling programs **[for RSWC only:** including for waste tire management].
- b) Promotional items (bags, water bottles, t-shirts, etc.) with Department-approved message and logo.
- c) Education materials for municipal employees, such as signs, trainings and mass communication.
- d) Other expenses with prior written approval of the Department.

6.3.3 Eligible Expenses Specific to Priority Issue **[for RSWC only:** and Waste Tire Management]

- a) Containers for parks, events, and non-administrative municipality-owned buildings.
- b) Special event displays and signage.
- c) Bin recycling/organics/waste labels and signs for park, arena, community center and event containers.
- d) Permanent or reusable banners and posters for buildings, parks and events.
- e) Services related to recycling and organics material management at public events using County-defined best management practices.
- f) **[For RSWC only:** Hauling and disposal of waste tires collected at a waste tire collection event for rural Dakota County residents.]
- g) Other expenses with prior written approval from the Department.

6.3.4 Non-eligible expenses include:

- a) Expenses related to non-waste abatement waste issues (e.g., energy, water)
- b) Waste collection, transportation or management (i.e., reuse, recycle, disposal), except as provided for in Section 6.3.3(e)
- c) Food or refreshments, unless approved by the Department as compliant with Dakota County policy 1560.

Questions about an eligible expense should be directed to Department staff.

6.4 FUNDING PAYMENT ADJUSTMENTS. The Dakota County Physical Development Director shall have the authority to approve modifications to the Funding Amount as requested by the Municipality in the Application, as long as the amount payable under this Agreement does not exceed the amount approved by the Dakota County Board of Commissioners and so long as the proposed modifications are consistent with Exhibit 1. Municipalities must expend the community fund by the end of the calendar year, unless prior written approval is received from the Department. Municipalities must return unspent funds (the difference between the amount of funds provided and the amount a Municipality reports as expended) and must return funds if expenditures or activities that are determined by Department staff as not consistent with the Application and Work Plan.

6.5 FUNDING SOURCE ACKNOWLEDGEMENT. All community printed public education/communication materials shall credit the Dakota County Board of Commissioners and the Minnesota Pollution Control Agency as funding sources. Any use of the Dakota County logo and Dakota County website references must use style guidelines as prescribed by the Dakota County Communications Department.

SECTION 7 RESPONSIBILITIES OF THE PARTIES

7.1 The County, through its Environmental Resources Department, shall include the following responsibilities under this Agreement:

- Administer Community Funding Program through this Joint Powers Agreement.
- Develop and provide annual templates for the Application, Work Plan/Annual Report and Performance Scorecard.
- Provide technical assistance for each Municipality to apply, plan for, and report on work efforts.
- Develop and complete a Performance Scorecard for each Municipality.
- Provide messages (e.g., for print pieces and electronic media), templates, and images for use in community education and outreach efforts for waste abatement and for the Recycling Zone.
- Provide preferred terminology based on Regionally-approved language.
- Ensure municipalities are familiar with and have access to all new materials in multiple ways, including electronically.
- Provide equivalent support (e.g., technical assistance, messages, templates, images, materials) for the Priority Issue Program.
- Develop and maintain waste management information on the County website.
- Provide effective strategies, best practice approaches and infrastructure support (e.g., containers, labels, among others) for Municipalities to implement the Priority Issue Program.
- Provide community waste and recycling hauling data based on hauler reports.
- Evaluate Municipality performance.
- Allocate, manage and distribute funds.

7.2 The Municipality shall include the following responsibilities under this Agreement:

- Develop, implement, and maintain a comprehensive landfill abatement program.
- Ensure the opportunity to recycle exists for residents and businesses in the Municipality.
- Ensure curbside recycling services are provided for all single- and multi-family residents.
- Designate a Municipality Liaison responsible for Community Funding Program implementation.
- Ensure the Municipality Liaison or designee attends at least four out of six Municipality/County meetings each year.
- Develop and submit an annual Application, Work Plan and itemized budget.
- Conduct waste abatement education for Municipal operations.
- Develop and submit an Annual Report to the Department.
- Follow the Dakota County style guidelines for logo and website references, and use terminology and images developed by the Department.
- Ensure Municipality website content for recycling and household hazardous waste link to the respective Dakota County web pages.
- Develop and distribute at least one written communication to every new and existing household about recycling [**for RSWC only:** including waste tire management], waste reduction and/or reuse.
- Develop and report quantitative and qualitative measurements for each communication and outreach activity, waste abatement project/program activity and event.
- Except for municipalities with 1,000 housing units or less, implement at least four additional education activities from a menu of options developed by the Department.
- Develop and distribute at least one written communication to every new and existing household about The Recycling Zone services.
- Submit all print materials to the Department for review prior to distribution.

- Provide funding source credit from the Dakota County Board of Commissioners and the Minnesota Pollution Control Agency in all printed materials.
- Coordinate with Department staff to identify a quantitative waste diversion baseline and annual goal.
- Develop and implement collection events of materials to be recycled.
- Develop and implement projects and programs to increase residential recycling.
- Implement planning for community-wide organics diversion.
- Ensure recycling opportunities exist in public spaces owned and/or managed by Municipality.
- Establish a recycling rate goal and report tonnages and recycling rates for municipality-owned and/or operated facilities.
- Develop municipality-wide diversion metrics.
- Complete Priority Issue Program for public gathering areas:
 - Coordinate with stakeholders to identify opportunities and improvements for recycling in public gathering areas, including parks and non-administrative buildings (e.g., community centers). Expand or initiate collection of recyclables and/or organics at special events and other away-from-home locations.
 - Ensure all trash, recycling and organics containers for parks, public gathering areas and events have consistent messages, images and colors, and follow best practices, as defined by the Department.
 - Provide education materials to Municipality employees such as signs, trainings and mass communication to implement the Priority Issue.
- Report quantitative measurements for recycling, organics (if applicable), and trash for public spaces, internal operations, and city-sponsored events.

**SECTION 8
PROPERTY**

Upon termination of this Agreement, any containers, labels and/or necessary infrastructure purchased by the County and provided to the participating Municipality shall be the sole property of the Municipality.

**SECTION 9
INDEMNIFICATION**

9.1 IN GENERAL. Each party to this Agreement shall be liable for the acts of its officers, employees or agents and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party, its officers, employees or agents.

9.2 LIMITATIONS. The provisions of Minn. Stat. § 471.59, the Municipal Tort Claims Act, Minn. Stat. ch. 466 and other applicable laws govern liability of the County and the Municipality

9.3 SURVIVORSHIP. The provisions of this Section shall survive the expiration or termination of this Agreement.

**SECTION 10
AUTHORIZED REPRESENTATIVES AND LIAISONS**

10.1 AUTHORIZED REPRESENTATIVES: The following named persons are designated the Authorized Representatives of the parties for purposes of this Agreement. These persons have authority to bind the party they represent and to consent to modifications, except that the authorized representative shall have only the authority specifically or generally granted by their respective governing boards. Notice required to be provided pursuant to this Agreement shall be provided to the following named persons and addresses unless otherwise stated in this Agreement, or in a modification of this Agreement.

TO THE COUNTY

Steve Mielke, Director (or successor)
Physical Development Division
Western Service Center
14955 Galaxie Avenue
Apple Valley, MN 55124

TO THE MUNICIPALITY

_____ Mayor (or successor)
George Tourville

In addition, notification to the County regarding termination of this Agreement by the other party shall be provided to the Office of the Dakota County Attorney, Civil Division, 1560 Highway 55, Hastings, MN 55033.

10.2 LIAISONS. To assist the parties in the day-to-day performance of this Agreement and to ensure compliance and provide ongoing consultation, a liaison shall be designated by the County and the Municipality. The County and the Municipality shall keep each other continually informed, in writing, of any change in the designated liaison. At the time of execution of this Agreement, the following persons are the designated liaisons:

County Liaison: Jenny Kedward
Telephone: (952) 891-7043
Email: jenny.kedward@co.dakota.mn.us

Municipality Liaison: Name: __Allan Hunting_____
Telephone: __651-450-2554_____
Email: __ahunting@invergroveheights.org_____

**SECTION 11
TERMINATION**

11.1 IN GENERAL. Either party may terminate this Agreement for cause by giving seven days' written notice or without cause by giving thirty (30) days' written notice, of its intent to terminate, to the other party. Such notice to terminate for cause shall specify the circumstances warranting termination of the Agreement. Cause shall mean a material breach of this Agreement and any supplemental agreements or amendments thereto. Notice of Termination shall be made by certified mail or personal delivery to the authorized representative of the other party. Termination of this Agreement shall not discharge any liability, responsibility or right of any party, which arises from the performance of or failure to adequately perform the terms of this Agreement prior to the effective date of termination.

11.2 TERMINATION BY COUNTY FOR LACK OF FUNDING. Notwithstanding any provision of this Agreement to the contrary, the County may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, Minnesota Agencies, or other funding source, or if its funding cannot be continued at a level sufficient to allow payment of the amounts due under this Agreement. Written notice of termination sent by the County to the Municipality by email or facsimile is sufficient notice under this section. The County is not obligated to pay for any services that are provided after written notice of termination for lack of funding. The County will not be assessed any penalty or damages if the Agreement is terminated due to lack of funding.

**SECTION 12
MODIFICATIONS**

Any alterations, variations, modifications, or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing, approved by the parties' respective Boards, and signed by the Authorized Representatives of the County and the Municipality.

**SECTION 13
MINNESOTA LAW TO GOVERN**

This Agreement shall be governed by and construed in accordance with the substantive and procedural laws of the State of Minnesota, without giving effect to the principles of conflict of laws. All proceedings related to this Agreement shall be venued in the County of Dakota, State of Minnesota.

**SECTION 14
MERGER**

This Agreement is the final expression of the Agreement of the parties and the complete and exclusive statement of the terms agreed upon and shall supersede all prior negotiations, understandings, or agreements.

**SECTION 15
SEVERABILITY**

The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement unless the part or parts that are void, invalid or otherwise unenforceable shall substantially impair the value of the entire Agreement with respect to either party.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date(s) indicated below.

COUNTY OF DAKOTA COUNTY

Georg Fischer, Director
Environmental Resources Department
Date of Signature: _____

CITY OF ___Inver Grove Heights

George Tourville_____, Mayor
Date of Signature: _____

Attest _____
_____(title)

Date of Signature: _____

APPROVED AS TO FORM:

Assistant County Attorney/Date
__-15-__

County Board Res. No. 15-_____

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: November 23, 2015
 Item Type: Consent
 Contact: Janet Shefchik, 651-450-2512
 Prepared by: Janet Shefchik, H.R. Manager
 Reviewed by: n/a

Fiscal/FTE Impact:	
<input type="checkbox"/>	None
<input checked="" type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input type="checkbox"/>	Other

PURPOSE/ACTION REQUESTED Approve reclassification of the Forester/Park Maintenance Worker position to City Forester/Park Maintenance Coordinator

SUMMARY

The City has an established job classification/compensation plan of record that is compliant with the requirements of Minnesota Pay Equity laws for government employers. Within that plan there is a provision by which a department can request a job evaluation when there have been significant and permanent changes to a position that impact classification criteria.

Under the current plan, requests for job evaluation/reclassification are accepted in February and August of each year. The request for evaluation/reclassification must be recommended by the department head. The department head then forwards the request to Human Resources who coordinates a review by a Job Evaluation Committee made up of all Department Heads, excluding the City Administrator. The Committee review step is particularly important in maintaining internal equity of positions amongst departments. The Committee's recommendations are then forwarded to the City Administrator to determine whether the recommendations proceed to the City Council for approval.

In February of this year, the Parks Director forwarded a request for reclassification of the Forester/Park Maintenance Worker position. The request included a completed Job Description Questionnaire (JDQ) and other requisite documentation with which to assess the request. The request cited significant changes to the Forester/Park Maintenance Worker position showing how it has evolved to require a higher level of responsibility and a greater percentage of time spent on higher level duties. The request cited changes such as providing more frequent work direction to other park maintenance employees, as well as oversight of contractors and other groups (e.g. Sentenced to Serve, volunteer groups, and Tree Trust). It also described how the position is frequently called upon to utilize forestry and natural resource knowledge such as to assist in developing comprehensive plans, research and obtain grants, provide technical consultation/expertise to other departments and external entities (e.g. for municipal projects), administer programs and ordinances (e.g. tree preservation and disease mitigation, i.e. Emerald Ash Borer, Oak Wilt, Dutch Elm, etc.), inventory the City's trees and natural resources, and assess and address a myriad of urban forestation issues.

Upon convening, the Job Evaluation Committee and H.R. Manager reviewed the requirements of the job evaluation plan and process. They then reviewed all of the documents submitted with the request, and discussed the changes to the job. Ultimately, the Committee agreed that the needs and operations of the department and City had necessitated a shift in focus of the position from a balance of park maintenance work and forestry, to a greater focus on forestry and natural resource management and providing work direction. After the formal review and discussion was complete, the Job Evaluation Committee unanimously agreed that the position should be reclassified and recommended placement at an equivalent compensation level to the Lead Mechanic classification within the IUOE contract.

Prior to the final step of the job evaluation, the department requested that reclassification process be placed on hold so that new/additional information regarding pay of comparable internal and external positions could be reviewed. The request was then put on hold until such time as the Human Resources Manager could conduct a comprehensive market study. After that study was completed, the information was reviewed and staff proceeded with its original recommendation. This recommendation would result in an hourly rate change from \$30.57/hr to \$31.53/hr, retroactive to March 1, 2015. The City Administrator was informed of the Committee's recommendation, and has given approval to present the recommendation to Council. A revised job description is attached.

RECOMMENDATION

Staff recommends that City Council approve the reclassification of the Forester/Park Maintenance Worker position to City Forester/Park Maintenance Coordinator, and approve the corresponding increase in pay as noted herein.

City of Inver Grove Heights

POSITION DESCRIPTION

Position Title: *City Forester/Park Maintenance Coordinator*

Department/Location: *Parks & Recreation – Parks Division*

Immediate Supervisor: *Parks Superintendent*

Latest PD Revision: *November 2015*

Position Summary:

The position serves as the City Forester, responding to staff and residents regarding forestry issues while assisting the Park Superintendent in planning and maintaining the urban forest of the community. This position is also a front line position responsible for the overall repair, maintenance and development of the park system. Incumbent is responsible for performing maintenance and providing work direction for projects, staff, contractors, and volunteers under the general supervision of the Parks Superintendent.

Essential Accountabilities and Expected Outcomes

- 1) Develops and maintains a good working knowledge of department and city policies, procedures and protocols that must be known and regularly applied in performing all accountabilities of this position; maintains and applies specialized job knowledge related to urban forestry.
 - a) Is able to provide a wide range of information and knowledge about urban forestry to the public and staff.
 - b) Is able to perform daily application and administration of programs which is compliant with all related rules, regulations, and policies (e.g. Tree Preservation ordinance; Emerald Ash Borer, Dutch Elm and Oak Wilt disease control programs).
- 2) Able to assist the Parks Superintendent in the inventory, assessment, and planning of park and forestry assets, through the effective and efficient use of advanced technological hardware and software.
- 3) Able to perform a variety of maintenance assignments based on the scope of work to be done.
 - a) Displays ability to safely and effectively operate a variety of equipment, power tools, and hand tools in the performance of daily work assignments.
 - b) Assists in the planning and development of preventative maintenance programs and performs routine and complex maintenance in the park system and urban forest.
 - c) Orders materials and supplies so forestry jobs can be performed in a timely fashion.
 - d) Assists the Parks Superintendent in developing work plans, inspecting forestry issues and provides work direction on the job site to full-time, part-time, seasonal, and volunteer labor.
 - e) Fills out proper reports and paperwork related to job responsibility.
- 4) Develops and maintains cooperative working relationships with all contacts inside and outside the division.
 - a) Provides work direction and assists in training in safety and proper techniques to full-time, part-time, seasonal, and volunteer labor as needed.
- 5) Assists the Parks Superintendent with monitoring and procuring forestry and natural resource based grants that advance the development and maintenance of the park system.
- 6) Assumes additional accountabilities as assigned.

Accountabilities Shared by all City Employees:

Developing and maintaining a thorough working knowledge of all department and City-wide policies, protocols and procedures that apply to the performance of this position.

Demonstrating by personal example the service excellence and integrity expected from all employees.

Developing respectful and cooperative working relationships with co-workers, including willing assistance to newer employees so that their job responsibilities can be performed with confidence as quickly as possible.

Conferring regularly with and keeping one’s immediate supervisor informed on all important matters pertaining to assigned job accountabilities.

Representing the City in a professional manner to all outside contacts when doing the City’s business and also with the general public.

Typical Working Environment:

Demands of the position may require employee to work days/evenings/weekends as the demands of the position require.

Position primarily works in an outdoor environment with temperature extremes of a year-round environment.

Typical Physical Requirements for this Position:

Must be able to sit, stand, speak, hear, and effectively communicate to staff, and the public.

Must be able to stoop, kneel, crouch, handle objects, lift and carry 75lbs, bend, push, pull, use hand and foot coordination, perform near activity, and have depth perception.

Selection Criteria to Qualify for this Position:

High School diploma; Associates degree in urban forestry.

5 years urban forestry experience; project management experience.

ISA Certified Arborists; Commercial Pesticide Applicators License

Desirable – Bachelors degree in urban forestry; 7 years urban forestry experience and formal training in HVAC, carpentry, plumbing, welding, concrete installation, building maintenance, construction and electrical.

Valid, unrestricted Commercial Minnesota Drivers License with endorsements (Class A, air brakes, tankers).

Clean background check.

Employee’s Acknowledgement and Date: _____

Supervisor’s Acknowledgement and Date: _____

Administrative Services Acknowledgement and Date: _____

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Resolution Approving Joint Powers Agreement (JPA) with Dakota County for Right-of-Way Acquisition, Construction and Maintenance for City Project No. 2014-11 – Argenta Trail at Trunk Highway 55

Meeting Date: November 23, 2015
 Item Type: Consent
 Contact: Scott D. Thureen, 651.450.2571
 Prepared by: Scott D. Thureen, Public Works Director
 Reviewed by: 

Fiscal/FTE Impact:	
<input type="checkbox"/>	None
<input type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input checked="" type="checkbox"/>	Other: GO Bonds Series 2015A and MSA Funds

PURPOSE/ACTION REQUESTED

Consider resolution approving Joint Powers Agreement (JPA) with Dakota County for right-of-way acquisition, construction and maintenance for City Project No. 2014-11 – Argenta Trail at Trunk Highway 55.

SUMMARY

The City Council approved a Joint Powers Agreement with Dakota County for City Project 2014-11 – Argenta Trail at Trunk Highway (T.H.) 55 on September 8, 2014. That agreement defined the division of responsibilities for the City and the County for the preliminary engineering and final design for a project to improve Argenta Trail to a four-lane divided highway (from the end of the current four-lane section located south and west of the intersection of T.H. 55, to a point approximately 600 feet south of 70th Street). The City was the lead agency for the tasks identified in that JPA.

The subject Joint Powers Agreement defines the division of responsibilities and cost-sharing between the City and Dakota County for right-of-way acquisition, construction and maintenance of the project. The JPA calls for right-of-way costs to be split 60/40 between the County and the City, respectively. This ratio acknowledges that the County pays 75 percent of the cost for road right-of-way width in excess of 150 feet, per the County's cost share policy.

The JPA also calls for construction costs for the four-lane road to be split 55/45 between the County and the City, respectively. This ratio follows the County's standard cost share policy. The JPA must be approved before the County can make initial offers to property owners for right-of-way acquisition.

This project is in the City's CIP. Funding of the City's share of the cost (estimated to be \$6,265,000) is recommended to come from GO bonds sold for the Street Reconstruction and Overlay Plan (Series 2015A) and Municipal State-Aid Funds. I recommend that the City Council adopt the resolution approving the JPA.

SDT/kf

Attachments: Resolution
 JPA

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

**RESOLUTION AUTHORIZING THE CITY OF INVER GROVE HEIGHTS TO ENTER INTO THE JOINT
POWERS AGREEMENT WITH DAKOTA COUNTY FOR RIGHT-OF-WAY ACQUISITION,
CONSTRUCTION AND MAINTENANCE FOR CITY PROJECT NO. 2014-11
(COUNTY PROJECT CP 63-25)**

RESOLUTION NO. _____

WHEREAS, the City of Inver Grove Heights and Dakota County entered into a Joint Powers Agreement to complete a study to identify an alignment for Argenta Trail (CSAH 28/63) from the current intersection of Argenta Trail and CSAH 28 (located south and west of the intersection of CSAH 28 and TH 55) to a point approximately 600 feet south of 70th Street (CSAH 26); and

WHEREAS, the study included the design of improvements to the intersection of Argenta Trail (CSAH 28/63) and TH 55, to include turn lanes, a permanent traffic signal system and considered the location of a potential future interchange layout as part of said design; and

WHEREAS, the City of Inver Grove Heights and Dakota County desire to construct a four-lane divided section of County State-Aid Highway (CSAH) 28/63 from south of Trunk Highway (TH) 55 through the TH 55 intersection to south of CSAH 26 (70th Street), including turn lanes on all approaches and the installation of a permanent signal system at its intersection with TH 55, realigning existing 77th Street West into the existing intersection of CSAH 28 (Yankee Doodle Road) and Argenta Trail, constructing 75th Street West from Archer Trail to CSAH 63 (Argenta Trail) pursuant to developer dedication of land for roadway purposes, and constructing CSAH 28 (Amana Trail) from its current location approximately ½ mile west of TH 3 to new CSAH 63 in Inver Grove Heights, Dakota County, the "Project"; and

WHEREAS, the City and the County have included the Project in their Capital Improvement Programs to share project responsibilities; and

WHEREAS, the City Council ordered the project for construction on May 26, 2015; Resolution No. 15-91.

NOW, THEREFORE, BE IT RESOLVED that the City of Inver Grove Heights enter into an agreement with Dakota County that defines the sharing of costs and the responsibilities of the two entities.

BE IT FURTHER RESOLVED, that the proper City officers be and hereby are authorized to execute such agreement, and thereby assume for an on behalf of the City all of the contractual obligations contained therein.

BE IT FURTHER RESOLVED, that the City's share of the costs shall be funded using General Obligation Bonds (Series 2015A) proceeds and Municipal State-Aid Funds.

Approved by the City Council of Inver Grove Heights this 23rd day of November 2015.

AYES:

NAYS:

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk

JOINT POWERS AGREEMENT FOR
RIGHT OF WAY ACQUISITION, CONSTRUCTION, AND MAINTENANCE

BETWEEN

THE COUNTY OF DAKOTA

AND

THE CITY OF INVER GROVE HEIGHTS

DAKOTA COUNTY PROJECT NO. 63-25

CITY OF INVER GROVE HEIGHTS PROJECT NO. 2014-11

SYNOPSIS: Dakota County and the City of Inver Grove Heights agree to the construction of the 4-lane divided section of County State Aid Highway (CSAH) 28/63 from south of Trunk Highway (TH) 55 to south of CSAH 26 (70th Street); TH 55 and CSAH 28/63 intersection improvements; CSAH 28 (Amana Trail) and 63 (Argenta Trail) intersection improvements; the realignment of 77th Street West to its new connection with CSAH 28 (Yankee Doodle Road); the construction of 75th Street West from Archer Trail to CSAH 63 and the extension of future CSAH 28 (Amana Trail) from its current location approximately ½ mile west of TH 3 into the new CSAH 63 in Inver Grove Heights, Dakota County.

THIS AGREEMENT, made and entered into by and between the County of Dakota, referred to in this Agreement as "the County"; and the City of Inver Grove Heights, referred to in this Agreement as "the City".

WHEREAS, under Minnesota Statutes Section 162.17, subdivision 1 and 471.59, subdivision 1, two or more governmental units may enter into an Agreement to cooperatively exercise any power common to the contracting parties, and one of the participating governmental units may exercise one of its powers on behalf of the other governmental units; and

WHEREAS, it is considered mutually desirable to construct a 4-lane divided section of County State Aid Highway (CSAH) 28/63 from south of Trunk Highway (TH) 55 through the TH 55 intersection to south of CSAH 26 (70th Street) including turn lanes on all approaches and the installation of a permanent signal system at its intersection with TH 55, realign existing 77th Street West into the existing intersection of CSAH 28 (Yankee Doodle Road) and Argenta Trail, construct 75th Street West from Archer Trail to CSAH 63 (Argenta Trail) pursuant to developer dedication of land for roadway purposes, and construct CSAH 28 (Amana Trail) from its current location approximately ½ mile west of TH 3 to new CSAH 63 in Inver Grove Heights, Dakota County, the "Project"; and

WHEREAS, the County and the City have included this Project in their Capital Improvement Programs to share Project responsibilities.

NOW, THEREFORE, it is agreed that the County and the City will share Project responsibilities after deducting state funding, will jointly participate in the Project costs associated with right of way acquisition, highway expansion, intersection construction, City street realignment and related activities as described in the following sections:

1. Construction Items. After deducting the State funding programmed for the signal upgrade (\$425,000) in 2016, the costs for the construction of the 4-lane divided section of County State Aid Highway (CSAH) 28 from south of TH 55 through the TH 55 intersection to south of CSAH 26 (70th Street) including turn lanes on all approaches, the construction of realigned 77th Street, and the construction of future CSAH 28 (Amana Trail) shall be shared in the amount of fifty-five (55%) by the County and forty-five (45%) by the City. Cost sharing includes all highway construction items, construction of a bituminous trail, mitigation required by state and federal permits including accessibility requirements; storm sewer and other drainage facilities eligible for County State Aid

funding based on contributing flows; replacement or restoration of fences, landscaping and driveways when affected by construction; replace or adjust sanitary sewer, water and storm sewer systems, if required due to construction; relocating or adjusting privately owned utilities when not performed at the expense of the utility; County's share of water pollution best management practices, based on contributing flows, meeting National Pollutant Discharge Elimination System (NPDES) and City Water Resource Management Plan (WRMP) standards; intersection lighting, and all other construction aspects outlined in the plan except for elements as called out under this agreement or the current Dakota County Transportation Plan.

3. Inspection Costs. The County is the lead agency for construction administration for the Project, construction engineering, construction management, construction inspection and all related materials testing shall be split based on the County's and City's share of the final construction costs.
4. Miscellaneous Elements. General maintenance will be handled in accordance with County policies included in the County's current Transportation Plan.
5. Street Light (Intersection) Energy and Maintenance Costs. The project consists of four different areas for street light (intersection) energy and maintenance costs breakdown. The four areas and descriptions of each are listed below.
 1. TH 55/ CSAH 28/63 Intersection – MN/DOT signal agreement. A traffic signal maintenance agreement will be forthcoming for the intersection of CSAH 28/63 (Argenta Trail) and TH 55. This agreement will outline the costs associated with the energy and maintenance of this signal and associated street lights for MN/DOT, the County and the City.
 2. Argenta Trail (Intersection) Energy and Maintenance Costs. After completion of the Project, the City shall be responsible for maintenance and energy costs of the intersection lighting at designated intersections (77th Street West, Amana Trail (future CSAH 28) and 75th Street West). The City will perform or coordinate the lighting maintenance, receive billings and pay for all routine maintenance (relamping) and energy costs for the Project. Upon payment for these services, the City may request reimbursement from the County for 55% of the maintenance and

- energy costs on a quarterly basis. The County will be responsible for up to 55% of intersection lighting replacement; the City will be responsible for all remaining costs.
3. Amana Trail (Intersection) Energy and Maintenance Costs. Once the City turns over Amana Trail from realigned CSAH 63 (Argenta Trail) to TH 3 (South Robert Trail) to the County for CSAH designation and MN/DOT State Aid has approved the CSAH designation, the City shall be responsible for maintenance and energy costs of the intersection lighting at designated intersections (Alverno Avenue and Addisen Path). The City will perform or coordinate the lighting maintenance, receive billings and pay for all routine maintenance (relamping) and energy costs for the Project. Upon payment for these services, the City may request reimbursement from the County for 55% of the maintenance and energy costs on a quarterly basis. The County will be responsible for up to 55% of intersection lighting replacement; the City will be responsible for all remaining costs.
 4. TH 3/ Amana Trail (future CSAH 28) Intersection. Once the City turns over Amana Trail from realigned CSAH 63 (Argenta Trail) to TH 3 (South Robert Trail) to the County for CSAH designation and MN/DOT State Aid has approved the CSAH designation, the previous Dakota County Contract C0010708 or MN/DOT Cooperative Construction Agreement No. 94447 shall be updated to reflect the designation per the adopted County Transportation Plan Policy.
6. City Utilities. Except as stated in the above sections of this agreement, the City shall pay all other costs for new sanitary sewer, water mains and appurtenances constructed as part of this Project. Further, the City shall be responsible for the maintenance of all such facilities after the completion of the Project.
7. Right-of-Way. The County will undertake all actions necessary to acquire all permanent and temporary highway right of way, including relocations, and will acquire all right of way for sidewalk and trail construction, wetland damage mitigation and banking, drainage and ponding, and water pollution control best management practices for the Project. Except as set forth below, the costs of acquiring highway right of way, including right of way for drainage inlets and outlets, shall be shared in the amount of 60% by the County and 40% by the City. The cost split for right of way (ROW) is based off of the purchase of a 200 foot ROW corridor for a future principal arterial. 150 feet of ROW is required for a four lane divided highway. The cost split was calculated by the City sharing for 45% of the 150 foot ROW and 25% of the additional 50 foot of ROW for the future

principal arterial. Likewise, the County's share is 55% of the 150 foot ROW and 75% of the additional 50 foot of ROW for the future principal arterial. Any right of way costs for new sanitary sewer, water mains and appurtenances, and aesthetic elements outside of the right of way needed for the highway improvements shall be the responsibility of the City.

7.1. Right of Way to the County. The City shall convey to the County, at no cost, before construction of the Project begins, all necessary permanent highway and temporary easements, on forms acceptable to the City and approved by the County Attorney's office, on all adjacent city-controlled real property for Project purposes. City shall convey rights to the County, at no cost, before construction of the Project begins, to all public easements and rights-of-way necessary including the portion of existing Amana Trail from CSAH 63 (Argenta Trail) to TH 3 (South Robert Trail) for Project purposes. City jurisdiction over City controlled easements and real property will be restored to the City upon final completion of the construction project.

7.2. Right of Way to the City. The County shall, upon satisfactory completion of CP 63-25 construction and all of the facilities a part thereof constructed under the construction contract, transfer ownership of the drainage, utility and ponding easements and permanent right of way for City streets to the City. Ownership of existing County right of way no longer necessary for County Highway purposes shall be transferred to the City for preservation to accommodate a future interchange.

7.3. Remnant Parcels to the City. The County shall, upon satisfactory completion of CP 63-25 construction and all of the facilities a part thereof constructed under the construction contract, transfer ownership of remnant parcels acquired in excess of what is needed for project purposes that have not been combined with adjacent property or purchased by a private entity to the City for preservation to accommodate a future interchange.

8. Plans and Specifications. The City is the lead agency for design engineering for the Project to prepare complete plans and specifications consistent with State Aid design standards and the Dakota County Transportation Plan. The City and the County shall approve the plans and specifications prior to advertising for bids. The County Board will award the contract for construction to the lowest responsive and responsible bidder in accordance with state law.

9. Project Cost Updates. The County will provide updated cost estimates to the City showing the County and City shares of Project costs annually at the time of Capital Improvement Program development. Updated cost estimates will also be provided by the County to the City at the following times:

- prior to approval of the appraised values for any necessary right of way acquisitions,
- prior to advertising a construction contract,
- after bid opening (prior to contract award),
- during construction if total contract changes exceed \$100,000,
- and once per year following the construction season until the project is complete.

Project cost estimate updates include actual and estimated costs for engineering, right of way acquisition, utility relocation, and construction.

The Parties acknowledge that Project cost estimates are subject to numerous variables causing the estimates to be subject to change and the updates are provided for informational purposes in good faith. Each agency is responsible for informing their respective councils or boards regarding Project cost estimates.

10. Payment. The County will administer the contract and act as the paying agent for all payments to the Contractor. Payments to the Contractor will be made as the Project work progresses and when certified by the County Engineer. The County shall provide a financial status report to the City on a quarterly basis. The report shall show estimated final costs, costs paid to date, and each agency's prorated share of the total Project cost. The County will request payment on a quarterly basis for the City's share of the Project costs incurred (i.e. administration, engineering, right of way acquisition, construction). Upon presentation of an itemized claim by one agency to the other, the receiving agency shall reimburse the invoicing agency for its share of the costs incurred under this agreement within 35 days from the presentation of the claim. If any portion of an itemized claim is questioned by the receiving agency, the remainder of the claim shall be promptly paid, and accompanied by a written explanation of the amounts in question. Payment of any amounts in dispute will be made following good faith negotiation and documentation of actual costs incurred in carrying out the work.

11. Amendments. Any amendments to this Agreement will be effective only after approval by both governing bodies and execution of a written amendment document by duly authorized officials of each body.

12. Effective Dates. This Agreement will be effective upon execution by duly authorized officials of each governing body and shall continue in effect until all work to be carried out in accordance with this Agreement has been completed. Except for on-going maintenance activities including sidewalk and lighting maintenance, in no event will this Agreement continue in effect after December 31, 2018, unless the parties mutually agree to an extension of the Project term.

13. Change Orders and Supplemental Agreements. Any change orders or supplemental agreements that affect the Project cost participation must be approved by appointed representatives of both Parties prior to execution of work. For the purposes of this section, the City's appointed representative is Scott Thureen, Public Works Director, and the County's appointed representative is Ross Beckwith, Construction Engineer, or their successors or designees. Both Parties shall endeavor to provide timely approval of change orders and supplemental agreements so as not to delay construction operations.

14. Final Acceptance. Final acceptance of the construction Project must be approved by both the County and the City.

15. Storm Sewer Construction and Maintenance. Storm sewer construction, inspection, maintenance and repair shall be in accordance with the provisions outlined Dakota County Contract # C0025413 (attached) between the County and the City.

16. Sidewalks and Trails. Upon final acceptance of the project, the County will assume jurisdiction and maintenance of future regional trail or greenway by separate agreement at such time as the County determines it is appropriate to incorporate a segment of trail into the County trail system. The County shall be responsible for any regional trail or greenway incorporated into the County trail system. The City shall be responsible for any sidewalk and trail maintenance that is not incorporated into the regional trail or greenway system. The County and the City shall be responsible for the costs of trail resurfacing or reconstruction for any not incorporated into the regional trail or greenway system in accordance with the current Dakota County Transportation Plan.

17. Highway Pavement Maintenance. Upon acceptance of the Project by the County and City, the County shall be responsible for all pavement maintenance within County right of way unless necessitated by a failure of a municipal utility system or installation of new facilities.

18. Subsequent Excavation. After final acceptance of the Project, and after expiration of the warranty period regarding repair, if excavation within the highway right of way is necessary to repair or install water, sewer, or other city utilities, the City shall apply for a permit from the County and shall be responsible to restore the excavated area and road surface to its original condition at the time of disturbance. If the City fails to have the highway properly restored, the County Engineer may have the work done and the City shall pay for the work within 30 days following receipt of a written claim by the County.

19. Rules and Regulations. The County and the City shall abide by Minnesota Department of Transportation standard specifications, rules and contract administration procedures.

20. Indemnification. The County agrees to defend, indemnify, and hold harmless the City against any and all claims, liability, loss, damage, or expense arising under the provisions of this Agreement and caused by or resulting from negligent acts or omissions of the County and/or those of County employees or agents. The City agrees to defend, indemnify, and hold harmless the County against any and all claims, liability, loss, damage, or expense arising under the provisions of this Agreement for which the City is responsible, including future operation and maintenance of facilities owned by the City and caused by or resulting from negligent acts or omissions of the City and/or those of City employees or agents. All Parties to this agreement recognize that liability for any claims arising under this agreement are subject to the provisions of the Minnesota Municipal Tort Claims Law; Minnesota Statutes, Chapter 466. In the event of any claims or actions filed against either party, nothing in this agreement shall be construed to allow a claimant to obtain separate judgments or separate liability caps from the individual Parties.

21. Acts of Employees. Any and all persons engaged in the work to be performed by the County shall not be considered employees of the City for any purpose, including Worker's Compensation, or any and all claims that may or might arise out of said employment context on behalf of said employees while so engaged. Any and all claims made by any third party as a consequence of any act or omission on the part of said County employees while so engaged on any of the work contemplated herein shall not be the obligation or responsibility of the City. The opposite situation shall also apply: the County shall not be responsible under the Worker's Compensation Act for any employees of the City and any and all claims made by any third party as a consequence of any act or omission on the part of City employees while so engaged on any of the work contemplated herein shall not be the obligation or responsibility of the County.

22. Audits. Pursuant to Minnesota Statutes Sec 16 C. 05, Subd. 5, any books, records, documents, and accounting procedures and practices of the County and the City relevant to this Agreement are subject to examination by the County or the City and either the Legislative Auditor or the State Auditor as appropriate. The County and the City agree to maintain these records for a period of six years from the date of performance of all services covered under this Agreement.

23. Integration and Continuing Effect. The entire and integrated agreement of the Parties contained in this Agreement shall supersede all prior negotiations, representations or agreements between the City and the County regarding the Project; whether written or oral. All agreements for future maintenance or cost responsibilities shall survive and continue in full force and effect after completion of the intersection and road construction provided for in this Agreement.

24. Authorized Representatives. The authorized representatives for the purpose of the administration of this Agreement are:

Mark Krebsbach (or successor)
Dakota County Engineer
14955 Galaxie Avenue
Apple Valley, MN. 55124
(952) 891-7100
Mark.krebsbach@co.dakota.mn.us

Scott Thureen (or successor or designee)
Public Works Director
8150 Barbara Avenue
Inver Grove Heights, MN. 55077
(651) 450-2571
sthureen@invergroveheights.org

All notices or communications required or permitted by this Agreement shall be either hand delivered or mailed by certified mail, return receipt requested, to the above addresses. Either party may change its address by written notice to the other party. Mailed notice shall be deemed complete two business days after the date of mailing.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS THEREOF, the Parties have caused this agreement to be executed by their duly authorized officials.

CITY OF INVER GROVE HEIGHTS

RECOMMENDED FOR APPROVAL:

Scott Thureen
Its: Public Works Director

By _____
George Tourville
Its: Mayor

APPROVED AS TO FORM:

Timothy Kuntz
Its: City Attorney

(SEAL)

By _____
Michelle Tesser
Its: City Clerk

Date _____

DAKOTA COUNTY

RECOMMENDED FOR APPROVAL:

Mark Krebsbach
Its: County Engineer

APPROVED AS TO FORM:

Assistant County Attorney

Date _____

By: _____
Steven C. Mielke
Its: Physical Development Director

Date: _____

COUNTY BOARD RESOLUTION
No. 15-182 Date: April 7, 2015

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Pay Voucher No. 7 for the 2015 Capital Improvement Program, City Project No. 2015-10 – NWA Trunk Utility Improvements, Argenta District (Alverno to Blackstone Vista Development) and City Project No. 2015-11 – NWA 70th Street Lift Station, Argenta District

Meeting Date: November 23, 2015
 Item Type: Consent
 Contact: Thomas J. Kaldunski, 651.450.2572
 Prepared by: Thomas J. Kaldunski, City Engineer
 Reviewed by: Scott D. Thureen, Public Works Director

TJK
SSA
SD

Fiscal/FTE Impact:	
<input type="checkbox"/>	None
<input type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input checked="" type="checkbox"/>	Other: Water Fund 511, Sewer Fund 512

PURPOSE/ACTION REQUESTED

Pay Voucher No. 7 for the 2015 Capital Improvement Program, City Project No. 2015-10 – NWA Trunk Utility Improvements, Argenta District (Alverno to Blackstone Vista Development) and City Project No. 2015-11 – NWA 70th Street Lift Station, Argenta District.

SUMMARY

The improvements were ordered as part of the 2015 Capital Improvement Program. The contract was awarded in the amount of \$2,083,708.48 to S.M. Hentges & Sons, Inc. on April 27, 2015.

Pay Voucher No. 7 is for trunk sanitary sewer and water main installed through the end of October.

I recommend approval of Pay Voucher No. 7, in the amount of \$180,681.48, for work on the 2015 Capital Improvement Program, City Project No. 2015-10 – NWA Trunk Utility Improvements, Argenta District (Alverno to Blackstone Vista Development) and City Project No. 2015-11 – NWA 70th Street Lift Station, Argenta District.

Attachments: Pay Voucher No. 7

**CITY OF INVER GROVE HEIGHTS
CONSTRUCTION PAY VOUCHER**

ESTIMATE NO: 7 (seven)

DATE: November 23, 2015

PERIOD ENDING: October 31, 2015

PROJECT NO: 2015-10 NWA Trunk Utility Improvements
2015-11 NWA 70th Street Lift Station

TO: S.M Hentges & Sons, Inc.
650 Quaker Avenue
Jordan, MN 55352

Original Contract Amount.....	\$2,083,708.48
Total Addition (Change Order 1,2,3)	\$79,143.82
Total Deduction	\$0.00
Total Contract Amount.....	\$2,162,852.30
Total Value of Work to Date.....	\$2,089,688.03
Less Retained (5%)	\$104,484.40
Less Previous Payment	\$1,804,522.15
Total Approved for Payment this Voucher.....	\$180,681.48
Total Payments including this Voucher	\$1,985,203.63

Approvals:

Pursuant to our field observation, I hereby recommend for payment the above state amount for work performed through October 31, 2015.

Signed by: _____ November 23, 2015
Thomas J. Kaldunski, City Engineer

Signed by: _____
S.M. Hentges & Sons, Inc. _____
Date

Signed by: _____ November 23, 2015
George Tourville, Mayor

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Approve Amendment to Proposal for Professional Services for Feasibility Study for City Project No. 2015-03 – 65th Street between Trunk Highway 3 and Argenta Trail

Meeting Date: November 23, 2015
 Item Type: Consent
 Contact: Scott D. Thureen, 651.450.2571
 Prepared by: Scott D. Thureen, Public Works Director
 Reviewed by: *SDT*

Fiscal/FTE Impact:	
<input type="checkbox"/>	None
<input type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input checked="" type="checkbox"/>	Other: Capital Improvement Revolving Fund (408)

PURPOSE/ACTION REQUESTED

Approve amendment to proposal for professional services for feasibility study for City Project No. 2015-03 – 65th Street between Trunk Highway 3 and Argenta Trail.

SUMMARY

The City Council approved the original proposal for WSB & Associates, Inc. (in the amount of \$8,500) on May 11, 2015.

Due to an extended coordination effort with Mn/DOT to determine that agency’s requirements for the intersection of Trunk Highway 3 and proposed 65th Street, the consultant has requested an additional \$1,925.00 (for a total amount of \$10,425.00).

I recommend approval of the professional services proposal. Funding would come from the Capital Improvement Revolving Fund, which would be reimbursed once the project advances.

SDT/kf
Attachment: Request for additional fees



Building a legacy – your legacy.

701 Xenia Avenue South
Suite 300
Minneapolis, MN 55416
Tel: 763-541-4800
Fax: 763-541-1700

November 11, 2015

Mr. Scott Thureen
Public Works Director
City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

**Re: Request for Additional Fees to Provide
Professional Services for Feasibility Study
65th Street Improvements
Between Trunk Highway 3 and Argenta Trail**

Dear Mr. Thureen:

This letter is to request compensation for additional hours spent evaluating the intersection of Trunk Highway (TH) 3 and future 65th Street as part of the 65th Street Improvements Feasibility Study.

As you know, we met with MnDOT to discuss our concepts for this intersection and were advised to reevaluate our feasibility concepts into a preliminary design to better capture the visions and future demands of the TH 3 corridor.

Although our original scope of work already included most of the tasks required to complete a preliminary design, the hours assigned to these tasks were not at this level. The additional work completed included the following tasks:

- Roadway Geometry Layouts
- Access Control
- Sight Distance
- Preparing Exhibits

We are respectfully requesting **\$1,925.00** in additional fees for this work which has already been completed.

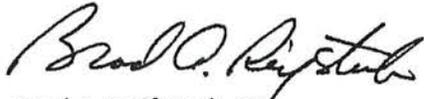
Equal Opportunity Employer
wsbeng.com

Mr. Scott Thureen
November 11, 2015
Page 2

Please contact me at 612-214-7053 or breifsteck@wsbeng.com if you have any comments, questions, or concerns regarding this request. Thank you.

Sincerely,

WSB & Associates, Inc.



Brad A. Reifsteck, PE
Sr. Project Manager

ACCEPTED BY:

City of Inver Grove Heights

I hereby authorize WSB & Associates, Inc. to complete the Feasibility Study identified above for an additional cost of \$1,925.00.

Name _____

Title _____

Signature _____

Date _____

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Resolution Accepting Proposal from Wenck Associates, Inc. (WAI) for a Hydrologic Modeling and Feasibility Study for City Project No. 2015-19 – Northwest Area (NWA) Robert Watershed Corridor

Meeting Date: November 23, 2015
 Item Type: Consent
 Contact: Thomas J. Kaldunski, 651.450.2572
 Prepared by: Steve W. Dodge, Assistant City Engineer
 Reviewed by: Scott D. Thureen, Public Works Director



Fiscal/FTE Impact:

- None
- Amount included in current budget
- Budget amendment requested
- FTE included in current complement
- New FTE requested – N/A
- Other: Fund 448 – NWA Stormwater

PURPOSE/ACTION REQUESTED

Consider Resolution Accepting Proposal from Wenck Associates, Inc. (WAI) for a Hydrologic Modeling and Feasibility Study for City Project No. 2015-19 – Northwest Area (NWA) Robert Watershed Corridor.

SUMMARY

The 2004 Northwest Quadrant Hydrologic and Hydraulic Analysis is an underlying foundation document for development in the NWA. The results of that analysis determined that a Low Impact Development approach to stormwater management, utilizing a land-locked system, was viable.

One of the recommendations from that analysis was to provide emergency overflow conveyance routes for stormwater between some of the regional basin locations. This would allow us to more effectively use the available natural stormwater storage capacity, and provide an additional safety factor. That study identified the regional basins where these emergency overflows would be needed, the elevation at which they would begin to operate, and an approximate route and type of conveyance feature (pipe or channel, and if pumping would be necessary).

A number of these overflows were installed with the Argenta Hills development, most at developer cost because they could be coordinated with, and benefit, the drainage design for that development. Emmons & Olivier Resources, Inc. was involved in that design process.

We currently have a number of development applications (Blackstone Ridge and Hannah Meadows), as well as trunk utility and public road projects in process. Each of these impacts some of the identified stormwater emergency overflows. It is necessary to complete a feasibility study (preliminary design) for these overflows so that their final design and construction can be coordinated with the other projects.

As guided by Council at the October 12, 2015 regular meeting, staff has requested proposals (RFP is attached) from the three NWA water resources consultants for completing the following:

1. Update the existing EOR watershed model for the South Robert Trail Watershed (see map in attached proposal) to include drainage improvements done on Argenta Hills development, Amazing Grace Church, and Inverwood Senior Living development.
2. Update model for proposed developments at Blackstone Ridge and Hannah Meadows to predict changes in peak rates and flow volumes from the development proposals.
3. Results of these studies will be prepared and shared with the project proposers to assist in sizing their new storm water management facilities, and with Mn/DOT and Dakota County for drainage requirements that impact the right-of-way.
4. Complete a preliminary analysis of the regional ponds and storm water conveyance system necessary to properly and safely route the storm water within the South Robert Trail Watershed area
 - (a) Provide recommendations on the approximate location, type and size of pipes (gravity and forcemain)
 - (b) Provide recommendations on location and sizing/capacity of temporary or permanent storm lift stations.
 - (c) Provide preliminary design, profiles and cross sections of recommended storm water conveyance systems.
5. Compile information into a feasibility report for NWA South Robert Trail Watershed study to include recommendations and budget showing costs of improvements. Recommendations and costs shall be broken down into subwatershed and regional pond areas.

The three consultant responses to the request for proposals are attached. Barr Engineering respectfully decided not to submit based on existing commitments and concerns about meeting the timelines which are development driven. EOR submitted a proposal in the amount of \$98,739. WAI submitted an amended proposal in the amount of \$84,454.67 which includes three additional workshops with stakeholders (City, County, MnDOT, developers, etc). The funding for the services will come from the Fund 448 – NWA, Stormwater.

The amended proposal from Todd Shoemaker, the project manager of WAI, clarifies that WAI is waiving \$10,000 in fees which covers principal engineer time, costs related to learning the NWA stormwater standards, costs for communications/exchange of model information with EOR, stormwater model PCSWMM license fees, and increasing the scope and costs of Item 3 to address plan and profiles for all conveyance systems needed (all emergency overflows, gravity pipe outlets, and forcemains). This amendment increased WAI's proposal from \$61,186 to \$84,454.57.

I recommend approval of the resolution which authorizes staff to enter into an agreement with Wenck Associates, Inc. in the amount of \$84,454.67 for a hydrologic modeling and feasibility study for City Project No. 2015-19 – NWA Robert Watershed Corridor.

SWD/kf

Attachments: Resolution
RFP
Proposals from Barr, EOR and WAI

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

**RESOLUTION APPROVING PROPOSAL FROM WENCK ASSOCIATES, INC. (WAI) FOR A
HYDROLOGIC MODELING AND FEASIBILITY STUDY FOR CITY PROJECT NO. 2015-19 –
NORTHWEST AREA (NWA) ROBERT WATERSHED CORRIDOR**

RESOLUTION NO. _____

WHEREAS, WAI has submitted a proposal for a hydrologic modeling and feasibility study for City Project No. 2015-19 – NWA Robert Watershed corridor, as requested by the City of Inver Grove Heights; and

WHEREAS, the Blackstone Ridge and the Hannah Meadows developments have submitted preliminary planned unit development applications which require regional stormwater conveyance system modeling; and

WHEREAS, WAI is in the City's Water Resources Engineering Consultant Pool for stormwater computer modeling for the NWA watershed; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, MN THAT:

1. The proposal dated November 13, 2015 from WAI for the Hydrologic Modeling and Feasibility Study for City Project No. 2015-19 – NWA Robert Watershed Corridor in the amount of \$84,454.67 is hereby approved.
2. Staff is authorized to enter into this proposal agreement with WAI.
3. Funding for the work will be provided from Fund 448 – Northwest Area, Stormwater.

Adopted by the City Council of Inver Grove Heights this 23rd day of November 2015

AYES:

NAYS:

ATTEST:

Michelle Tesser, City Clerk

George Tourville, Mayor



City of Inver Grove Heights

REQUEST FOR PROPOSAL

Feasibility Study for
The Northwest Area (NWA)
Robert Watershed Corridor

*FEASIBILITY STUDY, PRELIMINARY DESIGN and
DEVELOPMENT REVIEW SERVICES
CITY OF INVER GROVE HEIGHTS, MN*

City Project No. 2015-19

DUE DATE: 11 a.m. Friday, November 13, 2015

November 3, 2015

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PURPOSE OF REQUEST

The City of Inver Grove Heights, seeks to enter into a contract with a consultant to provide engineering consulting services for the NWA Robert Watershed Corridor in the City of Inver Grove Heights.

BACKGROUND

The 2004 Northwest Quadrant Hydrologic and Hydraulic Analysis is an underlying foundation document for development in the NWA. The results of that analysis determined that a Low Impact Development approach to stormwater management, utilizing a land-locked system, was viable.

One of the recommendations from that analysis was to provide emergency overflow conveyance routes for stormwater between some of the regional basin locations. This would allow more effective use of the available natural stormwater storage capacity, and provide an additional safety factor. That study identified the regional basins where these emergency overflows would be needed, the elevation at which they would begin to operate, and an approximate route and type of conveyance feature (pipe or channel, and if pumping would be necessary). However, no preliminary design or sizing of such hydrologic conveyances was completed.

In 2006, the City of Inver Grove Heights hired Emmons and Olivier Resources (EOR) to advise in the creation of storm water management standards for the Northwest Area. In 2008, EOR completed a PCSWMM storm water model and continues to update the model as development occurs. The current NWA Regional Basin Map is dated June 26, 2014 (available on City website).

We currently have a number of development applications (Blackstone Ridge and Hannah Meadows), as well as trunk utility and public road projects in process. The proposed developments impact the regional basins and their emergency overflows. It is necessary to complete a feasibility study preliminary design for these overflows so that final design and construction can be coordinated with the development projects. Identifying project cost/budgets and distribution of costs in the watershed will be a compliment of this effort.

The City is in the process of approving: (1) a Final PUD of the Blackstone Ridge development which contributes outflow from landlocked basin EP-011; and (2) a Preliminary PUD for the Hannah Meadows development located in the northeast corner of South Robert Trail (TH 3) and 70th Street (CSAH 26) which impacts a terminal landlocked regional storm water basin (EP 027a) and (3) a conceptual PUD on the Mihm site. The Blackstone Ridge and Hannah Meadows developments will need hydrologic design services to identify a storm water conveyance system and overflow throughout the NWA Robert Watershed Corridor, for regional basins EP-011 and EP-027 to address immediate development design needs. The entire Robert Watershed Corridor will require a comprehensive feasibility study identifying all regional basin connectivity, storm water conveyance systems, and overflow facilities.

GENERAL PROJECT INFORMATION

City Management of the Project:

The City Project Manager for the project is:

Steve Dodge, P.E.
Assistant City Engineer
City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077
Phone: (651) 450-2541
E-mail: sdodge@invergroveheights.org

Steve will be the first point of contact on behalf of the City of Inver Grove Heights, and direction to the consultant will come from him or the City Engineer, Thomas Kaldunski. A team of consultants will regularly review and comment on the Blackstone Ridge and Hannah Meadows development projects. In addition to City staff, the development review team consists of Kimley-Horn (general civil engineering review), Bolton & Menk (trunk utility review) and Emmons & Olivier Resources and Barr Engineering (NWA water resources management review). The development review team will provide direction and support for final PUD design and approval of the project, and will participate in the review of submittals by the developer. The proposed feasibility study will be utilized to guide the developer, staff and consultants in the design and review of a development project while ensuring safe conveyance of storm water routing through the watershed.

Project Needs:

The City of Inver Grove Heights is soliciting proposals from water resources consulting firms (by invitation only) to provide the NWA Robert Watershed Corridor storm water management engineering services. The selected firm will identify a storm water conveyance system throughout the NWA Robert Watershed Corridor, but especially for regional basins EP-027a and EP-011.

The recommended storm water conveyance system shall be delivered in the form of a feasibility study which will include proposed improvements and costs (construction costs plus 38% contingencies) broken down by subwatershed. Preliminary design will need to be completed in order to identify overland, gravity pipe, forcemain, and lift station (temporary or permanent) conveyance systems in sufficient detail to define the location, type, and size of pipe, pumps or overflow systems.

Sharing of Information:

The consultant shall host a permanent ftp site (or other approved method) to allow for file sharing with the development review team.

References:

- Inver Grove Heights Regional Basin Map dated June 26, 2014 (to be provided via Sharefile by City)
- Northwest Area Storm Water Manual
<http://mn-invergroveheights.civicplus.com/index.aspx?NID=337>
- Existing or proposed development information necessary for the feasibility study (provided by City via Sharefile).

SCOPE OF SERVICES AND DELIVERABLES

The purpose of the work is to provide a feasibility study of the Robert Watershed Corridor which identifies the regional basin overflow, conveyance system and associated costs for each subwatershed consisting of the following:

1. Obtain PCSWMM files, “.inp” file, associated geometry shapefiles, and the meteorological setup for the models from EOR
2. Update the existing EOR watershed model for the NWA Robert Watershed (see map in attached proposal) to include drainage improvements done on Argenta Hills development, Amazing Grace Church, and Inverwood Senior Living development.
3. Update model for proposed developments at Blackstone Ridge and Hannah Meadows sites to predict changes in peak rates and flow volumes from the development proposals.
4. Results of these studies will be prepared and shared with the project proposers to assist in sizing their new storm water management facilities, and with Mn/DOT and Dakota County for drainage requirements that impact the right-of-way on T.H. 3 (So. Robert Trail) and CSAH 26 (70th Street).
5. Complete a preliminary analysis of the regional ponds and storm water conveyance system necessary to properly and safely route the storm water within the Robert Watershed area
 - (a) Provide recommendations on the approximate location, type and size of pipes, natural overflows and forcemains and 100-year EOF channels.
 - (b) Provide recommendations on location and sizing/capacity of temporary or permanent storm lift stations.
 - (c) Provide preliminary design cross-sections, profiles, and details to accommodate recommendations in the feasibility report
6. Compile information into a feasibility report for NWA Robert Watershed study to include recommendations and budget showing costs of improvements and land acquisition. Recommendations and costs shall be broken down into subwatershed and regional pond areas.
7. Final feasibility report and recommendations shall be supplied in the form of six (6) bound copies and one PDF indexed copy.
8. Provide these general costs:
 - (a) The subtotal costs to complete the hydrologic conveyance overflow feasibility and preliminary design for Blackstone Ridge and Hannah Meadows developments
 - (b) The subtotal costs to complete the hydrologic conveyance overflow feasibility and preliminary design for completing the rest of the Robert Watershed Corridor.
 - (c) The overall total costs (a + b).
Note: Total costs shall be the construction costs plus thirt-eight percent (38%) contingency (10% construction contingency and 28% legal, engineering, administration and finance)
9. Coordinate and submit the Robert Watershed Corridor updated PCSWMM modeling information to the City’s Stormwater Consultant, EOR, for incorporation into comprehensive model update for 2016.

DESCRIPTION OF CITY OF IGH RESPONSIBILTIES

1. Provide the following:
 - a. A GIS data set including:
 - i. Elevation/topographic data (1ft. LIDAR, TIN Model)
 - ii. Property Information

- iii. Contaminated Sites Inventory
- iv. Roads and other physical infrastructure
- b. Existing NWA basin PCSWMM modeling information from EOR
- c. Existing NWA regional basin map from EOR
- d. Existing and proposed development information
- e. Current roadway plans or upgrades
- f. Trunk sewer and water plans
- g. Proposed development concepts

PROJECT SCHEDULE

The following is the desired schedule for the project:

Action	Date
Notice of RFP	Tuesday, November 3, 2015
Proposals received by City	11 a.m. Friday, November 13, 2015
Selection of consultant	November 23, 2015, Council Meeting
Begin feasibility study of current development areas	November 24, 2015
Complete feasibility study of current developments	January 15, 2016
Begin remaining portion of feasibility study	January 18, 2016
Complete remaining portion of feasibility study	March 18, 2016

Consultant Provided Schedule:

The selected consultant shall provide a schedule with associated tasks and deliverables.

PROPOSALS

The proposal text shall not be more than twenty (20) pages long not including the cover letter. Any additional drawings or information ancillary to the proposal shall be placed in an Appendix. Proposals shall be prepared on 8-1/2" x 11" format, with sequentially numbered pages throughout the report or by section. All text and exhibits should be succinct and relevant to the RFP requirements.

The City of Inver Grove Heights shall not, in any event, be liable for any pre-contractual expenses incurred by the consultant in the preparation of their proposals. Consultants shall not include any such expenses as part of their proposals. Pre-contractual expenses are defined as expenses incurred by the consultant in:

- a. Preparing its proposal in response to this RFP;
- b. Submitting that proposal to the City;
- c. Negotiating with the City on any matter related to this RFP;
- d. Any other expenses incurred by the consultant prior to the date of execution of the proposed agreement.

The consultant shall adhere to all terms of this RFP. Exceptions to the requirements in this RFP must be included in the proposal submitted by the consultant. The consultant shall segregate such exceptions as a separate element of the proposal under the heading "Exceptions and Deviations".

By submitting a proposal, the consultant represents that they have thoroughly examined the RFP, have become familiar with the work required, and are capable of performing quality work to achieve the objectives of the City.

SUBMITTAL REQUIREMENTS

General Information:

1. **Addenda/Clarifications.** Any changes to this RFP will be made by the City through a written email addendum. No verbal modification will be binding.
2. **Contract Award:** Issuance of this RFP and receipt of proposals do not commit the City to the awarding of a contract. The City reserves the right to postpone opening for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with other than the selected consultant, should negotiations with the selected consultant be terminated, to negotiate with more than one consultant simultaneously, or to cancel all or part of this RFP.
3. **City Rights:** The City may investigate the qualifications of any consultant under consideration, require confirmation of information furnished by the consultant, and require additional evidence of qualifications, to perform the work described in this RFP. The City reserves the right to:
 - a. Reject any or all proposals if such action is in the public interest;
 - b. Cancel the entire Request for Proposals;
 - c. Issue a subsequent Request for Proposals;
 - d. Remedy technical errors in a Request for Proposals process;
 - e. Appoint evaluation committees to review the proposals;
 - f. Establish a short list of consultants for interview after evaluation of proposals;
 - g. Negotiate with any, all, or none of the RFP consultants; and
 - h. Reject and replace one or more subcontractors.
 - i. Solicit RFPs by invitation only.
4. **Independent Contractor Status:** The consultant will be an independent contractor. Nothing contained in any contract awarded shall be construed to create the relationship of employer and employee between City and the consultant. The consultant is not entitled to receive any of the benefits by City employees and is not eligible for workers' or unemployment compensation benefits. The consultant understands that no withholding or deduction for state or federal income taxes, FICA, FUTA, or otherwise, will be made from payments due the consultant and that it is the consultant's sole obligation to comply with the applicable provisions of all federal and state tax laws.
5. **Contract Type:** A contract will be executed between the City of IGH and a prime consultant firm. In the case of a project team of multiple consultants, a prime consultant firm shall be responsible for subcontracting with the other consultant firms. There will be no legal relationship with the City of IGH and the subcontracting consultant firms. The prime and subcontracting consultant firms shall be responsible in providing the required submission information via a single proposal.

Letter of Submittal Inclusions:

1. Name, address, phone number, and fax number of the firm;
2. Acknowledgement of receipt of RFP addenda, if any;
3. Name, title, address, telephone, fax numbers, and email address, of contact person during the period of evaluation;
4. A statement to the effect that the proposal shall remain valid for a period of not less than 120 days from the date of submittal; and
5. Signature of a person authorized to bind the offering firm to the terms of the proposal.

Minimum Proposal Requirements:

1. Project Understanding and Approach. Briefly describe the project understanding and approach used by your firm. Give a brief description of issues you believe significant on this project; your approach to needed public participation; how you intend to use existing information to help limit project design costs; any unique options to be pursued for this project; and a brief outline of your project approach.
2. Key Personnel:
 - a. Project Manager: Provide a description of the Project Manager and their qualifications for this project and a detailed list of previous projects worked on with the firm that are relevant to the project. If more than one project manager may be assigned to various specialty areas, please provide multiple descriptions.
 - b. Key Support Personnel: Provide a brief list of key personnel that will be assigned to this project. Identify their area of expertise and how they have worked with the Project Manager on previous projects.
3. Sub-consultants. Describe the name and location of other sub-consultants that would be used by the firm in the design. Identify the approximate percentage of the work that would be performed by each of these firms.
4. Fee Estimate. Provide an estimate of the total project design costs per the defined scope of work. The fee estimate shall be broken into work tasks with an hourly estimate of time required by each project personnel or sub-consultant. At minimum, the tasks required shall be based on the tasks described in this RFP. Any allowances for project costs, such as mileage or indirect office costs should be identified. The actual fee will be based on hourly and reimbursable costs with a not-to-exceed maximum contract amount.

The fee proposal shall be structured as follows:

Task	Project Manager	<i>Descending order of responsibilities</i>	Sub-consultants	Expenses (Total mileage, etc.)	Total Hours	Cost per Task	Total Cost per Deliverable
1. (Ex. Planning)							
Task Sub-total Hours							
<i>Descending task per proposal</i>							
Total Hours							
Cost per Hour							
Total Cost							

5. Conflict of Interest. The Consultant must identify any potential conflict of interest it may have providing the services contemplated by this RFP. City recognizes that the consultants in the City's pool of consultants have contract in-place. This is not considered a contract of interest for the consultants selected by invitation to submit on this RFP.
6. Other information you believe may be valuable in reviewing the qualifications of your firm.

EVALUATION REQUIREMENTS

A review of each proposal by the City of IGH will identify those consultant firms that most closely meet the needs for the project.

Factors to be considered by the selection committee will include, but not be limited to the following:

1. Design approach/methodology – conceptual and technical approach to design and the completeness of detailed work plan.
2. Understanding of the scope of work – completeness of the proposal, a demonstrated grasp of the work, and a clear understanding of the project scope, objectives, and complexity.
3. Project Design Team – qualifications and experience of the Project Manager and key staff proposed for the project, competency of team members in design approaches and techniques, experience on previous similar projects, and availability of the key staff.
4. Qualifications and experience of the firm relating to previous similar projects.
5. Quality control – ensure the delivery of a quality product in a timely manner.
6. Fee estimate – understanding total project cost toward design and engineering, cost control measures identified.

SUBMISSION DEADLINE

Three (3) copies of the proposal and one (1) electronic copy (.pdf format) shall be submitted by 11:00 a.m., local time, on Friday, November 13, 2015, to the address given below:

Steve Dodge, Assistant City Engineer
Engineering Division
City Hall
8150 Barbara Avenue
Inver Grove Heights, MN 55077

Questions regarding this RFP should be directed to Steve Dodge at (651) 450-2541 (sdodge@invergroveheights.org) . Late proposals may not be accepted at the City's discretion.

CONTRACT

The term of the contract to be awarded under this RFP will be from the date executed by all parties until services are complete. The City will prepare a contract with the selected Consultant. The City will use its standard contract terms and conditions. The Consultant must be willing to sign a contract that will incorporate the RFP plus attachments, the response to the request for proposal and any other terms negotiated by the parties. General conditions set forth in this section will be incorporated into the professional services agreement. These provisions are considered minimum requirements and may be increased or expanded if it is agreed to be in both parties' interests.

ATTACHMENT A
LISTS OF TASKS

The following scope also includes the work needed to complete a more comprehensive assessment and feasibility study for defining the best overflow routing options and configuration along the Robert Watershed Corridor and across South Robert Trail (TH 3) and 70th Street (CSAH 26), since they will be affected by the current infrastructure and development decisions. The feasibility study will first focus on:

1. A partial feasibility report and preliminary design for:
 - a. Evaluating regional basin overflow routing from EA-011 to EP-027a (overflow conveyance system from Blackstone Ridge development).
 - b. Evaluating regional basin overflow routing from EP-027a (overflow conveyance system through Hannah Meadows) to SP-8 (or SP-27a), which overflows to SP-17
2. Completing a feasibility report and preliminary design of the comprehensive overflow conveyance system for all subwatersheds within the Robert Watershed Corridor.

Task 1. Review and Collect Data on Infrastructure - Road, Utility, and Developments. Several road upgrades are entering the preliminary design stage. Likewise, utility corridors are being mapped and designed now. These upgrades are being prompted by the developments that are being proposed in the NWA.

Deliverables: Summary of available planning documents for roads, utilities, and developments.
Map showing planned infrastructure improvements and overflows.

Task 1 Breakdown:

Task	Review and Collect Data on Infrastructure
01-A	Project Kickoff Meeting with City
01-B	Assemble Road Upgrade Plans
01-C	Assemble Sewer and Water Upgrade Plans
01-D	Assemble Proposed Development Plans
01-E	Assemble GIS background data and Dakota County LIDAR 1-foot contours

Task 2. Technical Memorandum, partial Feasibility Study and Schematic Design for EA-011 to EP-027a (Blackstone Ridge overflow route) and EP-027a (Hannah Meadows overflow route) to SP-8 (or SP-27a). For the central/"backbone" systems most affected by current planning and design of other infrastructure and developments, the feasibility study will address the following items:

Deliverables: Technical Memorandum and Partial Feasibility Report for Central Overflow Systems for EA-011 to EP-027a and EP-027a to SP-8 (Or SP-27a).

Task 2 Breakdown:

Task	Technical Memorandum and Map of Overflows
02-A	Preliminary Design of two central overflow systems
02-B	Location and type of overflow facilities with plans and profiles
02-C	Approximate location and sizing of storm lift stations and mains
02-D	Budgets for total construction costs estimates
02-E	Update the PCSWMM Robert Watershed Corridor model

Task 3. Preliminary Plan and Profiles for Overflow Routes. Provide a preliminary plan and profile showing key overflow elevations to be accomplished for the basins and potential conflicts along the corridor.

Deliverables: Feasibility Study, Preliminary Plan and Profiles along overflow conveyance corridors and subwatersheds of the Robert Watershed Corridor.

Task 3 Breakdown:

Task	Preliminary Plan and Profiles for Overflow Routes
03-A	Identify potential corridors as overflows based on new info
03-B	Draw out plan and profile of overflows (estim. 6-7 plan/profiles)

Task 4. Review Overflow Routes and Options with City Staff. When multiple overflow options are identified, staff will be consulted to leverage local knowledge and how particular routes interact with other city plans for infrastructure or development patterns.

Deliverables: Updated Preliminary Plan and Profiles based on City Staff input.

Task 4 Breakdown:

Task	Review Overflow Routes and Options with City Staff
04-A	Meet w/City Staff to review routing options
04-B	Update Preliminary Plan and Profiles

Task 5. Complete Feasibility Report and Updated Regional Basins Map Showing Overflows. The information developed in the above tasks will be compiled into a technical memorandum for the entire corridor of S. Robert Trail from Horseshoe Lake in the north to Amana Trail in the south.

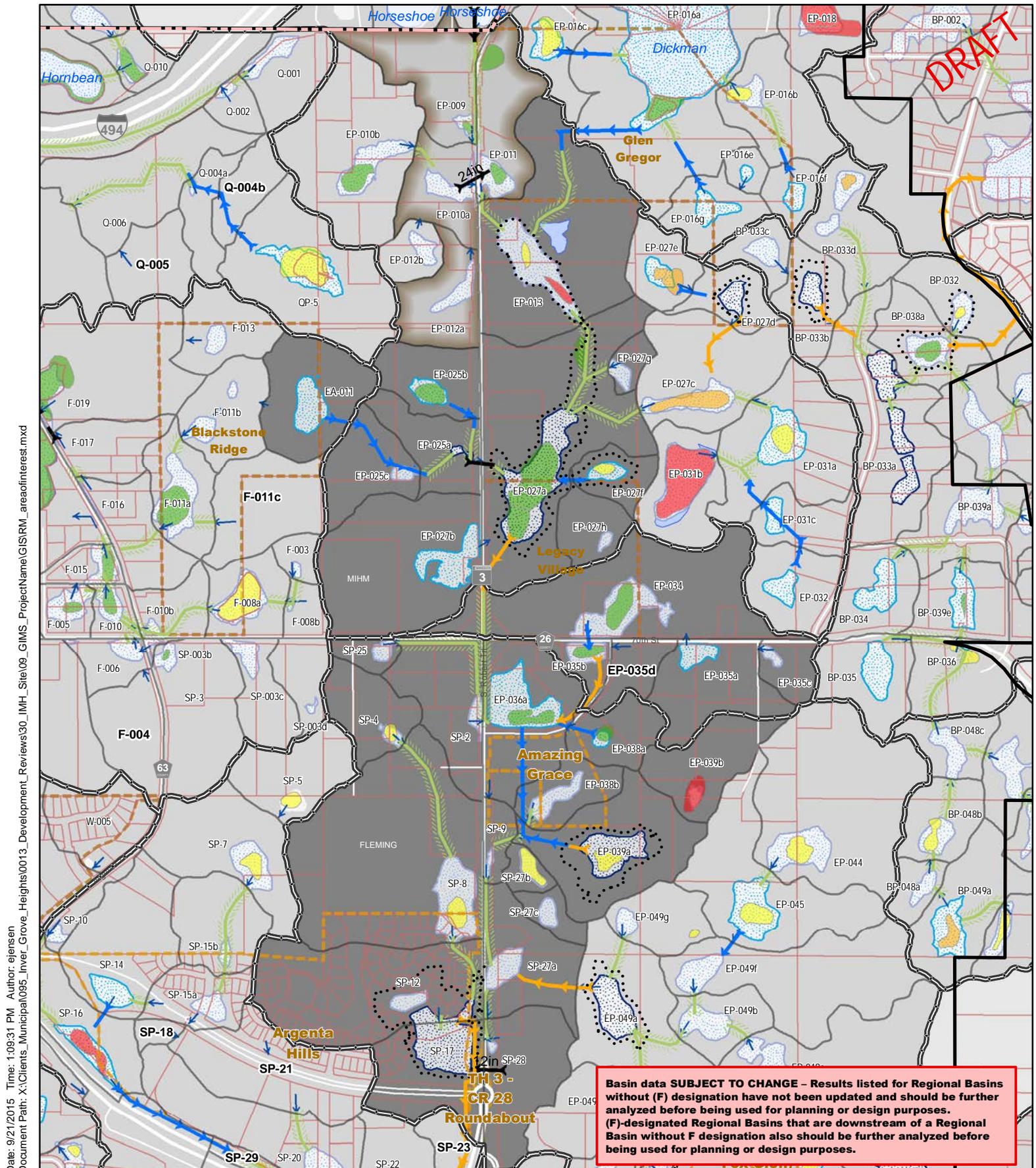
Deliverables: Technical summary memorandum including issues and conclusions.
Updated Map showing overflow routes.

Task 5 Breakdown:

Task	Final Feasibility Report and Map of Overflows
05-A	Provide report documenting the recommendations and total costs for each subwatershed and regional basin overflow
05-B	Provide Robert Watershed Corridor Map with overflow parameters. Close-up maps of each subwatershed.
05-C	Update the Regional Basins Map with overflow parameters
05-D	Updated PCSWMM model with designed overflow parameters
05-E	Council presentation of final Feasibility Report
05-F	Transferring PCSWMM model data to EOR

ATTACHMENT B

Robert Watershed Corridor Map



Date: 9/21/2015 Time: 1:09:31 PM Author: ejensen
 Document Path: X:\Clients_Municipal\095_Inver_Grove_Heights\0013_Development_Reviews\30_IMH_Site\09_GIMS_ProjectName\GISRM_areaofinterest.mxd

Date: 9/21/2015 Time: 1:09:31 PM Author: ejensen
 Document Path: X:\Clients_Municipal\095_Inver_Grove_Heights\0013_Development_Reviews\30_IMH_Site\09_GIMS_ProjectName\GISRM_areaofinterest.mxd



- Legend**
- Northwest Area of Inver Grove Heights
 - Parcel
 - Municipality
 - Catchment Area
 - Existing Water Bodies
 - Catchment Flow Direction
 - Freeboard Limit (Category 3 Basins)
 - Development Area
 - Proposed Basin by Overflow Category: Category 3
 - Proposed Basin by Overflow Category: Category 2
 - Proposed Basin by Overflow Category: Category 1
 - Potential Pipe and/or Lift Station
 - Existing Culvert
 - Wetland Management Classification: 1 - Maintain 100yr HWL
 - Wetland Management Classification: 2 - Maintain 100yr HWL +0.5'
 - Wetland Management Classification: 3 - No Requirements
 - Wetland Management Classification: 4 - No Requirements
 - Overland Flow
 - Pipe Outlet

Regional Basins Overflow Plan for S. Robert Trail Corridor

Sept. 21, 2015



Data Sources:
 City of Inver Grove Heights
 Emmons & Olivier Resources, Inc.
 Minnesota Department of Natural Resources
 Metropolitan Council
 Minnesota Department of Transportation
 BRAA's Natural Resource Inventory 2003





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November 17, 2015

Mr. Steve Dodge

City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

RE: Addendum to Consultant Services Proposal for the Robert Watershed Corridor Feasibility Study

Dear Mr. Dodge:

The purpose of this addendum is to clarify differences in the proposal Wenck submitted to the City of Inver Grove Heights (City) on November 13, 2015 for the Robert Watershed Corridor. We hope that these clarifications will allow the City to make a better "apples-to-apples" comparison of the proposals it received.

1. In Task 03-B on page 10 of the RFP, the City requested plan and profile drawings for an "estimated 6-7" conveyances. Wenck subsequently provided a cost of \$8,144.00 for seven plan and profile drawings (\$1,163.43 per conveyance), but we also noted "more may be necessary based on the number of basins identified in Attachment B of the RFP."

City staff has discussed this discrepancy with Wenck staff and requested Wenck to update the cost of Task 3B to reflect the total number of expected plan and profile drawings:

- ▲ Total number of subwatersheds shaded in gray on Attachment B of the RFP = 36
- ▲ Overflow conveyances already completed with Argenta Hills development (SP-8, SP-12, SP-28, and SP-17) = 4
- ▲ Overflow conveyances to be determined under Task II of the Robert Watershed Corridor study (EA-011, EP-025b, EP-025a, EP-025c, and EP-027a) = 5
- ▲ Remaining overflow conveyances = 27 (36-4-5 = 27)
- ▲ Using the \$1,163.43 cost per conveyance stated above, the total cost for 27 instead of 7 would be \$31,412.57.
- ▲ An updated "Fee Estimate" is attached to this letter.

2. Since this will be Wenck's first project with the City, we are committed to the City not paying for a "learning curve." Therefore, the following features of the Wenck proposal will save the City approximately \$10,000:
 - a. 40 hours of the Senior Municipal & Water Resources Engineer at no cost to the City (\$0.00 per hour).
 - b. Time spent obtaining PCSWMM model data from EOR.
 - c. Time spent transferring PCSWMM model data back to EOR.
 - d. License fees for use of PCSWMM.
3. The Wenck average hourly billing rate for the project is \$101 per hour. The proposal considered by the City Council at the October 12, 2015 meeting included billing rates between \$130 and \$210 per hour.

Mr. Steve Dodge

City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

We are excited about this opportunity and the benefits it will provide to the City and its (future) residents. On behalf of the 250+ employee-owners of Wenck, thank you for this opportunity. Should you have questions, or need clarification of items presented in the attached proposal, please do not hesitate to contact me.

Sincerely,

Wenck Associates, Inc.



Mr. Todd Shoemaker, PE, CFM
Principal, Water Resources Engineer

Revised Fee Estimate

Costs for the tasks described in Section 1.0 are summarized below. Since this will be Wenck’s first project with the City, we are committed to the City not paying for a “learning curve.”

- ▲ Wenck is contributing the Senior Engineer (Torve) at \$0.00 per hour. This time will be flexible, so it can be moved between review or client meetings.
- ▲ Wenck will not bill the City for time spent obtaining PCSWMM data from EOR.
- ▲ Wenck will not bill the City for the PCSWMM license fee.
- ▲ Wenck will not bill the City for transferring PCSWMM data back to EOR.

TASK ID	DESCRIPTION	SR. MUNI & WR ENG.	PROJECT MANAGER	WATER RES. ENG.	MUNICIPAL ENG. & CAD	GIS	EXPENSES	TOTAL HOURS	COST PER SUBTASK	TOTAL COST PER TASK
1A	Project Kickoff Meeting with City	4	6				\$ 50.00	10	\$ 1,028.00	\$ 3,605.00
1B	Assemble Road Upgrade Plans		1	3	1	1		6	\$ 628.00	
1C	Assemble Sewer and Water Upgrade Plans		1	3	1	1		6	\$ 628.00	
1D	Assemble Proposed Development Plans		1	3	1	1		6	\$ 628.00	
1E	Assemble GIS Data & County LiDAR		1	2		4		7	\$ 693.00	
2A	Prelim Design Two Central Overflow Systems	4	8	16	16			44	\$ 4,344.00	\$ 22,060.00
2B	Location & Type of Overflow Facilities with Plans & Profiles	4	8	8	40			60	\$ 5,864.00	
2C	Approximate Location and Sizing of Storm Lift Stations and Mains	4	8	8	16			36	\$ 3,584.00	
2D	Budgets for Total Construction Cost Estimates	2	12		16			30	\$ 3,476.00	
2E	Update PCSWMM Robert Watershed Corridor Model		4	40		4		48	\$ 4,792.00	
3A	Identify Potential Corridors as Overflows Based on New Info	5	16	40	8			69	\$ 7,168.00	\$ 38,580.57
3B	Diagram Plan and Profile of Overflows (max 7 plan/profiles)	19	31	62	216			327.8623	\$ 31,412.57	
4A	Meet with City Staff to Review Routing Options	4	8				\$ 50.00	12	\$ 1,354.00	\$ 4,286.00
4B	Update Preliminary Plan and Profiles		4	8	16			28	\$ 2,932.00	
5A	Provide Report Documenting the Recommendations and Total Costs for Each Subwatershed and Regional Basin Overflow	8	16	32	8		\$ 100.00	164	\$ 6,508.00	\$ 12,839.00
5B	Provide Robert Watershed Corridor Map with Overflow Parameters. Close-up Maps of Each Subwatershed.		2	8		16		26	\$ 2,446.00	
5C	Update the Regional Basins Map with Overflow Parameters		2			4		6	\$ 666.00	
5D	Update PCSWMM Model with Designed Overflow Parameters		4	16				20	\$ 2,172.00	
5E	Council Presentation of Final Feasibility Report		4	4			\$ 15.00	8	\$ 1,047.00	
5F	Transferring PCSWMM Model Data to EOR							0	\$ -	
TOTAL HOURS		54	137	253	339	31	----	814	----	----
COST PER HOUR		\$0.00	\$ 163.00	\$ 95.00	\$ 95.00	\$ 85.00	----	----	----	----
TOTAL COST		\$ -	\$ 22,298.40	\$ 23,997.00	\$ 32,225.17	\$ 2,635.00	\$ 215.00	813.8623	\$	81,370.57
Optional Task A	Workshop #1	4	6				50	10	\$	1,028.00
Optional Task B	Workshop #2	4	6				50	10	\$	1,028.00
Optional Task C	Workshop #3	4	6				50	10	\$	1,028.00

* The City may choose none, one, two or all three of the optional tasks. If one or more is chosen, the cost for each optional task (\$1,028.00) would be added to the “base” price of \$58,102.00.



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Proposal



RFP for Consultant Services for the Robert Watershed Corridor Feasibility Study

Prepared for: Steve Dodge, Assistant City Engineer
Engineering Division
City Hall
8150 Barbara Avenue
Inver Grove Heights, Minnesota

Toll Free: 800-472-2232 Email: wenckmp@wenck.com Web: wenck.com

MINNESOTA			COLORADO	GEORGIA	NORTH DAKOTA	SOUTH DAKOTA	WYOMING
Maple Plain 763-479-4200	Golden Valley 763-252-6800	New Hope 800-368-8831	Denver 602-370-7420	Roswell 678-987-5840	Fargo 701-297-9600	Pierre 605-222-1826	Cheyenne 307-634-7848
	Windom 507-831-2703	Woodbury 651-294-4580	Fort Collins 907-223-4705		Mandan 701-751-3370		Sheridan 307-675-1148
					Williston 800-472-2232		

Cover Letter ii

Project Understanding and Approach..... 1

Experience and Key Personnel 6

Fee Estimate..... 16

Conflict of Interest 17



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November 13, 2015

Mr. Steve Dodge

City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

RE: Response to RFP for Consultant Services for the Robert Watershed Corridor Feasibility Study

Dear Mr. Dodge:

We are pleased to submit this proposal to provide professional engineering services for the evaluation of the Robert Watershed Corridor. We appreciate the opportunity to propose on this project and look forward to our first project with the City of Inver Grove Heights. In our proposal, we offer information on the project approach, team, scope, schedule and anticipated costs. Below we offer the reasons the City can benefit from selecting Wenck.

We are excited about this opportunity and the benefits it will provide to the City and its (future) residents. In serving as a responsive partner looking for exceptional outcomes, we offer the following reasons we believe the Wenck team can benefit the City:

- ▲ Strong working understanding of stormwater and floodplain management goals and regulations established throughout the Twin Cities and the State of Minnesota.
 - ▲ Our team includes a Certified Floodplain Manager to ensure the City receives guidance regarding local, state, federal, and private-sector floodplain management.
 - ▲ The Wenck Senior Municipal & Water Resources Engineer provides the City with unique experience as a City and Watershed District Engineer.
- ▲ Proven ability to listen, understand, navigate and assist in providing the best options to our clients' needs.
 - ▲ Wenck will provide the City with a fresh-perspective in the North West Area.
 - ▲ Significant study and analysis has already occurred within the area; Wenck's review, modeling, and analysis will also serve as a "third-party review" of previous studies and modeling.

On behalf of the 250+ employee-owners of Wenck, thank you for this opportunity. Should you have questions, or need clarification of items presented in the attached proposal, please do not hesitate to contact me.

Sincerely,

Wenck Associates, Inc.

Mr. Todd Shoemaker, PE, CFM
Principal, Water Resources Engineer

Project Understanding

Wenck understands the importance of this project in the City of Inver Grove Heights' (City) commitment to effectively manage stormwater in the City's Northwest Area (NWA). In particular, we understand that an effective Robert Watershed Corridor Feasibility Study will allow development to proceed while protecting existing and future structures and properties from flooding.

Based on the Request for Proposal (RFP) issued by the City, we understand the following main objectives of the project:

- ▲ Identify a stormwater conveyance system for regional basins EP-027a and EP-011.
- ▲ Identify a stormwater conveyance system for the remainder of the Robert Watershed Corridor study area.
- ▲ Determine preliminary design cost estimates for all conveyances within the Robert Watershed Corridor study area. We understand the total costs shall include the construction costs plus 38% contingency (10% construction contingency and 28% legal, engineering, administration and finance).
- ▲ As directed by City staff, collaborate with stakeholders to incorporate the interests of MnDOT, Dakota County, and private developers in the feasibility study.

Based on this project understanding, our proposed project approach and scope is provided below.

Wenck's Approach

Task I – Review and Collect Data on Infrastructure

The Wenck Project Manager (Shoemaker) and Senior Municipal & Water Resources Engineer (Torve) will meet with City staff to initiate the project. We will review the project schedule; identify data needs and transfers to Wenck; and discuss which stakeholders will be invited to potential workshops (see Optional Tasks listed below).

Wenck understands that MnDOT and Dakota County are entering the preliminary design stage of TH3 and CSAH 26. Similarly, utility corridors on private developments are being mapped and designed. With the assistance of City staff, Wenck will assemble road upgrade plans; sewer and water plans; proposed development plans; GIS data; and Dakota County LiDAR 1-foot contours.

Deliverables:

- ▲ Summary of available planning documents for roads, utilities, and developments.
- ▲ GIS map showing recent improvements for Argenta Hills, Amazing Grace Church and Inverwood Senior Living
- ▲ GIS map showing planned infrastructure improvements and overflows.

Task II – Technical Memorandum and Schematic Design for EA-011 to EP-027a and EP-027a to SP-8 (or SP-27a)

The immediate concern within the Robert Watershed Corridor is the central "backbone" that extends from EA-011 to EP-027a to SP-17. It is of immediate concern because most of Hannah Meadows drains to EP-027a and a portion of the Blackstone Ridge development

drains to EA-011, which then drains to EP-027a and ultimately to SP-17. Therefore, a reliable conveyance system must be in place to protect new development within those two developments.

To complete the analysis, Wenck will obtain EOR's PCSWMM files, associated geometry shapefiles, and the meteorological setup for the models. (Wenck will not charge the City for usage of PCSWMM and data acquisition time from EOR.) We will then update the "existing" watershed model for the NWA Robert Watershed to include the Argenta Hills, Amazing Grace Church, and Inverwood Senior Living developments. We will create a "proposed" model that includes proposed developments at Blackstone Ridge and Hannah Meadows sites to predict changes in peak rates and flow volumes from the developments.

Using this "proposed" model, Wenck will analyze the regional ponds and storm water conveyance system necessary to properly and safely route the storm water between basins EA-011 to SP-17. Our analysis will:

- ▲ Provide recommendations on the approximate location, type and size of pipes, natural overflows, force mains, and 100-year emergency overflow channels.
- ▲ Provide recommendations on location and sizing/capacity of temporary or permanent storm lift stations.
- ▲ Provide preliminary design cross-sections, profiles, and details to accommodate recommendations in the feasibility report. Drawings will follow City standard detail(s) for emergency overflows.

Wenck will summarize the analysis methods, results, and recommendations in a technical memorandum. Results will include construction cost estimates plus a 38% contingency (10% construction and 28% legal, engineering, administration and finance).

Deliverables:

- ▲ Technical Memorandum for Central Overflow System for EA-011 to EP-027a and EP-027a to SP-8 (Or SP-27a).

Task III – Preliminary Plan and Profiles for Overflow Routes

Similar to Task II, Wenck will conduct a preliminary analysis of the remaining regional ponds and storm water conveyance system necessary to properly and safely route stormwater within the Robert Watershed Corridor area. We will provide the City with preliminary plan and profile drawings for a maximum of seven basins to show the recommended conveyance method and potential conflicts throughout the corridor. (Seven basins were stated in the RFP, but we note that more may be necessary based on the number of basins identified in Attachment B of the RFP. If Wenck sees a need for additional plan and profile drawings, we will discuss our rationale with City staff and amend the project scope as necessary.)

Using the "proposed" model with conveyances identified in Task II, Wenck will analyze the remaining regional ponds and storm water conveyance system necessary to properly and safely route the storm water within the study area. Our analysis will:

- ▲ Provide recommendations on the approximate location, type and size of pipes, natural overflows, force mains, and 100-year emergency overflow channels.
- ▲ Provide recommendations on location and sizing/capacity of temporary or permanent storm lift stations.
- ▲ Provide preliminary design cross-sections, profiles, and details to accommodate recommendations in the feasibility report.

Deliverables:

- ▲ Preliminary plan and profile drawings for up to seven overflow conveyances within the Robert Watershed Corridor. Drawings will follow City standard detail(s) for emergency overflows.

Task IV – Review Overflow Routes and Options with City Staff

Wenck will meet with City staff to present and discuss the overflow routes identified and recommended. There may be locations where multiple overflow options are possible, so Wenck will request local knowledge from City staff and how particular routes interact with other city plans for infrastructure or development patterns.

Deliverables:

- ▲ Revise the preliminary plan and profile drawings created in Task III based on City staff input.

Task V – Complete Feasibility Report and Update Regional Basin Map to Show Overflows

Wenck will compile information from Tasks I-IV into a feasibility report for the Robert Watershed Corridor study area. (The text from the Task II tech memorandum will be incorporated into the report.) The report will include the recommended conveyances and estimated costs of the improvements and land acquisition.

Wenck will provide the following cost estimates:

- a. The subtotal costs to complete the hydrologic conveyance overflow feasibility and preliminary design for Blackstone Ridge and Hannah Meadows developments.
- b. The subtotal costs to complete the hydrologic conveyance overflow feasibility and preliminary design for completing the rest of the Robert Watershed Corridor. Costs will be broken down into subwatershed and regional pond areas.
- c. The overall total costs (a + b). Total costs shall be the construction costs plus thirty-eight percent (38%) contingency (10% construction and 28% legal, engineering, administration and finance).

Wenck will coordinate and submit the updated PCSWMM model and support information to EOR for incorporation into comprehensive model update for 2016. (Wenck will not charge the City for time spent transferring data back to EOR.)

Deliverables:

- ▲ Feasibility report including methods, results, conclusions, and recommendations.
- ▲ Updated Map showing overflow routes.

Optional Task A – Stakeholder Workshop #1

Workshops provide an opportunity to create dialogue around interactive GIS tools, demonstrate progress, gain feedback, and streamline communication. Workshops also enhance project efficiency and progress during transition between major task items.

Wenck would like to conduct three workshops with City staff and stakeholders. Wenck will organize the workshops around the tasks presented in this proposal.

The first workshop would be held shortly after the kickoff meeting (or perhaps even jointly with the kickoff meeting) to understand stakeholder (MnDOT, Dakota County, and private developers) project schedules and objectives. An early meeting with these stakeholders will allow us to incorporate their schedule and objectives into the Robert Watershed Corridor study as much as desired by the City.

Optional Task B – Workshop #2

The second workshop will focus on the results of the feasibility study through Task II. Stakeholders will be given the opportunity to ask questions and suggest changes or alternatives to the recommended conveyances.

Optional Task C – Workshop #3

The third and final workshop will “close the loop” with stakeholders. Wenck will present the final recommendations of the technical memo and show how the stakeholder questions, comments and suggestions have been incorporated or why they are infeasible or impractical.

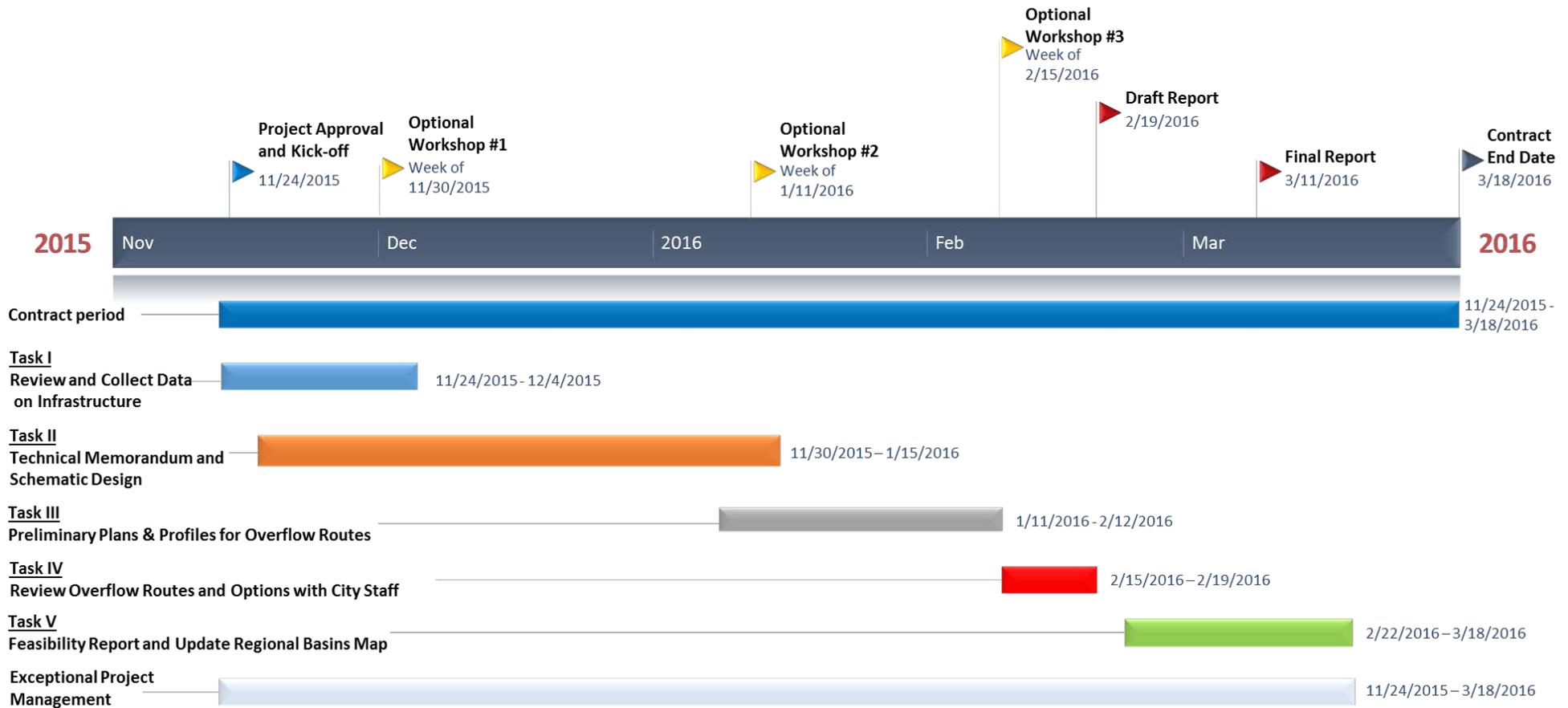
Sub-Consultant Information

Wenck does not anticipate using any sub-consultants to complete the feasibility study. If a sub-consultant is needed, Wenck will obtain prior approval from the City before contracting with the sub-consultant.

Project Schedule

The following schedule provides a proposed timeline for this project.

Timeline of Tasks and Deliverables



Wenck Business Philosophy

When Norm Wenck founded Wenck Associates three decades ago, he summed up our guiding principle in a single word: *“responsive.”* Since that time, we have made our client’s needs our first priority. Wenck is uniquely customer-focused, collaborative and innovative.



At Wenck, we partner with our clients because *your success is our success.* We understand that to build our business, we must first help you build yours. And as an employee-owned company, each member of our team has a stake in every project.

Many Services...One Organization

Wenck Associates is a leading engineering and consulting firm, dedicated to providing innovative solutions through our strategic engineering, environmental, and consulting services. In addition, Wenck’s four operating companies (*Wenck Associates, Wenck Construction, Wenck Real Estate, Wenck Response*) provide our clients a united team of engineers, scientists, and business and construction professionals prepared to deliver the outcome you need. We are known and trusted for our technical excellence, but our experienced team can help manage every aspect of your most complex projects — working jointly with all stakeholders to obtain an exceptional result.

We do that by going beyond project requirements and focus on enabling our clients to achieve their ultimate goals. For us, successful outcomes are not products or deliverables, they are end results that not only meet a client’s needs but exceed their expectations.

Comprehensive Services

Wenck provides comprehensive engineering and environmental services to our clients. Wenck clients receive more than technical engineering. We negotiate with regulators, lead public meetings, and provide insight on the complex political ramifications of your projects. With the *“big picture”* in mind, we take the initiative to ensure a successful outcome to your project.

Organization

Not bound by departments, Wenck operates as a flexible team - responsive to your needs and with the advantage of easily offering the most qualified staff for the project at hand. We also have state-of-the-art support for computer-aided drafting, GIS, project management, modeling, word processing, and accounting. At Wenck, we assign one point of contact to manage your project with a core team that remains on the project for the duration. This stability ensures that you will continuously receive a high level of service.

Why Wenck

Wenck is excited about this opportunity and the benefits it will provide the City and its constituents. In serving as a responsive partner looking for exceptional outcomes, we offer the following reasons we believe the Wenck Team will benefit the City:

- ▲ Strong working understanding of stormwater and floodplain management goals and regulations established throughout the Twin Cities and the State of Minnesota.
 - ▲ The Wenck Project Manager (Shoemaker) is a Certified Floodplain Manager (CFM) which ensures the City receives guidance regarding local, state, federal, and private-sector floodplain management.
 - ▲ The Wenck Senior Municipal & Water Resources Engineer (Torve) has extensive stormwater planning experience for developments and Carver County.
- ▲ Proven ability to listen, understand, navigate and assist in providing the best options to our clients' needs.
 - ▲ Wenck will provide the City with a fresh-perspective in the North West Area.
 - ▲ Significant study and analysis has already occurred within the area; Wenck's review, modeling, and analysis will also serve as a "third-party review" of previous studies and modeling.
- ▲ All Wenck staff are employee-owners who are vested in the success of our clients' and their projects.

Project Examples

Below, we provide a few relevant project examples and client contact information.

City of Delano Stormwater Management Planning

Delano is a relatively small community of approximately 6,000 people at the border of Hennepin and Wright Counties. Downtown Delano straddles the Crow River. The eastern and western sides of the city have a history of severe spring flooding due to high river levels that cause flap gates to shut and not allow localized runoff to discharge into the river.

The housing boom of the mid-2000's, however, had City leaders and staff concerned about how new development may impact existing drainage systems and structures within the 140-year old city. The City turned to Wenck for solutions.



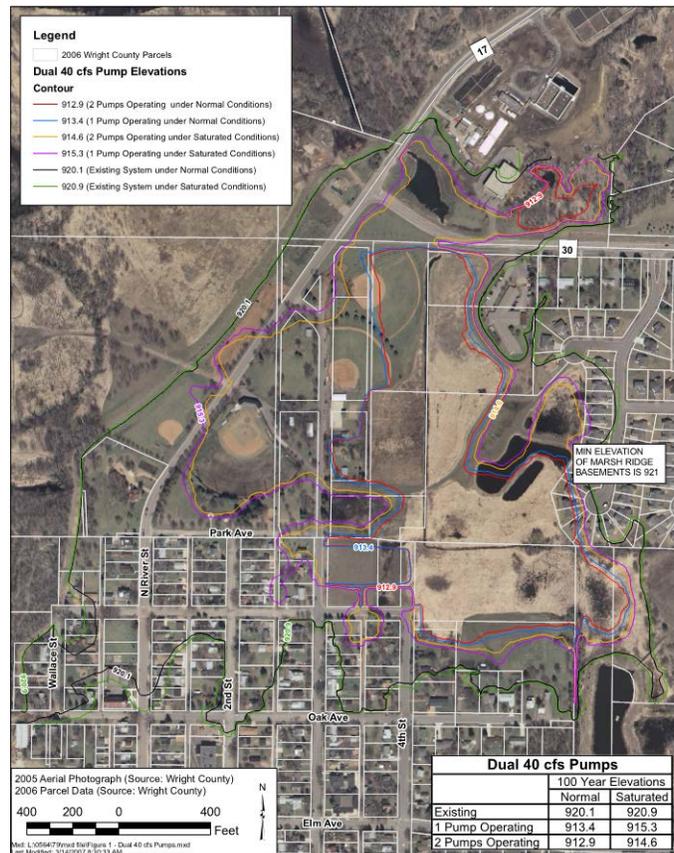
West Delano. Wenck chose the computer program XPSWMM to simulate runoff and hydraulics from approximately 600 acres. Three conditions were evaluated: existing agricultural land use, proposed residential development, and improvements to the watershed following residential development. Besides establishing 100-year flood elevations, overflow routes and conveyances, Wenck used the model to size a pump station to alleviate historical flooding. City planners used the results from this model to manage property buyouts and direct future development.

Wenck subsequently assisted the City in the design and construction of the pump station, including preparation of the plans and specifications. The permanent station replaced temporary “tractor pumps” used by City Public Works staff for years. Through a grant from FEMA, Wenck secured funding for the city to conduct the modeling, design and construction of the pump station. This station operates automatically and can be remotely monitored by City public works staff. In a severe flood, the station can pump approximately 40,000 gallons per minute (58 million gallons per day).

East Delano. While the levee northeast of downtown prevents damage from river flooding, it creates a landlocked basin when the sanitary sewer system floodgates close. Since 2001, river levels have caused the floodgates closed on five separate occasions. With a landlocked basin, all storm water runoff runs towards the river and accumulates in the neighborhoods that the levee protects from the river.

On June 24, 2002, the City experienced a 100-year storm event with the floodgates closed. The City set up four temporary pumping stations in the location of the proposed permanent pumping station. The temporary stations needed 24-hour maintenance and supervision, yet despite the City’s best efforts, a number of homes in the area experienced flooding and significant property damage. At least nine homes in this area experienced flooded basements and damage to homes as a result of this event.

The East Side Stormwater Lift Station near the Wastewater Treatment Facility pumps 40 cfs from the Central Park ponding area over the levee to the South Fork of the Crow River. The project provided flood protection for 37 buildings currently below the 918 flood elevation by lowering the high water level of the ponding area to 912.9.



City of Delano
234 2nd Street North
PO Box 108
Delano, MN 55328

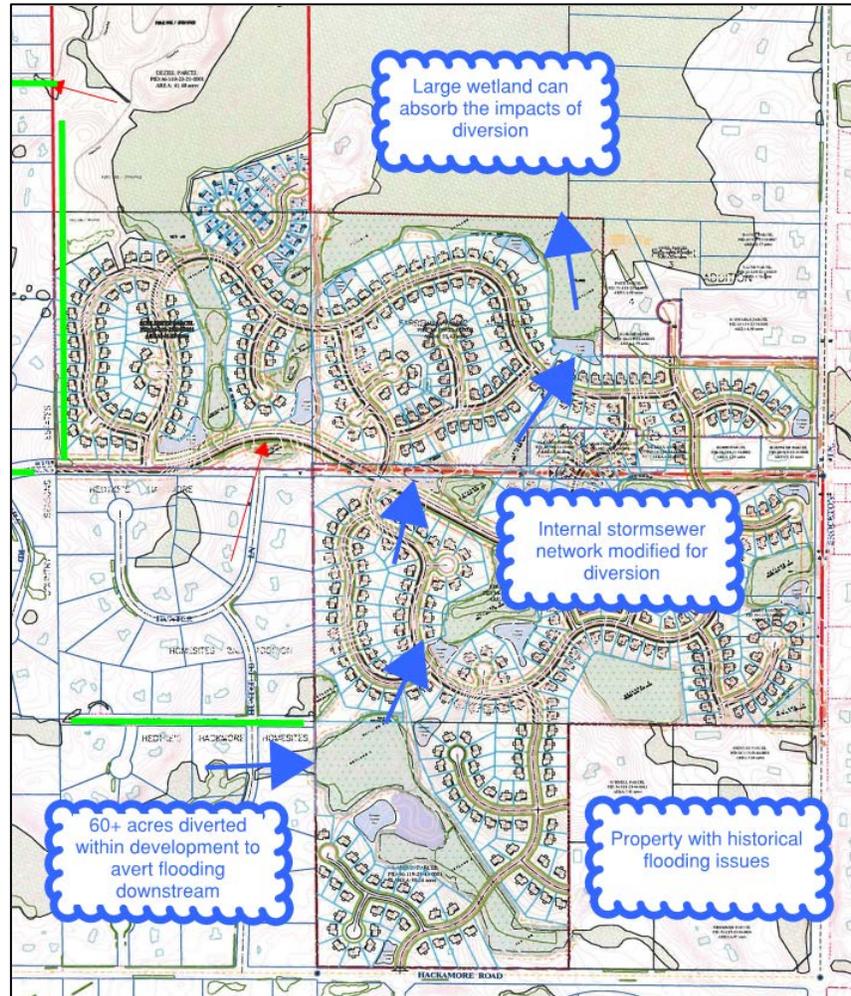
Mr. Phil Kern
City Administrator
763-972-0550

City of Corcoran Development

Wenck (Torve) as City Engineer in Corcoran formulated a diversion to decrease the watershed area to a downstream parcel. The 450 home subdivision for Lennar was modified to incorporate a stormwater network to divert approximately 60 acres to a large wetland to improve the local system and reduce flooding risk for existing residents due to urbanization.

City of Corcoran
8200 County Road 116,
Corcoran, MN 55340

Brad Martens
City Administrator
763-420-2288



Coon Creek Watershed District



The Coon Creek Watershed District (CCWD) formed in 1959 and is located in Anoka County, Minnesota. It is comprised of 95 square miles and has 118 miles of county ditches. Wenck staff has been the District Engineer since 1988. (Todd Shoemaker has worked for the CCWD since 2002.)

Since 1988, Wenck has completed the original water management plan and assisted with the second generation plan. In the course of this work, Wenck staff performed detailed hydrologic analyses that went beyond merely

treating the symptoms of the problem. Our analysis showed that certain areas of the watershed were subject to flooding due to the increased volume of runoff from development and flat ditches in the area. Results showed that in order for downstream flooding effects to be mitigated, certain segments of the watershed district would need to provide the

equivalent of a predevelopment 25-year outflow rate following a 100-year post-development rainfall event.

For the second generation management plan, Wenck prepared a HydroCAD model of the watershed. Wenck has since converted the HydroCAD model to XPSWMM because of the relatively flat ditches throughout the watershed (on the order of 0.04%). XPSWMM is able to simulate reverse flows and backwater conditions which results in a more accurate prediction of flood elevations.

Between 2009 and 2013, the State of Minnesota created a high-accuracy digital elevation map of the state based on data collected using LiDAR technology. Also in 2013, the National Oceanic and Atmospheric Administration released Atlas 14, which effectively increased the 1% annual chance rainfall depth for the study area from approximately six inches to seven inches. The CCWD retained Wenck to update the 2006 model using the new LiDAR topo and Atlas 14 data.



As part of the model update, Wenck conducted the following tasks:

- ▲ Create a geodatabase to house hydrologic and hydraulic data for five cities within the watershed;
- ▲ Geo-reference model features to match real world coordinates;
- ▲ Update ditch profiles based on CCWD field survey data;
- ▲ Ensure all model data is in the 1988 vertical datum;
- ▲ Use LiDAR to convert storage nodes to open channels;
- ▲ Work with stakeholders (member cities) to review model results; identify issues and concerns; and discuss how results and the geodatabase can be used in each city; and
- ▲ Wenck is currently preparing FEMA-quality floodplain maps that will be submitted to the Minnesota DNR and FEMA for official approval.

Coon Creek Watershed District

12301 Central Avenue NE
Blaine, MN 55434

Mr. Tim Kelly
District Administrator
763-755-0975

City of Woodbury Third-Party XPSWMM Review

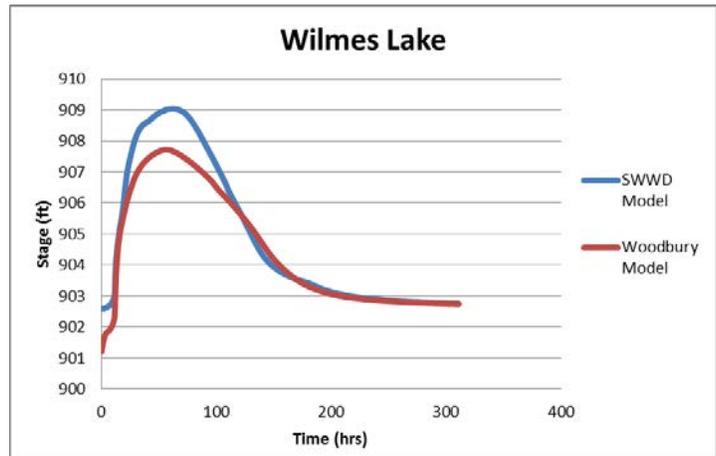
The City of Woodbury hired Wenck to conduct a third-party review of their recently-updated XPSWMM computer model. (The model was updated to include Atlas 14 precipitation data, improve model continuity, and eliminate “losses” of water within the model.) The City selected Wenck to provide a fresh perspective on model organization and evaluate a model that has been maintained by the same consultant for over a decade.

Wenck conducted the following tasks:

- ▲ Conduct a question and answer session with the City to review model building and calibration efforts.
- ▲ Review City use and need for the model.

- ▲ Compare the City of Woodbury and South Washington Watershed District XPSWMM models. Wenck identified differences in input and results and described the implications that these differences may have on the City.
- ▲ Review model assumptions and hydrology. Computer modeling assumptions can be highly subjective; Wenck reviewed model input to ensure that assumptions had a firm technical basis.
- ▲ Review model geometry, database, and continuity. Wenck reviewed hydraulic input parameters and model results to ensure they were within a reasonable range.

In general, Wenck found the model adequately represented stormwater runoff characteristics of the watershed. Hydrologic input parameters were within reasonable tolerances, and the model captured a high percentage of the total runoff volume generated. To further improve model accuracy, Wenck recommended eleven specific suggestions and for the City to reconcile differences in geometric data and differences in predicted results between the City and SWWD models.

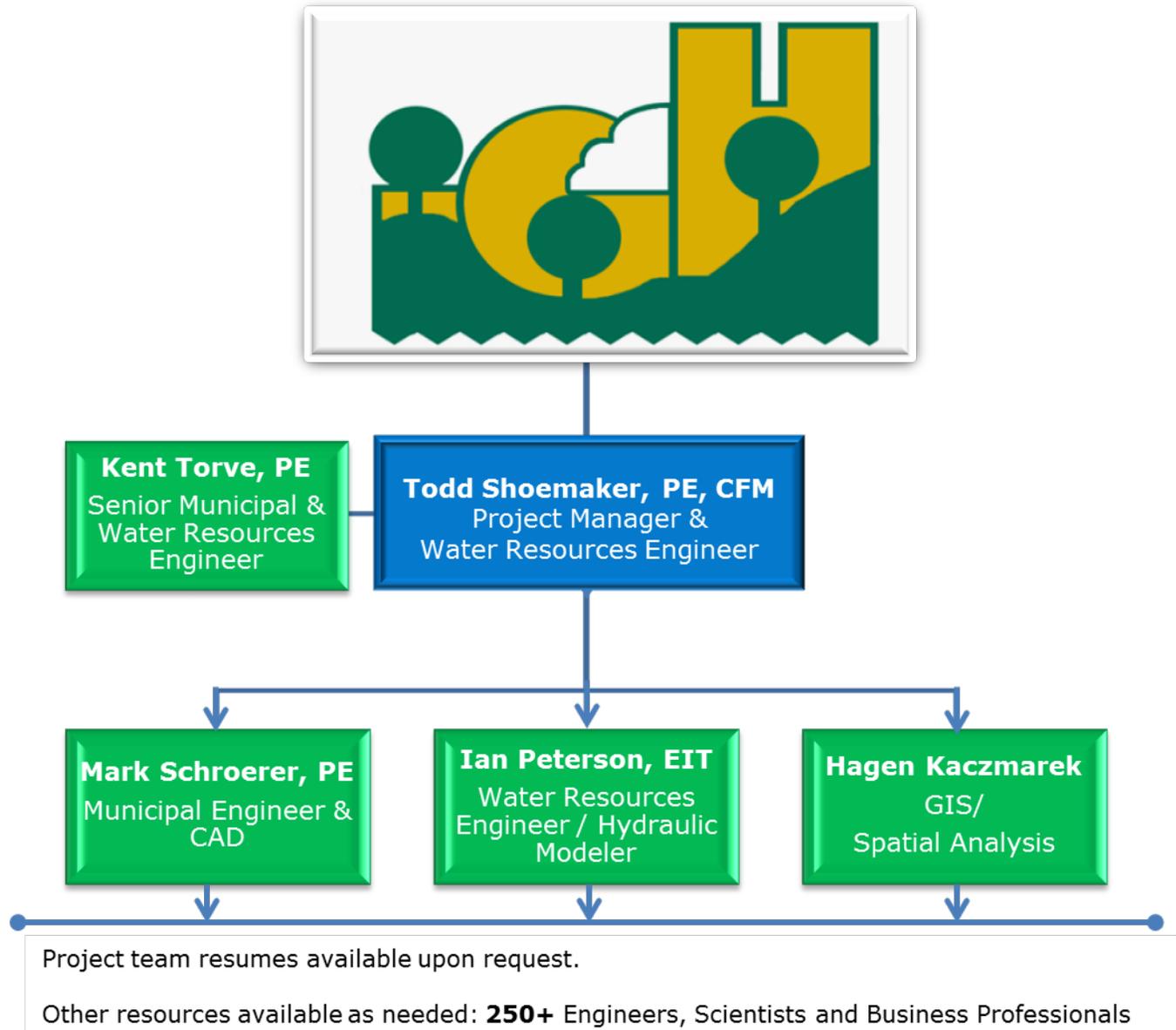


City of Woodbury
8301 Valley Creek Road
Woodbury, MN 55125

Ms. Sharon Doucette
Environmental Resource Coordinator
651-714-3538

Wenck Team

The following portions of this section include information on our team members. Wenck has selected members who are experienced and excited about the opportunity to assist the City of Inver Grove Heights on this project.



Team Members

Todd Shoemaker, PE, CFM | Project Manager & Water Resources Engineer

- ▲ Floodplain management and regulation
- ▲ Watershed management, design and planning
- ▲ Hydrologic and hydraulic computer modeling
- ▲ Watershed permitting and development rules
- ▲ Wetland restoration and permitting
- ▲ MN Association of Floodplain Managers
- ▲ IA Floodplain & Stormwater Management Assoc
- ▲ Certified Floodplain Manager (CFM)
- ▲ Key projects:
 - ▲ City of Delano Stormwater Management Planning
 - ▲ Coon Creek Watershed District XPSWMM
 - ▲ City of Woodbury Third Party Review



Qualifications - Mr. Shoemaker has 14 years of experience in water resources and environmental engineering. His water resources experience includes watershed and stormwater management;

hydrologic, hydraulic and water quality computer modeling; floodplain management and regulation; wetland restoration and permitting; and streambank stabilization. His environmental engineering experience includes establishing and managing a \$5 million inflow and infiltration program for the City of Dubuque, IA. Mr. Shoemaker obtained his Bachelor's and Master's degrees in Civil Engineering from the University of Wisconsin-Madison.

Kent Torve, PE | Senior Municipal & Water Resources Engineer

- ▲ Watershed Engineering
- ▲ Municipal Engineering
- ▲ Civil Engineering
- ▲ Land Use Planning
- ▲ Permitting
- ▲ Design
- ▲ Key projects:
 - ▲ City of Delano Stormwater Management Planning
 - ▲ City of Corcoran City Engineer



management, storm sewer analysis, local municipal land use plans, site development, well field and water supply design, chemical treatment and distribution analysis, drinking water quality and wellhead and source water protection,

grant applications and remediation.

Qualifications - Mr. Torve is currently a City Engineer (Corcoran and Loretto) and a Watershed Engineer for Carver County WMO. He has experience conducting stormwater plan reviews, stormwater and erosion control rules, watershed engineering, XPSWMM, StormCad, HydroCAD, and other models, capital improvement design, construction

Mr. Torve also served as the Mayor of Loretto, Minnesota, and Board Member on Pioneer/Sarah Creek Water Management Organization. He combines his unique experience to assist in the communities and collaborate with municipalities and other agencies on various projects.

Ian Peterson, EIT | *Water Resources Engineer*

- ▲ Water Resources
- ▲ Stormwater Management
- ▲ Hydrologic, Hydraulic, and Water Quality Modeling
- ▲ Low Impact Development Design
- ▲ Stormwater Monitoring and Inspection
- ▲ Stormwater Planning
- ▲ Key projects:
 - ▲ Coon Creek Watershed District XPSWMM
 - ▲ City of Woodbury Third Party Review

Qualifications - Mr. Peterson has 2 years of experience in water resources and environmental engineering working with Wenck



Associates. His experience has focused on water resource engineering and stormwater management. He has a master's degree from the University of Maryland in water resources engineering with an emphasis on urban green infrastructure and low impact development. His technical

experience includes construction management, hydraulic & water quality modeling, construction permitting, erosion and sediment control inspection, stormwater infrastructure design, low impact design, and watershed management plans. He has experience using P8, WinSLAMM, XPSWMM, HEC-RAS, HydroCAD, and GIS.

Hagen Kaczmarek | *GIS/Spatial Analysis*

- ▲ ArcGIS Advanced 3.3-10.3
- ▲ ArcGIS Online
- ▲ ArcGIS Mobile
- ▲ AutoCAD 2014
- ▲ Collector for ArcGIS
- ▲ ArcGIS Spatial Analyst
- ▲ ArcGIS 3d Analyst
- ▲ ArcSWAT
- ▲ Trimble R8 and R10
- ▲ GPS Trimble GEO XT
- ▲ Key projects:
 - ▲ Coon Creek Watershed District XPSWMM
 - ▲ City of Woodbury Third Party Review



Qualifications - Mr. Kaczmarek provides spatial analysis to multiple sectors at Wenck Associates with over 3 years of experience in GIS. He works with the GIS Manager to develop spatial databases for

clients and creates workflows for repetitive tasks. He also provides data processing, map production, and software troubleshooting technical assistance to GIS users. In addition to GIS experience, he works with the water resources group on urban hydrology and stream restoration projects. He holds degrees in Geography and Political Science from the University of Wisconsin – Whitewater and a Stream Restoration Science and Engineering Graduate Certificate from the University of Minnesota.

Mark Schroerer, PE | *Municipal Engineer & CAD*

- ▲ Civil Site Design
- ▲ Municipal Engineering
- ▲ Water Resource Engineering
- ▲ Recreational Engineering
- ▲ CAD
- ▲ Key projects:
 - ▲ City of Corcoran development
 - ▲ Project engineer on numerous other municipal water, sewer and stormwater projects and watershed district projects

Qualifications – Mr. Schroerer has over eight years of experience working on various construction and design projects



ranging from multi-million dollar outdoor aquatic center to \$500,000 park and trail projects to \$50,000 water quality pond improvements. He has prepared plans, specifications, reports, and cost estimates for

various types of street, utility, site development, water resource, and recreational projects. His areas of expertise are civil site design, municipal engineering, water resource engineering, and recreational design for both public and private clients in the Midwest.

Fee Estimate

Costs for the tasks described in Section 1.0 are summarized below. Since this will be Wenck’s first project with the City, we are committed to the City not paying for a “learning curve:”

- ▲ Wenck is contributing the Senior Engineer (Torve) at \$0.00 per hour. This time will be flexible, so it can be moved between review or client meetings.
- ▲ Wenck will not bill the City for time spent obtaining PCSWMM data from EOR.
- ▲ Wenck will not bill the City for the PCSWMM license fee.
- ▲ Wenck will not bill the City for transferring PCSWMM data back to EOR.

TASK ID	DESCRIPTION	SR. MUNI & WR ENG.	PROJECT MANAGER	WATER RES. ENG.	MUNICIPAL ENG. & CAD	GIS	EXPENSES	TOTAL HOURS	COST PER SUBTASK	TOTAL COST PER TASK
1A	Project Kickoff Meeting with City	4	6				\$ 50.00	10	\$ 1,028.00	\$ 3,605.00
1B	Assemble Road Upgrade Plans		1	3	1	1		6	\$ 628.00	
1C	Assemble Sewer and Water Upgrade Plans		1	3	1	1		6	\$ 628.00	
1D	Assemble Proposed Development Plans		1	3	1	1		6	\$ 628.00	
1E	Assemble GIS Data & County LiDAR		1	2		4		7	\$ 693.00	
2A	Prelim Design Two Central Overflow Systems	4	8	16	16			44	\$ 4,344.00	\$ 22,060.00
2B	Location & Type of Overflow Facilities with Plans & Profiles	4	8	8	40			60	\$ 5,864.00	
2C	Approximate Location and Sizing of Storm Lift Stations and Mains	4	8	8	16			36	\$ 3,584.00	
2D	Budgets for Total Construction Cost Estimates	2	12		16			30	\$ 3,476.00	
2E	Update PCSWMM Robert Watershed Corridor Model		4	40		4		48	\$ 4,792.00	
3A	Identify Potential Corridors as Overflows Based on New Info	5	16	40	8			69	\$ 7,168.00	\$ 15,312.00
3B	Diagram Plan and Profile of Overflows (max 7 plan/profiles)	5	8	16	56			85	\$ 8,144.00	
4A	Meet with City Staff to Review Routing Options	4	8				\$ 50.00	12	\$ 1,354.00	\$ 4,286.00
4B	Update Preliminary Plan and Profiles		4	8	16			28	\$ 2,932.00	
5A	Provide Report Documenting the Recommendations and Total Costs for Each Subwatershed and Regional Basin Overflow	8	16	32	8		\$ 100.00	164	\$ 6,508.00	\$ 12,839.00
5B	Provide Robert Watershed Corridor Map with Overflow Parameters. Close-up Maps of Each Subwatershed.		2	8		16		26	\$ 2,446.00	
5C	Update the Regional Basins Map with Overflow Parameters		2			4		6	\$ 666.00	
5D	Update PCSWMM Model with Designed Overflow Parameters		4	16				20	\$ 2,172.00	
5E	Council Presentation of Final Feasibility Report		4	4			\$ 15.00	8	\$ 1,047.00	
5F	Transferring PCSWMM Model Data to EOR							0	\$ -	
TOTAL HOURS		40	114	207	179	31	----	571	----	----
COST PER HOUR		\$0.00	\$ 163.00	\$ 95.00	\$ 95.00	\$ 85.00	----	----	----	----
TOTAL COST		\$ -	\$ 18,582.00	\$ 19,665.00	\$ 17,005.00	\$ 2,635.00	\$ 215.00	571	\$	58,102.00
Optional Task A	Workshop #1	4	6				50	10	\$	1,028.00
Optional Task B	Workshop #2	4	6				50	10	\$	1,028.00
Optional Task C	Workshop #3	4	6				50	10	\$	1,028.00

* The City may choose none, one, two or all three of the optional tasks. If one or more is chosen, the cost for each optional task (\$1,028.00) would be added to the “base” price of \$58,102.00.

Conflict of Interest Statement

In 2015, Wenck Associates assisted the Eagan-Inver Grove Heights Watershed Management Organization (E-IGHWMO) with the preparation of its first Watershed Management Plan. That Plan includes goals and policies to protect and improve water resources in the Eagan-Inver Grove Heights watershed. The E-IGHWMO is staffed by the Dakota County Soil and Water Conservation District, and Wenck is not involved in the daily operations of the WMO. The E-IGHWMO does not operate a regulatory program and does not issue permits. A small corner of the Northwest Area is in the watershed.

I, Todd Shoemaker, on behalf, and as authorized representative of, Wenck Associates, Inc. (WAI) affirm and attest that WAI presently has no interest that has not been previously disclosed to the City of Inver Grove Heights; and, shall not acquire any interest, direct or indirect, which could conflict in any manner or degree with the performance of services required to be performed; and, in the event of change in either private interests or services required, WAI will immediately raise with the City any question regarding possible conflict of interest which may arise as a result of such change.



Todd Shoemaker
Principal / Water Resources Engineer



Responsive partner.
Exceptional outcomes.

Toll Free: 800-472-2232

Email: wenckmp@wenck.com

Web: wenck.com

MINNESOTA

[Maple Plain](#)
763-479-4200

[Golden Valley](#)
763-252-6800

[Windom](#)
507-831-2703

[New Hope](#)
800-368-8831

[Woodbury](#)
651-294-4580

COLORADO

[Denver](#)
602-370-7420

[Fort Collins](#)
970-223-4705

GEORGIA

[Roswell](#)
678-987-5840

NORTH DAKOTA

[Fargo](#)
701-297-9600

[Mandan](#)
701-751-3370

SOUTH DAKOTA

[Pierre](#)
605-222-1826

WYOMING

[Cheyenne](#)
307-634-7848

[Sheridan](#)
307-675-1148

November 12, 2015

Steve Dodge, Assistant City Engineer
Engineering Division
City Hall
8150 Barbara Avenue
Inver Grove Heights, MN 55077

**Re: Request for Proposals (RFP) related to Water Resources Services for City Project No. 2015-19
– NWA Robert Watershed Corridor Feasibility Study and Preliminary Design**

Dear Mr. Dodge:

Thank you for taking the time to talk with us regarding the City of Inver Grove Heights' Robert Watershed Corridor Study. We appreciate the opportunity to respond to the City's request for proposals, and the information you provided was very helpful in considering the RFP.

Unfortunately, we are not submitting a proposal for this work, due to our existing commitments and our concerns about completing the study within the requested schedule. This was a difficult decision to make, as we have extensive experience with completing similar studies. Barr understands that the Robert Watershed Corridor is a key link in your development plans for the City's Northwest Area (NWA), and that the final designs of several new projects are dependent on timely completion of the study. We value our relationship with the City and that includes making sure we can meet the expectations set forth in your RFP, while continuing to meet our commitments to you for our ongoing projects with the City.

Although we are not submitting a proposal at this time, we would very much like the opportunity to discuss any future needs the City may have, including development reviews in the NWA or other parts of the city and your upcoming Water Resource Management Plan update.

Thank you again for your time and consideration. Please feel free to contact us with any questions.

Sincerely,



Karen Chandler, P.E.
Senior Water Resources Engineer



Greg Fransen
Water Resources Scientist

Proposal for the NWA Robert Watershed Corridor Feasibility Study



Document Component Specs

Text: Staples • multipurpose paper, 24 lb. text – 50% post-consumer fibers, FSC Certified.

Back Cover: Neenah Paper • Esse • Texture, Sapphire • 100 lb. cover • 30% post-consumer fibers, Green Seal® Certified

Wire Binding: Manufactured using recycled high carbon steel



November 13, 2015

City of Inver Grove Heights
Attn: Steve Dodge, Assistant City Engineer
8150 Barbara Ave.
Inver grove Heights, MN 55077

Subject: Proposal for the NWA Robert Watershed Corridor Feasibility Study

Dear Mr. Dodge:

We are pleased to provide this proposal for the central portion of the City's NW area overflow system. Having helped plan and develop the drainage system and overflows for the City, we are very familiar with the needs and issues. We recognize the importance of honoring the developer and road authority timelines and will give this effort top priority to ensure its timely delivery. Our strong familiarity with this area and issues, our recent work with Hannah Meadows, and overall familiarity with the system will allow us to be very quick and nimble at delivering the results needed by the City and other stakeholders.

With working relationships on all aspects of northwest area stormwater and having developed the master plan, you can be assured that we will hit the ground running. In our role for the City on various NW area stormwater issues, we have been involved in implementing stormwater practices from beginning to end; from planning, design, and through construction, so the City will be assured of having a successful outcome.

EOR has a wealth of knowledge and experience in the specific location of this feasibility report. We are confident we can move through the planning into design quickly to get facilities in the ground and meeting all the City's and developer's needs, for the following reasons:

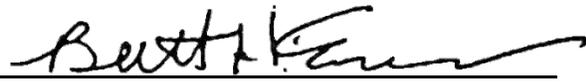
- **First-Hand Knowledge of the System Design and Modeling** – EOR can deliver quick, efficient outcomes with our working knowledge of this area and cost effective overflows. EOR has already done preliminary work in the area and has good working knowledge of the needs. Our work with interrelated projects, such as Hannah Meadows, allows us to proceed at a fast pace. We will keep tempo with the developer and road authority expectations for quick turnaround.
- **Consistency in the Regional System Application and Design** – Part of the ability to eliminate risk of system problems includes consistent application of the standards. As the various Regional Basin Categories, 1, 2, and 3 have slightly different requirements, tracking and implementing overflows has been a key, ongoing role of EOR for the City. Maintaining that continuity and consistency between projects, such as those already implemented by EOR in Argenta Hills, Groveland Heights, Inver Grove Business Park, and the Blackstone Ponds overflows, to name a few, is important. Applying the standards in a consistent manner, based on clear understanding of the system, maintains system

integrity. Translating the results to the master maps of the system is a smooth and trouble-free process.

Having an award-winning and proven track record of working under the one-of-a-kind NW area system provides continuity and peace of mind to the City. EOR is happy to provide this service to the City and by extension guarantee that this unique system performs successfully. This knowledge translates into providing the City a significantly very high level of protection and resiliency and at a lower cost (both initial capital cost and on-going O&M).

This proposal shall remain valid for a period of not less than 120 days from the date of submittal.

Sincerely,

A handwritten signature in black ink, appearing to read "Brett H. Emmons", written over a horizontal line.

Brett H. Emmons, PE, ENV SP, LEED AP

CEO & Founding Principal

Email: bemmons@eorinc.com / Phone: (651) 203-6003



Select Awards

- 2015 ACEC National Grand Award
- 2015 ACEC/MN Grand Award
- 2014 MN-ACEC Water Resources Award
- 2012 MN-ASLA Communication Award
- 2011 MN-ASLA Landscape Arch. Award
- 2010 MN-ACEC Consulting Award
- 2010 WI -ASLA Landscape Arch. Award
- 2010 Environmental Initiative Award
- 2010 MN-ACEC Water Resources Award
- 2008 MAWD Project of the Year
- 2008 Innovation Award
- 2007 Sustainable St. Paul Award
- 2006 Environmental Award of Excellence
- 2006 #1 Ranked Stormwater Manual
- 2004 MAWD Project of the Year

Firm Profile

Emmons & Olivier Resources, Inc. (EOR)

Is a collaborative group of design and environmental professionals passionate about protecting our waters, restoring healthy ecosystems, and enhancing our community's unique sense of place. We are an employee owned, multi-disciplinary water resource-based firm that specializes in:

- water-resources engineering, watershed planning, and modeling
- environmental compliance, biological surveying, and restoration
- sustainable site design, planning, and landscape architecture

Services

Water:

floodplain management • geologic and hydrogeologic investigations • groundwater modeling, planning, and mgmt • hydrologic and hydraulic modeling • lake and wetland mgmt. plans • policy & ordinance development • stormwater management and outreach • stream assessment, restoration, and monitoring • TMDL and watershed protection studies • water quality monitoring and modeling

Ecology:

ecological restoration design • environmental compliance • environmental planning and mgmt. • invasive species documentation • vegetation assessment and classification • wetland regulatory activities • wildlife surveys and monitoring

Community:

campus and community planning • civil design, construction mgmt, and topographic surveying • green infrastructure • low impact development & conservation design • parks & trails planning • public participation, input, and project awareness • sediment control and conservation practices • sustainable site design & LEED

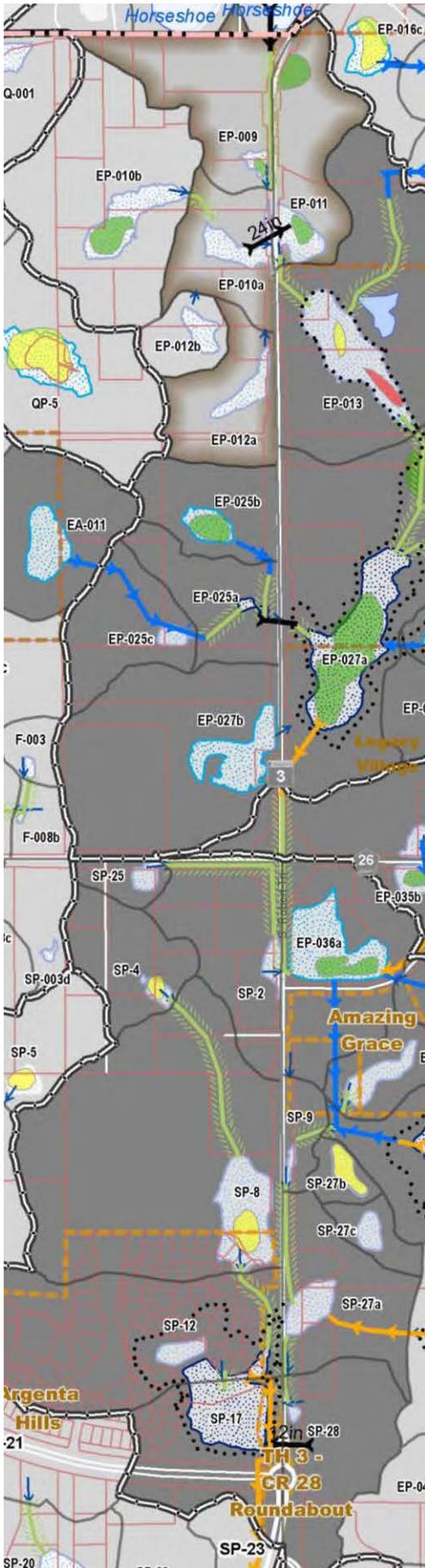
Mission + Values

we care for the earth and its inhabitants

- we collaborate with environmentally conscious customers
- we attract passionate, creative professionals
- we work in an aspiring and healthy environment
- we foster a culture of ownership
- we support the communities we serve
- we believe now is the time to act

1.0: Project Understanding + Approach

Northwest Area Project Understanding



One important aspect of the Northwest (NW) area stormwater system are the overflows between Regional Basins that provide an additional level of protection to the entire system. The original NW area stormwater plan provides guidance for overflows for the protection against storms even larger than the design storms. The initial plan included conceptual routes for overflows, some gravity, and some configured for temporary pump systems, as needed, between the Regional Basins.

The current developments that are occurring and being planned in the NW area, along with major road upgrades, including city, county, and MNDOT, create the need to make a more detailed plan for the overflows. Similar to the current level of detail being defined for sanitary sewer, water supply, and road infrastructure, the stormwater system also needs to be designed to accommodate the new development. The timing is appropriate now since there is active planning and design occurring along the major arterials 70th St. (Co. Rd. 26) and S. Robert Trail (State Hwy 3).

In some portions of the NW area, overflows are over open fields and can more easily be accommodated at the time of development. However, in other areas, such as along S. Robert Trail (MN Hwy 3) and 70th St. (Co. Hwy 26), the road expansions and higher density development patterns will require careful planning of where and when overflows should be installed so that reasonable overflows are not obstructed or made more expensive due to other infrastructure being built. There are also current developments under design in these areas, further necessitating the planning and design of the overflows.

The following scope/work plan also includes the work needed to complete a more detailed assessment and feasibility study for defining the best routing options and configuration for the overflows along the S. Robert Trail corridor and along 70th St. since they will be affected by the current infrastructure and development decisions. The feasibility study will focus on the backbone connections of basins:

- EA-011 to EP-027a
- EP-027a to SP-8 (which overflows to SP-17)

Key Understandings

1. This work would be done in coordination with the City, County, and developers planning for infrastructure in the corridor.
2. IGH is a priority to us and we are committed to meeting the timelines to meet the developers' needs.
3. The timely completion of the work is based on having access and cooperation from the county road planning and others proposing work in the corridors.



Several Stakeholders

The time to define the Regional Basin overflows is now. There are several development and infrastructure elements being planned and implemented in the near term, requiring the initial plan to be further defined and refined. There are developments being proposed that either require overflows or within overflow routes and the developer teams need to be involved in defining the best route with the least disruption to their plans. And there are several road projects, led by the city, Dakota County, and MNDOT that are key stakeholders that will need to be consulted and informed of the overflow needs to maintain drainage system integrity and put contingency overflows in place for the city and ultimately the infrastructure.

Use of Existing Information to Limit Project Design Costs

EOR's knowledge of the system, intimate knowledge of the modeling and mapping, and direct involvement with developments/professional teams puts us in the best position to utilize that knowledge for quick delivery and limiting design costs. Modified overflow paths, such as those being considered in Hannah Meadows, will be incorporated quickly into the current feasibility work and preliminary design. Close coordination with the developer and road authorities ensure we have a solution that all parties agree to the first time and reduces re-design costs and time delays. Time is money, and as important as the study/design fee is, getting it done right and quickly also saves all the parties costs.

Unique Project Opportunities

1. Working with the City/County/MNDOT improvements for the proposed 70th St./S. Robert Trl roundabout and road improvements, will address utility, ROW, and overflow opportunities and conflicts.
2. Hannah Meadows development has introduced a new overflow alignment for EP-27a which will open up some additional opportunities for an overflow route, which may result in a better overflow path (sequencing, landowner access, etc.).
3. The overflow for Blackstone Ridge will cross open land that can be coordinate with future development, saving costs in the near term. That overflow pathway at the east end relates to on-going discussions with Hannah Meadows and is best coordinated with the finalization of Hannah Meadows approval, which EOR is currently working on.
4. Our familiarity with the entire system allows us to quickly implement model updates into the system. As the project evolved, we also will factor in changes that could affect upstream and downstream, based on our broad, system-wide knowledge.

Project Scope / Work Plan

Task 1. Review and Collect Data on Infrastructure - Road, Utility, and Developments.

Several road upgrades are entering the preliminary design stage. Likewise, utility corridors are being mapped & designed now. These upgrades are being prompted by the developments that are being proposed in the NW area.

Deliverables: Summary of available planning documents for roads, utilities, and developments.
Map showing planned infrastructure improvements and overflows.

Task 1 –Subtask Breakdown (see ‘fee estimate’ chart for task details)

- 1-A Project Kickoff Meeting with City
- 1-B Assemble Road Upgrade Plans
- 1-C Assemble Sewer and Water Upgrade Plans
- 1-D Assemble Proposed Development Plans
- 1-E Assemble GIS background data and Dakota County LIDAR 1-foot contours

Task 2. Technical Memorandum, partial Feasibility Study and Schematic Design for EA-011 to EP-027a (Blackstone Ridge overflow route) and EP-027a (Hannah Meadows overflow route) to SP-8 (or SP-27a).

For the central/“backbone” systems most affected by current planning and design of other infrastructure and developments, the feasibility study will address the following items:

Deliverables: Technical Memorandum and Partial Feasibility Report for Central Overflow Systems for EA-011 to EP-027a and EP-027a to SP-8 (Or SP-27a).

Task 2 –Subtask Breakdown (see ‘fee estimate’ chart for task details)

- 2-A Preliminary Design of two central overflow systems
- 2-B Location and type of overflow facilities with plans and profiles
- 2-C Approximate location and sizing of storm lift stations and mains
- 2-D Budgets for total construction costs estimates
- 2-E Update the PCSWMM Robert Watershed Corridor model

Task 3. Preliminary Plan and Profiles for Overflow Routes.

Provide a preliminary plan and profile showing key overflow elevations to be accomplished for the basins and potential conflicts along the corridor.

Deliverables: Feasibility Study, Preliminary Plan and Profiles along overflow conveyance corridors and subwatersheds of the Robert Watershed Corridor.

Task 3 –Subtask Breakdown (see ‘fee estimate’ chart for task details)

- 3-A Identify potential corridors as overflows based on new info
- 3-B Draw out plan and profile of overflows (estim. 6-7 plan/profiles)

Task 4. Review Overflow Routes and Options with City Staff.

When multiple overflow options are identified, staff will be consulted to leverage local knowledge and how particular routes interact with other city plans for infrastructure or development patterns.

Deliverables: Updated Preliminary Plan and Profiles based on City Staff input.

Task 4 –Subtask Breakdown (see ‘fee estimate’ chart for task details)

- 4-A Meet w/City Staff to review routing options
- 4-B Update Preliminary Plan and Profiles

Task 5. Complete Feasibility Report and Updated Regional Basins Map Showing Overflows.

The information developed in the above tasks will be compiled into a technical memorandum for the entire corridor of S. Robert Trail from Horseshoe Lake in the north to Amana Trail in the south.

Deliverables: Technical summary memorandum including issues and conclusions. Updated Map showing overflow routes.

Task 5 –Subtask Breakdown (see ‘fee estimate’ chart for task details)

- 5-A Provide report documenting the recommendations and total costs for each subwatershed and regional basin overflow
- 5-B Provide Robert Watershed Corridor Map with overflow parameters. Close-up maps of each subwatershed.
- 5-C Update the Regional Basins Map with overflow parameters
- 5-D Updated PCSWMM model with designed overflow parameters
- 5-E Council presentation of final Feasibility Report
- 5-F Transferring PCSWMM model data to EOR



2.0: Key Personnel

Project Manager

Brett H. Emmons, PE, ENV SP, LEED AP

Role: Project Manager

Brett H. Emmons is a founding principal of EOR with 28 years of experience in Civil & Water Resources Engineering. Natural resources mgmt., preservation, and planning – with an emphasis on innovative stormwater management techniques has been his specialty. Brett has been instrumental in developing EOR as a regional leader in low impact design and sustainability planning.

Brett has led the planning & design of various projects ranging from small residential efforts to large multi-million dollar projects. He is experienced in leading project teams involving multiple consultants, public interest groups, and various government committees at every jurisdictional level.

Relevant Project Experience

(see resume in Appendix A for detailed résumés)

1. North West (NW) Area Stormwater Mgmt. Plan – IGH
2. Argenta Hills Development Phase I+II – McGough/IGH
3. Argenta Hills/SP-17 Overflow Design and Construction - IGH
4. Development Reviews under NW Ordinance (10+) – IGH
5. Argenta Trail Road Corridor Planning and Design – K-H/IGH

Support Personnel

Steven L. Pellinen, PE

Role: Senior Design & Development Engineer

Steve Pellinen has over 30 years of experience in civil and water resources engineering, specializing in site development for private and municipal entities in urban and suburban settings. Steve's projects range from large master plans to individual site plans and incorporate Better Site Design, Low Impact Development (LID) and LEED, especially with respect to stormwater management. Integrated practices include stormwater infiltration systems, rain gardens, infiltration swales, bioretention basins, and underground storage/infiltration systems, as well as stormwater reuse.

Worked with Brett Emmons on the following related projects:

(see Appendix A for résumés)

1. Argenta Realignment Update, Inver Grove Heights
2. Blackstone Ridge Appraisal, Inver Grove Heights





Derek Lash, PE, CPESC

Role: Lead Civil Engineer

Derek Lash is a Civil Engineer with 18 years of experience in the design, documentation, and mgmt. of civil engineering projects including transportation, LID design, stormwater mgmt., and wetland restoration. Derek’s background in geotechnical engineering, erosion control, and wetland ecology aid EOR’s engineering, site design, water quality, & eco-restoration projects. As a project manager, Derek has served on projects ranging in scale from neighborhood-based efforts to watershed-wide initiatives.

Worked with Brett Emmons on the following related projects:

(see Appendix A for résumés)

1. Industrial Park Drainage Enhancements – Storm Lake, IA
2. Argenta Hills Development – Phase 6-9 Construction - IGH
3. Argenta Hills Commercial Area and Target Site
4. Roundabout Drainage Retrofits
5. Blackstone Ponds and Vista

Kyle Crawford, EIT

Role: Civil Engineer/Construction Oversight + Field Inspection

Kyle Crawford is a Civil Engineer with 3 years of experience in civil engineering, stormwater systems design and planning. He has experience in ARCGIS, HydroCAD, Hydraflow storm sewers, Bentley FlowMaster & CulvertMaster and is conversant in AutoCAD Civil 3D. His work has been used in for the design of stormwater conveyance, for the development of stormwater management plans, & for the implementation of restoration projects.

Worked with Brett Emmons on the following related projects:

(see Appendix A for résumés)

1. Argenta Hills Phase II: Construction Erosion and Sediment Control
2. Blackstone Vista Construction Erosion and Sediment Control
3. Blackstone Ponds Construction Erosion and Sediment Control
4. Alinder Drainage Plan Remediation

Michael Talbot, EIT

Role: Water Resources Engineer

Michael Talbot is a research specialist and master’s graduate student with 8 years of research and engineering experience. Michael’s specialization and research projects in agricultural drainage & watershed hydrology are valuable in developing models for the documentation, analysis, implementation, and mgmt. of rural watersheds and agricultural landuse areas. He has experience in TMDL studies, water chemistry, watershed hydrology, soil science, hydrologic model parameterization & calibration.

Worked with Brett Emmons on the following related projects:

(see Appendix A for résumés)

1. Inver Grove Heights H&H model
2. Prior Lake Spring Lake Flood Analysis



Paula Kalinosky, EIT

Role: Water Resources Engineer

Paula Kalinosky is a water resources engineer on EOR's water quality and watershed management teams with 10 years of science & engineering-related experience. Paula's work includes stormwater modeling, development review assistance, TMDL studies, water quality monitoring and assessment, and street sweeping management. The later was the focus of Paula's research in graduate school. As part of her master's thesis she developed a spreadsheet application tool to aid in the estimation of potential nutrient recovery through street sweeping. Paula's technical background includes experience with water quality laboratory and field methods, spatial analysis (GIS), programming (VBA), statistical analysis (R, Statistica), and water treatment.

Paula has also spent time covering the basics as high school science teacher (biology, chemistry, physics, and environmental science). Her teaching experience has been an asset in stakeholder communications and public outreach.

Worked with Brett Emmons on the following related projects:

(see Appendix A for résumés)

1. Development Reviews for the City of Inver Grove Heights
2. Hydraulic and Hydrologic Modeling, City of Inver Grove Heights (PCSWMM)
3. Maumee River TMDL

Etoile Jensen, GISP

Role: GIS Management

Etoile is a GIS Professional with 30 years of experience in cartography, photogrammetry, database design, data compatibility and conversion, and spatial analysis. Etoile specializes in GIS data analysis for natural resources mgmt., land-use, and civil/water resources engineering. Having coordinated multiple data requirements, data application and geo-processing needs, Etoile provides GIS support to variety of different projects and client types.

Worked with Brett Emmons on the following related projects:

(see Appendix A for résumés)

1. Development Reviews (Blackstone Vista, Ponds and Ridge, Argent Hills)
2. City of Lino Lake Surface Water Summary Map
3. IGH update to Regional Basins Map

3.0: Sub-Consultants

All design work will performed by EOR. There will be no sub-consultants involved for this project.

4.0: Fee Chart

See Project Scope/Work Plan for detailed Task descriptions by Task number in Fee Chart.

Task No.	Key Staff	Project Role	Sub-consultant	Expenses (total mileage, etc.)	Total Hours	Cost per Task	Total Cost per Deliverable
Task 1.0 Review and Collect Data on Infrastructure - Road, Utility, and Developments							
1-A	Brett Emmons	Project Manager	none		3	\$567	\$1455.00
	S Pellinen	Lead Engineer			3	\$471	
	D Lash	Lead Engineer			3	\$417	
1-B	Brett Emmons	Project Manager	none		1	\$189	\$2089.00
	S Pellinen	Lead Engineer			2	\$314	
	D Lash	Lead Engineer			2	\$278	
	K Crawford	CAD Technician			12	\$1,116	
	E Jensen	GIS Technician			2	\$192	
1-C	Brett Emmons	Project Manager	none		1	\$189	\$2089.00
	S Pellinen	Lead Engineer			2	\$314	
	D Lash	Lead Engineer			2	\$278	
	K Crawford	CAD Technician			12	\$1,116	
	E Jensen	GIS Technician			2	\$192	
1-D	Brett Emmons	Project Manager	none		1	\$189	\$2089.00
	S Pellinen	Lead Engineer			2	\$314	
	D Lash	Lead Engineer			2	\$278	
	K Crawford	CAD Technician			12	\$1,116	
	E Jensen	GIS Technician			2	\$192	
1-E	Brett Emmons	Project Manager	none		1	\$189	\$1991.00
	D Lash	Lead Engineer			2	\$278	
	K Crawford	CAD Technician			4	\$372	
	E Jensen	GIS Technician			12	\$1,152	
	Task 1.0 Totals:					85	
Cost per Hour						\$114.27	
Summary of available planning documents for roads, util's, development							Deliv 1
Map showing planned infrastructure improvements and overflows							Deliv 2
							\$2,713.00
							\$7,000.00
Task 2.0 Technical Memorandum, partial Feasibility Study and Schematic Design for EA-011 to EP-027a (Blackstone Ridge overflow route) and EP-027a (Hannah Meadows overflow route) to SP-8 (or SP-27a)							
2-A	Brett Emmons	Project Manager	none		16	\$3,024	\$5,768.00
	S Pellinen	Lead Engineer			8	\$1,256	
	K Crawford	CAD Technician			16	\$1,488	
2-B	Brett Emmons	Project Manager	none		12	\$2,268	\$22,488.00
	S Pellinen	Lead Engineer			40	\$6,280	
	D Lash	Lead Engineer			20	\$2,780	
	K Crawford	CAD Technician			120	\$11,160	
2-C	Brett Emmons	Project Manager	none		2	\$378	\$3,234.00
	S Pellinen	Lead Engineer			4	\$628	
	D Lash	Lead Engineer			8	\$1,112	
	K Crawford	CAD Technician			12	\$1,116	
2-D	Brett Emmons	Project Manager	none		4	\$756	\$6,108.00
	S Pellinen	Lead Engineer			16	\$2,512	
	D Lash	Lead Engineer			16	\$2,224	
	K Crawford	CAD Technician			4	\$372	
	A Sandor	Admin Support			4	\$244	
2-E	Brett Emmons	Project Manager	none		4	\$756	\$3,208.00
	S Pellinen	Lead Engineer			2	\$314	
	D Lash	Lead Engineer			2	\$278	

	K Crawford	CAD Technician			4	\$372	
	P Kalinosky	Modeling Tech			8	\$744	
	M Talbot	Modeling Tech			8	\$744	
Task 2.0 Totals:					330	\$40,806.00	\$40,806.00
Cost per Hour						\$124.41	
Technical Memo & Partial Feasibility Report						Deliv 1	\$40,806.00

Task 3.0 Preliminary Plan and Profiles for Overflow Routes							
3-A	Brett Emmons	Project Manager	none		5	\$945	\$2,425.00
	S Pellinen	Lead Engineer			5	\$785	
	D Lash	Lead Engineer			5	\$695	
3-B	Brett Emmons	Project Manager	none		4	\$756	\$22,512.00
	S Pellinen	Lead Engineer			40	\$6,280	
	D Lash	Lead Engineer			20	\$2,780	
	K Crawford	CAD Technician			120	\$11,160	
	E Jensen	GIS Technician			16	\$1,536	
Task 3.0 Totals:					215	\$24,937.00	\$24,937.00
Cost per Hour						\$124.69	
Feasibility Study for Remaining Overflow Corridors Preliminary Plan & Profiles						Deliv 1	\$4,937.00
						Deliv 2	\$20,000.00

Task 4.0 Review Overflow Routes and Options with City Staff							
4-A	Brett Emmons	Project Manager	none		5	\$945	\$2425.00
	S Pellinen	Lead Engineer			5	\$785	
	D Lash	Lead Engineer			5	\$695	
4-B	Brett Emmons	Project Manager	none		4	\$756	\$4,940.00
	S Pellinen	Lead Engineer			4	\$628	
	D Lash	Lead Engineer			4	\$556	
	K Crawford	CAD Technician			24	\$2,232	
	E Jensen	GIS Technician			8	\$768	
Task 4.0 Totals:					59	\$7,365.00	\$7,365.00
Cost per Hour						\$124.83	
Updated Plan & Profiles						Deliv 1	\$7,365.00

Task 5.0 Complete Feasibility Report and Updated Regional Basins Map Showing Overflows							
5-A	Brett Emmons	Project Manager	none		8	\$1,512	\$5,112.00
	S Pellinen	Lead Engineer			8	\$1,256	
	D Lash	Lead Engineer			8	\$1,112	
	K Crawford	CAD Technician			8	\$774	
	A Sandor	Admin Support			8	\$488	
5-B	Brett Emmons	Project Manager	none		2	\$378	\$2,482.00
	S Pellinen	Lead Engineer			2	\$314	
	D Lash	Lead Engineer			2	\$278	
	K Crawford	CAD Technician			4	\$372	
	M Talbot	Modeling Tech			4	\$372	
5-C	Brett Emmons	Project Manager	none		2	\$378	\$2,482.00
	S Pellinen	Lead Engineer			2	\$314	
	D Lash	Lead Engineer			2	\$278	
	K Crawford	CAD Technician			4	\$372	
	M Talbot	Modeling Tech			4	\$372	
5-D	Brett Emmons	Project Manager	none		2	\$378	\$2,458.00
	S Pellinen	Lead Engineer			2	\$314	
	D Lash	Lead Engineer			2	\$278	
	P Kalinosky	Modeling Tech			16	\$1,488	
5-E	Brett Emmons	Project Manager	none		4	\$756	\$1,384.00
	S Pellinen	Lead Engineer			4	\$628	

5-F	Brett Emmons	Project Mgr	none		0	0	0
Task 5.0 Totals:					114	\$13,918.00	\$13,918.00
Cost per Hour						\$122.09	
Technical Summary Memo & Complete Feasibility Report Updated Map						Deliv 1	\$6,000.00
						Deliv 2	\$7918.00
Allowance for Reimbursables (mileage, printing, documents, courier, etc.)						\$2,000.00	
OVERALL TOTALS					803	\$98,739.00	

Summary of budgeted hours per task by personnel with total estimated cost

	Project Manager	Lead Engineer	Lead Engineer	Modeling Tech	Modeling Tech	CAD Tech	GIS Tech	Admin Support	Total Hours
Task	B Emmons	S Pellinen	D Lash	P Kalinosky	M Talbot	K Crawford	E Jensen	A Sandor	
1-A	3	3	3						9
1-B	1	2	2			12	2		19
1-C	1	2	2			12	2		19
1-D	1	2	2			12	2		19
1-E	1		2			4	12		19
Subtotal	7	9	11	0	0	40	18	0	85
2-A	16	8				16			40
2-B	12	40	20			120			192
2-C	2	4	8			12			26
2-D	4	16	16			4		4	44
2-E	4	2	2	8	8	4			28
Subtotal	38	70	46	8	8	156	0	4	330
3-A	5	5	5						15
3-B	4	40	20			120	16		200
Subtotal	9	45	25	0	0	120	16	0	215
4-A	5	5	5						15
4-B	4	4	4			24	8		44
Subtotal	9	9	9	0	0	24	8	0	59
5-A	8	8	8			8		8	40
5-B	2	2	2		4	4	8		22
5-C	2	2	2		4	4	8		22
5-D	2	2	2	16					22
5-E	4	4							8
5-F									0
Subtotal	18	18	14	16	8	16	16	8	114
Total hours	81	151	105	24	16	356	58	12	803
Hrly rate	\$189	\$157	\$139	\$93	\$93	\$93	\$96	\$61	
Budget	\$15,309	\$23,707	\$14,595	\$2,232	\$1,488	\$33,108	\$5,568	\$732	\$96,739.00
Allowance for Reimbursables (mileage, printing, documents, courier, etc.)									\$2,000.00
Total Cost									\$98,739.00

5.0: Conflict of Interest

There is no conflict of interest (as defined in the RFP) for EOR's involvement with this proposed project.

6.0: Additional Information

See **Appendix A** for key personnel résumés (as noted in proposal)

See **Appendix B** for related project datasheets



Appendix A: Résumés



Project Experience

Watershed Management Planning + Analysis (flooding, water quality and resource protection)

Incorporated numerous integrated design approaches to solve water resources issues. Wrote several watershed management plans and was involved with extensive public input and facilitation. Developed and led some of the most innovative wetland management plans in the country to resolve ditch, wetland, flooding, and urbanization conflicts while balancing the need for resource protection.

Third Generation Watershed Management Plan

Capitol Region Watershed District.
Senior Advisor/Planner and QA/QC.

Responsible for overseeing the design of the public participation process, reviewing performance standards and CIP development, and overseeing the amendment process.

Third Generation Watershed Management Plan

Mississippi Watershed Management Organization.
Senior Advisor/Planner and QA/QC.

Responsible for overseeing the public participation process, reviewing performance standards and CIP development, and overseeing the amendment process.

Second Generation Watershed Management Plan

South Washington WD. Engineer and Technical Advisor.

Led the plan writing process which included standards, a wetland management framework, and a CIP.

Second Generation Watershed Management Plan

Brown's Creek Watershed District. Project Manager.

Performed QA/QC and was responsible for overseeing the public participation process, volume standards, and CIP development.

Local City Stormwater Plan & Regulations

Inver Grove Heights, MN. Senior Engineer.

Developed standards for new stormwater regulations based on water cost analysis to guide development in a sensitive watershed. Part of a multi-disciplinary team that also included innovative land use patterns.

Watershed Management Plans

Capitol Region Watershed District. Senior Engineer.

Developed the first stormwater standards and the writing of the watershed's first watershed management plan. Facilitated public input, budgeting, and a 5-year CIP. Work includes both the watershed's 2nd Generation and 3rd Generation Plans.

Comprehensive Wetland Management Plan (CWMP)

Rice Creek Watershed District. Project Manager & Senior Eng.

Developed a comprehensive wetland planning methodology to solve a difficult drainage and environmental protection problems. Based on special considerations outlined in the Wetland Conservation Act, this approach meets legal obligations of Drainage Law, WCA and 404 - providing a natural resource-based framework for future land-use decisions and as a tool in the implementation of TMDL projects.

Cottage Grove Ravine Master Development Plan

City of Cottage Grove, MN. Senior Engineer.

Engineering lead for the stormwater planning and design of this multi-neighborhood master plan. The planning for stormwater included many LID BMPs and infiltration approaches. Included the coordination with both local and national-level experts other infrastructure design elements.



**Brett H.
Emmons**
PE, LEED AP BD+C

**Principal, Civil &
Water Resources
Engineer**

Brett H. Emmons is a founding principal of EOR with 28 years of experience in Civil & Water Resources Engineering. Natural resources mgmt., preservation, and planning – with an emphasis on innovative stormwater management techniques has been his specialty. Brett has been instrumental in developing EOR as a regional leader in low impact design and sustainability planning.

Brett has led the planning & design of various projects ranging from small residential efforts to large multi-million dollar projects. He is experienced in leading project teams involving multiple consultants, public interest groups, and various government committees at every jurisdictional level.

Education

1986 Bachelor of Science
in Forest Sciences
University of Illinois

1993 Master of Sciences in Civil
and Environmental Engineering
University of Wisconsin

Professional Registration

#25053 MN Professional Engineer: civil
#36866-6 WI Professional Engineer: civil
#20642 IA Professional Engineer: civil

Professional Affiliations

'09-'12 City of Lake Elmo - Council
Member

AWRA American Water Resources Assoc.

ASCE American Society of Civil
Engineers

APWA American Public Works Assoc.

Areas of Expertise

Hydraulic/Hydrologic Modeling

Watershed Management + Design

Natural Resources Management

Regulatory Issues and

Public Involvement

Watershed Management Planning + Analysis - cont.

Heritage Village Park

Inver Grove Heights, MN. Senior Engineer and Advisor.

Interpretation of parks master plan including phasing, grading, and prairie restoration work.

Main Street Park

Shell Rock River Watershed District. Senior Engineer.

Coordinate a stormwater based park along main street in high profile location. Use of innovative BMPs and artistic elements to serve as demonstration project.

Capitol Region Watershed District

St. Paul, MN. Senior Engineer.

Served and/or oversaw watershed projects and performed several studies and implemented many innovative water management solutions including the Como Lake Strategic Plan, the Hamline Underground Storage Infiltration Facility to prevent flooding, and the Como Golf Course Diversion Pond to prevent course closures.

Como Lake Strategic Lake Management Plan

Capitol Region Watershed District. Senior Engineer.

Managed a extensive project involvement process and strategic plan development that identified follow up implementation needs.

Mississippi Big River Study

Mississippi Watershed Management Organization. Project Manager.

Oversaw a comprehensive literature review and reports analysis to update and modernize the organization's monitoring protocols for big river systems, namely the Mississippi River. Addressed challenge of synthesizing diverse data sources in to a coherent body of knowledge.

Design of Surface Water Quality/Quantity Systems

Prepared multiple design plans and specifications that included: innovative and effective techniques for flood protection, runoff treatment, and water conservation. Provided innovative designs for volume control and stormwater retrofitting; enhancement of the local natural resources by incorporating wetland creation/restoration and natural habitat features.

Pheasant Ridge Drive Culvert Replacement

Rice Creek Watershed District. Project Manager and Senior Engineer.

Oversaw development of design for a retrofit culvert upgrade including site assessment, survey, and borings as part of a law suit settlement agreement. Addressed culvert replacement, utility conflicts, and road reconstruction under very rapid time line.

Ditch 53-62 Repair Report

Rice Creek Watershed District. Project Manager and Senior Engineer.

Reviewed an assessed 100 year old ditch records, analysis of key elevation data such as soil borings in order to establish the ditch as-built profile per state law. Established a cost-benefit analysis and innovative repair method.

Lake Watershed Restoration Projects

Capitol Region Watershed District. Senior Engineer.

Performed design supervision and project management during design and bidding phase. Led design approach to optimize benefits for the City and the Watershed including use of specialized design approaches. Projects included the Hamline Underground Storage Infiltration Facility and the Arlington-Pascal Stormwater Improvements to conserve water.

Judicial Ditch 2 Repair Report

Rice Creek Watershed District. Project Manager and Senior Engineer.

Reviewed old ditch records to establish the ditch profile and extent per state law. Developed several alternative repair scenarios including stream restoration options. Provided cost-benefit analysis, environmental requirements and water quality implications for various options in a management matrix.

Golf Course BMPs

City of Chaska, MN. Project Engineer.

Modeled, designed, and supervised the construction of multiple treatment wetlands, filtration systems, multi-stage outlets, and retention/detention facilities.

Hardwood Creek Culvert Replacements

Hugo & Forest Lake, MN. Senior Engineer Advisor.

The project included the replacement of four (4) major road crossing culverts along Hardwood Creek. The previous culverts were not at the proper elevation and needed to be upgraded in size to allow free flowing conditions. Sizes ranged from 10' x 9' to 14' x 7' box culverts. Site analysis included detailed surveying of crossings and coordinating with a geotechnical engineer since the culverts were located in wetland areas. Complete set of drawings was produced in CADD (AutoCad).

Design of Infiltration Systems, Outlet Structures, and BMPs

Prepared design plans, specifications and hydraulic modeling for multiple BMPs and infiltration projects.

Trout Habitat Protection Project

Brown's Creek Watershed District. Design Engineer.

Modeling and final design of the award-winning system including wetlands outlet structures, ponds and infiltration basins.

Hamline Underground Storage Infiltration Facility

Capitol Region Watershed District. Senior Engineer.

Performed design supervision and project management during final design and bidding phase.

Infiltration Management Plan

South Washington Watershed District. Senior Engineer.

Developed a model of a 20,000 acre watershed and calibrated for infiltration volumes. Developed a steering committee and the management goals to address urban runoff problems. Initiated a monitoring program and made recommendations for infrastructure options.

Argenta Hills, Commercial Multi-Use Development

Inver Grove Heights, MN. Project Manager.

Led stormwater design as part of a multi-disciplinary, multi-consultant team of professionals. Involvement included all aspects of coordination and technical design on complex site including a previous sand/gravel mine, county and state highways, infiltration design, and "zero"-net additional runoff design. Navigate through site user requirements which includes a Super Target and other multiple commercial buildings. Use of new techniques like porous pavements and highly visible raingardens is common throughout the site.

Surface Water Monitoring and Sampling Programs

Determined monitoring parameters: defined location, method and frequency of sampling as well as performed equipment calibration and data analysis for more than 20 monitoring projects routinely perform monitoring data analysis and validation for the use in surface water modeling efforts.

South Washington Infiltration and Groundwater Monitoring

South Washington Watershed District. Project Manager and Senior Engineer.

Provided technical advice and coordination in a comprehensive infiltration, surface water and groundwater monitoring in the district. Provided quality assurance/quality control on methodologies for infiltration assessment.

Mississippi Big River Study

Mississippi Watershed Management Organization. Project Manager.

Oversaw a comprehensive literature review and reports analysis to update and modernize the organization's monitoring protocols for big river systems, namely the Mississippi River. Addressed challenge of synthesizing diverse data sources in to a coherent body of knowledge.

Architectural Collaboration and Design Integration

Provide water resources engineering and collaborative design solutions for a variety of projects ranging from single and multi-family residential development projects, to larger retail, civic, and commercial facilities. Successfully incorporate specific landscape elements such that stormwater integration is both environmentally responsible and aesthetically integrated with the building and site.

LEED Pilot Project for Residential Development

New Hope, MN. Senior Engineer and Project Manager.

Performed site assessment and provided design recommendations for a residential rainwater harvesting and reuse system, resulting in 92% of the average summer runoff being retained on-site.

Bradshaw Celebration of Life Center / Stillwater Business Park

Stillwater, MN. Senior Engineer and Project Manager.

Developed civil engineering and stormwater design documents. Responsible for designing public road and utility (water and sanitary sewer) extensions. Implemented sustainable, low impact design (LID) stormwater methods including infiltration basins, permeable pavement parking, and underground storage/retention facilities.

Amery Medical Facility

Amery, WI. Senior Engineer.

Led the design team and performed plan review for site utilities including water, sanitary sewer, and parking. Sustainable, low impact design (LID) stormwater methods included integrated raingardens with the parking plan, permeable pavement emergency vehicle access, and a green roof.

Argenta Hills, A Multi-Use Development

Inver Grove Heights, MN. Senior Engineer.

Designed a stormwater system to meet standards that are leading-edge in the country. Used numerous low impact design (LID) methods including sustainable site planning for this 130 acre development.

Brett H. Emmons, *Water Resources Engineer*

Architectural Collaboration and Design Integration - cont.

Hugo New City Hall

Hugo, MN. Senior Engineer.

Developed a high-profile stormwater treatment system and oversaw the modeling, design, and construction of demonstration raingardens to treat all runoff from new city hall facility.

Sustainability Planning and Integration

Leading the state in the development of municipal and community-based sustainability plans that integrate multiple areas of concern through careful coordination among city departments and operations.

The Minnesota Stormwater Manual

Provided technical comment and review for this nationally-recognized manual.

City Sustainability Plan

Burnsville, MN. Project Manager.

Managed and led a large diverse consultant group to develop one of the first municipal sustainability plan in the state and region. Integration of a wide aspect of issues including energy, waste prevention and recycling, water use, and transportation.

Regional Sustainability Plan

St. Cloud Greater Metro Area, MN. Project Manager.

Currently working to develop a sustainability plan for St. Cloud and its surrounding communities. Responsible for coordinating this effort among the many communities within the Greater St. Cloud Metro Area and the integration of a wide variety of issues including energy, waste prevention and recycling, water use, and transportation.

Civil Engineering/Development Design Experience

Carlson Center

Minnetonka & Plymouth MN. Principal Design Engineer.
Oversaw 300 acre mixed-use planned unit development with over four million square feet of office and retail space, a lake and many ponds and wetlands.

Normandale Lake Office Park

Bloomington MN. Principal Design Engineer.
Development design for over one million square feet of office space in four class A office buildings with several ponds. LEED certification.

El Colegio School

Minneapolis MN. Principal Design Engineer.
School with athletic field & gardens, underground infiltration with zero runoff. Minnehaha Creek Watershed Dist. award recipient.

Bridgepoint Business Park

South St. Paul MN. Principal Design Engineer.
Industrial park on former South St. Paul stockyards site.

The Oaks

Oakdale MN. Principal Design Engineer.
Development/civil engineering for an 80 acre office and industrial park with ponds and underground infiltration.

Boulder Lakes Office and Industrial Park,

Eagan MN. Principal Design Engineer for individual sites.
Development/civil engineering for a 60 acre office and industrial park with lake, ponds and infiltration.

White Bear Center for the Arts

White Bear Lake MN. Principal Design Engineer.
Provided Civil Engineering for project, including rain gardens and permeable pavement.

Grand Oak Business Park

Eagan MN. Principal Design Engineer.
Development/civil engineering 80 acre office park, ten buildings, a lake and several ponds.

Rice Creek Corporate Park

Shoreview MN. Principal Design Engineer.
Development/civil engineering for a 200 acre mixed-use planned unit development with office, retail, industrial, residential and public space, a creek and many ponds and wetlands.

Urban Village

Minneapolis MN. Principal Design Engineer.
Provided civil engineering for urban mixed-use development, mostly multifamily residential, along Midtown Greenway corridor.

Historic Preservation Projects

JJ Hill House & Nicholson Residence, St. Paul; Smith Douglas More House, Eden Prairie. Role: Principal Design Engineer.
Drainage design in historic preservation context.

St. Paul Police Station

St. Paul MN. Role: Principal Design Engineer.
Redevelopment of urban property, with LEED certification, rain gardens, permeable pavement.

Parks Projects

Brooklyn Center, Eden Prairie and Shoreview. Civil Engineer.
15 City Parks, Miller Park, Rice Creek Corporate Park. Baseball, softball, soccer, trails, boat landings, parking and roadway design, drainage and erosion control.

Numerous office, industrial, retail & municipal projects, as well as multi & single family residential subdivisions.

- All projects featured completed prior to employment at EOR.



**Steven L.
Pellinen**
PE

**Senior Design
& Development
Engineer**

Steve has over 30 years experience in civil & development engineering, specializing in site development for private and municipal entities in both urban and suburban settings. Recent work has incorporated Low Impact Development (LID) and LEED, especially with respect to storm water management. His projects have incorporated storm water infiltration systems, including rain gardens, infiltration swales, bioretention basins, and underground storage/infiltration systems, as well as stormwater reuse.

He has had extensive interface/permit coordination/approvals with regulatory agencies such as cities, counties, regional and local planning agencies, watershed districts, and state agencies.

Education

1974 Bachelor of Arts in Physics
Hamline University

1979 Master of Science in
Civil Engineering
University of Minnesota

Professional Registration

#15345 MN Professional Engineer: civil

Areas of Expertise

Site Development Design/Planning
Site Feasibility Studies
Civil Engineering/Site Grading
Water Resources Engineering
Construction Management

Project Experience

Stormwater Management, Modeling, and Design

Perform H/H modeling, calculations, and analysis. Provide stormwater management, design, and review for various projects including: private site improvements, public stormwater facilities, and state agency control structures.

Holy Cross Lutheran Church

Holy Cross Church. PM and Civil / Water Resources Engineer
Working with the Church to develop a stormwater BMP retrofit plan that incorporates rain barrels, rain gardens, and rainwater harvesting tanks. The plan will be part of an application to be submitted to Minnehaha Creek Watershed District in order to receive a BMP cost-share grant. In addition, the plan will analyze the feasibility of reducing the Minneapolis stormwater utility fee.

South Robert Trail (TH3) Stormwater Facilities Repair

City of Inver Grove Heights. Civil Engineer
Assisted with engineering analysis & design to repair BMPs within a Mn/DOT trunk hwy. for a new roundabout. Engineering included review of existing BMPs, including pre-treatment & infiltration basins, as well as soil & rock ditch checks. Poorly functioning BMPs were analyzed and a solution was developed that would provide sustainable stormwater quality & quantity practices. Robust ditch checks incorporating on-site and imported Class III riprap were used to provide stormwater runoff rate control as well as permanent erosion control for the steep slopes of the ditch. Provided inspection during construction administration process.

Expansion Boulevard Stormwater Improvements

City of Storm Lake, IA. PM and Civil / Water Resources Engineer.
Responsible for a pre-design feasibility study, current design, and future planning guidance for this part of the City which experiences frequent flooding. Developed concept plans, cost estimates, & incorporated multiple types of stormwater practices. BMPs include stormwater wetlands, biofiltration basins, grassed waterways & vegetated swales, all centered around the idea of using a 2-stage agricultural ditch that allows higher flows to be captured & treated in floodplain BMPs.

Minnesota Streetcar Museum Car-barn Expansion

Streetcar Museum, Mpls. PM & Civil / Water Resources Engineer.
Responsible for engineering analysis and design of a stormwater management retrofit system for a building expansion. BMPs include an underground stormwater quality unit providing water quality & rate control benefits. In addition, soil & vegetation restoration will aid in reducing runoff to the adjacent steep slopes adjacent to Lake Harriet. Other project components include a 1500-gal.rainwater harvesting tank designed to capture runoff from the existing roof to irrigate landscaping. Minnehaha Creek Watershed Dist. grant used for the rainwater harvesting tank.

Swede Hollow Daylighted Stream Analysis & Feasibility Study

Saint Paul Dept. of Parks & Recreation. Civil Engineer.
Assisted with engineering analysis & conceptual designs for stormwater improvements. Study reviewed existing drainage infrastructure, including waterways (daylighted stream & ponds) and storm/sanitary sewer improvements from the 1800's up to present day. Analysis provided recommendations to manage pollutants & sediment loads; ecological & engineering stream design provided for improved aesthetics, water quality, pollutant removal, & wildlife habitat. Study to be used for funding requests required to implement recommendations.



Derek Lash
PE, CPESC

Civil Engineer

Derek Lash is a Civil Engineer and Erosion Control Specialist with 18 years experience in the design, documentation, and management of civil engineering projects including transportation, low impact development design, stormwater management, and wetland restoration.

Derek's strong background in geotechnical engineering, erosion control, and wetland ecology provide a depth of knowledge to EOR's multiple engineering, site design, water quality, and ecorestoration projects.

As a project manager, Derek has served as a representative for several projects ranging in scale from local neighborhood-based efforts to watershed-wide initiatives, including federally funded and regulated projects as well.

Education

2000 Bachelor of Science
Civil Engineering
Michigan Tech. University

Professional Registration

45156 MN Prof. Engineer: civil
40938-6 WI Prof. Engineer: civil
21838 IA Prof. Engineer: civil

Professional Affiliations + Additional Certification

MECA MN Erosion Control Association
ACEC American Council of
Engineering Companies
Certified SWPPP's Designer

Areas of Expertise

LID + BMP Integration
Road + Site Grading Design
Construction Management
Storm Water Management
Erosion + Sediment Control

Burandt Lake Reuse (Phase I)

Carver Cnty. WMO. PM, Civil/Water Resources Engineer.

Responsible for the design and admin. of bidding & construction for a 120" dia. steel reinforced HDPE water storage tank designed to capture stormwater runoff from an 8.8 ac. watershed of Burandt Lake. Collected water would come from the adjacent City streets, School District parking lot, and residential & commercial properties. The first phase was designed in conjunction with City street reconstruction, and would be engineered for future tank additions. Total project size when complete will be nearly 176,000 gal. with a value of over \$500,000.

Cleary Lk. Regional Park Stormwater Improvements

Scott County. Project Manager and Engineer

Responsibilities include managing all engineering work including the design & sizing of all infrastructure, cost estimating, H/H modeling and water quality analysis, and coordinating EOR's construction assistance activities. Project entails BMP retrofit integration with the park's other existing infrastructure.

Enhanced Iron Sand Filter

Stillwater, Mn. Design Engineer

Provide engineering and design review for the retrofit of a pump station and iron enhanced sand filter within an existing residential neighborhood stormwater pond. Responsible for construction documents and coordinating with PM/engineer, and local utilities.

Neurer Treatment Basin

Cumberland, Wi. Project Engineer

Provide engineering and design review for multiple stormwater BMP retrofits (storm sewer disconnect, underground pre-treatment units, biofiltration, and native plantings) during street reconstruction project. Responsible for construction documents, bidding assistance, and contract administration. Coordinate with project manager, city, client, Wi/DNR, and contractor.

Target Plaza at Target Field*

Minneapolis. Engineering Consultant.

Responsible for designing a multi-functional system that would provide stormwater storage, filtration and reuse via a passive, sub-surface irrigation technology. Provided the means necessary to fulfill the requirements for the National Pollutant Discharge Elimination System (NPDES) permit. Also helped to obtain the LEED® credits in the Sustainable Sites, Water Efficiency, and Innovation & Design Process categories, which contributed to the stadium achieving LEED® Silver certification.

University of Minnesota TCF Bank Stadium*

Minneapolis, Mn. Sustainable Engineering Consultant

Provided stormwater BMP engineering and design for the stadium's multi-use green space area and incorporated 'Next Generation' stormwater mgmt. and sustainable irrigation techniques that also allowed for media vehicle access during events. BMPs included reinforced turf, sand filters, underground filtration chambers, and rainwater harvesting. Responsible for construction documents, coordination with project engineer and City, and project close-out.

Urban Area Stormwater Analysis*

Minneapolis, MN. Project Engineer

Prepared drainage studies for 70 acres of existing industrial warehouse properties. Analyzed stormwater mgmt. infrastructure for three properties. Reviewed historical data including soil boring reports, record drawings, property surveys & other information in compiling drainage characteristics. Prepared H/H models including calculations & cost estimates to determine the feasibility of pursuing a City stormwater utility fee credit.

St. Mary's Greek Orthodox Church*

Minneapolis, MN. Project Engineer

Provided engineering, hydrology and hydraulics design for retrofit LID and stormwater BMPs for 3.5 acre site. Completed stormwater management report for utility fee credit and secured a \$211,000 project grant. Responsible for construction documents, permit management, construction quality control and administration, project closeout, and coordination with the local Watershed District and City .

Ehlers and Associates Building Addition*

Roseville, Mn (2009). Project Engineer

Provided engineering, hydrology, and hydraulics design for a building expansion and the reduction and retrofitting of an existing stormwater pond into a filtration basin. Additional BMPs included a rain garden, permeable pavers, reinforced turf, and underground filtration chambers. Responsible for construction documents, permit management, and coordination with the local Watershed District and City.

Yountville Town Center*

Yountville, California. Sustainability Consultant.

Responsible for designing a passive, sub-surface irrigation system that would receive supply water from the adjacent 1.0 acre asphalt parking lot. Design components included pre-treatment through sand & bio-filter technology, collection storage tank w/pump and overflow pipe, and reinforced turf for vehicular use.

Degarmo Park*

Chico, California. Sustainable Engineering Consultant

Provided stormwater and irrigation BMP engineering and design for a natural turf sports field that incorporated 'Next Generation' stormwater mgmt. and sustainable irrigation techniques. Design reduced the amount of storm sewer infrastructure and eliminated the traditional irrigation-designed sports field. Responsible for construction documents, bidding assistance, and coordination with project landscape architect, engineer, and others.

Rio Grande Park*

Aspen, Colorado. Sustainable Engineering Consultant

Provided hydrology and hydraulic analysis for a multi-use sports field feasibility study. Located adjacent to mountain runoff and prior to entering a high quality trout stream, this study reviewed 'Next Generation' stormwater management, sustainable irrigation techniques, and BMP strategies including reinforced turf, sand filters, underground filtration chambers, and rainwater harvesting. Responsible for review of property data, cost estimating, and preparation of feasibility report.

Residential Dam Embankment*

Luck, Wisconsin. Project Manager

Prepared and submitted dam reports as required by the Wi/DNR. Performed a field review and survey of the embankment area including the private lake and both inlet and outlet channels.

Hydraulic Modeling for Lock & Dam No. 3*

Red River, Louisiana. CAD Consultant / Model Assistance

Assisted project engineer with preparation of 3D flow model. Created 3D lock & dam CAD model from historical design plans, from which an STL-file was prepared for use in 3D flow model.

Ecosystem Restoration Design

Wetland design and replacement planning using H/H analysis.

Windsong Farm Golf Club*

Independence, MN. Design Engineer & Wetland Consultant

Responsibilities included preparation of the wetland replacement plan including permitting for over 30 acres of wetland mitigation & stream restoration areas for this 200 acre championship golf course. In addition, a complete H/H analysis was completed for the entire golf course. Analysis was done for all wetlands & stormwater management areas including the design of several overflow weir structures for 12 ponding areas.

Road, Utility, and Site Grading Design

Design, construction documentation, observation, & mgmt. for low impact development and sustainable site design.

Whistling Valley Residential Neighborhood*

Lake Elmo, Mn. Project Engineer

Provided engineering, hydrology, and hydraulic design

for regional public & private stormwater BMPs for 100 acre, 43 lot residential neighborhood. BMPs included infiltration basins and underground chambers, as well as wetland and native prairie restorations. Responsible for construction documents, permit management, construction administration, and project closeout.

Project Experience

Stormwater Management Planning & Design

Settler's Glen Iron Enhanced Sand Filter & Lift Station

Brown's Creek Watershed District. EIT.

Composed Operations & Maintenance Manual.

North Washington Street Renovations*

North Dakota Dept. of Transportation/City of Bismarck, ND. EIT.

Modeled and analyzed large scale preliminary drainage area for proposed North Washington Street widening. Composed Preliminary Engineering Report Proposal, modeled and designed stormwater routing system.

Williston Area Recreation Center*

City of Williston, ND. EIT.

Revised parking lot design and stormwater system to better convey runoff for a new recreation center.

Edgewood Shared Use Path*

City of Bismarck, ND/North Dakota Dept. of Transportation. EIT.

Designed bicycle/pedestrian path connecting neighborhoods to a local park within the City of Bismarck.

Beach Shared Use Path*

City of Beach, ND/ North Dakota Dept. of Transportation. EIT.

Designed bicycle/pedestrian path connecting the local school neighborhoods within the City of Beach.

Surveying & Construction Staking

The Creek in Minnetonka

Detailed Management Co. EIT.

Performed construction staking using RTK GPS & Robotic Total Station.

Outlet Channel - Segment 4A

Prior Lake-Spring Lake Watershed District. EIT.

Performed construction staking and conducted as-built survey

Construction Observation & Project Administration*

Cavalier County Highway 39 Mill & Overlay

North Dakota Dept. of Transportation. Jr. Engineer (EIT)

Conducted construction observation and staking for graveling and asphalt paving of Cavalier County Highway 39..

Walsh County Road 15A Re-route

North Dakota Dept. of Transportation. Jr. Engineer (EIT)

Conducted construction observation and staking for graveling and asphalt paving of the re-route of Walsh County Road 15A.

Griggs Avenue Reconstruction

North Dakota Dept. of Transportation/City of Grafton, ND. EIT.

Conducted construction observation for graveling, paving and boulevard sodding of Griggs Avenue, a key route accessing the local Elementary School.

Materials Testing*

Northstar Agri Industries Canola Processing Plant

PICO Holding Inc. Primary Testing Technician.

Performed on-site concrete and soil compaction testing, as well as rebar inspection for a \$200 million project in Kennedy, MN.

Devil's Lake Flood Control, Phase II

United States Army Corps of Engineers. Testing Technician.

Performed on-site soil compaction testing for a major flood mitigation.

* work completed with previous employer(s)



**Kyle
Crawford**
EIT

Civil Engineer

Kyle Crawford is a Civil Engineer with 3 years of experience in civil engineering, stormwater systems design and planning.

He has experience in ARCGIS, HydroCAD, Hydraflow Storm Sewers, Bentley FlowMaster and CulvertMaster and is conversant in AutoCAD Civil 3D. His work has been used for the design of stormwater conveyance, for the development of stormwater management plans, and for the implementation of eco-restoration projects.

Kyle's background in land surveying, civil engineering design and site observations are a compliment to the projects he contributes toward at EOR.

Education

2012 Bachelor of Science
in Civil Engineering
University of North Dakota

Areas of Expertise

Site/Construction Surveying
AutoCAD Civil 3D
HydroCAD (stormwater modeling)
Stormwater Design & Management

Awards & Scholarships

2009 Dean's List (Academic Standing)
2011 Dean's List (Academic Standing)
2012 UND Presidential Scholarship
(Academics)

Additional Training

2014 Asphalt inspection (NDDOT)
2014 AutoCAD Civil 3D
2015 CPR/First Aid

Select Project Experience

Hydrologic, Hydraulic, and Water Quality Modeling

Perform analyses related to rural and urban water quality and water quantity modeling. Experienced in modeling with various software packages, including: ArcSWAT, PC-SWMM, HydroCAD, Autodesk SSA, P8, and MINUHET (MINnesota Urban Heat Export Tool), among others.

H/H Models for Rural Stormwater Mgmt. – Ontario, Canada Ausable Bayfield Conservation Authority. Modeling Engineer.

Developed H/H models for 500 km² of drainage area to Lake Huron. Lead agricultural engineer for model development efforts, including the addition of sediment-yield simulation capabilities and support for a suite of physically-based agricultural BMPs to an urban-centric modeling platform. Derived custom algorithms for the representation of multiple distinct groundwater flow regimes, including subsurface drainage.

H/H Model for the Prior Lake Outlet Channel

Prior Lake-Spring Lake Watershed District. Modeling Engineer.
Performed updates to hydrologic and hydraulic parameters, model calibration and validation, and channel crossing flooding assessment for large-scale stormwater conveyance infrastructure.

Bioretention Protocol Performance Assessment – Ont., CA

Credit Valley Conservation Authority (CVCA). Modeling Engineer.
Developed novel regression-based approach to the assessment of stormwater bioretention device performance, including development of a spreadsheet tool targeted for use by non-technical CVCA staff.

BCWD Watershed Management Model Refinement/Updates

Brown's Creek Watershed District (BCWD). Modeling Engineer.
Refined and calibrated a large-scale urban water quality model to assess the impacts on phosphorus and nitrogen transport within a municipal stormwater conveyance and treatment network.

Windsor Heights Stormwater Management Plan

City of Windsor Heights, Iowa. Modeling Engineer.
Autodesk Storm and Sanitary Analysis (SSA) model update to assess the impact of a new retail development on downstream flooding from increased stormwater flows. Development of preliminary stormwater retention pond designs for an array of proposed solutions using Iowa's guidelines for water quality volume and rate control.

Storm Lake Stormwater Management Plan

City of Storm Lake, Iowa. Modeling Engineer.
Autodesk SSA model development including the conversion of parameters from an existing HydroCAD model and enhancement of detail. Estimation of hydraulic parameters from construction documentation, field survey data, digital elevation model (DEM), etc. Estimation of hydrologic parameters from GIS-based topographic, land cover, and soils data.

Academic / Educational Research *

Assessing Agricultural BMPs

University of Minnesota. MS Thesis Project.
Used DRAINMOD to assess agricultural BMPs for subsurface drainage & assessed the performance of the model's evapotranspiration estimation under varying cropping conditions. Performed measurements of soil physical properties in the field and in the laboratory. Assisted in the design and construction of a solar-powered irrigation-water pumping system. Collaborated on a project to assess and reform the current methodology for the assessment of benefits from municipal drainage ditches in MN.



**Michael
Talbot**
EIT

**Agricultural
Engineer**

Michael Talbot is a former research specialist with 7 years of research and engineering experience. His academic specialization and research projects in agricultural drainage and watershed hydrology are invaluable in developing models for the evaluation and mgmt. of rural watersheds & ag. landscapes.

He has experience in total maximum daily load studies, water chemistry, watershed hydrology, soil science, as well as large-scale hydrologic, hydraulic, & water quality model parameterization, calibration, & enhancement.

He is proficient in a variety of surface water modeling platforms including PCSWMM, XPSWMM, and ArcSWAT, and is familiar with the source code of models including DRAINMOD. His education includes training in the groundwater modeling programs SLAEM & MODFLOW. Programming languages include Visual Basic, FORTRAN, and R.

Education

- | | |
|------|---|
| 2009 | Bachelor of Biosystems & Agricultural Engineering
University of Minnesota |
| 2014 | Master of Science Candidate
Bioproducts & Biosystems
Engineering - Univ. of Minnesota |

Awards & Scholarships

- '06 -'07 Evan Allred Memorial Scholarship
- '05 -'08 Tozer Foundation Scholarship
- '05 -'09 Marshall H. and Nellie Alworth Memorial Fund

Professional Affiliations

- American Society of Agricultural and Biological Engineers
- American Inst. of Hydrology – HIT Member

Areas of Expertise

- Agricultural BMPs
- Drainage & Irrigation Systems
- Hydrologic & Hydraulic Modeling
- Soil Science & Conservation
- Statistical Analysis

Natural Resources Management & Restoration Design

University of Minnesota, Senior Capstone Design Project.

Performed a comprehensive soil and water resource assessment with limited resources, and designed a plantation of *Jatropha curcus* on denuded land in rural Haiti with the intention of creating economic stimulus through the production of biodiesel.

Test Engineer

Dectra Corporation, Minneapolis, MN

Oversaw efficiency and emissions testing on a prototype cordwood furnace, ensuring proper equipment functionality and accurate data acquisition. Collaborated in the design and construction of two pre-fabricated, pre-insulated GARN PAK furnace shelters for a rural Alaskan school.

Graduate Research Contractor

U.S. Geologic Survey, Minneapolis, MN

Conducted laboratory and field testing of a NIR turbidity meter, including equipment modification. Authored and coauthored several writing pieces as part of a USGS circular publication. Developed in-depth knowledge of agricultural practices and modifications.

Research Assistant

University of Minnesota, Dept. of Biosystems & Ag. Engineering

Executed preliminary site-exploration and benchmark surveying of ravines and streambanks all across the Minnesota River basin. Installed and maintained tile-outlet flow meters to measure subsurface drainage flows at an agricultural field site. Responsible for data collection and equipment maintenance at an array of field sites as part of water quality sampling for various research studies.

Visiting Research Assistant

Czech Technical University (ČVUT) – Prague, Czech Republic, Dept. of Civil Engineering,

Performed soil, water, and geologic surveys in a remote mountain catchment. Installed and maintained hydrologic monitoring equipment for a stable isotope tracing study. Designed a UROP project evaluating two low-input models for estimating stream mean baseflow residence time. Analyzed stream flow hydrographs and stable isotope measurements.

Publications

Sands, GR, D Canelon, and M Talbot. 2014. "Developing Optimum Subsurface Drainage Design Procedures." *Acta Agriculturae Scandinavica*, no. Section B - Plant Soil Science.

Talbot, MT, GR Sands, and JA Coulter. 2014. "Evaluating and Estimating DRAINMOD's Effective Rooting Depth for Corn." In *ASABE Meeting Presentations*. Raleigh: ASABE.

Project Experience

Engineering Technician*

Madison, WI Department of Administration: Plat Review.
Regulated the creation of parcels on subdivision plats and the correction of faulty parcels of record on assessor plats. Promoted and provided technical support in order for the orderly layout of land including: facilitating adequate provisions for water, sewerage, road ingress and egress and public access to all navigable water; and certifying technical accuracy, retraceable boundaries and conveying by accurate legal description.

Research and Literature Reviews

Graduate Research Assistant*

University of Minnesota, Bioproducts and Biosystems Engineering
Conducted a wide variety of scientific and residential surveys/ tests involving stormwater management and practical waste management.

Quantifying Nutrient Removal in Targeted, Intensive Street Sweeping

University of Minnesota. Graduate research assistant (writer)
A two-year field study investigating the influence of tree canopy density and street sweeping frequency on nutrient loads in street sweeper waste provides compelling evidence that source control can be a cost-effective strategy for stormwater management.

Site Inspection

Perform inspections and enforcement of erosion and sediment control measures for permitted sites.

Erosion Control Inspector*

City of Plymouth, MN: Department of Engineering.
Conducted site visits in construction projects throughout the city to track compliance with city ordinances and state erosion control standards.

Education and Outreach

Responsible for the development and implementation of appropriate curriculum, lesson plans and presentations.

High School Science Teacher*

Metro Area Schools.
Taught high school physics, chemistry, biology, and environmental science in the metro area. Took on a number of leadership roles: school board committees; coordinated and managed a 10-day experiential learning trip along the Mississippi River for 100+ students and staff.

MN Water Resources Conference & International Low Impact Development Symposium*

Involved in the developments of a guidance manual providing methods for quantifying nutrient removal through sweeping for use in stormwater management plans and TMDLs. Also, collected, conducted, and compiled field research in order to present findings to the public.

** projects completed with previous employers*



**Paula
Kalinosky**

**Engineer in
Training**

Paula Kalinosky is a water resources engineer on EOR's water quality and watershed management teams with 10 years of science & engineering-related experience. Paula's work includes stormwater modeling, development review assistance, TMDL studies, water quality monitoring and assessment, and street sweeping management. The latter was the focus of Paula's research in graduate school. As part of her master's thesis she developed a spreadsheet application tool to aid in the estimation of potential nutrient recovery through street sweeping. Paula's technical background includes experience with water quality laboratory and field methods, spatial analysis (GIS), programming (VBA), statistical analysis (R, Statistica), and water treatment.

Paula has also spent time covering the basics as high school science teacher (biology, chemistry, physics, and environmental science). Her teaching experience has been an asset in stakeholder communications and public outreach.

Education

- | | |
|------|--|
| 1991 | Bachelor of Arts
Philosophy & Comp. Lit.
University of Wisconsin-Madison |
| 2005 | Bachelor of Science
Secondary Science Education
Bemidji State University |
| 2015 | Master of Science
Bioproducts and Biosystems
Engineering
Institute of Technology
University of Minnesota |

Professional Affiliations

- | | |
|-------|---|
| MNSTA | MN Science Teacher's Association |
| ASABE | American Society of Agricultural and Biological Engineers |

Areas of Expertise

Impaired Waters (TMDL)
Water Quality
Hydrologic Modeling
Watershed Management
Ecological Engineering Design

Select Project Experience

Geographic Information Systems (GIS)

Use GIS data analysis and information sharing for natural resources management-assessments-and monitoring; integrate GIS with land use-transportation-and-community planning; coordinated data management for urban-natural resource interface design projects.

Stressor Analysis:

Pigeon River Watershed Aquatic Stressor Analysis

U.S. E.P.A. GIS Professional.

Work with EOR water quality and TMDL group in developing GIS materials and performing GIS analysis.

Upper Mississippi River Watershed Aquatic Stressor Analysis

MPCA. GIS Professional.

Works with EOR water quality and TMDL group to perform source assessment, develop base maps, and perform GIS analysis.

Water Quality & Quantity Modeling/BMP Analysis:

Watershed-based Hydrologic Evaluation

Minnehaha Creek Watershed Dist. GIS, Team Member.

GIS mapping and spatial analysis for the evaluation of nutrient reduction BMPs for multiple water bodies within the Minnehaha Creek Watershed District.

Shields Lake PCSWMM Model Elements

Comfort Lake-Forest Lake WD, Project Team Member.

Mapped critical elements of the model and highlighted utility features such as culverts, outfalls, & stormwater storage facilities.

Wildlife Management:

Wood Turtle Inventory, Surveying, Monitoring

MN/DNR. GIS, Project Team Member.

Develop maps for annual threatened turtle inventory. Created and maintain database of sighting and nesting locations along the stream bed.

Forest Lake Invasive Species Inventory, Surveying, Monitoring

Comfort Lake-Forest Lake WD, Project Team Member.

Mapped GPS field locations of invasive species, displayed invasive species extent and coverage.

Sylvan Lake Invasive Species Inventory, Surveying, Monitoring

Comfort Lake-Forest Lake WD, Project Team Member.

Mapped GPS field locations of invasive species and visible beetle damage. Displayed invasive species extent and coverage, also highlighted areas for most concern and potential focus.

Watershed / Natural Resource Planning:

Clearwater Creek Watershed Management Plan

Nipigon township, ont. - Canada, Project Team Member.

Developed maps for flow and climate monitoring locations. Laid out stationing along stream alignment for field delineation and identification.

Lake Superior North, One Watershed, One Plan

Cook and Lake SWCD. GIS Professional.

Prepared project extents and delineated priority areas, also provided individual priority area maps for supporting analysis results.



**Etoile
Jensen**
GISP

GIS Professional

Etoile is a GIS Professional with over 30 years of experience specializing in cartography, photogrammetry, database design, data compatibility and conversion, and spatial analysis.

Using GIS data analysis and information sharing for natural resources mgmt. and assessments, land use and transportation planning, and civil/water resources engineering, Etoile excels in cartographic map design and layout - providing data collection, conversion, overlay, analysis and display. Proficient in database design, integration and geodatabases, Etoile has led quality control measures and GIS procedures using ModelBuilder.

Having coordinated multiple project data requirements, data application and geoprocessing needs, Etoile provides GIS support to variety of different projects and client types including both government agencies and private industry.

Certifications

2008 GISP Certificate (2013 renewal)
2003 FEMA Certified - GIS DFIRM
92'-01' ESRI Certifications:
01' - ArcView3.x to ArcGIS 8.0
92' - PC ArcInfo
92' - ArcCAD

Recent Training / Workshops

2015 ArcGIS Online & ArcGIS pro
2014 ArcGIS - Python Add-ins
2014 Understanding Geodatabases
2013 Basics of Using LiDAR Data
2011 Ecological Ranking Tool for GIS Specialists

Areas of Expertise

GIS Analysis
Cartography
Spatial Data Standardization

Adaptive Management Plans

MN/DNR - various sites in MN. GIS Professional

Assembled GIS data, provided by public agency, into report maps. Designed maps that supported results established by Natural Resource Specialist. Develop maps required by public agency for development approval.

Comfort lake/Bone Lake - Treatment Buffers

Comfort Lake-Forest Lake WD, Project Team Member.

Mapped resident notification sites, documented resident permission forms, and determined treatment sites along with their buffers.

Moody Lake - Wetland Rehabilitation

Comfort Lake-Forest Lake WD, Project Team Member.

Provided existing conditions. Displayed GPS locations and Sediment Depths. Mapped soil core locations and allocated acquisition area. Determined buffer limits and Delineated proposed wetlands.

Development & Site Analysis:

Natural Resource Conservation with Low Impact Development

Blaine, MN. GIS Professional.

Work with EOR landscape architects and design team for low impact development solutions and option scenarios.

Watershed Development Permit Reviews

Brown's Creek Watershed District, Project Team Member.

Compile existing conditions GIS data sets and revised modeling results. Create site map for permit requests and determine buffer zones for wetland management areas.

Regional Development Sites and Development Permit Reviews

City of Inver Grove Heights, MN. Project Team Member

Continually update basins and sub-watershed GIS layer with model results. Add proposed development sites to city approved basin map for compliance with water resource ordinances

Wetland and Land Cover Analysis

Blaine, MN. GIS Professional.

Provide required documentation for permitting of large development parcel within a special management area.

Integrating with EOR design team and the USACE.

Computer Aided Design

Integration of CADD system data with Geographic Information Systems features for water-ecology-community Low Impact Development (LID) design. Provides mapping and data coordination for projects that has data in a variety of formats. Data creation from digitized features, GPS, profiles, cross section, & digital terrain models.

Library Bay Restoration

Cumberland, WI. GIS Professional.

Incorporate CADD generated features into GIS maps. Collect CADD features for integration into restoration calculations and database.

Information Systems and Teaching

Develop and lead training sessions for both private and public entities on GIS software including GIS program and applications. Create customize GIS application training for client's specific needs. Instruction also provided for ArcView, AutoCAD, and general computer skills.

St. Paul College

St, Paul, MN. Instructor*

Taught course on the 'Introduction to ArcView GIS in Geomatics and Mapping Sciences'. Provided classroom instruction and curriculum development for over 50 students.

St. Paul Community Education

St, Paul, MN. Instructor*

Taught a variety of courses ranging from "introduction to computers" to specific software instructions, Microsoft Office orientation. Provided classroom instruction, curriculum development, and created a series of instructional materials including lesson plans and manuals.

Software Experience

ArcGIS – ArcInfo, ArcMap, Catalog, Toolbox

ArcGIS Extensions - 3D Analyst, Spatial Analyst

ArcView 3.2 - Extensions 3D Analyst, Spatial and Network Analyst

AutoCAD 2007, AutoCADMap

ESRI Business Analyst

PC Arc/INFO

* = Performed prior to EOR employment

Appendix B: Related Projects





Project Recognition:

2006 Leading Stormwater Manual in the Nation
 EPA's National Stormwater Coordinators
 2006 MN Erosion Control Assoc. (MECA)
 Environmental Award of Excellence

Minnesota Stormwater Manual

Date: 2005
Location: State-wide
Client(s): Collaboration with the MN Stormwater Steering Committee (SCC) for the MPCA

Summary

Working with the SCC and Tom Schueler of the Center for Watershed Protection, EOR developed the MN Stormwater Manual to provide stormwater management practices for professional stormwater managers and those associated professionals who also integrate with stormwater issues.

This manual was recognized as the leading state stormwater manual in the nation during its publication and EOR was pivotal in conducting statewide training sessions for over 900 stormwater professionals in the use of this manual.

Client Benefits

- Manual details stormwater mgmt. in a cold climate for varying weather & geology across the state, regulatory differences from federal to local levels, stormwater sizing criteria, potential toxic hotspots, drinking water source protection, and BMP screening.
- Main manual elements include:
 - BMP design, cost, operation/ maintenance and performance
 - Cold climate adaptations
 - Low impact, conservation design, and stormwater mgmt.
 - MN's regulatory framework
 - State case studies
 - Unified sizing criteria and stormwater credits

BIORETENTION



Definition:
 Bioretention is a terrestrial-based (upland as opposed to wetland), water quality and water quantity control process. Bioretention employs a simplistic, site integrated design that provides opportunity for runoff infiltration, filtration, storage and water uptake by vegetation.



Raingarden in a commercial development - Stillwater, MN

KEY CONSIDERATIONS

Design Criteria:

- ▶ Infiltration requires suitable soils.
- ▶ Minimum 10' setback and located down grade from home foundations.
- ▶ Best applied to drainage areas with relatively flat slopes (5%).

Benefits:

- ▶ Can be very effective for removing fine sediment, trace metals, nutrients, bacteria and organics (Davis *et al.* 1998).
- ▶ Provides many additional environmental (*habitat, improves air quality, urban microclimates*), social (*creates a unique sense of place*) and economic benefits (*reduces development and maintenance cost, greater lot yield, increases property values*).
- ▶ Well suited for high impervious areas.
- ▶ Reduces runoff volume.
- ▶ Flexible design, affording many opportunities for creativity.

Limitations:

- ▶ Susceptible to clogging by sediment; therefore maintenance and pre-treatment is necessary to maintain effectiveness.
- ▶ Not effective for large drainage areas (use multiple structures, closer to source of runoff).
- ▶ Space consumption (5%-10% of drainage area).

MANAGEMENT SUITABILITY

Med/High	Water Quality (V_{wq})
Med	Channel Protection (V_{cp})
Low/Med	Overbank Flood Protection (V_{p10})
Low	Extreme Flood Protection (V_{p100})
High	Recharge Volume (V_{r})

MECHANISMS

X*	Infiltration *with appropriate soils & site conditions
X	Filtration
X	Temperature Control
X	Settling
X	Evaporation
X	Transpiration
X	Soil Adsorption
X	Biological/ Micro. Uptake

POLLUTION REMOVAL

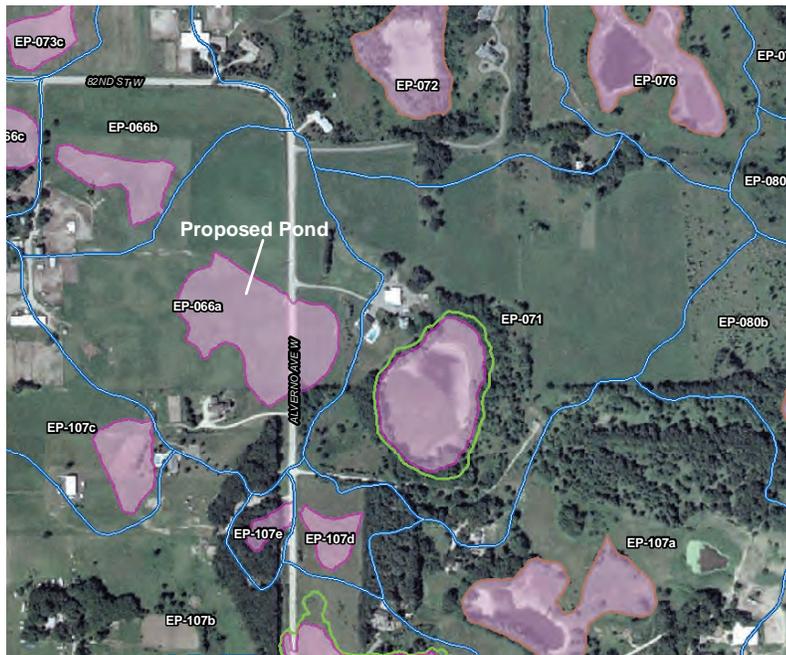
85%	Total Suspended Solids
65%/ 50%	Nutrients - Total Phosphorus/ Total Nitrogen
95%	Metals - Cadmium, Copper, Lead, and Zinc
35%	Pathogens - Coliform, Streptococci, E. Coli *less than 5 independent studies
80%*	Toxins - Chloride, Hydrocarbon, Pesticide *less than 5 independent studies

Note: Average pollutant removal expected when sizing based on MPCA criteria. Values apply to treated runoff only.

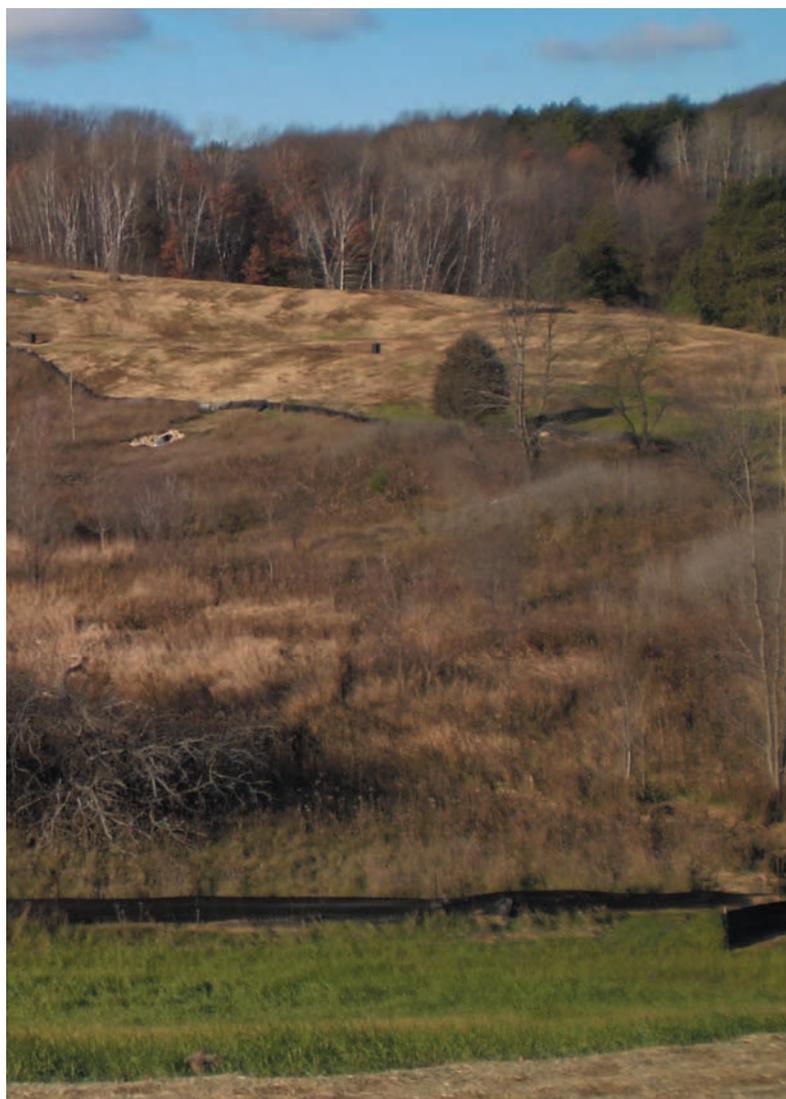
2005 Minnesota Stormwater Manual, Version 1.0
Chapter 12-BIO, Volume 2

NW Special Area Stormwater Plan

Date: 2007
Location: Inver Grove Hts., MN
Client(s): City of Inver Grove Heights



KEY:  subwatersheds  proposed HWLs  existing HWLs



Summary

EOR developed and calibrated three detailed XP-SWMM models to evaluate existing and full-developed conditions in determining if using LID techniques and infiltration BMPs, to mimic existing hydrology, could achieve the desired densities without the need for an expensive outlet from this landlocked area.

The model demonstrated that an alternative stormwater mgmt. and innovative land use plan would allow the area of the city to be developed as a closed system, saving millions of dollars in infrastructure costs, improving water quality and eliminating permitting hurdles. Ordinances, a design manual, cost analysis, and development reviews were provided to the city in this start to finish process.

Client Benefits

- Unique stormwater system that substantially reduced costs.
- Comprehensive cost analysis, including O&M and funding mechanisms for implementation of the LID plan.
- Low cost system for flood protection.
- Assistance in developing a comprehensive ordinance for the landlocked portions of the city.
- Complete LID Guidance Manual customized to city.



Watershed-wide Greenway Corridors Plan

Date: 2000
Location: District-wide
Client(s): S. Washington
Watershed District
(SWWD)

Summary

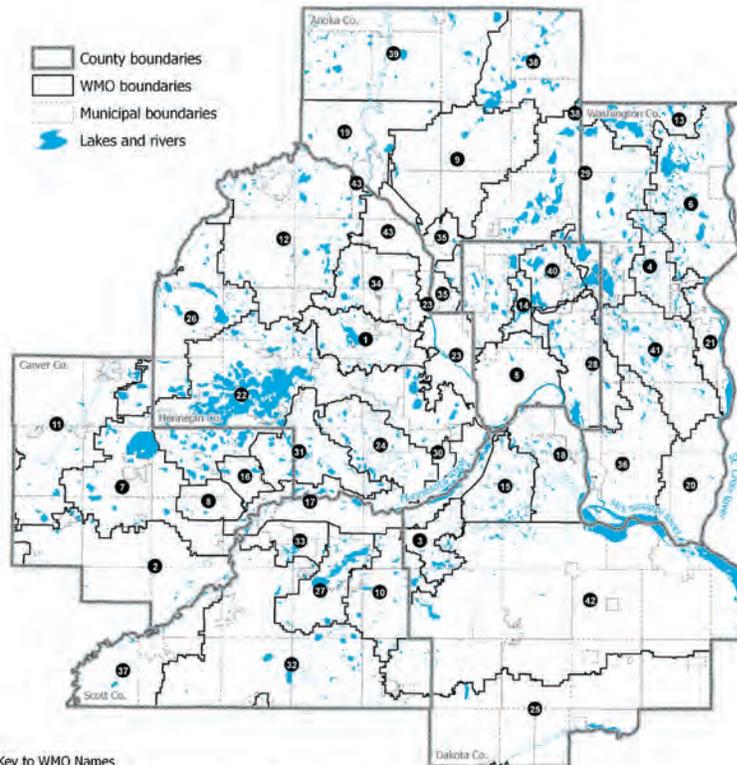
The goal of the study was to plan for a multi-purpose system of open space, natural areas, and natural drainage ways into the Mississippi River. The Corridor was to link the major regional natural resources in Cottage Grove Ravine Regional Park, Lake Elmo Regional Park, Grey Cloud Island State Park, and adjacent Scientific and Natural Areas.

For stormwater mgmt., this approach provided a cost-effective alternative to the traditional constructed pipe systems. Unique in the planning, was the emphasis on restoring the historic, native prairie & oak savanna habitats along with several area lakes, an extensive oak forest, and woodland area near the Mississippi River bluff.

Client Benefits

- Identification of the large corporate landowners who shared the same developing goals and values for the greenway corridors.
- Identification of critical areas that require site-specific stewardship plans to prevent further loss or degradation.
- EOR facilitated an extensive public and citizen advisory committee and developed a framework for decision-making that incorporated values through a suitability criteria ranking system.

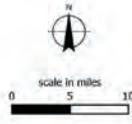
WMO Municipal Boundary Map



Key to WMO Names

1 Bassett Creek WMO	17 Lower Minnesota River WD	33 Shakopee Basin (County)
2 Revers Creek (County)	18 Lower Mississippi River WMO	34 Shingle Creek WMO
3 Black Dog Lake WMO	19 Lower Rum River WMO	35 Six Cities WMO
4 Brown's Creek WD	20 Lower St. Croix WMO	36 South Washington WD
5 Capitol Region WD	21 Middle St. Croix WMO	37 Southwest (County)
6 Carnelian Marine St. Croix WD	22 Minnehaha Creek WD	38 Sunrise River WMO
7 Carver Creek (County)	23 Mississippi WMO	39 Upper Rum River WMO
8 Chaska Creek (County)	24 Nine Mile Creek WD	40 Vadnais Lake Area WMO
9 Coon Creek WD	25 North Cannon River WMO	41 Valley Branch WD
10 Credit River (County)	26 Pioneer-Sarah Creek WMO	42 Vermillion River JPO
11 Crow River (County)	27 Prior Lake/Spring Lake WD	43 West Mississippi WMO
12 Elm Creek WMO	28 Ramsey Washington Metro WD	
13 Forest Lake Comfort Lake WD	29 Rice Creek WD	
14 Grass Lake WMO	30 Richfield-Bloomington WMO	
15 Gun Club Lake WMO	31 Riley Purgatory Bluff Creek WD	
16 Hazeltine-Bavaria (County)	32 Sand Creek (County)	

Note: Watershed management organizations with the designation "County" are county run.
Data Sources: Metro GIS, MN DNR December, 2007



Watershed-Based Mgmt. & Planning

Date: 2008

Location: State-wide, MN

Client(s): MN Board of Water & Soil Resources (BWSR) & the MN Stormwater Steering Committee

Summary

EOR expanded upon the framework developed by the MN Stormwater Steering Sub-committee, which outlined an integrated watershed-based stormwater permitting approach including: NPDES MS4 permitting, watershed planning and permitting, local water planning, total maximum daily load (TMDL) and non-degradation programs.

The study outlined options in the federal rules that allow flexibility in permitting at the State level, including a sole and co-permittee approach, as well as the use of a qualifying local program to meet the requirements of NPDES.

Client Benefits

- Analysis of liability, legal barriers, and costs.
- Policy recommendations with associated statutory, rule, and permit changes.
- Developed approach for integrated watershed-based stormwater permitting, as well as a pilot study of this approach.
- Input from over 135 stakeholders, MS4 communities, watershed mgmt. organizations, stormwater managers, industry, and public agencies.



Recreation along the Mississippi River, downtown Mpls. - within the MWMO



Review of Local Surface Water Management Plans

Date: On-going
Location: Throughout MN
Client(s): Watershed Districts & Municipalities in MN

Summary

Over the past 10 years, EOR has reviewed 50+/- Local Surface Water Management Plans, EAWs, EISs, AUARs, and H/H models to ensure that cities are implementing the goals of its corresponding Watershed District.

EOR works with city staff and holds up front meetings during the local planning process, collaboratively working with cities to ensure a smooth & efficient planning process in the implementation of District's Rules at the local level.

The conservation development, 'Fox Den Acres' in Lino Lakes highlights EOR's coordination with local communities in the protection of high quality wetland & upland areas that were combined with the design and construction of stormwater infiltration features which met and even exceeded the governing Watershed District requirements.

Client Benefits

- Open communication with cities throughout the planning process.
- Thorough review of plans ensure consistency with District rules.
- Comprehensive review of land use plans & surface water mgmt. plans.
- Incorporation of conservation design at the local level with technical assistance from EOR.



Top: Bioretention (Engineered rain garden) on light rail corridor.
 Bottom: Stormwater Management Plan for TOD development (initial design).

City of Fitchburg Catalytic Stormwater Project

Date: 2012 - 2013
 Location: Fitchburg, WI
 Client(s): City of Fitchburg

Summary

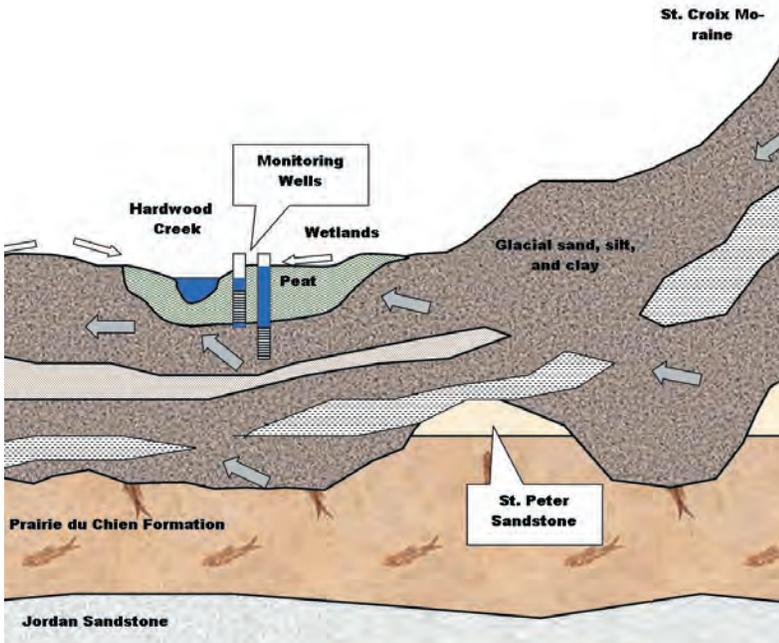
In 2012, the City of Fitchburg, WI and the Capital Area Regional Planning Commission (CARPC) brought in EOR to evaluate volume control impacts on development. The approach used two “demonstration blocks” to illustrate the range of decentralized stormwater BMPs available stressing multi-functionality. The design is to meet a pre-development runoff for the 1-year and 5-year rainfall periods.

EOR conducted the analysis of volume control BMPs. The project consisted of the following:

1. Review of the McGaw Neighborhood Plan and local regulations
2. Literature review of volume control Best Management Practices
3. Modeling analysis using XP-SWMM, P8, and assessing groundwater-surface water interactions for medium-density residential (MDR) development and transit-oriented development (TOD) demo sites
4. Design charrette to review proposed stormwater management plans with the local development and design community

Client Benefits

- Modeling analysis demonstrates meeting standards with a distributed approach/green infrastructure in a reasonable way
- Design charrette that engages developers
- Guidance documents and tools for developers



Groundwater Mgmt. & Planning Program

Date: 2008
Location: Anoka, Ramsey & Washington Cnty., MN
Client(s): Rice Creek Watershed District (RCWD)

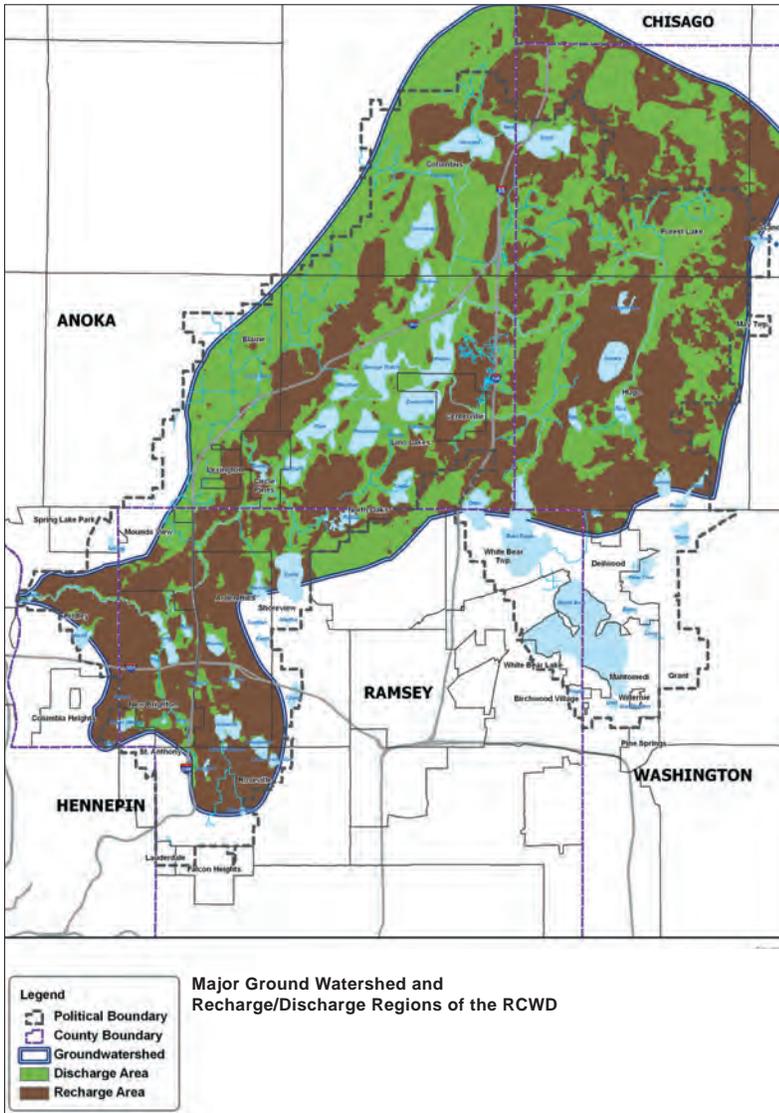
Summary

The Groundwater Mgmt. & Planning Program was initiated to provide the District with data on shallow groundwater flow and interaction of groundwater with surface water resources. The program outlines:

- the comprehensive understanding of shallow groundwater flows in the watershed
- shallow groundwater interactions on a watershed/subwatershed basis
- the interaction of shallow groundwater with water resources (creeks, ditches, lakes, wetlands...)
- the potential effects of land use decisions and volume control regulations on groundwater quality
- groundwater data and guidance for the permit program
- earlier groundwater modeling by EOR in 3 metro counties served as the basis for the recommendations

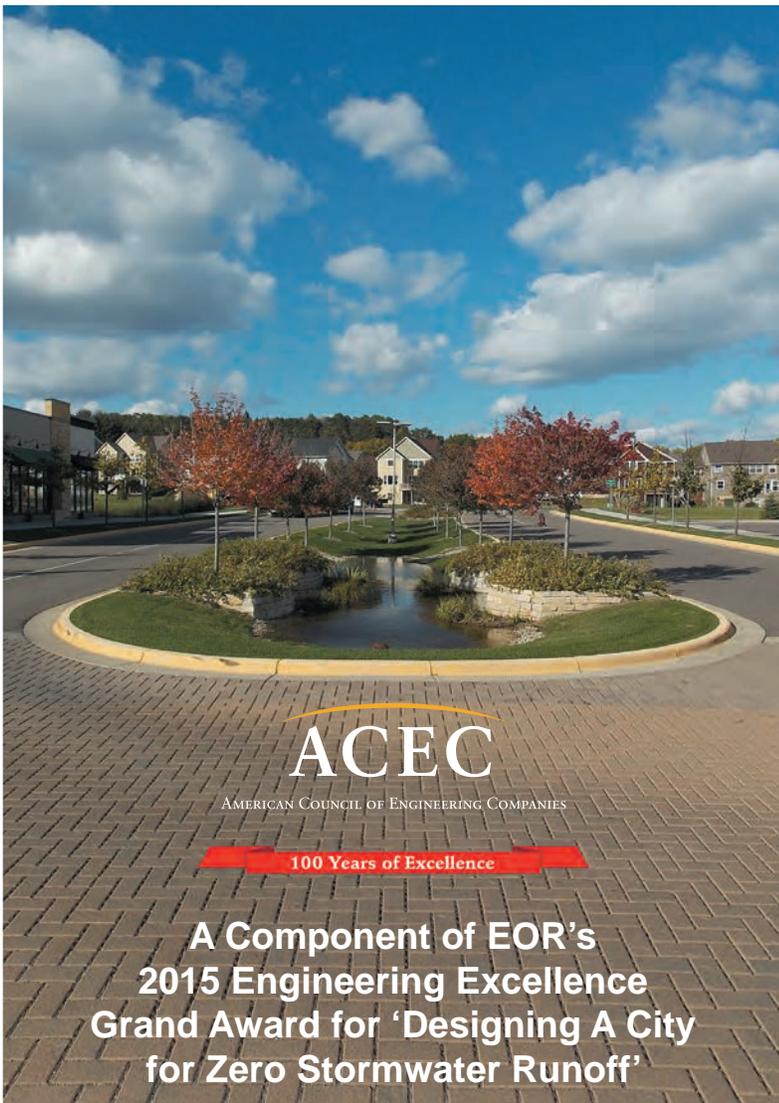
Client Benefits

- Annotated bibliography summarized the available studies and datasets as related to shallow groundwater interactions.
- Historic data compilation and analysis of the available historic flow data for the District.
- Recommended groundwater monitoring program.
- Mapping of groundwater dependent natural resources and of wellhead protection areas.
- Mapping of water table surface and recharge areas.





Rendering by Close Landscape Architects for McGough Co.



ACEC

AMERICAN COUNCIL OF ENGINEERING COMPANIES

100 Years of Excellence

**A Component of EOR's
2015 Engineering Excellence
Grand Award for 'Designing A City
for Zero Stormwater Runoff'**

Argenta Hills Stormwater Management

Date: Phase I (2008-2010)
Phase II - under construction
Location: Inver Grove Hts., MN
Client(s): Private

Summary

As a landlocked site, the 134-acre mixed-use development falls under the City's special Overlay District which requires at least 20% of the buildable development area be preserved as natural/open space and that stormwater runoff be retained to pre-development volumes, usually to the 100-year event.

In order to maintain the existing hydrology to the greatest extent possible, EOR infiltrated the water near its source using a decentralized stormwater mgmt. system that uses Low Impact Development (LID) techniques and Best Management Practices (BMPs) such as: infiltration trenches and basins, disconnection of impervious surfaces, raingardens, bioswales, filter strips, and various pervious pavements.

Client Benefits

- The 100-yr. rainfall event is completely contained on-site.
- 35% of open/natural space retained.
- Project gaining national attention for its progressive, green approach.
- Reduced city infrastructure costs.
- Sensitive downstream resources protected from development impacts.
- Groundwater recharge provided for lakes and wells.



Arlington-Pascal Stormwater Improvements

Date: 2004-2007
Location: St. Paul, MN
Client(s): Capitol Region
Watershed District

Summary

The project was to meet the Como Lake Strategic Management Plan's objective of improving water quality by reducing phosphorus inputs, while eliminating residential flooding.

EOR completed a detailed study of the sub-watersheds through a series of sophisticated engineering models that included both an extensive hydrologic/hydraulic evaluation and the modeling of existing & proposed conditions using XP-SWMM, while P8 was used to model water quality.

Main project components included:

- 8 community raingardens
- 8 under road, infiltration trenches
- largest underground storage facility in Minnesota at time of installment
- regional stormwater pond / infiltration basin
- municipal stormdrain improvements

Client Benefits

- Project recognition and awareness with multiple awards on the municipal, state, & national level.
- Met phosphorus reduction targets.
- Improved runoff water quality & reduced runoff discharge volume.
- Significant cost savings and elimination of community flooding.
- Cost-sharing plan developed between overlapping cities based on percentage benefit/use.



2010 Grand Award Finalist



Project Recognition:

2010 ACEC-MN Grand Award for Water Resources Engineering
2010 MEI Award for Natural Resource Protection & Restoration
2008 MAWD Watershed Project of the Year Award
2007 Sustainable St. Paul Award for Water Quality



Burns Ave. Blvd. Raingarden Pilot Project

Date: 2012 - 2014
Location: St. Paul, MN
Client(s): Capitol Region
Watershed District

Summary

Boulevard raingardens are not a new tool in the Capitol Region Watershed Dist.'s (CRWD) stormwater toolbox. Historically, however, raingardens were implemented when integrated with street reconstruction projects or as a reaction to landowner and public interest.

As part of a pilot project, Burns Ave. raingarden served as a new model for community participation and retrofit implementation. In working with the Community Design Center of MN's Youth Conservation Corps, local teens helped community homeowners, the CRWD, and City of St. Paul to effectively implement a targeted set of retrofit raingardens. This project occupies seven-blocks within the neighborhood's existing boulevards.

EOR provided all engineering services including: the initial site investigation, designs, construction documentation, and construction observation.

Client Benefits

- Project provided a model for effective implementation of retrofit raingardens in an existing boulevard setting, separate from the City's Residential Street Vitalization Program.
- Raingardens improved water quality and helped to reduce stormwater runoff pollutants from entering the nearby Mississippi River.





Park Avenue Stormwater Improvements

Date: 2012
Location: Burnsville, MN
Client(s): City of Burnsville

Summary

This project was guided by the City's Water Resources Mgmt. Plan and the 2005 Alimagnet Lake - Lake Mgmt. Plan which identified Park Avenue and adjacent areas as one of the largest phosphorous contributors to impaired Alimagnet Lake. To address water clarity concerns and reduce algal blooms, a phosphorus reduction of 59 ppb was identified.

EOR worked with the City to identify and analyze stormwater retrofit sites within the confines of street and boulevard right-of-ways that would integrate with street reconstruction.

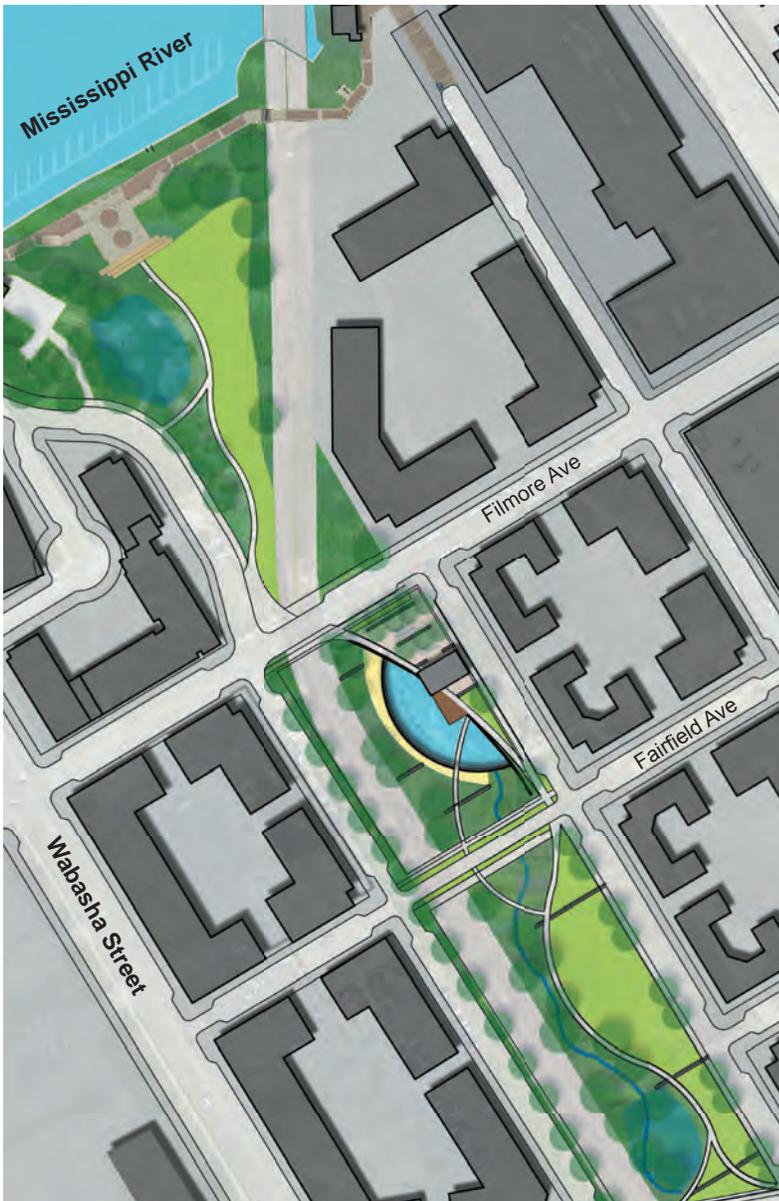
EOR completed full construction documents for multiple options, including a subsurface iron-sand filter / infiltration system. The constructed option will infiltrate approximately 2,000,000 gal. of water, remove 6 lbs. of phosphorous & eliminate 2,000 lbs. of total suspended solids annually.

Client Benefits

- Project integrated with City's street reconstruction providing cost savings.
- Approx. 2,000,000 gallons of water infiltrated, 6 ponds of phosphorous removed, and 2,000 ponds of total suspended solids eliminated annually.
- Design will improve water clarity and reduce both the intensity and duration of algal blooms.

WSF Green Infrastructure Feasibility Analysis

Date: 2014
Location: St. Paul, MN
Client(s): City of St. Paul, HKGi, Tetra Tech, EPA



Summary

EOR has been involved in multiple phases of updated planning efforts for the West Side Flats (WSF). WSF is an area directly across the river from downtown St. Paul with a complex environmental and industrial history. EOR originally worked with Hoisington Koegler Group, Inc. on an innovative Master Plan that elevated stormwater to a key component - directly influencing the community's spatial organization.

A key proposal of the master plan centered around a linear Greenway that oriented the proposed and existing Communities to the Mississippi River; treating a significant percentage of the proposed development stormwater to allow higher densities.

As a follow up effort to the master plan, EOR worked with the City and Tetra Tech on a feasibility study of the proposed Greenway and provided conceptual design options for how the Greenway would function, and fit into the proposed Community. This feasibility analysis was funded with an EPA Green Infrastructure Technical Assistance Program grant.

Client Benefits

- A unique Master Plan grounded in sustainability, place making, and economic reality.
- Creating a powerful, sustainable vision for the City to sell to developers.
- Advancing Green Infrastructure development to build Community and protect the environment.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Resolution Accepting Proposal IPO No. 21A for Additional Engineering Services from Kimley-Horn & Associates, Inc. for Preparation of the Feasibility Report for City Project No. 2015-09D – Broderick Boulevard Reconstruction from 80th Street to Concord Boulevard

Meeting Date: November 23, 2015
 Item Type: Consent
 Contact: Thomas J. Kaldunski, 651.450.2572
 Prepared by: Thomas J. Kaldunski, City Engineer
 Reviewed by: Scott D. Thureen, Public Works Director

- Fiscal/FTE Impact:
- None
 - Amount included in current budget
 - Budget amendment requested
 - FTE included in current complement
 - New FTE requested – N/A
 - Other: Pavement Management Fund

PURPOSE/ACTION REQUESTED

Consider resolution accepting a proposal amendment for engineering services from Kimley-Horn & Associates, Inc. for preparation of the feasibility report and other engineering services for City Project No. 2015-09D – Broderick Boulevard Reconstruction from 80th Street to Concord Boulevard.

SUMMARY

On May 12, 2014, City Council approved a resolution awarding a contract to Kimley-Horn & Associates, Inc. accepting proposal IPO No. 21 for preparation of the feasibility report and other engineering services for Broderick Boulevard and Reconstruction project.

Kimley-Horn’s original proposed fee for the work is \$87,750. The City requested Kimley-Horn to provide additional services in coordinating with sub-consultants, preparing various reconstruction options with life-cycle analysis and costs, holding additional meetings with businesses, mailing, communications, developing funding strategies and providing assessment evaluations. Attached is IPO No. 21A for additional services in the amount of \$9,800.

I recommend that the Council adopt the resolution accepting proposal IPO No. 21A for additional engineering services from Kimley-Horn & Associates, Inc. for City Project No. 2015-09D – Broderick Boulevard Reconstruction.

TJK/kf
 Attachments: Resolution
 Map
 Kimley-Horn & Associates, Inc. IPO 21A

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

**RESOLUTION ACCEPTING PROPOSAL IPO NO. 21A FOR ADDITIONAL ENGINEERING
SERVICES FROM KIMLEY-HORN & ASSOCIATES FOR PREPARATION OF A FEASIBILITY
REPORT FOR CITY PROJECT NO. 2015-09D – BRODERICK BOULEVARD RECONSTRUCTION
(FROM 80TH STREET TO CONCORD BOULEVARD)**

RESOLUTION NO. _____

WHEREAS, as part of the City's Pavement Management Program, Broderick Boulevard has been identified for reconstruction; and

WHEREAS, on May 12, 2014, City Council approved a resolution awarding IPO No. 21 for preparation of the feasibility report and other engineering services for City Project No. 2015-09D – Broderick Boulevard Reconstruction; and

WHEREAS, the City has requested additional services by Kimley-Horn, Inc.; and

WHEREAS, IPO No. 21A, in the amount of \$9,800, is for the additional services related to coordinating with sub-consultants, preparing various reconstruction options with life-cycle analysis and costs, holding additional meetings with businesses, mailing, communications, developing funding strategies and providing assessment evaluations.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE INVER GROVE HEIGHTS, MINNESOTA THAT:

1. IPO No. 21A, in the amount of \$9800 is hereby accepted for additional services related to City Project No. 2015-09D – Broderick Boulevard Reconstruction.
2. Funding shall come from the Pavement Management Fund.

Adopted by the City Council of Inver Grove Heights, Minnesota this 23rd day of November 2015

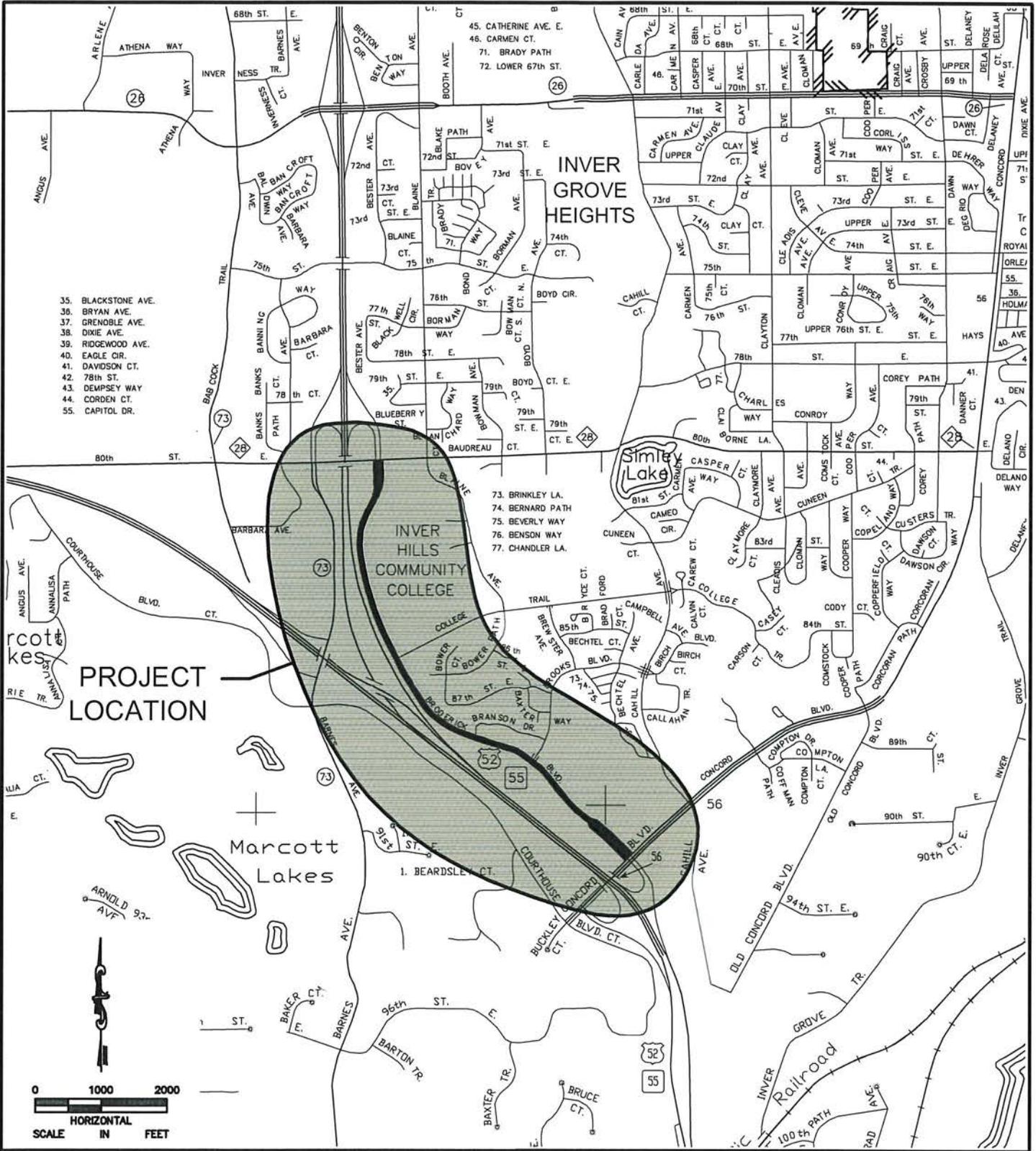
AYES:
NAYS:

George Tourville, Mayor

ATTEST:

Michelle Tesser, Deputy Clerk

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- 35. BLACKSTONE AVE.
- 36. BRYAN AVE.
- 37. GRENOBLE AVE.
- 38. DIXIE AVE.
- 39. RIDGEWOOD AVE.
- 40. EAGLE CR.
- 41. DAVIDSON CT.
- 42. 78th ST.
- 43. DEMPSEY WAY
- 44. CORDEN CT.
- 55. CAPITOL DR.



2550 UNIVERSITY AVE. WEST, SUITE 238N
ST. PAUL, MINNESOTA 55114

TEL. NO. (651) 645 - 4197

LOCATION MAP

BRODERICK BOULEVARD RECONSTRUCTION
CITY PROJECT 2015-09D

EXHIBIT 1

INDIVIDUAL PROJECT ORDER NUMBER 21A

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the Consultant), and City of Inver Grove Heights (the Client) in accordance with the terms of the Master Agreement for Continuing Professional Services dated April 19, 2011, which is incorporated herein by reference.

Identification of Project: Broderick Boulevard Reconstruction
City Project 2015-09D

General Category of Services: Additional Feasibility Study Services

Specific Scope of Basic Services: Additional Feasibility Study Services for the Broderick Boulevard Reconstruction project. See attached Exhibit A for a more detailed summary of the scope of services.

Additional Services if Required: None identified at this time.

Schedule: See attached Exhibit C.

Deliverables: None

Method of Compensation: To be billed on an hourly (cost plus) basis as detailed in attached Exhibit B.

Special Terms of Compensation: None

Other Special Terms of Individual Project Order: None

ACCEPTED:

CITY OF INVER GROVE HEIGHTS

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____

BY:  _____

TITLE: _____

TITLE: Sr. Vice President

DATE: _____

DATE: 11/17/15

EXHIBIT A
SCOPE OF SERVICES

INDIVIDUAL PROJECT ORDER (IPO) NO. 21A

BRODERICK BOULEVARD RECONSTRUCTION
CITY PROJECT 2015-09D

This IPO includes additional feasibility study phase services for City Project 2015-09D, Broderick Boulevard Reconstruction. The additional services are a result of additional communication, mailings, and an open house meeting with the residents and business owners within the Broderick Boulevard area.

1. ADDITIONAL FEASIBILITY STUDY SERVICES

A. Additional Project Funding and Assessment Scenarios

As part of the analysis to determine the type of roadway improvement, Kimley-Horn assisted City staff with four (4) funding and assessment scenarios showing the impacts to the project financing plan with each improvement type. Information was presented to Council at a work session along with the life cycle cost analysis which identified a full reconstruction as the preferred roadway improvement.

B. Open House Mailings

As a part of the outreach to residents and businesses, Kimley-Horn was directed to distribute open house mailings to inform residents, property owners, and business owners of the open houses for the project. Kimley-Horn prepared two (2) mailing packages to local residents, including approximately 250 property owners for the first mailing and 50 business owners/tenants for the second mailing.

C. Open House Meeting

An additional open house was conducted focusing on the businesses within the project area. Kimley-Horn prepared for and conducted the additional open house, including a PowerPoint presentation and display graphics.

D. City Council Memo and Update Letter

Kimley-Horn will prepare a memo update to the City Council summarizing the findings of the assessment appraisal process and the feedback received at the open houses. Kimley-Horn will also prepare and mail a project update letter to approximately 250 property owners, similar to the open house mailings. The letter will be to inform the residents and businesses of the project status and efforts being undertaken by the City.

EXHIBIT B
ESTIMATED COSTS

INDIVIDUAL PROJECT ORDER (IPO) NO. 21A

BRODERICK BOULEVARD RECONSTRUCTION
CITY PROJECT 2015-09D

Kimley-Horn proposes to perform all services included within this IPO on an hourly (cost plus) basis using our current standard hourly rate schedule. The following is a summary of our estimated costs for the services included as a part of this IPO:

<u>Work Task</u>	<u>Estimated Fee</u>
1 Additional Feasibility Study Services	\$ 9,250
Subtotal	\$ 9,250
Reimbursable Expenses	\$ 550
Total	\$ 9,800

Our total estimated not-to-exceed cost for performing the scope of services included as a part of this IPO is, therefore, \$9,800 including all labor and reimbursable expenses.

EXHIBIT C
SCHEDULE

INDIVIDUAL PROJECT ORDER (IPO) NO. 21A

BRODERICK BOULEVARD RECONSTRUCTION
CITY PROJECT 2015-09D

The following is a summary of the proposed schedule for the additional services included in this IPO.

Complete City Council Memo	October 26, 2015
Send Neighborhood Letter	November 2015

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Resolution Separating City Project No. 2016-09D, 60th Street Area Reconstruction and Establishing Five Additional Projects: City Project No. 2016-10, 60th Street Area Utility Improvements; 2016-09F, Carleda Way Area Reconstruction; 2016-11, Carleda Way Area Utility Improvements; 2016-09G, 62nd Street Area Reconstruction; and 2016-12, 62nd Street Area Utility Improvements

Meeting Date: November 23, 2015
 Item Type: Consent
 Contact: Thomas J. Kaldunski, 651.450.2572 *SWP*
 Prepared by: Steve W. Dodge, Assistant City Engineer
 Reviewed by: Scott D. Thureen, Public Works Director

Fiscal/FTE Impact:	
<input type="checkbox"/>	None
<input type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input checked="" type="checkbox"/>	Other: Special Assessments, Pavement Management Fund, Storm Water Fund, Water and Sewer Fund

PURPOSE/ACTION REQUESTED

Consider Resolution Separating City Project No. 2016-09D, 60th Street Area Reconstruction and Establishing Five Additional Projects: City Project No. 2016-10, 60th Street Area Utility Improvements; 2016-09F, Carleda Way Area Reconstruction; 2016-11, Carleda Way Area Utility Improvements; 2016-09G, 62nd Street Area Reconstruction; and 2016-12, 62nd Street Area Utility Improvements.

SUMMARY

At its September 28, 2015 meeting, City Council established City Project No. 2016-09D – 60th Street Area Reconstruction and authorized the preparation of a feasibility report and related necessary services by Kimley-Horn & Associates, Inc.

Carleda Neighborhood

Metzen Appraisals has been preparing the special benefit analysis and their preliminary review has identified the Carleda Way neighborhood as a different class or type of properties than those in the 60th Street Area. In addition, the Carleda Way neighborhood will be recommended to receive all new sanitary sewer, watermain, and storm sewer. Due to Carleda Way's location away from 60th Street and for the previously mentioned reasons, staff is recommending establishing City Project No. 2016-09F – Carleda Way Area Reconstruction and City Project No. 2016-11 – Carleda Way Utility Improvements to separate the project from 60th Street and allow an independent MS Chapter 429 process for Carleda Way. The feasibility report, appraisal and geotechnical work for Carleda Way is scheduled to be discussed at the December 7th Council worksession and received at the December 14th Council regular meeting. A neighborhood meeting was held on November 10, 2015, seeking public input for the feasibility report has been held with Carleda Way residents and there was general support for the project with some drainage concerns shared with the City.

Curbed Neighborhood 60th Street Area

At a November 12th neighborhood meeting to seek public input for the feasibility report from 60th street Area Reconstruction residents, the residents from Asher Avenue, 60th Street west of Babcock Trail, 63rd Court and 59th Court, all urban streets with curb and gutter, were in general agreement that the roads were in need of improvement. There were requests by residents to see the geotechnical report and appraiser report with recommendations on proposed street reconstruction work and special benefit amounts in order for residents to be better informed, to provide their feedback, responses, and concerns. Therefore, staff has fast-tracked the geotechnical and appraiser reports and is scheduling a second meeting with the urban street residents to share the response and receive feedback in early December in time for inclusion in the feasibility report. This project is established as City Project No. 2016-09D – 60th Street Area Reconstruction and City Project No. 2016-10 – 60th Street Area Utility Improvements for 60th Street west of Babcock Trail, Asher Avenue, 63rd Court, and 59th Court to separate the existing urban street sections from the rural street sections and allow for an independent MS Chapter 429 process.

Rural Neighborhood East of Babcock

A memo was provided from staff to Council on Friday, November 13th concerning the November 12th neighborhood meeting focusing on the existing rural section roads east of Babcock Trail: 60th Street, Bacon Avenue and 62nd Street. It was made apparent by the residents through verbal and written communications that there are varying opinions on whether the proposed improvement should be urban, rural, same as today, or some other variation. It was evident that in order for the public informed consent process to be completed and a proposed improvement determined for the area, it would take further meetings with the residents, policy decisions by Council, and further information from appraiser and geotechnical reports to be completed and made available. In order to keep the rest of 60th Street neighborhood on the current tight schedule, staff is recommending establishing City Project No. 2016-09G – 62nd Street Area Reconstruction and City Project No. 2016-12 – 62nd Street Utility Improvements for 62nd Street, Bacon Avenue and 60th Street located east of Babcock Trail in order to separate the existing rural street area from existing urban streets and allow for an independent MS Chapter 429 process. The geotechnical report, appraiser's report, and Council guidance on policy will need to be completed prior to re-establishing a schedule for City Project No. 2016-09G and City Project Nol. 2016-12.

I recommend adopting the resolution separating City Project No. 2016-09D, 60th Street Area Reconstruction and Establishing Five Additional Projects: City Project No. 2016-10, 60th Street Area Utility Improvements; 2016-09F, Carleda Way Area Reconstruction; 2016-11, Carleda Way Area Utility Improvements; 2016-09G, 62nd Street Area Reconstruction; and 2016-12, 62nd Street Area Utility Improvements.

SWD/kf

Attachment: Resolution
Maps

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

**RESOLUTION SEPARATING CITY PROJECT NO. 2016-09D, 60TH STREET AREA
RECONSTRUCTION AND ESTABLISHING FIVE ADDITIONAL PROJECTS: CITY PROJECT NO.
2016-10, 60TH STREET AREA UTILITY IMPROVEMENTS; 2016-09F, CARLEDA WAY AREA
RECONSTRUCTION; 2016-11, CARLEDA WAY AREA UTILITY IMPROVEMENTS; 2016-09G, 62ND
STREET AREA RECONSTRUCTION; AND 2016-12, 62ND STREET AREA UTILITY IMPROVEMENTS**

RESOLUTION NO. _____

WHEREAS, on September 28, 2015, Council approved a proposal for engineering services from Kimley-Horn & Associates, Inc. for preparation of the feasibility report and other engineering services for City Project No. 2016-09D – 60th Street Area Reconstruction; and

WHEREAS, after preliminary meetings with residents, receiving engineering guidance, and appraiser's preliminary benefit analysis, it was decided to separate City Project No. 2015-09D into five additional projects; and

WHEREAS, City Project No. 2016-09F – Carleda Way Area Reconstruction and City Project 2016-11 – Carleda Way Area Utility Improvements will include Carleda Way, 63rd Court and 64th Court, and will be established as new projects; and

WHEREAS, City Project No. 2016-09G - 62nd Street Area Reconstruction and City Project No. 2016-12 – 62nd Street Area Utility Improvements will include 62nd Street East, Bacon Avenue, and 60th Street east of Babcock Trail and will be established as new projects; and

WHEREAS, City Project No. 2016-09D – 60th Street Area Reconstruction and City Project No. 2016-10 – 60th Street Area Utility Improvements will include Asher Avenue, Asher Court, 60th Street west of Babcock Trail, 59th Court and 63rd Court and will be established as new projects.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE INVER GROVE HEIGHTS, MINNESOTA THAT:

1. Kimley Horn & Associates, geotechnical engineer, and appraiser are authorized to prepare feasibility reports, geotechnical reports and special benefit analyses for City Project Nos. 2016-09D and 2016-10; City Project Nos. 2016-09F and 2016-11; and City Project Nos. 2016-09G and 2016-12.
2. Project funding for City Project Nos. 2016-09D and 2016-10; City Project Nos. 2016-09F and 2016-11; City Project Nos. 2016-09G and 2016-12 are through the Pavement Management Fund, special assessments, Water and Sewer Fund.
3. The City Attorney is authorized to provide services on City Project No. City Project Nos. 2016-09D and 2016-10; City Project Nos. 2016-09F and 2016-11; City Project Nos. 2016-09G and 2016-12 as necessary.

Adopted by the City Council of Inver Grove Heights, Minnesota this 23rd day of November 2015

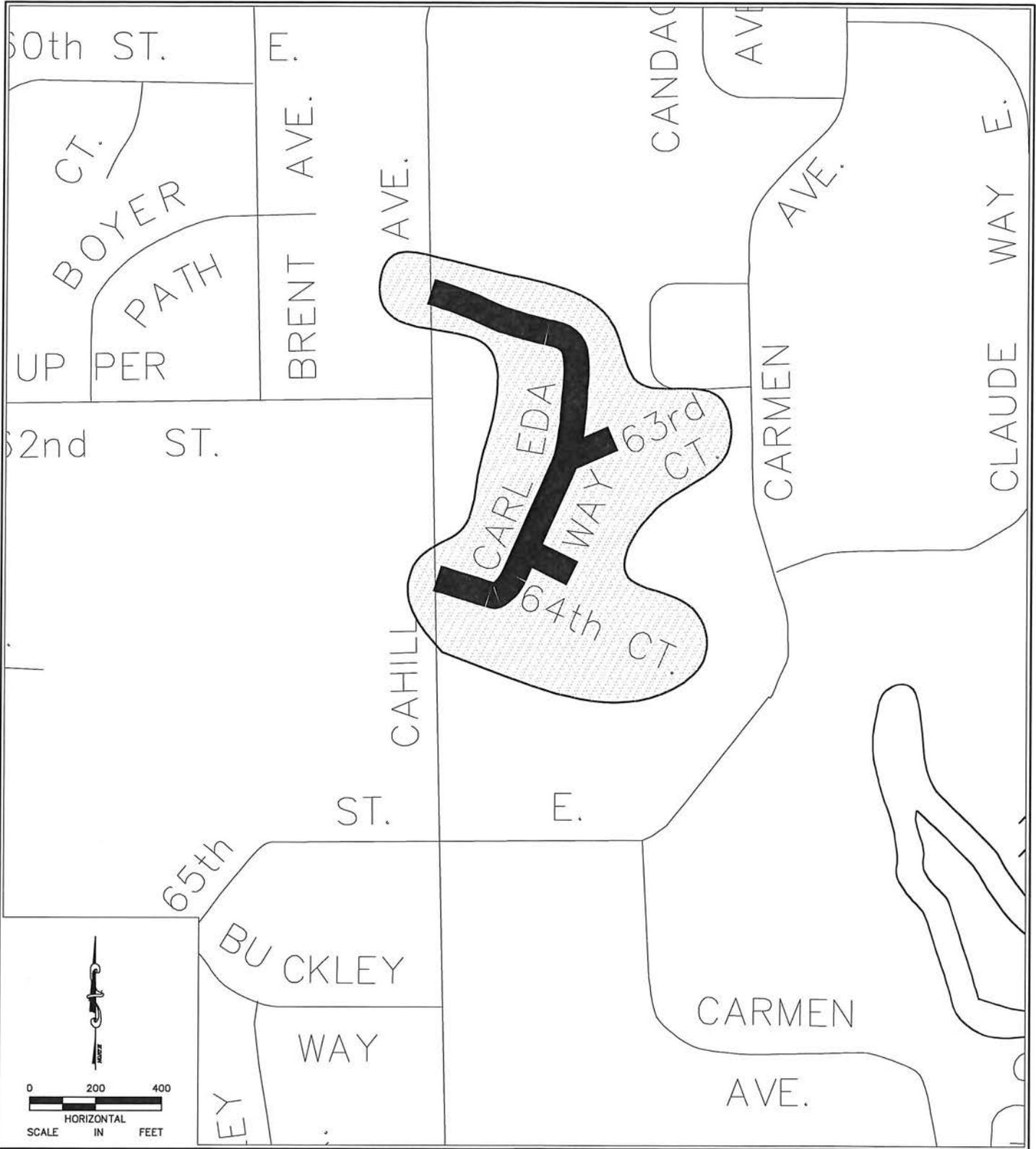
AYES:
NAYS:

George Tourville, Mayor

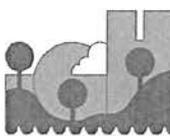
ATTEST:

Michelle Tesser, City Clerk

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LOCATION MAP



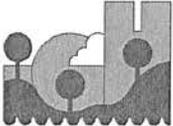
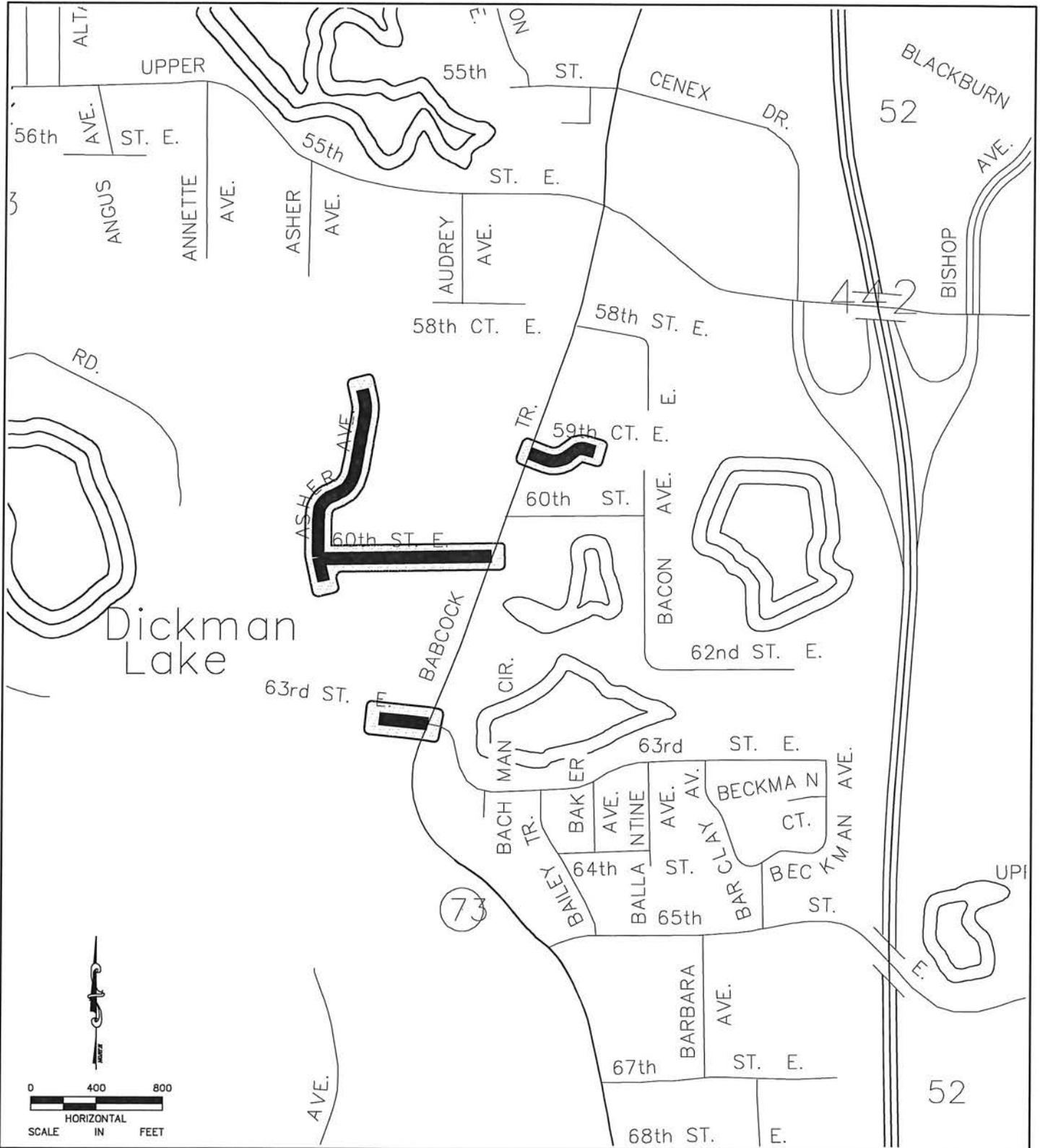
City of
Inver Grove Heights
8150 BARBARA AVENUE
INVER GROVE HEIGHTS, MN 55077-3412



2550 UNIVERSITY AVENUE WEST, SUITE 238N, ST. PAUL, MN 55114
PHONE: 651-645-4197
WWW.KIMLEY-HORN.COM

CARLEDA WAY AREA RECONSTRUCTION
AND UTILITY IMPROVEMENTS
CITY PROJECT 2016-09F
CITY PROJECT 2016-11
EXHIBIT 1

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City of
 Inver Grove Heights
 8150 BARBARA AVENUE
 INVER GROVE HEIGHTS, MN 55077-3412

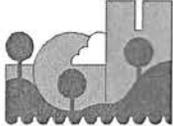
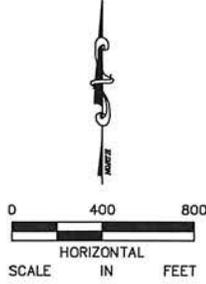
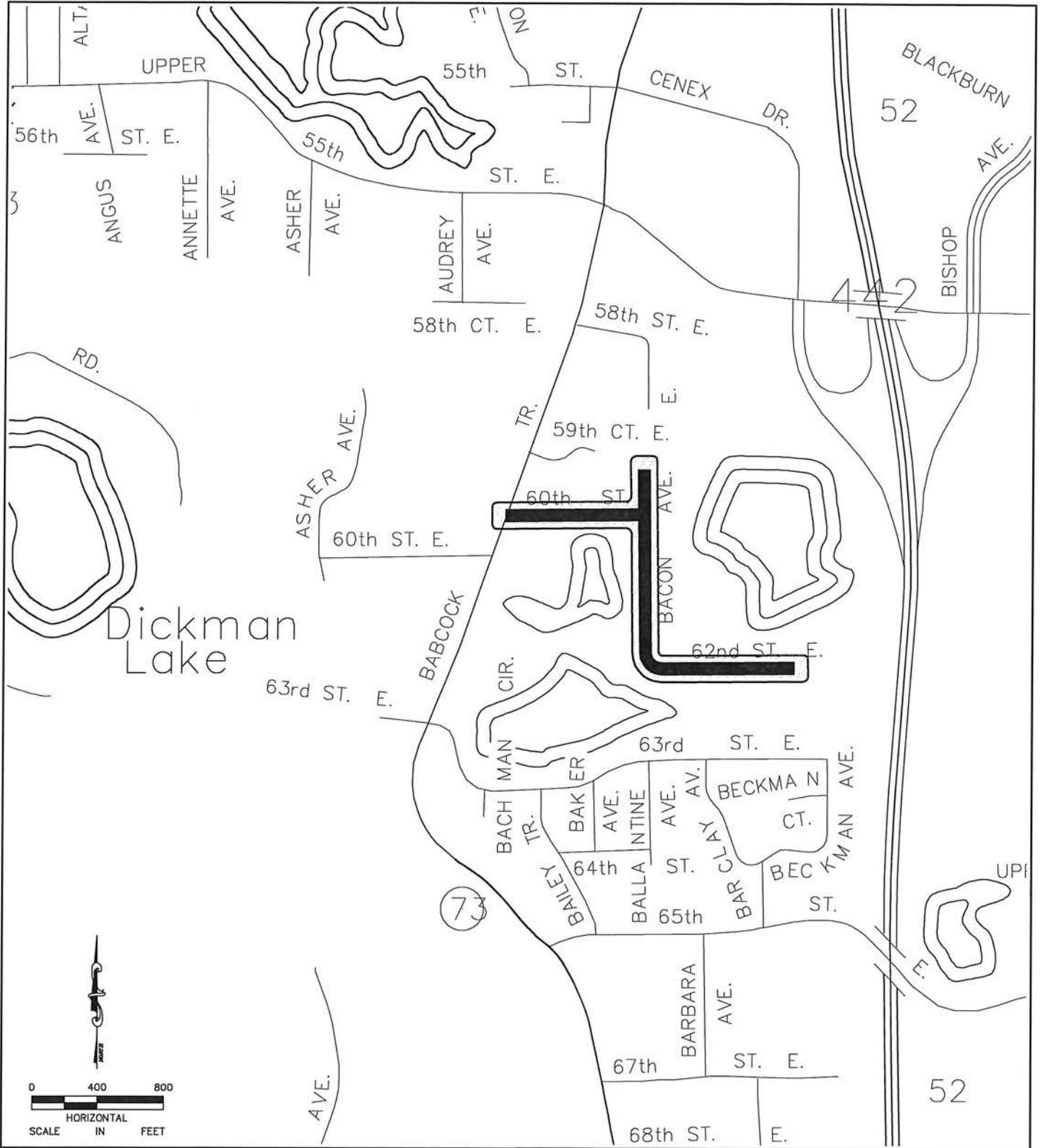
Kimley»Horn

2550 UNIVERSITY AVENUE WEST, SUITE 238N, ST. PAUL, MN 55114
 PHONE: 651-645-4197
 WWW.KIMLEY-HORN.COM

LOCATION MAP

**60TH STREET AREA RECONSTRUCTION
 AND UTILITY IMPROVEMENTS
 CITY PROJECT 2016-09D
 CITY PROJECT 2016-10
 EXHIBIT 1**

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City of
 Inver Grove Heights
 8150 BARBARA AVENUE
 INVER GROVE HEIGHTS, MN 55077-3412

Kimley»Horn

2550 UNIVERSITY AVENUE WEST, SUITE 238N, ST. PAUL, MN 55114
 PHONE: 651-645-4197
 WWW.KIMLEY-HORN.COM

LOCATION MAP

**62ND STREET AREA RECONSTRUCTION
 AND UTILITY IMPROVEMENTS
 CITY PROJECT 2016-09G
 CITY PROJECT 2016-12
 EXHIBIT 1**

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

PERSONNEL ACTIONS

Meeting Date: November 23, 2015
Item Type: Consent
Contact: Joe Lynch, City Administrator
Prepared by: Carrie Isaacson, Admin Svc Coord
Reviewed by: Janet Shefchik, HR Manager

Fiscal/FTE Impact:

- | | |
|-------------------------------------|------------------------------------|
| <input checked="" type="checkbox"/> | None |
| <input type="checkbox"/> | Amount included in current budget |
| <input type="checkbox"/> | Budget amendment requested |
| <input type="checkbox"/> | FTE included in current complement |
| <input type="checkbox"/> | New FTE requested – N/A |
| <input type="checkbox"/> | Other |

PURPOSE/ACTION REQUESTED Staff requests that the Council approve the personnel actions listed below:

Please confirm the Temporary/Seasonal employment of: Joshua Ennis (Recreation)

Please confirm the PT employment of: Lauren Wangler (VMCC/Child Care)

Please confirm the Termination of: Abinaya Ilavarasan (VMCC/Aquatics), Chase Klocow, Firefighter and Michael Barnett, Golf Course Cashier

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: November 23, 2015
Item Type: Public Hearing
Contact: 651.450.2513
Prepared by: Michelle Tesser, City Clerk
Reviewed by: Joe Lynch, City Administrator

Fiscal/FTE Impact:

- | | |
|-------------------------------------|------------------------------------|
| <input checked="" type="checkbox"/> | None |
| <input type="checkbox"/> | Amount included in current budget |
| <input type="checkbox"/> | Budget amendment requested |
| <input type="checkbox"/> | FTE included in current complement |
| <input type="checkbox"/> | New FTE requested – N/A |
| <input type="checkbox"/> | Other |

PURPOSE/ACTION REQUESTED: Conduct a public hearing and consider approval of renewal applications for liquor licenses for the 2016 calendar year.

SUMMARY:

The City received applications for the renewal of 29 liquor licenses for 2016. The attached notice of public hearing was published in the South West Review on November 22, 2015.

Each renewal application was accompanied by the necessary license fees and liability insurance certificates. Information regarding completion of alcohol server training was also provided to verify that all employees engaged in the serving/selling of alcohol received training within the last 24 months.

Background investigations are being processed by the Police Department and the results will be presented at the public hearing.

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA
NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN:

That the City of Inver Grove Heights will hold a public hearing on Monday, November 23, 2015 at 7:00 p.m. in the City Council Chambers, 8150 Barbara Avenue, to consider renewal of the following liquor licenses, as required by City Code Section 4-1-12:

ON-SALE/SUNDAY:

Apple Minnesota, LLC; **Applebee's Neighborhood Grill & Bar**; 5855 Blaine Avenue
Ashton, Inc.; **Jersey's Bar & Grill**; 6449 Concord Boulevard
Bakavole Hospitality, Inc.; **Celts Pub**; 6559 Concord Boulevard
Grove Bowl, Inc.; **Drkula's 32 Bowl**; 6710 Cahill Avenue
L.W.'s Bierstube, Inc.; **L.W.'s Bierstube**; 6434 Cahill Avenue
Mississippi Pub, Inc.; **Mississippi Pub**; 4455 66th Street East
Outback Midwest II Ltd Ptsp; **Outback Steakhouse**; 5723 Bishop Avenue
Overboard **Bar & Grill**; 4455 E. 64th Street
RT Minneapolis Franchise, LLC; **Ruby Tuesday**, 9051 Buchanan Trail
BB Burger Adventures, LLC; **B-52 Burgers and Brew**; 5639 Bishop Avenue
AMC Theatres Inver Grove Heights 16; **AMC Theatres**; 5567 Bishop Avenue
El Azteca Inver Grove Heights, LLC; **El Azteca**; 5816 Blaine Avenue East

ON-SALE: Kladek, Inc.; **King of Diamonds**; 6600 River Road, and City of Inver Grove Heights; **Inver Wood Golf Course**, 1850 70th St E.

ON-SALE/SUNDAY/CLUB: **Loyal Order of Moose Lodge #1088**; 5927 Concord Boulevard

OFF-SALE:

Cameron's Warehouse Liqs, Inc.; **Cameron's Warehouse Liquors**; 6533 Concord Boulevard
F.T.L. Corporation; **MGM Liquor Warehouse**; 7804 Cahill Avenue
L-Y Enterprise, Inc.; **A & M Liquors**; 5709 Carmen Avenue
Trail West, Inc.; **Trail Liquor**; 9740 South Robert Trail
Market Liquor Corp; **Market Liquor**; 5866 Blaine Avenue
Arbor Pointe Liquors, LLC; **Arbor Pointe Liquor**; 9084 Buchanan Trail
J&J Vogt, Inc.; **Gold Palace Liquor**; 1330 Mendota Road
Signature Enterprises, Inc.; **Salem Liquor**; 5300 S. Robert Trail #600

ON-SALE WINE:

Bryde, Inc.; **Old World Pizza**; 5660 Bishop Avenue

3.2 ON-SALE:

City of Inver Grove Heights; **Inver Wood Golf Course**; 1850 70th Street East
Arbor Pointe Golf Club, Inc. **Arbor Pointe Golf Club**; 8919 Cahill Avenue

3.2 OFF-SALE:

Northern Tier Retail, LLC; **SuperAmerica #4411**; 7501 Concord Boulevard
Northern Tier Retail, LLC; **SuperAmerica #4548**; 5728 Bishop Avenue
Inver Grove Hts 2001 LLC; **Cub Foods**; 7850 Cahill Avenue
Pilot Travel, LLC; **Pilot Travel Center #581**, 11650 Courthouse Boulevard

All written and oral statements will be considered at the public hearing and all those desiring to be heard will be heard at the public hearing.

Michelle Tesser, City Clerk

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Application of Pawn America LLC dba Pawn America for Renewal of Pawnbroker’s License for Premises Located at 5300 South Robert Trail

Meeting Date: November 23, 2015
Item Type: Public Hearing
Contact: 651.450.2513
Prepared by: Michelle Tesser, City Clerk
Reviewed by: N/A

Fiscal/FTE Impact:

<input checked="" type="checkbox"/>	None
<input type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input type="checkbox"/>	Other

PURPOSE/ACTION REQUESTED:

Conduct public hearing to consider the application of Pawn America LLC dba Pawn America for the renewal of a pawnbroker’s license for the premises located at 5300 S. Robert Trail.

SUMMARY:

An application has been submitted by Pawn America, LLC dba Pawn America for renewal of a Pawnbroker’s license for the 2016 calendar year. City Code requires the Council to conduct a public hearing prior to the issuance of a pawnbroker’s license. The applicant provided the necessary license and background investigation fees, corporate surety bond, and insurance documentation. The application is currently being reviewed by the Police Department and the results of the background investigation will be presented at the public hearing.

The Minnesota Department of Commerce notified the City that an application was also submitted to their agency for renewal of the Currency Exchange License located at the same premises. The matter is being brought to your attention and included as a part of the public hearing in response to the request submitted by the Department of Commerce. The City has no regulations pertaining to this type of license contained in the City Code and is not the issuing authority for the license.



85 7TH PLACE EAST, SUITE 500
SAINT PAUL, MN 55101-2198
MN.GOV/COMMERCE/
651.539.1500 FAX 651.539.1547
AN EQUAL OPPORTUNITY EMPLOYER

October 28, 2015

City Clerk
City of Inver Grove Heights
8150 Barbara Ave.
Inver Grove Heights, MN 55077

CERTIFIED MAIL

RE: Pal Card Minnesota LLC – License #20631255
Currency Exchange License Renewal for 2016

Dear City Clerk:

The above-named currency exchange licensee has made application to renew its currency exchange license to operate at:

5300 South Robert Trail
Inver Grove Heights, MN 55077

Pursuant to Minnesota Statutes Chapter 53A.04, we are notifying your office that a complete currency exchange license renewal application has been filed with the Department of Commerce. The renewal application included the names of the officers and owners of the licensee, background checks on each of the owners and officers from the Minnesota Bureau of Criminal Apprehension, a fee schedule of all fees to be charged by the currency exchange office, a \$10,000 surety bond valid through December 31, 2016, and the \$500 renewal fee. If you wish to receive a copy of the complete currency exchange license renewal application form that was filed with this office, please call Dayna at 651-539-1710 and the renewal form will be mailed to you.

Minnesota Statutes Chapter 53A.04 requires the Department of Commerce to submit any application for licensure as a currency exchange to the governing body of the local unit of government in which the currency exchange business is located. The law further requires the governing body to give published notice of its intention to consider the issue and shall solicit testimony from interested persons, including those in the community in which the licensee is located. If the governing body has not approved or disapproved the issue within 60 days of receipt of the application, concurrence is presumed. The governing body shall have the sole responsibility for its decision. The state shall have no responsibility for that decision. Your cooperation in forwarding this information to the proper unit within your organization is appreciated.

Your reply must be received within 60 days of receipt of this letter. If you have any questions, please contact me at the telephone number listed below.

Very truly yours,

Robin H. Brown
Financial Institutions Division
651-539-1721
651-539-1548 (Fax)

cc: Pal Card Minnesota, LLC

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Continuation of Assessment Hearing for City Project No. 2009-01 – T.H. 3 and 80th Street/Amana Trail/County Road 28 Intersection Improvements

Meeting Date: October 26, 2015
 Item Type: Assessment Hearing
 Contact: Scott D. Thureen, 651.450.2571
 Prepared by: Scott Thureen, Public Works Director
 Reviewed by: 

Fiscal/FTE Impact:	
<input type="checkbox"/>	None
<input type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input checked="" type="checkbox"/>	Other: Special Assessments, State Aid Funds, Dakota County

PURPOSE/ACTION REQUESTED

Continuation of Assessment Hearing for City Project No. 2009-01 – T.H. 3 and 80th Street/Amana Trail/County Road 28 Intersection Improvements.

SUMMARY

The public hearing was opened on October 26, 2015 following a staff presentation concerning the history of the process to arrive at the proposed final assessment roll. That agenda item is attached for reference (minus the copies of emails received or sent, and the draft resolutions).

The public testimony involved comments from seven property owners of the east side of T.H. 3. The concerns raised included:

- the assessment amounts were too high
- the long period of time between project completion and the assessment hearing
- disagreement with the method of spreading this assessment (future land use and the associated vehicular trip generation)
- development density assumptions tied to the future land use
- lack of benefit analysis

Subsequent to the October 26th meeting, staff requested an opinion from Metzen Appraisals concerning the proposed final assessment roll. They indicate that, based on the future land use, the proposed assessments are reasonable.

Based on additional input from members of the Council, staff has prepared an alternative final assessment roll. This roll assumes the total amount to be assessed to the parcels on the east side of T.H. 3 is reduced from \$381,585.36 to \$147,741.52 (with Municipal State Aid funds covering the difference). The revised total is spread on an area basis.

Staff still recommends that this revised assessment be deferred as follows:

1. The deferment shall cease upon the occurrence of any of the following events or dates, whichever occurs first:
 - a) the property is platted and a final plat is recorded; or
 - b) the property is subdivided within the meaning of Minn. Stat. § 462.352, Subd. 12 provided, however, the term subdivision shall not include any parcels that are created by way of any of the following future transfers from the current owner of the Property as of the date of this Resolution and Certificate:
 - Transfers during the life of the current owner to any family members of the current owner;

- Transfers during the life of the current owner to any trust created by the current owner or to any trust controlled by the current owner or to any trust for the benefit of any family members of the current owner;
 - Transfers upon death of the current owner to any family members of the current owner;
 - Transfers upon death of the current owner to any trust for the benefit of any family members of the current owner; or
- c) The date of January 1, 2040 is reached.
2. If the deferment ceases because the Property either (a) has been platted and a final plat has been recorded or (b) has been subdivided within the meaning of Minn. Stat. § 462.352, Subd. 12, the deferred amount shall become payable and shall be collected pursuant to the following terms and conditions:
- a) The principal amount previously deferred shall begin to accrue interest at the rate of 4.8% from January 1 of the year following the date the deferment ceased. The interest rate shall be 4.8% on the unpaid principal balance.
 - b) The principal amount previously deferred shall be payable in five (5) equal annual principal installments beginning in the calendar year following the date the deferments ceased.
 - c) The principal installments, together with accrued interest on the unpaid principal balance, shall be due and payable with real estate taxes over five (5) calendar years. The first calendar year for payment shall be the calendar year that follows the year when the deferment ceased.
3. If the deferment ceases because the date of January 1, 2040 has been reached, the deferred amount shall become payable and shall be collected pursuant to the following terms and conditions:
- a) The principal amount previously deferred shall begin to accrue interest at the rate of 4.8% from January 1, 2040. The interest rate shall be 4.8% on the unpaid principal balance.
 - b) The principal amount previously deferred shall be payable in five (5) equal annual principal installments beginning in 2040.
 - c) The principal installments, together with accrued interest on the unpaid principal balance, shall be due and payable with real estate taxes over five (5) calendar years. The first calendar year for payment shall be 2040.

Copies of emails or letters since the October 26th meeting are attached, as well as an objection letter for the original assessment roll amount that was received from the owners of 1714 80th Street East.

The agenda item includes a template for a deferment resolution that does not include the date of the assessment or the amount. If one of the two rolls (original from October 26th or alternative presented with this item) is adopted, the assessment amounts listed will be inserted in the deferment resolutions.

I recommend that the Council approve the resolution adopting the alternative assessment roll (for a total of \$547,741.52) and the deferment as described in this agenda item (including use of the deferment template resolution).

SDT/kf

Attachments: October 26, 2015 agenda item (minus the emails and resolutions)

Resolution adopting original assessment roll

Alternative assessment roll

Resolution adopting alternative assessment roll

Template resolution for assessment deferment

Emails and letters received since October 26, 2015, including a letter of objection to the original assessment amount for 1714 80th Street East

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Assessment Hearing for City Project No. 2009-01 – T.H. 3 and 80th Street/County Road 28 Intersection Improvements

Meeting Date: October 26, 2015
 Item Type: Assessment Hearing
 Contact: Scott D. Thureen, 651.450.2571
 Prepared by: Scott Thureen, Public Works Director
 Reviewed by: *SST*

Fiscal/FTE Impact:

<input type="checkbox"/>	None
<input type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input checked="" type="checkbox"/>	Other: Special Assessments, State Aid Funds, Dakota County

PURPOSE/ACTION REQUESTED

Assessment hearing to consider a resolution adopting the final assessment roll for City Project No. 2009-01 – T.H. 3 and 80th Street/County Road 28 Intersection Improvements. The project area is as follows:

Amana Trail from 230 feet west of South Robert Trail to South Robert Trail, South Robert Trail from 90 feet south of 80th Street East to 618 feet north of Amana Trail, and 80th Street East from South Robert Trail to 56 feet east of South Robert Trail.

SUMMARY

This project was ordered by the City Council on July 28, 2008. The project included construction of a roundabout at the location of Trunk Highway 3 and Future 80th Street / Amana Trail and improvements to Trunk Highway 3 north and south of the intersection.

The final project cost is \$1,422,207.59 and the proposed final assessments are \$781,585.36. The proposed project funding breakdown is as follows:

<u>Project Funding</u>	<u>Total</u>
State Aid Funds	\$ 11,308.85
Dakota County	629,313.38
<u>Special Assessments</u>	<u>781,585.36</u>
Total	\$1,422,207.59

The proposed final assessments apportion the City cost between the parcels in the study area. The calculation considers the parcel size and the estimated traffic generation, based the ultimate land use as shown in the City's Comprehensive Plan.

At the time that the project was ordered, staff and the consultant that prepared the feasibility study indicated that an application would be submitted to Mn/DOT for its competitive Cooperative Agreement program. Unfortunately, our application was not selected. If that application had been successful, it is likely that all of the costs that are proposed to be assessed to the properties on the east side of T.H. 3 would have been covered.

We did have the plans approved through Mn/DOT State Aid, so eligible costs could be reimbursed through that account. That could cover \$233,831.36 of the \$381,585.36 that is currently proposed to be assessed to parcels on the east side of T.H. 3.

The 2008 feasibility study for the project proposed an assessment plan that utilized a split, partially deferred assessment. An assessment amount for a "current use" area was estimated; a "future use" assessment for the remainder of each parcel was also calculated. The "current use" amount would be assessed and the "future use" amount would be deferred.

Following a review of the proposed assessment plan with the City Council this summer, staff was directed to prepare a different assessment method. The resulting method is that which is currently proposed in the attached resolution.

The property on the west side of T.H. 3 would be assessed per the stipulations of the agreement for Lot 1, Block 1, Argenta Hills. That assessment of \$400,000 would have a term of 10 years and an interest rate of 4.8 percent.

All of the parcels on the east side of T.H. 3 would have the assessment deferred, without interest until the earlier of:

1. Final plat recording for a new development
2. Subdivision of a parcel (non-development related)
3. January 1, 2040

At that time, the assessment would be due over a five-year term with an interest rate of 4.8 percent.

An informational meeting was held with affected property owners on October 8, 2015, in the Council Chambers, with eight (8) owners attending. Staff presented the project, costs, and assessment process details and then answered questions. The proposed assessment and deferment were not acceptable to the attendees at the information meeting. The primary opinion stated at the information meeting was that none of the parcels on the east side of T.H. 3 should be assessed for this project. Either the development on the west side of T.H. 3 or the City should cover that cost. Most of the attendees did not believe that their parcels would develop in the foreseeable future, or thought that the deferred assessment would be an impediment to the sale of their property.

General questions and comments from that meeting were:

- There was concern by attendees that the project is being assessed six (6) years after construction was completed. *(The economic downturn at the time and the potential for future development and redevelopment was the driving factor for waiting.)*
- Is there a statute of limitations? *(MS 429 does not limit the time span between project construction and assessments.)*
- The attendees had no recollection of receiving notice of the Improvement Hearing in 2008. *(Standard MS 429 process was followed. The City has affidavits of mailing and publication proving that the process was followed.)*
- How can the City justify assessing this area and not additional or fewer areas? *(The area proposed to be assessed was identified in the feasibility study process. The area was chosen after looking at how vehicles might travel to access the major east-west and north-south routes. Once the parcel list was established and included in the notice for the public hearing to consider ordering the improvement, the area could not be increased.)*
- How can the project be assessed to properties that do not abut the improvement? *(MS 429 does not state that only properties that abut an improvement can be assessed. The statute states that benefitted properties can be assessed.)*

- If an owner sells land for right of way to Dakota County would it trigger the assessment becoming due? *(With the proposed deferment method, the assessment would not become due because it would not be a triggering event.)*
- Could the Council choose not to defer the assessments east of T.H. 3 in accordance with the staff recommendation? *(The Council has the authority to determine the parcels to be assessed, the amount to be assessed, the term and interest rate of the assessment, and the terms of deferment.)*
- The attendees commented that they believe the roundabout was built mainly for Target and Target should bear the cost. *(Target signed a waiver agreement for \$400,000 based on the proposed assessment. Assuming the future land use shown in the comprehensive plan, the properties located on the east side of T.H. 3 would generate nearly the same number of vehicle trips as the properties on the west side of T.H. 3. Properties on both sides of T.H. 3 benefit from the improved access to T.H. 3.)*
- The attendees expressed concern that the golf course was not considered as a development with more trips. *(The assessment calculation assumes the future land use shown in the current comprehensive plan.)*
- The attendees commented that they would prefer that the assessments not become due in 2040. They wanted the ability to have the assessment disappear in 30 years if no triggering event occurs.
- Would the death of the owner trigger the assessment becoming due? *(With the proposed deferment method, the assessment would not become due because it would not be a triggering event.)*
- The attendees commented that they would have appreciated more time between the informational meeting and the Assessment Hearing. *(Staff will present and support the request to continue the assessment hearing to November 23, 2015.)*

The assessment is being advanced at this time due to a desire to begin the assessment of the property on the west side of T.H. 3, per the agreement. The assessment hearing must consider all of the parcels that were included in the preliminary assessment roll and make a final determination concerning the assessments (which parcels, the amount, term and interest rate, and any deferment).

Numerous emails have been received concerning this matter. Copies are included. A number of property owners have requested that the Council continue the hearing to November 23, 2015. I recommend that the hearing be opened to provide those in attendance an opportunity to address the Council, and that the hearing be continued to November 23, 2015.

The agenda item does include an assessment roll using the calculation method discussed with the Council at its September 8, 2015 study meeting. It also includes a resolution adopting that roll and resolutions deferring the assessment for all of the parcels located on the east side of T.H. 3, with the exception of two that are owned by the City and one that is owned by the County.

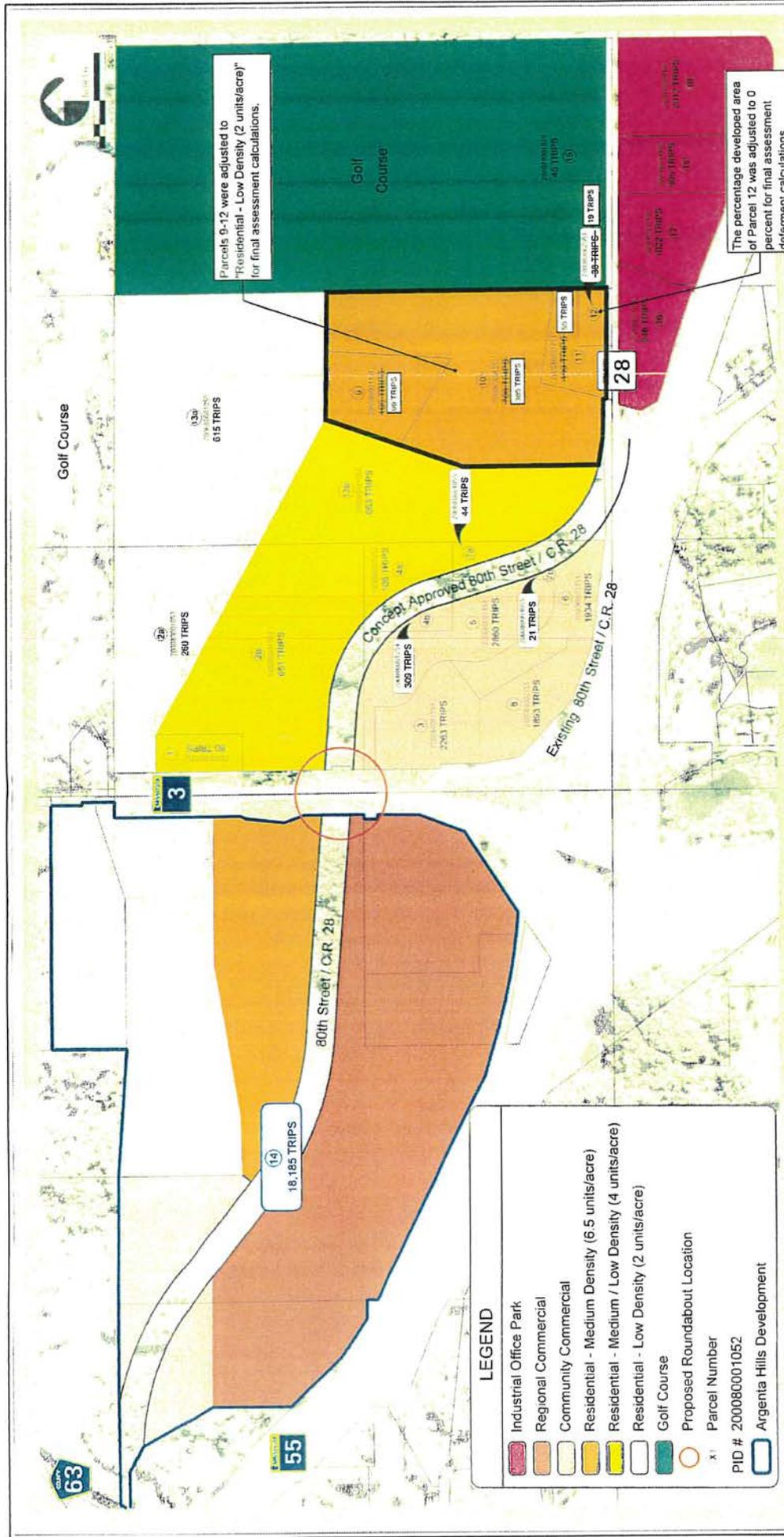
SDT/kf

Attachments: Final Assessment Roll
Area Map
Emails received
Resolutions

CITY PROJECT NO. 2009-01 - TH 3 AND 80TH STREET/CR 28 INTERSECTION IMPROVEMENTS

FINAL ASSESSMENT ROLL

MAP NO.	PID NO.	OWNER NAME	HOUSE NO.	STREET NAME	LAND AREA ASSESSMENT	TRIP GENERATION ASSESSMENT	TOTAL ASSESSMENT	TOTAL ASSESSMENT DEFERRED
1	200080052010	MICHELLE BONIN	7884	ROBERT TRL	\$ 1,106.70	\$ 1,184.00		\$ 2,290.70
2	200080053010	JOHN & CHRISTINE O'SHAUGHNESSY			\$ 16,126.20	\$ 13,482.80		\$ 29,609.00
3	200080054015	JAMES & APRIL CORNIEA	1125	80TH ST E	\$ 2,898.50	\$ 33,492.40		\$ 36,390.90
4	200080054012	JAMES HANSON	1215	80TH ST E	\$ 1,844.50	\$ 6,127.20		\$ 7,971.70
5	200080054014	ALFRED WILLENBRING	1225	80TH ST E	\$ 3,662.64	\$ 42,328.00		\$ 45,990.64
6	200080054013	ALFRED WILLENBRING	1185	80TH ST E	\$ 2,476.90	\$ 28,623.20		\$ 31,100.10
7	200080055040	DAKOTA COUNTY	1375	80TH ST E	\$ 632.40	\$ 947.20	\$ 1,579.60	
8	200080055021	ROGER ESPESETH	1181	80TH ST E	\$ 2,424.20	\$ 28,016.40		\$ 30,440.60
9	200080051014	ANTHONY & JEANNE ABBOTT	1401	80TH ST E	\$ 2,714.04	\$ 1,465.20		\$ 4,179.24
10	200080051013	SI LLC			\$ 10,592.70	\$ 5,698.00		\$ 16,290.70
11	200080051012	KURT RECHTZIGEL	1407	80TH ST E	\$ 1,501.94	\$ 814.00		\$ 2,315.94
12	200080051020	CITY OF INVER GROVE HEIGHTS	1467	80TH ST E	\$ 527.00	\$ 281.20	\$ 808.20	
13	200080050010	JOHN J & MARY MALENSEK & JOHN M MALENSEK	1183	80TH ST E	\$ 26,065.42	\$ 18,914.40		\$ 44,979.82
14	201205501010	TARGET CORPORATION	7841	AMANA TRL	\$ 80,000.00	\$ 320,000.00	\$ 400,000.00	
15	200080079010	CITY OF INVER GROVE HEIGHTS	1597	80TH ST E	\$ 41,443.28	\$ 666.00	\$ 42,109.28	
16	200170026010	G PATRICK WISTL	1462	80TH ST E	\$ 2,561.22	\$ 14,030.40		\$ 16,591.62
17	200170005013	PAT WISTL	1462	80TH ST E	\$ 2,761.48	\$ 15,125.60		\$ 17,887.08
18	200170005014	INVER GROVE LAND LLC	1620	80TH ST E	\$ 2,445.28	\$ 13,394.00		\$ 15,839.28
19	200170005011	BERNADINE GORDON	1714	80TH ST E	\$ 5,433.36	\$ 29,777.60		\$ 35,210.96
TOTALS					\$ 207,217.76	\$ 574,367.60	\$ 444,497.08	\$ 337,088.28



Parcels 9-12 were adjusted to "Residential - Low Density (2 units/acre)" for final assessment calculations.

The percentage developed area of Parcel 12 was adjusted to 0 percent for final assessment deferral calculations.

T.H. 3 and 80th Street / C.R. 28 Intersection Improvements
City of Inver Grove Heights, Minnesota
City Project No. 2009-01

Prepared by



Zoning/Parcel Map/Trip Information

Figure 3

REVISED 6/30/2015

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

**RESOLUTION ADOPTING FINAL ASSESSMENT ROLL FOR CITY PROJECT NO. 2009-01 –
TRUNK HIGHWAY 3 AND 80TH STREET /AMANA TRAIL (CSAH 28) INTERSECTION
IMPROVEMENTS**

RESOLUTION NO. _____

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met, heard and passed upon all objections to the proposed assessments for the improvements on City Project No. 2009-01 - Trunk Highway 3 and 80th Street /Amana Trail (CSAH 28) Intersection Improvements (the Project).

WHEREAS, the Project included construction of a roundabout at the location of Trunk Highway 3 and future 80th Street / Amana Trail and improvements to Trunk Highway 3 north and south of the intersection.

WHEREAS, the area of the Project improvements was Amana Trail from 230 feet west of South Robert Trail to South Robert Trail, South Robert Trail from 90 feet south of 80th Street East to 618 feet north of Amana Trail and 80th Street East from South Robert Trail to 56 feet east of South Robert Trail.

WHEREAS, the proposed special assessments against the benefitted properties are shown on the attached Exhibit A – Special Assessment Roll.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, MINNESOTA THAT:

1. Such proposed special assessments, a copy of which is attached hereto as Exhibit A – Special Assessment Roll and made a part hereof, are hereby levied, approved and accepted and shall constitute the special assessments against the lands identified on Exhibit A, and each tract of land therein included is hereby found to be benefitted by the proposed assessment levied against it.
2. Such special assessment shall be payable in equal principal installments extending over a period of ten (10) years, together with interest on the unpaid principal balance. The interest rate is 4.8% per year. The first of the installments shall be payable on or before the first Monday in January 2016, and shall bear interest at the rate of 4.8% per year from and after January 1, 2016. To the first installment shall be added interest for one year on all unpaid installments plus any interest accruing from the date of January 1, 2016.
3. The owner of any property, so assessed, may at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property with interest accrued to the date of payment, to the City Treasurer, except that no interest shall be charged if the entire assessment is paid within thirty days from the adoption of this resolution.

The owner may, at any time thereafter, pay to the County Treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15, or interest will be charged through December 31 of the next succeeding year.

4. The Clerk, shall, forthwith, transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County, and such assessments shall be collected and paid over the same manner as other municipal taxes.

Adopted by the City Council of Inver Grove Heights, Minnesota this 23rd day of November, 2015.

AYES:

NAYS:

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk

EXHIBIT A
ASSESSMENT ROLL
PROJECT 2009-01

200080052010	\$2,290.70
200080053010	\$29,609.00
200080054015	\$36,390.90
200080054012	\$7,971.70
200080054014	\$45,990.64
200080054013	\$31,100.10
200080055040	\$1,579.60
200080055021	\$30,440.60
200080051014	\$4,179.24
200080051013	\$16,290.70
200080051012	\$2,315.94
200080051020	\$808.20
200080050010	\$44,979.82
201205501010	\$400,000.00
200080079010	\$42,109.28
200170026010	\$16,591.62
200170005013	\$17,887.08
200170005014	\$15,839.28
200170005011	\$35,210.96

CITY PROJECT NO. 2009-01 - TH 3 AND 80TH STREET/CR 28 INTERSECTION IMPROVEMENTS

FINAL ASSESSMENT ROLL (AREA BASED METHOD)

MAP NO.	PID NO.	OWNER NAME	HOUSE NO.	STREET NAME	TOTAL ASSESSMENT
1	200080052010	MICHELLE BONIN	7884	ROBERT TRL	\$ 1,285.24
2	200080053010	JOHN & CHRISTINE O'SHAUGHNESSY			\$ 18,727.80
3	200080054015	JAMES & APRIL CORNIEA	1125	80TH ST E	\$ 3,366.10
4	200080054012	JAMES HANSON	1215	80TH ST E	\$ 2,142.06
5	200080054014	ALFRED WILLENBRING	1225	80TH ST E	\$ 4,253.54
6	200080054013	ALFRED WILLENBRING	1185	80TH ST E	\$ 2,876.48
7	200080055040	DAKOTA COUNTY	1375	80TH ST E	\$ 734.42
8	200080055021	ROGER ESPESETH	1181	80TH ST E	\$ 2,815.28
9	200080051014	ANTHONY & JEANNE ABBOTT	1401	80TH ST E	\$ 3,151.90
10	200080051013	SI LLC			\$ 12,301.60
11	200080051012	KURT RECHTZIGEL	1407	80TH ST E	\$ 1,744.26
12	200080051020	CITY OF INVER GROVE HEIGHTS	1467	80TH ST E	\$ 612.02
13	200080050010	JOHN J & MARY MALENSEK & JOHN M MALENSEK	1183	80TH ST E	\$ 30,270.50
14	201205501010	TARGET CORPORATION	7841	AMANA TRL	\$ 400,000.00
15	200080079010	CITY OF INVER GROVE HEIGHTS	1597	80TH ST E	\$ 48,129.24
16	200170026010	G PATRICK WISTL	1462	80TH ST E	\$ 2,974.42
17	200170005013	PAT WISTL	1462	80TH ST E	\$ 3,206.98
18	200170005014	INVER GROVE LAND LLC	1620	80TH ST E	\$ 2,839.76
19	200170005011	BERNADINE GORDON	1714	80TH ST E	\$ 6,309.92
				TOTAL	\$ 547,741.52

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

**RESOLUTION ADOPTING FINAL ASSESSMENT ROLL FOR CITY PROJECT NO. 2009-01 –
TRUNK HIGHWAY 3 AND 80TH STREET /AMANA TRAIL (CSAH 28) INTERSECTION
IMPROVEMENTS**

RESOLUTION NO. _____

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met, heard and passed upon all objections to the proposed assessments for the improvements on City Project No. 2009-01 - Trunk Highway 3 and 80th Street /Amana Trail (CSAH 28) Intersection Improvements (the Project).

WHEREAS, the Project included construction of a roundabout at the location of Trunk Highway 3 and future 80th Street / Amana Trail and improvements to Trunk Highway 3 north and south of the intersection.

WHEREAS, the area of the Project improvements was Amana Trail from 230 feet west of South Robert Trail to South Robert Trail, South Robert Trail from 90 feet south of 80th Street East to 618 feet north of Amana Trail and 80th Street East from South Robert Trail to 56 feet east of South Robert Trail.

WHEREAS, the proposed special assessments against the benefitted properties are shown on the attached Exhibit A – Special Assessment Roll.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, MINNESOTA THAT:

1. Such proposed special assessments, a copy of which is attached hereto as Exhibit A – Special Assessment Roll and made a part hereof, are hereby levied, approved and accepted and shall constitute the special assessments against the lands identified on Exhibit A, and each tract of land therein included is hereby found to be benefitted by the proposed assessment levied against it.
2. Such special assessment shall be payable in equal principal installments extending over a period of ten (10) years, together with interest on the unpaid principal balance. The interest rate is 4.8% per year. The first of the installments shall be payable on or before the first Monday in January 2016, and shall bear interest at the rate of 4.8% per year from and after January 1, 2016. To the first installment shall be added interest for one year on all unpaid installments plus any interest accruing from the date of January 1, 2016.
3. The owner of any property, so assessed, may at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property with interest accrued to the date of payment, to the City Treasurer, except that no interest shall be charged if the entire assessment is paid within thirty days from the adoption of this resolution.

The owner may, at any time thereafter, pay to the County Treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15, or interest will be charged through December 31 of the next succeeding year.

4. The Clerk, shall, forthwith, transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County, and such assessments shall be collected and paid over the same manner as other municipal taxes.

Adopted by the City Council of Inver Grove Heights, Minnesota this 23rd day of November, 2015.

AYES:

NAYS:

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk

EXHIBIT A
ASSESSMENT ROLL
PROJECT 2009-01

200080052010	\$1,285.24
200080053010	\$18,727.80
200080054015	\$3,366.10
200080054012	\$2,142.06
200080054014	\$4,253.54
200080054013	\$2,876.48
200080055040	\$734.42
200080055021	\$2,815.28
200080051014	\$3,151.90
200080051013	\$12,301.60
200080051012	\$1,744.26
200080051020	\$612.02
200080050010	\$30,270.50
201205501010	\$400,000.00
200080079010	\$48,129.24
200170026010	\$2,974.42
200170005013	\$3,206.98
200170005014	\$2,839.76
200170005011	\$6,309.92

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. _____

**RESOLUTION AND CERTIFICATE PURSUANT TO
MINNESOTA STATUTES § 429.061, SUBD. 2,
MEMORIALIZING DEFERMENT OF SPECIAL ASSESSMENT
BY THE CITY OF INVER GROVE HEIGHTS FOR PROPERTY
OWNED BY _____**

WHEREAS, _____, a _____ person, owns certain real property situated in the City of Inver Grove Heights, County of Dakota, State of Minnesota, addressed as _____, Inver Grove Heights, MN 55077, and identified as Dakota County Property Tax Parcel Number _____ and legally described as shown in Exhibit A attached hereto (the "Property").

WHEREAS, on July 28, 2008 the City of Inver Grove Heights (hereinafter referred to as the "City") ordered City Project No. 2009-01 – Trunk Highway 3 and 80th Street /Amana Trail (CSAH 28) Intersection Improvements (the "Project") by way of Resolution No. 08-176.

WHEREAS, the Project included construction of a roundabout at the location of Trunk Highway 3 and future 80th Street / Amana Trail and improvements to Trunk Highway 3 north and south of the intersection.

WHEREAS, the area of the Project improvements was Amana Trail from 230 feet west of South Robert Trail to South Robert Trail, South Robert Trail from 90 feet south of 80th Street East to 618 feet north of Amana Trail and 80th Street East from South Robert Trail to 56 feet east of South Robert Trail.

WHEREAS, construction of the Project is complete. The total cost for the Project improvements is \$1,422,207.59. The total amount to be specially assessed for the Project is \$ _____.

WHEREAS, on [REDACTED], 2015 by Resolution No. ____, the City levied a \$ [REDACTED] principal special assessment against the Property for the benefit received from the Project, together with interest at the rate of 4.8%.

WHEREAS, the Property has the possibility to be platted, subdivided and further improved.

WHEREAS, the City has determined to defer \$ [REDACTED] of the total principal special assessment of \$ [REDACTED], together with a deferment of interest, pursuant to the terms of the deferral described below.

WHEREAS, Minnesota Statutes § 429.061, Subd. 2, provides a procedure whereby a city may levy special assessments against benefited property, but defer payment of certain amounts of special assessments because the Property is unimproved and can be further platted, subdivided and improved.

WHEREAS, Minnesota Statutes § 429.061, Subd. 2 specifically provides that if special assessments have been deferred, then the City shall record with the county recorder a certificate containing the legal description of the affected property and the amount of the deferred special assessment.

NOW THEREFORE, the City Council of Inver Grove Heights does hereby resolve, certify and memorialize for recording the following:

1. Upon due notice and after hearing, on [REDACTED], 2015, the City Council, acting pursuant to Minnesota Statutes Chapter 429, levied a special assessment for the City's Project No. 2009-01 – Trunk Highway 3 and 80th Street /Amana Trail (CSAH 28) Intersection Improvements, in the original principal amount of \$ [REDACTED] against benefited property, addressed as [REDACTED], Inver Grove Heights, MN 55077 and identified as Dakota County Property Tax Parcel Number [REDACTED] and legally described in Exhibit A, which is attached hereto and made a part hereof (herein referred to as the "Property").
2. The Council determines that the Property is unimproved within the meaning of Minn. Stat. § 429.061, Subd. 2 and that the assessments are subject to the deferral.
3. Contemporaneous with the special assessment levy of \$ [REDACTED], the City Council does hereby defer payment of \$ [REDACTED] of the principal special assessment, together with interest, pursuant to the following terms and conditions:
 - a. The principal amount of \$ [REDACTED] is hereby deferred. This deferred amount shall not accrue interest during the deferral period.
 - b. The deferment shall cease upon the occurrence of any of the following events or dates, whichever occurs first:

- i. The Property is platted and a final plat is recorded; or
 - ii. The Property is subdivided within the meaning of Minn. Stat. § 462.352, Subd. 12 provided, however, the term subdivision shall not include any parcels that are created by way of any of the following future transfers from the current owner of the Property as of the date of this Resolution and Certificate:
 - Transfers during the life of the current owner to any family members of the current owner;
 - Transfers during the life of the current owner to any trust created by the current owner or to any trust controlled by the current owner or to any trust for the benefit of any family members of the current owner;
 - Transfers upon death of the current owner to any family members of the current owner;
 - Transfers upon death of the current owner to any trust for the benefit of any family members of the current owner; or
 - iii. The date of January 1, 2040 is reached.
4. If the deferment ceases because the Property either (i) has been platted and a final plat has been recorded or (ii) has been subdivided within the meaning of Minn. Stat. § 462.352, Subd. 12, the deferred amount shall become payable and shall be collected pursuant to the following terms and conditions:
 - a. The principal amount previously deferred shall begin to accrue interest at the rate of 4.8% from January 1 of the year following the date the deferment ceased. The interest rate shall be 4.8% on the unpaid principal balance.
 - b. The principal amount previously deferred shall be payable in five (5) equal annual principal installments beginning in the calendar year following the date the deferment ceased.
 - c. The principal installments, together with accrued interest on the unpaid principal balance, shall be due and payable with real estate taxes over five (5) calendar years. The first calendar year for payment shall be the calendar year that follows the year when the deferment ceased.
5. If the deferment ceases because the date of January 1, 2040 has been reached, the deferred amount shall become payable and shall be collected pursuant to the following terms and conditions:
 - a. The principal amount previously deferred shall begin to accrue interest at the rate of 4.8% from January 1, 2040. The interest rate shall be 4.8% on the unpaid principal balance.

EXHIBIT A
LEGAL DESCRIPTION OF PROPERTY

Real Property located in the City of Inver Grove Heights, Dakota County, Minnesota,
described as follows:

[to be inserted]

Scott Thureen

From: Scott Thureen
Sent: Wednesday, November 04, 2015 2:46 PM
To: 'Christine O'Shaughnessy'
Cc: John O'Shaughnessy; CenturyLink Customer; Tom Link; 'Timothy Kuntz'; Joe Lynch; Allan Hunting
Subject: RE: Roundabout Assessments and Fees

Christine,

I forwarded your email to Community Development to address items 1. and 4. I expect to hear from them sometime next week.

Item 2.

With regard to determination of the benefitted area, the consulting firm (WSB) that was retained to prepare the study prepared a preliminary map of the service area which was discussed with city staff prior to being finalized. WSB has staff who specialize in transportation projects. They suggested the assessment method and the service area based on their experience and professional judgment.

The thought behind the establishment of the service area was that the new intersection would provide the initial, and safe long term, public access to the primary existing route (TH 3) for property along Amana Trail on the west, and it would improve the long term safety of the existing public access to TH 3 for properties along the existing and proposed alignments for 80th Street to the east. I am not aware of any published guidance in this regard.

MS 429.051 states that the area to be considered for special assessment cannot be greater than the area noticed for the public hearing to consider ordering the improvement.

Item 3.

The funding sources for the city's share of the cost for the future realignment of 80th Street, east of TH 3, will be determined at the time that improvement advances. I am not aware of any future public improvement projects that might affect your property.

Scott

From: Christine O'Shaughnessy [<mailto:ctos@cloud7.org>]
Sent: Monday, November 02, 2015 1:56 PM
To: Scott Thureen
Cc: John O'Shaughnessy; CenturyLink Customer
Subject: Roundabout Assessments and Fees

Hello Scott,

Thank you for addressing our comments and questions. Based on the last Council Meeting, we have a few more questions on the roundabout assessment listed below as items 1, 2, and 3. We also have a few comments and questions regarding the proposed fee increase in item 4.

1. Topography

- Has the City responded to my request to consider topography? What is the process for this to occur?

2. Benefitted Service Area.

- How was the benefitted service area determined by WRS? I could not find any details on how this was done in the Feasibility Study.
- What is the statutory authority for the statement that the benefitted service area cannot be reopened at this time?
- The HANDBOOK FOR MINNESOTA CITIES, Chapter 20, Section VII states as follows: "As a general rule, the people benefiting from a particular service should bear the cost of providing the service."
 - The parcel owners to the North of our property or to the North of Argenta Hills benefit from the roundabout, yet they pay nothing. For example, one can easily imagine the staff of the senior living community making trips on the roundabout. Yet, this parcel pays nothing. Why does the benefit end at the Northern edge of my parcel?
- How is the benefitted service area customarily determined for a roundabout? Is their statutory or other type of guidance? What is the citation for any guidance document?

3. Assessments of CSAH 28 (80th Street) New Alignment

- Please confirm in writing that there will be no future assessment for the construction of the new alignment for CSAH 28. Are there any other possible future assessments we need to be aware of? Please identify them for us at this time.

4. Fees

- We also wanted to voice our concerns over a different but related topic. We understand that the City is going to discuss raising fees on Nov 12.
- We are told that the fees charged by IGH are very high. Could you please provide comparative data with other cities?
- We also understand that fees are charged on areas that are not developable such as internal and collector roads, basins and ponds, and the 20% open space requirement. As you know, these areas are not developable areas. If IGH charged fees only on the true net developable areas, the developer could more easily provide a housing product that meets first and move up buyers.
 - We strongly urge the City to reconsider how it calculates these fees. Just as we believe assessments should reflect the number of homes that in reality can be built on a tract of land given its topography, the City should only levy fees for land that can actually be developed. We believe this would help the development environment.
- Do other cities charge fees on land that cannot be developed? Please identify them for us.

Thanks!

Christine O'Shaughnessy
ctos@cloud7.org

Scott Thureen

From: Scott Thureen
Sent: Monday, November 16, 2015 3:19 PM
To: 'Christine O'Shaughnessy'
Subject: response to Christine O'Shaughnessy.docx
Attachments: response to Christine O'Shaughnessy.docx

Christine,

Attached you will find some information from Allan Hunting that he provided in response to the 1st and 4th items in your 11/02/15 email.

With regard to the concern about the fees you mention in item 4, the City Council made a conscious decision to pay for the extension of trunk utilities via plat connection fees and building permit connection fees, which are paid as property develops, instead of specially assessing the properties in the service areas. Developers should adjust their offers for land accordingly to account for the fact that they are paying this cost instead of the landowners.

Please contact Allan if you have additional questions concerning development densities and fees.

Scott

Topography. Staff has compared the range of elevation and steep slopes on eight the projects that have received approval to the topography on your lot. Your lot has a range of approximately 90 feet in elevation change. Other projects approved ranged from 130 feet on the high end to 40 feet on the low end.

The overall average density of the eight projects approved is 2.52 units per acre. The range varies from 6.18 units per acre on the high side to 1.93 units per acre on the low side. The assumptions on your parcel are at 2.55 units per acre. The majority of the projects approved so far have been single family detached developments that are very near the projected density for your parcel.

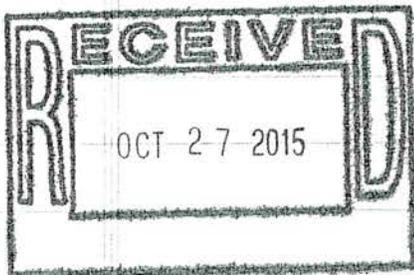
Fees. The concept of the Northwest Area is to allow flexibility in design since there are many natural features that limit development including varying topography, mature tree cover and wetlands. To address the unique storm water needs and preserve natural features, the Northwest Overlay District Ordinance established a minimum amount of open space required. In order to achieve housing densities, the development design of clustered lots or units is encouraged to achieve the anticipated density. There are no minimum lot size or width standards to give developers flexibility in design to maximize unit count. The projects that have been approved have utilized the required 20% open space for their storm water basin needs.

10-27-2015

Mayor Fourville,
and members of the IGH. City
Council,

I am officially objecting to the
unfair Assessment of \$ 35,210.⁹⁶
for the Roundabout Located at 80th
and T.H. 3. Two of my neighbors that
I know of ARE NOT BEING ASSESSED!
I AM Told how I benefit from
this Roundabout (which I do NOT)
so why isn't this true for
EVERYONE on 80th west of Babcock?

Actually if this Roundabout is such
a good deal, why limit the Assess-
ment to a few. Surely those Living
North, South, East and West share
in the supposed benefits



Bernadine Gordon
1714 - 80th St. E.

CELL - 651-262-7045

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

On-Street Parking Regulations

Meeting Date: November 23, 2015
 Item Type: Regular Agenda
 Contact: Thomas J. Link: 651-450-2546
 Larry Stanger: 651-450-2526
 Prepared by: Tom Link, Director of Comm. Dev.
 Larry Stanger, Chief of Police
 Reviewed by: NA

5/12

Fiscal/FTE Impact:	
<input checked="" type="checkbox"/>	None
<input type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input type="checkbox"/>	Other (Revenue)

PURPOSE/ACTION REQUESTED

The City Council is to consider the second reading of an ordinance that would regulate on-street parking.

BACKGROUND

The City Council approved the first reading of an ordinance that would regulate on-street parking at its last meeting on November 9. The City Council directed staff to make minor revisions and bring the ordinance back for a second reading.

The City receives frequent complaints about commercial vehicles, boats, trailers, and recreational vehicles being stored on public streets for extended periods of time. In some instances, these may be stored on the city street for an entire season. In effect, individuals use public property, the city street, for private storage. Typically the concern is that the storage makes the neighborhood look junky and unattractive. Over time, this can have a negative effect on a neighborhood and property values. Another concern is traffic safety as these vehicles and trailers can be obstructions to the driving public.

ANALYSIS

In approving the first reading, the City Council directed that the ordinance be revised to clarify the relationship of paragraphs 6-3-13 and 6-3-14. Staff is proposing that the clarifying language also be reflected in paragraph 6-3-15. The City attorney has, therefore, made the following revisions to the ordinance:

- Stating at the beginning of each of the three paragraphs the zoning districts that the particular paragraph regulates
- Adding a reference in paragraphs 6-3-14 and 6-3-15 that the more restrictive regulations of 6-3-13 apply in residential districts
- Changing the effective date to April 1, 2016, after the winter parking ban is lifted

The ordinance would:

- In residential zoning districts, prohibit commercial motor vehicles (except for school buses and tow trucks), semi-trailers, trailers, and watercraft from being parked on city streets, except for the purpose of loading and unloading.
- In all zoning districts, prohibit vehicles, trailers, semi-trailers, watercraft, recreational truck trailers, recreational vehicles, and motor homes from being parked on city streets for more than 20 continuous hours in one place.
- In all zoning districts, require trailers, semi-trailers, watercraft, recreational vehicles, recreational truck trailers, and recreational vehicle combinations that are parked on city streets to be hitched to a motor vehicle

RECOMMENDATION

City staff recommends approval of the second reading of the on-street parking regulations in residential zoning districts, in response to frequent complaints.

Enc: Ordinance (with changes highlighted)
Ordinance (clean copy)
Statutory Definitions

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

ORDINANCE NO. _____

AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE,
TITLE 6, CHAPTER 3 REGARDING PARKING REGULATIONS
BY ADDING SECTION 6-3-13 AND SECTION 6-3-14 AND SECTION 6-3-15

THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS ORDAINS AS
FOLLOWS:

Section One. Amendment. Title 6, Chapter 3 of the Inver Grove Heights City Code is hereby amended to add Section 6-3-13 to read as follows:

**6-3-13: PARKING REGULATIONS RELATING TO COMMERCIAL MOTOR
VEHICLES AND OTHER TRAILERS AND TRUCKS:**

The restrictions contained in this Section apply where at least one side of the City street or at least one side of the street or highway under the jurisdiction of the City abuts property that is zoned Agricultural District, Residential District or Estate District.

No person shall park any of the following on any City street or on any street or highway in the City under the jurisdiction of the City, including both sides thereof, where at least one side of the City street or at least one side of the street or highway under the jurisdiction of the City abuts property that is zoned Agricultural District, Residential District or Estate District, except for the purpose of loading or unloading and then only for such period of time as is necessary to load or unload:

- a. Commercial motor vehicle as defined by Minnesota Statutes § 169.011, subd. 16(a), as amended from time to time; except for tow trucks or towing vehicles as defined by Minnesota Statutes § 168B.011, subd. 12(a), as amended from time to time; and except for school buses as defined by Minnesota Statutes § 169.011, subd. 71;
- b. Semitrailer as defined by Minnesota Statutes § 169.011, subd. 72, as amended from time to time;
- c. Trailer as defined by Minnesota Statutes § 169.011, subd. 86, as amended from time to time, except for recreational truck-trailers as defined by Minnesota Statutes § 169.011, subd. 61, as amended from time to time; and except for recreational vehicle combinations as defined by Minnesota Statutes § 169.011, subd. 62, as amended from time to time; or
- d. Watercraft as defined by Minnesota Statutes § 86B.005, subd. 18, as amended from time to time, or any type of boat.

A violation of this section shall be a petty misdemeanor.

Section Two. Amendment. Title 6, Chapter 3 of the Inver Grove Heights City Code is hereby amended to add Section 6-3-14 to read as follows:

6-3-14: PARKING REGULATIONS RELATING TO DURATION OF PARKING:

The restrictions contained in this Section apply in all zoning districts to any street or highway in the City under the jurisdiction of the City.

No person shall park any of the following on any City street or on any street or highway in the City under the jurisdiction of the City in any one place for a longer continuous period than twenty hours:

- a. Vehicle as defined by Minnesota Statutes § 169.011, subd. 92, as amended from time to time;
- b. Trailer as defined by Minnesota Statutes § 169.011, subd. 86, as amended from time to time;
- c. Semitrailer as defined by Minnesota Statutes § 169.011, subd. 72, as amended from time to time;
- d. Watercraft as defined by Minnesota Statutes § 86B.005, subd. 18, as amended from time to time, or any type of boat;
- e. Recreational truck-trailer as defined by Minnesota Statutes § 169.011, subd. 61, as amended from time to time;
- f. Recreational vehicle combination as defined by Minnesota Statutes § 169.011, subd. 62, as amended from time to time; or
- g. Motor home as defined by Minnesota Statutes § 168.002, subd. 17, as amended from time to time.

A violation of this section shall be a petty misdemeanor.

To the extent the restrictions contained in Section 6-3-13 are more demanding or prohibitive than the restrictions contained in Section 6-3-14, the restrictions contained in Section 6-3-13 shall prevail and shall apply.

Section Three. Amendment. Title 6, Chapter 3 of the Inver Grove Heights City Code is hereby amended to add Section 6-3-15 to read as follows:

6-3-15: PARKING REGULATIONS RELATING TO HITCHING OF TRAILERS, SEMITRAILERS, WATERCRAFT AND BOATS TO MOTOR VEHICLES:

The restrictions contained in this Section apply in all zoning districts to any street or highway in the City under the jurisdiction of the City.

No person shall park any of the following on any City street or on any street or highway in the City under the jurisdiction of the City unless the following are attached to or hitched to a motor vehicle as defined by Minnesota Statutes § 169.011, subd. 42, as amended from time to time:

- a. Trailer as defined by Minnesota Statutes § 169.011, subd. 86, as amended from time to time;
- b. Semitrailer as defined by Minnesota Statutes § 169.011, subd. 72, as amended from time to time;
- c. Watercraft as defined by Minnesota Statutes § 86B.005, subd. 18, as amended from time to time, or any type of boat;
- d. Recreational truck-trailer as defined by Minnesota Statutes § 169.011, subd. 61, as amended from time to time; or
- e. Recreational vehicle combination as defined by Minnesota Statutes § 169.011, subd. 62, as amended from time to time.

A violation of this section shall be a petty misdemeanor.

To the extent the restrictions contained in Section 6-3-13 are more demanding or prohibitive than the restrictions contained in Section 6-3-15, the restrictions contained in Section 6-3-13 shall prevail and shall apply.

Section Four. Effective Date. This ordinance amendment shall be in full force and effect after its passage and publication according to law and from and after April 1, 2016.

Passed in regular session of the City Council on the ____ day of December, 2015.

CITY OF INVER GROVE HEIGHTS

By: _____
George Tourville, Mayor

ATTEST:

By: _____
Michelle Tesser, City Clerk

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

ORDINANCE NO. _____

AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE,
TITLE 6, CHAPTER 3 REGARDING PARKING REGULATIONS
BY ADDING SECTION 6-3-13 AND SECTION 6-3-14 AND SECTION 6-3-15

THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS ORDAINS AS
FOLLOWS:

Section One. Amendment. Title 6, Chapter 3 of the Inver Grove Heights City Code is hereby amended to add Section 6-3-13 to read as follows:

**6-3-13: PARKING REGULATIONS RELATING TO COMMERCIAL MOTOR
VEHICLES AND OTHER TRAILERS AND TRUCKS:**

The restrictions contained in this Section apply where at least one side of the City street or at least one side of the street or highway under the jurisdiction of the City abuts property that is zoned Agricultural District, Residential District or Estate District.

No person shall park any of the following on any City street or on any street or highway in the City under the jurisdiction of the City, including both sides thereof, where at least one side of the City street or at least one side of the street or highway under the jurisdiction of the City abuts property that is zoned Agricultural District, Residential District or Estate District, except for the purpose of loading or unloading and then only for such period of time as is necessary to load or unload:

- a. Commercial motor vehicle as defined by Minnesota Statutes § 169.011, subd. 16(a), as amended from time to time; except for tow trucks or towing vehicles as defined by Minnesota Statutes § 168B.011, subd. 12(a), as amended from time to time; and except for school buses as defined by Minnesota Statutes § 169.011, subd. 71;
- b. Semitrailer as defined by Minnesota Statutes § 169.011, subd. 72, as amended from time to time;
- c. Trailer as defined by Minnesota Statutes § 169.011, subd. 86, as amended from time to time, except for recreational truck-trailers as defined by Minnesota Statutes § 169.011, subd. 61, as amended from time to time; and except for recreational vehicle combinations as defined by Minnesota Statutes § 169.011, subd. 62, as amended from time to time; or
- d. Watercraft as defined by Minnesota Statutes § 86B.005, subd. 18, as amended from time to time, or any type of boat.

A violation of this section shall be a petty misdemeanor.

Section Two. Amendment. Title 6, Chapter 3 of the Inver Grove Heights City Code is hereby amended to add Section 6-3-14 to read as follows:

6-3-14: PARKING REGULATIONS RELATING TO DURATION OF PARKING:

The restrictions contained in this Section apply in all zoning districts to any street or highway in the City under the jurisdiction of the City.

No person shall park any of the following on any City street or on any street or highway in the City under the jurisdiction of the City in any one place for a longer continuous period than twenty hours:

- a. Vehicle as defined by Minnesota Statutes § 169.011, subd. 92, as amended from time to time;
- b. Trailer as defined by Minnesota Statutes § 169.011, subd. 86, as amended from time to time;
- c. Semitrailer as defined by Minnesota Statutes § 169.011, subd. 72, as amended from time to time;
- d. Watercraft as defined by Minnesota Statutes § 86B.005, subd. 18, as amended from time to time, or any type of boat;
- e. Recreational truck-trailer as defined by Minnesota Statutes § 169.011, subd. 61, as amended from time to time;
- f. Recreational vehicle combination as defined by Minnesota Statutes § 169.011, subd. 62, as amended from time to time; or
- g. Motor home as defined by Minnesota Statutes § 168.002, subd. 17, as amended from time to time.

A violation of this section shall be a petty misdemeanor.

To the extent the restrictions contained in Section 6-3-13 are more demanding or prohibitive than the restrictions contained in Section 6-3-14, the restrictions contained in Section 6-3-13 shall prevail and shall apply.

Section Three. Amendment. Title 6, Chapter 3 of the Inver Grove Heights City Code is hereby amended to add Section 6-3-15 to read as follows:

6-3-15: PARKING REGULATIONS RELATING TO HITCHING OF TRAILERS, SEMITRAILERS, WATERCRAFT AND BOATS TO MOTOR VEHICLES:

The restrictions contained in this Section apply in all zoning districts to any street or highway in the City under the jurisdiction of the City.

No person shall park any of the following on any City street or on any street or highway in the City under the jurisdiction of the City unless the following are attached to or hitched to a motor vehicle as defined by Minnesota Statutes § 169.011, subd. 42, as amended from time to time:

- a. Trailer as defined by Minnesota Statutes § 169.011, subd. 86, as amended from time to time;
- b. Semitrailer as defined by Minnesota Statutes § 169.011, subd. 72, as amended from time to time;
- c. Watercraft as defined by Minnesota Statutes § 86B.005, subd. 18, as amended from time to time, or any type of boat;
- d. Recreational truck-trailer as defined by Minnesota Statutes § 169.011, subd. 61, as amended from time to time; or
- e. Recreational vehicle combination as defined by Minnesota Statutes § 169.011, subd. 62, as amended from time to time.

A violation of this section shall be a petty misdemeanor.

To the extent the restrictions contained in Section 6-3-13 are more demanding or prohibitive than the restrictions contained in Section 6-3-15, the restrictions contained in Section 6-3-13 shall prevail and shall apply.

Section Four. Effective Date. This ordinance amendment shall be in full force and effect after its passage and publication according to law and from and after April 1, 2016.

Passed in regular session of the City Council on the _____ day of December, 2015.

CITY OF INVER GROVE HEIGHTS

By: _____
George Tourville, Mayor

ATTEST:

By: _____
Michelle Tesser, City Clerk

LIST OF DEFINED TERMS

“Commercial motor vehicle” (Minnesota Statutes § 169.011, subd. 16(a)) means:

(a) "Commercial motor vehicle" means a motor vehicle or combination of motor vehicles used to transport passengers or property if the motor vehicle:

(1) has a gross vehicle weight of more than 26,000 pounds;

(2) has a towed unit with a gross vehicle weight of more than 10,000 pounds and the combination of vehicles has a combined gross vehicle weight of more than 26,000 pounds;

(3) is a bus;

(4) is of any size and is used in the transportation of hazardous materials that are required to be placarded under Code of Federal Regulations, title 49, parts 100-185; or

(5) is outwardly equipped and identified as a school bus, except for type A-I and type III vehicles as defined in subdivision 71.

“Recreational truck-trailer” (Minnesota Statutes § 169.011, subd. 61) means:

"Recreational truck-tractor" means a truck-tractor with a gross vehicle weight rating of not more than 24,000 pounds that is designed exclusively or adapted specifically to tow a semitrailer coupled by means of a fifth-wheel plate and kingpin assembly.

“Recreational vehicle combination” (Minnesota Statutes § 169.011, subd. 62) means:

(a) "Recreational vehicle combination" means a combination of vehicles consisting of a full-size pickup truck or a recreational truck-tractor attached by means of a kingpin and fifth-wheel coupling to a middle vehicle which has hitched to it a trailer.

(b) For purposes of this subdivision, a "kingpin and fifth-wheel coupling" is a coupling between a middle vehicle and a towing full-size pickup truck or a recreational truck-tractor in which a portion of the weight of the towed middle vehicle is carried over or forward of the rear axle of the towing pickup.

“Semitrailer” (Minnesota Statutes § 169.011, subd. 72) means:

"Semitrailer" means a vehicle of the trailer type so designed and used in conjunction with a truck-tractor that a considerable part of its own weight or that of its load rests upon and is carried by the truck-tractor and includes a trailer drawn by a truck-tractor semitrailer combination.

“Trailer” (Minnesota Statutes § 169.011, subd. 86) means:

"Trailer" means any vehicle designed for carrying property or passengers on its own structure and for being drawn by a motor vehicle but does not include a trailer drawn by a truck-tractor semitrailer combination or an auxiliary axle on a motor vehicle which carries a portion of the weight of the motor vehicle to which it is attached.

“Tow truck or towing vehicle” (Minnesota Statutes § 168B.011, subd. 12(a)) means:

"Tow truck" or "towing vehicle" means a motor vehicle having a manufacturer's gross vehicle weight rating of 8,000 pounds or more, equipped with a crane and winch, or an attached device used exclusively to transport vehicles, and further equipped to control the movement of the towed or transported vehicle.

“Motor home” (Minnesota Statutes § 168.002, subd. 17) means:

(a) "Motor home" means a recreational vehicle designed to provide temporary living quarters. The motor home has a living unit built into as an integral part of, or permanently attached to the chassis of, a motor vehicle or van.

(b) A motor home must contain permanently installed, independent, life-support systems that meet the American National Standards Institute standard number A119.2 for recreational vehicles and provide at least four of the following facilities, two of which must be from the systems listed in clauses (1), (5), and (6): (1) a cooking facility with liquid propane gas supply, (2) a refrigerator, (3) a self-contained toilet or a toilet connected to a plumbing system with a connection for external water disposal, (4) a heating or air conditioning system separate from the motor vehicle engine, (5) a potable water supply system including a sink with a faucet either self-contained or with connections for an external source, and (6) a separate 110-125 volts electrical power supply.

(c) For purposes of this subdivision, "permanently installed" means built into or attached as an integral part of a chassis or van, and designed not to be removed except for repair or replacement. A system that is readily removable or held in place by clamps or tie-downs is not permanently installed.

(d) Motor homes include a:

(1) type A motor home, which is a raw chassis upon which is built a driver's compartment and an entire body that provides temporary living quarters as described in paragraph (b);

(2) type B motor home, which is a van that conforms to the description in paragraph (b) and has been completed or altered by a final-stage manufacturer; and

(3) type C motor home, which is an incomplete vehicle upon which is permanently attached a body designed to provide temporary living quarters as described in paragraph (b).

(e) A motor vehicle with a slip-in camper or other removable equipment that is mounted into or on a motor vehicle is not a motor home, is not a recreational vehicle, and must not be registered as a recreational vehicle under section 168.013.



“Watercraft” (Minnesota Statutes § 86B.005, subd. 18) means:

"Watercraft" means any contrivance used or designed for navigation on water, except:

- (1) a waterfowl boat during the waterfowl hunting seasons;
- (2) a rice boat during the harvest season; or
- (3) a seaplane.



CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

CONSIDER SECOND READING OF AN ORDINANCE AMENDING CITY CODE TITLE 3, CHAPTER 4, SECTIONS 3-4-2-2 and 3-4-2-3 and 10-3-8 ADJUSTING DEVELOPMENT FEES FOR 2016

Meeting Date: November 23, 2015 Item Type: Regular Agenda Contact: Kristi Smith, Finance Director Prepared by: Reviewed by: Scott Thureen, PW Director Allan Hunting, City Planner Tom Link, CD Director	Fiscal/FTE Impact: <input checked="" type="checkbox"/> None <input type="checkbox"/> Amount included in current budget <input type="checkbox"/> Budget amendment requested <input type="checkbox"/> FTE included in current complement <input type="checkbox"/> New FTE requested – N/A <input type="checkbox"/> Other
--	--

PURPOSE/ACTION REQUESTED The Council is asked to consider the second reading of an ordinance to amend the City Code to adjust the fees and charges associated with development activities. This includes water and sanitary sewer connection fees, and fees associated with planning activities (such as rezoning, variance, conditional use permits, etc.).

SUMMARY Minnesota State Statutes 462.353 sets forth the requirements with respect to a municipality’s authority to prescribe fees associated with planning activities.

While Statute 462 does not speak to building permit fees or water or sanitary sewer connection fees, the City Attorney’s advice is to set forth the fees in the Code given the scope of development that is anticipated to take place over the next several years in the northwest area.

The required public hearing has been set for December 14, 2015.

Staff proposes changes to the fees that address water and sanitary sewer connection fees, etc. The water and sewer connection fees are proposed to increase between 3.5% and 5%. These proposed fees are based on financial projections supplied by Ehlers and Associates in their June 2014 Update.

As discussed at the first reading on November 9, 2015, the fees for NWA – Sanitary Sewer Platt Connection Fee have been adjusted to reflect a 5% increase.

The proposed changes are reflected on the attached.

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

ORDINANCE NO. _____

AN ORDINANCE AMENDING TITLE 3, CHAPTER 4, SECTION 3-4-2-2 AND SECTION 3-4-2-3 AND SECTION 3-4-3 AND TITLE 10, CHAPTER 3, SECTION 10-3-8 B OF THE INVER GROVE HEIGHTS CITY CODE RELATING TO FEES

The City Council of Inver Grove Heights does hereby ordain as follows:

Section 1. Amendment No. 1. Inver Grove Heights City Code Title 3, Chapter 4, Section 3-4-2-2 is hereby amended in its entirety to read as follows:

3-4-2-2: WATER, SANITARY SEWER AND STORM WATER SYSTEMS CONNECTION FEES:

A. Purpose and Intent. Minn. Stat. § 444.075, subd 3. and IGH City Code Title 8 allows the City to impose just and equitable charges for connection to the City water utility system to pay for the construction, reconstruction, repair, enlargement, improvement, or other obtainment, the maintenance, operation and use of the facilities, and of obtaining and complying with permits required by law.

Minn. Stat. § 444.075, subd. 3. and IGH City Code Title 8 allows the City to impose just and equitable charges for connection to the City sanitary sewer utility system to pay for the construction, reconstruction, repair, enlargement, improvement, or other obtainment, the maintenance, operation and use of the facilities, and of obtaining and complying with permits required by law.

Minn. Stat. § 444.075, subd. 3. and IGH City Code Title 8 allows the City to impose just and equitable charges for connection to the City storm sewer utility system to pay for the construction, reconstruction, repair, enlargement, improvement, or other obtainment, the maintenance, operation and use of the facilities, and of obtaining and complying with permits required by law.

The purpose and intent of this Title 3, Chapter 4, Section 3-4-2-2 is to impose connection fees for the water utility system and the sanitary sewer utility system and the storm water sewer utility system, also known as the storm water system.

B. Definitions. For purposes of this Title 3, Chapter 4, Section 3-4-2-2, the following terms shall have the following meanings:

Northwest Area means that certain geographic area within the City of Inver Grove Heights defined, established and referred to as the Northwest Area Overlay District pursuant to the City's zoning regulations.

Net Developable Area means the number of acres within a property remaining after excluding those portions that are either: a) encumbered by right of way for arterial roads as defined in the Inver Grove Heights Comprehensive Plan; or b) lying below the ordinary high water level of public waters as identified in the Shoreland Overlay District; or c) lying within the boundaries of wetlands delineated according to the Minnesota Wetland Conservation Act; or d) bluffs in Shoreland Overlay Districts abutting public waters; or e) land to be dedicated to the City of Inver Grove Heights for public park/recreation area purposes. Net Developable Area does not include outlots within a plat that are intended to be replatted at a later date into developable lots.

Gross Acres means the total acres within a plat, subdivision or parcel. Gross Acres do not include outlots within a plat that are intended to be replatted at a later date into developable lots.

SAC Unit means a unit as determined by the Metropolitan Council Environmental Services according to the Metropolitan Council Service Availability Charge Manual.

C. Connection Fees For Water Utility System For Land Outside of Northwest Area. The following connection fees for the water utility system are hereby imposed and required to be paid with respect to land outside of the Northwest Area that is within the Metropolitan Urban Service Area (MUSA).

Fees Payable At Time of Plat

The following fee must be paid when the property is subdivided or the property is platted or a building permit is obtained or when connection is made to the municipal water system, whichever occurs first. The fee is not payable if the property has been previously specially assessed on an area basis for a trunk water line.

Water Plat Connection Fee	\$1,175 \$1,215 multiplied by a density factor of 3.5 multiplied by Gross Acres
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Fees Payable At Time of Building Permit

The following fees must be paid by the landowner when a building permit is obtained or when connection is made to the municipal water system, whichever occurs first.

Water Building Permit Connection Unit Fee	\$785 \$810 per SAC Unit
Water Treatment Plant Fee	\$685 \$710 per SAC Unit
Water Core Connection Fee (based on water service size)	
1 inch	\$1,635 \$1,690
1 ½ inch	\$3,660 \$3,790
2 inch	\$6,495 \$6,720
3 inch	\$15,385 \$15,920
4 inch	\$25,975 \$26,885
6 inch (or larger)	\$60,895 \$63,025

D. Connection Fees For Sanitary Sewer Utility System For Land Outside of Northwest Area. The following connection fees for the sanitary sewer utility system are hereby imposed and required to be paid with respect to land outside of the Northwest Area that is within the Metropolitan Urban Service Area (MUSA).

Fees Payable At Time of Plat

The following fee must be paid when the property is subdivided or the property is platted or a building permit is obtained or connection is made to the municipal sanitary sewer system, whichever occurs first. The fee is not payable if the property has been previously specially assessed on an area basis for a trunk sanitary sewer line.

Sanitary Sewer Plat Connection Fee	\$1,175 \$1,215 multiplied by a density factor of 3.5 multiplied by Gross Acres
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Fees Payable At Time of Building Permit

The following fees must be paid by the landowner when a building permit is obtained or when connection is made to the municipal sanitary sewer system, whichever occurs first. The B-Line special connection charge only applies to that area of the City served by the B-Line sanitary system; for properties in the B-Line area, the B-Line special connection charge is payable in addition to the other fees set forth below.

M.C.E.S. SAC Unit Fee	\$2,485 per SAC Unit
Sanitary Sewer Building Permit Connection Unit Fee	\$415 <u>\$430</u> per SAC Unit
B-Line Special Connection Charge	\$1,100 <u>\$1,140</u> per SAC Unit (applicable only to B-Line Area)
Sewer Core Connection Fee (based on building sewer service size)	
4 inch	\$520 <u>\$540</u>
6 inch	\$890 <u>\$920</u>
8 inch	\$1,570 <u>\$1,625</u>
10 inch	\$2,460 <u>\$2,545</u>
12 inch	\$3,535 <u>\$3,660</u>

E. Connection Fees For Water Utility System For Northwest Area. The following connection fees for the water utility system are hereby imposed and required to be paid with respect to land within the Northwest Area.

**Fees Payable At Time of Plat
(Northwest Area)**

The following fees must be paid when the property is subdivided or the property is platted or a building permit is obtained or when connection is made to the municipal water system, whichever occurs first. The fee is not payable if the property is being platted as an agricultural planned unit development with no connection to the municipal water system.

Water Plat Connection Fee (Northwest Area)	
In the R-1 and R-2 Zoning Districts	\$1,090 <u>\$1,130</u> multiplied by a density factor of 2.0 multiplied by the Net Developable Area
In the R-3A Zoning District	\$1,090 <u>\$1,130</u> multiplied by a density factor of 4.0 multiplied by the Net Developable Area
In the R-3B Zoning District	\$1,090 <u>\$1,130</u> multiplied by a density factor of 6.5 multiplied by the Net Developable Area
In the R-3C Zoning District	\$1,090 <u>\$1,130</u> multiplied by a density factor of 12.0 multiplied by the Net Developable Area
In the B-1 and Office Park Zoning Districts	The fee shall be calculated as follows. First, multiply the Net Developable Area by 0.25 (the minimum Floor Area Ratio – FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 2,400 square feet to arrive at density units. Then multiply the density units by \$1,090 <u>\$1,130</u> .
In the B-2, B-3 and B-4 Zoning Districts	The fee shall be calculated as follows. First, multiply the Net

	Developable Area by 0.25 (the minimum Floor Area Ratio – FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 3,000 square feet to arrive at density units. Then multiply the density units by \$1,090 <u>\$1,130</u> .
In the I-1 and I-2 and Industrial – Office Park Zoning Districts	The fee shall be calculated as follows. First, multiply the Net Developable Area by 0.25 (the minimum Floor Area Ratio – FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 7,000 square feet to arrive at density units. Then multiply the density units by \$1,090 <u>\$1,130</u> .
In the P-Institutional Zoning Districts	The fee shall be calculated as follows. First, multiply the Net Developable Area by 0.25 (the minimum Floor Area Ratio – FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 2,400 square feet to arrive at density units. Then multiply the density units by \$1,090 <u>\$1,130</u> .
In the Mixed Use – Residential and in the Mixed Use - Commercial Zoning Districts	The fee shall be calculated with respect to each pro-ratable area component of the mixed use development using the appropriate fee calculations set forth above in relation to the respective land use of the component. The respective fees for each component shall then be added to compute the total fee.

Fees Payable At Time of Building Permit (Northwest Area)

The following fees must be paid by the landowner when a building permit is obtained or when connection is made to the municipal water system, whichever occurs first.

Water Building Permit Connection Unit Fee (Northwest Area)	\$3,040 <u>\$3,115</u> per SAC Unit
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Water Treatment Plant Fee (Northwest Area)	\$670 per SAC Unit
Water Core Connection Fee (based on water service size) (Northwest Area)	
1 inch	\$1,645
1 ½ inch	\$3,690
2 inch	\$6,550
3 inch	\$14,730
4 inch	\$26,210
6 inch (or larger)	\$61,440

F. Connection Fees For Sanitary Sewer Utility System For Northwest Area.

The following connection fees for the sanitary sewer utility system are hereby imposed and required to be paid with respect to land within the Northwest Area:

Fees Payable At Time of Plat (Northwest Area)

The following fee must be paid when the property is subdivided or the property is platted or a building permit is obtained or when connection is made to the municipal sanitary sewer system, whichever occurs first. The fee is not payable if the property is being platted as an agricultural planned unit development with no connection to the municipal water system.

Sanitary Sewer Plat Connection Fee (Northwest Area)	
In the R-1 and R-2 Zoning Districts	\$1,740 <u>\$1,825</u> multiplied by a density factor of 2.0 multiplied by the Net Developable Area
In the R-3A Zoning District	\$1,740 <u>\$1,825</u> multiplied by a density factor of 4.0 multiplied by the Net Developable Area
In the R-3B Zoning District	\$1,740 <u>\$1,825</u> multiplied by a density factor of 6.5 multiplied by the Net Developable Area
In the R-3C Zoning District	\$1,740 <u>\$1,825</u> multiplied by a density factor of 12.0 multiplied by the Net Developable Area
In the B-1 and Office Park Zoning Districts	The fee shall be calculated as follows. First, multiply the Net Developable Area by 0.25 (the minimum Floor Area Ratio – FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 2,400 square feet to arrive at density units. Then multiply the density units by \$1,740 <u>\$1,825</u> .
In the B-2, B-3 and B-4 Zoning Districts	The fee shall be calculated as follows. First, multiply the Net Developable Area by 0.25 (the minimum Floor Area Ratio – FAR required by the Northwest Area Overlay District). The result is the

	minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 3,000 square feet to arrive at density units. Then multiply the density units by \$1,740 \$1,825 .
In the I-1 and I-2 and Industrial – Office Park Zoning Districts	The fee shall be calculated as follows. First, multiply the Net Developable Area by 0.25 (the minimum Floor Area Ratio – FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 7,000 square feet to arrive at density units. Then multiply the density units by \$1,740 \$1,825 .
In the P-Institutional Zoning Districts	The fee shall be calculated as follows. First, multiply the Net Developable Area by 0.25 (the minimum Floor Area Ratio – FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 2,400 square feet to arrive at density units. Then multiply the density units by \$1,740 \$1,825 .
In the Mixed Use – Residential and in the Mixed Use - Commercial Zoning Districts	The fee shall be calculated with respect to each pro-ratable area component of the mixed use development using the appropriate fee calculations set forth above in relation to the respective land use of the component. The respective fees for each component shall then be added to compute the total fee.

Fees Paid At Time of Building Permit (Northwest Area)

The following fees must be paid by the landowner when a building permit is obtained or when connection is made to the municipal sanitary sewer system, whichever occurs first.

M.C.E.S. SAC Unit Fee (Northwest Area)	\$2,485 per SAC Unit
Sanitary Sewer Building Permit Connection Unit Fee (Northwest Area)	\$4,800 \$5,040 per SAC Unit
Sewer Core Connection Fee (based on building sewer service size)	
4 inch	\$530

6 inch	\$900
8 inch	\$1,595
10 inch	\$2,500
12 inch	\$3,585

G. Connection Fees For Storm Water Sewer Utility System For Northwest Area. The following connection fees for the storm water sewer utility system also known as the storm water system are hereby imposed and required to be paid with respect to land within the Northwest Area:

Fees Payable At Time of Plat (Northwest Area)

The following fees must be paid by the landowner when the property is subdivided or the property is platted or a building permit is obtained, whichever occurs first.

The fees are not payable for outlots if the property is being platted as an agricultural planned unit development.

Storm Water Plat Connection Fee (Northwest Area)	
In the R-1 and R-2 and R-3A Zoning Districts	\$11,415 <u>\$11,985</u> per acre multiplied by the Net Developable Area
In the R-3B and R-3C Zoning Districts	\$11,680 <u>\$12,265</u> per acre multiplied by the Net Developable Area
In the B-1 and Office Park Zoning Districts	\$13,110 <u>\$13,765</u> per acre multiplied by the Net Developable Area
In the B-2, B-3 and B-4 Zoning Districts	\$12,750 <u>\$13,390</u> per acre multiplied by the Net Developable Area
In the I-1, I-2 and I-Office Park Zoning Districts	\$12,395 <u>\$13,015</u> per acre multiplied by the Net Developable Area
In the P-Institutional Zoning District	\$11,680 <u>\$12,265</u> per acre multiplied by the Net Developable Area
In the Mixed Use - Residential Zoning District	\$11,680 <u>\$12,265</u> per acre multiplied by the Net Developable Area
In the Mixed Use - Commercial Zoning District	\$12,395 <u>\$13,015</u> per acre multiplied by the Net Developable Area

H. Outlots. With respect to calculating the fees payable at the time of platting, the acreage within the outlots that are intended to be replatted into buildable lots at a later date shall not be included within the calculations. When the acreage within the outlots are subsequently replatted into buildable lots, the fees for such acreage shall then be paid at the time of the replat.

Section 2. Amendment No. 2. Inver Grove Heights City Code Title 3, Chapter 4, Section 3-4-2-3 is hereby amended in its entirety to read as follows:

3-4-2-3: SANITARY SEWER AND WATER TRUNK AREA ASSESSMENTS: With respect to special assessments under Chapter 429 of the Minnesota Statutes, the assessments

rolls for sanitary sewer and water trunk lines shall initially be calculated using the following per acre assessment amounts for trunk line area benefit.

~~\$4,100~~\$4,245 per acre for water trunk line area benefit

~~\$4,100~~\$4,245 per acre for sanitary sewer trunk line area benefit

The Council may adjust the assessment roll and special assessments after public hearing pursuant to Minn. Stat. § 429.061 and the Council shall determine the final assessment roll and special assessments by resolution.

Section 3. Amendment No. 4. Inver Grove Heights City Code Title 3, Chapter 4, Section 10-3-8 is hereby amended to read as follows:

- B. Fee Amounts and Escrow Deposit: The city may require that applicants deposit in escrow with the city, together with the application filing fees, the sums required by the city toward prepayment of the attorney, planning and engineering costs. The prepayment amounts shall be a credit toward the fees for the attorney, planning and engineering and other professional consultant fees to be reimbursed by the applicant. All such fees, if not paid by the escrow, shall be paid by the applicant within sixty (60) days of final action on the matter by the city council. If such fees are less than the escrowed amount, such escrow will be returned to the applicant within sixty (60) days of the final action on the matter by the city council. The following escrow amounts shall be deposited, together with land use approval applications: (Ord. 1098, 11-8-2004)

TYPE OF LAND USE APPROVAL	BASE FEE	GIS FEE	ESCROW
Conditional Use Permit, single family residential	\$250		\$0
Conditional Use Permit, Impervious surface single family residential	\$250		\$1,500
Conditional Use Permit, other	\$500		\$3,000
Conditional Use Permit, other – amendment	\$150		\$1,000
Comprehensive Plan Amendment	\$500	\$50	\$2,500
Comprehensive Plan Amendment - minor	\$200		\$250
Zoning Code Amendment	\$500		\$500
Zoning Code Amendment – minor	\$100		\$250
Rezoning	\$500	\$50	\$500
Variance - Residential	\$200		\$0
Variance - Commercial	\$200		
Planned Unit Development Preliminary	\$1,000 + plat fees		\$5,000
Final	\$500		\$3,000
Planned Unit Development Amendment	\$250		\$1,000
Determination of Substantially Similar Use	\$200		\$200
Major Site Plan Review	\$500		\$3,000
Preliminary Plat	\$250/+ \$5 per lot		\$3,000
Final Plat – single family	\$350	\$25/lot	\$3,000
Final Plat - other	\$200	\$100/acre	\$3,000
Waiver of Plat	\$300	\$25	
Administrative Subdivision	\$100	\$25/lot	
Street Easement Vacation	\$150	\$50	\$500
Street Dedication	\$150	\$50	
Wetland Conservation Act Certification	\$75		
Wetland Replacement Plan	\$200	\$100/acre	\$2,500
Northwest Area Sketch Plan Review			\$1,000
Northwest Area Environmental Studies	\$80/gross acre		

Fee			
Abstract Fee	\$46		
Interim Use Permit	\$500		\$1,250
Non Conforming Use Certificate	\$500		\$1,250

(Ord. 1180, 12-10-2007)

Section 4. Effective Date. This Ordinance shall be in full force and effect on January 1, 201~~56~~ and after its passage and publication according to law.

Passed this 8~~14~~th day of December, 201~~45~~.

George Tourville, Mayor

ATTEST:

~~Melissa Kennedy~~Michelle Tesser, ~~Deputy~~ City Clerk

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: November 23, 2015
 Item Type: Regular
 Contact: Judy Thill, 651-450-2495
 Prepared by: Judy Thill, Fire Chief
 Reviewed by: n/a

Fiscal/FTE Impact:

<input type="checkbox"/>	None
<input type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input checked="" type="checkbox"/>	Other

PURPOSE/ACTION REQUESTED: Authorize the City Administrator to begin discussion with the property owner of the identified site for the new fire station and move forward with an appraisal.

SUMMARY

In the November 2011 Analysis of Fire Station Locations Report completed by DLR and TriData, four properties were identified as potential sites for the new fire station. When Five Bugles Design was chosen to complete a Feasibility and Programming Study for the fire station, they developed criteria to grade each property and allowed the IGH Fire Station Design team to grade each individual property. The scores were then ranked. One property was identified as being the preferred site for the possible new Fire Station and an appraisal was completed in April 2015. However, the appraisal for that property came back very high and Council made a decision not to pursue that property.

The remaining properties were again ranked by the Fire Station Design team and a second property was identified. That second property under consideration is approximately a half mile from the first site evaluated. Although the second parcel has more land than needed for the fire station, staff would only consider purchase of 6 acres.

Staff would like to begin discussion with the property owner to identify a solution to the possible acquisition of 6 acres of their property and if willing, conduct an appraisal