

INVER GROVE HEIGHTS CITY COUNCIL AGENDA
MONDAY, AUGUST 12, 2013
8150 BARBARA AVENUE
7:00 P.M.

1. CALL TO ORDER

2. ROLL CALL

3. PRESENTATIONS

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 – July 22, 2013 Regular City Council Meeting _____

B. Resolution Approving Disbursements for Period Ending August 7, 2013 _____

C. Pay Voucher No. 4 City Project No. 2006–08, Asher Water Tower Replacement _____

D. Appoint Board Member to the Lower Mississippi River Watershed Management Organization (LMRWMO) _____

E. Approve Custom Grading Agreement for Lot 14, Block 2, Wildwood Ranch Estates (Murad) 8654 Alvarado Court _____

F. Approve Proposal for Public Works Maintenance Facility Space Needs Study _____

G. Award Proposal to Mill and Overlay the East Parking Lot at City Hall _____

H. Approve Resolution Supporting Dakota County’s Mendota/Lebanon Hills Regional Greenway Master Plan _____

I. Bituminous Trails 2013 Seal Coating _____

J. Schedule Special Meeting _____

K. Personnel Actions _____

L. Approve Overtime Payment _____

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:

7. REGULAR AGENDA:

COMMUNITY DEVELOPMENT:

A. **PATRICIA PERISH**; Consider Resolution relating to a Variance to allow a 12 foot front yard setback for a deck and handicap ramp for property located at 3160 71st Street _____

- B. HALLBLADE PROPERTIES;** Consider Resolution relating to a Vacation of certain drainage and utility easements within the plat of Arbor Pointe Commons Second Addition _____
- C. BRYAN TSCHIDA;** Consider Resolution relating to a Variance to allow construction of an accessory structure 20 from the front property line and 20 feet from the side property line for property located at 11990 Akron Avenue _____

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 Melissa Kennedy at 651.450.2513 or mkennedy@invergroveheights.org

**INVER GROVE HEIGHTS CITY COUNCIL MEETING
MONDAY, JULY 22, 2013 - 8150 BARBARA AVENUE**

CALL TO ORDER/ROLL CALL The City Council of Inver Grove Heights met in regular session on Monday, July 22, 2013, in the City Council Chambers. Mayor Tourville called the meeting to order at 7:00 p.m. Present were Council members Bartholomew, Madden, Mueller, and Piekarski Krech; City Administrator Lynch, Assistant Administrator Teppen, City Attorney Kuntz, Community Development Director Link, Public Works Director Thureen, Finance Director Smith, Parks and Recreation Director Carlson, Chief Stanger, Fire Chief Thill, and Deputy Clerk Kennedy.

3. PRESENTATIONS: None.

4. CONSENT AGENDA:

Mayor Tourville removed Items 4G, 4L, & 4M from the Consent Agenda.

- A. i) Minutes of June 17, 2013 Special City Council Meeting
- ii) Minutes of July 1, 2013 City Council Work Session
- iii) Minutes of July 8, 2013 Regular City Council Meeting
- B. **Resolution No. 13-90** Approving Disbursements for Period Ending July 17, 2013
- C. **Resolution No. 13-91** Making an Election Not to Waive Statutory Tort Limits for Liability Insurance Purposes
- D. **Resolution No. 13-92** Approving Improvement Agreement, and Storm Water Maintenance Agreement for Absolute Trailer Sales located South of Tractor Supply on the West Side of Cahill Avenue
- E. Pay Voucher No. 9 for City Project No. 2012-09D, Urban Street Reconstruction, 65th Street Neighborhood and Cahill Court
- F. **Resolution No. 13-93** Authorizing Submittal of a Grant Application for the Clean Water Land and Legacy Program with the Minnesota Public Facilities Authority (PFA) and the MPCA's Green Infrastructure Program for City Project No. 2011-15 Orchard Trail Stormwater Improvements
- H. **Resolution No. 13-95** Approving Plans and Specifications and Authorizing Advertisement for Bids for City Project No. 2012-07, Bohrer Pond NW Pretreatment Basin
- I. **Resolution No. 13-96** Accepting Quotes and Awarding Contract for City Project No. 2013-03 Regional Basin SP-27 Stormwater Facility Repairs
- J. **Resolution No. 13-97** Accepting Bids and Awarding Contract for City Project No. 2013-06, South Robert Trail (T.H. 3) Stormwater Facilities Repairs
- K. Approve Land Alteration Permit (LAP) for IGH Investment LLC for Argenta Hills 8th Addition Plat
- N. Approve Custom Grading Agreement for Lot 5, Block 2, Orchard Trail (1793 86th Ct. E.)
- O. Approve Painting and Rubberized Flooring Projects for the VMCC
- P. Approve Year Four (2013) of a Four Year (2010 through 2013) Golf Course Pavement Project
- Q. **Resolution No. 13-98** Authorizing Auto Theft Prevention Grant
- R. Personnel Actions

Motion by Madden, second by Bartholomew, to approve the Consent Agenda

Ayes: 5

Nays: 0 Motion carried.

G. Resolution Ratifying Acceptance of a Proposal from SEH, Inc. for Preparation of a Wetland Permit Application for City Project No. 2012-07, Bohrer Pond NW Pretreatment Basin

Mayor Tourville explained he would abstain from voting on the item because it related to a small contract with the company he worked for.

Motion by Bartholomew, second by Madden, to adopt Resolution No. 13-94 Ratifying Acceptance of a Proposal from SEH, Inc. for Preparation of a Wetland Permit Application for City Project No. 2012-07, Bohrer Pond NW Pretreatment Basin

Ayes: 4

Nays: 0

Abstain: 1 (Tourville) Motion carried.

L. Approve Encroachment Agreement for Lot 4, Block 2, Argenta Hills 4th Addition (7532 Auburn Ct.)

M. Approve Encroachment Agreement for Lot 3, Block 2, Argenta Hills 4th Addition (7528 Auburn Ct.)

Mayor Tourville stated he would abstain from voting because the items involved two (2) of his family members.

Motion by Madden, second by Mueller, to approve Encroachment Agreement for Lot 4, Block 2, Argenta Hills 4th Addition (7532 Auburn Ct.) and for Lot 3, Block 2, Argenta Hills 4th Addition (7528 Auburn Ct.)

Ayes: 4

Nays: 0

Abstain: 1 (Tourville) Motion carried.

5. PUBLIC COMMENT:

Allan Cederberg, 1162 82nd St. E., questioned what the City planned to do with the money that was saved on the City Hall project as a result of a settlement agreement with the contractor. He stated the City received a million dollars from the settlement and opined that the money should be separated from the rest of the budget. He suggested letting the citizens decide how the money should be spent.

Councilmember Piekarski Krech stated Mr. Cederberg had a different perception and understanding of the settlement agreement. She clarified the City did not receive a million dollars as part of the settlement.

Mayor Tourville stated some of the money may be set aside to pay for ongoing maintenance of the facility.

Mr. Cederberg questioned how much money the City received as part of the settlement.

Mr. Lynch stated the settlement with the contractor was for \$100,000. He explained the City Council had yet to determine what they would like to do with the funds.

Mr. Cederberg stated he was under the impression that the City received a million dollars.

Councilmember Piekarski Krech reiterated that figure was incorrect. She explained the City did not receive extra money. The money was already in the budget for the building project and the settlement was money that did not have to be paid to the contractor. She stated they are still discussing whether or not some of the money should be used for repairs of the polished concrete floor.

6. PUBLIC HEARINGS:

A. CITY OF INVER GROVE HEIGHTS; Resolution Ordering the Project, Approving Plans and Specifications, and Authorizing Advertisement for Bids for 2013 Pavement Management Program, City Project No. 2013-09C, Mill and Overlay

Mr. Dodge explained the project would cover Conroy Way, spanning from Clayton Avenue to 78th Street, and Cloman Avenue, from 80th Street to Conroy Way. In total, 44 properties were eligible to be assessed for the project. The estimated total project cost was approximately \$297,000. The City's assessment policy calls for 80% of the project costs to be assessed, with a 20% contribution from the City. He noted

after all credits were applied approximately 71% of the project costs would be assessed. Each assessment on the roll was approximately \$4,800. A benefit analysis was conducted by an independent appraisal firm and the recommendation was that a \$4,000 assessment per parcel could be sustained. He stated the benefit analysis would be recertified in another year, prior to the assessment hearing. He reviewed the project schedule and stated the intent was to ask Council to award a contract at their regular meeting on August 26th. The project would be bid with Conroy Way as the base bid with Cloman Avenue and rain garden improvements listed as alternate bids.

Councilmember Bartholomew questioned how long the repair would be expected to last.

Mr. Dodge explained based on the geotechnical analysis it was estimated that the mill and overlay would last a minimum of 15 years. This particular project would involve an edge mill and overlay, designed to provide more structure to the road.

Joe Anania, 7395 Conroy Way, questioned why Conroy was being considered when so many other streets in the City were in much worse conditioned. He opined that the repairs were not needed at this point in time. He noted he was just recently assessed for drainage in a previous project.

Mayor Tourville stated there were many streets in the City that were on a schedule for total reconstruction. He explained if they wait the street may need to be totally reconstructed, at a much more substantial cost. He stated the Pavement Management Program was implemented at the request of citizens for an established street maintenance program.

Mr. Anania stated the base of Conroy Way was in good condition.

Mayor Tourville noted that was why a mill and overlay was proposed to prolong the life of the street.

Randy Rageth, 7910 Conroy Way, stated he was also surprised that Conroy Way needed such significant repairs at this point in time. He reiterated that the neighbors were previously assessed for work that was done in conjunction with a project on 78th Street. He questioned why property owners on Comstock and Clayton were not being assessed for the project.

Mr. Dodge explained residents were previously assessed for drainage improvements that were completed in conjunction with the project on 78th Street. He noted they were not assessed for any street improvements.

Mr. Rageth questioned if he could be assessed again if street improvements are done on Comstock in the future.

Councilmember Piekarski Krech explained a property owner can only be assessed for street improvements when their property has frontage on or direct access to the street on which improvements are completed.

Mr. Rageth questioned if something less expensive than a mill and overlay could be done.

Councilmember Piekarski Krech reiterated that if a mill and overlay is not done now the road may need to be totally reconstructed in the near future. She explained many years ago the City did not adequately take care of the streets and put off maintenance that was needed to extend the life of the streets. The result was that many of the streets needed to be totally reconstructed due to their horrible condition. She stated the City has implemented a Pavement Management Program that allows the City to evaluate the condition of the streets and perform scheduled maintenance and improvements in a timely manner.

Mr. Dodge explained staff worked on the project with a geotechnical engineer to develop a matrix and analysis of the street based on core samples and subgrade reviews. Based on their recommendations and analysis the streets in this area of the City, Conroy and Cloman were found to be in need of major repairs. The idea behind preventative maintenance is to restore structural strength to the road.

Councilmember Bartholomew questioned how streets were selected for improvements as part of the Pavement Management Program.

Mr. Dodge explained the Public Works Director has established a process for independent review of the City's street system. Approximately 1/3 of the City's streets are analyzed on an annual basis and given a rating. This allows the City to identify, through a Pavement Condition Index rating, and categorize streets that are in need of maintenance, major repairs, or total reconstruction.

Councilmember Bartholomew clarified that process allowed staff to prioritize the streets that would be targeted for improvements.

Mr. Rageth questioned what curb sections would be replaced as part of the project.

Mr. Dodge stated the project would include minimal curb replacement. Areas that have settled or cracked to the point where drainage has become an issue would be repaired.

Mr. Rageth questioned how long the assessment term would be.

Mr. Thureen stated the Pavement Management Policy called for a five (5) year term for a mill and overlay project. He noted at the time of the assessment hearing the Council will ultimately decide the amount to be assessed, the term of the assessment, and the interest rate.

Mayor Tourville stated it seemed that the consensus from the neighborhood meeting was that the residents would be in favor of the project if the assessments were levied at approximately \$4,000 per lot.

Mr. Cederberg opined that the City had not followed the statutory requirements for the project.

Mr. Dodge stated all statutory requirements had been fulfilled with the exception of the assessment hearing. He reiterated the assessment hearing would be held after the project was completed and the final costs were known. He explained the feasibility report was presented to and accepted by the Council at a previous meeting, the project was included in the planning and forecasting for the annual Pavement Management Program projects, and the improvement hearing to consider ordering the project was presently being held.

Mr. Kuntz reiterated the City was currently at the improvement hearing stage of the process during which the Council will decide whether or not to move forward with the project. He noted the current improvement hearing was preceded by both mailed and published notice. He stated it was likely that the assessment hearing would be held at some point prior to November of 2014. Council received the feasibility report at their regular meeting on June 24, 2013 and scheduled the current improvement hearing. With respect to planning review, because the proposed project is not a capital improvement project it is viewed as replacement and repair and as such was part of the overall City budget. The project was not required to go to the Planning Commission for review because it did not include capital improvements.

Mayor Tourville stated very few street projects that are part of the Pavement Management Program go to the Planning Commission for review.

Mr. Kuntz explained all projects that involve new capital improvements are sent to the Planning Commission for review to ensure that the projects themselves are consistent with the Comprehensive Plan.

Mr. Cederberg stated the final assessment cannot be more than the benefit projected by the appraisal analysis.

Councilmember Piekarski Krech stated the Council was aware of that fact and reiterated the assessment hearing would be scheduled after the project was completed.

Councilmember Bartholomew asked for clarification regarding the independent appraiser's recommended assessment cap.

Councilmember Piekarski Krech stated the recommended cap is the amount the appraiser has determined could be substantiated.

Mayor Tourville stated the information is part of the feasibility report and helps the Council determine if the City can afford the project.

Mr. Kuntz explained the reason why there was some degree of uncertainty attached to the final amount assessed was because the project had yet to be bid and at the time of the assessment hearing engineering staff would obtain a recertification of the benefit analysis.

Councilmember Piekarski Krech questioned what the repayment term was for the storm water drainage assessment that was levied several years ago.

Mr. Dodge stated it was a ten (10) year repayment term.

Councilmember Bartholomew questioned if the same appraisal firm would perform the recertification of the benefit analysis.

Mr. Dodge stated the same firm would provide the recertification. He explained the firm performed an independent analysis of the market as it currently exists and by using the same firm for the recertification there is some continuity between the analyses.

Motion by Madden, second by Piekarski Krech, to close the public hearing.

Ayes: 5

Nays: 0 Motion carried.

Motion by Madden, second by Mueller, to adopt Resolution No. 13-99 Ordering the Project, Approving Plans and Specifications, and Authorizing Advertisement for Bids for 2013 Pavement Management Program, City Project No. 2013-09C, Mill and Overlay

Ayes: 5

Nays: 0 Motion carried.

7. REGULAR AGENDA:

COMMUNITY DEVELOPMENT:

A. JOE LEXA (DAKOTA COUNTY); Consider Resolution relating to a Major Site Plan Approval for an Approximately 4,000 Square Foot Addition to the Inver Glen Library for property located at 8098 Blaine Avenue

Joe Lexa, Dakota County Project Manager, stated his request was for a major site plan approval for the Inver Glen Library addition.

Paul Newhouse, Perkins & Will Architects, presented the site plan. He stated two (2) additions were proposed, one (1) approximately 2,200 square feet in size on the west side of the building and one (1) approximately 2,200 square feet in size on the east side of the building. The west side addition would include a public meeting room and the east side addition would include a combination of meeting rooms and seating areas. Additional parking spaces would also be added to the site, increasing in number from 55 to 86. New landscaping would be added to the front of the building along the 80th Street side along with a sidewalk leading to a new entrance.

Motion by Madden, second by Piekarski Krech, to adopt Resolution No. 13-100 relating to a Major Site Plan Approval for an Approximately 4,000 Square Foot Addition to the Inver Glen Library for property located at 8098 Blaine Avenue

Ayes: 5

Nays: 0 Motion carried.

B. BEVERLY ANDERSON; Consider Resolution relating to a Waiver of Plat for property located at 7070 Bester Avenue

Mr. Link reviewed the location of the property. The request was for a waiver of plat to divide a one (1) acre parcel into two (2) parcels. A house currently exists on the north part of the property. Parcel A would be 0.6 acres in size and Parcel B would be 0.4 acres in size, both exceeding the minimum lot size requirements. He noted both lots would also meet the minimum lot width requirements. Both Planning staff and the Planning Commission recommended approval of the request.

Councilmember Piekarski Krech questioned if the applicant agreed with the conditions.

Beverly Anderson, 7070 Bester Avenue, responded in the affirmative.

Motion by Piekarski Krech, second by Bartholomew, to adopt Resolution No. 13-101 relating to a Waiver of Plat for property located at 7070 Bester Avenue

Ayes: 5

Nays: 0 Motion carried.

C. PATRICIA PERISH; Consider Resolution relating to a Variance to allow a 12 Foot Front Yard Setback for a Deck and Handicap Ramp for property located at 3160 71st St.

Mr. Link suggested that the item be tabled to the next regular meeting to allow the applicant the opportunity to appear before the Council.

Motion by Bartholomew, second by Madden, to table the item to August 12, 2013

Ayes: 5

Nays: 0 Motion carried.

ADMINISTRATION:

D. RICHARD & DODY SOBASZKIEWICZ; Consider Application for Chicken License to Keep Four (4) Chickens on property located at 7775 Boyd Avenue

Ms. Kennedy explained the request was for a chicken license to keep a total of four (4) chickens on the residential property located at 7775 Boyd Avenue. She stated notice was sent to affected property owners on July 5th and one (1) written objection was received. She noted this situation was unique because it was determined that the applicants were keeping chickens on their property prior to making application for the license. Because an objection was received the Code Compliance Specialist conducted a site inspection to ensure all shelter and enclosure requirements had been met and that the coop was being maintained in a clean and sanitary manner. She explained the objection received was primarily related to noise concerns.

Richard Sobaszkiwicz, 7775 Boyd Avenue, stated he discussed and resolved the issue with the neighbor that expressed concerns.

Dody Sobaszkiwicz, 7775 Boyd Avenue, explained the process provided them with an opportunity to communicate with their neighbor because they were not previously aware of their concerns. She stated the four (4) hens only made noise when they were laying eggs.

Councilmember Piekarski Krech stated she visited the property and the chickens were not making any noise.

Councilmember Mueller clarified that the applicants understood something may need to be done in the future if more noise complaints were received.

Motion by Piekarski Krech, second by Mueller, to approve Application for a Chicken License to Keep Four (4) Chickens on property located at 7775 Boyd Avenue

Ayes: 5

Nays: 0 Motion carried.

8. MAYOR & COUNCIL COMMENTS:

Motion by Madden, second by Bartholomew, to schedule Special City Council Meeting on July 29, 2013 at 7:00 p.m.

Ayes: 5

Nays: 0 Motion carried.

9. **ADJOURN:** Motion by Bartholomew, second by Piekarski Krech, to adjourn. The meeting was adjourned by a unanimous vote at 8:15 p.m.

DRAFT

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: August 12, 2013
 Item Type: Consent
 Contact: Kristi Smith 651-450-2521
 Prepared by: Bill Schroepfer, Accountant
 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 the attached resolution approving disbursements for the period of July 18, 2013 to August 7, 2013.

SUMMARY

Shown below is a listing of the disbursements for the various funds for the period ending August 7, 2013. The detail of these disbursements is attached to this memo.

General & Special Revenue	\$572,548.05
Debt Service & Capital Projects	1,242,722.70
Enterprise & Internal Service	389,471.35
Escrows	40,860.00
	<hr/>
Grand Total for All Funds	<u><u>\$2,245,602.10</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 July 18, 2013 to August 7, 2013 and the listing of disbursements requested for approval.

DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _____

**RESOLUTION APPROVING DISBURSEMENTS FOR THE
PERIOD ENDING August 7, 2013**

WHEREAS, a list of disbursements for the period ending August 7, 2013 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	\$572,548.05
Debt Service & Capital Projects	1,242,722.70
Enterprise & Internal Service	389,471.35
Escrows	40,860.00
Grand Total for All Funds	<u><u>\$2,245,602.10</u></u>

Adopted by the City Council of Inver Grove Heights this 12th day of August, 2013.

Ayes:

Nays:

George Tourville, Mayor

ATTEST:

Melissa Kennedy, Deputy City Clerk



City of Inver Grove Heights

Expense Approval Report

By Fund

Payment Dates 7/18/2013 - 8/7/2013

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ACE PAINT & HARDWARE	516453/5	08/02/2013	7/10/13	101.44.6000.451.40047	17.60
ACE PAINT & HARDWARE	516465/5	08/02/2013	7/10/13	101.44.6000.451.40040	43.23
ACE PAINT & HARDWARE	516509/5	08/02/2013	7/15/13	101.44.6000.451.60012	6.35
ACE PAINT & HARDWARE	516582/5	08/02/2013	7/19/13	101.44.6000.451.40047	24.05
ACE PAINT & HARDWARE	516735/5	08/07/2013	7/31/13	101.43.5200.443.60016	3.73
AFSCME COUNCIL 5	INV0021572	07/26/2013	UNION DUES (AFSCME FAIR SHARE)	101.203.2031000	28.48
AFSCME COUNCIL 5	INV0021573	07/26/2013	UNION DUES (AFSCME FULL SHARE)	101.203.2031000	732.23
AFSCME COUNCIL 5	INV0021574	07/26/2013	UNION DUES (AFSCME FULL SHARE-PT)	101.203.2031000	89.10
AFSCME COUNCIL 5	INV0021881	08/09/2013	UNION DUES (AFSCME FAIR SHARE)	101.203.2031000	28.48
AFSCME COUNCIL 5	INV0021882	08/09/2013	UNION DUES (AFSCME FULL SHARE)	101.203.2031000	732.23
AFSCME COUNCIL 5	INV0021883	08/09/2013	UNION DUES (AFSCME FULL SHARE-PT)	101.203.2031000	74.25
ASSOCIATED MECHANICAL CONTRACTORS	39859	07/24/2013	526577	101.42.4200.423.40040	1,440.00
AT & T MOBILITY	287237771092x0712	07/24/2013	287237771092	101.41.1000.413.50020	51.86
AT & T MOBILITY	287237771092x0712	07/24/2013	287237771092	101.41.1100.413.50020	25.93
AT & T MOBILITY	287237771092x0712	07/24/2013	287237771092	101.43.5100.442.50020	30.93
BEST BUY BUSINESS ADVANTAGE ACCT	1338634	08/02/2013	12842	101.42.4000.421.60040	639.49
CA DEPT OF CHILD SUPPORT SERVICES	INV0021527	07/26/2013	MIGUEL GUADALAJARA FEIN/TAXPAYER ID:	101.203.2032100	279.69
CENTRAL TURF & IRRIGATION SUPPLY	5039489-00	08/02/2013	112659	101.44.6000.451.40047	181.91
CENTRAL TURF & IRRIGATION SUPPLY	5040108-00	08/02/2013	112659	101.44.6000.451.40047	162.45
CENTURY LINK	7/7/13 651 451 0205	08/02/2013	651 451 0205 745	101.44.6000.451.50020	57.95
CITY OF MINNEAPOLIS RECEIVABLES	400413004072	08/07/2013	612005356	101.42.4200.423.30700	3,039.30
CITY OF SAINT PAUL	128054	08/07/2013	JUNE 2013	101.43.5200.443.60016	3,999.64
COLLINS ELECTRICAL CONST.	1330972.01	08/02/2013	7/24/13	101.43.5200.443.40046	167.00
COLLINS ELECTRICAL CONST.	1331027.01	08/02/2013	7/24/13	101.43.5200.443.40046	333.00
CONDOR FIREPLACE & STONE	66254	08/02/2013	CONTRACTOR LICENSE REFUND 2013-220	101.45.0000.3219500	50.00
CROWN TROPHY	A4382	08/02/2013	7/17/13	101.42.4000.421.60065	43.87
DAKOTA CTY FINANCIAL SVCS	00007078	07/24/2013	UTILITIES 1ST QTR 2013	101.43.5400.445.40020	729.44
DAKOTA CTY PROP TAXATION & RECORDS	2867 B	08/07/2013	AUTOMARKS/ACCVOTES MAINTENANCE 2	101.41.1200.414.40044	3,125.00
DAKOTA CTY PROP TAXATION & RECORDS	6/5/13 B	08/07/2013	TORRENS FEE 5/5/13 & 5/6/13	101.41.1200.414.40044	474.00
DAKOTA CTY TREASURER-AUDITOR (HST)	APR-JUN 2013	08/07/2013	0430 RADIO SUBSCRIBER	101.42.4000.421.40044	2,264.88
DAKOTA CTY TREASURER-AUDITOR (HST)	APR-JUN 2013	08/07/2013	0430 RADIO SUBSCRIBER	101.42.4000.421.70501	4,036.09
DAKOTA CTY TREASURER-AUDITOR (HST)	APR-JUN 2013	08/07/2013	0430 RADIO SUBSCRIBER	101.42.4200.423.30700	4,129.41
DAKOTA CTY TREASURER-AUDITOR (HST)	APR-JUN 2013	08/07/2013	0430 RADIO SUBSCRIBER	101.43.5200.443.30700	139.98
DAKOTA ELECTRIC ASSN	7/3/13 109394-7	08/02/2013	109394-7	101.43.5400.445.40020	1,243.30
DANNER LANDSCAPING	10193	08/02/2013	7/18/13	101.44.6000.451.60016	641.25
DANNER LANDSCAPING	10195	08/02/2013	7/20/13	101.43.5200.443.60016	8.55
EFTPS	INV0021421	07/19/2013	FEDERAL WITHHOLDING	101.203.2030200	5,024.11
EFTPS	INV0021423	07/19/2013	MEDICARE WITHHOLDING	101.203.2030500	2,382.82
EFTPS	INV0021424	07/19/2013	SOCIAL SECURITY WITHHOLDING	101.203.2030400	8,902.20
EFTPS	INV0021576	07/26/2013	FEDERAL WITHHOLDING	101.203.2030200	44,549.11
EFTPS	INV0021578	07/26/2013	MEDICARE WITHHOLDING	101.203.2030500	12,770.84
EFTPS	INV0021579	07/26/2013	SOCIAL SECURITY WITHHOLDING	101.203.2030400	41,936.84
EFTPS	INV0021888	08/09/2013	FEDERAL WITHHOLDING	101.203.2030200	43,821.79
EFTPS	INV0021890	08/09/2013	MEDICARE WITHHOLDING	101.203.2030500	11,902.72
EFTPS	INV0021891	08/09/2013	SOCIAL SECURITY WITHHOLDING	101.203.2030400	37,391.04
ENGSTROM, NELS	8/1/13	08/07/2013	REIMBURSE-LUNCH TRAINING	101.42.4000.421.50075	36.44
FIRST IMPRESSION GROUP, THE	53449	07/24/2013	4363	101.41.1100.413.50032	3,019.92
FIRST IMPRESSION GROUP, THE	53661	08/02/2013	4363	101.41.1000.413.50030	90.12
FIRST IMPRESSION GROUP, THE	53661	08/02/2013	4363	101.41.1100.413.50030	95.12
FIRSTSCRIBE	2460230	08/07/2013	7/1/13	101.43.5100.442.40044	250.00
GENESIS EMPLOYEE BENEFITS, INC	INV0021570	07/26/2013	HSA ELECTION-SINGLE	101.203.2032500	2,754.06
GENESIS EMPLOYEE BENEFITS, INC	INV0021571	07/26/2013	HSA ELECTION-FAMILY	101.203.2032500	3,778.10
GENESIS EMPLOYEE BENEFITS, INC	7/31/13	07/31/2013	MEDICAL FLEX/CARE REIMBURSEMENT	101.203.2031500	1,071.01
GENESIS EMPLOYEE BENEFITS, INC	7/31/13	07/31/2013	MEDICAL FLEX/CARE REIMBURSEMENT	101.203.2031500	2,997.78
GENESIS EMPLOYEE BENEFITS, INC	INV0021879	08/09/2013	HSA ELECTION-SINGLE	101.203.2032500	2,733.82
GENESIS EMPLOYEE BENEFITS, INC	INV0021880	08/09/2013	HSA ELECTION-FAMILY	101.203.2032500	3,778.10
GLEWWE DOORS	166147	07/24/2013	7/9/13	101.42.4200.423.40040	150.00
GREAT RIVER GREENING	2099	08/02/2013	6/30/13	101.44.6000.451.70501	1,360.00
HELENA CHEMICAL COMPANY	134722426	08/02/2013	3248131	101.44.6000.451.60035	419.06

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
HILLYARD INC	60076337	07/24/2013	274086	101.42.4200.423.60011	797.85
HOFF, BARRY & KOZAR, P.A.	10542	08/02/2013	4292-001	101.41.1000.413.30420	169.50
HOFF, BARRY & KOZAR, P.A.	10542	08/02/2013	4292-001	101.41.1100.413.30420	169.50
HOME DEPOT CREDIT SERVICES	7/12/13 6035 3225 02	08/07/2013	6035	101.43.5200.443.60016	91.03
HOME DEPOT CREDIT SERVICES	7/12/13 6035 3225 02	08/07/2013	6035 3225 0206 1959	101.44.6000.451.60040	91.00
ICMA RETIREMENT TRUST - 457	INV0021528	07/26/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	150.00
ICMA RETIREMENT TRUST - 457	INV0021529	07/26/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	267.16
ICMA RETIREMENT TRUST - 457	INV0021530	07/26/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	225.00
ICMA RETIREMENT TRUST - 457	INV0021531	07/26/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	554.04
ICMA RETIREMENT TRUST - 457	INV0021532	07/26/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	175.00
ICMA RETIREMENT TRUST - 457	INV0021533	07/26/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	428.92
ICMA RETIREMENT TRUST - 457	INV0021534	07/26/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	815.00
ICMA RETIREMENT TRUST - 457	INV0021535	07/26/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	118.44
ICMA RETIREMENT TRUST - 457	INV0021536	07/26/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	250.00
ICMA RETIREMENT TRUST - 457	INV0021537	07/26/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	747.11
ICMA RETIREMENT TRUST - 457	INV0021538	07/26/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	75.00
ICMA RETIREMENT TRUST - 457	INV0021539	07/26/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	267.34
ICMA RETIREMENT TRUST - 457	INV0021540	07/26/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	1,576.58
ICMA RETIREMENT TRUST - 457	INV0021541	07/26/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	123.41
ICMA RETIREMENT TRUST - 457	INV0021542	07/26/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	40.00
ICMA RETIREMENT TRUST - 457	INV0021543	07/26/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	372.81
ICMA RETIREMENT TRUST - 457	INV0021544	07/26/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	590.00
ICMA RETIREMENT TRUST - 457	INV0021545	07/26/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	450.93
ICMA RETIREMENT TRUST - 457	INV0021546	07/26/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	500.00
ICMA RETIREMENT TRUST - 457	INV0021547	07/26/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	317.03
ICMA RETIREMENT TRUST - 457	INV0021548	07/26/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	125.00
ICMA RETIREMENT TRUST - 457	INV0021549	07/26/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	37.76
ICMA RETIREMENT TRUST - 457	INV0021550	07/26/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	475.00
ICMA RETIREMENT TRUST - 457	INV0021551	07/26/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	148.05
ICMA RETIREMENT TRUST - 457	INV0021552	07/26/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	25.00
ICMA RETIREMENT TRUST - 457	INV0021553	07/26/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	71.98
ICMA RETIREMENT TRUST - 457	INV0021554	07/26/2013	ICMA (AGE 50 & OVER)	101.203.2031400	330.57
ICMA RETIREMENT TRUST - 457	INV0021555	07/26/2013	ICMA (AGE 50 & OVER)	101.203.2031400	150.00
ICMA RETIREMENT TRUST - 457	INV0021556	07/26/2013	ICMA (AGE 50 & OVER)	101.203.2031400	665.46
ICMA RETIREMENT TRUST - 457	INV0021557	07/26/2013	ICMA (AGE 50 & OVER)	101.203.2031400	947.63
ICMA RETIREMENT TRUST - 457	INV0021558	07/26/2013	ICMA (AGE 50 & OVER)	101.203.2031400	78.08
ICMA RETIREMENT TRUST - 457	INV0021559	07/26/2013	ICMA (AGE 50 & OVER)	101.203.2031400	3,673.85
ICMA RETIREMENT TRUST - 457	INV0021560	07/26/2013	ICMA (EMPLOYER SHARE ADMIN)	101.203.2031400	92.39
ICMA RETIREMENT TRUST - 457	INV0021569	07/26/2013	ROTH IRA (AGE 49 & UNDER)	101.203.2032400	532.70
ICMA RETIREMENT TRUST - 457	INV0021837	08/09/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	150.00
ICMA RETIREMENT TRUST - 457	INV0021838	08/09/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	307.68
ICMA RETIREMENT TRUST - 457	INV0021839	08/09/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	225.00
ICMA RETIREMENT TRUST - 457	INV0021840	08/09/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	641.16
ICMA RETIREMENT TRUST - 457	INV0021841	08/09/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	175.00
ICMA RETIREMENT TRUST - 457	INV0021842	08/09/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	499.87
ICMA RETIREMENT TRUST - 457	INV0021843	08/09/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	815.00
ICMA RETIREMENT TRUST - 457	INV0021844	08/09/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	127.70
ICMA RETIREMENT TRUST - 457	INV0021845	08/09/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	250.00
ICMA RETIREMENT TRUST - 457	INV0021846	08/09/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	795.20
ICMA RETIREMENT TRUST - 457	INV0021847	08/09/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	75.00
ICMA RETIREMENT TRUST - 457	INV0021848	08/09/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	257.68
ICMA RETIREMENT TRUST - 457	INV0021849	08/09/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	1,576.58
ICMA RETIREMENT TRUST - 457	INV0021850	08/09/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	123.41
ICMA RETIREMENT TRUST - 457	INV0021851	08/09/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	40.00
ICMA RETIREMENT TRUST - 457	INV0021852	08/09/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	404.81
ICMA RETIREMENT TRUST - 457	INV0021853	08/09/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	590.00
ICMA RETIREMENT TRUST - 457	INV0021854	08/09/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	464.82
ICMA RETIREMENT TRUST - 457	INV0021855	08/09/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	500.00
ICMA RETIREMENT TRUST - 457	INV0021856	08/09/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	300.73
ICMA RETIREMENT TRUST - 457	INV0021857	08/09/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	125.00
ICMA RETIREMENT TRUST - 457	INV0021858	08/09/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	37.76
ICMA RETIREMENT TRUST - 457	INV0021859	08/09/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	475.00
ICMA RETIREMENT TRUST - 457	INV0021860	08/09/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	148.05
ICMA RETIREMENT TRUST - 457	INV0021861	08/09/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	25.00
ICMA RETIREMENT TRUST - 457	INV0021862	08/09/2013	ICMA (AGE 49 & UNDER)	101.203.2031400	70.74
ICMA RETIREMENT TRUST - 457	INV0021863	08/09/2013	ICMA (AGE 50 & OVER)	101.203.2031400	299.93
ICMA RETIREMENT TRUST - 457	INV0021864	08/09/2013	ICMA (AGE 50 & OVER)	101.203.2031400	150.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ICMA RETIREMENT TRUST - 457	INV0021865	08/09/2013	ICMA (AGE 50 & OVER)	101.203.2031400	705.15
ICMA RETIREMENT TRUST - 457	INV0021866	08/09/2013	ICMA (AGE 50 & OVER)	101.203.2031400	947.63
ICMA RETIREMENT TRUST - 457	INV0021867	08/09/2013	ICMA (AGE 50 & OVER)	101.203.2031400	78.08
ICMA RETIREMENT TRUST - 457	INV0021868	08/09/2013	ICMA (AGE 50 & OVER)	101.203.2031400	3,673.85
ICMA RETIREMENT TRUST - 457	INV0021869	08/09/2013	ICMA (EMPLOYER SHARE ADMIN)	101.203.2031400	72.23
ICMA RETIREMENT TRUST - 457	INV0021878	08/09/2013	ROTH IRA (AGE 49 & UNDER)	101.203.2032400	532.70
ING DIRECT	INV0021418	07/19/2013	MSRS-HCSP	101.203.2032200	236.13
INSIGHT EDGE	1327	08/07/2013	7/19/13	101.43.5000.441.30700	3,250.00
INTOXIMETERS	396332	08/02/2013	MNINVO	101.42.4000.421.60065	100.12
ISD #199	7/24/13	08/02/2013	PLANNING FEE REIMBURSEMENT REF 1690E	101.45.0000.3413000	500.00
IUOE	INV0021884	08/09/2013	UNION DUES IUOE	101.203.2031000	1,121.75
LANGUAGE LINE SERVICES	3191335	07/24/2013	902090909043	101.42.4000.421.50020	102.84
LELS	INV0021885	08/09/2013	UNION DUES (LELS)	101.203.2031000	1,250.00
LELS SERGEANTS	INV0021886	08/09/2013	UNION DUES (LELS SGT)	101.203.2031000	225.00
LEVANDER, GILLEN & MILLER P.A.	6/30/13 81000E	07/24/2013	81000E	101.41.1000.413.30401	360.00
LEVANDER, GILLEN & MILLER P.A.	6/30/13 81000E	07/24/2013	81000E	101.41.1000.413.30420	2,312.00
LEVANDER, GILLEN & MILLER P.A.	6/30/13 81000E	07/24/2013	81000E	101.42.4000.421.30420	24.00
LEVANDER, GILLEN & MILLER P.A.	6/30/13 81000E	07/24/2013	81000E	101.43.5000.441.30420	12.00
LEVANDER, GILLEN & MILLER P.A.	6/30/13 81000E	07/24/2013	81000E	101.43.5100.442.30420	1,506.00
LEVANDER, GILLEN & MILLER P.A.	6/30/13 81000E	07/24/2013	81000E	101.43.5100.442.30420	220.00
LEVANDER, GILLEN & MILLER P.A.	6/30/13 81000E	07/24/2013	81000E	101.43.5100.442.30420	33.00
LEVANDER, GILLEN & MILLER P.A.	6/30/13 81000E	07/24/2013	81000E	101.44.6000.451.30420	1,298.40
LEVANDER, GILLEN & MILLER P.A.	6/30/13 81000E	07/24/2013	81000E	101.45.3200.419.30420	1,444.00
LEVANDER, GILLEN & MILLER P.A.	6/30/13 81000E	07/24/2013	81000E	101.45.3300.419.30420	296.00
LEVANDER, GILLEN & MILLER P.A.	6/30/13 92000E	07/24/2013	92000E	101.42.4000.421.30410	20,506.81
LIFELINE TRAINING	8654	07/24/2013	STREET SURVIVAL SEMINAR	101.42.4000.421.50080	199.00
LILLIE SUBURBAN NEWSPAPERS	3/29/12 001363	07/24/2013	001363	101.45.3200.419.50025	21.88
LILLIE SUBURBAN NEWSPAPERS	4/30/12	08/07/2013	001363	101.41.2000.415.50025	93.75
LILLIE SUBURBAN NEWSPAPERS	4/30/12	08/07/2013	001363	101.43.5100.442.30300	28.13
LILLIE SUBURBAN NEWSPAPERS	4/30/12	08/07/2013	001363	101.45.3200.419.50019	92.88
LOCAL GOVERNMENT INFORMATION SYSTEM	36969	08/02/2013	6/30/13	101.42.4000.421.70501	1,525.00
LYNCH, JOE	7/19/13	07/24/2013	REIMBURSE-LUNCH MTG	101.41.1100.413.50075	48.71
M & J SERVICES, LLC	452	08/02/2013	7/11/13	101.43.5200.443.40046	230.00
M & J SERVICES, LLC	453	08/02/2013	7/12/13-7/15/13	101.43.5200.443.40046	1,225.00
M & J SERVICES, LLC	462	08/02/2013	7/18/13	101.43.5200.443.40046	1,980.00
MADISON NATIONAL LIFE INSURANCE COMPANY	AUGUST 2013	08/07/2013	AUGUST 2013 012439	101.203.2031700	2,484.28
MAILE ENTERPRISES, INC.	6/26/13	08/02/2013	6/26/13	101.43.5200.443.60016	416.65
MINNESOTA CITY/COUNTY MANAGEMENT	2013 RENEWAL MEM	07/24/2013	5/1/13-4/30/14 MEMBERSHIP - J. TEPPEN	101.41.1100.413.50070	169.20
MINNESOTA DEPARTMENT OF HUMAN SERVICES	INV0021525	07/26/2013	RICK JACKSON FEIN/TAXPAYER ID: 4160052	101.203.2032100	318.41
MINNESOTA DEPARTMENT OF HUMAN SERVICES	INV0021526	07/26/2013	JUSTIN PARRANTO FEIN/TAXPAYER ID: 4160	101.203.2032100	484.54
ML RICE LEADERSHIP CONSULTING	7/10/13	07/24/2013	EXECUTIVE LEADERSHIP COACHING	101.41.1100.413.30700	350.00
MN DEPT OF LABOR & INDUSTRY	JULY 2013	08/06/2013	JULY 2013 SURCHARGE	101.207.2070100	4,150.75
MN DEPT OF LABOR & INDUSTRY	JULY 2013	08/06/2013	JULY 2013 SURCHARGE	101.41.0000.3414000	-83.02
MN DEPT OF REVENUE	INV0021422	07/19/2013	STATE WITHHOLDING	101.203.2030300	2,499.96
MN DEPT OF REVENUE	JUNE 2013	07/22/2013	JUNE 2013 SALES AND USE	101.207.2070300	117.70
MN DEPT OF REVENUE	JUNE 2013	07/22/2013	JUNE 2013 SALES AND USE	101.207.2070300	-20,852.39
MN DEPT OF REVENUE	JUNE 2013	07/22/2013	JUNE 2013 SALES AND USE	101.41.1100.413.60065	30.08
MN DEPT OF REVENUE	JUNE 2013	07/22/2013	JUNE 2013 SALES AND USE	101.42.4000.421.60065	15.89
MN DEPT OF REVENUE	JUNE 2013	07/22/2013	JUNE 2013 SALES AND USE	101.42.4200.423.60040	84.77
MN DEPT OF REVENUE	JUNE 2013	07/22/2013	JUNE 2013 SALES AND USE	101.44.6000.451.60016	299.75
MN DEPT OF REVENUE	JUNE 2013	07/22/2013	JUNE 2013 SALES AND USE	101.44.6000.451.60016	322.44
MN DEPT OF REVENUE	JUNE 2013	07/22/2013	JUNE 2013 SALES AND USE	101.44.6000.451.60016	0.41
MN DEPT OF REVENUE	JUNE 2013	07/22/2013	JUNE 2013 SALES AND USE	101.44.6000.451.60030	367.87
MN DEPT OF REVENUE	JUNE 2013	07/22/2013	JUNE 2013 SALES AND USE	101.44.6000.451.60030	329.62
MN DEPT OF REVENUE	JUNE 2013	07/22/2013	JUNE 2013 SALES AND USE	101.44.6000.451.60030	364.65
MN DEPT OF REVENUE	JUNE 2013	07/22/2013	JUNE 2013 SALES AND USE	101.44.6000.451.60065	84.01
MN DEPT OF REVENUE	INV0021577	07/26/2013	STATE WITHHOLDING	101.203.2030300	19,008.93
MN DEPT OF REVENUE	INV0021889	08/09/2013	STATE WITHHOLDING	101.203.2030300	18,350.29
MN FIRE SERVICE	2118	07/24/2013	CERTIFICATION EXAM-5	101.42.4200.423.30700	375.00
MN LIFE INSURANCE CO	AUGUST 2013	08/02/2013	0027324	101.203.2030900	2,995.66
MN LIFE INSURANCE CO	AUGUST 2013	08/02/2013	0027324	101.42.4000.421.20620	0.81
MN LIFE INSURANCE CO	AUGUST 2013	08/02/2013	0027324	101.44.6000.451.20620	0.23
MN NCPERS LIFE INSURANCE	AUGUST 2013	08/07/2013	AUGUST 2013 PREMIUM	101.203.2031600	304.00
MTI DISTRIBUTING CO	914319-00	08/02/2013	91180	101.44.6000.451.40047	539.86
MTI DISTRIBUTING CO	914730-00	08/02/2013	91180	101.44.6000.451.40047	47.59
MTI DISTRIBUTING CO	914732-00	08/02/2013	91180	101.44.6000.451.40047	109.81
MTI DISTRIBUTING CO	916638-00	08/02/2013	91180	101.44.6000.451.40047	6.81

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
NASRO	2013 RENEWAL	07/24/2013	2013 RENEWAL RYAN PRAIL 50621	101.42.4000.421.50070	40.00
NELCOM CORP	28860	08/02/2013	7/17/13	101.42.4000.421.40042	1,095.58
PERA	INV0021415	07/19/2013	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	602.55
PERA	INV0021416	07/19/2013	EMPLOYER SHARE (PERA COORDINATED PL	101.203.2030600	3,765.79
PERA	INV0021417	07/19/2013	PERA COORDINATED PLAN	101.203.2030600	3,765.79
PERA	INV0021419	07/19/2013	EMPLOYER SHARE (POLICE & FIRE PLAN)	101.203.2030600	1,523.14
PERA	INV0021420	07/19/2013	PERA POLICE & FIRE PLAN	101.203.2030600	1,015.44
PERA	INV0021561	07/26/2013	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	2,482.64
PERA	INV0021563	07/26/2013	EMPLOYER SHARE (PERA COORDINATED PL	101.203.2030600	15,516.46
PERA	INV0021564	07/26/2013	PERA COORDINATED PLAN	101.203.2030600	15,516.46
PERA	INV0021565	07/26/2013	EMPLOYER SHARE (PERA DEFINED PLAN)	101.203.2030600	57.69
PERA	INV0021566	07/26/2013	PERA DEFINED PLAN	101.203.2030600	57.69
PERA	INV0021567	07/26/2013	EMPLOYER SHARE (POLICE & FIRE PLAN)	101.203.2030600	15,408.73
PERA	INV0021568	07/26/2013	PERA POLICE & FIRE PLAN	101.203.2030600	10,272.51
PERA	INV0021870	08/09/2013	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	2,468.98
PERA	INV0021872	08/09/2013	EMPLOYER SHARE (PERA COORDINATED PL	101.203.2030600	15,430.86
PERA	INV0021873	08/09/2013	PERA COORDINATED PLAN	101.203.2030600	15,430.86
PERA	INV0021874	08/09/2013	EMPLOYER SHARE (PERA DEFINED PLAN)	101.203.2030600	57.69
PERA	INV0021875	08/09/2013	PERA DEFINED PLAN	101.203.2030600	57.69
PERA	INV0021876	08/09/2013	EMPLOYER SHARE (POLICE & FIRE PLAN)	101.203.2030600	16,361.63
PERA	INV0021877	08/09/2013	PERA POLICE & FIRE PLAN	101.203.2030600	10,907.73
PORTER, JOHN	7/31/13	08/07/2013	REFUND-DOG LICENSE	101.42.0000.3225000	12.00
QUALITY PROPANE INC.	102066	08/02/2013	7/24/13	101.43.5200.443.40046	1,080.00
RCM SPECIALTIES, INC.	3833	08/02/2013	7/24/13	101.43.5200.443.60016	1,055.24
SAM'S CLUB	6/23/13 7715 0900 61	08/02/2013	7715 0900 6164 5624	101.44.6000.451.50075	72.16
SCHNEIDER ELECTRIC	4076584	08/02/2013	0581425	101.43.5200.443.30700	780.00
SCHNEIDER ELECTRIC	4076584	08/02/2013	0581425	101.44.6000.451.30700	780.00
SENSIBLE LAND USE COALITION	8/28/13	08/07/2013	8/28/13 REGISTRATION - H. BOTTEN & A. H	101.45.3200.419.50080	76.00
SOUTH METRO SPORTS	7/22/13 B	08/07/2013	7/22/13	101.43.5200.443.60045	103.00
SOUTH METRO SPORTS	7/22/13 C	08/07/2013	7/22/13	101.43.5200.443.60045	82.00
SOUTH METRO SPORTS	7/22/13 D	08/07/2013	7/22/13	101.43.5200.443.60045	46.00
SOUTH METRO SPORTS	7/22/13 E	08/07/2013	7/22/13	101.43.5200.443.60045	88.00
SOUTH METRO SPORTS	7/22/13 F	08/07/2013	7/22/13	101.43.5200.443.60045	183.00
SOUTH METRO SPORTS	7/22/13	08/07/2013	7/22/13	101.43.5200.443.60045	98.00
SOUTH RIVER HEATING & COOLING, INC.	13-16228	07/24/2013	7/12/13 FIRE STATION #3	101.42.4200.423.40040	834.39
SPRINT	842483314-140	08/02/2013	842483314	101.41.1000.413.50020	71.91
SPRINT	842483314-140	08/02/2013	842483314	101.41.1100.413.50020	86.18
SPRINT	842483314-140	08/02/2013	842483314	101.41.2000.415.50020	35.85
SPRINT	842483314-140	08/02/2013	842483314	101.42.4000.421.50020	1,692.50
SPRINT	842483314-140	08/02/2013	842483314	101.42.4000.421.60040	213.74
SPRINT	842483314-140	08/02/2013	842483314	101.42.4200.423.50020	651.05
SPRINT	842483314-140	08/02/2013	842483314	101.43.5000.441.50020	94.84
SPRINT	842483314-140	08/02/2013	842483314	101.43.5100.442.50020	293.17
SPRINT	842483314-140	08/02/2013	842483314	101.43.5200.443.50020	255.65
SPRINT	842483314-140	08/02/2013	842483314	101.44.6000.451.50020	500.14
SPRINT	842483314-140	08/02/2013	842483314	101.45.3000.419.50020	106.37
SPRINT	842483314-140	08/02/2013	842483314	101.45.3300.419.50020	210.92
TIMESAVER OFF SITE SECRETARIAL INC	M19911	07/24/2013	7/8/13 COUNCIL MEETING	101.41.1100.413.30700	188.40
TOTAL CONSTRUCTION & EQUIP.	57810	08/07/2013	11753	101.43.5400.445.40042	5,910.00
TOUGH CUT SERVICES	2730	08/02/2013	2144 67TH ST	101.45.3000.419.30700	120.52
TOUGH CUT SERVICES	2746	08/07/2013	6553 BARBARA AVE	101.45.3000.419.30700	72.31
TWIN CITIES OCCUPATIONAL HEALTH PC	102075135	07/24/2013	N26-1251001589	101.41.1100.413.30500	25.00
TWIN CITIES OCCUPATIONAL HEALTH PC	102080724	08/02/2013	N26-1251001589	101.41.1100.413.30550	55.00
TWIN CITY SAW	A20367	08/02/2013	7/12/13	101.44.6000.451.60040	175.99
UNIFIRST CORPORATION	090 0168109	07/24/2013	1051948	101.43.5200.443.60045	23.78
UNIFIRST CORPORATION	090 0168109	07/24/2013	1051948	101.44.6000.451.60045	25.41
UNIFIRST CORPORATION	090 0168902	08/07/2013	1051948	101.43.5200.443.60045	34.49
UNIFIRST CORPORATION	090 0168902	08/07/2013	1051948	101.44.6000.451.60045	25.41
UNIFIRST CORPORATION	090 0169695	08/07/2013	1051948	101.43.5200.443.60045	23.78
UNIFIRST CORPORATION	090 0169695	08/07/2013	1051948	101.44.6000.451.60045	36.12
UNIFORMS UNLIMITED	171113	08/02/2013	I14866	101.42.4000.421.60045	200.00
UNITED WAY	INV0021575	07/26/2013	UNITED WAY	101.203.2031300	105.00
UNITED WAY	INV0021887	08/09/2013	UNITED WAY	101.203.2031300	105.00
UNIVERSITY NATIONAL BANK	INV0021562	07/26/2013	STEVE HER FILE #62-CV-07-3401	101.203.2031900	397.67
UNIVERSITY NATIONAL BANK	INV0021871	08/09/2013	STEVE HER FILE #62-CV-07-3401	101.203.2031900	467.20
US BANK	7/29/13	07/29/2013	AUGUST 1, 2013 DCC WIRE PMT	101.42.4000.421.70530	2,381.27
US BANK	7/29/13	07/29/2013	AUGUST 1, 2013 DCC WIRE PMT	101.42.4200.423.70530	264.56

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERSA-LOK	2538781	08/07/2013	6514502500	101.43.5200.443.60016	537.58
WACONIA FARM SUPPLY	77314	08/02/2013	30035	101.44.6000.451.60040	130.31
XCEL ENERGY	374535543	07/24/2013	51-5279113-0	101.43.5200.443.40020	1,789.12
XCEL ENERGY	374535543	07/24/2013	51-5279113-0	101.43.5400.445.40020	11,246.21
XCEL ENERGY	374581673	07/24/2013	51-8849473-7	101.43.5400.445.40020	69.08
XCEL ENERGY	374721237	07/24/2013	51-6435129-1	101.43.5400.445.40020	165.26
XCEL ENERGY	375214371	08/02/2013	51-4779167-3	101.44.6000.451.40010	138.97
XCEL ENERGY	375214371	08/02/2013	51-4779167-3	101.44.6000.451.40020	1,103.36
XCEL ENERGY	375217142	07/24/2013	51-5185446-3	101.42.4000.421.40042	45.10
101 - GENERAL FUND					533,803.41
MINNESOTA STATE AGRICULTURAL SOCIETY	7/11/13	08/07/2013	200 DISCOUNTED STATE FAIR TICKETS	201.44.1600.465.50025	2,200.00
RIVER HEIGHTS CHAMBER OF COMMERCE	3535	07/24/2013	JUNE 2013	201.44.1600.465.30700	1,666.65
RIVER HEIGHTS CHAMBER OF COMMERCE	3535	07/24/2013	JUNE 2013	201.44.1600.465.40065	200.00
SEA LIFE MINNESOTA LLC	1308Q213	08/02/2013	100 TICKETS	201.44.1600.465.50025	1,150.00
SUSAN M STAUPE	6/15/13	07/24/2013	6/15/12-6/15/13 CONTRACT	201.44.1600.465.30700	800.00
201 - C.V.B. FUND					6,016.65
BROWN, KAREN	7/18/13	08/02/2013	REFUND-SENIOR TRIP GRAPE ESCAPE	204.227.2271000	59.00
BROWN, KAREN	7/24/13	08/02/2013	REFUND-TRIP SCHELL BREWERY	204.227.2271000	69.00
BUDGET SIGN AND GRAPHICS	56047	08/02/2013	7/15/13	204.44.6100.452.60009	102.60
CLIMB THEATRE	46487	08/07/2013	HEALTH AND WELLNESS	204.44.6100.452.30700	380.00
CRESTLINE SPECIALTIES CO INC	H159914900051	08/02/2013	0005391255	204.44.6100.452.60040	1,258.05
CRITTERS & COMPANY, INC.	8/8/13	08/07/2013	SAFETY CAMP 8/8/13	204.44.6100.452.30700	500.00
IGH BASEBALL ASSOCIATION	7/22/13	08/02/2013	RAKING SERVICES 7/19/13-7/21/13 GSTOC T	204.44.6100.452.30700	240.00
MN DEPT OF REVENUE	JUNE 2013	07/22/2013	JUNE 2013 SALES AND USE	204.207.2070300	504.18
MN DEPT OF REVENUE	JUNE 2013	07/22/2013	JUNE 2013 SALES AND USE	204.44.6100.452.60009	22.10
MN DEPT OF REVENUE	JUNE 2013	07/22/2013	JUNE 2013 SALES AND USE	204.44.6100.452.70600	171.88
MN VOLLEYBALL HEADQUARTERS INC	P1451	08/02/2013	YOUTH CAMPS 7/22-7/25	204.44.6100.452.30700	680.00
MN YOUTH ATHLETIC SERVICES	7/22/13	08/02/2013	T-SHIRT SALES GSTOC	204.44.0000.3471000	2,256.75
SAVE A LIFE	3268	08/02/2013	11238381	204.44.6100.452.30700	550.00
SIGNSNOW-MINNESOTA GRAPHIC SOLUTIONS	SN-25716	08/02/2013	7819	204.44.6100.452.60040	258.66
SPRINT	842483314-140	08/02/2013	842483314	204.44.6100.452.50020	84.98
SWANK MOTION PICTURE INC	RG 1824961	08/02/2013	0259507002	204.44.6100.452.50070	343.07
TAHO SPORTSWEAR	13TF0601 B	08/07/2013	4/16/13	204.44.6100.452.60045	86.88
TAHO SPORTSWEAR	13TF0652 B	08/07/2013	4/23/13	204.44.6100.452.60045	553.00
TAHO SPORTSWEAR	13TF1044 B	08/07/2013	6/17/13	204.44.6100.452.60045	110.37
TARGET BANK	7/18/13 0002895411	08/07/2013	00028954117	204.44.6100.452.60009	46.16
TARGET BANK	7/18/13 0002895411	08/07/2013	00028954117	204.44.6100.452.60009	18.18
204 - RECREATION FUND					8,294.86
ACE PAINT & HARDWARE	516540/5	08/02/2013	7/16/13	205.44.6200.453.60040	20.82
AQUA LOGIC, INC.	40843	08/02/2013	6/30/13	205.44.6200.453.40040	521.34
COMCAST	7/12/13 8772 10 591	08/02/2013	8772 10 591 0127188	205.44.6200.453.50070	198.46
FIRST IMPRESSION GROUP, THE	53595-P	08/02/2013	POSTAGE	205.44.6200.453.50035	2,700.00
FIRST IMPRESSION GROUP, THE	53595	08/02/2013	BIRTHDAY POSTCARD	205.44.6200.453.50030	2,041.51
GLEWWE DOORS	166154	08/02/2013	7/9/13	205.44.6200.453.40040	939.00
GRAINGER	9118789398	08/02/2013	806460150	205.44.6200.453.60016	48.84
GRAINGER	9148384242	08/02/2013	806460150	205.44.6200.453.40040	907.24
GRAINGER	9158980574	08/02/2013	806460150	205.44.6200.453.60016	104.24
GRAINGER	9189778021	08/02/2013	806460150	205.44.6200.453.60040	18.23
GRAINGER	9191984872	08/02/2013	806460150	205.44.6200.453.40040	1,061.96
HALDEMAN-HOMME, INC	146945	08/02/2013	102105	205.44.6200.453.40040	1,107.00
HOME DEPOT CREDIT SERVICES	7/8/13 6035 3220 1710	08/02/2013	6035 3220 1712 8343	205.44.6200.453.60016	8.25
HOME DEPOT CREDIT SERVICES	7/8/13 6035 3220 1710	08/02/2013	6035 3220 1712 8343	205.44.6200.453.60016	11.72
INDELCO PLASTICS CORP	786184	08/02/2013	CIT003	205.44.6200.453.60016	37.35
KEEFER, JACOB	7/16/13	08/02/2013	REFUND-BOOT CAMP LOW ENROLLMENT	205.44.0000.3493501	14.00
MENARDS - WEST ST. PAUL	30349	08/02/2013	30170270	205.44.6200.453.60016	67.02
MN DEPT OF REVENUE	JUNE 2013	07/22/2013	JUNE 2013 SALES AND USE	205.207.2070300	7,902.00
MN DEPT OF REVENUE	JUNE 2013	07/22/2013	JUNE 2013 SALES AND USE	205.44.6200.453.40042	25.03
MN DEPT OF REVENUE	JUNE 2013	07/22/2013	JUNE 2013 SALES AND USE	205.44.6200.453.50070	2.06
MN DEPT OF REVENUE	JUNE 2013	07/22/2013	JUNE 2013 SALES AND USE	205.44.6200.453.60040	19.59
MN DEPT OF REVENUE	JUNE 2013	07/22/2013	JUNE 2013 SALES AND USE	205.44.6200.453.60065	15.47
MN DEPT OF REVENUE	JUNE 2013	07/22/2013	JUNE 2013 SALES AND USE	205.44.6200.453.60065	4.13
MN DEPT OF REVENUE	JUNE 2013	07/22/2013	JUNE 2013 SALES AND USE	205.44.6200.453.60065	3.03
NAC MECHANICAL & ELECTRICAL SERVICE	93128	08/02/2013	8712-1	205.44.6200.453.40040	2,312.19
PETTY CASH - ATM	APRIL-JUNE 2013	07/24/2013	APRIL-JUNE 2013	205.44.6200.453.70440	16.47
RINALDIR, LINDA	7/16/13	08/02/2013	REFUND-CANCELLED SWIM LESSONS	205.44.0000.3493501	162.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ROACH, RICK	7/15/13	07/24/2013	REIMBURSE-PARTS	205.44.6200.453.60016	67.50
SIGNSNOW-MINNESOTA GRAPHIC SOLUTIONS	SN-25716	08/02/2013	7819	205.44.6200.453.60065	258.66
SPRINT	842483314-140	08/02/2013	842483314	205.44.6200.453.50020	63.87
SPRINT	842483314-140	08/02/2013	842483314	205.44.6200.453.50020	25.85
SPRINT	842483314-140	08/02/2013	842483314	205.44.6200.453.50020	90.02
SPRINT	842483314-140	08/02/2013	842483314	205.44.6200.453.50020	90.03
TARGET BANK	7/18/13 00028954117	08/07/2013	00028954117	205.44.6200.453.60065	19.25
TARGET BANK	7/18/13 00028954117	08/07/2013	00028954117	205.44.6200.453.60065	39.33
ZEBEC OF NORTH AMERICA INC	19462	08/02/2013	6/26/13	205.44.6200.453.40040	2,135.80
ZEE MEDICAL SERVICE	54182790	08/02/2013	7/15/13	205.44.6200.453.60065	889.87
205 - COMMUNITY CENTER					23,949.13
LEVANDER, GILLEN & MILLER P.A.	6/30/13 81000E	07/24/2013	81000E	290.45.3000.419.30420	484.00
290 - EDA					484.00
WELLS FARGO CORPORATE TRUST SERVICES	972596	08/01/2013	BOND PYMT	347.57.9000.570.90200	66,582.50
347 - WATER REV BONDS 2006C					66,582.50
WELLS FARGO CORPORATE TRUST SERVICES	972596	08/01/2013	BOND PYMT	349.57.9000.570.90200	27,600.00
349 - G.O. IMPROVEMENT 2007B					27,600.00
WELLS FARGO CORPORATE TRUST SERVICES	972596	08/01/2013	BOND PYMT	350.57.9000.570.90200	107,908.75
350 - G.O. SEWER REVENUE 2007C					107,908.75
WELLS FARGO CORPORATE TRUST SERVICES	972596	08/01/2013	BOND PYMT	352.57.9000.570.90200	64,143.75
352 - G.O. IMPROVEMENT 2008A					64,143.75
WELLS FARGO CORPORATE TRUST SERVICES	972596	08/01/2013	BOND PYMT	353.57.9000.570.90200	188,609.37
353 - G.O. CAP IMPR BONDS 2009A					188,609.37
WELLS FARGO CORPORATE TRUST SERVICES	972717	07/29/2013	2010A BOND PYMT	354.57.9000.570.90200	112,087.50
354 - GO SEWER REV BONDS 2010A					112,087.50
WELLS FARGO CORPORATE TRUST SERVICES	972596	08/01/2013	BOND PYMT	355.57.9000.570.90200	58,846.88
355 - G.O. IMPR BONDS 2010B					58,846.88
WELLS FARGO CORPORATE TRUST SERVICES	972596	08/01/2013	BOND PYMT	356.57.9000.570.90200	2,026.25
356 - G.O. PIR REFUNDING 2010C					2,026.25
WELLS FARGO CORPORATE TRUST SERVICES	972596	08/01/2013	BOND PYMT	357.57.9000.570.90200	2,103.75
357 - G.O. WMTD REF BONDS 2010C					2,103.75
WELLS FARGO CORPORATE TRUST SERVICES	972596	08/01/2013	BOND PYMT	358.57.9000.570.90200	9,950.00
358 - G.O. REFUNDING IMPROV BONDS 2011A					9,950.00
WELLS FARGO CORPORATE TRUST SERVICES	972596	08/01/2013	BOND PYMT	359.57.9000.570.90200	23,650.00
359 - G.O. WATER REV REF 2012A					23,650.00
WELLS FARGO CORPORATE TRUST SERVICES	972596	08/01/2013	BOND PYMT	360.57.9000.570.90200	3,950.00
360 - G.O. STORM WATER REFUNDING 2012A					3,950.00
WELLS FARGO CORPORATE TRUST SERVICES	972596	08/01/2013	BOND PYMT	385.57.9000.570.90200	3,750.00
385 - 2003C TAXABLE TIF REF BON					3,750.00
WELLS FARGO CORPORATE TRUST SERVICES	972596	08/01/2013	BOND PYMT	387.57.9000.570.90200	14,980.00
387 - G.O. TAX INCR REF, 2005A					14,980.00
WELLS FARGO CORPORATE TRUST SERVICES	972596	08/01/2013	BOND PYMT	388.57.9000.570.90200	43,396.25
388 - G.O. TAX INCR REF, 2005B					43,396.25
WELLS FARGO CORPORATE TRUST SERVICES	972596	08/01/2013	BOND PYMT	389.57.9000.570.90200	31,550.00
389 - G.O. TAX INCR REF, 2011A					31,550.00
BRKW APPRAISALS, INC.	7108	08/02/2013	7/12/13	402.44.6000.451.70600	3,000.00
402 - PARK ACQ. & DEV. FUND					3,000.00
LEVANDER, GILLEN & MILLER P.A.	6/30/13 81000E	07/24/2013	81000E	421.72.5900.721.30420	355.00
LILLIE SUBURBAN NEWSPAPERS	4/30/12	08/07/2013	001363	421.72.5900.721.50025	381.25
421 - 2001 IMPROVEMENT FUND					736.25
LEVANDER, GILLEN & MILLER P.A.	6/30/13 81000E	07/24/2013	81000E	425.72.5900.725.30420	7,352.41
425 - 2005 IMPROVEMENT FUND					7,352.41

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CB&I, INC.	PAY VO. NO. 4	08/07/2013	CITY PROJECT NO. 2006-08	426.72.5900.726.80300	282,047.96
426 - 2006 IMPROVEMENT FUND					282,047.96
LEVANDER, GILLEN & MILLER P.A.	6/30/13 81000E	07/24/2013	81000E	431.73.5900.731.30420	704.61
LILLIE SUBURBAN NEWSPAPERS	4/30/12	08/07/2013	001363	431.73.5900.731.50025	110.25
431 - 2011 IMPROVEMENT FUND					814.86
HOISINGTON KOEGLER GROUP INC.	012-038-10	08/02/2013	012-038	432.73.5900.732.30700	740.00
432 - 2012 IMPROVEMENT FUND					740.00
DAKOTA CTY SOIL & WATER	2394	08/07/2013	APRIL-JUNE 2013	433.73.5900.733.30700	2,100.00
EMMONS & OLIVIER RESOURCES	00095-0027-22	07/24/2013	00095-0027	433.73.5900.733.30300	11,022.67
EMMONS & OLIVIER RESOURCES	00095-0027-25	08/07/2013	00095-0027	433.73.5900.733.30300	6,301.55
FINANCE & COMMERCE, INC.	741003163	08/07/2013	10025798	433.73.5900.733.50025	250.73
433 - 2013 IMPROVEMENT FUND					19,674.95
AMERICAN ENGINEERING TESTING, INC.	58709	08/07/2013	INV001	440.74.5900.740.30340	3,036.40
BOLTON & MENK, INC.	0156665	08/07/2013	10025798	440.74.5900.740.30300	720.00
LEVANDER, GILLEN & MILLER P.A.	6/30/13 81000E	07/24/2013	81000E	440.74.5900.740.30420	68.00
LILLIE SUBURBAN NEWSPAPERS	4/30/12	08/07/2013	001363	440.74.5900.740.50025	404.25
M & J SERVICES, LLC	436	08/07/2013	69TH ST CARLEDA AVE	440.74.5900.740.40046	630.00
STATE OF MN - DEPT. OF TRANS.	P00001854	08/07/2013	0000001298	440.74.5900.740.30700	1,169.16
440 - PAVEMENT MANAGEMENT PROJ					6,027.81
GARTZKE CONSTRUCTION INC	137	08/07/2013	BIKE PATH REPAIRS-SLEEPY HOLLOW	441.74.5900.741.40066	18,788.00
441 - STORM WATER MANAGEMENT					18,788.00
LILLIE SUBURBAN NEWSPAPERS	4/30/12	08/07/2013	001363	446.74.5900.746.50025	78.13
446 - NW AREA					78.13
BARR ENGINEERING COMPANY	23190218.00-209	07/24/2013	1/26/13-4/19/13	451.75.5900.751.30700	12,727.50
BARR ENGINEERING COMPANY	23190218.00-210	07/24/2013	4/20/13-5/17/13	451.75.5900.751.30700	6,698.00
JOEL CARLSON	7/22/13	08/02/2013	RESEARCH/CONSULTING 7/22/13	451.75.5900.751.30700	5,000.00
451 - HOST COMMUNITY FUND					24,425.50
BLACKBERRY POINTE APARTMENTS	1ST HALF 2013	08/02/2013	1ST HALF 2013 BRENTWOOD HILLS TIF	453.57.9000.570.90100	117,901.83
453 - SE QUADRANT TIF DIST 4-1					117,901.83
ACE PAINT & HARDWARE	516624/5	08/02/2013	7/16/13	501.50.7100.512.60016	17.08
ACE PAINT & HARDWARE	518564/5	08/02/2013	7/18/13	501.50.7100.512.60016	20.28
ACE PAINT & HARDWARE	516616/5	08/02/2013	7/23/13	501.50.7100.512.60016	16.01
ACE PAINT & HARDWARE	516645/5	08/07/2013	7/25/13	501.50.7100.512.60016	7.47
ACE PAINT & HARDWARE	516725/5	08/07/2013	7/30/13	501.50.7100.512.60016	7.47
BADGER STATE INSPECTION, LLC	100149	08/02/2013	WI1042	501.50.7100.512.30300	2,235.00
BRY-AIR INC	65608	08/02/2013	7/15/13	501.50.7100.512.40040	891.00
CARL BOLANDER & SONS CO	7/16/13	08/02/2013	FIRE HYDRANT REFUND #1306	501.207.2070300	-5.34
CARL BOLANDER & SONS CO	7/16/13	08/02/2013	FIRE HYDRANT REFUND #1306	501.50.0000.3813000	-75.00
CITY OF BLOOMINGTON	7/1/13-7/23/13	08/07/2013	7/1/13-7/23/13	501.50.7100.512.30700	420.00
CONTROLS & METERS INC	20926	08/02/2013	INV100	501.50.7100.512.40042	401.06
DANNER LANDSCAPING	10193	08/02/2013	7/18/13	501.50.7100.512.60016	136.80
DANNER LANDSCAPING	10195	08/02/2013	7/20/13	501.50.7100.512.60016	205.20
DANNER LANDSCAPING	10142	07/24/2013	7/9/13	501.50.7100.512.60016	8.55
ELECTRIC FIRE & SECURITY	85534	07/24/2013	132956	501.50.7100.512.40040	636.98
GARTZKE CONSTRUCTION INC	139	08/02/2013	7/10/13	501.50.7100.512.40046	2,062.00
GARTZKE CONSTRUCTION INC	138	08/02/2013	7/18/13	501.50.7100.512.40043	15,995.00
GOPHER STATE ONE-CALL	76014	08/07/2013	MN00435	501.50.7100.512.30700	801.85
HAWKINS, INC.	3497895	08/07/2013	123650	501.50.7100.512.60019	569.00
HAWKINS, INC.	3498104	08/07/2013	108816	501.50.7100.512.60019	5,645.29
HD SUPPLY WATERWORKS LTD	B173173	08/07/2013	099872	501.50.7100.512.60016	85.03
HD SUPPLY WATERWORKS LTD	B267577	08/07/2013	099872	501.50.7100.512.75500	1,103.34
HD SUPPLY WATERWORKS LTD	B267709	08/07/2013	099872	501.50.7100.512.75500	2,670.77
HOME DEPOT CREDIT SERVICES	7/12/13 6035 3225 0	08/02/2013	6035 3225 0269 01268	501.50.7100.512.60011	62.00
HOME DEPOT CREDIT SERVICES	7/12/13 6035 3225 0	08/02/2013	6035 3225 0269 01268	501.50.7100.512.60016	253.45
KEYS WELL DRILLING CO	2013036	07/24/2013	7/3/13	501.50.7100.512.40042	2,765.00
M & J SERVICES, LLC	447	08/02/2013	7/9/13	501.50.7100.512.40043	660.00
M & J SERVICES, LLC	454	08/02/2013	7/11/13-7/12/13	501.50.7100.512.40043	1,080.00
M & J SERVICES, LLC	455	08/02/2013	7/12/13	501.50.7100.512.60016	380.00
M & J SERVICES, LLC	458	08/02/2013	7/17/13	501.50.7100.512.40043	1,320.00
M & J SERVICES, LLC	461	08/02/2013	7/19/13	501.50.7100.512.40043	420.00
MN DEPT OF REVENUE	JUNE 2013	07/22/2013	JUNE 2013 SALES AND USE	501.207.2070200	3,394.40
MN DEPT OF REVENUE	JUNE 2013	07/22/2013	JUNE 2013 SALES AND USE	501.207.2070300	5.34

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN PIPE & EQUIPMENT	0302064	08/07/2013	2195	501.50.7100.512.60016	627.85
MTI DISTRIBUTING CO	906723-00	08/07/2013	91180	501.50.7100.512.60016	77.01
MTI DISTRIBUTING CO	917651-00	08/02/2013	91180	501.50.7100.512.60016	250.45
PINE BEND PAVING, INC.	9072313	08/07/2013	7/23/13	501.50.7100.512.40043	8,530.45
POWERS, TOM	7/15/13	08/02/2013	FIRE HYDRANT REFUND #1307	501.207.2070300	-8.44
POWERS, TOM	7/15/13	08/02/2013	FIRE HYDRANT REFUND #1307	501.50.0000.3813000	-118.48
SCHNEIDER ELECTRIC	4076584	08/02/2013	0581425	501.50.7100.512.30700	780.00
SHAPCO PRINTING	199602-01 B	08/02/2013	REMAINING AMOUNT DUE INV 199602-01	501.50.7100.512.50030	5,905.53
SHERWIN-WILLIAMS	8420-9	08/02/2013	6682-5453-5	501.50.7100.512.60016	44.02
SHERWIN-WILLIAMS	9509-8	08/07/2013	6682-5453-5	501.50.7100.512.60016	44.02
SPRINT	842483314-140	08/02/2013	842483314	501.50.7100.512.50020	305.97
STANTEC CONSULTING SERVICES INC.	708206	08/07/2013	49410368	501.50.7100.512.30300	187.50
TKDA	002013002109	08/02/2013	0014026.007	501.50.7100.512.30700	1,392.28
UPS	000027914A303	08/07/2013	27914A	501.50.7100.512.60016	14.58
WALKER LAWN CARE, INC.	3926	08/07/2013	CLAYMORE ST	501.50.7100.512.60016	509.92

501 - WATER UTILITY FUND

62,737.69

AUTOMATIC SYSTEMS CO.	26309 S	07/24/2013	INVE01	502.51.7200.514.40042	641.11
METROPOLITAN COUNCIL	0001023495	08/07/2013	5084	502.51.7200.514.40015	128,384.95
VISU-SEWER INC	23744 B	08/07/2013	REMAINING BALANCE	502.51.7200.514.40043	9,920.65

502 - SEWER UTILITY FUND

138,946.71

ACE PAINT & HARDWARE	516485/5	08/02/2013	7/12/13	503.52.8600.527.60008	17.59
ACE PAINT & HARDWARE	516710/5	08/07/2013	7/29/13	503.52.8400.525.40041	42.17
ARAMARK REFRESHMENT SERVICES	1078872	07/24/2013	481284	503.52.8300.524.76100	234.50
ARAMARK UNIFORM SERVICES	629-7789900	08/02/2013	792502342	503.52.8600.527.60045	30.81
ARAMARK UNIFORM SERVICES	629-7794652	08/02/2013	792502342	503.52.8600.527.60045	29.20
ARAMARK UNIFORM SERVICES	629-7799410	08/07/2013	792502342	503.52.8600.527.60045	29.20
ARCTIC GLACIER, INC.	379319611	07/24/2013	1726134	503.52.8300.524.60065	144.52
ARCTIC GLACIER, INC.	385319706	07/24/2013	1726134	503.52.8300.524.60065	34.12
ARCTIC GLACIER, INC.	438320000	08/02/2013	1726134	503.52.8300.524.60065	144.52
ARCTIC GLACIER, INC.	437320407	08/02/2013	1726134	503.52.8300.524.60065	133.48
ARCTIC GLACIER, INC.	395320612	08/07/2013	1726134	503.52.8300.524.60065	150.04
ARCTIC GLACIER, INC.	438321105	08/07/2013	1726134	503.52.8300.524.60065	166.60
ARCTIC GLACIER, INC.	463321400	08/07/2013	1726134	503.52.8300.524.60065	100.36
COCA COLA BOTTLING COMPANY	0138494533	08/02/2013	7/18/13	503.52.8300.524.76100	614.91
COCA COLA BOTTLING COMPANY	0138616212	08/07/2013	7/25/13	503.52.8300.524.76100	633.93
COCA COLA BOTTLING COMPANY	0109550310	08/07/2013	7/29/13	503.52.8300.524.76100	86.98
COCA COLA BOTTLING COMPANY	0108459016	08/07/2013	8/1/13	503.52.8300.524.76100	539.07
COLLEGE CITY BEVERAGE	451499 B	07/24/2013	REMAINING BALANCE	503.52.8300.524.76150	501.70
COLLEGE CITY BEVERAGE	451877	08/02/2013	3592	503.52.8300.524.76150	508.50
COLLEGE CITY BEVERAGE	451927	08/07/2013	3592	503.52.8300.524.76150	509.25
COLLEGE CITY BEVERAGE	451993	08/07/2013	3592	503.52.8300.524.76150	842.50
COVERALL OF THE TWIN CITIES INC	7070192315	08/07/2013	707-2469	503.52.8500.526.40040	1,124.81
DEX MEDIA EAST	7/20/13 110360619	08/07/2013	110360619	503.52.8500.526.50025	47.05
DRAFT TECHNOLOGIES	07221303J	08/02/2013	7/22/13	503.52.8300.524.40042	50.00
DRAFT TECHNOLOGIES	08051304J	08/07/2013	8/5/13	503.52.8300.524.40042	50.00
FILTER RECYCLING SERVICES	8/5/13	08/07/2013	8/5/13	503.52.8600.527.60022	50.00
FOOTJOY	5132026	08/07/2013	008363 2243 062177 2243 00253	503.52.8200.523.76200	80.48
FOOTJOY	6966729	08/07/2013	008363 2243 062177 2243 00253	503.52.8200.523.76200	-65.97
GARY'S PEST CONTROL	48750	08/07/2013	8/5/13	503.52.8500.526.40040	90.70
GRANDMA'S BAKERY	362668	07/24/2013	24400	503.52.8300.524.76050	41.63
GRANDMA'S BAKERY	362966	07/24/2013	24400	503.52.8300.524.76050	47.69
GRANDMA'S BAKERY	363268	07/24/2013	24400	503.52.8300.524.76050	44.76
GRANDMA'S BAKERY	363594	08/02/2013	24400	503.52.8300.524.76050	44.75
GRANDMA'S BAKERY	363934	08/02/2013	24400	503.52.8300.524.76050	47.93
GRANDMA'S BAKERY	364182	08/02/2013	24400	503.52.8300.524.76050	47.93
GRANDMA'S BAKERY	364463	08/02/2013	24400	503.52.8300.524.76050	41.65
GRANDMA'S BAKERY	364747	08/02/2013	24400	503.52.8300.524.76050	41.65
GRANDMA'S BAKERY	365663	08/02/2013	24400	503.52.8300.524.76050	44.72
GRANDMA'S BAKERY	365075	08/02/2013	24400	503.52.8300.524.76050	44.74
GRANDMA'S BAKERY	365662	08/07/2013	24400	503.52.8300.524.76050	44.72
GRANDMA'S BAKERY	365961	08/07/2013	24400	503.52.8300.524.76050	47.91
GRANDMA'S BAKERY	366249	08/07/2013	24400	503.52.8300.524.76050	47.91
GRANDMA'S BAKERY	366503	08/07/2013	24400	503.52.8300.524.76050	41.64
GRANDMA'S BAKERY	366793	08/07/2013	24400	503.52.8300.524.76050	44.83
GRANDMA'S BAKERY	367127	08/07/2013	24400	503.52.8300.524.76050	44.71
GRANDMA'S BAKERY	367413	08/07/2013	24400	503.52.8300.524.76050	44.68

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
GRANDMA'S BAKERY	367694	08/07/2013	24400	503.52.8300.524.76050	47.87
GRANDMA'S BAKERY	368007	08/07/2013	24400	503.52.8300.524.76050	47.87
GRANDMA'S BAKERY	368291	08/07/2013	24400	503.52.8300.524.76050	54.29
GRANDMA'S BAKERY	368552	08/07/2013	24400	503.52.8300.524.76050	41.53
HEGGIES PIZZA	1061751	07/24/2013	1708	503.52.8300.524.76050	179.10
HEGGIES PIZZA	1062722	08/07/2013	1708	503.52.8300.524.76050	123.25
JJ TAYLOR DIST. COMPANY OF MN	2112830	07/24/2013	00831	503.52.8300.524.76150	289.80
JJ TAYLOR DIST. COMPANY OF MN	2112893	08/02/2013	00834	503.52.8300.524.76150	295.00
JOHN DEERE FINANCIAL	P45423	08/02/2013	75325-96900	503.52.8600.527.40042	147.37
JOHN DEERE LANDSCAPES/LESCO	65327217	08/02/2013	269520	503.52.8600.527.60030	136.80
LEITNER COMPANY	209165	07/24/2013	6/11/13	503.52.8600.527.60020	683.02
M. AMUNDSON LLP	156285	07/24/2013	902858	503.52.8300.524.76050	252.40
M. AMUNDSON LLP	157173	08/07/2013	902858	503.52.8300.524.76050	360.00
MN DEPT OF REVENUE	JUNE 2013	07/22/2013	JUNE 2013 SALES AND USE	503.207.2070300	19,206.84
MN DEPT OF REVENUE	JUNE 2013	07/22/2013	JUNE 2013 SALES AND USE	503.52.8100.522.40042	45.72
MN GOLF ASSOCIATION, INC.	7/15/13 B	08/07/2013	7/15/13	503.52.8000.521.70250	66.00
MN GOLF ASSOCIATION, INC.	7/15/13	08/07/2013	45-0413-02	503.52.8000.521.70250	704.00
MTI DISTRIBUTING CO	906368-00	07/24/2013	402307	503.52.8600.527.60020	161.26
MTI DISTRIBUTING CO	907841-00	07/24/2013	402307	503.52.8600.527.40042	652.66
MTI DISTRIBUTING CO	908103-00	07/24/2013	402307	503.52.8600.527.40042	170.61
MTI DISTRIBUTING CO	908442-00	07/24/2013	402307	503.52.8600.527.40042	10.79
MTI DISTRIBUTING CO	905092-00	07/24/2013	402307	503.52.8600.527.60008	-214.46
MTI DISTRIBUTING CO	905103-00	07/24/2013	402307	503.52.8600.527.60008	1,092.34
MTI DISTRIBUTING CO	905815-00	07/24/2013	402307	503.52.8600.527.60008	433.91
MTI DISTRIBUTING CO	906167-00	07/24/2013	402307	503.52.8600.527.60008	198.00
MTI DISTRIBUTING CO	905816-00	07/24/2013	402307	503.52.8600.527.60008	-433.91
NAPA OF INVER GROVE HEIGHTS	342048	07/24/2013	4165	503.52.8600.527.40042	88.19
NAPA OF INVER GROVE HEIGHTS	343460	07/24/2013	4165	503.52.8600.527.40042	25.98
NATURE CALLS, INC.	20122	08/07/2013	JUNE 2013	503.52.8600.527.40065	115.70
PING	11906409	08/02/2013	4085	503.52.8200.523.76200	331.20
PLAISTED COMPANIES, INC.	48587	07/24/2013	6/30/13	503.52.8600.527.60020	665.68
REINDERS, INC.	3021569-00	08/02/2013	326799	503.52.8600.527.60030	153.90
SPRINT	842483314-140	08/02/2013	842483314	503.52.8500.526.50020	122.77
SUMMIT FACILITY & KITCHEN SERVICE	81701	08/07/2013	827	503.52.8300.524.40042	216.69
TDS METROCOM	7/13/13 651 457 3667	07/24/2013	651 457 3667	503.52.8500.526.50020	260.71
TITLEIST	1885255	08/02/2013	008363 1243 062177 1243 00106	503.52.8200.523.76450	710.67
TITLEIST	1890629	08/07/2013	008363 1243 062177 1243 00106	503.52.8200.523.76450	1,166.00
TWIN CITY SAW	A20281	07/24/2013	6/13/13	503.52.8600.527.40042	118.51
US FOODSERVICE	5245235	07/24/2013	03805983	503.52.8300.524.76050	280.92
US FOODSERVICE	5376343	07/24/2013	03805983	503.52.8300.524.60065	339.88
US FOODSERVICE	5376343	07/24/2013	03805983	503.52.8300.524.76050	682.54
US FOODSERVICE	5376343	07/24/2013	03805983	503.52.8300.524.76100	20.62
US FOODSERVICE	5509394	08/02/2013	03805983	503.52.8300.524.60065	307.17
US FOODSERVICE	5509394	08/02/2013	03805983	503.52.8300.524.76050	526.30
US FOODSERVICE	5672209	08/07/2013	03805983	503.52.8300.524.60065	57.07
US FOODSERVICE	5637891	08/07/2013	03805983	503.52.8300.524.60065	459.05
US FOODSERVICE	5637891	08/07/2013	03805983	503.52.8300.524.76050	597.74
WINFIELD SOLUTIONS, LLC	000058801632	08/02/2013	156650	503.52.8600.527.60030	2,018.01
WINFIELD SOLUTIONS, LLC	000058801640	08/02/2013	156650	503.52.8600.527.60035	2,921.47
XCEL ENERGY	374361083	07/24/2013	51-5877512-1	503.52.8600.527.40020	1,773.45
XCEL ENERGY	377683800	08/07/2013	51-5754364-1	503.52.8500.526.40010	42.18
XCEL ENERGY	377683800	08/07/2013	51-5754364-1	503.52.8500.526.40020	1,871.26
XCEL ENERGY	377683800	08/07/2013	51-5754364-1	503.52.8600.527.40010	26.72
YOCUM OIL COMPANY, INC.	00000562829	07/24/2013	506975	503.52.8400.525.60021	1,548.79
YOCUM OIL COMPANY, INC.	00000567079	07/24/2013	506975	503.52.8600.527.60021	2,613.42
YOCUM OIL COMPANY, INC.	00000567080	07/24/2013	506975 003	503.52.8600.527.60021	2,609.12
YOCUM OIL COMPANY, INC.	00000567081	07/24/2013	506975	503.52.8400.525.60021	1,678.76
YOCUM OIL COMPANY, INC.	00000570505	08/07/2013	506975 0004	503.52.8400.525.60021	1,657.72

503 - INVER WOOD GOLF COURSE

58,445.12

ACE PAINT & HARDWARE	516626/5	08/02/2013	7/24/13	603.00.5300.444.40041	21.64
ACE PAINT & HARDWARE	516699/5	08/02/2013	7/29/13	603.00.5300.444.40040	3.40
ACE PAINT & HARDWARE	516722/5	08/07/2013	7/30/13	603.00.5300.444.60012	2.87
BLUETARP FINANCIAL	0561033955	07/24/2013	96151	603.00.5300.444.60040	214.24
C-AIRE INC	115856	08/02/2013	55077C	603.00.5300.444.40040	469.13
C-AIRE INC	115926	08/02/2013	55077C	603.00.5300.444.40040	4,169.15
CARQUEST OF MSP-ROSEMOUNT	1596-198535	07/24/2013	614420	603.00.5300.444.40041	5.26
CARQUEST OF MSP-ROSEMOUNT	1596-198560	07/24/2013	614420	603.00.5300.444.40041	116.07

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CARQUEST OF MSP-ROSEMOUNT	1596-198562	07/24/2013	614420	603.140.1450050	13.87
CARQUEST OF MSP-ROSEMOUNT	1596-198572	07/24/2013	614420	603.00.5300.444.40041	33.12
CARQUEST OF MSP-ROSEMOUNT	1596-198610	07/24/2013	6174420	603.00.5300.444.40041	193.67
CARQUEST OF MSP-ROSEMOUNT	1596-198639	07/24/2013	614420	603.00.5300.444.40041	27.37
CARQUEST OF MSP-ROSEMOUNT	1596-198681	08/02/2013	614420	603.00.5300.444.40041	4.75
CARQUEST OF MSP-ROSEMOUNT	1596-198691	08/02/2013	614420	603.00.5300.444.40041	10.17
CARQUEST OF MSP-ROSEMOUNT	1596-198691	08/02/2013	614420	603.140.1450050	11.59
CARQUEST OF MSP-ROSEMOUNT	1596-198741	08/02/2013	614420	603.00.5300.444.40041	74.72
CARQUEST OF MSP-ROSEMOUNT	1596-198742	08/02/2013	614420	603.00.5300.444.40041	74.72
CARQUEST OF MSP-ROSEMOUNT	1596-198744	08/02/2013	614420	603.00.5300.444.40041	78.64
CARQUEST OF MSP-ROSEMOUNT	1596-198765	08/02/2013	61442	603.00.5300.444.40041	291.18
CARQUEST OF MSP-ROSEMOUNT	1596-198852	08/07/2013	614420	603.00.5300.444.40041	356.33
CARQUEST OF MSP-ROSEMOUNT	1596-198889	08/02/2013	614420	603.140.1450050	80.71
CARQUEST OF MSP-ROSEMOUNT	1596-198924	08/02/2013	614420	603.00.5300.444.40041	138.31
CARQUEST OF MSP-ROSEMOUNT	1596-198955	08/02/2013	614420	603.00.5300.444.40041	32.90
CARQUEST OF MSP-ROSEMOUNT	1596-199091	08/07/2013	614420	603.00.5300.444.40040	131.81
CARQUEST OF MSP-ROSEMOUNT	1596-199195	08/02/2013	614420	603.00.5300.444.40041	88.33
CARQUEST OF MSP-ROSEMOUNT	1596-199195	08/02/2013	614420	603.00.5300.444.60012	51.78
CARQUEST OF MSP-ROSEMOUNT	1596-199229	08/02/2013	614420	603.140.1450050	64.83
CARQUEST OF MSP-ROSEMOUNT	1596-199315	08/07/2013	614420	603.00.5300.444.40041	-24.35
CARQUEST OF MSP-ROSEMOUNT	1596-199341	08/02/2013	614420	603.00.5300.444.60012	25.45
CARQUEST OF MSP-ROSEMOUNT	1596-199344	08/02/2013	614420	603.00.5300.444.60012	10.42
CARQUEST OF MSP-ROSEMOUNT	1596-199386	08/07/2013	614420	603.00.5300.444.40041	14.19
CARQUEST OF MSP-ROSEMOUNT	1596-199437	08/07/2013	614420	603.00.5300.444.40041	89.34
CARQUEST OF MSP-ROSEMOUNT	1596-198745	08/02/2013	614420	603.00.5300.444.40041	-149.43
CARQUEST OF MSP-ROSEMOUNT	1596-198779	08/02/2013	614420	603.00.5300.444.40041	-4.75
CAT-PERSONAL SAFETY TRAINING	11391	08/02/2013	7/17/13	603.00.5300.444.60065	197.92
CENTENNIAL GLASS	W00003716	08/02/2013	7/29/13	603.00.5300.444.40041	199.96
DEALER AUTOMOTIVE SERVICES,INC	1-076755	08/02/2013	46612	603.00.5300.444.40041	42.99
ELECTROSTATIC PAINTING	7/12/13	07/24/2013	WINDOW FRAME PAINTING	603.00.5300.444.40040	582.50
EMERGENCY AUTOMOTIVE TECHNOLOGIES	AW071713-5	08/02/2013	7/17/13	603.00.5300.444.40041	279.06
EMERGENCY AUTOMOTIVE TECHNOLOGIES	CS072313-21	08/02/2013	7/23/13	603.00.5300.444.40041	383.25
FACTORY MOTOR PARTS COMPANY	1-4222592	07/24/2013	10799	603.00.5300.444.40041	280.01
FACTORY MOTOR PARTS COMPANY	1-4230989 B	08/07/2013	10799	603.00.5300.444.40041	16.03
FACTORY MOTOR PARTS COMPANY	1-4230989 B	08/07/2013	10799	603.140.1450050	105.99
FACTORY MOTOR PARTS COMPANY	1-4232979	08/07/2013	10799	603.00.5300.444.40041	-30.99
FACTORY MOTOR PARTS COMPANY	1-4221421 B	08/07/2013	10799	603.00.5300.444.40041	-16.03
GRAINGER	9203127569	08/07/2013	806460150	603.00.5300.444.40040	157.99
HANCO CORPORATION	681392	08/02/2013	332660	603.00.5300.444.60014	184.25
HILLYARD INC	600788636	08/07/2013	285036	603.00.5300.444.60011	163.87
INTERSTATE POWERSYSTEMS	R001078599:01	08/02/2013	13468	603.00.5300.444.40041	2,823.58
INVER GROVE FORD	5118970	07/24/2013	7/16/13	603.00.5300.444.40041	177.74
KIMBALL MIDWEST	3085503	08/02/2013	222006	603.00.5300.444.60012	514.02
L.T.G. POWER EQUIPMENT	166722	08/02/2013	5656	603.00.5300.444.40041	176.28
L.T.G. POWER EQUIPMENT	168352	08/02/2013	5656	603.00.5300.444.40041	199.26
L.T.G. POWER EQUIPMENT	168440	08/02/2013	5656	603.00.5300.444.40041	61.24
LARSON COMPANIES	B-231910235	07/24/2013	14649	603.140.1450050	319.34
MACQUEEN EQUIPMENT INC	2134814	08/07/2013	60300530044440041	603.00.5300.444.40041	332.06
MAUER CHEVROLET	6060600/1	08/02/2013	7/15/13	603.00.5300.444.40041	4,853.61
MIDWEST BLINDS - NOVACKNER INDUSTRIES, II	29798	07/24/2013	CITY OF IGH	603.00.5300.444.40040	1,706.93
MN DEPT OF REVENUE	JUNE 2013	07/22/2013	JUNE 2013 SALES AND USE	603.00.5300.444.60021	1.94
MN DEPT OF REVENUE	JUNE 2013	07/22/2013	JUNE 2013 SALES AND USE	603.00.5300.444.60065	1.49
MTI DISTRIBUTING CO	915113-00	07/24/2013	91180	603.00.5300.444.40041	86.08
MTI DISTRIBUTING CO	917836-00	08/02/2013	91180	603.00.5300.444.40041	35.55
MTI DISTRIBUTING CO	912416-00	08/02/2013	91180	603.00.5300.444.40041	123.49
NUSS TRUCK AND EQUIPMENT	5236	08/02/2013	16041	603.00.5300.444.80400	69,054.82
PARTSMASTER	20697143	08/02/2013	PM328058	603.00.5300.444.60040	980.82
POMP'S TIRE SERVICE, INC.	980001297	07/24/2013	4502557	603.140.1450050	1,378.05
RDO EQUIPMENT COMPANY	P94710	08/07/2013	2556007	603.00.5300.444.40041	229.61
SAM'S CLUB	6/23/13 7715 0900 6108/02/2013 7715 0900 6164 5624	08/02/2013	7715 0900 6164 5624	603.00.5300.444.50070	-35.00
SCHARBER & SONS	P17643	08/02/2013	INVER001	603.00.5300.444.40041	910.14
SCHARBER & SONS	P19822	08/02/2013	INVER001	603.00.5300.444.40041	614.43
SHARROW LIFTING PRODUCTS	65049	08/07/2013	18300	603.00.5300.444.40040	541.50
SHERWIN-WILLIAMS	6130-6 B	08/07/2013	5/31/13	603.00.5300.444.40040	38.34
SHERWIN-WILLIAMS	8625-3	08/07/2013	6682-5453-5	603.00.5300.444.40040	65.60
SHERWIN-WILLIAMS	8702-0	08/07/2013	6682-5453-5	603.00.5300.444.40040	22.65
SPRINT	842483314-140	08/02/2013	842483314	603.00.5300.444.50020	99.28

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
TITAN MACHINERY	1531790 GP	08/02/2013	6239910	603.00.5300.444.40041	99.91
TITAN MACHINERY	1539359 GP	08/02/2013	6239910	603.00.5300.444.40041	2.13
TOTAL CONSTRUCTION & EQUIP.	57735	07/24/2013	CIT001	603.00.5300.444.40040	601.46
TOTAL TOOL	01909122	08/07/2013	002589	603.00.5300.444.60045	32.11
TRUCK UTILITIES, INC.	0256114	07/24/2013	000154	603.00.5300.444.80700	5,385.43
TRUCK UTILITIES, INC.	0256329	08/02/2013	000154	603.00.5300.444.40041	3,102.58
TSS AUTOMOTIVE EQUIPMENT SERVICE	702763	07/24/2013	7/10/13	603.00.5300.444.40040	1,219.30
TWIN SOURCE SUPPLY	00433249	07/24/2013	7/10/13	603.00.5300.444.60012	251.95
UNIFIRST CORPORATION	090 0168109	07/24/2013	1051948	603.00.5300.444.40065	73.52
UNIFIRST CORPORATION	090 0168109	07/24/2013	1051948	603.00.5300.444.60045	39.21
UNIFIRST CORPORATION	090 0168902	08/07/2013	1051948	603.00.5300.444.40065	73.52
UNIFIRST CORPORATION	090 0168902	08/07/2013	1051948	603.00.5300.444.60045	28.50
UNIFIRST CORPORATION	090 0169695	08/07/2013	1051948	603.00.5300.444.40065	73.52
UNIFIRST CORPORATION	090 0169695	08/07/2013	1051948	603.00.5300.444.60045	28.50
WACONIA FARM SUPPLY	77318	08/02/2013	30035	603.00.5300.444.40041	37.40
WACONIA FARM SUPPLY	77345	08/07/2013	30035	603.00.5300.444.40041	86.78
WESTERN PETROLEUM COMPANY	97121410-41801	07/24/2013	112741	603.00.5300.444.60012	463.32
WESTERN PETROLEUM COMPANY	97121410-41801	07/24/2013	112741	603.140.1450050	661.69
XCEL ENERGY	374535543	07/24/2013	51-5279113-0	603.00.5300.444.40010	100.83
XCEL ENERGY	374535543	07/24/2013	51-5279113-0	603.00.5300.444.40020	1,477.41
YOCUM OIL COMPANY, INC.	569192	08/07/2013	502860	603.140.1450060	6,549.20
ZIEGLER INC	SW140133091	08/07/2013	4069900	603.00.5300.444.40041	574.00

603 - CENTRAL EQUIPMENT

115,543.35

COORDINATED BUSINESS SYSTEMS	CNIN124883	08/02/2013	4502512	604.00.2200.416.40050	396.78
COORDINATED BUSINESS SYSTEMS	CNIN124893	08/02/2013	4502512	604.00.2200.416.40050	132.26
COORDINATED BUSINESS SYSTEMS, LTD	231780685	07/24/2013	923425	604.00.2200.416.40050	218.71
OFFICE DEPOT	7/17/13 6011 5685 1C	08/02/2013	6011 5685 1008 6883	604.00.2200.416.60005	13.38
OFFICE DEPOT	7/17/13 6011 5685 1C	08/02/2013	6011 5685 1008 6883	604.00.2200.416.60005	179.16
OFFICE DEPOT	7/17/13 6011 5685 1C	08/02/2013	6011 5685 1008 6883	604.00.2200.416.60010	46.03

604 - CENTRAL STORES

986.32

CULLIGAN	6/30/13 157-9850302	07/24/2013	157-98503022-8	605.00.7500.460.60011	49.28
DANNER LANDSCAPING	10142	07/24/2013	7/9/13	605.00.7500.460.60016	384.75
HALVERSON, DENNIS	7/13/13	07/31/2013	REIMBURSE-SHOES	605.00.7500.460.60045	159.99
HILLYARD INC	600767275	08/02/2013	274069	605.00.7500.460.60011	782.05
HOME DEPOT CREDIT SERVICES	7/12/13 6035 3225 02	08/07/2013	6035 3225 0206 1959	605.00.7500.460.60011	97.66
HUEBSCH SERVICES	3106492	08/02/2013	100075	605.00.7500.460.40065	141.32
LONE OAK COMPANIES	59841	08/07/2013	10025798	605.00.7500.460.50035	462.00
LONE OAK COMPANIES	7/31/13	07/31/2013	UTILITY POSTAGE	605.00.7500.460.50035	1,409.85
MAS COMMUNICATIONS	1254	07/24/2013	1 QTR MONITOR	605.00.7500.460.40040	50.02
MINNESOTA ELEVATOR, INC	282146	07/24/2013	B1530	605.00.7500.460.40040	226.00
USA MOBILITY WIRELESS INC	w0317493G	07/24/2013	0317493-5	605.00.7500.460.40065	4.88
XCEL ENERGY	374535543	07/24/2013	51-5279113-0	605.00.7500.460.40020	7,837.19
ZEE MEDICAL SERVICE	54182744	07/24/2013	7/1/13	605.00.7500.460.60065	143.11

605 - CITY FACILITIES

11,748.10

AT & T MOBILITY	287237771092x0712	07/24/2013	287237771092	606.00.1400.413.50020	25.93
INTEGRA TELECOM	11102093	08/02/2013	645862	606.00.1400.413.50020	852.78
SPRINT	842483314-140	08/02/2013	842483314	606.00.1400.413.50020	85.86
SPRINT	842483314-140	08/02/2013	842483314	606.46.0000.3660000	-160.00
TDS METROCOM	7/13/13 651 451 194	07/24/2013	651 451 1944	606.00.1400.413.50020	259.49

606 - TECHNOLOGY FUND

1,064.06

ARAMARK REFRESHMENT SERVICES	83325	07/24/2013	39398	702.229.2286500	94.17
ARAMARK REFRESHMENT SERVICES	1078873	08/07/2013	39398	702.229.2286500	182.78
BARR ENGINEERING COMPANY	23190328.14-17	08/07/2013	7/8/13	702.229.2297001	3,857.00
BARR ENGINEERING COMPANY	23190328.14-17	08/07/2013	7/8/13	702.229.2297101	1,866.00
BARR ENGINEERING COMPANY	23190328.14-17	08/07/2013	7/8/13	702.229.2297201	2,847.00
CARL BOLANDER & SONS CO	7/16/13	08/02/2013	FIRE HYDRANT REFUND #1306	702.229.2294300	1,000.00
CULLIGAN	6/30/13 157-9847324	07/24/2013	157-98473242-8	702.229.2286300	47.02
DAKOTA CTY SHERIFF'S DEPT.	201353314	08/07/2013	DERRICK ANTHONY LOUIS STEVENS	702.229.2291000	500.00
EARL F ANDERSEN INC	0102341-IN	08/07/2013	0004094	702.229.2289901	395.78
EMMONS & OLIVIER RESOURCES	00095-0037-4	08/07/2013	00095-0037	702.229.2295901	8,010.01
HEALTHHEAST VEHICLE SERVICES	19845	08/02/2013	7/1/13	702.229.2291000	315.28
HENNEPIN COUNTY DISTRICT COURT	13417674	08/07/2013	JESSICA CAROLE TUBRIDY	702.229.2291000	100.00
HIGHMARK BUILDERS	7/23/13	08/02/2013	REFUND-ESCROW 8671 ALVARADO CT	702.229.2299800	2,500.00
LEVANDER, GILLEN & MILLER P.A.	6/30/13 81000E	07/24/2013	81000E	702.229.2283101	33.00
LEVANDER, GILLEN & MILLER P.A.	6/30/13 81000E	07/24/2013	81000E	702.229.2283201	209.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
LEVANDER, GILLEN & MILLER P.A.	6/30/13 81000E	07/24/2013	81000E	702.229.2284001	55.00
LEVANDER, GILLEN & MILLER P.A.	6/30/13 81000E	07/24/2013	81000E	702.229.2284501	187.00
LEVANDER, GILLEN & MILLER P.A.	6/30/13 81000E	07/24/2013	81000E	702.229.2287101	110.00
LEVANDER, GILLEN & MILLER P.A.	6/30/13 81000E	07/24/2013	81000E	702.229.2289001	88.00
LEVANDER, GILLEN & MILLER P.A.	6/30/13 81000E	07/24/2013	81000E	702.229.2291000	460.00
LEVANDER, GILLEN & MILLER P.A.	6/30/13 81000E	07/24/2013	81000E	702.229.2291000	8.00
LEVANDER, GILLEN & MILLER P.A.	6/30/13 81000E	07/24/2013	81000E	702.229.2291000	32.00
LEVANDER, GILLEN & MILLER P.A.	6/30/13 81000E	07/24/2013	81000E	702.229.2291000	48.00
LEVANDER, GILLEN & MILLER P.A.	6/30/13 81000E	07/24/2013	81000E	702.229.2291000	32.00
LEVANDER, GILLEN & MILLER P.A.	6/30/13 81000E	07/24/2013	81000E	702.229.2291701	376.00
LEVANDER, GILLEN & MILLER P.A.	6/30/13 81000E	07/24/2013	81000E	702.229.2293701	99.00
LEVANDER, GILLEN & MILLER P.A.	6/30/13 81000E	07/24/2013	81000E	702.229.2295901	55.00
LEVANDER, GILLEN & MILLER P.A.	6/30/13 81000E	07/24/2013	81000E	702.229.2295901	250.00
LEVANDER, GILLEN & MILLER P.A.	6/30/13 81000E	07/24/2013	81000E	702.229.2296001	143.00
LEVANDER, GILLEN & MILLER P.A.	6/30/13 81000E	07/24/2013	81000E	702.229.2296101	88.00
LEVANDER, GILLEN & MILLER P.A.	6/30/13 81000E	07/24/2013	81000E	702.229.2296401	79.00
LEVANDER, GILLEN & MILLER P.A.	6/30/13 81000E	07/24/2013	81000E	702.229.2296601	2,312.00
LEVANDER, GILLEN & MILLER P.A.	6/30/13 81000E	07/24/2013	81000E	702.229.2297001	176.00
POWERS, TOM	7/15/13	08/02/2013	FIRE HYDRANT REFUND #1307	702.229.2294300	1,000.00
PULTE HOMES	ESCROW RELEASE 8/208/02/2013	8732/8723/8691	CRIMSON WAY & 4118/401	702.229.2299800	12,500.00
SOUTH EAST TOWING	8/7/13	08/07/2013	VEHICLE 10-000547/11-002986/12-000959	702.229.2291000	750.00
702 - ESCROW FUND					40,805.04
JR'S APPLIANCE DISPOSAL	81660	08/07/2013	7/26/13	703.43.5500.446.40025	54.96
703 - LANDFILL ABATEMENT					54.96
Grand Total					2,245,602.10

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Pay Voucher No. 4 for City Project No. 2006-08 – Asher Water Tower Replacement

Meeting Date: August 12, 2013
Item Type: Consent
Contact: Scott D. Thureen, 651.450.2571
Prepared by: Scott D. Thureen, Public Works Director
Reviewed by: *SAT SB*

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Consider Pay Voucher No. 4 for City Project No. 2006-08 – Asher Water Tower Replacement.

SUMMARY

The improvements were ordered by the City Council on March 26, 2012. The contract was awarded in the amount of \$2,187,000 to CB & I, Inc. on November 26, 2012 for City Project No. 2006-08 – Asher Water Tower Replacement.

The contractor has completed the work through June 30, 2013 in accordance with the contract plans and specifications. A five (5) percent retainage will be maintained until the project is completed.

I recommend approval of Payment Voucher No. 4 in the amount of \$282,047.96 for work on City Project No. 2006-08 – Asher Water Tower Replacement.

SDT/kf

Attachment: Pay Voucher No. 4

APPLICATION AND CERTIFICATE FOR PAYMENT

TO: City of Inver Grove Heights
 (OWNER) 8150 Barbara Ave
 Inver Grove Heights, MN 55077-3410

AIA DOCUMENT G702
 CB&I INVOICE NO. 184000-04
 APPLICATION NO. 4

Distribution to:
 OWNER
 ENGINEER
 CONTRACTOR
 OTHER

FROM (CONTRACTOR):

CB&I Inc. - Steel Plate Structures
 9550 Hickman Road Clive, IA 50325-5316
 CONTRACT FOR: 0.75MG Elevated Water Storage Tank

VIA (ENGINEER):
 Short Elliott Hendrickson Inc.
 3535 Vadnais Center Drive
 St. Paul, MN 55110-5196

WORK FROM DATE: 06/01/13
 WORK THRU DATE: 06/30/13
 ENG. PROJECT NO: INVER 120095
 CONTRACT DATE: 11/26/12

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner		0.00	0.00
TOTAL		0.00	0.00
Approved this Application			
Number	Date Approved		
TOTALS		0.00	0.00
Net change by Change Orders		0.00	0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief that the Work covered by this Application for Payment has been completed in accordance with Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: CB&I Inc. - Steel Plate Structures

By: *Janey Walden* Date: 07/15/13
 A/R Administrator

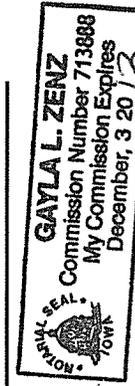
Application is made for Payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$2,187,000.00
2. Net change by Change Orders \$0.00
3. CONTRACT SUM TO DATE (Line 1+/- 2) \$2,187,000.00
4. TOTAL COMPLETED & STORED TO DATE (Col K on G703) \$981,380.59

5. RETAINAGE:
 - a. 5% of Completed Work \$49,069.03
(Col G + I on G703)
 - b. 0% of Stored Material 0.00
(Col J on G703)

- Total Retainage (Line 5a + 5b or (Total in Col P of G703) \$49,069.03
6. TOTAL EARNED LESS RETAINAGE \$932,311.56
(Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$650,263.60
8. CURRENT PAYMENT DUE \$282,047.96
9. BALANCE TO FINISH, PLUS RETAINAGE \$1,254,688.44
(Line 3 less Line 6)

State of: IOWA County of: POLK
 Subscribed and sworn to before me this 15th day of July, 2013.
 Notary Public *Gayla L. Zenz*
 My Commission expires: 12-03-13



ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED (Attach explanation if amount certified differs from the amount applied for.)

ENGINEER: Short Elliott Hendrickson Inc.

By: *[Signature]* Date: 7/26/13
 OWNER: City of Inver Grove Heights
 By: _____ Date: _____

FUNDING AGENCY: USDA

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Appointment of Board Member to the Lower Mississippi River Watershed Management Organization (LMRWMO)

Meeting Date: August 12, 2013
Item Type: Consent
Contact: Scott D. Thureen, 651.450.2571
Prepared by: Scott D. Thureen, Public Works Director
Reviewed by: *SST*

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 appointment of Ms. Sharon Lencowski as the City's representative on the Board of Managers for the LMRWMO.

SUMMARY

The LMRWMO is one of two watershed management organizations that cover the City. The City has one representative on the Board of Managers and one alternate representative. Mr. Bill Klein is currently the City's alternate representative.

Mr. George Fell resigned as the City's representative to the Board of Managers effective August 20, 2012. The position was advertised in the Southwest Review. We received one application (Ms. Lencowski's). Ms. Lencowski applied for the opening in response to an invitation from staff. She had indicated an interest in the topic of water resources in earlier conversations. Over the past few months, she has attended a number of the LMRWMO meetings as a spectator to learn what the Board does and how it operates.

I recommend that the City Council appoint Ms. Sharon Lencowski as the City's representative on the Board of Managers for the LMRWMO.

SDT/kf
Attachment: Application

CITY OF INVER GROVE HEIGHTS
8150 BARBARA AVENUE
INVER GROVE HEIGHTS, MN 55077

WATERSHED MANAGEMENT ORGANIZATION BOARD

FULL NAME (Print or Type): Sharon Lencowski

ADDRESS: 4000 E 16th Street

YEARS AT ABOVE ADDRESS: 25 YEARS LIVED IN IGH: 40+

HOME PHONE: 651 451 6807 ^{cell} WORK PHONE: 651 283 7604

EMPLOYMENT, OCCUPATION OR OTHER EXPERIENCE: Strategic & operational experience in Communications, Project Management, Information Services, Human Resources and Finance

MEMBERSHIPS, QUALIFICATIONS, OTHER ACCOMPLISHMENTS: _____

PMP - project management Institute
MN MASTER Naturalist Volunteer

LIST SKILLS & INTERESTS: Communications & outreach
Interested in Environmental Stewardship, & Water Resources

PLEASE STATE REASONS FOR INTEREST IN SERVING ON BOARD:

Desire to contribute in activities that have a positive impact on water quality.

Your response to any of the above may be continued on the back of this form and you may attach other materials you would like the Council to review with this application.

Signature: Sharon Lencowski Date: 8/7/12

The City of Inver Grove Heights is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, creed, color, sex, age, national origin, or handicap.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Approve Custom Grading Agreement for Lot 14, Block 2, Wildwood Ranch Estates (Murad) 8654 Alvarado Court

Meeting Date: August 12, 2013
 Item Type: Consent
 Contact: Thomas J. Kaldunski, City Engineer ^{TJK}
 Prepared by: Thomas J. Kaldunski, 651.450.2572
 Reviewed by: Scott D. Thureen, Public Works 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

Approve a Custom Grading Agreement for a new home to be built at 8654 Alvarado Court.

SUMMARY

The owners of 8654 Alvarado Court are affected by the City Ordinance Title 9, Chapter 5, Section 9-5-5. This Ordinance requires lots of record which do not have recorded contracts or agreements with the City to provide information to ensure the Development meets current City standards for grading, erosion control and storm water management.

The owners, Bilal and Naheed Murad, have provided the required Grading and Erosion Control Plans. They will be signing the Custom Grading Agreement (attached) which spells out the conditions to be met. They will also be providing a surety of \$10,000 to ensure compliance. An engineering escrow of \$1,500 has been provided to cover any costs incurred by the City for review and inspection of the site grading. The owners will be able to apply for a building permit following the Council approval of the Custom Grading Agreement.

It is recommended that the City Council approve the Custom Grading Agreement for 8654 Alvarado Court (Lot 14, Block 2, Wildwood Ranch Estates) and authorize the Mayor to execute the Agreements. The owners will provide surety as they apply for a building permit in the coming weeks.

TJK/js
 Attachments: Custom Grading Agreement with site plan

CUSTOM GRADING AGREEMENT
FOR
LOT 14, BLOCK 2, WILDWOOD RANCH ESTATES
INVER GROVE HEIGHTS, MINNESOTA
DAKOTA COUNTY, MINNESOTA

CUSTOM GRADING AGREEMENT

THIS CUSTOM GRADING AGREEMENT is made and entered into on the 12th day of August, 2013, by and between the City of Inver Grove Heights, a Minnesota municipal corporation (City), and the Owner identified herein.

RECITALS:

WHEREAS, the Owner has applied to the City for approval of the Development Plans and a building permit for the Property;

WHEREAS, in conjunction with the granting of these approvals, the City requires that the Property be improved with grading, drainage and erosion control facilities and with landscaping;

WHEREAS, the Council has agreed to approve the Development Plans on the following conditions:

1. That the Owner enter into this Custom Grading Agreement, which contract defines the work which the Owner undertakes to complete; and

2. The Owner shall provide an irrevocable letter of credit in the amount and with conditions satisfactory to the City, providing for the actual construction and installation of such Improvements within the period specified by the City.

WHEREAS, the Owner has filed four (4) complete sets of the Development Plans with the City;

WHEREAS, the Development Plans have been prepared by a registered professional engineer and have been approved by the Director of PWD.

NOW, THEREFORE, subject to the terms and conditions of this Custom Grading Agreement and in reliance upon the representations, warranties and covenants of the parties herein contained, the City and Owner agree as follows:

ARTICLE 1 DEFINITIONS

1.1 TERMS. The following terms, unless elsewhere defined specifically in the Custom Grading Agreement, shall have the following meanings as set forth below.

1.2 CITY. "City" means the City of Inver Grove Heights, a Minnesota municipal corporation.

1.3 OWNER. "Owner" means Bilal Murad and Naheed Murad, husband and wife.

1.4 **DEVELOPMENT PLANS.** "Development Plans" means all those plans, drawings, specifications and surveys identified on the attached Appendix 1.

1.5 **CUSTOM GRADING AGREEMENT.** "Custom Grading Agreement" means this instant contract by and between the City and Owner.

1.6 **COUNCIL.** "Council" means the Council of the City of Inver Grove Heights.

1.7 **PWD.** "PWD" means the Public Works Department of the City of Inver Grove Heights.

1.8 **DIRECTOR OF PWD.** "Director of PWD" means the Director of the Public Works Department of the City of Inver Grove Heights and his delegates.

1.9 **COUNTY.** "County" means Dakota County, Minnesota.

1.10 **OTHER REGULATORY AGENCIES.** "Other Regulatory Agencies" means and includes the following:

- a.) Minnesota Department of Transportation
- b.) Dakota County
- c.) Water Management Organization
- d.) State of Minnesota
- e.) Minnesota Department of Natural Resources
- f.) any other regulatory or governmental agency or entity affected by, or having jurisdiction over the Improvements.

1.11 **UTILITY COMPANIES.** "Utility Companies" means and includes the following:

- a.) utility companies, including electric, gas and cable
- b.) pipeline companies.

1.12 **PRIOR EASEMENT HOLDERS.** "Prior Easement Holders" means and includes all holders of any easements or other property interests which existed prior to the grant or dedication of any public easements transferred pursuant to this Custom Grading Agreement.

1.13 **IMPROVEMENTS.** "Improvements" means and includes, individually and collectively, all the improvements identified in Article 3 and on the attached Appendix 2.

1.14 **OWNER DEFAULT.** "Owner Default" means and includes any of the following

or any combination thereof:

- a.) failure by the Owner to timely pay the City any money required to be paid under this Custom Grading Agreement;
- b.) failure by the Owner to timely construct the Improvements according to the Development Plans and the City standards and specifications;
- c.) failure by the Owner to observe or perform any covenant, condition, obligation or agreement on its part to be observed or performed under this Custom Grading Agreement;
- d.) breach of the Owner Warranties.

1.15 FORCE MAJEURE. "Force Majeure" means acts of God, including, but not limited to floods, ice storms, blizzards, tornadoes, landslides, lightning and earthquakes (but not including reasonably anticipated weather conditions for the geographic area), riots, insurrections, war or civil disorder affecting the performance of work, blockades, power or other utility failures, and fires or explosions.

1.16 OWNER WARRANTIES. "Owner Warranties" means that the Owner hereby warrants and represents the following:

- A. **AUTHORITY.** Owner has the right, power, legal capacity and authority to enter into and perform their obligations under this Custom Grading Agreement; no approvals or consents of any persons are necessary in connection with the authority of Owner to enter into and perform their obligations under this Custom Grading Agreement.
- B. **FULL DISCLOSURE.** None of the representatives and warranties made by Owner or made in any exhibit hereto or memorandum or writing furnished or to be furnished by Owner or on their behalf contains or will contain any untrue statement of material fact or omit any material fact the omission of which would be misleading.
- C. **PLAN COMPLIANCE.** The Development Plans comply with all City, County, metropolitan, state and federal laws and regulations, including but not limited to subdivision ordinances, zoning ordinances and environmental regulations.
- D. **FEE TITLE.** The Owner owns fee title to the Property.

E. **WARRANTY ON PROPER WORK AND MATERIALS.** The Owner warrants all work required to be performed by them under this Custom Grading Agreement against defective material and faulty workmanship for a period of two (2) years after its completion. During the warranty period the Owner shall be solely responsible for all costs of performing repair work required by the City within thirty (30) days of notification. All trees, grass, and sod shall be warranted to be alive, of good quality, and disease free for one year after planting. Any replacements shall be similarly warranted for one year from the time of planting. In addition, the warranty period for drainage and erosion control improvements shall be for two (2) years after completion; the warranty for the drainage and erosion control improvements shall also include the obligation of the Owner to repair and correct and damage to or deficiency with respect to such improvements.

1.17 **CITY WARRANTIES.** "City Warranties" means that the City hereby warrants and represents as follows:

- A. **ORGANIZATION.** City is a municipal corporation duly incorporated and validly existing in good standing under the laws of the State of Minnesota.
- B. **AUTHORITY.** City has the right, power, legal capacity and authority to enter into and perform its obligations under this Custom Grading Agreement.

1.18 **FORMAL NOTICE.** "Formal Notice" means notices given by one party to the other if in writing and if and when delivered or tendered either in person or by depositing it in the United States mail in a sealed envelope, by certified mail, return receipt requested, with postage and postal charges prepaid, addressed as follows:

If to CITY: City of Inver Grove Heights
Attention: City Administrator
Inver Grove Heights City Hall
8150 Barbara Avenue
Inver Grove Heights, MN 55077

If to Owner: Bilal Murad and Naheed Murad
3747 Woodland Trail
Eagan, MN 55123

or to such other address as the party addressed shall have previously designated by notice given in accordance with this Section. Notices shall be deemed to have been duly given on the date of service if served personally on the party to whom notice is to be given, or on the third day after mailing if mailed as provided above, provided, that a notice not given as above shall, if it is in writing, be deemed given if and when actually received by a party.

1.19 **PROPERTY.** Property means the real property located in the City of Inver Grove Heights, Dakota County, Minnesota legally described as follows:

Lot 14, Block 2, Wildwood Ranch Estates, Dakota County, Minnesota.

ARTICLE 2
APPROVAL OF DEVELOPMENT PLANS

2.1. **APPROVAL OF DEVELOPMENT PLANS.** Subject to the terms and conditions of this Custom Grading Agreement, the recitals above, and all other applicable City Code provisions the City hereby approves the Development Plans.

2.2 **RECORDING.** This Custom Grading Agreement shall be recorded with the County Recorder within thirty (30) days from the date of this Custom Grading Agreement. No certificate of occupancy for the Property shall be issued unless the Owner shows evidence to the City that this Custom Grading Agreement has been recorded with the County Recorder.

ARTICLE 3
IMPROVEMENTS

3.1 **IMPROVEMENTS.** The Owner shall install, at its own cost, the Improvements in accord with the Development Plans. The Improvements shall be completed by the dates shown on Appendix 2, except as completion dates are extended by subsequent written action of the Director of PWD. Failure of the City to promptly take action to enforce this Custom Grading Agreement after expiration of time by which the Improvements are to be completed shall not waive or release any rights of the City; the City may take action at any time thereafter, and the terms of this contract shall be deemed to be automatically extended until such time as the Improvements are completed to the City's satisfaction.

3.2 **GROUND MATERIAL.** The Owner shall insure that adequate and suitable ground material shall exist in the areas of utility improvements and shall guarantee the removal, replacement or repair of substandard or unstable material. The cost of removal, replacement or repair is the responsibility of the Owner.

3.3 **GRADING/DRAINAGE PLAN.** The Owner shall construct drainage facilities in accord with the Development Plans. The grading and drainage plan shall include lot and building elevations, drainage swales to be sodded, storm sewer, catch basins, erosion control structures and ponding areas necessary to conform with the overall City storm sewer plan. The grading of the site shall be completed in conformance with the Development Plans.

3.4 **BOULEVARD AND AREA RESTORATION.** The Owner shall seed or lay cultured sod in all boulevards within 30 days of the completion of street related improvements and restore all other areas disturbed by the development grading operation in accordance with the approved erosion control plan. Upon request of the PWD, the Owner shall remove the silt fences after grading and construction have occurred.

3.5 STREET MAINTENANCE, ACCESS AND REPAIR. The Owner shall clear, on a daily basis, any soil, earth or debris from the streets and wetlands within or adjacent to the Property resulting from the grading or building on the land within the Property by the Owner or their agents, and shall repair to the City's specifications any damage to bituminous surfacing resulting from the use of construction equipment.

3.6 LANDSCAPING. Site landscaping shall be in accordance with the Development Plans.

3.7 PAVING OF DRIVEWAY. The Owner must pave the driveway per City requirements.

3.8 EROSION CONTROL. The Owner shall provide and follow a plan for erosion control and pond maintenance in accord with the Best Management Practices (BMP) as delineated in the Minnesota Pollution Control Agency handbook titled Water Quality in Urban Areas. Such plan shall be detailed on the Development Plans and shall be subject to approval of the Director of PWD. The Owner shall install and maintain such erosion control structures as appear necessary under the Development Plans or become necessary subsequent thereto. The Owner shall be responsible for all damage caused as the result of grading and excavation within the Property including, but not limited to, restoration of existing control structures and clean-up of public right-of-way, until the Property is final graded and Improvements are completed. As a portion of the erosion control plan, the Owner shall re-seed or sod any disturbed areas in accordance with the Development Plans. The City reserves the right to perform any necessary erosion control or restoration as required, if these requirements are not complied with after Formal Notice by the City as stated in Article 9. The Owner shall be financially responsible for payment for this extra work.

3.9 GRADING/DRAINAGE PLAN AND EASEMENTS. The Owner shall construct drainage facilities adequate to serve the Property in accord with the Development Plans. The grading and drainage plan shall include lot and building elevations, drainage swales to be sodded, storm sewer, catch basins, erosion control structures and ponding areas necessary to conform with the overall City storm sewer plan. The grading of the site shall be completed in conformance with the Development Plans. In the event that the Owner fails to complete the grading of the site in conformance with the Development Plans by the stipulated date, the City may declare the Owner in default pursuant to Article 9.

3.10 AS BUILT INFORMATION. One (1) copy, on polyester film, of the detailed record plan "as built" drawings of the Improvements shall be provided by the Owner in accord with City standards no later than 90 days after completion of the Improvements, unless otherwise approved in writing by the PWD.

Final as-built information shall be submitted in an electronic format compatible with the CITY'S Geographic Information System (GIS). All information must be on the Dakota County coordinates system. Compatible formats are AUTOCAD .DWG or .DXF files on compact disk. As-built drawings shall also be scanned and stored as images in .TIFF or .PDF files on compact disk. Note: All corrected links, grades and elevations shall have a line drawn through the original text and the new information placed nearby; the original information or text shall not be erased.

ARTICLE 4
OTHER PERMITS

4.1 **PERMITS.** The Owner shall obtain all necessary approvals, permits and licenses from the City, the Other Regulatory Agencies, the Utility Companies, and the Prior Easement Holders. Major design requirements of any such entities shall be determined prior to completion and incorporated into the Development Plans. All costs incurred to obtain the approvals, permits and licenses, and also all fines or penalties levied by any agency due to the failure of the Owner to obtain or comply with conditions of such approvals, permits and licenses, shall be paid by the Owner. The Owner shall defend and hold the City harmless from any action initiated by the Other Regulatory Agencies, the Utility Companies and the Prior Easement Holders resulting from such failures of the Owner.

ARTICLE 5
RESPONSIBILITY FOR COSTS

5.1 **IMPROVEMENT COSTS.** The Owner shall pay for the Improvements; that is, all costs of persons doing work or furnishing skills, tools, machinery or materials, or insurance premiums or equipment or supplies and all just claims for the same; and the City shall be under no obligation to pay the contractor or any subcontractor any sum whatsoever on account thereof, whether or not the City shall have approved the contract or subcontract.

5.2 **CITY MISCELLANEOUS EXPENSES.** The Owner shall reimburse the City for all engineering, administrative, legal and other expenses incurred or to be incurred by the City in connection with this Custom Grading Agreement. Bills not paid within thirty (30) days shall accrue interest at the rate of eight percent per year.

5.3 **ENFORCEMENT COSTS.** The Owner shall pay the City for costs incurred in the enforcement of this Custom Grading Agreement, including engineering and attorneys' fees.

5.4 **TIME OF PAYMENT.** The Owner shall pay all bills from the City within thirty (30) days after billing. Bills not paid within thirty (30) days shall bear interest at the rate of 8% per year.

ARTICLE 6
OWNER WARRANTIES

6.1 **STATEMENT OF OWNER WARRANTIES.** The Owner hereby makes and states the Owner Warranties.

ARTICLE 7
CITY WARRANTIES

7.1 **STATEMENT OF CITY WARRANTIES.** The City hereby makes and states the City Warranties.

ARTICLE 8
INDEMNIFICATION OF CITY

8.1 INDEMNIFICATION OF CITY. Owner shall indemnify, defend and hold the City, its Council, agents, employees, attorneys and representatives harmless against and in respect of any and all claims, demands, actions, suits, proceedings, losses, costs, expenses, obligations, liabilities, damages, recoveries, and deficiencies, including interest, penalties and attorneys' fees, that the City incurs or suffers, which arise out of, result from or relate to:

- a.) breach by the Owner of the Owner Warranties;
- b.) failure of the Owner to timely construct the Improvements according to the Development Plans and the City ordinances, standards and specifications;
- c.) failure by the Owner to observe or perform any covenant, condition, obligation or agreement on its part to be observed or performed under this Custom Grading Agreement;
- d.) failure by the Owner to pay contractors, subcontractors, laborers, or materialmen;
- e.) failure by the Owner to pay for materials;
- f.) approval by the City of the Development Plans;
- g.) failure to obtain the necessary permits and authorizations to construct the Improvements;
- h.) construction of the Improvements;
- i.) delays in construction of the Improvements;
- j.) all costs and liabilities arising because building permits were issued prior to the completion and acceptance of the Improvements.

ARTICLE 9
CITY REMEDIES UPON OWNER DEFAULT

9.1 CITY REMEDIES. If an Owner Default occurs, that is not caused by Force Majeure, the City shall give the Owner Formal Notice of the Owner Default and the Owner shall have ten (10) business days to cure the Owner Default. If the Owner, after Formal Notice to it by the City, does not cure the Owner Default within ten (10) business days, then the City may avail itself of any remedy afforded by law and any of the following remedies:

- a.) the City may specifically enforce this Custom Grading Agreement;
- b.) the City may collect on the irrevocable letter of credit or cash deposit pursuant to

Article 10 hereof;

- c.) the City may suspend or deny building and occupancy permits for buildings within the Property;
- d.) the City may, at its sole option, perform the work or improvements to be performed by the Owner, in which case the Owner shall within thirty (30) days after written billing by the City reimburse the City for any costs and expenses incurred by the City.

9.2 NO ADDITIONAL WAIVER IMPLIED BY ONE WAIVER. In the event any agreement contained in this Custom Grading Agreement is breached by the Owner and thereafter waived in writing by the City, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder. All waivers by the City must be in writing.

9.3 NO REMEDY EXCLUSIVE. No remedy herein conferred upon or reserved to the City shall be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under the Custom Grading Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the City to exercise any remedy reserved to it, it shall not be necessary to give notice, other than the Formal Notice.

9.4 EMERGENCY. Notwithstanding the requirement contained in Section 9.1 hereof relating to Formal Notice to the Owner in case of a Owner Default and notwithstanding the requirement contained in Section 9.1 hereof relating to giving the Owner a ten (10) business day period to cure the Owner Default, in the event of an emergency as determined by the Director of PWD, resulting from the Owner Default, the City may perform the work or improvement to be performed by the Owner without giving any notice or Formal Notice to the Owner and without giving the Owner the ten (10) day period to cure the Owner Default. In such case, the Owner shall within thirty (30) days after written billing by the City reimburse the City for any and all costs incurred by the City.

ARTICLE 10 **ESCROW DEPOSIT**

10.1 ESCROW REQUIREMENT. Contemporaneously herewith, the Owner shall deposit with the City an irrevocable letter of credit, or cash deposit for the amount of \$10,000 ("Escrow Amount").

The bank and form of the irrevocable letter of credit, or cash deposit shall be subject to approval by the City Finance Director and City Attorney and shall continue to be in full force and effect until released by the CITY. The irrevocable letter of credit shall be for a term ending December 31, 2016. In the alternative, the letter of credit may be for a one year term provided it is

automatically renewable for successive one year periods from the present or any future expiration dates with a final expiration date of December 31, 2016, and further provided that the irrevocable letter of credit states that at least sixty (60) days prior to the expiration date the bank will notify the City that if the bank elects not to renew for an additional period. The irrevocable letter of credit shall secure compliance by the Owner with the terms of this Custom Grading Agreement. The City may draw down on the irrevocable letter of credit or cash deposit, without any further notice than that provided in Section 9.1 relating to an Owner Default, for any of the following reasons:

- a.) an Owner Default; or
- b.) upon the City receiving notice that the irrevocable letter of credit will be allowed to lapse before December 31, 2016.

The City shall use the escrow proceeds to reimburse the City for its costs and to cause the Improvements to be constructed to the extent practicable; after the Director of PWD determines that such Improvements have been constructed and after retaining 10% of the proceeds for later distribution pursuant to Section 10.2, the remaining proceeds shall be distributed to Owner.

With City approval, the irrevocable letter of credit or cash deposit may be reduced pursuant to Section 10.2 from time to time as financial obligations are paid.

10.2 ESCROW RELEASE AND ESCROW INCREASE.

Periodically, upon the Owner's written request and upon completion by the Owner and acceptance by the City of any specific Improvements, ninety percent (90%) of that portion of the irrevocable letter of credit, or cash deposit covering those specific completed improvements only shall be released. The final ten percent (10%) of that portion of the irrevocable letter of credit, or cash deposit, for those specific completed improvements shall be held until acceptance by the City and expiration of the warranty period under Section 1.17 hereof; in the alternative, the Owner may post a bond satisfactory to the City with respect to the final ten percent (10%).

10.3 ENGINEERING ESCROW AMOUNT. In addition, the Owner shall deposit \$1,500 in cash with the City (hereafter "Engineering Escrow Amount") contemporaneously with execution of this Agreement.

The Engineering Escrow Amount shall be used to pay the City for engineering review and inspection expenses, attorney's fees, consultant fees, erosion and sediment control expenses, staff review time associated with coordination, review, design, preparation and inspection of the Development Plans, the Improvements, and this Agreement and other associated City costs. Fees will be calculated at the City's standard rates charged for such tasks.

The Engineering Escrow Amount shall also be available to the City to pay for deficiencies and problems related to grading, drainage and erosion control and landscaping on the Owner Property in the event such problems and deficiencies arise. The City may also use the Engineering Escrow Amount to correct any such deficiencies or problems or to protect against further deficiencies or problems.

The City shall return to the Owner any remaining Engineering Escrow Amount when all the following events have occurred:

- a.) all of the landscaping and vegetation has been established to the sole satisfaction of the City.

To the extent the engineering inspection charges or the amount needed to correct the deficiencies and problems relating to grading, drainage, erosion control, or landscaping exceed the initially deposited \$1,500 Engineering Escrow Amount, the Owner is responsible for payment of such excess within thirty (30) days after billing by the City.

ARTICLE 11 **MISCELLANEOUS**

11.1 CITY'S DUTIES. The terms of this Custom Grading Agreement shall not be considered an affirmative duty upon the City to complete any Improvements.

11.2 NO THIRD PARTY RECOURSE. Third parties shall have no recourse against the City under this Custom Grading Agreement.

11.3 VALIDITY. If any portion, section, subsection, sentence, clause, paragraph or phrase of this Custom Grading Agreement is for any reason held to be invalid, such decision shall not affect the validity of the remaining portion of this Custom Grading Agreement.

11.4 RECORDING. Within 30 days from the date of this Custom Grading Agreement, the Custom Grading Agreement shall be recorded by the Owner with the County Recorder and the Owner shall provide and execute any and all documents necessary to implement the recording.

11.5 BINDING AGREEMENT. The parties mutually recognize and agree that all terms and conditions of this recordable Custom Grading Agreement shall run with the Property and shall be binding upon the heirs, successors, administrators and assigns of the Owner.

11.6 ASSIGNMENT. The Owner may not assign this Custom Grading Agreement without the written permission of the Council. The Owner's obligations hereunder shall continue in full force and effect, even if the Owner sells the Property.

11.7 AMENDMENT AND WAIVER. The parties hereto may by mutual written agreement amend this Custom Grading Agreement in any respect. Any party hereto may extend the time for the performance of any of the obligations of another, waive any inaccuracies in representations by another contained in this Custom Grading Agreement or in any document delivered pursuant hereto which inaccuracies would otherwise constitute a breach of this Custom Grading Agreement, waive compliance by another with any of the covenants contained in this Custom Grading Agreement, waive performance of any obligations by the other or waive the fulfillment of any condition that is precedent to the performance by the party so waiving of any of its obligations under this Custom Grading Agreement. Any agreement on the part of any party for

any such amendment, extension or waiver must be in writing. No waiver of any of the provisions of this Custom Grading Agreement shall be deemed, or shall constitute, a waiver of any other provisions, whether or not similar, nor shall any waiver constitute a continuing waiver.

11.8 GOVERNING LAW. This Custom Grading Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

11.9 COUNTERPARTS. This Custom Grading Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument.

11.10 HEADINGS. The subject headings of the paragraphs and subparagraphs of this Custom Grading Agreement are included for purposes of convenience only, and shall not affect the construction of interpretation of any of its provisions.

11.11 INCONSISTENCY. If the Development Plans are inconsistent with the words of this Custom Grading Agreement or if the obligation imposed hereunder upon the Owner are inconsistent, then that provision or term which imposes a greater and more demanding obligation on the Owner shall prevail.

11.12 ACCESS. The Owner hereby grants to the City, its agents, employees, officers, and contractors a license to enter the Property to perform all work and inspections deemed appropriate by the City during the installation of Improvements.

[the remainder of this page has been intentionally left blank]

IN WITNESS WHEREOF, the parties have executed this Custom Grading Agreement.

CITY OF INVER GROVE HEIGHTS

By: _____
George Tourville, Mayor

ATTEST:

Melissa Kennedy, Deputy City Clerk

STATE OF MINNESOTA)
)
COUNTY OF DAKOTA) ss.

On this 12th day of August, 2013, before me a Notary Public within and for said County, personally appeared George Tourville and Melissa Kennedy to me personally known, who being each by me duly sworn, each did say that they are respectively the Mayor and Deputy City Clerk of the City of Inver Grove Heights, the municipality named in the foregoing instrument, and that the seal affixed to said instrument was signed and sealed on behalf of said municipality by authority of its City Council and said Mayor and Deputy City Clerk acknowledged said instrument to be the free act and deed of said municipality.

Notary Public

OWNER:

Bilal Murad

Naheed Murad

STATE OF MINNESOTA)
)
COUNTY OF DAKOTA) ss.

The foregoing instrument was acknowledged before me this _____ day of August, 2013,
by Bilal Murad and Naheed Murad, husband and wife.

Notary Public

THIS INSTRUMENT DRAFTED BY:
LeVander, Gillen, & Miller, P.A.
633 South Concord Street, Suite 400
South St. Paul, MN 55075
(651) 451-1831

**AFTER RECORDING, PLEASE
RETURN DOCUMENT TO:**
LeVander, Gillen & Miller, P.A.
633 South Concord Street, Suite 400
South St. Paul, MN 55075
(651) 451-1831

APPENDIX 1
LIST OF DEVELOPMENT PLANS

<u>PLAN</u>	<u>DATE OF PLAN PREPARATION</u>	<u>PREPARED BY</u>
1.) Certificate of Survey	7/3/13	Pioneer Engineering

The above-listed plan was approved by the City Engineer on July _____, 2013.

APPENDIX 2
IMPROVEMENTS

The items checked with an "X" below are the Improvements.

<u>CHECKED</u>	<u>COMPLETION DATE</u>	<u>IMPROVEMENT</u>
<u> X </u>	Prior to obtaining building permit	grading, drainage, and sediment & erosion control
<u> X </u>	Prior to Certificate of Occupancy	As-built Certificate of Survey
<u> X </u>	Within 6 months after Certificate of Occupancy	landscaping

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Approve Proposal for Public Works Maintenance Facility's Space Needs Study

Meeting Date: August 12, 2013
 Item Type: Consent
 Contact: Scott D. Thureen, 651.450.2571
 Prepared by: Scott D. Thureen, Public Works Director
 Reviewed by: *SDT*

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Approve proposal for Public Works Maintenance Facility's Space Needs Study.

SUMMARY

At the City Council's July 9, 2012 study meeting, staff was directed to proceed with the preparation and distribution of a request for proposals (RFP) to prepare a space needs study for the Public Works maintenance facilities. An RFP was prepared and distributed to five architectural firms with regional experience in this type of project. Four of the firms provided proposals.

A committee of eight staff members representing Street Maintenance, Central Equipment, Utilities, Park Maintenance and Administration reviewed the proposals. The committee considered each firm's project approach, experience and fee in developing its recommendation. In addition, contacts were made with some of the other cities for which the recommended firm, and the firm ranked second, had prepared structures and/or designs.

Staff recommends that the proposal from Oertel Architects (at a cost of \$26,695) be approved. Funding for the study will be provided from the City Facilities Fund.

SDT/kf

Attachments: Proposals



CITY OF INVER GROVE HEIGHTS

Public Works Maintenance Facilities Space Needs Analysis / Study Proposal

CITY PROJECT No. 2005-05

SUBMITTED BY THE TEAM AT
OERTEL ARCHITECTS

July 31, 2013





City of Inver Grove Heights
PUBLIC WORKS MAINTENANCE FACILITIES
SPACE NEEDS ANALYSIS / STUDY



July 31st, 2013

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

RE: REQUEST FOR PROPOSAL

Dear Mr. Thureen, and Selection Committee:

I have visited your public works building on several occasions since it was first completed, more recently with the hope that my firm might be able to plan and design an addition. Consequently, Oertel Architects is thrilled to be given the opportunity to submit our qualifications for your upcoming space needs planning and analysis project.

As you know, planning and design of public works and maintenance facilities is our firm's primary specialty. As we note herein, we have worked with numerous public works and highway departments, preparing master plans or studies for over 65 public works projects in Minnesota, with over 40 completed public works buildings. We have also worked on projects in Iowa and New York State.

As a part of the consulting, we have successfully worked with community councils and county boards whose members were initially reluctant to provide the needs and funds necessary for what might be called a "garage."

With all of our experience, we will be able to "dive right in" and complete your studies in a prompt, efficient, and comprehensive manner. We are very confident that we can provide you the results you are looking for.

On a personal note, I became interested in public works design and planning in the late 1980s. Up until then, these facilities were primarily planned and designed by engineer-driven teams. My approach all the while was to fully understand public works operations and design a truly functional building that is also attractive and unique. We have built our reputation on this.

Note that we included a few tasks that are in addition to those listed, given our experience. We can talk to you about this and any other clarifications or questions you may have regarding this proposal. We will commit to meet your project goals and requirements, and we cannot state this fact too emphatically.

Sincerely,
Oertel Architects, Ltd.

Jeffrey L. Oertel, President

**Any questions regarding the contents
of this proposal should be directed to
our project manager:**

Jeff Oertel
Oertel Architects
1795 St. Clair Avenue
St. Paul, MN 55105
phone: 651-696-5186 ext. 303
email: joertel@oertelarchitects.com



July 31st, 2013

TABLE OF CONTENTS

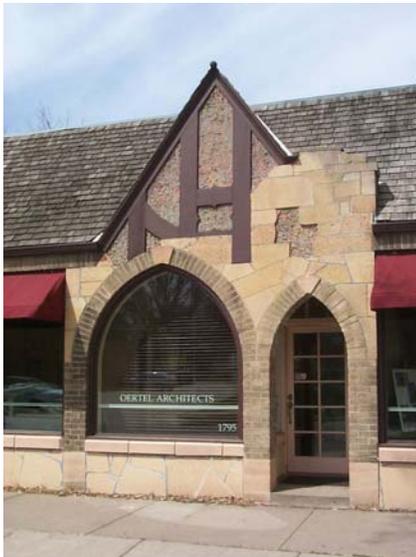
PAGE 4	A. FIRM BACKGROUND <ul style="list-style-type: none">▪ OERTEL ARCHITECTS
PAGES 5-16	B. RELEVANT PAST PROJECT EXPERIENCE <ul style="list-style-type: none">▪ EXPERIENCE WITH SIMILAR STUDIES AND PLANS▪ PUBLIC WORKS PROJECTS
PAGES 17-24	C. PROJECT APPROACH, UNDERSTANDING, & TIMELINE <ul style="list-style-type: none">▪ STATEMENT OF PROJECT UNDERSTANDING AND PROJECT APPROACH▪ PROJECT TIMELINE
PAGES 25-30	D. PROJECT TEAM, FEE PROPOSAL, HOURLY RATES <ul style="list-style-type: none">▪ PROJECT TEAM, RESUMES▪ FEE PROPOSAL AND HOURLY RATE SCHEDULE
PAGES 31-32	E. REFERENCES
PAGES 33-35	F. CLOSING REMARKS
PAGES 36-41	G. ATTACHMENT <ul style="list-style-type: none">▪ COMPLETE LIST OF PUBLIC WORKS PROJECTS BY YEAR

A. FIRM BACKGROUND

- OERTEL ARCHITECTS..... *p. 4*

**A. FIRM BACKGROUND
& DESCRIPTION**

NAME: Oertel Architects, Ltd.
LOCATION: 1795 St. Clair Avenue, St. Paul, MN55105
PRINCIPAL-IN-CHARGE: Jeffery Oertel
LEGAL STATUS/ YEAR ESTABLISHED: "S" Corporation est. in 1996
OWNERSHIP: Jeffery Oertel & Diane Trout-Oertel
STAFFING: 8 total staff (all located in Minnesota). (6) Registered Architects, (1) Designer, (1) Interior Designer



Oertel Architects, Ltd. was established and incorporated, in the state of Minnesota in January of 1996 by Jeff Oertel, with a commitment to solve design and building challenges so that each and every project achieves its maximum potential at the least overall cost. We have instituted a hands-on approach in working out details, understanding building conditions and working with user groups. The mission of Oertel Architects is to serve all clients, large and small, using our thoughtful approach, attention to detail, understandable design process and problem solving method of tackling the big issues, regardless of project size and complexity. Our firm provides a full range of consulting services including planning, architectural design, interior design and construction related services.

The primary specialty of our firm is the planning and design of Public Works facilities. Our firm has worked with over fifty cities, twelve counties and several state agencies to date.

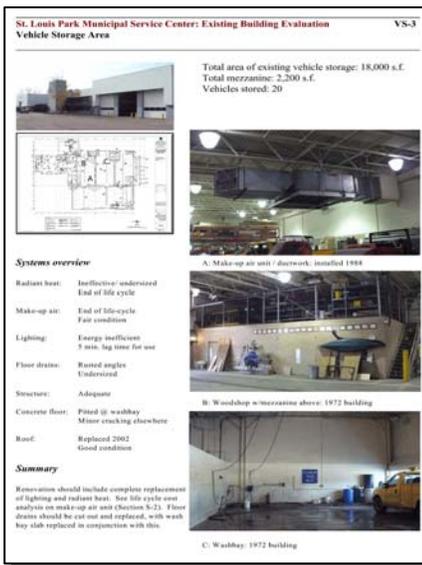
Oertel Architects is a small firm by choice as we prefer a direct approach to all of the projects we work on. Our eight employees include six registered architects (two of which are LEED accredited professionals), one designer, and one interior designer. Oertel Architects is committed to placing our clients as our first priority, while designing the built environment to be aesthetically pleasing, environmentally responsible, and technically sound. It is inevitable that all of our professionals will take a slightly different approach to design; however, they all share a passion for efficiency, sustainability, and the comfort of the end users.

B. RELEVANT PAST PROJECT EXPERIENCE

- EXPERIENCE WITH SIMILAR STUDIES AND PLANS *p. 6 - 7*
- OUR PUBLIC WORKS PROJECT EXPERIENCE..... *p. 8 - 16*

**EXPERIENCE WITH SIMILAR
STUDIES AND PLANS**

We have worked on public works related projects for **twelve counties in Minnesota** and as public works consultant to an architectural firm for Niagara County in New York State. We have also **worked with over fifty cities**, the University of Minnesota Fleet Services, and MnDOT on similar studies. Our work efforts varied considerably, from one to another, as the needs, scope and type of operation varied considerably as well. *No two projects are exactly the same but the services provided to past and current clients, in one form or another, are as follows:*



Above: An example page from a report for an existing public works building evaluation.

- Analyzing public works operations
- Evaluating existing facilities for code / OSHA issues, shortcomings and conditions
- Evaluating existing operations
- Determining the value and disposition of main / satellite sites
- Performing site selection
- Determining whether to retain an existing facility or build new
- Determining space, equipment and staffing needs, short term and long term
- Provide alternative options for equipment and operations based on current facilities, potential future facilities, and renovated facilities
- Projecting for long term space and staffing requirements based on projected population growth and projected lane miles
- Preparing short and long term master plans
- Preparing reports with recommendations for improvements and capital projects
- Preparing economic analyses, budgets and cost estimates
- Evaluating existing mechanical, electrical, and fire suppression systems for efficiency, code compliance, and shortcomings
- Preparing energy projections and payback for energy efficient systems
- Effective and efficient space planning and analysis for interior and exterior spaces
- Provide illustrative drawings and graphic representation of multiple efficient operations models based on our extensive knowledge of public works facilities

(And a number of other related tasks and deliverables)

Regardless of the nature and variety of our previous studies, we believe that **Inver Grove Heights is unique and special**, requiring a consultant have a fair amount of sophistication in carrying forward this study. The statements included in the RFP will mean that a successful consultant must be able to deal with a variety of issues, understand the data at hand, synthesize information and arrive at a clear and integrated solution.

Inver Grove Heights has a current population of approximately 34,200, which is projected to grow when the northwest expansion area development takes place, in the following 15 to 20 years. Projected growth is mixed in nature, including park areas, residential, business, and industrial. The existing infrastructure primarily consists of paved roads, with a very small number of gravel lane miles. The existing main facility for public works is located in a fairly ideal location, in that it is close to two principal arterial roads (52 & 55) and is near the center of the city. As Inver Grove Heights looks forward to promoting economic development, a solid infrastructure and the appropriate maintenance facility to house the Public Works operation is crucial in promoting this development.

Since we at Oertel Architects are so entrenched in the public works arena, we realize that there may be a few national firms that can undertake your study, but very few firms in Minnesota have the expertise and capability to do so effectively. We would delve into our collective past experience and use our knowledge base to approach this project in a deliberate, strategic and comprehensive manner.

Our hands-on **knowledge of public works** operations, maintenance, equipment and the related nuances will assist with the type of questions and discussions that need to be implemented with the user groups in order to obtain data and understand the unique and critical components. Whether it is brainstorming at the onset of the project, understanding the findings or arriving at integrated solutions, we deal with this type of thing regularly and are up to the task at hand.

We believe it is absolutely critical for the City of Inver Grove Heights to have all of the appropriate information for evaluating the best option for the current and future requirements of the public works department. With this in mind, we have extensive experience in providing just the information you need in order to make these critical decisions for the short and long term. Everyone in our office has worked on numerous public works studies, to give the client the best choice options to meet all of their unique needs; which is exactly what we would like to provide for your city. We have included a number of relevant project examples in the following pages, and a complete list of our entire public works projects, including facilities and studies, at the end of our proposal to illustrate our extensive experience.



PUBLIC WORKS PROJECTS

**OLMSTED COUNTY- ROCHESTER,
MN**
PUBLIC WORKS FACILITY

Contact: Michael Sheehan, County
Public Works Director
phone: 507-328-7070
email: sheehan.michael@co.olmsted.mn.us



For Olmsted County, Minnesota, Oertel Architects studied several sites in conjunction with a 30 year building program study. The county's original building was constructed via the WPA in the 1930's. We provided the county with master plans for alternate sites. The county used those master plans to justify purchase of a large rural site to construct a large central facility, cold storage building, vehicle wash bay and two fabric covered buildings for salt storage and bulk materials storage.



The main building consists of approximately 71,350 square feet of vehicle storage, 22,000 square feet of vehicle maintenance, 7,200 square feet of shop space and 9,350 square feet of office space. The out-buildings include two 29,000 sq.ft. cold storage buildings, a 23,000 sq. ft. salt/sand storage building, a 7,600 sq. ft. wash bay building, and a six-dispenser fuel island with canopy. Many energy efficient strategies and sustainable materials were used on this project, including: a reflective white roof, storm water retaining for a 500 year flood event on ¼ of the site, daylighting (plus views for 95% of staff), high efficiency lighting, motion sensors / detectors for interior lights, geo-thermal heating, energy recovery systems and finish materials with recycled content. The facility was completed in December of 2009.

In 2004-2005 Oertel Architects participated in an extensive study of reusing and expanding the County's existing facility. After careful analysis it was determined that it was not cost effective to redevelop the existing site and still meet the County's long term goals, so work began on the new facility on a new site.



CITY OF MAPLE GROVE, MN
PUBLIC WORKS FACILITY
ADDITION AND EXPANSION

Contact: Ken Ashfeld, Public Works Director
phone: 763-494-6351
email: kashfeld@ci.maple-grove.mn.us

The city of Maple Grove's project is an expansion of their existing facility. The city had purchased additional land from a neighboring industrial use and needed to investigate if an addition or free standing facility was the best option for the new facility. The master planning of the site included, as most of our projects do, a salt storage structure, a fueling island, storm water storage and bulk material storage and staging.

A building space needs and program was developed for the current department size, as well as 20 and 30 year outlooks for a city that has a significant projected growth for those time periods.

Site plans were developed that looked at several methods of expanding the existing facility, as well as a complete free standing new building. The driving force of the selection being made was the construction cost estimates developed in conjunction with each option, and the surrounding political perception of use / non-use or repurposing of the existing facility.

The facility was completed in July 2012.

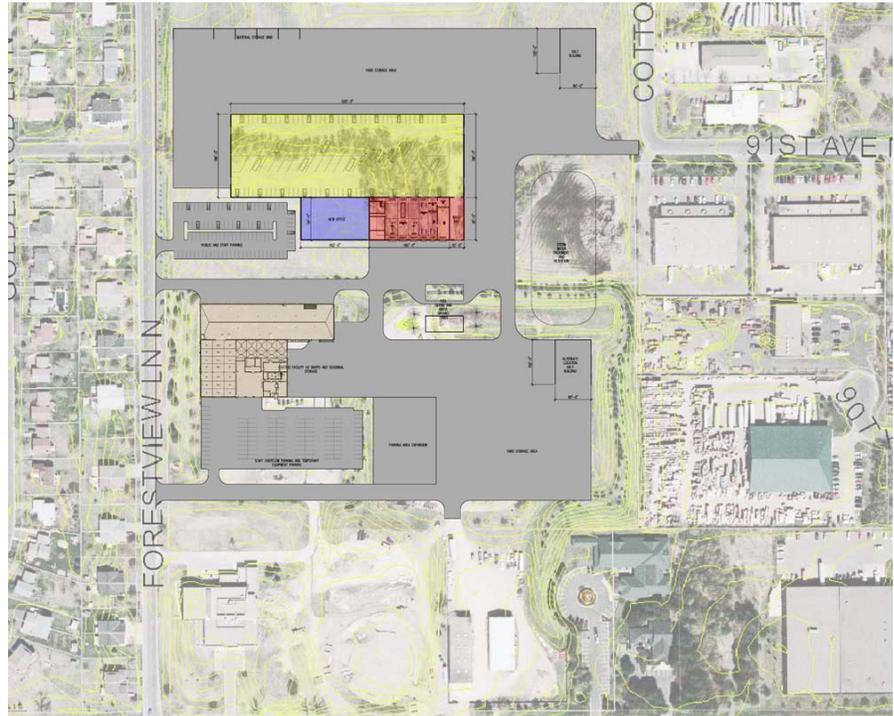


Figure 1 – Site Study for Free Standing Facility w/ Aerial Photo

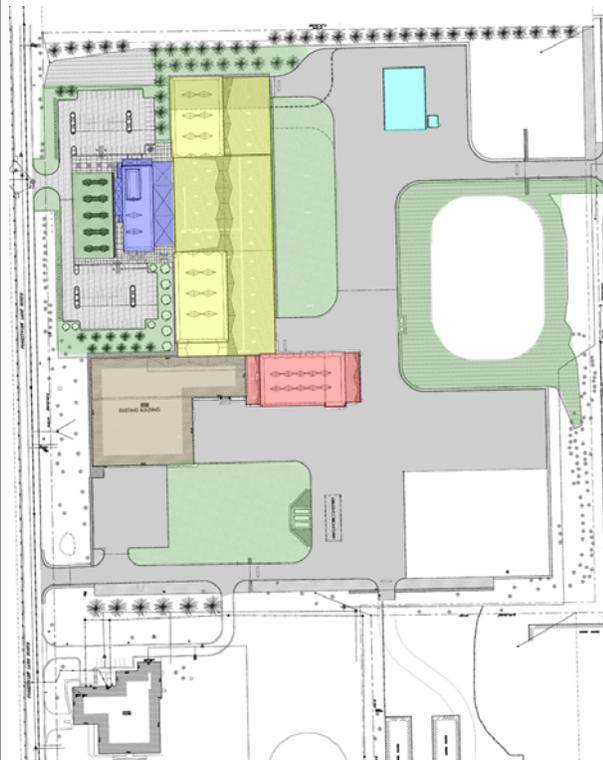


Figure 2 – Preferred Option, Final Site Plan

The existing Maple Grove public works facility is shown in a light tan color (on both figures).

Figure 1 (above) – Approximately 10 different schemes were developed that met the building program requirements. This was one that showed a new free standing facility with the existing to remain as cold storage.

Figure 2 (left) The preferred option, for several reasons, was a large addition attached to the existing facility.

CITY OF FARIBAUT, MN

PUBLIC WORKS FACILITY
SITE SELECTION, FEASIBILITY AND FINAL
SITE MASTER PLAN

Contact: Mark Knoff, Public Works Director
(Now at City of Mankato, MN) phone: 507-387-8624
email: mknoff@city.mankato.mn.us

For the city of Faribault, MN, Oertel Architects was hired to develop a Public Works Master Plan that included developing a 30 year building program, studying several sites for compatibility with that program, developing a final site selection recommendation, a site specific master plan including current and future development and departmental needs and progressing that master plan into an executable construction project.

As many as five sites were reviewed ranging in size, vehicle access, utility access and constructability concerns. Each site took into consideration the state of current department needs versus future needs, single building versus a campus style site, and civil engineering and architectural restraints and opportunities.

Final Public Works Facility Design

- 84,500 square feet
- Completion in September of 2007
- Construction cost \$7,875,789

The new facility consists of an 11,000 sq. ft. vehicle maintenance area, a 46,700 sq. ft. of vehicle storage space, a 2,200 sq. ft. vehicle wash bay, a 4,170 sq. ft. water / sewer department, a 2,300 sq. ft. sign shop, a 2,300 sq. ft. carpentry shop, a 4,500 sq. ft. parks shop and 9,450 square feet of park & public works office space. Located within the office / administration space is a 1,800 square foot multipurpose room that can be used for community meetings and training purposes.



Above: Figure 1 – Site Option 1

This site was re-appropriated park land owned by the city. The style explored on this site was more of a campus style with the main facility built first with future shops and cold storage.



Above: Figure 2 – Site Option 2

This was a site that needed to be purchased and annexed into the city limits. It was compatible with future needs with a single constructed main facility. Ultimately the city chose this site to build their new facility.





City of Inver Grove Heights

PUBLIC WORKS MAINTENANCE FACILITIES SPACE NEEDS ANALYSIS / STUDY

CITY OF VADNAIS HEIGHTS

NORTHSERVICECENTER
JOINT FACILITY: PUBLIC WORKS, FIRE
STATION & COMMUNITY SPACE

Contact: Mark Graham
Public Works Director
800 E. County Road E.
Vadnais Heights, MN55127
phone: (651) 204-6150
email: mark.graham@cityvadnaisheights.com

The project includes the design of 78,100 square feet joint facility consisting of public works, a fire station and community area spaces. During the schematic design phase of the project the firm participated in numerous meetings which included public workshops, city council and staff meetings to determine the scope and feasibility of the project. The final program for the facility includes a public works office, locker rooms, vehicle maintenance, vehicle storage, a public works staff meeting / lunch area, a fire station, dispatch office, apparatus bays, a dayroom for the fire staff, sleeping quarters for the fire staff / volunteers, extensive storage areas, a community area with seating for 350, conference rooms, and a community commercial kitchen area. The city is renting out (quite successfully) the large community space to the public for weddings, large gatherings, and other community events.



community space

The Wood Works Central Region Wood Design Awards presented Oertel Architects with the 2011 Interior Beauty of Wood Award on December 7th, 2011 in Irving, TX.



fire station

This project was also awarded the 2011 Station Style Design - Silver Award in the Shared Facilities Category from Fire Chief Magazine.



public works

We also received an Honorable Mention for Project of the Year from the American Public Works Association Minnesota Chapter.



**CITY OF EDINA PUBLIC WORKS
FACILITY-**

ADAPTIVE REUSE OF THE CON-AGRA
FOODS BUILDING

Contact: Wayne Houle, Public Works Director
7450 Metro Boulevard
Edina, MN55439
phone: (952) 826-0443
email: whoule@ci.edina.mn.us

This building and site were chosen after years of looking for suitable sites. Edina has limited real estate available for such large projects, but the previous inhabitants operations were of a large enough scale that the existing buildings and site layout were reasonably cohesive with the Public Works plans. Tearing the existing building down was debated, but it was decided that the least environmentally friendly option would be to “tear down a block building and replace it with another block building.” Essentially we took an old popcorn factory and turned it into a public works building.

This 138,000 square foot facility includes renovation to an existing building and additions to the former popcorn factory. The facility is not LEED certified, as city council could not justify the expense, but LEED principles were followed. Numerous energy conservation strategies were studied and implemented into the building and site, including a geo-thermal system.

The project also used an innovative site storm water treatment technique of installing two 300-foot by 4-foot by 3-foot rock infiltration treatment trenches, which took up a small foot print while still meeting water quality requirements for the site. The system was installed around the newly constructed geothermal field system and piping network within the parking lots. The firm also designed a small storm water treatment pond which provides additional infiltration, sediment removals and storm water runoff rate control. The pond was contoured to preserve mature pine trees and other existing landscape features on site.

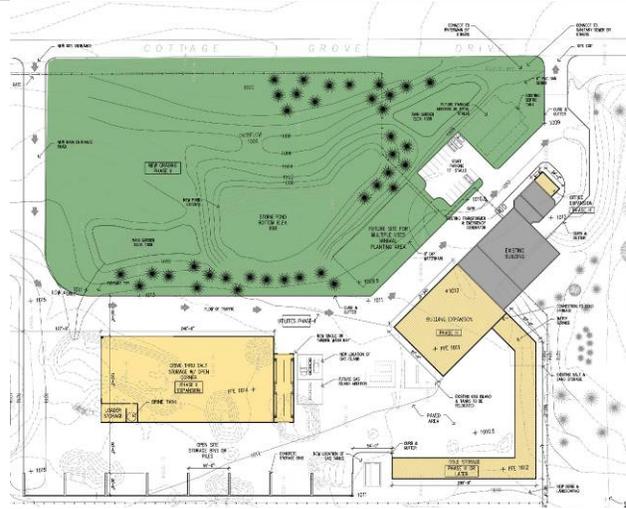


WASHINGTON COUNTY

PUBLIC WORKS FACILITIES STUDIES
2002-2009
STILLWATER&WOODBURY, MN

Contact: Don Theisen
County Engineer
11660 Myeron Road North
Stillwater, MN55082
phone: (651) 430-4304
email: don.theisen@co.washington.mn.us

Oertel Architects has worked with Washington County on several occasions over the past 8-9 years. The projects have ranged from satellite shop expansion (2002), main facility renovation and expansion(s)(2004 and 2006), a central stand alone facility (2006), automated wash bay facility (2006) and satellite campus planning with city participation (2008). The Masterplan options shown are for various sites showing a variety of facility configurations.



DAKOTA COUNTY

TRANSPORTATION FACILITY
EMPIRE TOWNSHIP, MN

Contact: Don Theisen
County Engineer
(was the Dakota County Highway Engineer
during design & construction)
phone: (651) 430-4304
email: don.theisen@co.washington.mn.us

- New public works facility for the County
 - 81,450 square feet
- Completion in 2002
- Construction cost \$7,200,000

The project included planning, building design and planning of all site amenities.

The building includes vehicle storage, twin vehicle wash bays, shops, engineering space, storage, staff areas, lockers, lunchroom, offices, welding bays and a state-of-the-art maintenance area.

The building consists of tilt-up precast wall panels at all of the vehicle areas, with long span steel trusses, and a metal panel system at the office and operations areas. This project was designed to meet

Dakota County's Sustainable Design Standards. The maintenance area was designed for servicing everything from Sheriff's cars to the largest of the county's trucks. Mechanics were offered a variety of maintenance configurations.

They selected a configuration with maintenance attached to vehicle storage but without internal drive lane connections. Within the large vehicle portion of the storage area, traffic flow is one way with angled walls. Trucks have the option to enter through the truck wash bays or by-pass these and enter directly. Loops are used to operate the overhead doors.



WHITE BEAR LAKE

PUBLIC WORKS FACILITY

Contact: Mark Burch
Director of Public Works/
White Bear Lake City Engineer
3950 Hoffman Road
White Bear Lake, MN 55110
phone: (651) 429-8531
email: mburch@whitebearlake.org

- New public works facility
- 60,000 square feet total with 2-level office area and mezzanine storage
- Completion in November of 2010
 - Construction cost \$6,039,000

After a careful exploration of the feasibility and economies of using the existing public works site, the city decided to purchase a new property for development. The building includes: office, vehicle storage, vehicle maintenance, departmental shop, and wash bay areas. Site features include: salt storage building, concrete bin spoils storage, a fuel island, and dumpster ramp and storage.

This facility, like many of our facilities, followed sustainable guidelines and incorporated a number of sustainable strategies and features, following a detailed LEED checklist developed during schematic design. In addition to the typical, common-sense design strategies of day lighting, energy management, and on-site storm water management utilized on all of our projects, several new design features were implemented as demonstration areas for future city development. These features include photovoltaic panels, intensive green roofing, vegetated walls, and sunscreens.



C. PROJECT APPROACH, UNDERSTANDING, & TIMELINE

- STATEMENT OF PROJECT
UNDERSTANDING AND PROJECT APPROACH
..... *p. 18-24*
- PROJECT TIMELINE *p. 18-24*

C. STATEMENT OF PROJECT APPROACH AND PROJECT UNDERSTANDING

We understand that the **main goal of this project is to determine the best choice alternatives for the locations and facilities for the entire public works department**, defined as a comprehensive operational and facilities assessment. In addition to the costs involved, it is assumed that efficiencies, service levels, and worker satisfaction can also be optimized. In addition, the current facilities are substandard in meeting current OSHA, state, energy, and environmental code requirements. To this end, a number of separate but interconnected tasks need to be undertaken. During the process, communication between the chosen consultant and the public works department will be a fundamental requirement for the success of this project.

We also understand that a comprehensive economic cost analysis for the potential design and planning options will help facilitate a better understanding of what the best choice option will be for the City and staff. Due to our extensive experience with public works facilities we can give an accurate representation of the relative costs of the best options based on real world construction bid numbers that we have cataloged from all of our projects.

It was clearly evident from our walk-through of the existing Public Works maintenance facility that the City is requesting the proposed design and analysis services due to a number of shortcomings that the current facilities have, which include:

- *Inadequate interior storage capacity for existing vehicles*
- *Under sized locker / shower rooms for current staff*
- *Lack of appropriate office space, shop space is currently used for some office functions*
- *Inadequate shop space due to alternate uses as mentioned above*
- *Inadequate lunchroom / training / conference rooms to support all departments during critical staff meetings*
- *Leaking water through roof / flashing / windows at multiple areas in main maintenance building*
- *Existing lube oil storage does not meet current code requirements for containment (during leak, or fire suppression activation)*
- *Ventilation systems may not meet current code requirements*
- *No accessibility to existing locker rooms for ADA compliance*
- *Inadequate wash bay facilities for current needs*
- *Energy efficiency of current building could be upgraded, likely that many of the systems do not meet current code requirements*

The list above is a very preliminary list, based on our brief meeting with Scott Thureen, Barry Underdahl, and Rick Jackson. We are pointing out the obvious deficiencies, but many more likely exist which will be determined upon further investigation and a thorough analysis of the entire operations, systems, facilities, and sites of the entire Public Works department.

PHASE 1 - INFORMATION GATHERING:

Proposed Timeline:
Aug. 12, 2013 – Aug. 23, 2013

In order to accomplish the end results that the City is requesting, the process will involve multiple steps or sets of tasks: **information gathering, analysis, and reporting.** Relative to reporting, written reports will describe the process and conclusions, programs, master plans, and graphic surveys, and cost implications for a comprehensive review of the entire process.

At the inception of the project, a number of concurrent and corresponding tasks would be undertaken relative to public works. These include:

DATA COLLECTION

- *Multiple meetings with Public Works Facilities Committee and other City Staff to discuss all current and future operations, requirements, and desirable outcome*
- *Verify lane miles, plow routes, road conditions / types and infrastructure*
- *Understand the number of routes and operations within the City*
- *Collect data from all the divisions within Public Works, including Street Maintenance, Central Equipment, Utilities, and Parks Maintenance*
- *Assess current vehicle maintenance, number of mechanics and work bay spaces*
- *Gather information regarding shop requirements and current conditions*
- *Discuss current versus optimal salt storage, stockpiles and fueling locations*
- *Understand current and future maintenance equipment storage, use, and servicing requirements*
- *Collect requirements for current and future office, restroom, locker room, meeting room, and training room components*
- *Verify current building / site conditions, age of buildings and condition of all systems*

PUBLIC WORKS DEPARTMENT PROGRAM (SHORT TO LONG TERM: CURRENT, 2025, AND 2040)

- *Determine current and future building and site space needs*
- *Determine staffing levels, current and future*
- *Verify current and future equipment by type and quantity*
- *Verify and recommend the number of mechanics per equipment and per work bays*

OTHER RESOURCES

- *Review the data and documents provided by the City*
- *Knowledge base of the Public Works and City staff*

With this data, our experience and related findings, we will develop a preliminary report, current and future program requirements, reports of the existing systems (mechanical, electrical, life-safety, etc.) and base plans of the existing conditions at all of the sites.

A final note on this first set of tasks, Oertel Architects has developed a proprietary program to quickly evaluate average to optimal building space needs, site size and facility functions. The data obtained in the first phase of work would be entered into the program, which will then be used to recommend facility sizes and configurations, long and short term.

Lastly, throughout this step of the work, there will be meetings with the client to fully understand operations, goals and related concerns.

DELIVERABLES (Phase 1):

The deliverables provided at this point include:

- *Base plans of existing building conditions*
- *Program of existing public works operations, space, equipment, and site needs*
- *Program of future (projected) public works operations, space, equipment, and site needs based on our own proven future program needs assessment*
- *Report of existing systems (mechanical, electrical, life-safety, etc.)*
- *Preliminary report and initial findings*

PHASE 2 – ANALYSIS & DEVELOPMENT OF OPTIONS:

Proposed Timeline:
Aug. 26, 2013 – Sept. 27, 2013

The second step of this project will be more analytical and conceptual. With all the data in hand, the project team will fully understand the current building / site conditions, all site and parcel locations, operations and conditions relative to all of the existing facilities, and any potential use for the parcel sites.

An integrated team brainstorming workshop session will flush out all the interdependent issues (whole systems thinking) that will impact the optimal recommendations to develop facilities options for the city, follow-up meetings to further assess critical components that we will discover along the path of discovery will occur prior to moving into the final task, reporting the findings & final recommendations.

Our approach to the development of the design options is based on decades of experience in designing and renovating Public Works facilities, maintenance-related storage buildings, successfully completing 40 buildings



and over 65 studies. Our experience includes Public Works projects ranging in size from 2,000 to over 140,000 square feet. Maintenance facilities need to be extremely functional and flexible, using inherent building systems that can accommodate very specific, demanding uses. As a result of our experience with Public Works operations and facilities we are confident that we can provide you with the best and most thorough evaluation and recommendations you can expect.

As we begin the second phase of the project, developing the options for the Public Works operations, we will analyze the data that we collected for all of the sites and facilities including:

- *The Public Works Maintenance Facility*
- *The Rich Valley Parks Maintenance Facility*
- *The Inverwood Golf Course Maintenance Facility*
- *The Kuchera Parcel (currently used for outdoor material storage)*
- *The Gisch Parcels (currently used for outdoor material storage)*
- *The Babcock Trail Parcel (currently not used)*
- *The Kundla Parcels (may be used for alternate expansion)*

All of the divisions of Public Works will be included in the study, analysis, and proposed design options, to include:

- *Street Maintenance*
- *Central Equipment*
- *Utilities*
- *Parks Maintenance*

As stated in the RFP the ultimate goal of the study is to provide the City with facilities that eliminate the need for outside storage of its equipment and materials. As we begin to develop options to accomplish this, we will propose multiple options that are cost-effective, and accommodate all of the current and long-term needs of the City. Although the RFP states that only two options for renovation and expansion of the existing Public Works facility, and options for the construction of a new Public Works facility need be developed as part of the project, we plan on developing a **minimum of three different options** with regards to the planning of the potential renovation and expansion of the existing Public Works facility, and **two additional options** for a new Public Works facility.

As we begin to develop the options for the potential new and renovated facilities we will begin by looking at the broader issues and continue through the process until we develop all of the details, including:

- *Integration of program options (developed in 1st phase) into multiple facility design options*
- *Analysis and ranking of potential use for all sites (including existing Public Works site and all non-contiguous sites)*
- *Analysis of all existing Public Works buildings considering potential for expansion and renovation opportunities (including existing building conditions, HVAC systems, electrical systems, fire suppression systems, maintenance equipment, etc.)*
- *Exploring alternative functions for existing buildings (re-purposing some of the existing buildings as part of the renovation and expansion to the facilities)*
- *Development of a minimum of three renovation and expansion options related to the existing Public Works buildings*
- *Development of a minimum of two demolition and new construction options for the Public Works facility*
- *Development of energy conservation (sustainability) options related to the renovation and expansion of the existing Public Works buildings (including upgrading building insulation, new window and door components, renovated or new mechanical and electrical systems, including HVAC / Lighting / etc., introducing natural daylighting systems, etc.)*
- *Develop a viable project schedule for construction of renovated / expanded / new building options*
- *Develop cost estimates for the proposed design options*
- *Multiple meetings with all PWFC and other City Staff to ensure that all current and future needs are met for success of the project*
- *Utilizing feedback from all PWFC and other City Staff to prioritize and finalize design options based on cost estimates and all other prepared data*

We believe that the conclusion of this step will result in a buy-in by all participants, as meetings will have occurred leading up to this point to flush out issues, justify findings, identify priorities and arrive at solutions to the issues at hand.

DELIVERABLES (Phase 2):

All of the information from the first phase of tasks, which illustrate existing building conditions, the report of existing systems, and the existing and future program needs assessment would all be further developed. In addition to the deliverables, our second phase findings and recommendations would be presented. With feedback of City staff, we would also prepare and provide the following:

- *Site plans of the optimal sites for exterior / material storage based on evaluations site and ranking of the current Public Works site and all other sites*
- *Program document outlining ideal sizes of all spaces for office functions, heated vehicle storage, vehicle maintenance, equipment storage, training / meeting / lunch rooms, locker rooms, parts storage, shops, cold storage, salt storage, outdoor storage, material storage, lube rooms, compressor rooms, mechanical rooms, etc. depicting current and future requirements of Public Works*
- *A **minimum of three** building and site plan options for a renovated and expanded public works facility*
- *A **minimum of two** building and site plan options for a new public works facility (which may include demolition of portions of the existing buildings)*
- *Options for future expansion to facilities (for all renovation and new construction options, as listed above)*
- *Options for renovating or removing and replacing systems or portions of systems based on estimated cost implications, energy savings, and potential payback time period (including lighting, HVAC, fire suppression systems, building material systems, etc.)*
- *Cost estimates for all design options*
- *Estimated design and construction timeline / schedule*

With the full understanding of City staff, we would then prepare a comprehensive report of Phases 1 and 2 summarizing the process, findings, and recommendations.

With this logical and comprehensive approach, we anticipate that one or several optimal plans will emerge to offer the City with the information to proceed with a renovation / expansion / replacement plan. The next step will include the final recommendations to the Committee and the City Council.

**PHASE 3 – FINAL
EVALUATION AND
RECOMMENDATIONS:**

Proposed Timeline:
Sept. 30, 2013 – Nov. 4, 2013

PHASE 4 – FINAL REPORT:

Proposed Timeline:
Nov. 5, 2013 – Dec. 9, 2013

C. PROJECT TIMELINE

Leading up to this step will be numerous meetings, tasks, analysis, and re-assessing the findings and commentary. This step solidifies and summarizes all findings and preferences as discussed with the City and the Public Works Facilities Committee. The final evaluation and review of all of the options will ultimately lead to the final recommendation which will be presented to the PWFC and to the City Council.

DELIVERABLES (Phases 3& 4):

Final report (which will include the following):

- *Final Recommendation to the City Council and PWFC*
- *Final Program Document*
- *Final Comprehensive Master Plans*
- *Final Building Design Option Drawings*
- *Final Cost Estimates of all Options*

Final presentation to the City Council and PWFC

We propose to follow the same project final deadline you have outlined in the RFP, however, based on our extensive experience with these types of studies we have dedicated more time to the first and second phases of the schedule as these will likely require more time for analysis and information gathering. The specific tasks for all phases are as indicated in the previous pages; a summary of the key dates which we propose is as follows:

- Complete Phases 1 & 2
August 12, 2013 - September 27, 2013
- Complete Phase 3 & Council Worksession
September 30, 2013 - November 4, 2013
- Complete Phase 4 & Final Report
November 5, 2013 - December 9, 2013

D. PROJECT TEAM, FEE PROPOSAL, & HOURLY RATE SCHEDULE

- PROJECT TEAM / RESUMES.....p. 26 -27
- FEE PROPOSAL.....p.28 - 30
- HOURLY RATE SCHEDULE..... p. 28 - 30

**PROJECT TEAM MEMBER
RESUMES**



Jeff Oertel
Principle in Charge,
Project Manager,
Cost Estimating
37 years of experience
Registration # 15840

Jeff Oertel: Mr. Oertel is the owner and president of Oertel Architects and will be the project manager and cost estimator for this project. Mr. Oertel is experienced in over forty Public Works / vehicle storage / maintenance projects being built, and over 65 Public Works Masterplans and studies. Jeff is also an active member of the Minnesota Public Works Association and was one of the first architects to join the MPWA. He is detail-oriented and skilled in a full range of responsibilities including: architectural design, field administration, specification writing, building diagnostics, public works equipment needs, construction methods and construction administration.

Some of Mr. Oertel's relevant project experience since forming Oertel Architects includes: Cook County public works study, Steele County public works study, Maple Grove public works, White Bear Lake public works, Olmsted County public works, Edina public works adaptive reuse of existing building, Vadnais Heights North Service Center (joint public works, fire station & community center), St. Louis Park public works expansion / renovation, Chanhassen public works, Mahtomedi public works, Blaine public works, Hilltop public works, Burnsville public works expansion, Rockford public works, Faribault public works, Otsego public works, Waconia public works, Shakopee public works, Maplewood public works expansion / renovation, Hennepin County Osseo maintenance expansion / renovation, Woodbury public works facility & expansion, St. Anthony public works, Minnetonka public works, Hopkins public works expansion, Fridley public works expansion, Dakota County Transportation Facility, University of Minnesota Fleet maintenance, and Glencoe / MnDOT joint public works facility.



Eric Werner, AIA
Project Architect
14 years of experience
Registration: # 49066

Eric Werner: Mr. Werner serves as a project architect with experience in municipal, commercial, hospitality, institutional, retail and residential sectors of architecture. Eric has worked with renovations and remodels as well as new construction. His responsibilities include schematic design, master planning, project coordination, client and public interaction, construction documents and construction administration. Mr. Werner also has extensive experience with computer-based 3D modeling and rendering programs, along with physical modeling and rendering to illustrate to the client and the public community the intent of the design.

Mr. Werner's recent project experience with Oertel Architects includes: Edina Public Works adaptive reuse of existing building, Vadnais Heights North Service Center (joint public works, fire station & community center), Burnsville Public Works Expansion, and Chanhassen public works. In addition, Eric has master planned and designed multiple Public Works maintenance projects which have very similar needs to your Public Works Maintenance Facility space needs study and analysis.

**PROJECT TEAM MEMBER
RESUMES**



PAULSON &
CLARK
ENGINEERING



Dan Paulson, P.E.
Electrical Engineer
Paulson & Clark Engineering
18 years of experience
Registration: # 23796

Dan Paulson: Mr. Paulson co-founded Paulson & Clark Engineers in 1998, and is involved in all phases of the operation of the firm. Mr. Paulson enjoys getting involved in the early stages of projects to help make informed decisions in the owners' best interest.

Mr. Paulson has eighteen years experience in electrical engineering. His experience includes public works / maintenance facilities, medical facilities, laboratories, clean rooms and production facilities, correctional institutions, prototype retail and food service, industrial facilities, educational facilities, and government facilities.

Mr. Paulson has worked with Oertel Architects on multiple public works projects, including: Maple Grove Public Works, Olmsted County Public Works, Mahtomedi Public Works, White Bear Lake Public Works, Vadnais Heights Public Works, Chanhassen Public Works, Edina Public Works, Shakopee Public Works, Blaine Public Works, Hilltop Public Works, Woodbury Public Works Expansion, Otsego Public Works, Rockford Public Works, Waconia Public Works, Hennepin County Osseo Public Works Expansion, Burnsville Public Works Expansion, St. Anthony Public Works, Bunker Hills Maintenance Facility, Fred Richards Golf Course Maintenance Facility, Brooklyn Center Salt / Sand Facility, Fridley Public Works Expansion, and the Maplewood Public Works Expansion.



Shane Albertson, P.E.
Mechanical Engineer
Albertson Engineering
30 years of experience
Registration: # 16530

Shane Albertson: Mr. Albertson will serve as Principal Mechanical Engineer on your project. Shane has 30 years in consulting engineering, facility engineering and manufacturing engineering. Mr. Albertson has been responsible for many diverse municipal, commercial, industrial, educational, medical and institutional projects. He is experienced in the design of HVAC systems, mechanical systems, plumbing systems, fire protection systems, controls systems and energy analysis.

Mr. Albertson has worked with our firm on multiple public works projects, including: Waconia Public Works Facility, Chanhassen Public Works Facility, Shakopee Public Works Facility, and Fridley Public Works Expansion. We have also worked with Shane on many other municipal projects such as the Washington County Environmental Center, Waconia Fire Station expansion, St. Anthony Fire Station, the Maple Grove Fire Station renovation and expansion, two municipal liquor stores for the city of Columbia Heights, Shakopee Aquatic Center, and a concession stand and restroom facility for the city of Burnsville.



**FEE PROPOSAL
& HOURLY
RATES**

Based on our previous experience with similar studies, the requested services as outlined in the RFP, and discussions about the proposed project, we have prepared the following fee proposal for your project. We included more options than you indicated in your RFP for the renovation / expansion, and the potential replacement options based on our extensive experience with this type of project. We will gladly discuss the scope further, which could result in adjusting the fee based on any changes that you deem necessary.

DATA COLLECTION AND EVALUATION	Job Title	Hours	Rate	Fee
	Principal	12.5	\$135.00	\$1,687.50
	PA	13.5	\$95.00	\$1,282.50
	Staff	0	\$65.00	\$0.00
<u>Data collection</u>				
Energy usage and M/E Systems				
Existing building and site plans				
Equipment / Inventory Lists				
Staffing				
Fueling				
Salt and brine systems				
Adjacent land / property potentials				
Plow Routes				
Future growth of infrastructure and operations				
Other public works operations and potentials				
Material usage and storage				
Material Sharing / Joint Usage				
<u>On-site reviews</u>				
Main Public Works Facility				
Rich Valley Parks Maintenance Building				
Inverwood Golf Course Maintenance Building				
All other storage site				
Neighboring properties available				
<u>In-house analysis of data and findings</u>				
Review and analysis of all above items for next phase				
Meetings: Kick-off meeting				
Review meeting				
Deliverables: Summary of findings memo				
Data Collection and Evaluation Phase Total:				\$2,970.00



DEVELOPMENT OF OPTIONS (PHASE 2 & 3)	Job Title	Hours	Rate	Fee
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(Note: We combined phases 2 and 3 as they are so closely related. 85% of the time in this portion is related to Phase 2.)

Principal	17.5	\$135.00	\$2,362.50
PA	138	\$95.00	\$13,110.00
Staff	2	\$65.00	\$130.00

Preparation of program and base drawings

Preparation of base site / building drawings
Preparation of program, current and future needs
Preparation of initial report on findings and needs
Preparation of matrix / ranking document

Preparation of expansion master plans

1. Expansion / Renovation of existing buildings, 3 Options
2. Demolish building and replace with new facility, 2 Options
3. Upgrades to Rich Valley Parks building
4. Upgrades to Inverwood Golf Course building
5. Upgrades to other sites

Development of expansion plans

Same as above unless options are omitted

Preparation of full project cost estimates

Includes construction, fees, expenses, furnishings
equipment, surveys and related items

Meetings: Review meeting on site / building options
Follow-up meeting on preferred options
Meeting to determine final course of action

Deliverables: Program
Initial findings report
Ranking matrix
Preliminary Master planning options
Final master planning options
Project cost estimates for all options

Analysis and Review Phase Total: \$15,602.50



City of Inver Grove Heights
PUBLIC WORKS MAINTENANCE FACILITIES
SPACE NEEDS ANALYSIS / STUDY

FINAL REVIEWS AND REPORT	Job Title	Hours	Rate	Fee
Preparation of final report including all attachments	Principal	17.5	\$135.00	\$2,362.50
Review with council	PA	5	\$95.00	\$475.00
	Staff	0	\$65.00	\$0.00

Meetings: Final review meeting with council

Deliverables: Final Report

Reporting and Data Entry Phase Total: \$2,837.50

EXPENSES

Mileage, Reports, Plots, Plans: \$225.00

PROJECT TOTAL FEE

<i>Data Collection and Evaluation Phase Total:</i>	\$2,970.00
<i>Analysis and Review Phase Total:</i>	\$15,602.50
<i>Reporting and Data Entry Phase Total:</i>	\$2,837.50
<i>Mileage, Reports, Plots, Plans:</i>	\$225.00

TOTAL PROJECT FEE AND EXPENSES: \$21,635.00

OPTIONAL SERVICES	Job Title	Hours	Rate	Fee
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A more detailed review of existing energy usage and M/E systems

Paulson and Clark Engineering	Elec. Eng.	22	\$110.00	\$2,420.00
	Mech.			
Albertson Engineering	Eng.	24	\$110.00	\$2,640.00

Deliverables: Extensive reports on energy related findings & mechanical / electrical conditions

Optional Services Total: \$5,060.00

TOTAL PROJECT FEE WITH OPTIONAL SERVICES: \$26,695.00



E. REFERENCES

- REFERENCES..... *p. 32*

PUBLIC WORKS REFERENCES

We are more than happy to provide references for any of the projects shown on the map on page 8. Please don't hesitate to ask!

Client Name:

Cook County Facility Assessment
Feasibility Study & Master Site Plan

Contact Person/Title:

David Betts, County Highway Engineer

Phone No.:

(218) 387-3695

Email:

david.betts@co.cook.mn.us

Size of Project:

Depending on the option selected by the County the project cost to execute the master plans range from \$5 million - \$12 million

Client Name:

Steele County Public Works Facility Assessment
Evaluation of existing campus (which experienced substantial flood damage), evaluation of additional sites and master planning for a new facility

Contact Person/Title:

Anita Benson, County Engineer

Phone No.:

(507) 444-7671

Email:

anita.benson@co.steele.mn.us

Size of Project:

This project is currently in design. As the design stands now the estimate for the new highway department facility is approximately \$8.6 million

Client Name:

Dakota County Transportation Facility & Washington County
North & South Shops (Planning)

Contact Person/Title:

Don Theisen, County Engineer & Transportation and Development
Director for Washington County (formerly with Dakota County)

Phone No.:

(651) 430-4300

Email:

don.theisen@co.washington.mn.us

Size of Project:

(Dakota Co.) 81,450 sq. ft., \$7.2 million

Client Name:

Olmsted County Public Works Facility

Contact Person/Title:

Michael Sheehan, County Public Works Director

Phone No.:

(507) 328-7070

Email:

sheehan.michael@co.olmsted.mn.us

Size of Project:

109,900 sq. ft. for the main facility and an additional 88,600 sq. ft. in cold storage / salt and sand storage / wash bay, \$15 million

Client Name:

City of Vadnais Heights North Service Center

Contact Person/Title:

Mark Graham, City Engineer / Public Services Director

Phone No.:

(651) 204-6050

Email:

mark.graham@cityvadnaisheights.com

Size of Project:

78,100 sq. ft. for the entire facility, \$11 million



F. CLOSING REMARKS

- CLOSING REMARKSp. 34 - 35

WHY HIRE OUR TEAM?

We aren't going to lie to you; many firms can plan and design a public works facility, but how efficiently and effectively becomes the more important question. So, why hire the Oertel Architects team?

- The advantage to hiring our firm lies in our breadth of experience and in-depth knowledge of public works / maintenance facilities.
- Based on our experience we have created and implemented a program in which we enter basic information and can quickly identify the size of facility needed.
- We can quickly and effectively zero in on deficiencies in your current facility and offer up field tested solutions.
- There is no learning curve with our firm, we know the equipment and we speak the language.
- We have a superior track record in working with public agencies, achieving design goals, working within cost limitations, providing strong architectural design, understanding the bid process and therefore the final cost implications of our designs, strong field administration, and very positive customer satisfaction after completion.
- Throughout our history, we have had to work with many projects that had limited or tough budgets. We understand from the inception which systems and building elements are cost effective.
- Every single professional in our office has worked on numerous public works projects, this direct experience means that we have an entire office that is knowledgeable in the language of public works facilities.
- Oertel Architects and our consultants stake our reputations on providing the staff, work-effort, and the personnel commitment necessary to make this project a success.
- Your potential project is the main reason Oertel Architects exists as an Architectural firm.
- We will be there to serve you from the moment the study begins until after your renovated or new facility is opened and in full use.
- Public Works facilities are truly our passion.



City of Inver Grove Heights

PUBLIC WORKS MAINTENANCE FACILITIES SPACE NEEDS ANALYSIS / STUDY

Over the past decade, on any single day our staff has been working on the planning, design and / or construction of a public works facility. While our experience with this type of facility is important, so are a few other key items that set our firm apart from others.

Oertel Architects prides itself in listening to our clients and providing them with as much nurturing and ongoing communication as is necessary. We remain involved in our projects from the inception until after a facility is opened and in use. We encourage you to contact references of all the firms submitting proposals to verify all abilities and the degree of dedication to a project.

Even though we are quite familiar with this project type our approach is based on the unique demands of each specific project and our expertise allows us to work quickly through the general discovery phase and concentrate on the specific requirements that allow each project to be successful.

Public works facilities are our passion. We are excited about the potential to assist you with this project. Should we be selected, we will do everything possible to exceed all of your goals and expectations. Thank you for your consideration on this important project. Again, if you have any questions or concerns please contact me directly.

Sincerely,
Jeffrey L. Oertel, President

Phone: 651-696-5186 ext. 303
Email: joertel@oertelarchitects.com



G. ATTACHMENT

- COMPLETE LIST OF PUBLIC WORKS
PROJECTS BY YEAR *p. 37- 41*

Completion Date

Public Works & Maintenance Facilities

2014	Steele County, MN Public Works Facility
2013	MnDOT Plymouth Truck Station Building (<i>in bidding phase</i>)
2013	MnDOT Maplewood Bridge Crew Building (<i>in construction phase</i>)
2012	City of Maple Grove Public Works Facility
2010	City of White Bear Lake Public Works Facility
2010	City of Edina Public Works Facility (Adaptive reuse of ConAgra Foods)
2010	City of Vadnais Heights Joint Public Works, Fire Station & Community Center
2010	City of St. Louis Park Public Works Expansion & Renovation
2010	City of Chanhassen Public Works Facility
2009	Olmsted County, MN Public Works Facility
2009	City of Mahtomedi Public Works Facility
2009	City of Blaine Public Works Facility
2009	City of Burnsville Public Works Facility Expansion & Renovation
2009	City of Hilltop Public Works Facility
2008	City of Waconia Public Works Facility
2008	Washington County, MN North Shop Expansion
2008	City of Rockford Public Works Facility
2007	City of Faribault Public Works Facility
2007	City of Otsego Public Works Facility
2007	Wright County, MN Satellite Shop - rural Otsego, MN
2006	City of Maplewood Public Works Expansion & Renovation
2006	City of Shakopee New Public Works Facility
2005	City of Long Lake Public Works Expansion
2005	Hennepin County, MN Osseo Maintenance Facility Expansion
2004	City of St. Anthony Public Works Facility
2004	City of Woodbury Public Works Facility Expansion
2003	City of Hopkins Public Works Facility Expansion & Renovation
2003	City of Fridley Public Works Facility Expansion & Renovation
2002	City of Minnetonka Operations & Maintenance Facility
2001	Dakota County, MN Transportation & Maintenance Facility
2000	City of Lake City Utilities Department Facility
2000	City of Plymouth Public Works Expansion
1999	City of Glencoe & MnDOT Joint Public Works Facility
1999	University of Minnesota, Central Fleet Services Facility
1999	Bunker Hills Golf Course Maintenance & Cart Storage Buildings
1998	City of Coon Rapids Maintenance Building Expansion
1996	City of Prior Lake Maintenance Center
1994	Target Distribution Center Truck Maintenance Design (with BRW)
1993	City of Woodbury Maintenance Facility (with BRW)
1992	City of Plymouth Maintenance Facility (with BRW)
1990	City of Eagan Public Works Building Expansion (with BRW)

Completion Date

Public Works Master Plans, Long Range Plans & Studies

2013	City of Corcoran Public Works Facility Study
2013	St. Louis County Highway Department Study



Completion Date

Public Works Master Plans, Long Range Plans & Studies

2012	City of Urbandale, IA Public Works Study
2012	City of Eagan Public Works Study
2012	Three Rivers Park District study of Hyland Maintenance Building
2011	City of Lino Lakes Public Works Study
2011	Steele County Highway Department Study and Design
2011	Cook County Highway Department Study
2010	City of Victoria Public Works Study
2010	City of Anoka Public Works Study (new site)
2010	City of Ham Lake Public Works Study
2009	Niagara County, NY, Public Works Facility
2008	City of Belle Plaine Public Works Study III
2008	Houston County Public Works Facility Study
2008	City of Crystal Public Works Facility Study
2008	City of Chanhassen Public Works Facility Study II
2008	City of Stacy Public Works Facility Study
2008	City of St. Louis Park Public Works Study
2008	City of Belle Plaine Public Works Study II
2007	City of Edina Public Works Facility Study
2007	City of West St. Paul Public Works Facility & Ice Arena Study
2007	Olmsted County, MN Public Works Facility Study II
2007	City of Vadnais Heights Public Works Facility Study II
2007	City of Minneapolis- Hiawatha Public Works Facility Study (with RSP)
2007	City of Edina Public Works Facility Study (2 sites)
2007	City of Rochester Public Works & Public Transit Facility Study
2006	City of Rosemount Public Works Facility Study
2006	Washington County, MN North & South Shop Improvement Study
2006	City of Blaine Public Works Facility Study
2006	City of Elk River Public Works Expansion Study
2006	City of St. Paul Bridge Maintenance Facility Expansion Study
2006	City of Rockford Public Works Facility Study
2006	City of Waconia Public Works Facility Study
2005	City of Hilltop Public Works Facility Study
2005	City of Chanhassen Public Works Facility Study I
2005	City of Faribault Public Works Facility Study
2005	City of Otsego Public Works Facility Study
2005	City of Edina Public Works Facility Study (several options)
2004	City of Vadnais Heights Public Works Facility Study
2004	Olmsted County, MN Public Works Facility Study I
2004	Washington County, MN Highway Department Study
2004	City of Minnetonka Public Works Master Plan
2004	City of Mahtomedi Public Works Master Plan
2004	City of White Bear Lake Public Works Master Plan
2004	City of West St. Paul Public Works Expansion Study
2003	City of Waconia Public Works and Fire Station Study

Completion Date

Public Works Master Plans, Long Range Plans & Studies Cont.

2003	Scott County, MN Public Works Master Planning
2003	City of Maplewood Public Works Expansion Study
2003	City of Shakopee Public Works Expansion & Planning Study
2003	City of Belle Plaine joint facility Scott County Master Plan I
2002	City of St. Anthony Public Works & Fire Station Planning / Feasibility Study
2002	City of Long Lake Public Works Facility Study
2002	City of Edina Master Plan for Site & Building Expansion
2002	Washington County Study and Masterplan for the South Shop
2002	Ramsey County Public Works Study
2001	City of Woodbury Public Works Study and Vehicle Expansion
2001	City of Lake City Study (includes all city departments)
2000	Washington County Study and Masterplan for the North Shop
2000	City of Little Canada Public Works Facility Study
2000	City of Lake City Utilities Department Facility Study
2000	City of Hutchinson Joint Facility with County & State Study
2000	McLeod County Highway Department Study
1998	Dakota County Highway Department- Rosemount Facility Study
1996	Wright County Public Works Building Expansion Study
1994	Target Distribution Center Truck Maintenance Design (with BRW)
1993	City of Woodbury Public Works Facility (with BRW)
1992	City of Plymouth Maintenance Facility (with BRW)
1990	City of Eagan Public Works Building Expansion (with BRW)

Completion Date

Fueling Systems, Canopies & Tank Systems

2012	City of Maple Grove Public Works Facility
2010	City of Vadnais Heights Public Works Facility
2010	City of Edina Public Works Facility
2009	Olmsted County Public Works Facility
2009	City of White Bear Lake Public Works Facility
2009	City of Blaine Public Works Facility
2008	City of Waconia Public Works Facility
2007	City of Faribault Public Works Facility
2007	City of Otsego Public Works Facility
2006	City of Shakopee Public Works Facility
2004	University of Minnesota Fleet Services, St. Paul campus
2004	City of Hopkins Public Works Facility
2002	City of Minnetonka Public Works Facility
2001	Dakota County Transportation Facility
1999	University of Minnesota Fleet Services, Minneapolis campus
1996	City of Prior Lake Public Works Facility
1996	City of Woodbury Public Works Facility
1992	City of Plymouth Public Works Facility



Completion Date

Automated & Manual Wash Bay Design

2013	MnDOT Maplewood Bridge Crew Building
2012	City of Maple Grove Public Works Facility
2010	City of Vadnais Heights Public Works Wash Bay (manual)
2010	City of St. Louis Park Public Works Wash Bay
2010	City of Edina Public Works Wash Bay (automated)
2010	City of White Bear Lake Public Works Wash Bay (manual)
2009	Olmsted County Public Works Wash Bays (automated)
2009	City of Chanhassen Public Works Wash Bay (manual)
2009	City of Blaine Public Works Wash Bay (automated)
2009	City of Mahtomedi Public Works Wash Bay (manual)
2008	City of Waconia Public Works Wash Bay (manual)
2008	City of Rockford Public Works Wash Bay (manual)
2007	City of Otsego Public Works Wash Bay (manual)
2007	City of Faribault Public Works Wash Bay (automated)
2006	City of Maplewood Public Works Wash Bay
2006	City of Shakopee Public Works Car Wash Bay
2006	Scott County & City of Shakopee Truck Wash Bay
2005	Hennepin County Osseo Wash Bay
2004	City of St. Anthony Public Works Wash Bay
2002	City of Minnetonka Public Works Wash Bay
2001	Dakota County Transportation Facility Wash Bay
1999	University of Minnesota Wash Bay, St. Paul campus
1999	University of Minnesota Wash Bay, Minneapolis campus
1996	City of Prior Lake Public Works Wash Bay
1993	City of Woodbury Public Works Wash Bay
1992	City of Plymouth Public Works Wash Bay

Completion Date

Salt & Sand Storage Facilities

2012	City of Maple Grove Public Works Salt / Sand Building
2010	City of Edina Public Works Salt / Sand Building
2010	City of White Bear Lake Public Works Salt / Sand Building
2009	Olmsted County Public Works Salt / Sand Building
2009	City of Chanhassen Public Works Salt / Sand Building
2009	City of Mahtomedi Public Works Salt / Sand Building
2008	City of Waconia Public Works Facility Salt / Sand Building
2007	City of Faribault Public Works Salt / Sand Building
2007	Scott County Public Works Salt / Sand Building
2007	City of Brooklyn Center Public Works Salt / Sand Building
2006	City of Maplewood Public Works Salt / Sand Building
2006	City of Shakopee Public Works Salt / Sand Building
2005	City of Minnetonka Operations & Maintenance Facility Salt / Sand Building
2005	Hennepin County, Osseo Maintenance Shop Salt / Sand Building
2005	City of Bloomington Public Works (planning / design)
2004	City of Woodbury Public Works Salt / Sand Building
2004	City of St. Anthony Public Works Salt / Sand Building



Completion Date

Salt & Sand Storage Facilities Continued

2003 City of Hopkins Public Works Salt / Sand Building
1996 City of Prior Lake Public Works Salt / Sand Building

Completion Date

Cold Storage Facilities

2011 City of Blaine Public Works Cold Storage Building
2009 City of Mahtomedi Cold Storage Building (Renovation of existing building)
2005 City of St. Anthony Cold Storage Building (Renovation of existing building)
2003 City of Edina, Fred Richards Golf Course Maintenance Building
2001 City of Minneapolis Park Board, Parade Stadium Shop Study
2000 City of Coon Rapids, Bunker Hills Golf Cart Storage Building
1999 Wright County, Cokato Cold Storage Building
1999 City of Woodbury Vehicle Cold Storage Building Renovation
1998 City of Coon Rapids Cold Storage Building
1995 City of Eagan Cold Storage Building

Request for Proposal for
**Public Works Maintenance Facilities
Space Needs Analysis**

July 31, 2013

Inver Grove Heights Minnesota



Building a Better World
for All of Us®

Engineers | Architects | Planners | Scientists



Building a Better World
for All of Us™

July 31, 2013

RE: Public Works Maintenance Facilities
Space Needs Analysis
SEH No. INVER 125202

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

Dear Mr. Thureen,

After speaking with you and touring your current public works maintenance facility with Rick Jackson, our team quickly understood the issues facing your public works and maintenance facilities. Conducting a facilities analysis of your various public works maintenance sites as well as your future programming needs, Inver Grove Heights will have a plan that meets the needs of the Street Maintenance, Central Equipment, Utilities, and Parks Maintenance divisions, and in turn, a plan that places priority on efficiently serving the needs of the people of Inver Grove Heights.

Short Elliott Hendrickson Inc. (SEH®) has assembled a team that will help the City meet its long-term needs. We believe it is critical that you work with a firm that goes beyond “cookie-cutter” solutions or off-the-shelf designs. That is why we are offering the services of a former Public Works Director for the City of Hutchinson, John Rodeberg, PE, to work with our architectural team and your staff to help identify solutions for staffing, equipment, and operations. John understands the unique needs of each of your departments and how they “fit together” in the larger picture of City services. His understanding of your needs helps our architects develop viable facility alternatives for your consideration. In addition, SEH’s broad range of professional services allows us to build long-standing relationships with municipalities as a trusted partner in their diverse facility needs.

Based on our discussions and facility visit, we are confident that selecting SEH will ensure the successful delivery of a Public Works Maintenance Facilities Space Needs Analysis that outlines how to achieve highly efficient and sustainable facilities. That means that your divisions and your facilities operate cost effectively, contributing to successful delivery of public services and the City’s long-term bottom line.

Thank you for the opportunity to submit this proposal for your consideration. We look forward to working with you in improving your public works operational facilities.

Sincerely,

A handwritten signature in black ink that reads "Brian Bergstrom".

Brian Bergstrom
Project Manager

A handwritten signature in black ink that reads "Ron Leaf".

Ron Leaf, PE
Client Service Manager



1. Project Understanding 1

2. Project Approach..... 2

3. Project Timeline 3

4. Project Experience..... 4

5. Firm Background 10

6. Core Project Team 11

7. Fee Proposal..... 14

8. Hourly Rate Schedule 15

Project Understanding



Chippewa County Highway Department – Chippewa Falls, Wis.

Project Understanding

SEH understands that the City of Inver Grove Heights is planning for the renovation and expansion of their existing Public Works Maintenance Facilities on or about the year 2016, with a long-term goal to eliminate the need for outside storage of its equipment and materials used for snow and ice control.

In preparation for the project, the City is looking for the development of a Space Needs Analysis, the purpose of which is to evaluate the existing public works facilities in developing a long-term plan for continued use of the main site, including building and site reconstruction and modification. The Study is to also determine if any additional site facilities would be cost effective in the long-term, and to identify the needs and cost of those facilities.

The facilities and sites to be included in the Study are as follows:

The existing Public Works Maintenance Facility; the Rich Valley Parks Maintenance Building; The Inverwood Golf Course Maintenance Building; the Kuchera Parcel currently used for outdoor material storage; two Gisch Parcels currently used for outdoor material storage; and the Babcock Trail Parcel. There are two additional Kundla Parcels that shall be included for consideration as an alternative for expansion.

After talking with Scott Thureen and Rick Jackson and touring the main public works facility with Rick, it is refreshing to hear how open Inver Grove Heights is to look at the opportunities the space needs analysis process could bring to their day-to-day operations. The following impressions summarize the understanding SEH would use to move forward with the City:

- City staff would like to continue to look at operational innovations at other campus-like facilities.
- Step back and look at the ideal department space and site needs, along with reviewing industry trends related to operations.
- Understand the existing storage needs of the current facility - 40+ trucks; trailers, loaders, and attachments; and additional supporting equipment and supplies
- Project the City's future equipment and facilities needs.
- Analyze current sites and determine their adequacy for future needs.
- Apply the planning objectives to both the current site(s) and others identified by the City.
- Incorporate innovative, energy-efficient, cost-saving measures, such as use of natural light and bi-fold doors.
- Evaluate the existing building and propose maintenance solutions for outdated building components - ie, roof.

Objectives

- Review and critique the existing facilities and operations in the context of exploring new space alternatives
- Use current facilities operations modeling techniques to develop options for future continued use of the main site and consideration of satellite facilities
- Evaluate options for compost and outdoor storage sites, and to determine whether these activities should be located at the Public Works site or at satellite locations
- Provide preliminary layouts of new or reconstituted/constructed facilities, including square footage and cost estimates
- Provide guidance to City Staff and City Council regarding best choice alternatives

Scope

- Phase 1 – Initial Background Evaluation
- Phase 2 – Development of Options for Existing and New Facilities
- Phase 3 – Final Evaluation and Recommendations
- Phase 4 – Generation of Final Report



Project Approach



State of Minnesota, St. Cloud Area Headquarters Building - St. Cloud, Minn.

Project Approach

The SEH project team, consisting of architects and building and site engineering specialists, will guide the City of Inver Grove Heights through the process by following the key steps on the right as well as adhering to the meeting schedule below.

Meeting #1 Tour of SEH-Designed Facilities

Objective:

SEH proposes tours of our completed Richfield Maintenance Facility, Sauk Rapids Public Works, and Buffalo Utility Campus. (Note: there is no charge for this service).

Background:

Each project offers Inver Grove Heights personnel an opportunity to look at how other departments are delivering services and what innovative ideas they applied to the process.

Meeting #2 Kickoff & Master Planning Session

Objectives:

- Develop Schedule to meet Council Meeting Presentation
- Review services, staffing, and equipment of current operations
- Review of known infrastructure, survey, zoning, and environmental data of existing sites and any other sites the city has designated for potential relocation
- Square footage analysis to meet future needs

Meeting #3 – Presentation of Design Options

Objectives:

- Carry the findings from the previous meeting's discussions into Initial Site Design Concepts
- Present the City with our projections of equipment and facilities needs based on projected growth

Meeting #4 – Development of Selected Option

Objectives:

- “Refinement” of the selected Site(s) and associated building floor plans and elevations in preparation for the City Council meeting
- Review of Draft Facilities Analysis Report

Meeting #5 – Planning Commission and City Council Presentation

Objective:

Presentation to Planning Commission and City council of proposed Site Plan, Rendering(s), and Final Report.

Interview Key Staff

The Public Works staff who work in the facilities and with the equipment and operations know it intimately. They know the quirks of the current facilities and already have ideas about improvements. We will listen to them and share our own examples of what has worked and what hasn't worked. Together, we will arrive at the best solutions.

Regular updates to the City on our team's progress

Open communication lines will keep the committee focused on delivering the best options for the City's public works facilities.

Use only those professionals who understand public works operations and who have facilities study background

Each member of our team “speaks the same language” as your Public Works staff, which will lead to better information gathering and, ultimately, the best solutions.

Look at ways of phasing future implementation that match grant cycles, bonding opportunities, and other innovative ways of paying for future growth.

Project Timeline



Public Works Facility - Sauk Rapids, Minn.

Project Timeline

We are committed to working on a timeline that is compatible with the City's needs as well as consistent with the orderly progress of the work. We believe the overall schedule included in your proposal is reasonable and realistic.

Approve consultant contract	August 12, 2013
Phase I – Initial Background Evaluation	September 09, 2013 (4 weeks)
Phase II – Develop Design Options	October 21, 2013 (6 weeks)
Phase III – Final Evaluation and Recommendations	November 18, 2013 (4 weeks)
Phase IV – Final Report	December 09, 2013 (3 weeks)

Providing the requested information pertaining to the existing facilities, along with timely decision making by the Owners representative, is critical to meeting the scheduled goals noted above. SEH will update the project schedule periodically during the project to ensure the City's goals are being met on a timely basis.

Project Experience

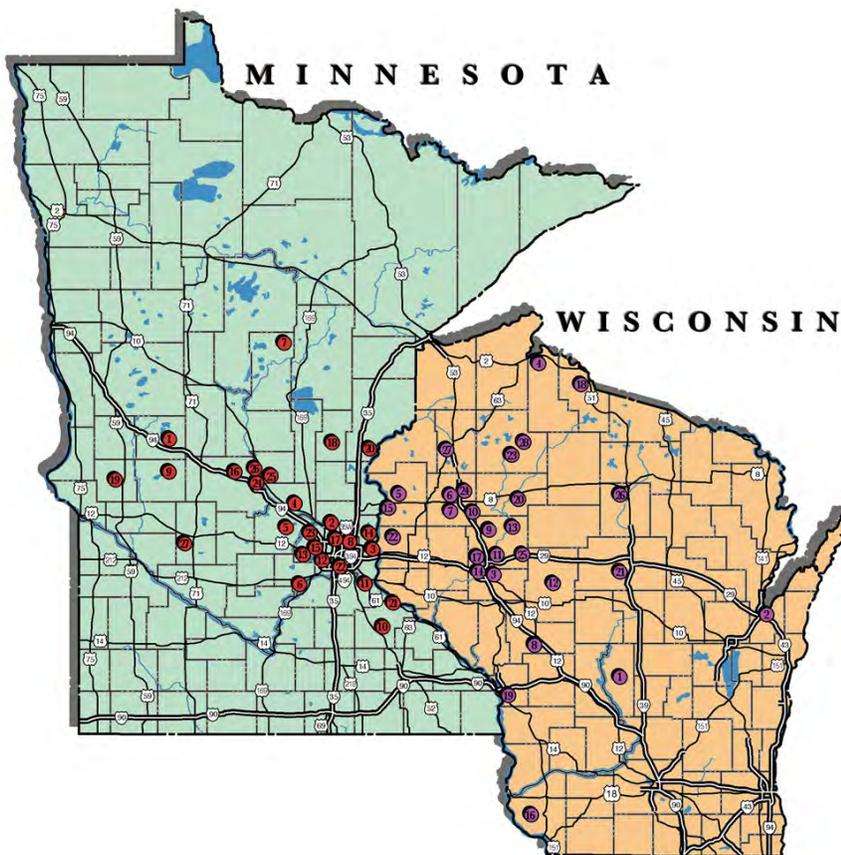


Highway Shop Expansion – Outagamie County, Wis.

Public Works and Maintenance Facilities Experience

Public works and maintenance facilities protect major investments in vehicles and equipment, and must be properly designed to provide a safe environment for employees. We invite clients to play an active role in the planning process because it is essential to get input from those who own, use, and manage a building. We also understand the realities of a budget. We set it - then meet it through accurate cost estimates that are updated throughout the design process. These facilities have a strong technical component, but because of their potential size they often require attention to architectural detailing that will make them “good neighbors.” In addition to our architects, designers, interior designers, and landscape architects, our SEH architectural services team includes specialists who offer extensive expertise in all aspects of operations and maintenance. Our designs reflect “best practices” that create facilities that meet current demands and can cost-effectively accommodate future changes in personnel, equipment, or services.

Creating safe, attractive, and functional buildings from the inside out often requires the ability to work in a teaming environment. Our architects know the questions to ask to make the most of your investment, and to design a facility that works for those who own, use, and maintain it.



References

City of Richfield, Minnesota
Maintenance Facility
Mike Eastling
Public Works Director
612.861.9792

City of Elk River, Minnesota
Public Works Master Plan
Mark Thompson
Street Superintendent
763.635.1120

City of Hoyt Lakes, Minnesota
Fire Station Study
Rebecca Burich, City Clerk
218.225.2344

With over 50 public works and maintenance facilities completed to-date, our extensive background with similar projects provides us with the necessary expertise to coordinate and facilitate your design in order to meet your construction needs and goals.

New Maintenance Facility – City of Richfield, Minn.

This project incorporated LEED Silver standards into site development and project design of a large vehicle maintenance and administrative building. By using daylighting through skylighting within the work bays, geothermal heating, and automatic lighting controls, this building achieves high level of energy efficiency for a building type not generally known for its “green” potential. Sustainable features include porous pavement, storm water management system, ground source heat pump system, daylight harvesting, and heat recovery ventilation system.

Features

- Storage for City-owned maintenance equipment
- Maintenance shops for water utility, parks and streets, sewer, and public works departments
- Storage for Public Works supplies, bulk material storage, and replacement parts
- Low-profile building incorporates the following sustainable design features:
 - LEED strategies (LEED Silver Certified 2008)
 - Energy-efficient heat recovery systems
 - Low-flow plumbing fixtures, dual-flush water closets
 - Porous pavement designs and rain garden stormwater collections system
- Acoustical design to mitigate airport noise
- Large vehicle elevator/hoist to transport equipment to lower level in lieu of cost prohibitive ramping system

Size

- 96,600 sq. ft.

Cost

- Total Budget \$14 million



Elk River Public Works Master Plan – Elk River, Minnesota



SEH provided site evaluation and space needs analysis for the Streets and Parks departments in the development of a master plan to advance the discussion of the need for updated facilities within the City. The design team and city staff identified priorities, site opportunities, and alternative funding sources in developing a preferred site option incorporating a new 72,000-sq.-ft. vehicle storage and maintenance facility, relocating the existing salt storage structure, composting and material storage areas and reusing/repurposing the existing cold storage and storage/maintenance buildings on about 14 acres of the 34 acre site.

Features

- Evaluation of 34+ acre site with multiple user groups
- Space Needs Analysis of several City Departments
- Design based on sustainable practices
- Spaces include Vehicle Storage Garages, Maintenance/Shops, Wash Bay, Storage and Breakroom/Offices
- City Staff were involved throughout the process
- Alternative Funding Sources identified

SEH Services

- Master planning
- Cost estimating
- Architectural design
- Civil design

Size

34 acre site; 72,000 sq. ft. new building

Total Project Cost

\$9.6 - \$11.4 million

Sauk Rapids Public Works Building – Sauk Rapids, Minn.

To continue to serve a growing community, the City of Sauk Rapids needed to improve and increase its public works capabilities. SEH worked with the City to develop a new public works campus that centralizes and expands many of the City's functions. The durable yet affordable design includes:

- A 57,500-sq.-ft. building that combines garage space for vehicle storage, equipment maintenance and public works offices
- New fueling stations
- Economical salt and sand storage building

SEH Services

- Architectural design
- Structural design
- Electrical design

Cost: \$4.9 million





Buffalo Streets and Parks Facility – City of Buffalo, Minn.

Features

- New 30,500-sq.-ft. building for the Streets and Parks Department; existing building will be remodeled for Municipal Electrical Utility
- Architecture is a combination of pre-cast, metal and translucent panels
- Includes 60 foot x 80 foot salt and sand storage structure with fabric roof canopy
- 9,880-sq.-ft. cold storage building
- Exterior material storage bins
- Site planned to accommodate future office and vehicle storage expansion

SEH Services

- Programming
- Site master planning
- Architectural design
- Civil engineering
- Contract documents
- Bidding services
- Construction administration

Cost: \$2.6 million



Additional SEH Public Works Maintenance Facility Projects

[Chisago Public Works Facility - Chisago, Minnesota](#)

Programming, Planning, Design, and Construction of 18,000 sf public works facility, including wash bay, storage, and office; incorporating sustainable practices

[Elm Creek Maintenance Shop - Maple Grove, Minnesota](#)

Programming, Planning, Design, and Construction of \$1.9 million maintenance facility for Three Rivers Park District

[Buffalo Public Utilities - Buffalo, Minnesota](#)

Programming, Planning, Design, and Construction of 12,993 sf public utilities building, including office, maintenance, and storage

[Albertville Public Works Facility - Albertville, Minnesota](#)

Programming, Planning, Design, and Construction of 16,725 sf public works facility, including maintenance, office, and vehicle storage

[Brainerd Street Department Building -Brainerd, Minnesota](#)

Programming, Planning, Design, and Construction of 18,500 sf building, including 19-bay maintenance facility, wash bay, and remote salt storage building

[Shafer Maintenance Shop Addition - Shafer, Minnesota](#)

Planning, Design, and Construction of 4,500 sf maintenance shop addition

[Stearns County Public Works Facility - Stearns County, Minnesota](#)

Programming, Planning, Design, and Construction of new public works and parks facility

[Oakdale Public Works Facility - Oakdale, Minnesota](#)

Programming, Planning, Design, and Construction of 15,000 sf public works facility, including bond referendum assistance

[Bayport Public Works Facility - Bayport, Minnesota](#)

Programming, Planning, Design, and Construction of 19,700 sf public works, including wash and service bays for 30 vehicles

[Cottonwood County Highway Department Office & Maintenance Building - Cottonwood County, Minnesota](#)

Programming, Planning, Design, Renovation and Construction of 12,081 sf highway department office and maintenance building

[Goodhue County Highway Department Facility - Goodhue County, Minnesota](#)

Programming, Planning, Design, and Construction of 35,000 sf county highway department facility

[Allouez Village Hall & Public Works Facility - Allouez, Wisconsin](#)

Programming, Planning, Design, and Construction of 10,000 sf village hall, 54,000 sf public works, and 300-ton salt storage facilities

[Washburn County Maintenance Facility - Washburn County, Wisconsin](#)

Programming, Planning, Design, and Construction of 82,500 sf county maintenance campus, including 20,000-ton salt storage and fueling facilities, wash bay, and automated oil distribution system

[Ashland Public Works Facility - Ashland, Wisconsin](#)

Planning, Design, and Construction of 34,000 sf public works facility, including wash bays, carpentry shop, maintenance area, and vehicle storage

[Chippewa Falls Public Works Facility - Chippewa Falls, Wisconsin](#)

Programming, Planning, Design, and Construction of 12,400 sf maintenance and office facility for public works



Firm Background



Washburn County New Maintenance Facility – Spooner, Wis.



Short Elliott Hendrickson Inc. (SEH®)

SEH is a multidisciplinary firm of planners, architects, engineers, and scientists known for our comprehensive technical capabilities and superior client service.

Founded in 1927, SEH continues to grow in size and abilities by anticipating and meeting client expectations. To do this requires a clear understanding of the concerns and goals of each project from the client's perspective. Our prerequisites to providing superior client service are listening and communicating. We enhance this approach with a high level of personal, professional efficiency—the thread of continuity that enables all work to flow smoothly, with highly successful results.

On time, on budget, no surprises. We hold this philosophy in the highest regard. Client service is our guiding principle.

Currently, SEH has a full-time staff of more than 550 qualified professionals who are located in offices across the nation. Our team environment is dynamic and inspires continuous skill and personal development. As an equal opportunity/affirmative action employer, SEH embraces diversity in our corporate culture and recognizes the benefits diversity brings to our clients.

Our architectural projects include a mix of studies, evaluations, new construction, renovations, and expansions.

Because our team members are skilled facilitators, we know how to solicit comments and ideas from people on all sides of a project. Using that information, we work to build consensus and create a project in which the stakeholders can take pride. We also know how to present complex material that allows decision makers to confidently invest in a facility that will stand for years to come.

In addition to the core services listed on the right, below are supplemental services our Architecture practice provides as well as other practice areas within SEH. We will draw from our in-house resources to support the project team we've put together for the City of Inver Grove Heights Public Works Maintenance Facilities Space Needs Analysis.

Supplemental Architectural Services

- Feasibility Studies
- Master Planning
- Facility Audits
- Testing Coordination
- Value Engineering
- Life-Cycle Cost Analysis
- Energy Audits
- Models and Renderings
- Graphics and Signage

Additional Services:

- LEED (Leadership in Energy & Environmental Design) and Sustainable Design
- Operational Programming and Space Planning

- Aviation Planning and Design
- Community Planning and Economic Development
- Energy and Power Planning and Design
- Environmental Assessments and Remediation Services
- Geographic Information Systems (GIS)
- Geotechnical Engineering
- Land Surveying
- Landscape Architecture
- Civil Engineering Services
- Technology
- Telecommunication Planning and Design
- Transportation Planning and Design
- Planning and Landscape Design

Architectural Services

- Architecture
- Site Analysis and Selection
- Site Development Planning
- Site Utilization Studies
- Utility Studies
- Zoning Processing Assistance

Pre-Design Services

- Space Planning/Concept Design
- Program/Budget Compatibility
- Project Development Scheduling
- Agency Consulting/Review
- Existing Facilities Surveys
- Presentation/Marketing Materials
- Facilities Survey and Evaluation

Project Development Services

- Space Planning and Design
- Site Planning and Design
- Engineering Planning and Design
- Specifications

Interior Design Services

- Evaluation of Existing Furnishings
- Finishes & Equipment (FF&E)
- Programming and Planning of FF&E
- Design of Special Furnishings
- Fine Arts Selection
- Specifying, Procurement, and Installation Management of FF&E

Bidding or Negotiation Services

- Contractor Evaluation/Selection
- Bidding Documents
- Bidding/Negotiations
- Bid Evaluations
- Construction Contract Agreements

Construction Administration Services

- Periodic Construction Observation
- Shop Drawings/Submittals Review
- Change Order Processing
- Project Close-Out

Post-Construction Services

- Start-Up Assistance
- Record Drawings
- Warranty Review

Core Project Team



Public Utilities Building – Buffalo, Minn.

Brian M. Bergstrom, AIA, CDT, LEED AP

Project Manager

Mr. Bergstrom, a professionally registered and licensed architect, has more than 12 years of experience in architectural-related work. His responsibilities include designing, drafting, code analysis, environmental review, facilities planning and analysis, and construction administration on municipal, recreational, and educational facilities. Brian has worked on projects that have ranged from small-scale building renovations, to mid-sized multi-faceted public works facilities, to performing arts theaters. These projects often are done with environmentally sustainable objectives in mind. As Project Manager, Brian will be the City's day to day contact person for the project.

Experience

Buffalo Streets and Parks Facility – City of Buffalo, Minn. Project Designer on the streets and parks facility. Brian led the design team through the preparation of design and construction documents. The project included vehicle storage, administrative office areas, vehicle maintenance and repair garages, a salt storage shed, and gravel/sand storage bins.

Elm Creek Park Reserve Maintenance Facility (Three Rivers Park District) – Maple Grove, Minn. Senior Design Technician for the Park Reserve's maintenance facility that includes maintenance space for the facility's ski hill snow groomer and office space for the Elm Creek Park Police. Brian worked on the design team to coordinate and completed the design and construction documents.

Emergency Services Building Study – City of Hoyt Lakes, Minn. Brian served as the Project Manager for the development of a comprehensive study which laid the foundation for a new Emergency Services Building. The study included the development of a detailed Space Needs Study for the Police, Fire, and EMS departments. Interviews with current staff members and the City's Building Committee were conducted along with site tours of their existing facilities in order to outline the current needs of the community. Utilizing the information gathered, three building and site options were developed for the City's review. Along with the building design options, Estimates of Probable Cost and a list of Advantages and Disadvantages of each option were presented to the City. The preferred option identified in the study was the construction of a new 14,000 sq. ft. facility which will be complete in October 2013.

Fire Station Study - City of Finlayson, Minn. Brian worked with the City of Finlayson, MN to create a study for the development of a new Fire Station Facility. The study included a conditions assessment of the existing fire station building to identify current deficiencies in the building. A detailed Space Needs Study was completed to identify the spaces needed to serve the community. Four building options were developed and included renovations and additions to the existing building, demolition and construction of a new building on the existing site, and construction of a completely new facility on a new site. Adaptive reuse options were also reviewed for the existing building, should the Fire Department choose to build on a new site. Estimates of probable cost and a list of advantages and disadvantages for each option were presented to the City for consideration.



Education

Bachelor of Science
Architecture
University of Minnesota
Minneapolis

Associate of Science
Architectural Drafting
Northwest Technical Institute
Eagan, Minn.

Certifications

Leadership in Energy and
Environmental Design
Accredited Professional (LEED
AP) (2006)

Certified Construction
Document Technologist (CDT)
(2007)

Professional Associations

American Institute of Architects
(AIA), Member

Main Point of Contact:

651.490.2031 | direct
bbergstrom@sehinc.com

Corporate Office:

3535 Vadnais Center Drive
St. Paul, MN 55110-5196



Education

Bachelors of Architecture
North Dakota State University
Fargo

Bachelor of Science in
Environmental Design
North Dakota State University
Fargo

Christopher A. Mueller

Designer/Graduate Architect

Mr. Mueller is a Graduate Architect with more than 11 years experience as an architectural designer, project representative, and job captain, serving private and public sectors clients. Chris has experience on projects ranging from municipal projects to retail, office, and mixed-use developments. He works with project managers and clients through all phases of a project from initial design through construction drawings and construction administration. By being a consistent face on the project team from project start to finish, he is able to understand the client's needs and help ensure that they are carried from design concept to the built environment. Chris is also skilled at producing 2D and 3D rendered visualizations for use in design communication, coordination, approvals, and marketing. Chris is experienced and skilled in the use of AutoCAD, Revit, Photoshop, 3D Studio Max, SketchUp, etc.

Experience

Shantz Hall Building Preservation, St. Peter Regional Treatment Center (Minnesota DOA) – St. Peter, Minn. Lead Document Technician for this \$7 million preservation project including mechanical, electrical, plumbing and fire protection systems as well as window replacement and interior finish upgrades and remodeling. The restoration is for a 50 year old, 80,000 sq. ft. building for the Minnesota Sex Offender Program. The project will be constructed in two phases and includes mechanical, electrical and fire protection upgrades, remodeled housing and dayroom areas, re-designed central control, and security system upgrades.

New Library – City of Cannon Falls, Minn. Lead Document Technician for the new 7,500 sq. ft., \$1.56 million library project. A construction manager (CM) delivery method was involved in this project. Bossardt Corporation acted in the construction management role.

New Library and City Hall Renovation – City of Fairfax, Minn. Lead Document Technician and quality control reviewer for the new \$1.2 million library and city hall renovation project. Project was awarded to two different contractors.

Wastewater Treatment Facility (Box Elder Regional) – City of Box Elder and Ellsworth Air Force Base, S.D. Architectural Designer and Lead Document Technician for the new joint facility shared by the City of Box Elder and Ellsworth Air Force Base. The facility includes administration and process buildings and SBR tank structures.

Experience Prior to Joining SEH

McNamara Alumni Center Addition (University of Minnesota – Minneapolis) – Minneapolis, Minn. Job Captain for this 24,000 SF, four-story addition and remodel. Spaces included a restaurant, meeting rooms, an entry atrium and open offices. (\$8.5 million)

Silver Lake Village Development – St. Anthony, Minn. This development included five one-story, multi-tenant retail buildings, one two-story office building and the exterior remodel of an existing Cub Grocery store. Design and Aesthetics at the Shopping Centers over 250,000 SF. *MSCA Starr Award*

John P. Rodeberg, PE

Associate/Senior Professional Engineer

Mr. Rodeberg's background includes over 30 years of experience in support of infrastructure and planning needs of local government. Responsibilities have included the planning, development, coordination, operational support, and management of numerous projects involving local street and infrastructure, sanitary sewer and water works systems, storm sewer and ponding, transit and transportation systems, comprehensive infrastructure and land use planning, public buildings, and other local government related services. John has an extensive background in coordinating projects in partnership with local, regional, state, and federal groups and agencies.

Experience

- Led construction of the award-winning Hutchinson Area Transportation Services (HATS) Tri-Agency Facility in Hutchinson (MnDOT/State Patrol, McLeod County, City of Hutchinson).
- Helped lead preliminary site and space-needs planning for new Public Works Facilities in Elk River, Minn.
- Led Public Works Organizational reviews for the Cities of Red Wing and New Prague, and helped coordinate efforts in Shakopee.
- Led remodeling of Hutchinson City offices, remodeling of former Glencoe and Brownton school buildings into City Hall/Library/Event facilities, and construction of Trailblazer Regional Transit facility.

City Engineer – Glencoe, Brownton and Silver Lake, Minn. Provide operational, capital improvement planning, and project and public works support. Led SEH team that provides complete engineering, parks, airport, water/wastewater, planning, architectural, and other services to the community.

Client and Public Works Management Services. Lead client service efforts, and provide staff and client support, for projects in Minnetonka, Eagan, Bloomington, Red Wing, New Prague, Montevideo, New Ulm, Hutchinson, and other communities in southern Minnesota and the Twin Cities metro area. Help lead SEH Civil group's client service efforts, and Public Works management support and analysis services.

Office/Client Service Manager. Manage the operations of SEH's Hutchinson office.

Experience prior to joining SEH

Public Works Director / City Engineer - Hutchinson, Minn. (17 years). Responsibilities included directing, managing, and leading all Public Works Group departments: Engineering, Maintenance Operations (Streets & Alleys, Maintenance, Motor Pool/Central Garage, Cemetery, Dam, Airport, Hutchinson Area Transportation Services/HATS Facility), Water and Wastewater. Experience includes serving as City Engineer and Planner, and managing the Information Technology Department.



Education

Bachelor of Science
Civil Engineering
University of Minnesota
Minneapolis

Minnesota Management
Academy
Carlson School of Management
University of Minnesota
Minneapolis

Professional Registrations

Professional Engineer in
Minnesota

Professional Associations

City Engineers Association of
Minnesota

American Public Works
Association

American Planning Association

American/Minnesota Society
of Professional Engineers

Fee Proposal



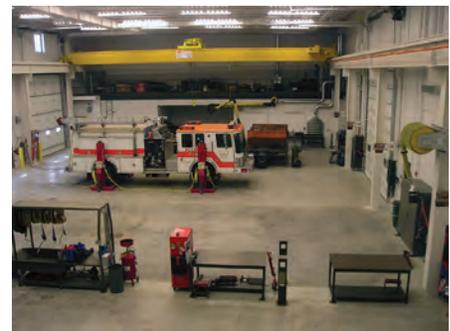
Richfield Maintenance Facility - Richfield, Minn.

Fee Proposal

SEH offers the Space Needs Analysis services for the City of Inver Grove Heights Public Works Maintenance Facilities for an estimate hourly fee of \$29,500 (not to exceed \$34,500), or at the City's discretion, a lump sum fee of \$32,500. These costs include services and meetings identified in the Project Approach along with reimbursable expenses related to the project. The following is an estimated breakdown of our fees per phase:

• Phase I – Initial Background Evaluation:	\$7,000
– Task 1 Collect Existing Facility Data	
· Architecture (20 hours)	\$2,400
· MEP	\$1,000
· Civil/Site (4 hours)	\$ 800
– Task 2	
· Architecture (16 hours)	\$1,700
· John Rodeberg (6 hours)	\$1,100
• Phase II – Develop Options for Existing and New Facilities:	\$16,000
– Task 1 Two Options to Renovate Public Works Building	
· Architecture (40 hours)	\$4,300
· MEP	\$1,000
· Civil/Site (4 hours)	\$1,000
· John Rodeberg (2 hours)	\$ 500
– Task 2 Two Options for New Public Works Building	
· Architecture (40 hours)	\$4,300
· MEP	\$1,000
· Civil/Site (4 hours)	\$1,000
· John Rodeberg (2 hours)	\$ 500
– Task 3 Evaluation of Outdoor Storage Sites	
· Architecture (8 hours)	\$ 900
· Civil/Site (4 hours)	\$1,000
· John Rodeberg (2 hours)	\$ 500
• Phase III – Final Evaluation and Recommendations:	\$5,000
– Task 1 Review Options with Staff	
· Architecture (12 hours)	\$1,400
· MEP (4 hours)	\$ 800
· Civil/Site (4 hours)	\$ 800
· John Rodeberg (2 hours)	\$ 500
– Task 2 Final Recommendations	
· Architecture (12 hours)	\$1,500
• Phase IV – Final Report:	\$1,500

Our fees will be billed as a percentage complete, on a monthly basis.



Hourly Rate Schedule



SEH Hourly Billable Rate Range for 2013

Classification	Billable Rate⁽¹⁾
Office Staff	
Principal	\$145.00 - \$199.00
Project Manager	\$105.00 - \$199.00
Senior Project Specialist	\$140.00 - \$199.00
Senior Project Engineer	\$119.00 - \$189.00
Project Engineer	\$90.00 - \$135.00
Staff Engineer	\$74.00 - \$102.00
Senior Project Architect	\$121.00 - \$184.00
Project Architect	\$90.00 - \$135.00
Staff Architect	\$63.00 - \$98.00
Senior Project Scientist	\$108.00 - \$137.00
Project Scientist	\$73.00 - \$93.00
Staff Scientist	\$50.00 - \$70.00
Senior Project Planner	\$110.00 - \$155.00
Project Planner	\$80.00 - \$116.00
Staff Planner	\$75.00 - \$85.00
Project GIS Analyst	\$80.00 - \$120.00
Lead Technician	\$93.00 - \$139.00
Senior Technician	\$67.00 - \$112.00
Technician	\$56.00 - \$93.00
Word Processor	\$55.00 - \$90.00
General Clerical	\$55.00 - \$90.00
Graphic Designers	\$80.00 - \$98.00
Field Staff	
Licensed Land Surveyor	\$92.00 - \$137.00
Lead Project Representative	\$92.00 - \$130.00
Sr. Project Representative	\$77.00 - \$105.00
Project Representative	\$60.00 - \$80.00
Survey Crew Chief	\$75.00 - \$110.00
Survey Instrument Operator	\$55.00 - \$65.00

(1) The actual rate charged is dependent upon the hourly rate of the employee assigned to the project. The rates shown are guidelines and subject to change.





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WOLD

architects
engineers
www.woldae.com



Stantec

designers and researchers
for public environments



City of Inver Grove Heights, Minnesota

Request for Proposal for Architectural Services
Public Works Maintenance Facilities Space Needs Analysis

July 31, 2013

Contact Us
305 Saint Peter Street
St. Paul, MN 55102

tel 651 227 7773
fax 651 223 5646

John McNamara// AIA, LEED AP BD+C
Partner-in-Charge
jmcnamara@woldae.com



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fax 651 223 5646

mail@woldae.com



Stantec

July 31, 2013

Scott D. Thureen, P.E.

Public Works Director
City of Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, Minnesota
55077-3412

Dear Scott,

On behalf of the Wold Architects and Stantec Team, we are very excited to present our response to the Request for Statement of Qualifications and Proposal for Architectural and Engineering Services for the space needs analysis for Public Works Maintenance Facilities in the City of Inver Grove Heights. We appreciate the tour of your current facility and can appreciate the challenges you are facing. Our team can help you with the space needs analysis, and our proposal is focused on this effort.

We have a team of experts available for this space needs analysis that are committed to helping you determine the "best choice" for the City of Inver Grove Heights.

- » Our team matches well with and exceeds your qualifications.
- » Our team has significant experience planning and designing modern public works facilities that meet the needs of today and allow municipalities the flexibility to grow and adapt in the future.
- » Our team knows how to thoroughly assess existing facilities, document the assets and needs and how to plan for the most efficient modern public works facilities.
- » Our team knows how to help you gain ownership from elected officials by offering information in a way that is easy to understand and represents "needs" versus "wants". This will allow confidence from elected officials to move from needs assessment to concepts to construction.

Furthermore, we are excited for this opportunity to work with the City of Inver Grove Heights. Our creative and expert team is prepared to assist in the full range of opportunities this study represents. We encourage you to contact our references. We believe that they are the best endorsement of our strong commitment to our clients and our thorough approach for project successes.

We respectfully submit this overview of our team's qualifications and experience and would welcome an opportunity to further describe our services, approaches to your project and our commitment to the City of Inver Grove Heights.

Sincerely,

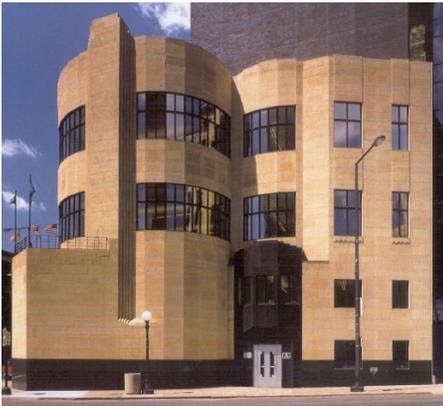
Wold Architects and Engineers

Stantec Consulting Services Inc.

John McNamara // AIA, LEED AP BD+C
Partner

Lee M. Mann // P.E.
Principal

Minnesota
Illinois
Michigan
Colorado
Iowa



Wold Architects and Engineers

305 Saint Peter Street // Saint Paul, MN 55102

Year established: 1968

Legal status: Corporation

Ownership: Privately Owned

Firm Background

Since its incorporation in 1968, Wold Architects and Engineers has developed an expertise in the planning, design and engineering of governmental facilities in the Midwest. Wold demonstrates depth of experience in planning, and design of facilities, and a strong commitment to client service resulting in substantial long-term relationships with our clients.

Our goal is to provide our clients with the best possible facility solutions designed to meet operational and budgetary needs while enhancing the aesthetic environment for both users and the community.

Our Expertise

Wold has demonstrated experience working with numerous clients on a variety of projects:

- » New Municipal Facilities
- » Remodeling of Existing Facilities
- » 5- and 10-year Capital Improvement Projects
- » Long-Range Master Plans
- » Technology Master Plans
- » Facility Analysis and Space
- » Maintenance Projects

Wold specializes in PUBLIC FACILITY STUDIES

- » 20+ Minnesota County Clients
- » 20+ Municipalities
- » 10+ State and Federal Agencies
- » 100+ Space Programming Studies

Staff Information

22	Registered / Licensed Architects
38	Graduate Architects
10	Registered / Licensed Engineers
10	M&E Engineering Staff
02	Interior Designers
13	Administrative Personnel
95	TOTAL



Stantec

Staff Information

13,000	Firm Wide
200	Minnesota
165	St. Paul

Stantec Consulting Services Inc.

2335 West Highway 36 // St. Paul, MN 55113

Year established: 1954

Firm Background

Stantec provides professional consulting services in planning, engineering, architecture, interior design, landscape architecture, surveying, environmental sciences, project management, and project economics for infrastructure and facilities projects. We support public and private sector clients in a diverse range of markets at every stage, from the initial conceptualization and financial feasibility study to project completion and beyond. Our services are provided on projects around the world through approximately 13,000 employees operating out of more than 200 locations in North America and four locations internationally.

Stantec is One Team providing Integrated Solutions.



Our Understanding

WHAT WE KNOW

1. You are seeking qualified design professionals to provide services for a space needs analysis associated with current and future needs for the City of Inver Grove Heights.
2. The Public Works Maintenance Facilities serves several divisions including: Street Maintenance, Central Equipment, Utilities and Parks Maintenance.
3. The facilities and sites included in this study include: Public Works Maintenance Facility, Rich Valley Parks Maintenance building, Inverwood Golf Course Maintenance building, Kuchera parcel used for outdoor storage, Babcock Trail parcel and the Kundla parcels located on Babcock Trail.
4. The buildings range in age starting with the Maintenance Facility built in 1985, cold storage built in 1990, Rich Valley built in 2005 and Inverwood built in 1991.

THE TASKS AT HAND

1. Complete investigation, assessment, analysis and recommendations for addressing current space deficiencies, physical conditions and future space needs.
2. Collect and review existing facility as-built data.
3. Develop a long-term plan and cost for continued use of the main site, including building and site reconstruction and modification. Develop two options for renovating/ expanding the existing Public Works Building.
4. Develop options for demolition and reconstruction of a new Public Works Building.
5. Evaluate and rank effectiveness of outdoor storage of compost and other materials at the current site and other sites.
6. Identify costs associated with the options.

Project Vision Summary

From working with many municipalities like yourself to develop a Space Needs Analysis, we understand the importance of long-term planning.

THE FOLLOWING ARE PROCESSES WHICH WILL CENTER ON OUR PHILOSOPHY OF FOCUSING ON YOUR MISSION:

Space Study Analysis Process

- » Starts with a firm foundation of your goals
- » We listen and will work with you to establish Project Goals, Objectives and Guiding Principles
- » We will explore options and develop solutions
- » The outcome is a solution that meets the established criteria and budget

A Concept Design Process

- » Designing for Inver Grove Heights' public works and community vision
- » Designing for a high performance workplace utilizing modern public works design approaches and operational efficiencies
- » Designs that are flexible and adaptable for the future

A Cost Management Process

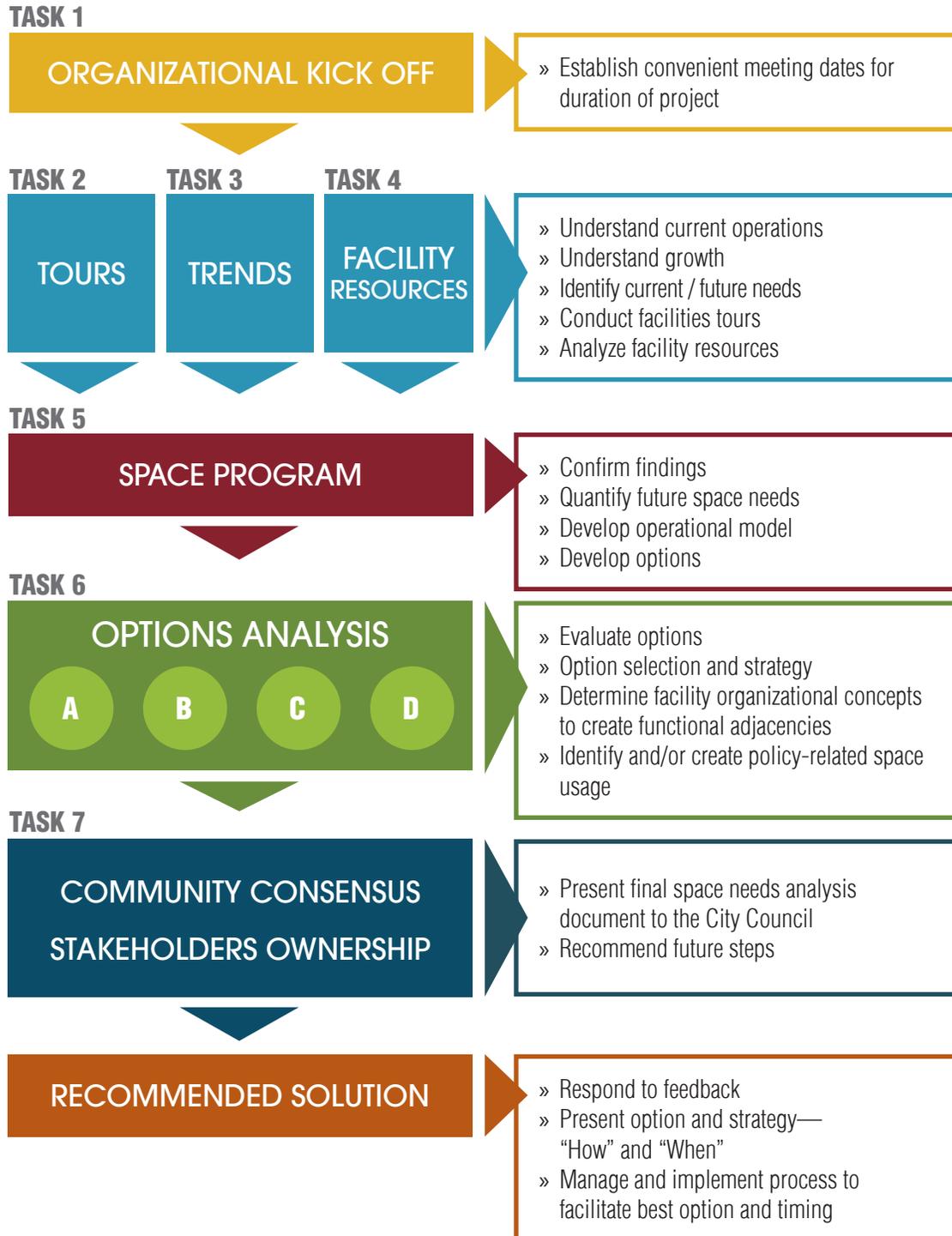
- » Helps establish and manage Total Project Cost
- » Confirms building construction cost and all related costs for site and building fit-out
- » A proactive approach to cost management during all phases of study and conceptual design



To achieve these goals:

- » We listen carefully
- » All interests have input and all options are explored
- » Ownership of the outcome is achieved
- » The outcome is an effective facility that is highly functional and operationally efficient

Space Study Analysis Process



Space Study Analysis Process

TASK 1 // Organizational Kickoff

Wold's initial meeting with you and your team will establish project direction. We will gain overall project objectives and will develop points-of-contact and schedules for those involved.

- A. Organize participants' activities and tasks
- B. Determine mission statement, goals and objectives (basis for decision making)
- C. Set forth planning strategy and formalize schedule (establish outcomes)
- D. Establish convenient meeting dates for duration of the project (keeps the ball rolling)

TASK 2 // Tour Similar Public Works Facilities

- A. Touring not only exposes you to trends, but also opens your mind to new operational models for consideration
- B. Touring creates a common language of size, spatial relation, and experience for both the City and design team to use

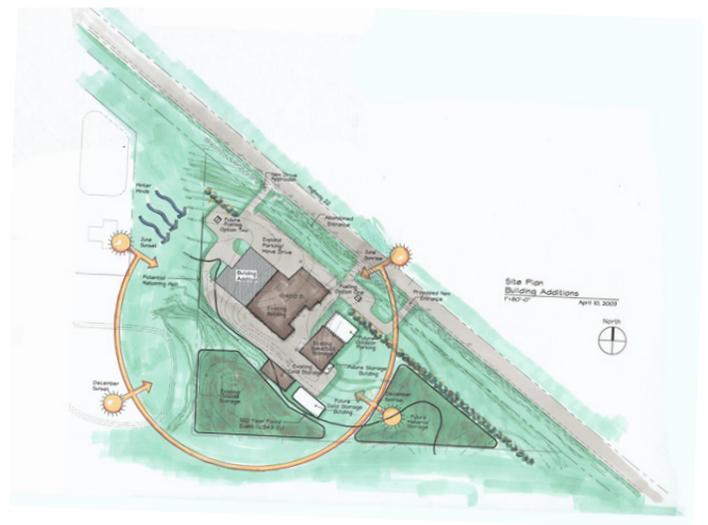
TASK 3 // Analysis of Current and Future Requirements

The functional analysis is intended to develop the space needs program through interviews, dialogue and analysis of existing information while exploring functional groupings and adjacencies to enhance the City's mission.

- A. Identify and/or create policy related to space standards by position for offices, work stations, meeting room standards, break room spaces, locker rooms, etc.
- B. Conduct space needs review
- C. Determine current space and operational deficiencies and organizational requirements through interviews with users
- D. Create a space needs summary (tabulated list) indicating space quantity and type
- E. Determine facility organizational concepts and create functional adjacencies and diagrams

TASK 4 // Analysis of Existing Buildings and Sites

- A. Obtain all applicable building plans and data
- B. Analyze relevant codes and requirements
- C. Diagram available building areas and maximum sizes for each building / site



Space Study Analysis Process

TASK 5 // Creation of Square Footage Program

Utilizing all the gathered information, create a complete matrix of information including current and future needs.

- A. Summarize all existing staff positions by name and existing square footage utilized
- B. Identify all existing spaces and their square footage and determine if the square footage is adequate. If not, determine what is needed to make them the appropriate size
- C. Create a square footage space needs program broken down by department for future needs. Square footages will be based on both net square feet (usable area) and gross square feet (circulation, mechanical, electrical, etc.)

TASK 6 // Options Analysis

- A. Organize all of the divisions of the Public Works department in a logical manner, based upon functional interactions and adjacencies
- B. Adopt functional adjacencies and relationship diagrams in the existing facility resources, developing multiple options of how to reuse space with varying degrees of remodeling
- C. Weigh each option against the Guiding Principles to determine the ideal use of the building and prioritize options
- D. Develop cost estimates which will allow accurate planning and budgeting for future remodeling and implementation of concepts

TASK 7 // Gain Approvals

- A. Develop agreement on final document with administration and appropriate staff
- B. Present final space needs analysis document to the department and City Council
- C. Recommend future steps and planning process to City Council



Planning Process Approach

Participatory planning process for the needs assessment and gap analysis

The Wold team believes that successful planning efforts are those that include a great deal of interactive participation that engages elected officials, building users, staff, and the community. Wold has developed a Participatory Planning Process which enables this programming effort to come to life.

Each participant's specific needs and objectives must be understood and every attempt must be made to meet those needs and objectives. Wold specializes in facilitating the site-based team process. We understand how to bring groups together, gain consensus and communicate the conclusions.

Core Planning Group

The Core Planning Group would consist of key decision makers who would work to evaluate design options using criteria established by the group, prior to recommendation to the City of Council for approval.

Among the issues that the Core Planning Group will decide when presented recommendations by the Wold Team:

Guidelines for a Successful Participatory Planning Process:

- » Core Planning Group requests information from input givers.
- Input givers' role is for input, not consensus decision
- » The more efficient the Core Planning Group, the faster the project can develop

Our unified planning and design approach ensures input from all stakeholders

We meet with your stakeholders, on their schedules, to determine needs and desires for each individual space being planned, from room organization and orientation down to the smallest details, like storage types, electrical outlet placement and door hardware. This input is clearly documented and distributed to all participants, then directly transmitted to the Core Planning Group's review.





Large open vehicle storage area. Flexible, safe and clear circulation



Flexible office space, access to daylight and views.



Open, welcoming staff breakroom space enhances productivity.



Organized material storage and inventory.

Public Works Design Factors

Considering operational concerns from other public works facilities, the following are potential objectives for your public works facilities' long-term plan:

Vehicle Storage & Repair

The relationships of vehicle servicing bays and the required workplace equipment creates tremendous opportunities to improve efficiency and productivity of your operations.

- » Work-flow enhancement
- » Environmental controls/Indoor air quality
- » Safety and security concerns
- » Equipment & tool coordination
- » Clarity of circulation
- » High durability for 24/7 use

Staff Support

The staff support areas need to reflect anticipated needs. The spaces include breakrooms, restrooms, locker rooms, meeting rooms – spaces that are shared among staff and often used for multiple purposes

- » Anticipated needs / changing demands
- » Future facility user changes
- » Changing workload requirements
- » Facility security
- » Employee productivity enhancements

Storage

Storage areas for material, equipment, and tools, must be designed to efficiently meet multiple needs for all types of situations.

- » Appropriate storage space for salt, gravel, etc.
- » Heated/cold storage for vehicles and equipment
- » Focus on access and security

Public vs. Staff

Delineation between areas meant for staff and those meant for public.

- » User-friendly reception area with good sight lines
- » Clear orientation
- » Secure access to staff spaces

Office / Administration

The design of office space must provide appropriate workspace for all users, as well as addressing future growth and changes.

- » Appropriate and efficient work space
- » Access for users
- » Flexibility for future growth and technology
- » Ability to change composition

Site Planning and Design

PUBLIC WORKS DESIGN FACTORS

The existing site is located on Barbara Avenue adjacent to the city hall and police facility. The location of the building and the adjacent storage area allows adequate room for a large vehicle circulation and storage.

Additionally the public works department utilizes various other storage facilities within the city including:

- » Rich Valley Parks Maintenance Building
- » Inverwood Golf Course Maintenance Building
- » Kuchera Parcel on Babcock Trail used for material storage
- » Gish parcels used for material storage

In addition the city has a parcel at 8195 Babcock trail that was recently acquired, but not being used and the Kundla parcels at 8296 Babcock trail that will be included in the study as an expansion opportunity.

Facility Planning And Design

The current public works facility was constructed in 1985 and other than minor changes, remains functionally as originally designed. The facility has aged well and is in fair condition. The building is zoned with administration and engineering at the front of the building, followed by shop space and parts storage, supporting the vehicle maintenance and storage spaces. The second floor is used for training, lockers and mezzanine storage. It was noted that the roof of all the buildings on the main site are leaking and need to be replaced.

Modern public works design needs to take into consideration the evolution of vehicle design, vehicle size and different types of equipment that need to be stored and maintained. The current thoughts for enhancements to this facility include:

- » Renovation / expansion of the existing public works buildings
- » Demolition and construction of a new public works building on the existing site
- » Study effectiveness of outdoor storage silos to determine the most efficient use of resources





HIGH PERFORMANCE DESIGN

Engineered Value

Design decisions based on promoting life-cycle cost (operating costs), instead of first cost, can yield an owner long-term savings. Wold takes that notion of energy conservation performance strategy one step further and thinks of it in terms of integrating performance of all systems versus the independent performance of any one system. Thinking in terms of bundles, or clusters, of systems is a strategy we use on many of our projects. This whole (total) building approach can benefit from reduced first costs and the need for operationally wasteful redundancies.

Data Driven Design

Use of energy simulations and energy analysis of the performance systems is an essential step to optimizing building performance. We have the expertise, resources, and experience to effectively use analytical tools to design buildings that achieve high performance through the selection of energy-efficient systems and strategies.

Facility Resources

PUBLIC WORKS DESIGN FACTORS

Wold Engineering

Wold believes that the key to success for a project is a coordinated effort between the architect and the mechanical and electrical engineering team. We have developed in-house engineering to facilitate coordination and provide the highest quality service for our clients.

As with any successful team effort, we know that communication and common goals are essential. We approach all scenarios for engineering with the same enthusiasm: commitment to do the best job possible, always think of the client's needs first, and provide proactive communication.

Engineering Expertise

- » Heating and Ventilation Systems
- » Boiler Plant Design
- » Chilled Water Plant Design
- » Plumbing Systems
- » Fire Protection Systems
- » Geothermal Systems
- » Ice Storage
- » Building Automation Systems
- » Power Studies
- » Power Distribution Systems
- » Grounding and Lightning Protection Systems
- » Emergency and Back-up Generator Systems
- » PA / Sound Systems
- » Master Clock and Program Systems
- » Voice and Data Systems
- » TV / Video Systems
- » Card Access Systems
- » Camera / Video Surveillance Systems
- » Building Security Systems
- » Fire Alarm Systems
- » Lighting Design

Engineering Services

- » LEED Certification
- » Energy Star Certification
- » Sustainable Design
- » Facility Analyses
- » Facility Planning
- » Schematic Design
- » Design Development
- » Construction Documents
- » Code / Life Safety Upgrades
- » Energy Analyses / Rebate Assistance
- » Construction Administration
- » On-site Observation
- » Commissioning
- » Post Occupancy Evaluation
- » Project Management

Benefits of In-House Engineering

Wold brings Architecture and Engineering services together to form an in-house collaboration to better enhance our ability to service Inver Grove Heights. Having both Architectural Staff and Engineering Staff under one roof is proven to have many advantages to ensure the overall success of your project.

- » Our LEED accredited architectural and engineering personnel have worked together on projects for 50+ regional public agencies
- » Improved communication between the architects, engineers, and all client stakeholders.
- » Schedules are better controlled, budgets met and overall performance is enhanced, surpassing client expectations.
- » Tailored and well coordinated contract drawings and specifications better reflect your desires and needs.
- » Cohesive integration of sustainable systems between architecture and engineering components.

Sustainability PUBLIC WORKS DESIGN FACTORS

A Sustainable Design Process

We encourage dialogue with our clients to elevate their expectation as it relates to their facility, and to understand their level of interest in applying various strategies. We know that the key principals of sustainable design can, and should to some degree, apply to all projects which we undertake. Wold believes that a solid design strategy automatically incorporates elements of sustainability, but we also believe that our clients' expectations are the primary goal on any of our projects. As architects practicing in a changing world and as our public clients support sustainability issues in their communities, Wold has developed an understanding and approach towards sustainable design.

Energy Modeling

An energy model establishes a common baseline to accurately model the energy performance and utility costs savings of each option. The model's system components are fine tuned to reflect actual consumption of electricity, natural gas, fuel oil and water.

Life Cycle Costs

We quantify the cost of options over their useful life. The life cycle costs are useful to capture not only the first costs to construct and the energy costs to operate, but also to account for variations in periodic and regular maintenance, and finally replacement costs at the end of a systems useful life.

Cost Estimates

Useful Life Cycle data starts with accurate project cost estimates. All our work is in the public sector work. We understand that successful projects are within budget. Our three prong approach in monitoring construction trends, relying on industry experts and drawing on staff experience ensures accurate project budgeting.

Finding a Balance

In understanding sustainable goals it is important to understand that each choice you make as a client is based on a balance of three basic and often competing criteria: First Cost, Quality Environment, and Operating Costs. Emphasizing one of these criteria has an inverse effect upon each of the others. For example, minimizing first costs may lead to compromises that impact the quality of the environment in interior spaces, or even lead to higher operation costs than what would have been realized with additional first cost investments. Our approach will walk you through a number of different areas of focus to determine those goals and develop solutions for those specific choices.



» *Wold is familiar with many recognition programs that can provide sustainable design metrics, such as rebates and tax incentives, LEED, Energy Star and the Minnesota Sustainable Building Guidelines (MSBG).*

Wold projects designed with LEED Guidelines:

- » Minneapolis Emergency Operations Training Facility, Fridley, MN
- » Gordon Parks High School, St. Paul, MN
- » George W. Gibbs Jr. Elementary, Rochester, MN

Wold projects designed with MSBG Guidelines:

- » Ramsey County Law Enforcement Center, St. Paul, MN
- » Dakota County Technical College Information Technology Improvements, Rosemount, MN
- » Alexandria Technical College Law Enforcement Training Addition, Alexandria, MN
- » Hennepin County Family Justice Center, Minneapolis, MN

Wold Projects measured with Energy Star Metrics:

- » Dakota County Northern Service Center, West St. Paul, MN (achieved 98% rating)
- » Redtail Ridge Elementary School, Prior Lake, MN

Wold Projects designed for U.S. Fish and Wildlife Guidelines:

- » Lakeville South High School, Lakeville, MN
- » River Falls High School, River Falls, WI

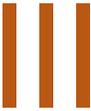
Existing Facility Analysis Scope of Work: Long-Range Solutions

Wold staff will investigate your current facilities' physical conditions and deficiencies. From this information we will determine issues and develop solutions that improve conditions and eliminate deficiencies. We do this by spending time in your buildings, visiting with the users of the facilities and identifying needs and issues. These needs and issues are prioritized, with your input, costs are assigned and all information is analyzed. The findings are then compiled into a user-friendly tool on which the City of Inver Grove Heights can rely to develop long-range goals.



Our Facilities Assessment explores conditions and deficiencies in eleven important areas:

- Site:** The site and its surroundings including parking areas.
- Exterior:** The exterior envelope, roof, windows, walls, and doors.
- Interior:** The condition of the interior spaces and finishes.
- Accessibility:** Confirm the analysis / study completed to verify the overall handicapped accessibility conformance of the facility and site.
- Life Safety:** Explains life safety and code deficiencies as discovered during field observation.
- Hazardous Materials:** Covers the information provided by the County concerning asbestos materials present and any water issues.
- Mechanical Systems:** The existing mechanical systems / components and their known and discovered deficiencies.
- Electrical Systems:** The existing electrical systems / components and their known and discovered deficiencies.
- Space Needs:** Develop desired room and total building square footages.
- Technology:** Documents the existing non-direct technology systems and components and their known deficiencies.
- Expandability:** Addresses the factors involved in any increase in building size or modification of the facilities.



Cost Estimating

Wold's reputation relies upon accurate cost estimation and budget management. Our successful strategies and methodologies approach budget management as an ongoing task.

With public funding involved, we understand the importance of quality estimating from the beginning of the planning and programming phase in assuring cost control and project success when design and construction phases begin.

The combination of consulting cost estimators, trend analysis and internal cost estimators ensures an effective cost benefit analysis starting at the study / pre-planning stage and continuing through all the project phases. The public sector clients we serve require this level of attention in order to effectively manage the public funds involved in the process.

Wold is prepared to meet all of your time and budget requirements.

BUDGET MANAGEMENT

The Wold Team approaches budget management as an ongoing task, from the start of planning and programming through the completion of the construction. The public sector clients whom we serve require this level of attention. We know that the planning for public facilities sets the framework for future costs. Eighty percent of the cost for a project is determined by the first 20% of the decisions. Therefore, we take the initial planning very seriously, because it is the key to future financial factors.

Integration of all aspects of a project including building systems and building elements are considered. Focus is placed upon the coordination and evaluation of functional and aesthetic needs within the assigned budget. Products including both materials and furnishings are evaluated using all information available.

Specific cost and budget analyses ensure adherence to original budgets for the project. Construction and installation documents and management provides the direction for seamless process management moving toward occupancy.



PLANNING IMPACT ON COSTS

Trends

Wold maintains a file of regional building projects, updated quarterly. We have the ability to average gross costs for each specification section and relate that cost to a specific building type in the government market.

Staff

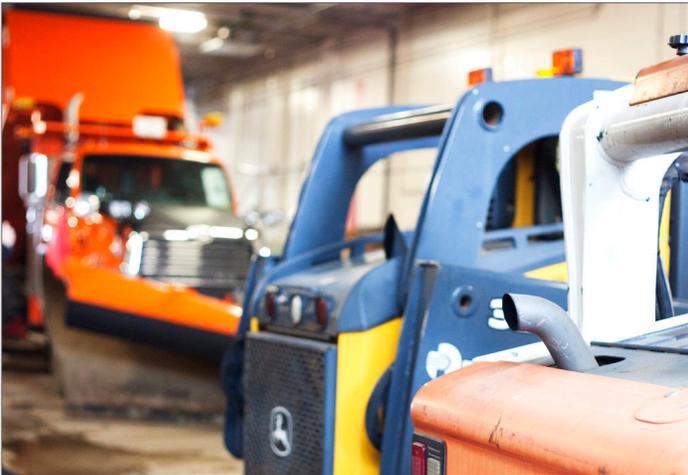
Wold's cost estimating staff will complete detailed material take-offs and cost estimates at intermittent phases. These estimates are checked against the regional trends.

Experts

During the later stages of Design Development and Contract Documentation, we call in contractors, cost estimator and vendors to check our numbers and verify cost. This final check gives us the mood of the bid market and reinforces our estimates prior to bidding.



Schedule Management



The Project Manager is responsible for managing the schedule. Wold will accomplish this by first working to establish a milestone schedule for the project. We will then develop a detailed Outcome Based Agenda for all meetings that we feel are needed to accomplish that milestone schedule. You'll find that we won't meet just because there is a regular meeting scheduled on the calendar. We meet to make decisions and move projects forward. We will not conclude each meeting until the tasks on the agenda are accomplished.

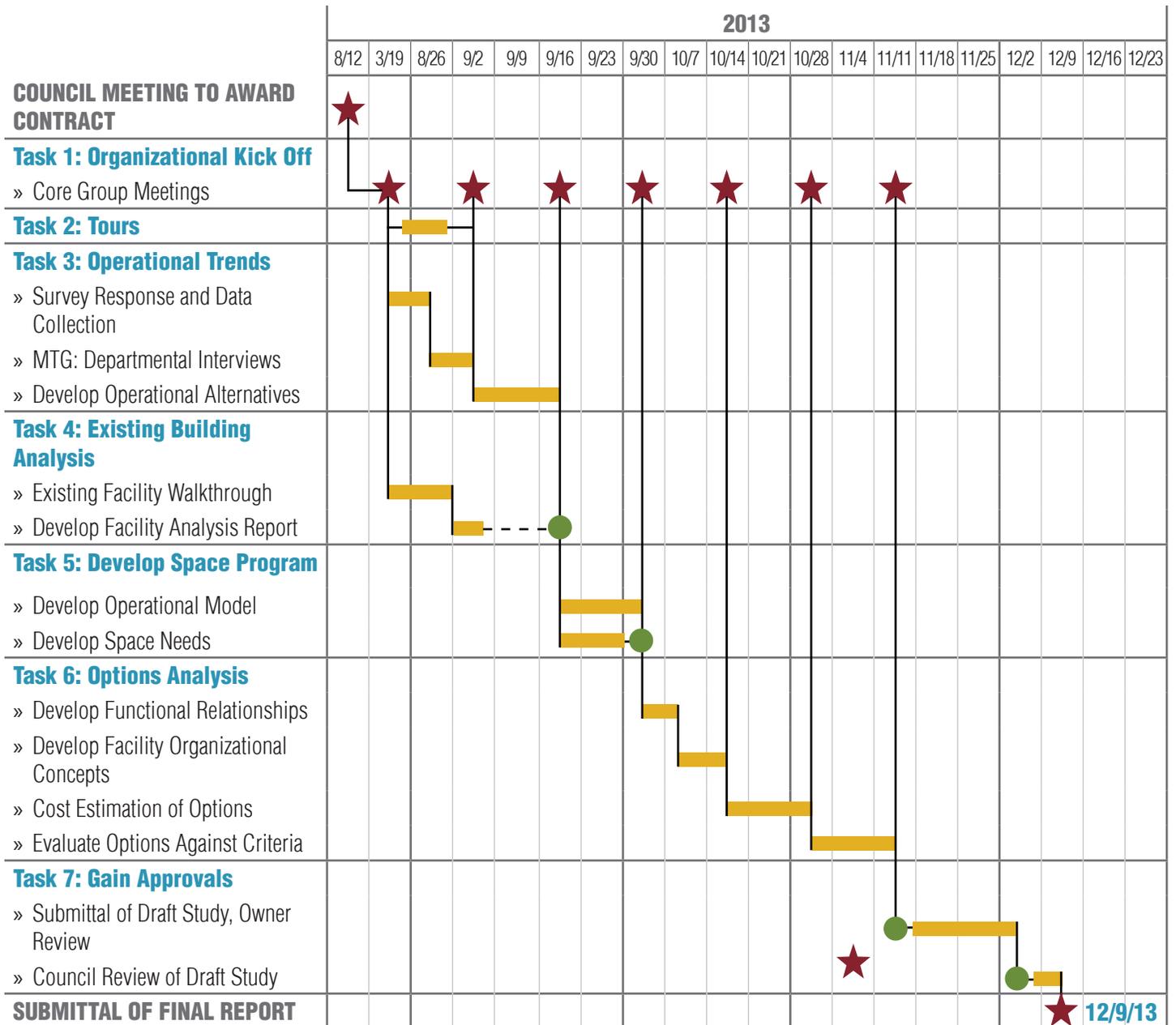
As the project progresses, the Project Manager will monitor the performance and input of all participants to assure that information is available and distributed as required and that tasks are completed in a timely manner.

The key to successful schedule management is the whole-hearted partnering of the entire Project Team. Wold staff and consultants have teamed on numerous past projects and have a proven record of serving and listening to clients and responding to their needs.

The ability to manage a progress schedule is most exposed by viewing the past fruits of our labor. Our client network will claim that being on time has been crucial to maintaining our continuing relationships. Managing a progress schedule requires a daily, weekly and monthly monitoring process. When a schedule is viewed as a list of tasks that need to be accomplished, time/labor can then be applied to the tasks. The more detailed and sequential the task description, the greater the opportunity to properly make the necessary adjustments for maintaining the schedule. Wold is passionate about this process.



Schedule Management



- ★ Owner Input / Review Meeting
- Presentation of Deliverable
- Study Development

Meeker County Public Works

Litchfield, Minnesota

Project Start: August 2006
Project Completion: July 2007
Size: 35,000 SF
Construction Cost: \$5.1 million

Project Team

John McNamara // Partner-in-Charge,
Kevin Marshall // Engineer

Wold was selected by Meeker County and MnDOT to provide a new public works facility to replace their aging downtown facility.

This project provides much needed vehicle space and mechanics repair space to support the needs of the county and MnDOT. The goal was to provide space for current needs and to allow for expansion of vehicles and staff. The facility includes 3,000 SF for administrative offices; 24,000 SF for vehicle storage and maintenance, including warm vehicle storage, 4,000 SF of mechanics space with three mechanics bays; locker rooms and staff break room; mezzanine storage; parts supply and sign shop.

Energy saving and sustainable approaches were incorporated into the design of the facility including passive daylighting, shading devices, CO2 monitoring, passive heating and geothermal heating and cooling.

Both Meeker County and the State of Minnesota benefit from collocating in the same facility, with shared infrastructure. These partnerships are highly valued and this project was the number one priority for the 2005 State Bonding Bill.



Client Contact

Paul Virnig, County Administrator
 320.693.5201

Ron Mortensen, County Engineer
 320.693.5360

Brooklyn Park O & M Campus Improvements

Brooklyn Park, MN

Project Completion: March 2013 / TBD
Size: 20,000 SF
Construction Cost: \$2.8 million

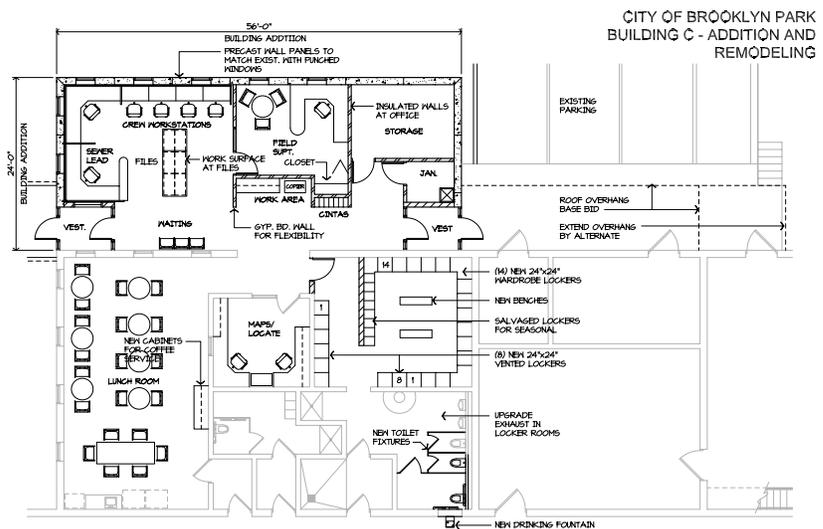
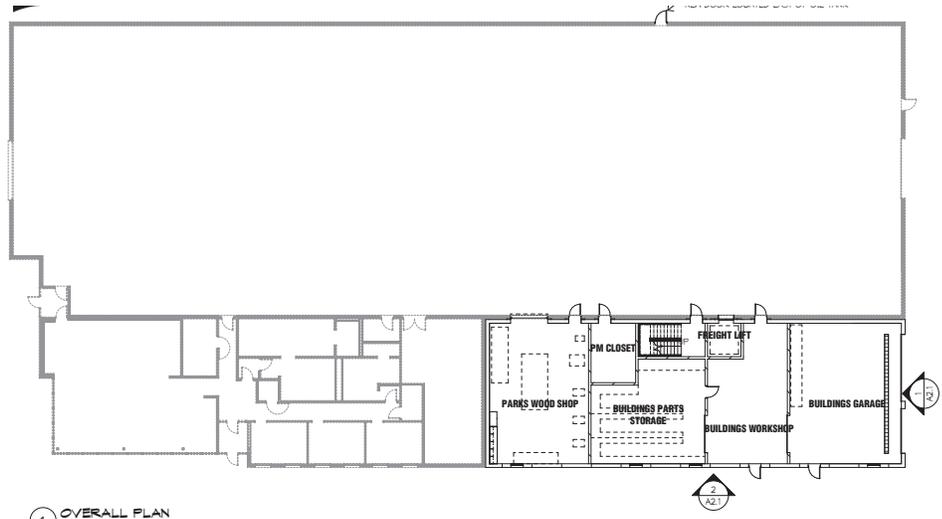
Project Team

John McNamara // Partner-in-Charge
Kevin Marshall // Mechanical Engineer

Wold was selected to be the architectural and engineering team on a master contract for all projects and studies for the City.

One of the first projects was to implement much needed modernization projects for their public works buildings or their operations and maintenance campus. The first of these projects was to modernize Building C by renovating office, locker and training spaces and to add 5,000 SF of new administrative space. This first project was complete in March of 2013.

The second project on this campus was to master plan modernizations to their buildings A & B. Improvements include renovated office, locker, storage, and training spaces. The City Council approved moving forward with design with construction expected to start in the spring of 2014



Reference

Dan Ruiz, Director of O&M
 763.493.8047

Steve Lawrence, Central Services Superintendent
 763.493.8028

Farmington Public Works

Farmington, Minnesota

Project Start: September 2001
Project Completion: August 2002
Size: 45,000 SF
Construction Cost: \$5.2 million

Project Team

John McNamara // Partner-in-Charge
Kevin Marshall // Engineer

Wold was selected by the City of Farmington to develop options for a North Municipal Campus. Working with planning groups from the city, optimal placement of phase one buildings and future municipal buildings on the site was extensively explored. Consideration of image presented to the community, building sizes, parking requirements, and traffic flow around and within the site were examined. The selected option provides convenient ready access to highways and is advantageous for public works and park department vehicles. The municipal water tower on site indicates a likely location for further water service buildings.

The building designed in brick, metal and precast concrete is harmonious with the Farmington Police Station. Berms, landforms and landscaping are utilized to screen the visual impact of the Central Maintenance Facility on the surrounding residential neighborhood.

The design was dictated by the size and turning radii of the vehicles and machinery to be stored in the facility as well as the planning for expansion as future growth dictates. Overall site landscaping uses patterned paving around the public entry, extending toward public parking, and is enhanced with trees and seasonal planting.



Client Contact

Robin Roland, Former Finance Director

*Currently Finance Director for the City of Cottage Grove
 651.458.2832*

Lee Mann, Former Director of Public Works / City Engineer

Currently Stantec's Municipal Practice Leader

City of Woodstock Public Works Facility

Woodstock, IL

Project Completion: TBD
Size: 70,000 SF
Construction Cost: \$10.8 million

Project Team

John McNamara // Project Architect
Matt Bickel // Project Manager
Kevin Marshall // Mechanical Engineer

This nearly 70,000 square-foot structure includes storage and maintenance facilities for over 50 vehicles, with adjacent wash bay, painting and welding stations. Office space for up to 20 administrative and engineering staff was also added, along with conference / training areas, divisional ready rooms, and locker rooms.



Reference

Tim Clifton, Former City Manager
 815.338.4301

Jeff VanLanduyt, Interim Public Works Director
 815.338.6118

Austin Public Works Facility

Austin, Minnesota

Project Completion: 2005

Size:

Main public works building: 52,671 SF

Cold storage building: 10,200 SF

Salt storage building: 8,400 SF

Construction Cost: \$5 million

When Austin outgrew its maintenance facility, they needed to properly maintain and protect equipment and vehicles. Stantec prepared a site analysis, developed a space needs study, and designed the new facilities.

Stantec prepared a two-phase plan for project completion. Phase 1 involved surveying potential users and developing a budget for the facility. The study considered including other local public agencies and potential common design elements. Stantec delivered a final program schedule and construction budget.

In Phase 2 Stantec designed the new facility, produced construction documents and specifications, and documented the bidding process. The facility houses the street, sewer, sign, and maintenance departments. The building combines pre-engineered structures with conventional structural engineering.

A cold storage building contains a secure area for the Police Department impound. The building is a pre-engineered wood-framed structure. A salt storage structure handles 2,500 tons of salt/sand mix, 100 tons of salt, and an area for the salt brine system. This structure combines cast-inplace concrete, with pre-engineered structure including walls and roof.



Reference

Jon Erichson, City Engineer

507.437.9945

Carver Fire Station/Public Works Facility

Carver, Minnesota

Project Completion: 2001
Size: 19,600 SF
Construction Cost: \$1.5 Million

Carver's Public Works/Fire Station facility features 16,000 square feet on the main level and 3,635 square feet of mezzanine space. Stantec provided total architectural, engineering, and construction observation services. We helped the City prepare a referendum to obtain financing. We worked closely with the City's building committee to achieve a final design that met each department's space needs and remained within the established budget.

The fire station portion contains three double-deep-through bays and one double-deep non drive-through bay. The public works portion contains three double-deep drive-through bays and one service bay. The facility also houses fire department and public works offices, shared restrooms with showers, a multi-purpose room, kitchen, utility room, SCBA room, mechanical/electrical room, and stairs accessing the mezzanine space.

The building exterior consists of insulated pre-cast concrete wall panels. The front wall has an exposed aggregate finish with a single smooth horizontal accent band and similar accent treatment around the overhead doors.

The building's front and rear overhead doors have a full-vision glass section to allow natural light into the truck bays and public works garage. Aluminum windows 16 feet above the floor on the sidewalls also provide natural light.

The roof system consists of steel bar joists spaced 5-foot on center with metal roof decking and a loose-laid EPDM membrane.



Reference
Paul Schultz, Public Works Director
 952.448.2290

St. Cloud Central Services Facilities Space Needs Study

St. Cloud, Minnesota

Project Completion: 2003

Size: 45,035

Construction Cost: N/A

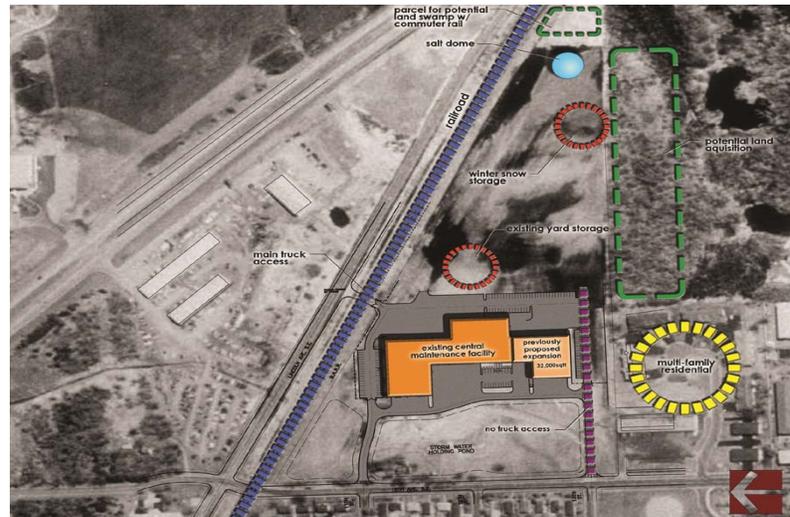
Since its 1992 construction, all the departments located at the city of St. Cloud's Central Maintenance Facility experienced growth in personnel and equipment. Several of these departments are now experiencing a shortage of both interior and exterior space. To help the City decide how to solve this space crunch, Stantec completed a public facilities space needs study.

An in-depth analysis of the City's existing facilities was conducted to determine their ability to accommodate present and future personnel and needs. The study outlined the additional facilities needed to provide efficient service.

We worked extensively with the City staff to analyze the following facilities:

- » City Hall
- » Senior center
- » Law enforcement center
- » Park maintenance facility
- » Three fire stations and two substations
- » Airport rescue firefighter station

The final report provided guidance and information to the City for upgrading, maintaining, and replacing their existing facilities.



Reference

Gerald Kaeter, Assistant Director of Operation & Maintenance

320.650.2900

St. Cloud Central Services Building Expansion

St. Cloud, Minnesota

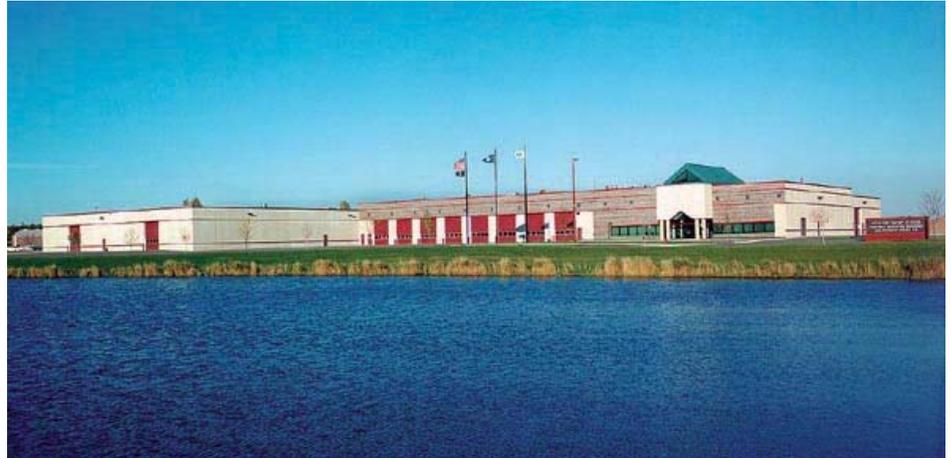
Project Completion: 2007
Size: 31,889
Construction Cost: \$2.3 Million

Stantec was chosen to design the City's Central Services Building in 1991. The primary challenge in designing the facility was developing a modular floor plan. The modular floor plan allows the Public Works and Utilities departments to retain independence while sharing common spaces, saving space and construction costs.

The 2006 expansion project is a culmination of more than three years working closely with the facility's staff to identify short-term and long-term space needs and then to develop a construction phasing plan that fits the City's budget.

This is the first phase of that plan to provide additional Utility Department heated garage space and additional Cold Storage space which can be converted to Heated Storage in the future.

The \$2.3 million project involved expanding/remodeling 31,889 square feet.



Reference

Gerald Kaeter, Assistant Director of Operation & Maintenance
320.650.2900



Education
Architecture and Engineering
 University of Minnesota
Architecture
 Saddleback College, CA

Partner-in-Charge

John McNamara // AIA, LEED AP

In his role as Partner-in-Charge, John will utilize his expertise to translate the goals and objectives of the City of Inver Grove Heights into a highly functional and operational design. He brings more than 20 years of experience to the team, and will be the primary client contact. John's most recent experience includes the Joint Public Works facility for Meeker County/MnDOT and the City of Farmington Public Works.

Meeker County

Public Works Facility, Courthouse Renovation, Law Enforcement Center

City of Farmington

Fire Station No. 2, Campus Master Plan, Police Station, City Hall, Vehicle Maintenance Facility, First Street Garage

City of Cottage Grove

New Public Safety / City Hall

City of St. Paul

Police Headquarters Renovation, City Hall Annex Renovation, City Hall / Courthouse, Dunning Field Concessions

City of Lakeville

Police Dept. Space Needs Analysis, New Police Station

City of Faribault

Police Dept. Study, New Police Station, Fire Station Study

City of Northfield

Public Safety Center Study

City of Woodstock

Public Works Facility

City of Prior Lake

New Police Station, New City Hall,

Campus Master Plan

City of Berwyn

Fire Station No. 2

City of Richfield

Fire Station. Police Station

City of Owatonna

Historic Fire Station

City of Oak Grove

Fire Station No. 2

Village of North Aurora

Police Facility

City of Red Wing

Law Enforcement Center

City of Lake in the Hills

Public Works Facility

Rice County

New Jail Study, New Jail Site Study, Courthouse Renovation, Jail Renovation

City of Woodstock

Public Works Facility, Police Station

City of Minneapolis

EOTF

City of St. Paul Park

Fire Station, Police Station

City of New Ulm

City Hall Remodeling



Education
Bachelor of Arts—Architecture
 University of Minnesota
Construction Document Technologist
 Construction Specifications Institute

Project Manager

Mike Klass // LEED AP

In his role as Project Manager, Mike will utilize his expertise to translate the City's goals and objectives into highly functional and highly operational design. Mike's involvement will ensure a final product that is appropriate for the City both in function and use, but while also maintaining a balance between aesthetics and budget. He brings more than 20 years of experience to the team and will manage all the processes for a highly successful outcome.

City of Cottage Grove

New Public Safety / City Hall

Winona County

Law Enforcement Center Remodeling

Ramsey County

Courthouse/St. Paul City Hall

Carver County

Law Enforcement Center

Dakota County

Law Enforcement Center, Administration Addition/ Renovation

City of Richfield

New City Hall, Police and Fire Stations

City of Prior Lake

New City Hall, New Police Station

Winona Schools

District-wide Facility Analysis, Winona Middle School

Lakeville Schools

Century Junior High School, Eagle Ridge Junior High School



Mechanical Engineer

Kevin Marshall // P.E., LEED AP BD+C

As the Mechanical Engineer, Kevin's experience with renovation and new design projects for federal, state, county and municipal governments provide a solid background of high-performing system solutions. He ensures the mechanical engineering needs of the client are met and that an economical, quality solution is delivered.

Education
B.S. - Mechanical Engineering
 Washington University
B.A. - Math and Physics
 Macalester College

Meeker County

Public Works Facility,
 Courthouse Renovation, Law
 Enforcement Center

City of Cottage Grove

Public Safety / City Hall

City of Farmington

Vehicle Maintenance Facility,
 Police Station, City Hall

Carver County

Government Center Additions,
 Government Center Central
 Plant

Dakota County

Northern Service Center,
 Administration Center Addition,
 Communications Center

Blooming Prairie Schools

High School Improvements

City of Hutchinson

Hutchinson Area Transportation
 Services, City Hall, Community
 Event Center

Prior Lake Schools

Prior Lake High School



Electrical Engineer

Bradley Johannsen // P.E, LEED AP

As the Electrical Engineer, Bradley Johannsen has a robust knowledge of quality electrical systems and will guarantee an uninterrupted service delivery through efficient and redundant power systems. Bradley's experience in the public sector gives him a broad understanding of the high level expectations of sustainable, seamless electrical systems design that are flexible and adaptable as well as the detailed requirements of a facility such as this.

Education
**Bachelor of Science in
 Electrical Engineering**
 University of Iowa

McLeod County

Courthouse

Rice County

Courthouse Remodel

City of Farmington

Public Works, Police
 Department

City of New Ulm

City Hall Remodel, Public
 Utilities

City of Redwood Falls

Community Center,
 Commissioning,
 Concession/Computer
 Room

City of New Prague

ECFE

City of Waseca

Federal Bureau of Prisons

City of Mounds View

Community Center



Education
Bachelor of Science – Civil
Engineering
 Marquette University

Lee M. Mann

Principal // PE

Mr. Mann joined Stantec in 1994. He currently serves as Stantec's municipal practice leader in Minnesota, Wisconsin, and North Dakota. In this capacity, Lee is responsible for leading and supporting our employees in providing excellent service for our municipal Clients. Lee served as the Director of Public Works/City Engineer for Farmington, Minnesota from 1997 through 2007. As director, his duties included managing the City's public works system, supervising maintenance and engineering operations and staff, implementing the City's capital improvement program, reviewing developments, addressing resident concerns, presenting projects to the City Council, and coordinating multi-party interactions.

Having worked in a number of capacities for a variety of communities, Lee has a solid background in municipal street and utility, transportation and storm water management projects. His project management experience includes report preparation, agency coordination, permitting, critical path planning and comprehensive plan implementation..

Urban Land Engineering – Stoughton Avenue Reconstruction, Chaska, MN

Design and construction services for this reconstruct that included a new road surface, new water main, and sidewalk and trail facilities.

5th Street Trunk Sanitary Sewer Extension, Farmington, MN

Trunk sanitary sewer extension from south of Elm Street to north of Walnut Street. Continuation of sanitary sewer installed for Main Street Project. Included an extension of a water main and street improvements.

Forth Street Storm Sewer Extension, Farmington, MN

Trunk storm sewer extension from south of Elm Street to north of Walnut Street. Continuation of storm sewer installed for Main Street project. Included an extension of a water main and street improvements.

2nd Street/Spruce Street Reconstruction, Farmington, MN

Reconstruction of 2nd Street and Spruce Street and utilities support the construction of the new City Hall.

City of Farmington's Central Maintenance Facility, Farmington, MN

Over saw the design and construction of Farmington's Central Maintenance Facility that was constructed in 2001.



Bruce P. Paulson

Project Architect // AIA

Mr. Paulson has more than 37 years of architectural design experience in corporate, commercial, institutional, health care, hospitality, and leisure/entertainment areas. Bruce specializes in technical detail design services to help ensure final products mirror or enhance the designer's intended vision.

Education Associate Degree – Drafting and Design

Duluth Area Vocational Technical Institute

New Public Works and Maintenance Facility, Austin, MN

Was the project manager and project architect responsible for designing the new facility. Helped to prepare a site analysis and develop a space needs study. This new public works facility accommodates administration, street, sewer, sign, and maintenance departments. A cold storage building contains a secure area for the police department impound

New Public Works/Fire Station Facility, Carver, MN

Was the project manager and project architect responsible for designing the new facility. Worked closely with the City's building committee to achieve a final design and met each department's space needs and remained within the established budget.

Central Maintenance Facility Expansion, St. Cloud, MN

As project manager, evaluated the existing facility to understand current use, determining where spaces could be better used, and developing an plan to maximize the space use and for future expansion to meet growing needs. This expansion includes adding cold storage south of the existing facility and expanding the utility department. This study involved meeting with various departments to review their current space use, current space needs, and projected future needs. Alternate sites were evaluated around the city for potential development as satellite facilities to maintain the level of service as the city grows.

Fire Station/Public Safety Facility Planning Study, Forest Lake, MN

Was the project manager and project architect responsible for the space needs study and floor plan development that maximized shared spaces for both fire and police departments, while maintaining separation for those spaces that are department specific in consideration of building security.

City Hall Planning Study, Forest Lake, MN

Stantec is working with the City to develop a new layout for the existing City Hall based on the space needs study we recently completed.

City Hall ADA Upgrades, Maple Lake, MN

Bruce is working with the City of Maple Lake to identify and implement measures to bring the City Hall into compliance with current ADA requirements. City requested that Stantec prepare a report that define area within City Hall that are not in compliance with current ADA and UFAS requirements and give an opinion of probable construction costs. The City of Maple Lake has received a USDA grant that will allow the City to make upgrades.

Why Wold

We bring **strong experience** in designing Public Works

Our highly qualified staff has current relevant experience in the design of Public Works facilities. Our experiences include local facilities for Meeker County, Farmington, Hutchinson, Austin, Carver, and St. Cloud, and regionally for Lake of the Woods and Woodstock, Illinois and Shelby Township, Michigan. This demonstrates our ability for interpretive design that reflects the community goals for each city.

We bring **quality** in designing Public Works

Wold has developed an outstanding reputation with our clients. We embrace the endorsements of our satisfied client base, who has witnessed our commitment to service. We encourage you to contact our references to hear their endorsements of our quality service in helping them create their facilities.

Our goals is to achieve **value and quality** while remaining on time and on budget

We are dedicated to meeting your budget and project schedule without compromise. Your project schedule matches well with our workload. We know this will be a fast-moving project and we are committed to meeting your schedule and budget expectations. We have the staff and resources to ensure a timely completion.

We bring the right experience to integrate **energy savings**

Our design process investigates cost effective ways to use methods and materials that create a facility sensitive to the environment and users. We will help the City of Inver Grove Heights to incorporate energy saving and sustainable strategies into the facility without adding cost. Over half our staff are LEED-certified professionals who know sustainable and green design.

Our creative team will provide **aesthetic design features** in keeping with your community

Each community we work with has unique goals and objectives for their public buildings. Our recent experiences demonstrate our understanding and ability for interpretive design that reflects community goals. Each design is unique and is an extension of the community. We believe it is our role to understand your community and design a building that fits your goals.

We want to be your architect!



Fixed Fees

We often are asked how many visits our fees include, or how many meetings can be expected based on our fee. Quite honestly, our answer is, "As many as it takes!" We don't request additional services along the way once the project is determined. We want to do the best job possible for you, and if we were worried about how often we could come to see you that would be counter-productive to this goal. We will do what it takes to build our relationship, exceed your expectations, and ensure your success.

Wold provides fixed fees to all of our clients based on the type of project. Wold believes that fixed fees provide the client with maximum services without surprises. This fixed fee would include all consultant and Wold costs including reimbursables.

Wold proposes establishing a fixed fee or \$21,800 for the comprehensive Public Works Maintenance Facility Space Needs Analysis.

Reimbursables

Reimbursables are for travel, mileage, miscellaneous printing, telephone, fax, etc. These are billed as they are accrued.

Wold estimates reimbursables to be \$1,000

All Inclusive Fee

Our proposal is not limited to the number of meetings, rather we will provide all the services needed to completely fulfill the project. If Wold is selected to implement the approved solution for the city of Inver Grove Heights, 30% of our fee can be credited against the future fee.

As requested, the following represents the hourly rates for each employee category and work task identified.

Wold Architects and Engineers

Employee Category	Hourly Rate
Principal	\$130.00
Project Manager	\$115.00
Lead Mechanical Engineer	\$115.00
Lead Electrical Engineer	\$115.00
Architectural Staff	\$75.00
Interior Designer	\$75.00
Mechanical Engineer Staff	\$85.00
Electrical Engineer Staff	\$85.00

Stantec

Employee Category	Hourly Rate
Principal	\$150
Project Manager	\$137

Tasks 1,2,3 and 5 - Planning and Programming

Employee Category	Hours	Rate	Cost
John McNamara	4	\$130/hr	\$520
Lee Mann	4	\$150/hr	\$600
Mike Klass	8	\$115/hr	\$920
Bruce Paulson	8	\$137/hr	\$1,096
Architectural Staff	16	\$75/hr	\$1,200
Sub Total			\$4,336

Tasks 4 - Existing Building Analysis

Employee Category	Hours	Rate	Cost
John McNamara	4	\$130/hr	\$520
Mike Klass	16	\$115/hr	\$1,840
Kevin Marshall	4	\$115/hr	\$460
Bradley Johannsen	4	\$115/hr	\$460
Architectural Staff	16	\$75/hr	\$1,200
Mechanical Staff	8	\$85/hr	\$680
Electrical Staff	8	\$85/hr	\$680
Sub Total			\$5,840

Tasks 6 and 7 - Options Development/Approvals

Employee Category	Hours	Rate	Cost
John McNamara	8	\$130/hr	\$1,040
Lee Mann	8	\$150/hr	\$1,200
Mike Klass	16	\$115/hr	\$1,840
Bruce Paulson	16	\$137/hr	\$2,192
Kevin Marshall	4	\$115/hr	\$460
Bradley Johannsen	4	\$115/hr	\$460
Architectural Staff	32	\$75/hr	\$2,400
Mechanical Staff	16	\$85/hr	\$1,360
Electrical Staff	8	\$85/hr	\$680
Sub Total			\$11,632
Total Proposed Fixed Fee			\$21,800

Total Proposed Fixed Fee

Direct reimbursable expenses would be billed at cost per the following table:

Direct Expense	Cost
Mileage	\$0.75/ mile
Photocopies	\$0.10/ page
Large (E size) Format Copying	\$2.50/sheet
Color Plotting	\$0.50/ sq.ft.
Postage	At Cost
Delivery	At Cost
Facsimile	No Cost
Outsourced Reproduction	At Cost

Public Works Maintenance Facilities Space Needs Analysis CITY OF INVER GROVE HEIGHTS



MN/DOT MAPLE GROVE PG 21



CRYSTAL PUBLIC WORKS MASTER PLAN PG 16



COON RAPIDS PUBLIC WORKS PG 23



BURNSVILLE MAINTENANCE PG 26



WEST ST. PAUL PG 22



LAKEVILLE PG 18



July 31, 2013

REQUEST FOR PROPOSAL FOR
Public Works Maintenance Facilities Space Needs Analysis
City of Inver Grove Heights, MN
City Project No. 2005-05

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

PROPOSAL SUBMITTED BY:
Kodet Architectural Group, Ltd.
Edward J. Kodet, Jr., FAIA, LEED AP
15 Groveland Terrace
Minneapolis, MN 55403-1154
612.377.2737 (p) | 612.377.1331 (f)
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www.kodet.com

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Kodet Architectural Group, Ltd.

15 Groveland Terrace · Minneapolis, MN 55403-1154
E-Mail arch@kodet.com · Website www.kodet.com
Telephone 612.377.2737 · Facsimile 612.377.1331

July 29, 2013

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

RE: Space Needs Analysis for the Public Works Maintenance Facilities in the City of Inver Grove Heights

Dear Mr.Thureen:

The Space Needs Analysis for the Public Works Maintenance Facilities is a great opportunity to enhance the existing or create a new and effective facility for the City of Inver Grove Heights. We appreciate the opportunity to propose on the Space Needs Analysis. The Kodet team will provide multiple facility options, including detailed cost estimates. In fact, you will see that our track record for cost estimates is accurate and complete. This distinguishes the firm.

In the following pages you will see the firm expertise and how we work with clients to meet their needs. This includes everything from site planning to the smallest interior detail. We are experienced in efficient planning and designing for phasing, so the project can adjust to increased demands as the City grows.

Our collaborative approach involves the client in the programming process and is the foundation of our practice. A commitment to designs that meet project budgets and schedules comprises the firm's practice philosophy. I will lead the design team along with Ken Stone, AIA as Project Manager and cost estimator.

Kodet Architectural Group has the current experience, talent, record of sustainability, and project management skills to work as a team with the City of Inver Grove Heights. Our previous and current experience with municipalities helps us understand the demands and guidelines that this type of facility requires. We invite you to visit any of the maintenance facilities we have designed. In addition, we welcome the opportunity to review the designs currently being conducted. We have the most recent design ideas as well as costs for construction that reflect current market conditions.

The request for proposal provides areas you wish firms to address. We will be focused on those areas and the number of items that are routinely addressed as part of working with our firm. We believe in exceeding client expectations and will endeavor to do the same for the City of Inver Grove Heights, including:

- Reviewing and analyzing existing facilities, equipment, and operations.
- Providing multiple design options and other supporting ideas to meet the needs of the City of Inver Grove Heights.
- Providing in-house detailed cost estimating.
- Providing detailed alternatives and ideas on how to meet needs, budget, and schedule.
- Providing guidance to City Staff and Council for alternatives.

We are committed to providing a united effort in developing creative, responsive, and functional solutions. We look forward to the possibility of working on the Inver Grove Heights Public Works Maintenance Facilities study. Please feel free to contact us to answer any questions you may have at 612-377-2737.

Sincerely,
KODET ARCHITECTURAL GROUP, LTD.



Edward J. Kodet, Jr., FAIA, LEED AP BD+C



BACKGROUND OF FIRM

Kodet Architectural Group, Ltd.

Edward J. Kodet, Jr., FAIA, LEED AP
 15 Groveland Terrace
 Minneapolis, MN 55403-1154
 612.377.2737 (p) | 612.377.1331 (f)
 ekodet@kodet.com
 www.kodet.com

History of Firm

Kodet Architectural Group is a medium-sized firm located in Minneapolis, Minnesota. The firm was established in 1983 by Edward Kodet, Jr., FAIA after he had served for 13 years as a partner in a previous firm and while still serving as an adjunct professor at the University of Minnesota.

The focus of our firm is to represent the best interests of our clients. Kodet Architectural Group has won numerous awards for design and interiors and has a strong portfolio of award-winning projects. Good design, while meeting budgets and schedules comprise the firm's practice philosophy.

Kodet Architectural Group specializes in public works and maintenance facilities. Our team has significant experience accessing and developing pre-design plans and space need studies for counties and cities. We have the skills to develop a plan to transform your facility to meet your needs now and into the future. We have worked with many communities on a variety of projects, including renovations and new municipal, county, and state facilities. We understand the need to collaborate with staff, building committees, and other stakeholders in the design and planning of public facilities.

We provide the following services in-house:

- Full Architectural Services
- Pre-Design and Programming Services
- Planning and Master Planning
- Cost Estimating
- ADA Evaluation
- Full Interior Services
- Construction Administration Services
- Owner Representation
- Condition Assessment Reports
- Feasibility Studies

Staff By Discipline

Architect	5
Architect and Interior Designer	2
Other Professional	8
Other Technical	2
Administrative	2
Total in Firm	19

Kodet is certified as a Small Business Enterprise.



Kodet Architectural Group Offices

INDEX

Background of Firm.....	1
Project Understanding	2 - 5
Project Approach	6 - 14
Project Timeline.....	15
Past Experience / References.....	16 - 26
Team Names and Resumes.....	27
Fee Proposal.....	28 - 33
Hourly Rate Schedule.....	34

PROJECT UNDERSTANDING

Kodet Architectural Group has significant experience developing pre-design reports and long range plans for cities. We have the skills to design the facility to meet your needs now and into the future. Public works facilities are demanding structures that have circulation, security, visibility and a whole host of other considerations that need to be met in order to be successful. Kodet is very familiar with the unique site demands and areas that public works facilities have, including the need for:

- Large open spaces with circulation to accommodate parking, staging, etc.
- Secure storage areas for materials such as sand and gravel.
- Secure storage for outdoor equipment.
- Adequate employee parking.
- Open space in front of the building for parking and landscaping.
- A landscape perimeter around the building and yard to buffer public work's activities.



KODET WILL PERFORM THE FOLLOWING TASKS AS PART OF THE SPACE NEEDS ANALYSIS PROCESS FOR THE INVER GROVE HEIGHTS PUBLIC WORKS MAINTENANCE FACILITIES:

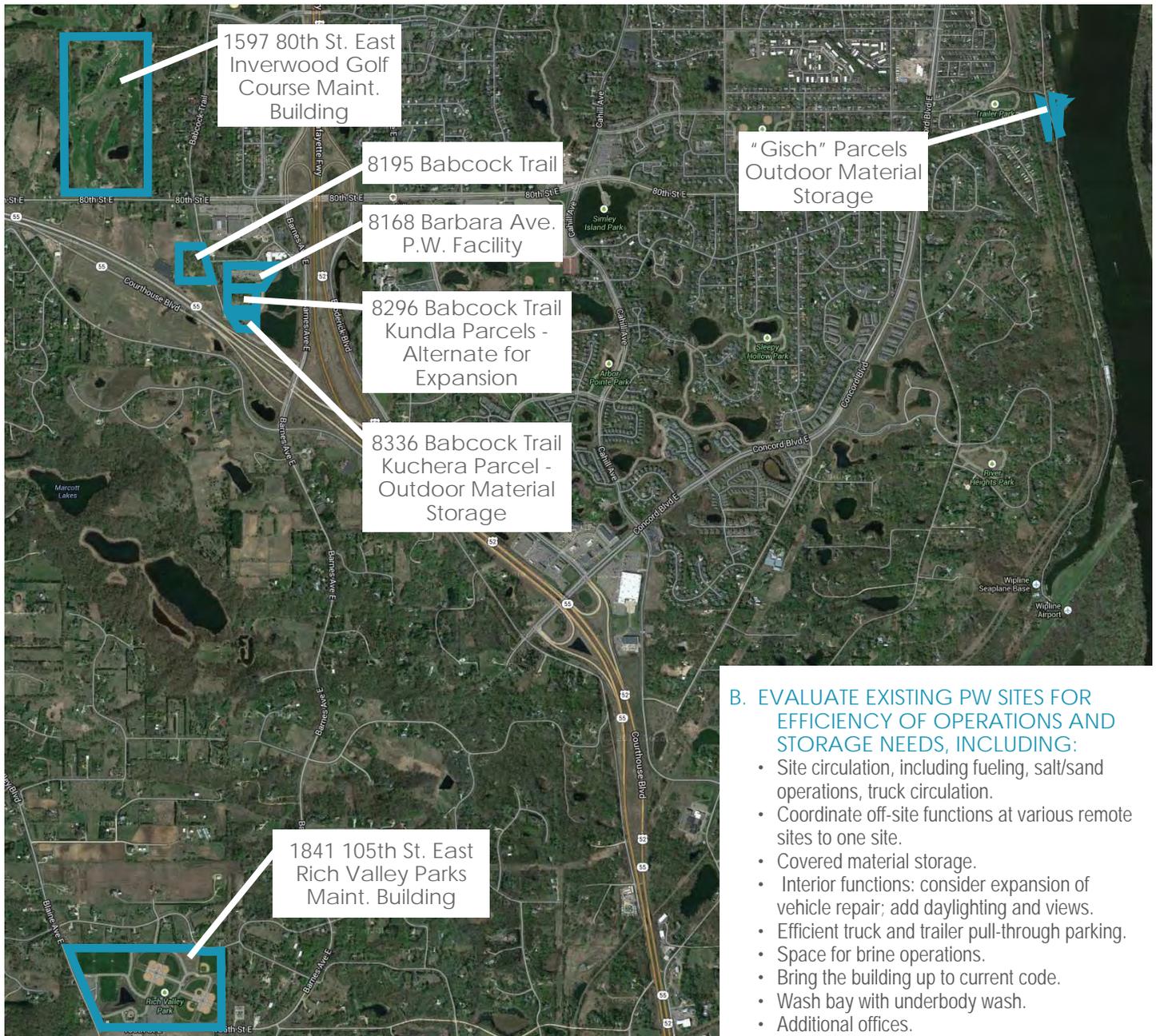
A. REVIEW EXISTING INFORMATION:

- Review existing building as-built drawings and data, building layout, site traffic patterns, etc.
- Review existing equipment lists.
- Review existing off-site storage areas, and total cumulative areas utilized by the Public Works Department.
- Review existing lighting, heating, and cooling costs.
- Interview the Public Works Superintendent, Public Works committee, and other city staff to discuss needs within a budget range directed by Council.



EXISTING PUBLIC WORKS





B. EVALUATE EXISTING PW SITES FOR EFFICIENCY OF OPERATIONS AND STORAGE NEEDS, INCLUDING:

- Site circulation, including fueling, salt/sand operations, truck circulation.
- Coordinate off-site functions at various remote sites to one site.
- Covered material storage.
- Interior functions: consider expansion of vehicle repair; add daylighting and views.
- Efficient truck and trailer pull-through parking.
- Space for brine operations.
- Bring the building up to current code.
- Wash bay with underbody wash.
- Additional offices.

MAP OF THE CITY OF INVER GROVE HEIGHTS PUBLIC WORKS FACILITIES



PROJECT UNDERSTANDING

C. PREPARE BUILDING ANALYSIS PLANS AND OPTIONS

- Review two options for expanding existing buildings.
- Consider replacement of existing buildings and re-organizing the existing site.
- Prepare plan views showing equipment placement and traffic pattern.
- Show maintenance areas, truck wash, break/training room and office areas.
- Diagram spaces for future equipment with the information gained from interviews of staff and stakeholders.
- Designate storage areas and list quantity of storage.
- Show any mezzanine areas to increase storage.
- Prepare simple sketch building elevations.

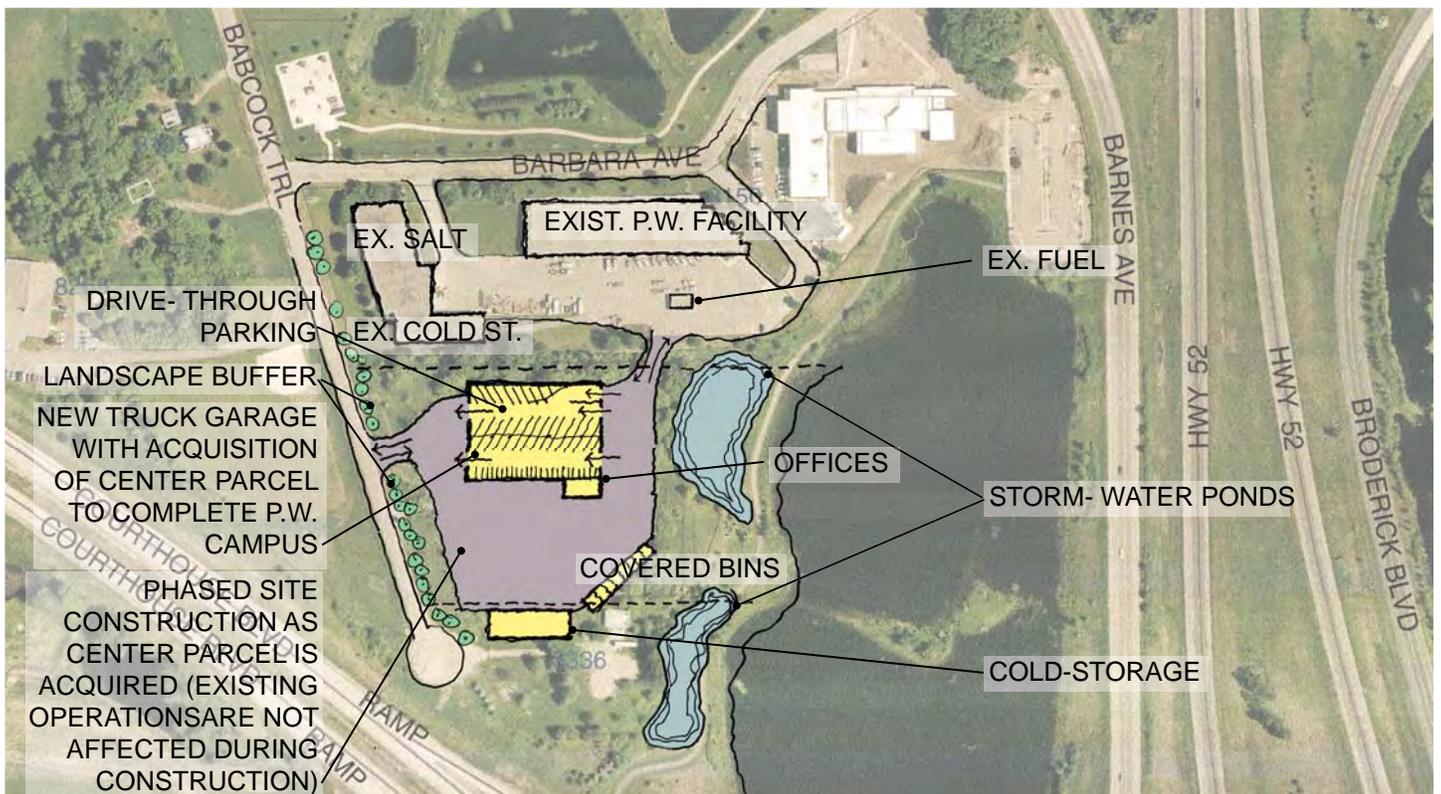
D. PREPARE COST ESTIMATES

- Prepare a detailed building cost estimate.
- Prepare detailed list of new equipment required for operation.
- Prepare HVAC and other system cost estimates necessary for operation.
- Detail the fire suppression costs and water supply requirements.



CITY OF INVER GROVE HEIGHTS EXISTING PUBLIC WORKS SITE

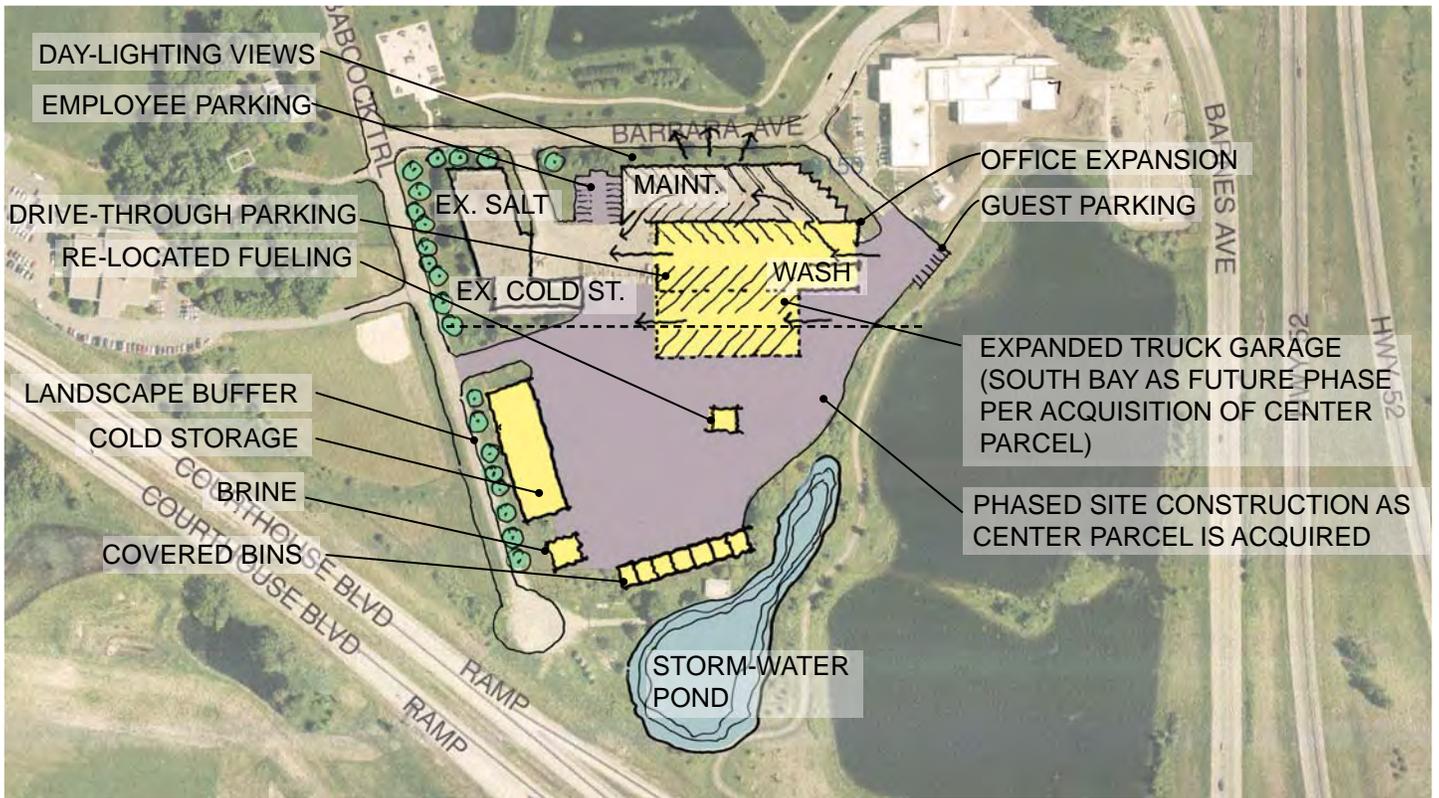
EXAMPLES OF POSSIBLE OPTIONS THE KODET TEAM WOULD REVIEW WITH THE CITY OF INVER GROVE HEIGHTS SPACE NEEDS ANALYSIS



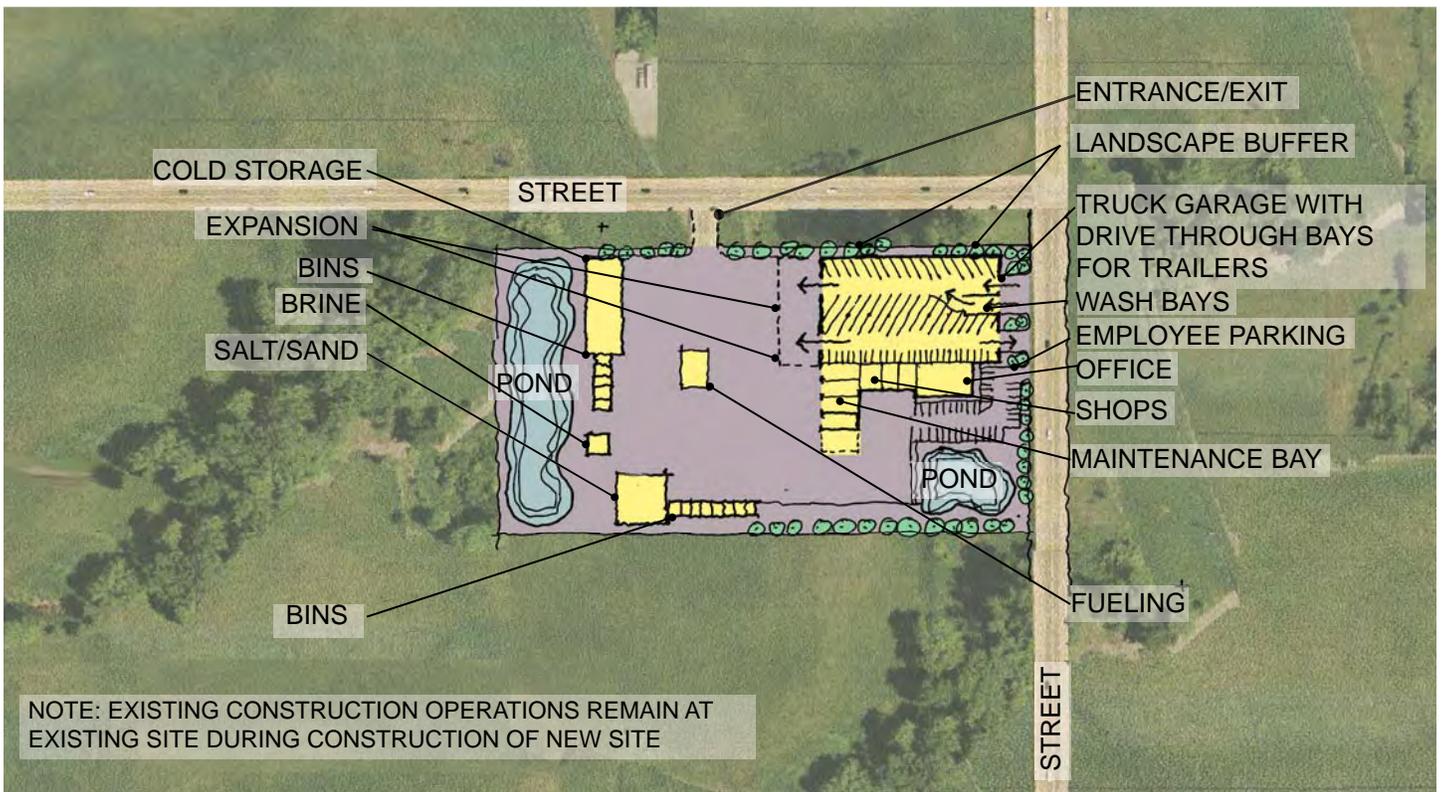
OPTION 1 - EXPANDING EXISTING



PROJECT UNDERSTANDING



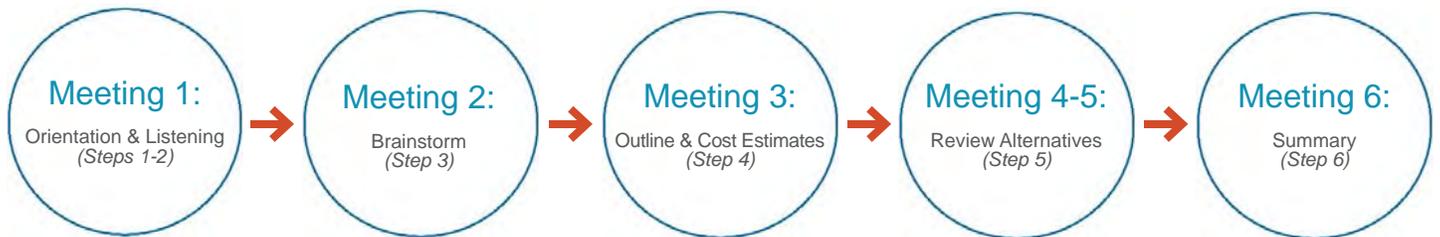
OPTION 2 - EXPANDING EXISTING



OPTION 3 - NEW FACILITY ON GENERIC SITE

PROJECT APPROACH

1	2	3	4	5	6	Typical Basic Services (5 Phases)
Orientation	Listen	Brainstorm	Outline & Cost Estimates	Review Alternatives	Summary	<ol style="list-style-type: none"> 1. Schematic Design 2. Design Development 3. Contract Documents 4. Bidding/Negotiation 5. Contract Administration
The City of Inver Grove Heights involves Kodet so we can come up to speed with how the existing spaces work and determine what additional space is needed.	Kodet will meet with the PWFC, and other staff and administration of the City of Inver Grove Heights to discuss goals and priorities.	<p>Discuss alternatives and look at how the building and site work.</p> <p>Explore sustainable design alternatives.</p>	<p>Outline three alternatives.</p> <p>Develop initial cost estimates and a timeline.</p>	<p>Develop and review design alternatives.</p> <p>Establish priorities and budget constraints upon review of design alternatives.</p>	<p>Prepare final report for the City of Inver Grove Heights.</p> <p>Review findings with City for additional input.</p>	Make final recommendation to the PWFC and to City Council. The study can then be used to guide the pre-design and planning of the renovation/expansion of the Public Works Maintenance Facility, before moving into basic services.



Facilities Master Plan Experience:

- Crystal Public Works
- Monticello Public Works
- Mound Public Works
- Medina Public Works
- Hennepin County Public Works
- Savage Public Works

Public Works and Maintenance Facility Experience:

- West St. Paul Maintenance Facility
- Bloomington Public Works
- Bloomington Storage Garage
- Burnsville Maintenance Facility
- Coon Rapids Public Works
- Coon Rapids Vehicle Storage Garage
- DNR Windom Consolidated Headquarters
- Eden Prairie Maintenance Facility
- Lakeville Central Maintenance Facility
- MnDOT Cedar Avenue
- MnDOT Hastings Maintenance Facility
- MnDOT Maple Grove Maintenance Facility

KODET PLANNING PROCESS

Kodet Architectural Group views working with the City of Inver Grove Heights on a space needs analysis for the Public Works and Maintenance Facilities as a team effort. Above is an outline of the process we typically follow.

We believe in a full space needs analysis effort where program, schedule, budget and all aspects of the project are identified prior to design. This is an interactive process (see above) where all stakeholders are involved and all items affecting the design, especially function, are reviewed with alternatives.

We provide a minimum of three alternatives on designs. Making choices and changes is an important part of a good design. We offer alternatives and information based on experience. However, we look to the City of Inver Grove Heights to make the decisions on what design choices best meet your needs and expectations. In this case, we will develop options for renovation/expansion as well as demolition and new construction. During the first orientation meeting, Kodet will address your current needs and projected needs for the future. After the first Listening meeting, the Kodet Team will develop additional alternatives for review by Inver Grove Heights, which involve your up-to-date needs and future goals.

We work in collaboration. Kodet uses owner involvement as the primary way to develop a building's design. This involvement begins at the onset of the project and continues well after the project has been completed. In our collaboration with the City of Inver Grove Heights, Kodet Architectural Group hopes to build a long-term relationship that will continue to grow and mature over time.



PROJECT APPROACH

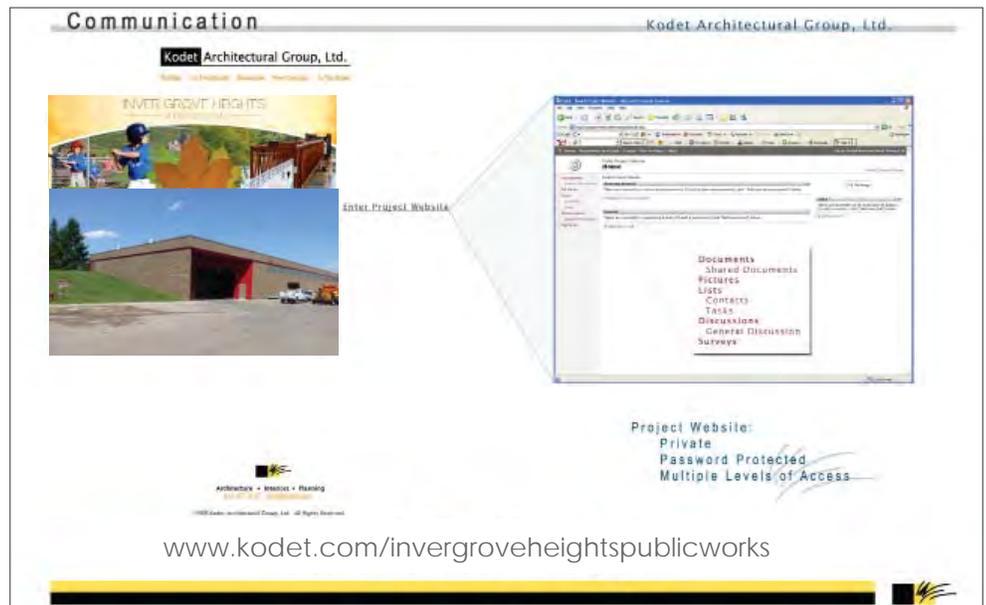
MEETING #1: ORIENTATION

1

Orientation

The City of Inver Grove Heights brings the Kodet Team up to speed in how the spaces will work and what spaces are needed.

- KODET DELIVERABLES:**
- Set-up Project Website
 - Distribute Questionnaire



above right Kodet Architectural Group can set up a project website (if approved by the City of Inver Grove Heights) to ease communication between all members involved. The website can contain meeting minutes, scheduled events, and drawings.

bottom right Kodet Architectural Group will distribute a questionnaire to the staff to obtain more information about equipment and individual work spaces. This allows each person to participate in the planning.

The first step of the process, Orientation, allows the City of Inver Grove Heights to familiarize Kodet Architectural Group with your current building, as well as your goals, and priorities. This will involve:

- Leading meetings with City of Inver Grove Heights Public Works Facilities Committee and other City staff to evaluate needs.
- Obtaining a list of equipment and vehicles with sizes.
- Reviewing how existing spaces are currently used and how this may change in the future.

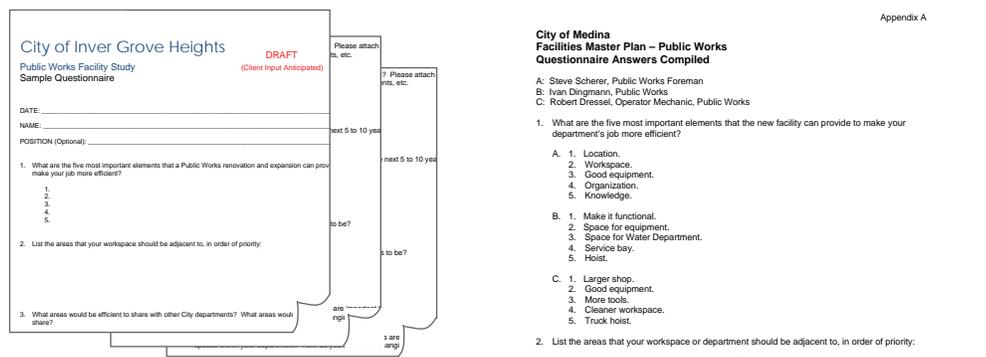
MEETING #2: LISTEN

2

Listen

Listening involves the following:
Meeting with City of Inver Grove Heights staff and administration and listening to needs, goals, priorities.

- KODET DELIVERABLES:**
- Compile Questionnaire Responses



In the second step of the process, the Kodet team listens to the City of Inver Grove Heights' needs in order to propose solutions to meet your goals and expectations, this includes:

- Establishing what equipment changes the staff foresees.
- Reviewing work processes and procedures.
- Reviewing storage options for equipment needs, including mezzanines or pallet storage.
- Determining areas for site storage needs such as salt/sand, fuel tanks, materials storage bins and compost.

PROJECT APPROACH

MEETING #3: BRAINSTORM

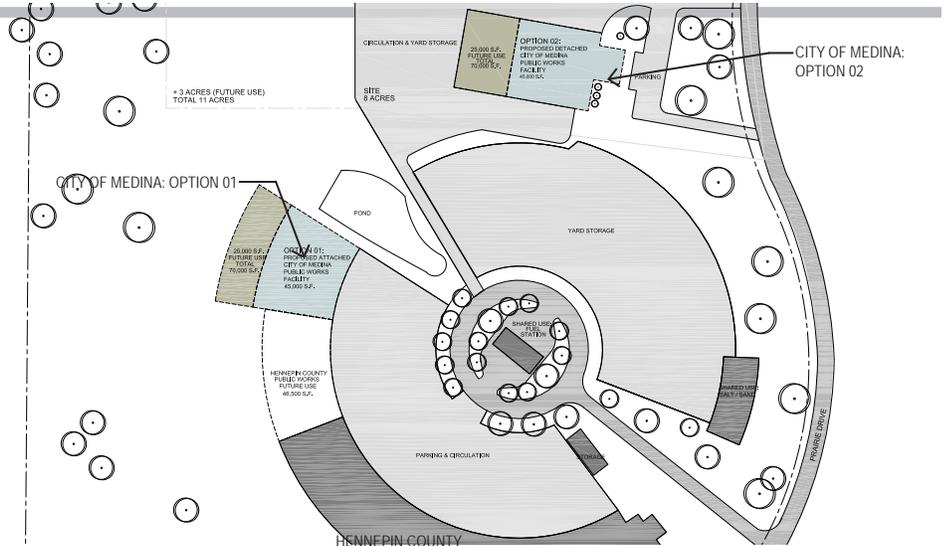
3

Brainstorm

Discuss alternatives and look at how the building can work on the site. Also explore sustainable design alternatives.

KODET DELIVERABLES:

- Site Diagrams
- Size & Scope



The third step of the process is Brainstorming. After listening to your needs and priorities, the Kodet Team will develop site master plan options. A master plan will show the City of Inver Grove Heights the following:

- Location of structures.
- Location of all site features (sand/salt building, fueling, bone yards, material storage, etc.).
- Site buffers needed to screen the site from residential areas.
- Watershed design and ponds.
- Sustainable design features.
- Other site and building information needed for present and future space/site usage.

above right

Kodet Architectural Group completed a Master Plan for the City of Medina. The City currently has the City Hall, Police, and Public Works Facility on one land-locked site. Kodet Architectural Group came up with three options of how to move their Public Works to a new site, including teaming with Hennepin County at their public works facility. For the City of Inver Grove Heights, the Kodet Team will diagram similar site options for discussion.

We will present these options along with pros and cons of each, for discussion and feedback. Then we move forward to interior building layout functions.

WE WILL EXPLORE USING SUSTAINABLE DESIGN IDEAS BY:

- Minimizing intervention of the building on the site.
- Using sustainable materials, including material that have low initial environmental impact, are made of recycled materials, and that require minimal environmental costs to manufacture.
- Incorporating practical elements, such as collecting rain water for watering the lawn.

Daylighting:

- Daylighting will be used in conjunction with artificial lighting for energy savings at the facility. Stepped daylighting controls and occupancy sensors will reduce the need for artificial lighting during daylight hours.

Indoor Air Quality:

- Indoor air quality is extremely important when designing public works facilities. The Kodet Team will design the mechanical systems to provide fresh air exchanges and exhausting of vehicle fumes to maximize indoor air quality. We are skilled and have the resources necessary to meet the requirements demanded by a public works facility.

Approach to Indoor Air Quality:

- Locate air-intakes away from pollutant sources.
- Job site administration of indoor air quality and standards.
- Establish off-gassing periods.



LEED-NC Version 2.2 Registered Project Checklist
Project Name: City of Monticello Public Works Facilities Needs Study
Project Address: Monticello, Minnesota

Req	Prereq	Code	Points	Notes
11 3 Sustainable Sites 14 Points				
Prereq 1	Construction Activity Pollution Prevention		Required	
Cr0481	Site Selection	1	1	
Cr0482	Development Density & Community Connectivity	1	1	
Cr0483	Brownfield Redevelopment	1	1	
Cr0484	Alternative Transportation, Public Transportation Access	1	1	
Cr0482	Alternative Transportation, Bicycle Storage & Changing Rooms	1	1	
Cr0484	Alternative Transportation, Low-Emitting and Fuel-Efficient Vehicles	1	1	
Cr0484	Alternative Transportation, Parking Capacity	1	1	
Cr0481	Site Development, Protect or Restore Habitat	1	1	
Cr0482	Site Development, Maximize Open Space	1	1	
Cr0481	Stormwater Design, Quantity Control	1	1	
Cr0482	Stormwater Design, Quality Control	1	1	
Cr0481	Heat Island Effect, Non-Roof	1	1	
Cr0481	Heat Island Effect, Roof	1	1	
Cr0481	Light Pollution Reduction	1	1	
4 1 Water Efficiency 5 Points				
Cr0481	Water Efficient Landscaping, Reduce by 50%	1	1	
Cr0481	Water Efficient Landscaping, No Potable Use or No Irrigation	1	1	
Cr0481	Innovative Wastewater Technologies	1	1	
Cr0481	Water Use Reduction, 20% Reduction	1	1	
Cr0481	Water Use Reduction, 30% Reduction	1	1	
8 2 7 Energy & Atmosphere 17 Points				
Prereq 1	Fundamental Commissioning of the Building Energy Systems		Required	
Prereq 2	Minimum Energy Performance		Required	
Prereq 3	Fundamental Refrigerant Management		Required	
Cr0481	Optimize Energy Performance	1 to 10	10	
Cr0481	On-Site Renewable Energy	1 to 3	3	
Cr0481	Enhanced Commissioning	1	1	
Cr0481	Enhanced Refrigerant Management	1	1	
Cr0481	Measurement & Verification	1	1	
Cr0481	Green Power	1	1	

above

Kodet Architectural Group will present sustainable design options for consideration. While most of our clients do not pursue LEED certification, they request that the design be LEED "certifiable." Above is the LEED checklist for the City of Monticello. Kodet Architectural Group recently completed a space needs and site search for their Public Works.



PROJECT APPROACH

MEETING #3: OUTLINE ALTERNATIVES & COST ESTIMATES [STEP 4]

4

Outline Alternatives & Cost Estimates

Outline three alternatives. Initial cost estimates developed.

KODET DELIVERABLES:

- 3 Site & Building Diagrams
- Initial Cost Estimates

right

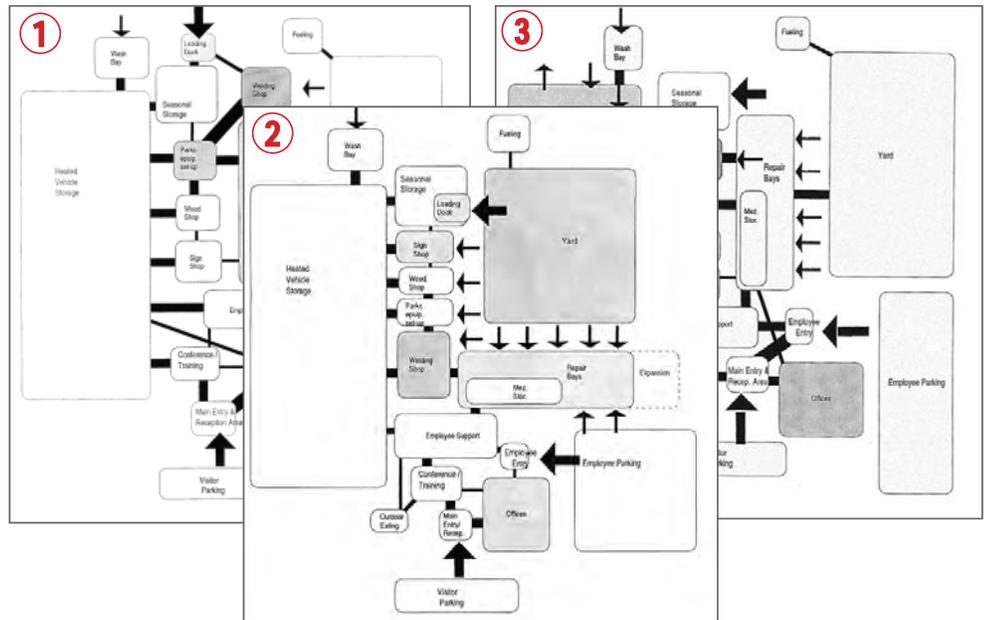
Kodet Architectural Group space relationship diagrams for Eden Prairie Maintenance Facility Program Study. Kodet Architectural Group can do the same for the City of Inver Grove Heights to determine optimal work flow.

below

Kodet Architectural Group will present budgetary cost estimates with pricing levels for options, for example, level one would include constant volume mechanical system, vs. level 3 which would provide variable air volume system with energy efficient controls. We will discuss all the options with you to determine the overall budget.

After determining which site layout option works best for the City of Inver Grove Heights, we will utilize our experience and recommend space needs based on state of the art maintenance facilities for the current and future work load of the City of Inver Grove Heights. Kodet Architectural Group utilizes the following process in determining current needs, circulation, and future needs:

- Develop relationship diagrams based on the building layout. Relationship diagrams are most important to how various departments use the facility to indicate work flow.
- Develop design diagram with a minimum of three options, including reuse of your existing facility and the possibility of a new facility.
- Review site design and alternatives for best site usage and site circulation.
- Provide in-house construction cost estimate for each option.
- Develop a project budget with options. Project budget would include all costs such as construction, testing and owner costs.



PROJECT BUDGET

	S.F.	Costs / S.F.	Level 1	Costs / S.F.	Level 2	Costs / S.F.	Level 3
Public Works							
Office Space - (includes reference library)	13,710	\$ 120.00	\$ 1,645,200.00	\$ 140.00	\$ 1,919,400.00	\$ 160.00	\$ 2,193,600.00
Maintenance	21,359	\$ 100.00	\$ 2,135,900.00	\$ 110.00	\$ 2,349,490.00	\$ 120.00	\$ 2,563,080.00
Truck Bay	96,105	\$ 70.00	\$ 6,727,350.00	\$ 80.00	\$ 7,688,400.00	\$ 90.00	\$ 8,649,450.00
Paint Booth	800	\$ 120.00	\$ 96,000.00	\$ 130.00	\$ 104,000.00	\$ 140.00	\$ 112,000.00
Salt / Sand Building (S/S)		Unit Price	\$ 400,000.00	Unit Price	\$ 450,000.00	Unit Price	\$ 500,000.00
BUILDING SUBTOTAL PUBLIC WORKS		\$ 96.67 (less S/S)	\$ 11,004,450.00	\$ 110.00 (less S/S)	\$ 12,511,290.00	\$ 123.33 (less S/S)	\$ 14,018,130.00
SITWORK			\$ 750,000.00		\$ 850,000.00		\$ 950,000.00
CONSTRUCTION COST- PUBLIC WORKS*			\$ 11,754,450.00		\$ 13,361,290.00		\$ 14,968,130.00
SOFT COSTS, CONTINGENCY, FFE , ETC. (Range)			18%		25%		30%

Description	Level 1	Level 2	Level 3
	Constant volumn Mech Sys.	VAV system	VAV system - Energy efficient controls
	Unit Heaters	Co-Ray Vac in Maintenance	Co-Ray Vac in Maintenance
	Plastic light diffusers	Parabolic light fixtures	Parabolic light fixtures
	Switches	Motion detectors	Motion detectors
	Concrete floor	Epoxy Floor	Epoxy Floor
	Precast all exterior	Brick & Precast	Brick & Precast
	Membrane roof	Four Ply roof	Four Ply roof
	Roof up economy doors	Bifold Doors	Top quality bi-fold doors
	No- rebates	Some Utility rebates	Higher Utility rebates
		Sustainable Design	Sustainable Design - LEED Certified
	Seed landscaping	Sod & Trees	Sod & Trees
			Energy Rebates available

PROJECT APPROACH

MEETINGS #4 & 5: REVIEW ALTERNATIVES [STEP 5]

5

Review Alternatives

Design alternatives developed, reviewed and priorities and budget constraints established.

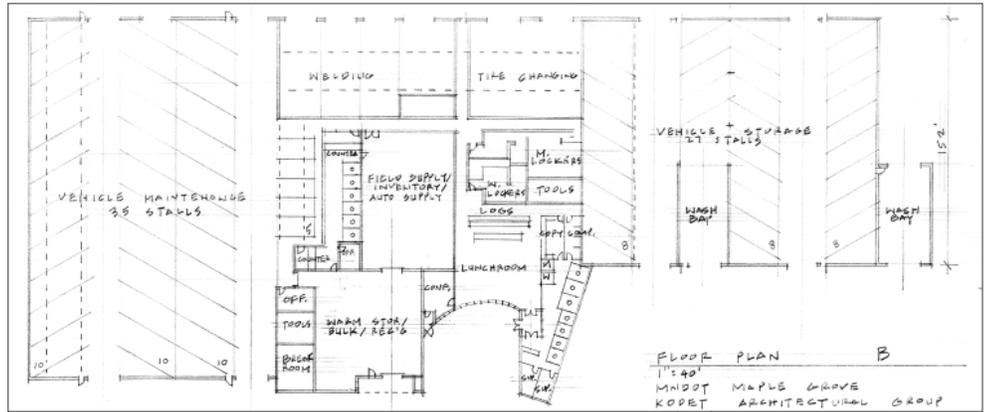
KODET DELIVERABLES:

- Refine Diagrams
- Establish Budget

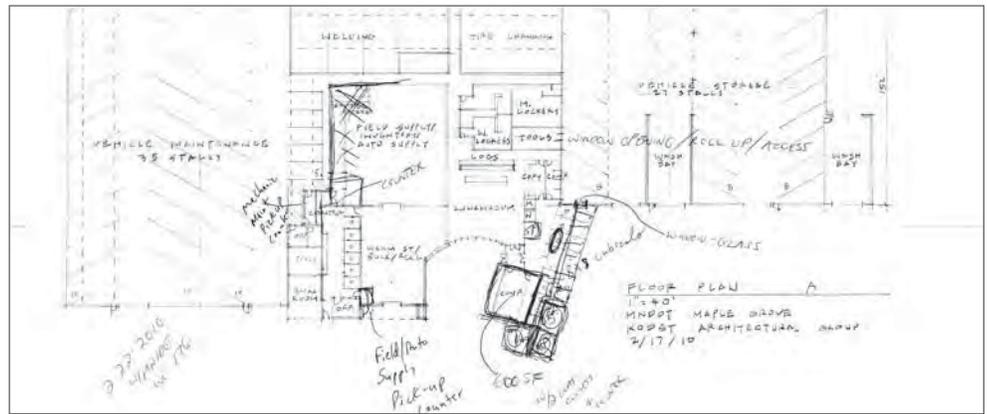
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Kodet presented three options for discussion based on previous feedback for Mn/DOT Maple Grove. The final plan was determined with Mn/DOT staff in the meeting utilizing trace paper over option A shown below.

below Ed Kodet is experienced in presenting to stakeholders and in City Council meetings.



After reviewing the building alternatives, the Kodet Team will refine the diagrams based on the feedback received. Kodet will review these options with the City of Inver Grove Heights for efficiencies, layout, size, site flow, etc. for feedback until a consensus is reached on the best way to move forward.



MEETING #6: SUMMARY [STEP 6]

6

Summary

Prepare final program report for City of Inver Grove Heights. Present program for approval.

KODET DELIVERABLES:

- Final Report

right

The space summary for City of Medina Public Works Facility indicates existing space totals, new space totals, and proposed totals. Proposed totals are based on Kodet maintenance facility experience, meetings, and questionnaire responses. Findings were presented to the City Council.

MEDINA PUBLIC WORKS FACILITY PROGRAM STUDY					Project No.:
SPATIAL REQUIREMENTS SUMMARY					Issue Date: July 3
Space	Occupancy Classification	Existing Area Subtotal**	Proposed Area Totals (SQ)	New Area Totals (SQ)	Remarks
SUPPORT SPACES					
Work Room / Copy Room	B	200	500		3 workstations needed.
Shared Workstation (1 currently)	B	NEW	-	200	2 public works & 1 water dept.
Medium Conference Room	A-B	NEW	-	550	Need a meeting space that holds 6
Conference Room/Training Room/Staging	A-B	NEW	-	550	Currently doubles as meeting space
Lunch Room/Kitchen	A-2	300	450	250	
Men's Locker Room	B	NEW	-	250	
Women's Locker Room	B	NEW	-	150	
Men's Restroom	B	150	660	150	
Women's Restroom	B	NEW	-	288	
Supply Closet	B	100	100		
Janitor Closets	B	NEW	-	35	
Communication Room/Wiring Closet	B	NEW	-	100	
File Area / Library	B	NEW	-	190	
SUBTOTAL A - SUPPORT		750	1,800	1,763	
ETD for Circ., Mech./Elect. Chases, etc.		248	364	362	
SUBTOTAL B - SUPPORT		298	2,364	2,345	
TOTAL (PROPOSED+ NEW) - SUPPORT				4,739	
MAINTENANCE					
Reference Library - Fleet Maintenance	H-4		375		
Fleet Maintenance	H-4		3,165		
Hydraulic Pump and Hose Room	H-4		300		
Small Equipment and Tool Storage - Park	S-2		325		
Small Equipment and Tool Storage - Street	S-2		325		
Welding/Metal Shop	H-4	250	750		
Parts Room / Tool Stor. / Miscellaneous Storage	S-2	700		750	
Sign Shop/Storage	S-2	NEW	-	500	Sign Shop is needed, currently scattered
Tire Storage*	S-1		320		
Air Compressor Room*	H-4		150		
Hazardous Storage*	H-3		225		
Fertilizer Storage*	H-3		570		
Mud Room	H-4		150		
Toilet	H-4		70		
SUBTOTAL A - MAINTENANCE		950	7,525	750	
ETD for Circ., Mech./Elect. Chases, etc.		314	398	38	
SUBTOTAL B - MAINTENANCE		1,264	8,321	788	
TOTAL (PROPOSED+ NEW) - MAINTENANCE				9,109	
TRUCK BAY					
Heated Vehicle Storage (1 New 180' x 180')	S-3	3,550	32,590		26 pieces of equipment are outside
Wash Bays	S-3	NEW	-	1,080	32,590 s.f. accommodates 40 spa
SUBTOTAL TRUCK BAY		3,550	32,590	1,080	
TOTAL (PROPOSED+ NEW) - TRUCK BAY				33,670	
ALTERNATE SPACES					
Cold Storage	S-3		-	1,000	
SUBTOTAL ALTERNATE SPACES		0	0	1,000	
TOTAL ALTERNATE SPACES				1,000	
TOTALS					
		Existing Area Totals	Proposed Area Totals	New Spaces Area Totals	TOTAL PROPOSED+ NEW
SUPPORT		998	2,364	2,345	4,739
MAINTENANCE		1,264	8,321	788	9,109
TRUCK BAY		3,550	32,590	1,080	33,670
ALTERNATE SPACES		NEW	0	1,000	1,000
SUBTOTAL		5,811	43,365	5,212	48,518
TOTAL BUILDING S.F.					48,518

RECOMMENDATION SUMMARY (BUILDING + SITE)

Space	Proposed Area Totals
1. Building Area	48,518
2. Sand / Salt	5,000
3. Brush Pile Storage	15,000
4. Staff & Guest Parking	20,000
5. Picnic Area	5,000
6. Green Space	90,000
7. Site Circulation	90,000
8. Yard Storage	135,000
9. Yard Fueling	3,520
10. Yard Circulation	487,962
TOTAL SITE S.F.	20 Acres

The Summary document will include:

- Space needs study for present & future needs.
- Relationship, circulation & over all usage of existing & future facilities.
- Sustainable design for the building & site.
- Project budget (hard & soft costs).
- Project schedule.
- Other planning considerations as determined in the space needs analysis
- Work session presentation to City Council.



PROJECT APPROACH

LONG RANGE PROJECT APPROACH - PUBLIC WORKS FACILITY DESIGN

One element of Kodet's process is to examine and validate the relationships between spaces. This critical step ensures that the circulation between the various functions work together. It will provide a guideline for how the building will perform and how it will meet the goals of the City of Inver Grove Heights. We will examine how all of the pieces of the facility will contribute towards the end product. We will use relationship studies to determine how well the site can meet the expanding space needs. For a public works facility to function, the relationships must provide efficiency and ease of circulation.

SECURITY

Site security is crucial for public works facilities. The building and site need to be welcoming to the public, but areas such as the yard, fueling, garages, and storage areas need to be secure. This is especially important for the City of Inver Grove Heights due to the proximity of residential areas, trails, and parks. Visitor areas should be separated from employee areas by site layout and circulation. Motorized gates can be used to prohibit unauthorized access to certain areas on the site. Adequate lighting will be addressed for security and night operations.

SITE CONSIDERATIONS

The yard area is a key component to public works facility design. These open spaces are essential for circulation, but are also needed for setting up vehicles for maintenance projects, parking trailers, loading and unloading equipment for transporting, storage, equipment washing, and general staging. Kodet Architectural Group will plan the expansions and renovations with generous working space around the buildings.

FUELING UPGRADES / LOCATION

The existing fuel island for Inver Grove Heights is efficiently located at the center of the vehicle circulation in the yard. During the planning process, the cost effectiveness and efficiency of re-locating the fueling may be considered due to re-organization of the site. Ease of access, safety, and security are important considerations, particularly for after hour use by different agencies.

COLD STORAGE

Maintenance facilities need large, open storage spaces. Most often, these spaces work the best with high ceiling height. A mezzanine can be included that allows for seasonal storage of items like blades, mowers, etc. during the off season. The cold storage area will be programmed to be large enough to consolidate the storage needs of all the agencies.

HEATED STORAGE

Time is lost when vehicles and hydraulic systems for the snowplows and sanders need to warm up before use. In addition, being exposed to the weather affects the life of the equipment. Heated storage spaces should have larger bays and provide flexible use of both small and large vehicles. These spaces can also accommodate some convenient repair operations. Kodet will explore using heating systems that are energy efficient, such as Co Ray Vac (infrared heating).

During the programming of this space, Kodet will work closely with your supervisors and crews to determine the number of water, air, and power drops required. The use of bifold doors versus sectional doors will be reviewed for cost and use frequency. Skylights and windows are recommended for daylighting and energy efficiency. The potential for some mezzanine storage space will be examined. Furthermore, our approach is to look at how the vehicle storage can best be designed to make the most use of your existing site or building, since it will affect site circulation.



above

Kodet Architectural Group planned a landscape berm and tree buffer to the neighborhood at Lakeville Central Maintenance Facility. The building is also designed to accommodate future expansions: vehicle storage to the west, offices to the north, and vehicle maintenance to the south.



above

Kodet Architectural Group worked with the City of Lakeville early on to determine the size of the heated vehicle storage, drawing and labeling each vehicle and piece of equipment based on their current and projected inventory (pink represents streets and blue represents parks inventory). Drive-through bays allow trucks with trailers to park efficiently.

PROJECT APPROACH

WASH BAY

Ideally, the vehicle wash bay should be located in an area where trucks and equipment can be washed before being parked in the truck garage. Systems will be reviewed including wands, catwalks, or even automatic systems. Lighting will be located for best visibility during washing. Underbody washing equipment will be incorporated.

CHEMICAL STORAGE

Kodet Architectural Group will look at the placement and handling guidelines for storage areas that house lubricants, transmission fluids, antifreeze, etc. Containment curbs on the floors and adequate space for storage of barrels will be examined. Hazardous storage for materials such as fertilizers, explosion-proof lighting and electrical equipment and blast panels (if necessary) will be reviewed. Paint storage rooms need adequate ventilation and other special code requirements.

REPAIR BAYS

The existing repair bays work well for the City of Inver Grove Heights. If the study leads to relocation of the repair bays, Kodet Architectural Group will present various options for the layout of bays, hoists, and equipment to make sure that the repair bays are efficiently set up for the staff. Use of energy efficient heating systems such as infrared heating and natural lighting such as skylights and windows will be explored. Location of the hoists, workbenches, lube reels, air and water drops, lighting, and floor drainage will be carefully reviewed.



above
Interior maintenance bay at Lakeville Central Maintenance Facility

MAINTENANCE EQUIPMENT

The success of a maintenance facility depends on how well equipment such as cranes, hoists, welding, and other tools are incorporated into the overall design. Equipment placement and access are important so the facility can meet maintenance expectations. Furthermore, equipment can become obsolete, so when developing a design solution, our firm will look at ways to provide for easy replacement and flexibility.

EXPANSION OF OFFICES AND SUPPORT AREAS

One of the key elements of a new or remodeled public works facility is its ability to provide a work environment that better meets staff needs. Because of our experience with public works facilities, Kodet Architectural Group can address the requirements in repair bays as well as offices and break spaces.

Offices in public works facilities need to be very efficient to provide space for office functions, storage, and technology. They require durable finishes to accommodate going from office, to repair, to field. Acoustical privacy is important, and management offices need to have the ability to hold small meetings. The use of sustainable materials and daylighting will also be explored.

SUMMARY

The space needs study will incorporate your assets that are already in place and recommend space usage that is an effective combination of storage, vehicle maintenance, and office space that will fit within the image and environment of the City of Inver Grove Heights. Our solution will address the importance of this facility to meet the functional and aesthetic requirements of the City, administration, staff, and community now and into the future.



above
Bloomington Public Works used daylighting to reduce the energy cost for electrical lighting. Renewable resources were used for the interiors, such as environmentally-friendly carpet, wood and steel. Materials were selected that were both durable and low-maintenance.



PROJECT APPROACH

COST ESTIMATION & PROJECT MANAGEMENT

ESTIMATE VERSUS BID ANALYSIS: MAINTENANCE BUILDINGS

Project	Year	Kodet Estimate	Bid	Amount Under Estimate	Cost / sq. ft.		Building Sq.	
							Acres	Ft.
① Mn/DOT Maple Grove Maintenance Facility (New)	2011	\$13,779,121	\$13,395,509	(\$383,612)	\$128	-2.9%	20	104,298
West St. Paul Maintenance Facility (New)	2010	\$5,818,977	\$5,784,000	(\$34,977)	\$113	-0.6%	4	50,700
Bloomington Storage Garage (New)	2005	\$4,298,070	\$4,112,427	(\$185,643)	\$77	-4.5%	7	55,963
② Coon Rapids Maintenance Facility (Addition + Remodeling)	2005	\$1,984,500	\$1,954,000	(\$30,500)	\$68	-1.6%	21	28,982
③ Lakeville Central Maintenance Facility (New)	2004	\$10,486,687	\$10,408,250	(\$78,437)	\$84	-0.8%	37	114,400
④ Bloomington Public Works Facility (Addition + Remodeling)	2001	\$7,200,000	\$7,067,922	(\$132,078)	\$64	-1.9%	13	117,773
DNR Windom Consolidated Headquarters (New)	2000	\$2,400,000	\$2,276,590	(\$123,410)	\$98	-5.4%	29	22,047
Mn/DOT Cedar Avenue Maintenance Facility (New)	1997	\$5,958,968	\$5,696,240	(\$262,728)	\$76	-4.6%	18	74,776
⑤ Eden Prairie Maintenance Facility (Addition + Remodeling)	1997	\$3,700,000	\$3,400,000	(\$300,000)	\$84	-8.8%	8	79,900



The above chart details estimates versus bid analysis on several of the maintenance buildings that Kodet has completed.

The firm uses computer software for project scheduling in order to be more precise and adaptable. Both planned and unexpected changes can be inserted into the schedule and the implications of these changes can be seen and understood immediately.

PROJECT MANAGEMENT

The assurance of quality in architecture is a matter of consistent and comprehensive document preparation, construction observation, budget and cost control. All of this is possible through clear communication. Our firm will work with the Inver Grove Heights to form a consensus on the direction that the project should take to best accomplish the goals. We have adopted systems to maximize this quality at every phase of a project.

The firm utilizes a detailed approach to managing the project from the very start of the project. This typically includes:

- Budget included with the program as described.
- Detailed cost estimates at each step of the design.
- Scheduling outlines from the beginning of the project through each phase and milestone.
- Outline of major issues that affect project budget and design decisions.

COST ESTIMATING

Kodet Architectural Group has extensive experience in cost estimating. Mr. Ken Stone is the person at the firm responsible for preliminary cost estimating. He provides detailed cost estimates based on industry cost standards, as well as contractor and vendor costs. When necessary to assure accuracy on specific projects, he will seek a second opinion from a cost-estimating consultant. Furthermore, Mr. Stone has the capability to provide a project budget that tracks other costs beyond the construction costs to provide clients with a total budget picture.

PROJECT APPROACH

COST ESTIMATION & PROJECT MANAGEMENT

CONSTRUCTION RELATED CHANGE ORDERS

	Budget	Final Estimate	Base Bid	Change Order Totals	Owner Increase in Scope	Construction Related Change Orders	Average Percent of Base Bid
West St. Paul Public Works	\$ 6,000,000.00	\$ 5,818,977.00	\$ 5,519,000.00	\$ 94,822.00	\$ 69,353.00	\$ 25,469.00	0.5%
MCTC Kopp Hall Third Floor Renovation	\$ 1,200,000.00	\$ 1,198,000.00	\$ 689,400.00	\$ 144,525.00	\$ 131,102.00	\$ 13,423.00	1.9%
Bloomington Old Town Hall Restoration	\$ 600,000.00	\$ 598,302.00	\$ 577,800.00	\$ 12,375.00	\$ 4,200.00	\$ 8,175.00	1.4%
GSA Heaney Federal Building, phases 1-3	-	\$ 5,225,769.00	\$ 5,434,799.76	\$ 180,000.00	\$ 95,000.00	\$ 85,000.00	1.6%
Three Rivers Park District Board Room	\$ 160,000.00	\$ 156,900.00	\$ 142,900.00	\$ 4,900.00	\$ 3,000.00	\$ 1,900.00	1.3%
MNDOT St. Cloud Rest Area	\$ 415,000.00	\$ 398,670.00	\$ 397,050.00	\$ 102,070.00	\$ 90,600.00	\$ 11,470.00	2.9%
UM Donhowe Restoration	\$ 5,200,000.00	\$ 5,115,132.00	\$ 5,088,800.00	\$ 150,000.00	\$ 95,800.00	\$ 54,200.00	1.1%
UM St. Anthony Falls	\$ 560,000.00	\$ 565,000.00	\$ 531,000.00	\$ 12,400.00	\$ 2,700.00	\$ 9,700.00	1.8%
Bloomington Public Works	\$ 7,200,000.00	\$ 7,167,959.00	\$ 7,067,922.00	\$ 429,817.00	\$ 363,636.74	\$ 66,180.26	0.9%
MNDOT - Cedar	\$ 6,000,000.00	\$ 5,958,968.00	\$ 5,696,240.00	\$ 173,547.00	\$ 144,479.00	\$ 29,068.00	0.5%
DNR Regional Headquarters - Windom	\$ 2,400,000.00	\$ 2,383,797.00	\$ 2,276,590.00	\$ 51,039.87	\$ 31,343.67	\$ 19,696.20	0.9%
Eden Prairie Maintenance	\$ 3,800,000.00	\$ 3,700,000.00	\$ 3,619,900.00	\$ 9,042.52	\$ (10,297.48)	\$ 19,322.00	0.5%
Hopkins Public Library- Remodeling	\$ 1,200,000.00	\$ 1,178,000.00	\$ 1,071,200.00	\$ 56,336.00	\$ 48,825.00	\$ 7,511.00	0.7%
North Hennepin Community College - GE Burroughs Community School	\$ 7,000,000.00	\$ 6,869,357.00	\$ 6,390,000.00	\$ 511,477.82	\$ 479,162.51	\$ 32,315.31	0.5%
Demolition	\$ 350,000.00	\$ 301,432.00	\$ 287,454.00	\$ 7,631.50	\$ 7,631.50	\$ -	0%
Pilings and Grade Beams	\$ 1,600,000.00	\$ 1,504,000.00	\$ 1,488,000.00	\$ 199,497.00	\$ 195,673.00	\$ 3,824.00	0.3%
Building	\$ 17,200,000.00	\$ 17,100,807.00	\$ 16,911,350.00	\$ 641,548.08	\$ 567,103.79	\$ 87,370.31	0.5%
Southwest High School- Remodeling	\$ 5,100,000.00	\$ 5,001,781.00	\$ 4,661,350.00	\$ 815,772.73	\$ 801,588.97	\$ 14,183.76	0.3%
Nellie Stone Johnson K - 8	\$ 15,600,000.00	\$ 15,504,239.00	\$ 15,251,000.00	\$ 330,140.00	\$ 234,893.00	\$ 95,247.00	0.6%
Jordan Park K - 8 School	\$ 15,300,000.00	\$ 15,223,044.00	\$ 15,180,600.00	\$ 410,650.59	\$ 234,579.86	\$ 176,070.73	1.2%
Whittier School for the Arts	\$ 13,600,000.00	\$ 13,564,960.00	\$ 13,494,920.00	\$ 436,239.50	\$ 362,324.50	\$ 73,915.00	0.5%
0.95%							

COST ESTIMATING SUMMARY

Average percentage under budget	3.54%
Average percent under CD final estimate	2.47%
Average Owner project increase through change orders	3.54%
Average Construction related change orders	0.95%

INTERNAL COST ESTIMATION INCLUDES THE FOLLOWING:

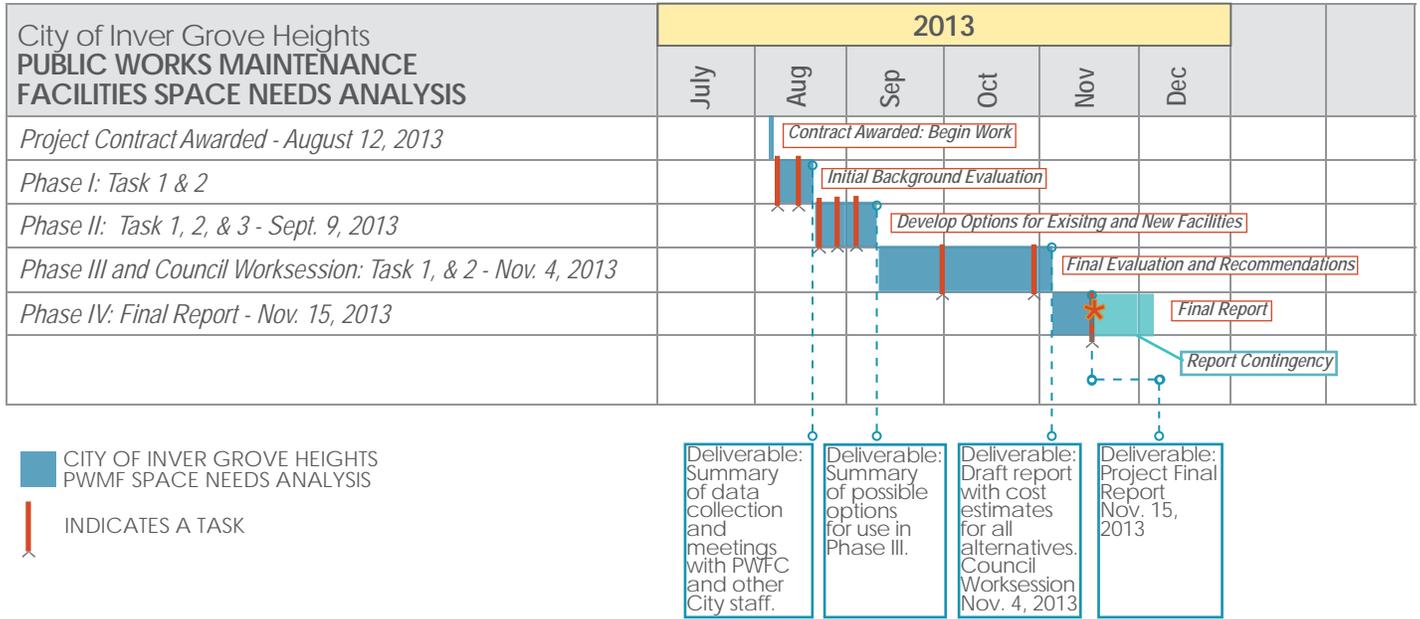
- Detailed labor and material estimates.
- Comparative estimates based on contractor and subcontractor numbers.
- Internal cost estimating database.
- Estimating that involves construction cost and total project costs.
- Cost estimates during programming and at each stage of construction.
- In-house review of costs and an outline of alternatives presented to the owner.
- Bidding procedures to provide alternates and cost-saving options.
- Monitoring and cost estimating of any changes.
- Detail logging of contractor requests for information and scheduling.
- Detailed logging of site questions and interpretation.

The firm has a very low history of change orders (Normally under 1%).

In summary, Kodet Architectural Group has a very aggressive program for cost control, scheduling, and on-site construction administration. Kodet Architectural Group consistently provides designs that come in under budget. We have a reputation of controlling the number of change orders and managing the project on site. Although this process is difficult to explain in a brief write-up, we would welcome the opportunity to discuss this program in detail and to present examples of the process that the firm utilizes.



PROJECT TIMELINE



Kodet proposes the above timeline for the City of Inver Grove Heights Space Needs Analysis based on the Award Date and proposed schedule in the RFP, and the proposed Scope of Work. We expect to be flexible and tailor this schedule to meet the City's needs. We have adopted systems to maximize quality at every phase and keep the project on schedule.

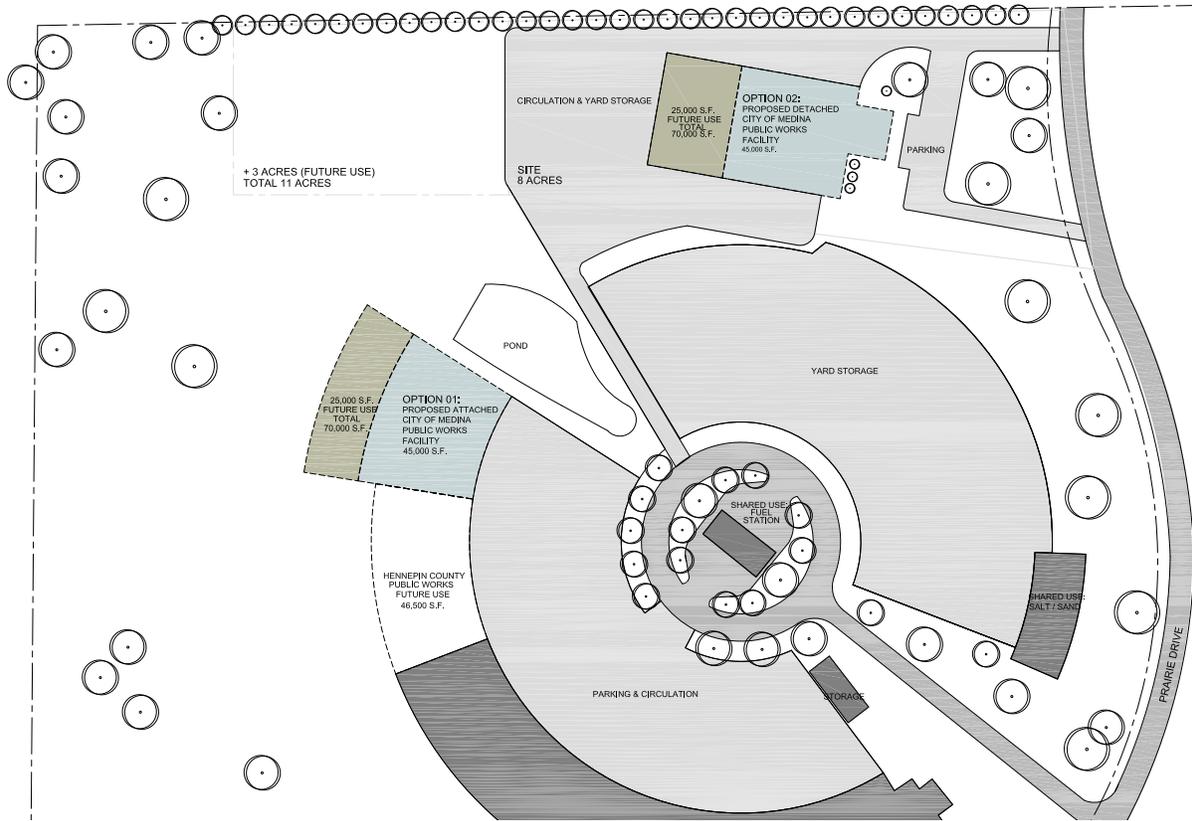
* The above schedule is more aggressive than the RFP indicates completing the final report on November, 15, 2013.

* The entire process is anticipated to be completed prior to December 9, 2013.



Drive-through parking aids in the ease of circulation at the Bloomington Public Works Facility.

PROJECT EXPERIENCE



CITY OF MEDINA FACILITIES MASTER PLAN Public Works, City Hall, and Police Departments

Illustrated above is the site plan for collaboration with Hennepin County. Kodet worked with County officials in determining two possible options for sharing their existing site. Sharing the site offers the City of Medina efficiencies in fueling and shared use of the salt / sand storage.

The Kodet Team studied the programmatic space and technical needs of the City of Medina:

1. All three facilities are currently on one land-locked site, Kodet explored the Public Works Facility to expand to another site for better land use, including a possible collaboration with Hennepin County Public Works Facility; and for City Hall and the Police Department to remain on the current site because of its pastoral setting.
2. Met with the City of Medina and the Citizens' Advisory Committee throughout the programming process.
3. Developed the final Master Plan for long-term growth of the City, which resulted in additional phases for each of the facilities examined.

Kodet advised the City of Medina to keep the City Hall and Police on the same site, since it was in a pastoral setting and represented the identity of the City of Medina; and to either collaborate with Hennepin County Maintenance Facility or buy a minimum of 20 acres within the City of Medina to accommodate room for future expansion.



Reference:
Chad Adams, City Administrator (now in Albert Lea)
2052 County Rd 24, Medina, MN 55340
507.377.4330

PROJECT EXPERIENCE



LAKEVILLE CENTRAL MAINTENANCE FACILITY

Construction was completed on the Central Maintenance Facility for the City of Lakeville in 2005. The facility is situated on a 37-acre site at the southwest corner of the intersection of 179th Street and Cedar Avenue.

The brick and precast materials work in harmony with the City's other municipal buildings. The facility houses both the Street and Park Departments and includes office space, shop space, repair bays, a wash bay, and vehicle storage. The site and the building were designed to accommodate future additions that will serve the growing City of Lakeville.

The site includes:

- A functional yard with a fuel island
- An above grade fuel tank
- A salt/sand storage structure
- An exterior wash-off area
- Storage bins

*Facility exterior (top), conference room (above, left)
maintenance area (above, right)*



PROJECT EXPERIENCE



CITY OF LAKEVILLE INVENTORY DIAGRAM

Using the City of Lakeville's equipment inventory (above), Kodet Architectural Group planned out the vehicle storage size and made recommendations to the City. With this layout, it is easy to see how much space is left for future inventory. Kodet recommends planning the middle bay back-to-back so that long equipment such as trailers can fit and maneuver with ease.

Kodet will request an equipment inventory from the City of Inver Grove Heights staff during the facilities study. We will use that inventory list and projected inventory to make recommendations regarding the size of the Inver Grove Heights Public Works Facility.

Additionally, Kodet will provide the Inver Grove Heights with options on the site to determine circulation and flow.

Reference:
 Chris Petree, Public Works Director
 20195 Holyoke Avenue, Lakeville, MN 55044
 952.985.2714

PROJECT EXPERIENCE

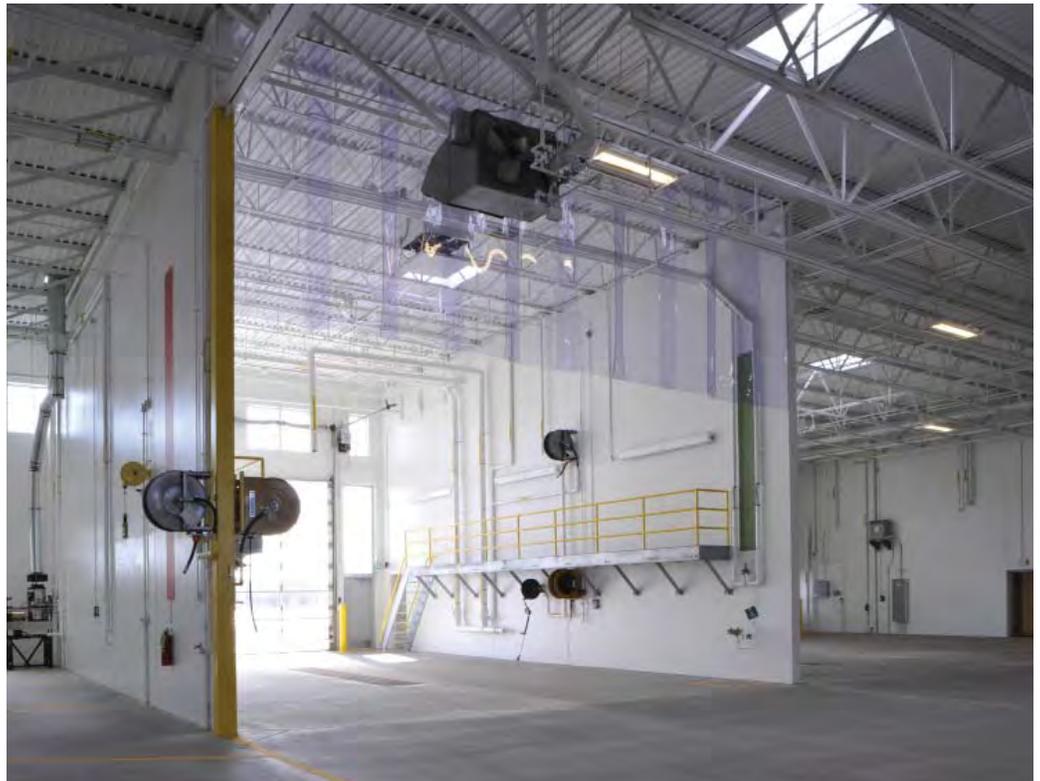


MNDOT MAPLE GROVE MAINTENANCE CENTER

Maple Grove, MN

The MndOT Maple Grove building is a new facility that combines functions from their Golden Valley and Maple Grove Maintenance Facilities into one building. Recently completed, this building will function as a central hub for MndOT, providing 34 vehicle maintenance stalls, four large welding bays, as well as space for 27 vehicles in heated storage. The Field Supply Inventory Center is designed to be in the center of the building, providing access to both vehicle maintenance and storage, as well as providing service for other MndOT facilities with a loading dock for vendor access.

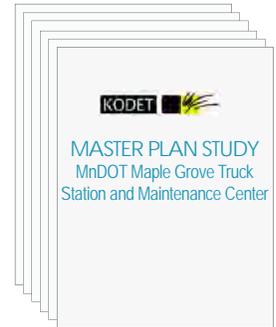
Kodet followed the Minnesota Sustainable Building Guidelines (MSBG) in the design. Sustainable concepts implemented include a geothermal system with wells on site and clerestory windows and skylights in vehicle maintenance to provide daylight. Kodet used computer 3D modeling for renderings and cost estimate takeoffs.



MndOT Maple Grove exterior (top), Wash bay (above)



PROJECT EXPERIENCE



Maple Grove Maintenance Facility Exterior (top), Site Plan (above)



Welding Shop



Office

Reference:
 Tom Lehmann, MnDOT
 395 John Ireland Boulevard, St. Paul, MN 55155
 651.366.3569

PROJECT EXPERIENCE



WEST ST. PAUL MAINTENANCE FACILITY

The West St. Paul Maintenance Facility is a replacement of the City's existing, outdated building on a new site. This new facility greatly enhances the efficiency of public works by housing their entire vehicle fleet in heated covered storage and providing a state of the art maintenance garage and welding shop.

Incorporating many sustainable concepts in the design, Kodet used this project in seminars as a case study for LEED concepts in maintenance buildings. Sustainable concepts included a geothermal system with vertical loops, on site holding ponds to filter stormwater, green materials locally available and with high recycled content, and preservation of trees on site.

Kodet was the architect teaming with Collaborative Design Group on the project. Design concepts included an architecturally pleasing landscaped edge to the adjacent residential neighborhood, site organized for efficient vehicle movement and security, building design to allow for future expansion, overhead cranes and vehicle hoists for a variety of vehicle sizes, and office and lunchroom design for efficient crew staging and operations.

The above facility was designed on a very small site yet included all the critical elements for a maintenance facility. The ability to make efficient use of site areas is a expertise we would apply to your facility.



Reference:

Matt Saam, Public Works Director
1616 Humboldt Ave West, St. Paul, MN 55118
651.552.4100



PROJECT EXPERIENCE



COON RAPIDS PUBLIC WORKS FACILITY

Exterior of Addition for the Coon Rapids Public Works Facility

The Coon Rapids Public Works Facility project was multi-phased additions for heated storage and repair bays. The existing building was a precast structure and the new addition was designed to match its concrete panels.

Kodet Architectural Group added a mezzanine as well as other interior amenities to make the building function better. In addition, energy efficient heating and ventilation systems were a part of the overall design. One of the key elements was to design the facility to accommodate bad soil conditions. Located on an extremely flat site, the design took into account drainage and environmental concerns.

The building was modular in nature, which provided for cost saving and ease of construction. For the first phase, **the final cost was 21% under budget** and the building was completed for early occupancy.

For the second phase, Kodet worked with the City of Coon Rapids to design a garage addition that includes heated storage and vehicle repair space. We remodeled the existing building to provide better storage and more staff support areas.



Reference:

Steve Gatlin, Director of Public Services
11155 Robinson Dr., Coon Rapids, MN 55433
763.755.2880

PROJECT EXPERIENCE



WINDOM DNR CONSOLIDATED HEADQUARTERS

Exterior of Windom DNR Consolidated Headquarters

The DNR Consolidated Headquarters is located at the outskirts of Windom, Minnesota on a rolling prairie site. The building compliments the Department of Natural Resource's commitment to sustainability, which is the balance between protecting and restoring the natural environment, while enhancing economic opportunity and community well-being. Trees, shrubs, a butterfly garden, and wetland grass provides a sustainable site. The Headquarters provides both office space for staff and maintenance areas as well as storage space for field equipment. The long, linear building is situated to allow daylight to penetrate deep into the building and allows for drive through traffic flow for maintenance and storage of vehicles. A large conference room, separated from the private office spaces by the lobby, provides a learning space for the DNR and the public to interact.

The project is an excellent example of sustainable design that works and meets the budget. We utilized local materials, local contractors and communicated with local residents on the design. It offers amenities such as meeting spaces, which are identical to the meeting spaces we design in libraries. Furthermore it has support spaces for community activities and community needs. The facility also utilizes the natural landscape to enrich the design and to connect the building with the site.



Reference:
Mark Wallace, Minnesota DNR
500 Lafayette Road, St. Paul, MN 55155
651.282.2505



PROJECT EXPERIENCE

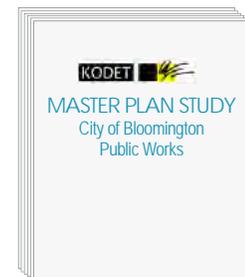


BLOOMINGTON PUBLIC WORKS FACILITY

Exterior of Bloomington Public Works Facility

Kodet Architectural Group worked with the Bloomington Public Works Facility to create a master plan. The plan called for an addition and remodel to the current facility to better serve the City of Bloomington.

1. The facility includes a major addition for engineering, public works, and public safety functions. A second campus building houses emergency response, SWAT and other police and public safety support and training spaces.
2. Exterior site planning and site reuse was utilized to provide the City with a total campus master plan.
3. Materials were incorporated that minimized the impact on the environment while maintaining the character of the site.
4. Renewable resources were used for the interiors, such as environmentally-friendly carpet, wood and steel. Materials were selected that were both durable and low-maintenance.
5. The exterior brick and windows were replaced, providing for enhanced energy efficiency.



Reference:

Jim Eiler, Assistant Maintenance Superintendent
1700 W. 98th Street, Bloomington, MN 55431
952.563.8766

PROJECT EXPERIENCE



Facility exterior (top), mezzanine (above)



BURNSVILLE MAINTENANCE FACILITY

The City Council of Burnsville contracted Kodet Architectural Group to design a new City Maintenance Facility. The 59,600 square foot facility provided much needed space and complied with many new environmental regulation requirements.

The building houses the City's maintenance, park maintenance, vehicle storage, vehicle repair, and supporting office spaces. The brick structure features naturally lit repair work areas and new security and inventory control monitoring systems. Long-span trusses and plan layout in the building were designed to permit easy future expansion.

The 13.8 acre site is part of a planned unit development that will provide the City of Burnsville with land for future commercial growth.

Reference:

Tom Busse, Fleet Superintendent
100 Civic Center Pkwy., Burnsville, MN 55337
952.895.4504



TEAM NAMES AND RESUMES



**KODET
ARCHITECTURAL
GROUP, LTD.**
Edward J. Kodet, Jr.,
FAIA, CID, LEED AP BD+C
President

ROLE: Principal-in-Charge, Lead Designer

EXPERIENCE: 40 Years

REGISTRATION: Architect (MN #10266) and seven other states, CID, LEED AP BD+C

QUALIFICATIONS:

Mr. Kodet is an expert in designing maintenance and transit facilities. He believes in a consensus-building, practical approach of working with architectural ideas and teaming with clients. He will work with the City of Inver Grove Heights directly to expand and translate your ideas into reality.

By combining the knowledge and skills of academic and professional careers, he is a leader in the architectural profession. His strong commitment to and success in architectural design is evident in the firm's many award-winning commissions and published work.

EXPERIENCE:

- Crystal Public Works Master Plan
- Savage Public Works Master Plan
- Monticello Public Works Facilities Needs Study
- Mound Space Needs Study and Concept Plan
- Medina Facilities Master Plan
- Hennepin County Bureau of Public Services Facilities Master Plan Study Multiple Metro Transit Projects
- MnDOT Maple Grove Truck Station & Maintenance Facility
- Coon Rapids Public Works Facility
- Bloomington Public Works Facility
- West St. Paul Maintenance Facility
- MnDOT Cedar Ave Maintenance Facility
- MnDOT Hastings Maintenance Facility
- Burnsville Maintenance Facility
- Lakeville Central Maintenance Facility



**KODET
ARCHITECTURAL
GROUP, LTD.**
Ken Stone,
AIA, LEED AP BD+C, CID
Vice President

PROJECT ROLE: Project Manager, Day-to-Day Contact, Cost Estimating

EXPERIENCE: 36 Years

REGISTRATION: Architect (MN #17541), CID, Interior Designer, LEED AP BD+C

QUALIFICATIONS:

Mr. Stone has extensive expertise in project management and cost estimating for maintenance and transit facilities. As the project manager, he will lead the team and organize the project from start-up through completion. He has the expertise to forecast client needs, understands how the project can be done in phases, and how to be flexible and change for future needs.

Mr. Stone will be in charge of cost estimating and ensure the highest quality is achieved for the Inver Grove Heights project. He will work with stakeholders directly to translate ideas into the completed project.

EXPERIENCE:

- Crystal Public Works Master Plan
- Savage Public Works Master Plan
- Monticello Public Works Facilities Needs Study
- Mound Space Needs Study and Concept Plan
- Medina Facilities Master Plan
- Hennepin County Bureau of Public Services Facilities Master Plan Study
- Multiple Metro Transit Projects
- MnDOT Maple Grove Truck Station & Maintenance Facility
- MnDOT Cedar Ave Maintenance Facility
- MnDOT Hastings Maintenance Facility
- Coon Rapids Public Works Facility
- West St. Paul Maintenance Facility
- Burnsville Maintenance Facility
- Bloomington Public Works Facility
- Lakeville Central Maintenance Facility



**KODET
ARCHITECTURAL
GROUP, LTD.**
Teri Nagel
CSI, LEED AP BD+C
Project Designer

ROLE: Programming, Project Designer, ADA & Quality Control

EXPERIENCE: 21 Years

REGISTRATION: CSI, LEED AP BD+C

QUALIFICATIONS:

Ms. Nagel brings her architectural experience in specialized areas that require detail, coordination of space, furnishings and fixtures to assure the space will meet the intended needs for the City of Inver Grove Heights.

Ms. Nagel's special focus on accessibility issues, and the Americans with Disabilities Act (ADA) in particular, make her especially knowledgeable and acutely sensitive to the unique needs of the physically challenged.

EXPERIENCE:

- Crystal Public Works Master Plan
- Multiple Metro Transit Projects
- MnDOT Maple Grove Truck Station & Maintenance Facility
- Bloomington Public Works Facility, Addition and Remodel, Office Remodel
- West St. Paul Maintenance Facility
- Coon Rapids Maintenance Facility
- Eden Prairie Maintenance Facility
- Lakeville Central Maintenance Facility

FEE PROPOSAL

July 31, 2013

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

Re: Public Works Maintenance Facilities Space Needs Analysis

Dear Mr. Scott D. Thureen:

Kodet Architectural Group appreciates the opportunity to be considered for the City of Inver Grove Heights Public Works Maintenance Facilities Space Needs Analysis. As requested in the Request for Proposal, we propose the following fee schedule.

Architectural Study

The scope of work includes review and inventory of existing facilities and site, including the following:

- A. Review existing site and building to accommodate the needs of the City of Inver Grove Heights, based upon growth projections provided by the City.
- B. Review existing site for circulation, storage, expansion and overall site utilization for the following:
 1. Immediate needs.
 2. Needs in the next 5 years.
 3. Needs in the next 10 to 20 years.
- C. Evaluate the use of the existing building and review needs for the following:
 1. Circulation of vehicles.
 2. Use of support areas, such as welding.
 3. Space need for mechanics.
 4. Storage for all areas, including seasonal storage.
 5. Determine additional space needs for sign storage.
 6. Study special use areas for parks.
 7. Study other needs for secure and safe storage of chemicals and fertilizer.
 8. Study locations for equipment spaces and air compressors, etc.
 9. Study the best location for welding, welding storage and support spaces.
 10. Restrooms.
 11. Lunchroom.
 12. Locker rooms.
 13. Meeting/conference room and training facilities.
 14. Office space.
 15. Storage room for office and cleaning supplies.
 16. Computer stations.
 17. Intercom and radio systems.
 18. Additional spaces as determined.
- D. Equipment and maintenance repair areas involve the following equipment. The study would address the following:
 1. Lifts, both existing and new.
 2. Overhead crane location, size and travel configurations.
 3. Specialized tool needs.
 4. Paint booth/sand blasting area.
 5. Lubrication areas.



FEE PROPOSAL

6. Waste oil/anti-freeze/hazardous chemicals storage.
 7. Oil and grease storage.
 8. Parts/tire storage.
 9. Tool storage.
 10. Welding area or shop.
 11. Air compressor.
 12. Equipment washing bays/parts cleaning.
 13. Vehicle repair bays' tool needs and hand tool storage.
 14. Additional equipment as determined in meetings.
- E. General considerations of individual use areas would be studied and include the following:
1. Equipment storage, including movement through parking area and building.
 2. Carpentry/wood shop.
 3. Sign shop/storage.
 4. Cold storage.
 5. Sand/salt storage.
 6. Materials bulk storage (i.e., wood chips, bituminous, compost, class V, sand, etc.).
 7. Fuel (gas and diesel) storage including electronic tie to maintenance database.
 8. Employee and visitor parking areas and exterior traffic areas.
 9. Safety including OSHA requirements, fire safety requirements, etc.
 10. ADA requirements.
 11. Landscaping, screening, irrigation, lighting and fencing.
 12. Study to include use or potential use of offsite storage areas.
 13. SCADA and security systems.
 14. Other areas as determined in meetings.
- F. Interior design conditions, including the following:
1. Natural lighting in the vehicle storage areas.
 2. Place for training, staging and other public, management and staff needs.
 3. Interior space for a lunch room and staff amenities.
 4. Interior space and space usage for office areas.
 5. Space needs for men's and women's lockers, restrooms, and support areas for daily staff use.
 6. Space needs for the public, so they can be accommodated without interrupting Public Works.
 7. ADA, life safety, and maintenance required by the building for the next 20 years.
 8. Other areas as determined in meetings.
- G. Architectural Design will be studied as follows:
1. The current facility is an assembly of a campus of elements. As an award-winning design firm, Kodet Architectural Group will address the architecture of the building so it can accomplish the following:
 - a. Fit in with a campus of open space; walking paths, sustainable design, neighboring buildings, and the open, well landscaped, adjacent green spaces.
 - b. Look at the entire campus to provide a consistent, cohesive, and visually attractive building which meets the quality needs of Inver Grove Heights.
 - c. Architectural design that reflects the context of the adjacent neighbors, including City facilities and the image of public facilities throughout the City of Inver Grove Heights.
 - d. Other architectural considerations as determined in meetings.
- H. Landscape Architectural Design will be studied as follows:
1. The Public Works facility is located on an excellent site. Framed by ponds, a walking path, and park, our study will address how to create an edge and overall stance of a campus in the landscape study.
 2. The landscape study will address security as it affects walking paths, so that individuals cannot be placed at risk, due to the proximity of the walking path to heavy equipment.
 3. Water run-off, rain gardens, trees, and overall landscape can provide a soft edge between the building and neighbors.
 4. The landscape ideas will encompass the Public Works building as well as other amenities on-site.
 5. Landscape considerations, as outlined by the City of Inver Grove Heights, will encompass the surrounding site, park land or open space and natural environments.

FEE PROPOSAL

- I. A Sustainability Study will provide the following to assist the City of Inver Grove Heights in making decisions, which have long been a part of Kodet's sustainable practices for energy savings and good practice for a maintenance facility. These include:
1. LEED outline and metrics for additions, remodeling and maintenance of the public works facility.
 2. Sustainable design study for meeting City of Inver Grove Heights' Sustainability Goals.
 3. Indoor air quality will be addressed in the study, especially, in truck storage, welding, and other toxic spaces.
 4. Look at energy conservation measures, such as water recycling, heat recovery, geothermal and other strategies that provide long-term value.
 5. Study to include routine sustainable initiatives typical for public works facilities.
 6. Develop connections in sustainability as might be related with the adjacent Environmental Learning Center.
- J. The study will provide the following to assist the City of Inver Grove Heights in making decisions for the future of Public Works:
1. An outlined plan showing all equipment stored inside.
 2. A site plan showing fueling, yard storage, sand/salt facility, and other elements key to operations.
 3. Alternative ways to expand/renovate the building.
 4. Project costs (construction costs and soft costs) for the alternatives. (Our firm provides detailed cost estimates which are accurate and reliable for making budget decisions.)
 5. When evaluation begins, the project will require individual meetings with mechanics, public works supervisors, public works director, city engineer, chief building official, the city administrator, and council representatives.
- K. At the final presentation, deliverables will include:
1. A program book outlining the study's findings, including representative key elements:
 - a. Executive summary.
 - b. City-projected Public Works needs:
 - 1) Immediate.
 - 2) Five years.
 - 3) Ten to twenty years.
 - c. Cost estimates for alternatives and choices, as directed by the City of Inver Grove Heights.
 - d. Space needs summary and possible options.
 - e. Site needs summary and possible options.
 - f. Recommendations.
 - g. Twelve copies of the final recommendations and concept drawings. Final recommendations shall include construction cost estimates, and provide sufficient detail to begin the recommended design phase for construction.

Summary: The foregoing outlines an architectural study to provide the City of Inver Grove Heights with fundamental information to make long-term decisions. Maintenance facilities are a specialty of Kodet Architectural Group, and we have the expertise to provide comprehensive information needed to make immediate and long-term decisions to benefit the City of Inver Grove Heights.

Proposed Fixed Fee	\$19,000
Hourly Not-to-Exceed Fee	\$22,500

Mechanical, Fire Protection and Electrical Study

The Scope of Work includes review and inventory of existing facilities, including the following:

- A. Mechanical and Electrical condition and projected requirements of existing and proposed buildings:
1. Heating/cooling systems study involving the listing of equipment.
 - a. Review the equipment for useful life and make recommendations on re-use or replacement.
 - b. Review upgrades needed for greater ventilation in the truck garage.
 - c. Study upgrades needed for greater ventilation in the welding area.
 - d. Study use of DDC controls and interface with existing controls or total replacement.
 - e. Study feasibility of alternative energy systems, such as geothermal.
 - f. Study possibility of rebates if mechanical upgrades are incorporated into the existing building or additions are made.
 - g. Other mechanical study areas as identified in meetings.
 2. Fire Protection: Study the impact of the fire protection system within the facility.
 3. Electrical Systems:
 - a. Review size of service, electrical needs for the existing building, and future additions.
 - b. Study alternatives for saving electrical energy.
 - c. Study the possibility of rebates if electrical upgrades are incorporated into the existing building or additions are made.
 - d. Other electrical study areas, as identified in meetings.



FEE PROPOSAL

Proposed fees for Mechanical, Fire Protection and Electrical Study would be as follows:

Proposed Fixed Fee	\$7,500
Not-to-Exceed Fee	\$9,000

Summary of Proposed Fees

Architectural

Proposed Fixed Fee	\$19,000
Hourly Not-to-Exceed Fee	\$22,500

Mechanical, Electrical and Plumbing

Proposed Fixed Fee	\$7,500
Hourly Not-to-Exceed Fee	\$9,000

Total

Proposed Fixed Fee	\$26,500
Hourly Not-to-Exceed Fee	\$31,500

Fixed Fees vs. Hourly Not-to-Exceed Fee: Administrative costs are approximately 5% to 10% higher on a not-to-exceed fee contract. As such, we suggest this money is best saved by our clients.

Fee Credit: It is our experience that the programming and study provides the owner and project value in time and experience. If selected to proceed with full A/E services, we would offer up to a 50% credit of the cost of the study towards the fees for full A/E services.

FEE PROPOSAL

FEES ON A TASK BY TASK BASIS:

PHASE 1 – INITIAL BACKGROUND EVALUATION

TASK 1: Collect and review existing facilities as-built data, site plans; lighting, heating and cooling costs; and information on the sites included in the study.

Proposed Fixed Fee \$1,500

TASK 2: Meet with Public Works Facilities Committee (PWFC) and other City staff to determine existing operating methods and existing and future needs.

Proposed Fixed Fee (Four meetings) \$2,500

PHASE 2 – DEVELOP OPTIONS FOR EXISTING AND NEW FACILITIES

TASK 1: Develop two options for renovating/expanding the existing Public Works Building, including but not limited to lighting, HVAC, fire alarm systems, new office space, and additional heated and unheated garage space and cold storage space. Provide estimated budget and timeline.

Proposed Fixed Fee \$10,500

TASK 2: Develop options for demolition and construction of new Public Works Building including but not limited to office, locker and lunchrooms, mechanics area and heated garage and cold storage space. Provide estimated budget and timeline.

Proposed Fixed Fee \$6,500

TASK 3: Evaluate and rank the effectiveness of outdoor storage of compost and other materials at the current Public Works site and other non-contiguous sites.

Proposed Fixed Fee \$1,000

PHASE 3 – FINAL EVALUATION AND RECOMMENDATIONS

TASK 1: Using results from Phases 1 and 2, review all options with PWFC and other City staff to gain additional input and determine best course of action.

Proposed Fixed Fee (Two meetings) \$2,000

TASK 2: Make final recommendations to Committee and also to City Council.

Proposed Fixed Fee (One Meeting) \$2,000

PHASE 4 – FINAL REPORT

TASK 1: Prepare final report, summarizing all phases with recommendations.

Proposed Fixed Fee \$500

Summary of Above

Phase 1	\$ 4,000
Phase 2	\$18,000
Phase 3	\$ 4,000
Phase 4	\$ 500
Total Proposed Fixed Fee	\$26,500

MEETINGS

The consultant must attend and/or facilitate at least (but not limited to) the following meetings:

- Various information gathering and progress meetings with PWFC and other City staff as project proceeds.
- Review results of Phases 1 and 2 as they progress to assure remaining on the right track.
- Present options to PWFC for additional input and observations.
- Meet with City staff to establish final recommendations.
- Final work session presentation to City Council.



FEE PROPOSAL

- Fixed Fee vs. Not-to-Exceed Fee:
 - o We suggest a fixed fee, because it results in less administrative time for the City of Inver Grove Heights and our firm.
- Six meetings are included in the above proposal.
- The proposed fees are based on a standard AIA B141 Owner/Architect Agreement.
- Reimbursable expenses would be in addition to the above.
- The City of Inver Grove Heights would provide survey, soil borings, and testing, as needed or required.

The following is a proposed schedule for summer/fall of 2013. We would adjust the schedule to suit the expectations of the City of Inver Grove Heights, facilitate City Council meetings, and consider other factors, as determined at our kick-off meeting. Kodet Architectural Group would start immediately and meet the scheduled expectations of the City of Inver Grove Heights.

1. Evaluate existing facilities	August 12 to August 23
2. Evaluate site	August 12 to August 23
	August 23 – Summary of Data Collected
3. Programming to verify Department needs	August 12 - Meetings every two weeks through September 9
	September 9 – Summary of Possible Options
	November 4 – Draft Report / Council Worksession
4. Conduct divisional meetings, etc.	Schedule as mutually determined
5. Identify equipment needed	Schedule as mutually determined
6. Identify and maximize use/reuse of existing building	Schedule as mutually determined
7. Develop preliminary cost estimates (Kodet will provide cost estimates during the entire planning process.)	August 23 (after first meeting) to November 4
8. Present concept study findings and Final Report	November 15, 2013 – Final Report

The RFP outlines completion by December 9, 2013. The above schedule is more aggressive. We find in our planning process it is important to establish a momentum of meeting every two weeks to keep on task. As mentioned above, we will adjust the schedule to meet your expectations.

The entire process is anticipated to be completed prior to December 9, 2013.

The above fees and schedule can be reviewed and discussed for any clarifications. We will work with you to achieve a mutually-acceptable timetable which will benefit the City of Inver Grove Heights.

I trust that the above is responsive to your Request for Proposal. We are very interested in working with the City of Inver Grove Heights. We welcome the opportunity to present the design team, meet with the City of Inver Grove Heights and the Public Works Department.

Sincerely,
KODET ARCHITECTURAL GROUP, LTD.



Edward J. Kodet, Jr., FAIA

HOURLY RATE SCHEDULE

Kodet Architectural Group, Ltd
2013 SCHEDULE OF HOURLY RATES

HOURLY RATES

PRINCIPALS	Ed Kodet \$185 Ken Stone \$175	ESTIMATOR:	Licensed architect, or experienced cost estimator with more than 5 years experience; has overall project estimating knowledge and experience with contract documents, site scheduling, cost estimating and over all construction costs. \$145 per hour
ASSOCIATE:	Senior management-level architect who does not hold equity in the firm; typically responsible for major department(s) and/or functions; reports to a principal. \$145 to \$155 per hour	SPEC WRITER:	Licensed architect or senior experienced professional, typically with 8-10 years experience; usually responsible for day-to-day specification and project manual preparation and selection of materials and project procedures. \$120 per hour
ARCHITECT IV / MANAGER:	Licensed architect, or experienced project manager typically with more than 10 years experience; has overall project management responsibility for a variety of projects or project teams, including client contact, scheduling and budgeting. \$125 to \$135 per hour	INTERIOR DESIGNER:	Licensed architect or interior professional, typically with 5 years experience. \$140 per hour
ARCHITECT III:	Licensed architect or senior experienced professional, typically with 8-10 years experience; usually responsible for day-to-day management of a significant project or projects. \$115 per hour	SENIOR TECHNICIAN:	Experienced professional, typically with 6 years experience; responsible for contract documents and with parameters set by others. \$90 per hour
ARCHITECT II:	Licensed architect or experienced professional, typically with 6-8 years experience, usually responsible for daily design and/or technical development of a project or projects. \$105 per hour	TECHNICIAN II:	Professional, with less than 3-6 years experience; responsible for contract documents and with parameters set by others. \$85 per hour
ARCHITECT I:	Recently licensed architect or initial experienced professional, typically with 3-6 years experience; responsible for parts of a project with parameters set by others. \$95 per hour	TECHNICIAN I:	Professional, typically with less than 3 years experience; responsible for contract documents and with parameters set by others. \$75 per hour
INTERN ARCHITECT:	An unlicensed architecture-school graduate with less than 3 years experience; usually develops design and/or technical solutions under the supervision of an architect. \$90 per hour	ADMINISTRATOR:	Professional, typically with less than 3 years experience; responsible for contracts and office support of office professionals. \$75 per hour
CONTRACT ADMINISTRATOR:	Licensed architect, or experienced site and construction manager. Typically with more than 5 years experience; has overall project construction knowledge and experience with contract documents, site scheduling, cost estimating and over all construction experience. \$135 per hour	CLERICAL/ NON-TECHNICAL STAFF:	Controller/bookkeeper, marketing staff, office manager, secretary and other non-technical staff. \$60 per hour

Hourly rates are adjusted annually at the beginning of the calendar year. Rates may vary slightly between categories depending on individuals and their respective experience and responsibilities. Standard reimbursables are in addition to the above rates.



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KODET ARCHITECTURAL GROUP, LTD.

15 Groveland Terrace | Minneapolis, MN 55403-1154

612.377.2737 | www.kodet.com

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CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

CONSIDER AWARDING PROPOSAL TO MILL AND OVERLAY THE EAST PARKING LOT AT CITY HALL

Meeting Date: August 12, 2013
Item Type: Consent
Contact: JTeppen, Asst City Admin
Prepared by:
Reviewed by:

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 awarding a proposal for mill and overlay of the east parking lot at City Hall.

SUMMARY As the Council will recall, at the conclusion of the mediated settlement agreement with the general contractor on the Public Safety Addition/City Hall Renovation, Shaw Lundquist, the City retained funds to address remaining punchlist items and the deficient parking lot.

After additional coring of the parking lot determined conclusively that the entire lot does not conform to the plans and specifications in terms of density and thickness of the wear course, staff has been unable to achieve a satisfactory conclusion with Shaw Lundquist and their subcontractor. It is the City's desire to receive a parking lot that meets the density and thickness of asphalt in the wear course that were called for in the plans and specification. Shaw Lundquist and their subcontractor have offered to repair at their cost "the cosmetic tire marks and any damage to the parking lot caused by the heavy equipment used by Shaw Lundquist and its contractor."

Staff has issued the required notice to Shaw Lundquist that the City will exercise its rights under Section 12.2.2.1 of the General Conditions and correct the condition through a third party contractor. The City intends to pay for the cost of correction from the remaining retainage held on the Project.

Staff solicited proposals from three contractors and received the following proposals for the work :

Ace Blacktop	\$72,774.30
Bituminous Roadways	\$67,050.50
Pine Bend Paving	\$63,282.00

Staff recommends awarding the work to Pine Bend Paving in the amount of \$63,282, with payment coming from the remaining retainage held from the Project.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Approval of Resolution Supporting Dakota County’s Mendota/Lebanon Hills Regional Greenway Master Plan

Meeting Date: August 12, 2013
 Item Type: Consent
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 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

PURPOSE/ACTION REQUESTED

The Council is asked to support the attached resolution supporting Dakota County’s effort to adopt a Mendota/Lebanon Hills Regional Greenway Master Plan.

SUMMARY

Dakota County kicked off their master planning process for the Mendota/Lebanon Hills Greenway in September 2012. The County established a Technical Advisory Group (TAG) which helped the County determine the most desired/acceptable route for the greenway. Scott Thureen, Allan Hunting, and Eric Carlson represented the City on the TAG. The City of Inver Grove Heights has included this greenway in our approved Parks and Trails Master Plan which is a part of the City’s Comprehensive Plan.

The Mendota-Lebanon Hills Greenway travels 8.5 miles through Mendota Heights, Inver Grove Heights, and Eagan. The plan will include trailhead facilities located at key locations along the route and grade separated crossings at major roadways and railroad crossings.

The City would assist the County in securing land control as a part of our plan review process. The County has indicated a wiliness to pay landowners for land needed for the greenway. The greenway would connect to future City trails and potentially connect future City parks in the NW Area.

The plan is a long range plan and is funded by Dakota County. Construction, maintenance, and future replacement of the improvements will be the responsibility of Dakota County. More information regarding the plan can be found here:

http://www.hkqi.com/projects/dakota/mendota_greenway.php

The Park Commission is recommending approval of the resolution. The City Council reviewed this item at the Monday, August 5, 2013 Work Study Session. The attached resolution was modified based on comments the Council made at the Work Study Session.

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

RESOLUTION NO. _____

**RESOLUTION SUPPORTING THE
MENDOTA-LEBANON HILLS REGIONAL GREENWAY**

WHEREAS, the City of Inver Grove Heights has been working with Dakota County on the development of a master plan for a regional greenway project that would bring new recreational and open space opportunities to the City; and

WHEREAS, the unique approach to trail design outlined in the master plan integrates functional use, scenic value, historic and environmental interpretation, water quality improvements, and ecological restoration; and

WHEREAS, the City's preferred alignment is depicted in the attached diagram dated August 2013 and is located west of the existing Argenta Trail ; and

WHEREAS, the proposed greenway is an identified unit of the Metropolitan Regional Park System Plan and will establish a link between the North Urban Regional Trail and Lebanon Hills Regional Park through the communities of Mendota Heights, Inver Grove Heights, and Eagan; and

WHEREAS, the master plan was developed in accordance with the 2030 Regional Parks Policy Plan; and

WHEREAS, the alignment identified in the master plan was developed in accordance with the City of Inver Grove Heights 2030 Comprehensive Plan; and

WHEREAS, the development and operation of the regional greenway will be a cooperative effort between Dakota County and the communities through which it extends;

NOW, THEREFORE, BE IT RESOLVED the City of Inver Grove Heights adopts a resolution supporting Dakota County's Plan for the Mendota-Lebanon Hills Regional Greenway.

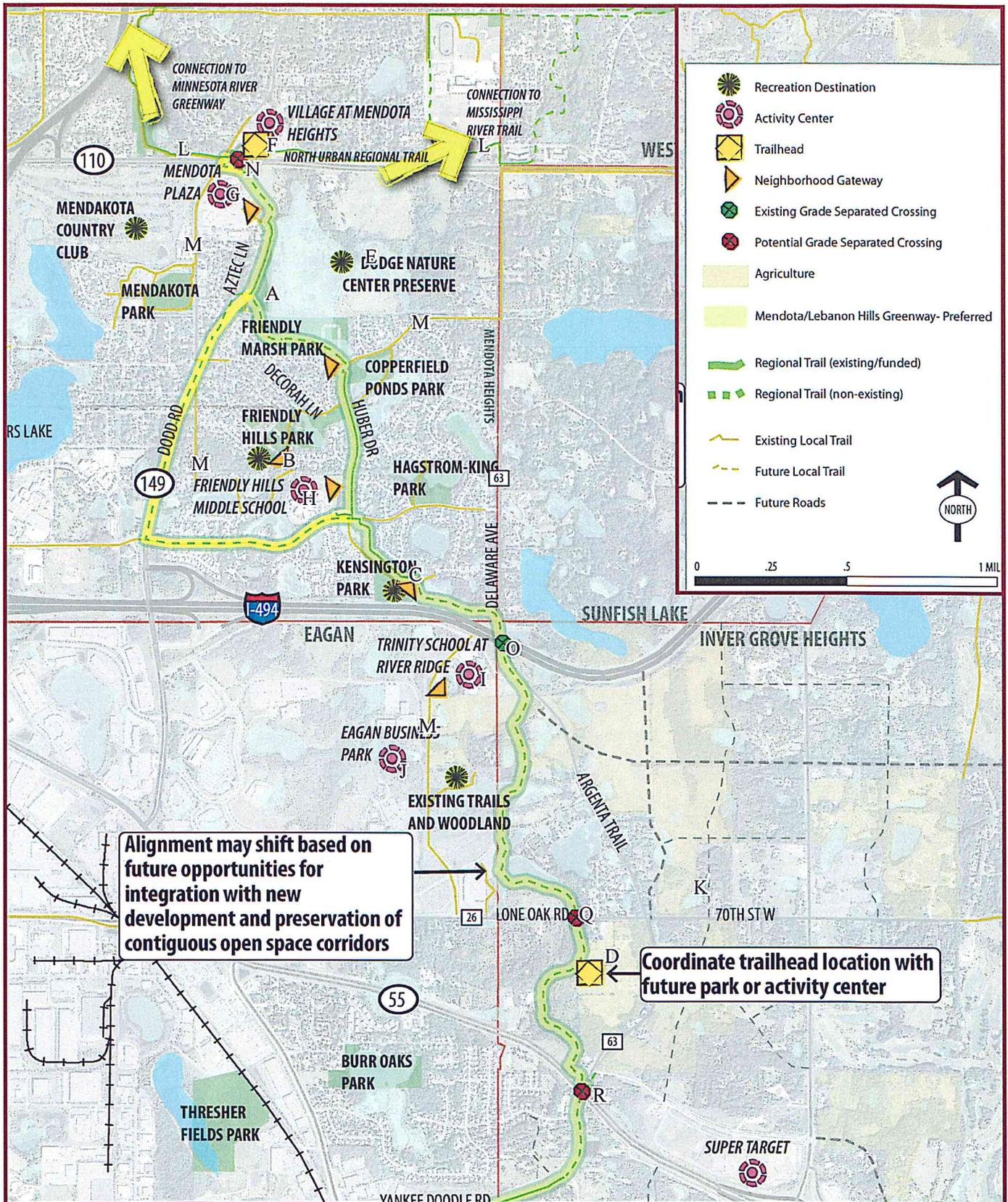
Adopted by the City Council of Inver Grove Heights this 12th day of August 2013.

George Tourville, Mayor

ATTEST:

Melissa Rheaume, Deputy City Clerk

Figure 31. Mendota-Lebanon Hills Greenway Segment 1 Concept Plan



CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Bituminous Trails 2013 Seal Coating

Meeting Date: August 12, 2013
 Item Type: Consent Agenda
 Contact: Mark Borgwardt-651-450-2581
 Prepared by: Mark Borgwardt
 Reviewed by: Eric Carlson

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 awarding contract to Fahrner Asphalt Sealers not to exceed \$45,000 for seal coating of bituminous trails on attached map, totaling approximately 25,000 linear feet or 195,000 square feet. These trails were crack filled last year and are priority for seal coating in 2013 per parks pavement management program. Recommend funding from Park Maintenance Fund 444.

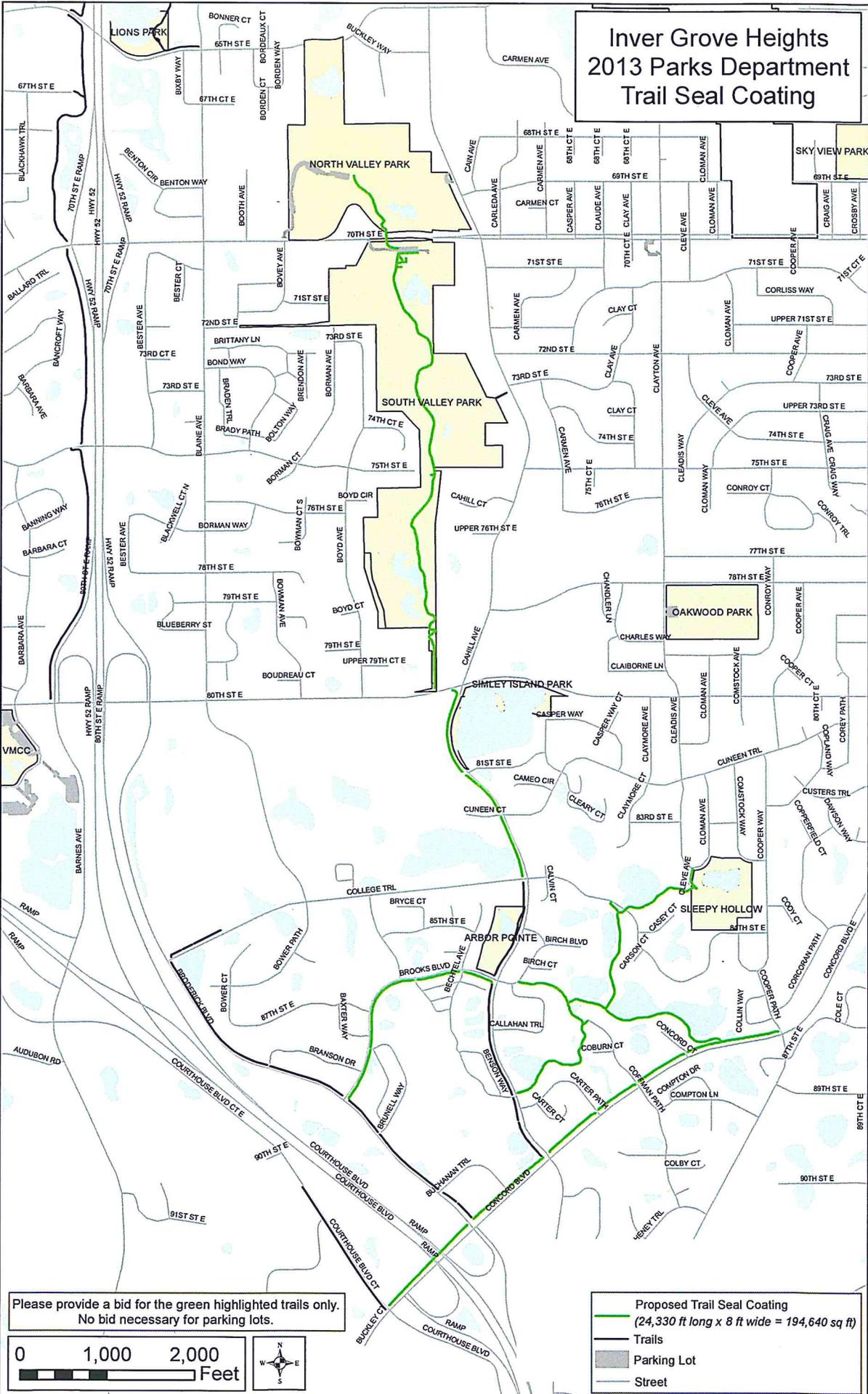
SUMMARY

Trails on attached map totaling approximately 195,000 square feet were crack filled last year and are priority for seal coating in 2013 per Parks pavement management program. Three (3) quotes were received to provide seal coating:

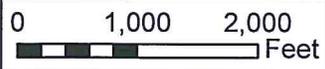
Fahrner Asphalt Sealers. Ilc.	\$42,585.00
Bargen Incorporated	\$73,689.00
Gopher State Seal Coat, Inc.	\$74,188.00

Recommend hiring Fahrner Asphalt Sealers Ilc. for \$42,585.00 to seal coat bituminous trails on attached map, totaling approximately 25,000 linear feet with funding from Park Maintenance Fund 444.

Inver Grove Heights 2013 Parks Department Trail Seal Coating



Please provide a bid for the green highlighted trails only.
No bid necessary for parking lots.



- Proposed Trail Seal Coating
(24,330 ft long x 8 ft wide = 194,640 sq ft)
- Trails
- Parking Lot
- Street

Document Path: Z:\GIS\Output\MapDocs\GIS\MapDocs\2013 Trail Seal Coating.mxd Date: 2/12/2013 Time: 7:25:15 AM User: htwm

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

SCHEDULE SPECIAL MEETING

Meeting Date: August 12, 2013
Item Type: Consent
Contact: 651.450.2513
Prepared by: Melissa Kennedy
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:

Schedule a special City Council meeting on Monday, August 26, 2013 in the City Council Chambers immediately following the conclusion of the regularly scheduled City Council meeting.

SUMMARY:

Council is asked to schedule a special meeting for the purpose of discussing the 2014 Preliminary Budget.

Staff will post notice of the special meeting as required.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

PERSONNEL ACTIONS

Meeting Date: August 12, 2013
Item Type: Consent
Contact: Jenelle Teppen, Asst. City Admin
Prepared by: Amy Jannetto, H.R. Coordinator
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 Staff requests that the Council approve the personnel actions listed below:

Please confirm the seasonal/temporary employment of: Golf – Jack Shubatt, Fitness –Ellen Klemme, Jeffrey Rank, VMCC – Eric Edhlund.

Please confirm the selection/promotion of: John Germaine, Lieutenant, Fire Station 1 and Cory Rosendale, Lieutenant, Fire Station 3.

Please confirm the employment of: Tyson Rainey, Police Officer.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

APPROVE OVERTIME PAYMENT

Meeting Date: August 12, 2013
 Item Type: Consent
 Contact: JTeppen, Asst City Admin
 Prepared by:
 Reviewed by: Kristi Smith, Finance Director

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 overtime payment to Jason Lundell.

SUMMARY The City employs Jason Lundell as a full-time Streets Maintenance Worker who is also one of the City’s Paid-on-Call Firefighters (POC FF). It was discovered while doing research into the Assistant Fire Chief’s request to serve in both a full-time and paid-on-call status that there is a Fair Labor Standards Act (FLSA) requirement that sets forth requirements specifically addressing City employees who hold two different jobs within the City. Those employees qualify for overtime if they exceed 40 hours in one workweek in either or both jobs.

There are two ways to calculate the overtime; a blended rate calculation, or a straight rate calculation. The FLSA says that the employee makes the choice between the calculations. The blended rate calculation is a blending of the overtime rate of a Street Maintenance Worker and the overtime rate of a POC FF. The straight rate calculation is strictly the overtime rate of the POC FF.

Jason Lundell has been both a POC FF and a full-time Street Maintenance Worker since 1999. After reviewing the requirements about a look back period with the Department of Labor, the City would be held to the two previous years of back pay. In an effort to demonstrate goodwill, staff has offered Jason five years of back pay and he has accepted.

Jason has been provided the calculations for the full five years, at both the straight rate and blended rate calculations. He has requested the back pay to be paid at the blended rate, and that going forward he would be compensated at the straight rate calculation and we have agreed.

Therefore, for the period of 2008- 2013 YTTD Jason is owed approximately \$33,536. The funds for that payment will come from the Fire Department’s Overtime budget. Moving forward Jason will be paid any and all overtime on an on-going basis and those monies will be reflected in the Fire Department’s Overtime line in the budget.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

PERISH – Case No. 13-31V

Meeting Date: August 12, 2013
 Item Type: Regular
 Contact: Heather Botten 651.450.2569
 Prepared by: Heather Botten, Associate Planner
 Reviewed by: Planning

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"/> | Other |

PURPOSE/ACTION REQUESTED

Consider a Resolution relating to a **Variance** to allow a 12 foot front yard setback for a deck and handicap ramp for property located at 3160 71st Street.

- Requires a 3/5ths vote.
- 60-day deadline: August 17, 2013 (first 60-days)

SUMMARY

This item was tabled at the July 22, 2013 meeting because a representative for the request was not able to attend due to an emergency. In response to Council Member Mueller’s question, the property owner has consented to the request as evident by him signing the variance application.

The applicant is requesting a 12 foot variance to allow a deck and ramp addition to be located 12 feet from the front property line whereas 24 feet is the required setback. The proposed deck would be 19’ wide and 10’6” deep with a 4’ wheelchair ramp coming down to the driveway. The applicant’s home was built prior to the City’s first zoning ordinance and is setback 27 feet from the front lot line whereas 30 feet is the minimum setback. The code allows an uncovered deck, landing, and ramp to be 24 feet from the front property line (six foot encroachment). Therefore, looking at the size of the proposed deck it extends beyond what was envisioned when the code was amended to allow open decks or ramps on houses to encroach in the front yard setback.

Variances may be granted when the applicant for the variance establishes there are practical difficulties in complying with the zoning ordinance. “Practical difficulties,” means that the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality.

One of the functions of setback requirements is to maintain consistency of structure placement from street and neighboring views. The proposed deck would be one of the only front yard encroachments along 71st Street. Staff believes the conditions of the property are not so limiting that the property could not be used in a reasonable manner without the 12 foot variance. Staff would support a six foot deck encroachment along with a four foot ramp which is similar to what was envisioned for other front yard encroachments.

Planning Staff: Staff believes the variance request is a significant request and the applicant has not identified practical difficulties to comply with the ordinance as a smaller deck could be constructed and still meet building code requirements. Based on the information provided staff recommends denial of the 12’ setback variance with the findings listed in the attached resolution. Staff would

support a 17' setback (seven foot variance) which would allow for a six foot deck encroachment along with a four foot wide ramp.

Planning Commission: At the July 16, 2013 public hearing the Planning Commission recommended denial of the proposed request (5-2). The Commission would support a seven foot variance allowing a 17' front yard setback.

Attachments: Resolution
 Planning Commission Recommendation
 Planning Staff Report

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

RESOLUTION NO. _____

**RESOLUTION DENYING A VARIANCE TO ALLOW A DECK AND RAMP 12 FEET
FROM THE FRONT PROPERTY LINE WHEREAS 24 FEET IS REQUIRED**

**CASE NO. 13-31V
Patricia Perish**

Property located at 3160 – 71st Street and legally described as follows:

**Lot 9, Block 2, South Grove No. 8, according to the recorded plat, Dakota County,
Minnesota**

WHEREAS, an application has been received for a Variance to allow a deck and ramp 12 feet from the front property line whereas 24 feet is the required setback for certain front yard encroachments;

WHEREAS, the afore described property is zoned R-1C, Single Family Residential;

WHEREAS, a Variance may be granted by the City Council from the strict application of the provisions of the City Code Title 10, Chapter 3-4 and conditions and safeguards imposed in the variance so granted where practical difficulties or particular hardships result from carrying out the strict letter of the regulations of the Zoning Code, as per City Code 10-3-4 D;

WHEREAS, the City of Inver Grove Heights Planning Commission reviewed the request on July 16, 2013 in accordance with City Code Section City Code 10-3-3:C;

WHEREAS, a practical difficulty or uniqueness was not found to exist based on the following findings:

1. The conditions of the property were not so limiting or unique that the property could not be used in a reasonable manner without the 12 foot variance.
2. Approval of the setback variance could set a precedent for other front yard encroachments.
3. The facts presented do not satisfy the criteria needed to show a practical difficulty on the lot to support granting such a large variance; the proposed deck is larger than the minimum requirements for a front landing and handicap ramp.
4. Approval of the 10 foot deck along with a four foot ramp in the front yard could alter the character of the neighborhood.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that the variance to allow a deck and ramp 12 feet from the front property line is hereby denied.

BE IT FURTHER RESOLVED that the Deputy Clerk is hereby authorized and directed to record a certified copy of this Resolution at the Dakota County Recorder's Office.

Adopted by the City Council of Inver Grove Heights this ____ day of _____, 2013.

George Tourville, Mayor

Ayes:

Nays:

ATTEST:

Melissa Kennedy, Deputy Clerk

**RECOMMENDATION TO
CITY OF INVER GROVE HEIGHTS**

TO: Mayor and City Council of Inver Grove Heights
FROM: Planning Commission
DATE: July 16, 2013
SUBJECT: PATRICIA PERISH - CASE NO. 13-31V

Reading of Notice

Commissioner Simon read the public hearing notice to consider the request for a variance to allow a 12 foot front yard setback for a deck and handicap ramp addition whereas 24 feet is required, for the property located at 3160 – 71st Street. 5 notices were mailed.

Presentation of Request

Heather Botten, Associate Planner, explained the request as detailed in the report. She stated the applicant is requesting a 12 foot variance to allow a deck and ramp addition to be located 12 feet from the front property line whereas 24 feet is the required setback. The proposed deck would be 19' wide and 10'6" deep with a 4' wheelchair ramp coming down to the driveway. The applicant's home was built prior to the City's first zoning ordinance and is setback 27 feet from the front lot line whereas 30 feet is the minimum setback. The code allows an uncovered deck, landing, and handicapped access ramp to be 24 feet from the front property line. For the reasons listed in Alternative B in the report, staff recommends denial of the request as proposed. Staff would, however, support a 17 foot setback from the front lot line which would allow a six foot uncovered deck along with the four foot wide proposed ramp with the condition listed in Alternative A. Staff heard from only one neighbor who was inquiring as to the details of the request and expressed no objections to what was being proposed.

Chair Hark asked Ms. Botten to clarify staff's alternative for a 17 foot setback.

Ms. Botten advised staff would support a six foot wide deck rather than the proposed 10'6" deck being proposed with a four foot ramp along the front.

Chair Hark asked if the only change would be the dimensions of the deck.

Ms. Botten replied in the affirmative.

Opening of Public Hearing

Terry Johnson, 847 – 1st Avenue S, South St. Paul, representing the homeowners, stated that reducing the deck to six feet would change the ramp as it would no longer have the necessary 1:12 slope. Additionally, more than six feet was necessary in order to build the proposed steps for accessibility for the mailman, neighbors, etc. He stated a six foot deck would not be wide enough to allow for maneuverability of a wheelchair, in addition to the three foot door swing coming out of the house. He noted that the inspector may request an additional landing, which would result in an even greater distance being needed. He advised that the homeowner is a business owner in the community who had a stroke in December. He has been having difficulty

navigating the stairs and is looking for future wheelchair access and to be able to have enough room to enjoy the deck; this would require a minimum depth of 10'6".

Commissioner Klein asked staff to respond to Mr. Johnson's statements.

Ms. Botten replied that the Chief Building Official stated that a six foot deck and four foot ramp would meet building codes.

Commissioner Klein questioned whether it would be deep enough to function for a wheelchair.

Ms. Botten replied in the affirmative. She stated although this layout was the applicant's preference, there were other ways to configure the ramp. She noted that building code requires only a three foot wide ramp rather than the four feet being proposed.

Commissioner Simon stated the ramp could be reconfigured and made longer to accommodate a 1:12 slope.

Ms. Botten agreed, stating the ramp could be started from the other side, have a turn-around area, and then head back towards the driveway. Building code requires three feet for steps.

Mr. Johnson stated that building the ramp as suggested would result in an even greater distance for the homeowner to travel in his wheelchair.

Commissioner Simon stated she had seen many ramps built as such.

Mr. Johnson agreed, but questioned if she would prefer such a ramp on her home.

Commissioner Maggi asked if it would be an option to put the deck on the back of the house instead.

Mr. Johnson replied it was not feasible as the applicant's in-home hair salon was located on the back of the building.

Commissioner Lissarrague stated this situation was unusual and warranted some flexibility and compassion. He asked if the neighbors had been approached regarding the request.

Mr. Johnson replied that he spoke with the neighbors on both sides and across the street. They did not voice any objections to the request.

Commissioner Klein asked if the attached garage was handicapped accessible from the house.

Mr. Johnson replied it was not.

Commissioner Klein asked if it could become accessible.

Mr. Johnson replied it could not. He stated he was essentially only asking for an additional 4 1/2

feet of deck.

Chair Hark asked if the applicant reviewed and understood the conditions listed in the report.

Mr. Johnson replied in the affirmative.

Chair Hark asked if the applicant agreed with the conditions listed in the report.

Mr. Johnson replied he did not.

Chair Hark closed the public hearing.

Planning Commission Discussion

Chair Hark stated that although he had compassion for the homeowner's situation, he did not believe the Planning Commission could consider health issues as a practical difficulty.

Commissioner Elsmore stated if the homeowner were able to turn 90 degrees onto the four foot ramp, he would likely be able to maneuver onto a six foot deck as well. She also questioned whether reducing the deck depth would affect the slope of the proposed ramp.

Commissioner Simon stated although she had compassion for the homeowner's situation, she would likely vote to deny the request due to lack of a practical difficulty.

Commissioner Klein stated a four foot ramp would allow very little room for maneuverability of a wheelchair and possibly another person pushing it.

Commissioner Elsmore stated staff was recommending that only the deck dimensions change; not the ramp width.

Commissioner Maggi asked if Commissioner Klein could define a practical difficulty.

Commissioner Lissarrague stated there were many practical difficulties present, although they did not necessarily align with what the zoning code considered a practical difficulty, and he supported the request as it would allow the homeowner a better quality of life.

Commissioner Klein questioned why the handicapped aspect would not be considered a criterion for a practical difficulty.

Chair Hark advised that the City Council had more flexibility to approve a request that did not meet the variance criteria.

Planning Commission Recommendation

Motion by Commissioner Simon, second by Commissioner Elsmore, to deny the request for a variance to allow a 12 foot front yard setback for a deck and handicap ramp addition whereas 24 feet is required, for the property located at 3160 – 71st Street, for the reasons stated in Alternative B of the report.

Motion carried (5/2 – Klein, Lissarrague)

Commissioner Simon asked for clarification regarding a recommendation for a six foot deck.

Mr. Hunting replied rather than making a motion, the Planning Commission could state on record that they would be supportive of a six foot deck.

Commissioner Simon stated she supported allowing a six foot deck and a four foot ramp.

Chair Hark asked if anyone had an opposing view.

Commissioner Klein asked if the applicants could choose to build a five foot deck and five foot ramp.

Ms. Botten replied that staff would support a 17 foot setback, which would give the applicants the flexibility to change the width of the ramp or the deck.

Commissioner Simon advised that this item goes to the City Council on July 22, 2013.

SURROUNDING USES: The subject site is surrounded by single-family homes, all zoned R-1C, Single Family Residential and guided LDR, Low Density Residential.

EVALUATION OF REQUEST:

City Code Title 10, Chapter 3. **Variances**, states that the City Council may grant variances when they are in harmony with the general purposes and intent of the zoning ordinance and consistent with the comprehensive plan and establishes that there are practical difficulties in complying with the official control. In order to grant the requested variances, City Code identifies criteria which are to be considered practical difficulties. The applicant's request is reviewed below against those criteria.

1. *The variance request is in harmony with the general purpose and intent of the city code and consistent with the comprehensive plan.*

The code allows for a 24' front yard setback (six foot encroachment) for uncovered access ramps and decks. Allowing an encroachment greater than this could set a precedent for other front yard additions. The request is in harmony with the intent of the comprehensive plan as the lot is being utilized as residential.

2. *The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.*

Setback standards are not precluding the homeowner from reasonable use of the property. The front addition extends beyond what was envisioned when the code was amended to allow open decks or ramps on houses to encroach up to six feet. A typical front entry stoop must be at least 3' x 3' per building code. Installing a ramp next to a three foot landing with another three feet to accommodate the proposed stairs would seem reasonable and could meet the variance criteria. Beyond this creates further encroachments into the front yard setback which is established to maintain a straight visual sight line along the streetscape and to keep structures back from the street.

3. *The plight of the landowner is due to circumstances unique to the property not created by the landowner.*

The zoning code has a special provision allowing uncovered decks and ramps to encroach within the front yard setback. The size of the proposed deck may be considered a convenience to the applicant, not a practical difficulty.

4. *The variance will not alter the essential character of the locality.*

One of the functions of setback requirements is to maintain consistency of structure placement and aesthetic qualities from street and neighboring views. The proposed deck and ramp would be one of the only front yard encroachments along 71st Street. Because the addition is an open deck and ramp, it would not have the same effect as if an enclosed addition was being proposed. Staff has felt front yard encroachments can have a greater impact on the character of the neighborhood compared to side or rear encroachments.

5. *Economic considerations alone do not constitute an undue hardship.*

Economic considerations do not appear to be a basis for this request.

ALTERNATIVES

The Planning Commission has the following alternatives available for the requested action:

A. Approval If the Planning Commission finds the setback variance to be acceptable, the Commission should recommend approval of the request with at least the following condition:

1. The site shall be developed in substantial conformance with the site plan on file with the Planning Department.

B. Denial If the Planning Commission does not favor the proposed request, it should be recommended for denial, which could be based on the following rationale:

1. Denying the variance request does not preclude the applicant from reasonable use of the property.
2. Approval of the variance could set a precedent for other front yard setback variances.
3. Staff does not believe there are practical difficulties in complying with the official control as the proposed deck is larger than what is required for a front landing and handicap ramp.
4. Approval of the 10 foot deck along with a four foot ramp in the front yard could alter the character of the neighborhood.

RECOMMENDATION

Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance. "Practical difficulties," as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality.

Staff believes the applicant did not identify practical difficulties to comply with the ordinance. For the reasons listed in Alternative B staff is recommending denial of the proposed request. Staff would support a 17' setback from the front lot line which would allow a six (6) foot uncovered deck encroachment along with the four foot wide proposed ramp with the condition listed in Alternative A.

Attachments: Exhibit A – Location/Zoning Map
Exhibit B – Narrative
Exhibit C - Site Plan
Exhibit D- Aerial Photo



Perish - Case No. 13-31V
3160 - 71st Street



Legend

- A, Agricultural
- E-1, Estate (2.5 ac.)
- E-2, Estate (1.75 ac.)
- R-1A, Single Family (1.0 ac.)
- R-1B, Single Family (0.5 ac.)
- R-1C, Single Family (0.25 ac.)
- R-2, Two-Family
- R-3A, 3-4 Family
- R-3B, up to 7 Family
- R-3C, > 7 Family
- R-4, Mobile Home Park
- B-1, Limited Business
- B-2, Neighborhood Business
- B-3, General Business
- B-4, Shopping Center
- OP, Office Park
- PUD, Planned Unit Development
- OFFICE PUD
- Comm PUD, Commercial PUD
- MF PUD, Multiple-Family PUD
- I-1, Limited Industrial
- I-2, General Industrial
- P, Public/Institutional
- Surface Water
- ROW

N
Map not to scale

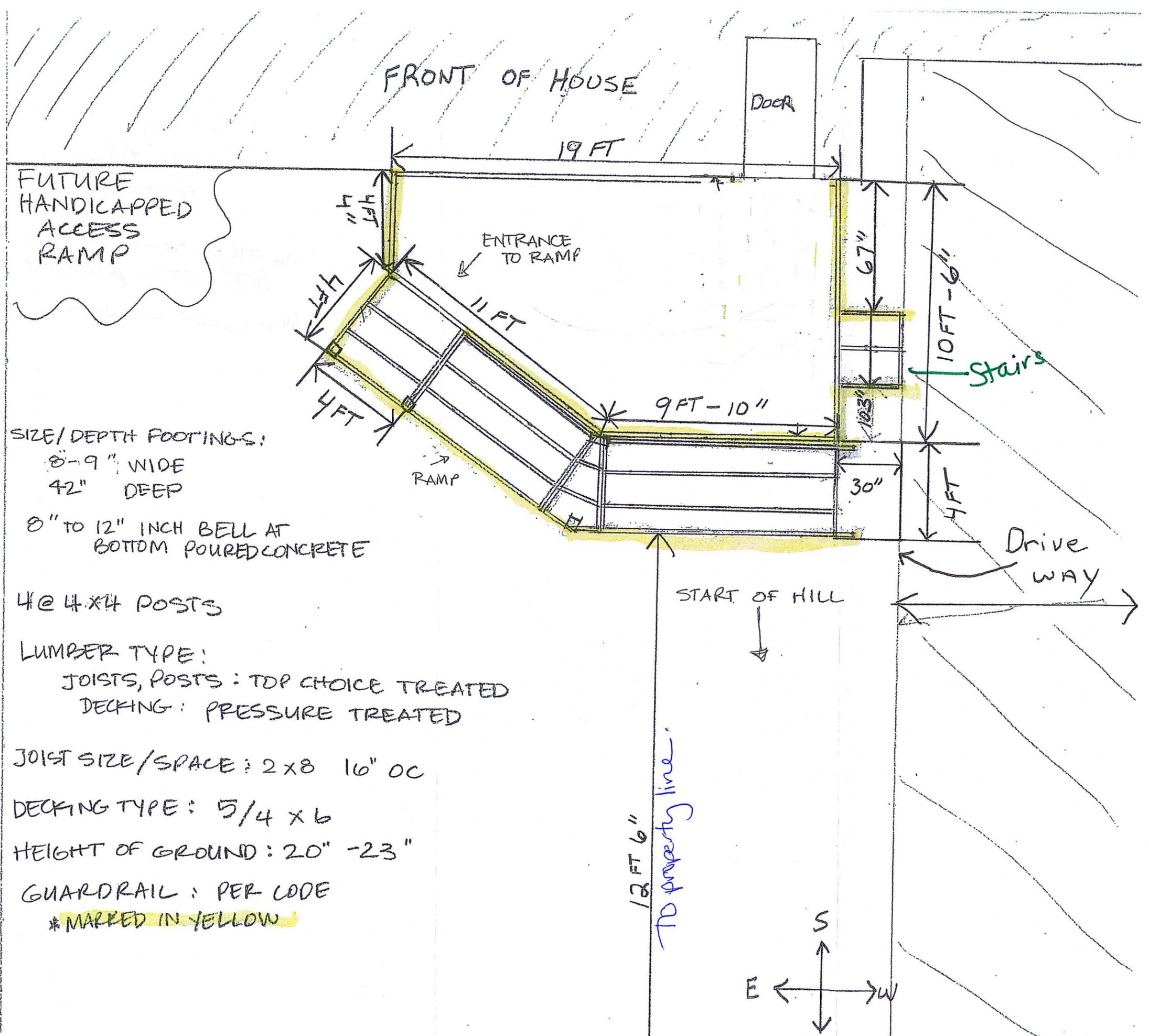
Exhibit A
Zoning and Location Map

Johnson Builders
Terry Johnson
651.303.9512
847 1st Avenue So.
South St. Paul, MN
55075

We are asking for a variance to the IGH code Title 10, chapter 5, Article 2 that pertains to the setbacks for an uncovered deck and future handicapped access ramp in the front yard of 3160 71st Street E., Inver Grove Heights. The current location of the house is at approximately 27 feet off the property line where the ordinance states that any such structure as in an uncovered deck or uncovered handicapped access ramp should not be closer than 24 feet to the property line. With given where the house is located pertinent to where the proposed deck/ramp would be, there isn't enough room to build anything usable without encroaching on the ordinance to attach any such structure. The need for such a deck/ramp as proposed is that one of the occupants of the home suffered a stroke this past December and since this health issue, his mobility and ease of transfer has been deteriorating. The importance to be able to accommodate his continuing difficulties in mobility and ultimately a wheelchair as well as improve the quality of life for this occupant has increased exponentially. The proposed structure is designed with qualities to aid in the disability and care of the occupant, by providing an area big enough to accommodate a wheelchair where he can comfortably sit outside and get fresh air, along with an ease to the entering and exiting of the house, while not only improving the value but adding to the curb appeal and the quality of the neighborhood.

Applicant : Patricia Perish
3160 71st Street E.
Inver Grove Heights, MN 55076
651.457.3520

B



FUTURE
HANDICAPPED
ACCESS
RAMP

SIZE/DEPTH FOOTINGS:
8"-9" WIDE
42" DEEP
8" TO 12" INCH BELL AT
BOTTOM POURED CONCRETE

4 @ 4x4 POSTS

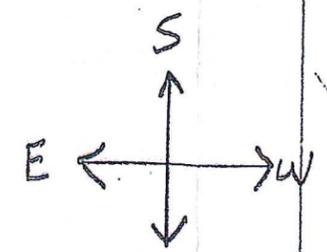
LUMBER TYPE:
JOISTS, POSTS : TOP CHOICE TREATED
DECKING : PRESSURE TREATED

JOIST SIZE/SPACE : 2x8 16" OC

DECKING TYPE : 5/4 x 6

HEIGHT OF GROUND : 20" - 23"

GUARDRAIL : PER CODE
* MARKED IN YELLOW





14' x 19' deck and ramp area

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Hallblade Trailers Inc. - Case No. 13-28VAC

Meeting Date: August 12, 2013
 Item Type: Regular Agenda
 Contact: Allan Hunting 651.450.2554
 Prepared by: Allan Hunting, City Planner
 Reviewed by: Planning

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 a Resolution relating to Vacation of certain drainage and utility easements within the plat of Arbor Pointe Commons Second Addition.

- Requires 3/5th's vote.
- 60-day deadline: August 18, 2013 (first 60-days)

SUMMARY

Hallblade Trailer Sales received site plan approval for a trailer sales lot on June 24, 2013. Part of that request was replatting the property into one lot. The existing perimeter drainage and utility easements on the interior lot line should have been vacated at that time. This was overlooked and now needs action.

ANALYSIS

Engineering has reviewed the request and finds no need for the existing easements in question. All necessary drainage and utility easements will be dedicated on the new plat that was previously approved.

RECOMMENDATION

Planning Staff: Staff recommends approval of the easement vacation as presented.

Planning Commission: Also recommends approval of the vacation (7-0).

Attachments: Vacation Approval Resolution
 Planning Commission Minutes
 Planning Report

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

RESOLUTION NO. _____

**RESOLUTION APPROVING A VACATION OF CERTAIN PUBLIC DRAINAGE
AND UTILITY EASEMENTS WITHIN THE PLAT OF ARBOR POINTE COMMONS
SECOND ADDITION**

CASE NO. 13-28VAC

WHEREAS, a petition has been duly presented to the City of Inver Grove Heights, signed by the owner of the property of the following described drainage and utility easements situated in the City of Inver Grove Heights, Dakota County, State of Minnesota, to wit:

The 10 foot drainage and utility easement along the entire east line of Lot 2, Block 1 and the five (5) foot drainage and utility easement along the west line of Lot 1, Block 1 commencing at the SW corner of said lot, northward a distance of 315.18 feet, all within the plat of Arbor Pointe Commons Second Addition, Dakota County, Minnesota.

WHEREAS, a notice of hearing on said petition has been duly published and posted in accordance with the applicable Minnesota Statutes, and

WHEREAS, a public hearing was held on said petition on July 16, 2013, at the Council Chambers, 8150 Barbara Avenue, and

WHEREAS, the Planning Commission then proceeded to hear all persons interested in said petition and all persons interested were afforded an opportunity to present their views and objections to the granting of said petition, and

WHEREAS, the City Council of Inver Grove Heights has determined that the vacation of said public drainage and utility easements would be in the public interest.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, MINNESOTA: That the above described public drainage and utility easements are hereby vacated pursuant to M.S.A. 412.851.

BE IT FURTHER RESOLVED that the Deputy Clerk is hereby authorized and directed to record a certified copy of this Resolution at the Dakota County Recorder's Office.

Adopted by the City Council of Inver Grove Heights this ____ day of _____, 2013.

Ayes:

Nays:

George Tourville, Mayor

ATTEST:

Melissa Kennedy, Deputy Clerk

**RECOMMENDATION TO
CITY OF INVER GROVE HEIGHTS**

TO: Mayor and City Council of Inver Grove Heights

FROM: Planning Commission

DATE: August 7, 2013

SUBJECT: HALLBLADE PROPERTIES LLC – CASE NO. 13-28VAC

Reading of Notice

Commissioner Simon read the public hearing notice to consider the request for a vacation of certain public drainage and utility easements within the plat of Arbor Pointe Common Second Addition, for the property located south of Tractor Supply and west of Cahill Avenue. 7 notices were mailed.

Presentation of Request

Allan Hunting, City Planner, explained the request as detailed in the report. He stated the two lots were recently replatted into one parcel for a trailer sales operation. At that time the existing public drainage and utility easements should have been vacated, but in this case were not. He advised that the easements are not needed and therefore staff recommends approval of the vacation. The applicant was advised they need not be present as staff would represent the applicant on this bookkeeping issue.

Opening of Public Hearing

There was no public testimony.

Chair Hark closed the public hearing.

Planning Commission Recommendation

Motion by Commissioner Gooch, second by Commissioner Klein, to approve the request for a vacation of certain public drainage and utility easements within the plat of Arbor Pointe Common Second Addition, for the property located south of Tractor Supply and west of Cahill Avenue.

Motion carried (7/0). This item goes to the City Council on August 12, 2013.

PLANNING REPORT CITY OF INVER GROVE HEIGHTS

REPORT DATE: July 8, 2013

CASE NO: 13-28VAC

HEARING DATE: August 6, 2013

APPLICANT/PROPERTY OWNER: Hallblade Trailers, Inc.

REQUEST: Vacation of certain public drainage and utility easements

LOCATION: Between Cahill Avenue, Hwy 52 and south of Cafferty Court

COMPREHENSIVE PLAN: CC, Community Commercial

ZONING: B-3, General Business

REVIEWING DIVISIONS: Planning
Engineering

PREPARED BY: Allan Hunting
City Planner

BACKGROUND

The applicant received plat approval and major site plan approval for a trailers sales operation on June 24, 2013. The approved plat was replatting two lots in an existing subdivision. There were perimeter drainage and utility easements dedicated around the two lots in question on the subdivision. When a property is replatted, the existing public drainage and utility easements need to be vacated when a property line is moved or eliminated. In this case, the two lots were combined into one lot and the vacation of the easements should have been acted upon at that same time. There was an error in the original application and this action was not done. This request is to take the action necessary to vacate public drainage and utility easements within a subdivision plat.

EVALUATION OF THE REQUEST

ANALYSIS

There is a 10 foot easement along the east line of Lot 2 and a five foot easement along the southern portion of Lot 1. The new plat combined these two lots and so the easements need to be vacated because they are not needed for any utility purpose. All necessary easements were rededicated on the new plat.

Engineering has reviewed the application and finds no need for these easements.

ALTERNATIVES

The Planning Commission has the following alternatives for the requested action:

A. Approval If the Planning Commission finds the Vacation of the drainage and utility easements, as shown on the attached exhibit, to be acceptable, the Commission should recommend approval of the request.

B. Denial If the Planning Commission does not favor the proposed application the above request should be recommended for denial. With a recommendation for denial, findings or the basis for the denial should be given.

RECOMMENDATION

Based on the information in the preceding report, staff is recommending approval of the vacation of the drainage and utility easements.

Attachments: Plat Drawing Showing easements to be vacated

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Bryan Tschida - Case No. 13-32V

Meeting Date: August 12, 2013
 Item Type: Regular Agenda
 Contact: Allan Hunting 651.450.2554
 Prepared by: Allan Hunting, City Planner
 Reviewed by: Planning

<input checked="" type="checkbox"/>	Fiscal/FTE Impact: 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 a Resolution relating to a Variance to allow a 1,200 square foot accessory structure with 20 foot front and side yard setbacks for property located at 11990 Akron Avenue.

- Requires 3/5th's vote.
- 60-day deadline: August 18, 2013 (first 60-days)

SUMMARY

The applicant is proposing to replace an existing 624 square foot accessory structure with a 1,200 square foot structure. The existing structure is approximately 20 feet from the front and side property lines. The applicant is requesting to place the new structure in the same location, maintaining the same front and side yard setbacks. Accessory structures greater than 1000 square feet require 50 foot setbacks from all property lines. Accessory structures less than 1000 square feet follow specific zoning district regulations (in this case, 30 foot front and 25 foot side).

ANALYSIS

Structure location is limited on the lot due to steep topography on both sides of the driveway. The current structure is located in the only flat spot in the front portion of the lot. A practical difficulty for a front yard setback reduction would be the topography of the lot. By reducing the size of the structure however, the side yard setback variance could be eliminated or at least reduced to only a five (5) foot variance. Staff believes there are some options available to avoid the greater side yard setback being requested and that no practical difficulty exists.

RECOMMENDATION

Planning Staff: Staff recommends approval of the front yard variance with the practical difficulty listed in the attached resolution, but does not recommend approval of the requested side yard setback. Staff would support a variance to allow up to a 1,000 square foot structure at the existing side yard setback.

Planning Commission: Supported both setback requests and felt the topography of the lot was a practical difficulty in this case (4-3).

Attachments: Variance Approval Resolution
 Variance Denial Resolution
 Planning Commission Minutes
 Planning Report

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _____

RESOLUTION APPROVING A VARIANCE TO ALLOW A 1,200 square foot
accessory structure with 20 foot front and side yard setbacks

CASE NO. 13-32V
(Bryan Tschida)

WHEREAS, an application for a Variance has been submitted for the property located at 11990 Akron Avenue and legally described as:

See Exhibit A

WHEREAS, the request is to construct a 1,200 square foot accessory structure with 20 foot front and side yard setbacks;

WHEREAS, the afore described property is zoned A, Agricultural;

WHEREAS, a Variance may be granted by the City Council from the strict application of the provisions of the City Code Title 10, Chapter 3-4 and conditions and safeguards imposed in the variance so granted where practical difficulties or particular hardships result from carrying out the strict letter of the regulations of the Zoning Code, as per City Code 10-3-4 D;

WHEREAS, the City of Inver Grove Heights Planning Commission reviewed the request on May 21, 2013 in accordance with City Code 10-3-3: C.;

WHEREAS, a practical difficulty or uniqueness was found to exist based on the following findings:

- a. The request is in harmony with the general purposes and intent of the City Ordinance and is consistent with the Comprehensive Plan.

- b. Steep topography on the site limits the location of structures on the lot.
- c. The location of the structure does not appear to have any adverse impacts on the neighboring properties.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that the variance to allow a 1,200 square foot accessory structure is hereby approved with the following conditions:

- 1. The site shall be developed in substantial conformance with the site plan on file with the Planning Department.
- 2. The accessory structure shall not be used for commercial uses, storage related to a commercial use, or home occupations.
- 3. A grading and erosion control plan showing existing and proposed elevations along with earthwork quantities and erosion control features shall be required at the time of building permit application.

BE IT FURTHER RESOLVED that the Deputy Clerk is hereby authorized and directed to record a certified copy of this Resolution at the Dakota County Recorder's Office.

Adopted by the City Council of Inver Grove Heights this 12th day of August, 2013.

George Tourville, Mayor

Ayes:

Nays:

ATTEST:

Melissa Kennedy, Deputy Clerk

SIDE YARD SETBACK DENIAL RESOLUTION

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

RESOLUTION NO. _____

**RESOLUTION DENYING A VARIANCE TO ALLOW A 1,200 SQUARE FOOT
ACCESSORY STRUCTURE WITH 20 FOOT SIDE YARD SETBACK**

**CASE NO. 13-132V
(Bryan Tschida)**

WHEREAS, an application for a Variance has been submitted for the property located at 11990 Akron Avenue and legally described as:

See Exhibit A

WHEREAS, the request is to construct a 1,200 square foot accessory structure with 20 foot side yard setbacks;

WHEREAS, the afore described property is zoned A, Agricultural;

WHEREAS, a Variance may be granted by the City Council from the strict application of the provisions of the City Code Title 10, Chapter 3-4 and conditions and safeguards imposed in the variance so granted where practical difficulties or particular hardships result from carrying out the strict letter of the regulations of the Zoning Code, as per City Code 10-3-4 D;

WHEREAS, the City of Inver Grove Heights Planning Commission reviewed the request on July 16, 2013 in accordance with City Code Section City Code 10-3-3: C;

WHEREAS, a practical difficulty or uniqueness was not found to exist based on the following findings:

1. The conditions of the property were not so limiting or unique that the property could not be used in a reasonable manner without the variance.
2. The greater side yard setback could be avoided by reducing the size of the structure down to 1,000 square feet which would only require a 25 foot setback as opposed to 50 feet for structures over 1,000 square feet in size.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that the variance to allow a 1,200 square foot accessory structure with 20 foot side yard setback is hereby denied.

BE IT FURTHER RESOLVED that the Deputy Clerk is hereby authorized and directed to record a certified copy of this Resolution at the Dakota County Recorder's Office.

Adopted by the City Council of Inver Grove Heights this 12th day of August, 2013.

George Tourville, Mayor

Ayes:

Nays:

ATTEST:

Melissa Kennedy, Deputy Clerk

Commissioner Simon asked for clarification regarding a recommendation for a six foot deck.

Mr. Hunting replied rather than making a motion, the Planning Commission could state on record that they would be supportive of a six foot deck.

Commissioner Simon stated she supported allowing a six foot deck and a four foot ramp.

Chair Hark asked if anyone had an opposing view.

Commissioner Klein asked if the applicants could choose to build a five foot deck and five foot ramp.

Ms. Botten replied that staff would support a 17 foot setback, which would give the applicants the flexibility to change the width of the ramp or the deck.

Commissioner Simon advised that this item goes to the City Council on July 22, 2013.

BRYAN TSCHIDA – CASE NO. 13-32V

Reading of Notice

Commissioner Simon read the public hearing notice to consider the request for a variance to allow a 20 foot front and side yard setback for an accessory building, whereas 50 feet is the required setback, for the property located at 11990 Akron Avenue. 5 notices were mailed.

Presentation of Request

Allan Hunting, City Planner, explained the request as detailed in the report. He advised that the property is a little over five acres in size and is zoned Agricultural. The applicant is proposing to replace an existing 624 square foot structure, which currently sits approximately 20 feet from both the side property line and front right-of-way easement. The applicant is proposing to place the new garage no closer to the road or the side setback than what it is existing, however, the required setback for a structure over 1,000 square feet is 50 feet. Mr. Hunting stated that because of the existing topographical issues, staff agrees that the logical place for the garage is the proposed location and staff would support the front yard setback request. Staff does not support the side yard variance; however, as they feel it could be avoided or lessened if the applicant reduced the size of the structure to just under 1,000 square feet, in which case only a 25 foot setback would be required.

Commissioner Simon asked if staff heard from any of the neighbors.

Mr. Hunting replied they had not.

Commissioner Klein asked if the road leading to the subject property was paved.

Mr. Hunting replied it was a private gravel road.

Commissioner Klein asked if the property was located on a cul-de-sac and heavily treed.

Mr. Hunting replied in the affirmative.

Commissioner Lissarrague asked for clarification of the setback requirements for a 1,000 square foot building as opposed to a 1,200 square foot building.

Mr. Hunting replied that a 1,000 square foot building or smaller would require a 25 foot side yard setback whereas a building larger than 1,000 square feet would require a 50 foot side setback.

Opening of Public Hearing

Brian Tschida, 11990 Akron Avenue, stated he was available to answer any questions.

Chair Hark asked if the applicant reviewed the report and understood the recommendations.

Mr. Tschida replied in the affirmative.

Chair Hark asked if the applicant agreed with the conditions listed in the report.

Mr. Tschida replied he did not.

Commissioner Elsmore asked what the building would be used for.

Mr. Tschida replied it would be used to store his boat, truck, and other personal belongings.

Commissioner Elsmore asked Mr. Tschida if he had considered reducing the building to 1,000 square feet.

Mr. Tschida replied he would prefer a 1,200 square foot structure.

Chair Hark stated the house was in a rather remote area and hard to find.

Mr. Tschida submitted a letter of support from Steve and Deborah Peterson, who he stated were the only neighbors who could see his house.

Commissioner Simon stated she understood the front yard setback variance, but could not find a practical difficulty for the side yard variance.

Mr. Tschida asked for clarification of the goal of a setback.

Mr. Hunting replied the goal of setbacks was to minimize the impact of a structure by keeping it away from property lines; which was the Council's objective when they recommended larger setbacks for structures over 1,000 square feet in size.

Commissioner Klein stated there was disagreement amongst Council regarding that decision and he noted that they have changed their minds from time-to-time on this subject.

Mr. Tschida stated the practical difficulty was the limitation that would be put on how much could be stored in the garage, and he noted it was a large lot with plenty of room between he and his neighbor.

Commissioner Klein commented on the fact that adding only 200 square feet of extra space resulted in a significantly larger setback.

Chair Hark stated at some point the line had to be drawn.

Commissioner Elsmore stated that even though the current neighbors were supportive of the request, the Planning Commission had to consider the situation in the long-term as well as the precedent this would set.

Commissioner Klein noted that staff has stated this is the only place on the applicant's lot where this structure could be placed.

Commissioner Scales stated he supported the request with the practical difficulty being the topography of the lot.

Commissioner Klein agreed with the stated practical difficulty.

Commissioner Lissarrague stated he supported the request as well, stating the practical difficulty was the topography and this being the only possible location for the proposed building.

Chair Hark closed the public hearing.

Planning Commission Discussion

Chair Hark stated he understood the need for setbacks but felt they were splitting hairs on this request.

Commissioner Elsmore stated the Planning Commission had a specific responsibility to advise the City Council about whether or not the request complied with code requirements, and in her opinion there was no practical difficulty as the applicant could maintain his current setback and build a 1,000 square foot structure.

Commissioner Maggi agreed with Commissioner Elsmore.

Planning Commission Recommendation

Motion by Commissioner Klein, second by Commissioner Scales, to approve the request for a variance to allow a 20 foot front and side yard setback for an accessory building, whereas 50 feet is the required setback, for the property located at 11990 Akron Avenue, with the three conditions listed in the report.

Motion carried (4/3 – Maggi, Elsmore, Simon). This item goes to the City Council on August 12, 2013.

JOE LEXA (DAKOTA COUNTY) – CASE NO. 13-30PR

Reading of Notice

Commissioner Simon read the public hearing notice to consider the request for a major site plan review to add approximately 4,400 square feet of building additions, along with other property improvements, for the property located at 8098 Blaine Avenue. 20 notices were mailed.

Presentation of Request

Heather Botten, Associate Planner, explained the request as detailed in the report. She advised that the project consists of two 2,200 square foot additions; one on the west side of the building which would include a new entry addition and meeting room, and the other on the east side which would include meeting and reading rooms. Staff recommends approval of the request with the conditions listed. Staff has not heard from any of the surrounding property owners.

Opening of Public Hearing

Joe Lexa, Project Manager, Dakota County, 1590 Highway 55, Hastings, stated he was available to answer any questions.

Chair Hark asked if the applicant reviewed and understood the staff recommendation.

PLANNING REPORT CITY OF INVER GROVE HEIGHTS

REPORT DATE: July 9, 2013 **CASE NO.:** 13-32V
HEARING DATE: July 16, 2013
APPLICANT: Bryan Tschida
PROPERTY OWNER: Bryan Tschida
REQUEST: Setback Variances
LOCATION: 11990 Akron Avenue
COMPREHENSIVE PLAN: RDR, Rural Density Residential
ZONING: A, Agricultural
REVIEWING DIVISIONS: Planning **PREPARED BY:** Allan Hunting
City Planner

BACKGROUND

The applicant is requesting setback variances to allow the construction of a new 1,200 square foot accessory structure. The proposed front setback would be 20 feet and the proposed side setback would be 20 feet. Required setbacks are 30 feet from r-o-w for the front and 50 foot side yard for accessory structures over 1,000 square feet in size.

The applicant is proposing to replace an existing 24'x26' structure (624 sq ft) with a structure 30'x40' (1,200 sq ft). The existing structure is approximately 20 feet from the side property line and is approximately 20 feet from the edge of the road easement. A permit for the existing accessory structure was issued by the City in 2001. The setback listed on the permit was shown at 25 feet from front. This setback issue should have been noted and correct location adjusted before issuance. In any case, the permit was issued in error, but this explains why the current accessory structure does not meet front setbacks. The applicant is proposing to place the new garage such that it is no closer to the road or to the side setback than what is existing.

SURROUNDING USES

The subject site is surrounded by the following uses:

- North - Residential; zoned A, Agricultural; guided RDR, Rural Density Residential
- East - Residential; zoned A, Agricultural; guided RDR, Rural Density Residential
- West - Residential; zoned A, Agricultural; guided RDR, Rural Density Residential
- South - Residential; property to the south is in City of Rosemount

EVALUATION OF REQUEST

VARIANCE CRITERIA

City Code Title 11, Chapter 3. **Variations**, states that the City Council may grant variances when they are in harmony with the general purposes and intent of the zoning ordinance and consistent with the comprehensive plan and establishes that there are practical difficulties in complying with the official control. In order to grant the requested variances, City Code identifies criteria which are to be considered practical difficulties. The applicant's request is reviewed below against those criteria.

1. *The variance request is in harmony with the general purpose and intent of the city code and consistent with the comprehensive plan.*

The surrounding neighborhood is zoned Agricultural and guided for Rural Density Residential. The regulations on accessory structures have changed over the years to allow for larger buildings in the larger lot areas of the City. When the code was last changed to allow for larger buildings, it was recognized that larger buildings should have greater setbacks. Any accessory structure larger than 1000 square feet requires a setback of at least 50 feet. Less than 1000 square feet follows standard accessory structure setbacks. In this case, a setback of 25 would be required. A new structure only 1000 square feet in size would only need to be relocated 5 feet further from the property line than what currently exists to meet side setbacks.

2. *The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.*

Allowing a 1,200 sq ft accessory structure is reasonable for the area. Based on the size of the lot, (5.6 acres), up to a 2,400 square foot structure would be allowed. The reduced setbacks for the structure larger than 1,000 square feet are the only issue.

3. *The plight of the landowner is due to circumstances unique to the property not created by the landowner.*

The lot contains a wide range of topographic relief. The topo grades rise on the west side of the lot, behind the garage and drop lower on the other side of the driveway. The only relatively flat area on the lot is in the front yard area. While the lot may be 5.6 acres in size, the topo relieve does severely limit location of any structure. Even with the proposed location, it appears that at one tree may need to be removed and there will be some cutting into the hill behind the existing garage. Staff finds that the location at 20 feet from the front road easement line would fit the practical difficulty criteria because the lot rises quickly going away from the road and there are no other practical locations for the structure. Staff, however, feels that the side yard variance could be avoided if the applicant reduced the size of the structure to 1,000 square feet, then only a 25 foot

setback would be required. Staff would support keeping it at the same 20 foot side yard location for a maximum 1,000 square foot structure. An outside dimension of a structure could be 30'x34'. Taking inside dimensions (assuming 2x6 studs) would give floor area size of 957 sq ft.

4. *The variance will not alter the essential character of the locality.*

Allowing a reduced side yard setback may not have a direct impact on this neighborhood, but varying from this requirement in other areas could have a negative impact.

5. *Economic considerations alone do not constitute an undue hardship.*

Economic considerations do not appear to be a basis for this request.

ALTERNATIVES

The Planning Commission has the following alternatives available for the requested action:

- A. **Approval** If the Planning Commission finds the request to be acceptable, the Commission should recommend approval of the request with at least the following conditions:

- Approval of **Variances** to allow a 1,200 square foot accessory structure with 20 foot front and side yard setbacks subject to the following conditions:
 1. The site shall be developed in substantial conformance with the site plan dated 6/19/13 on file with the Planning Division.
 2. The accessory structure shall not be used for commercial uses, storage related to a commercial use, or home occupations.
 3. A grading/erosion control plan shall be required at the time of the building permit application

- B. **Denial** If the Planning Commission does not favor the proposed variance, the above request should be recommended for denial. With a recommendation for denial, findings or the basis for the denial should be given.

RECOMMENDATION

Staff believes a practical difficulty can be found for the front yard setback due to the topography of the lot limiting location. Staff feels the side yard setback could be avoided, or at least a lesser

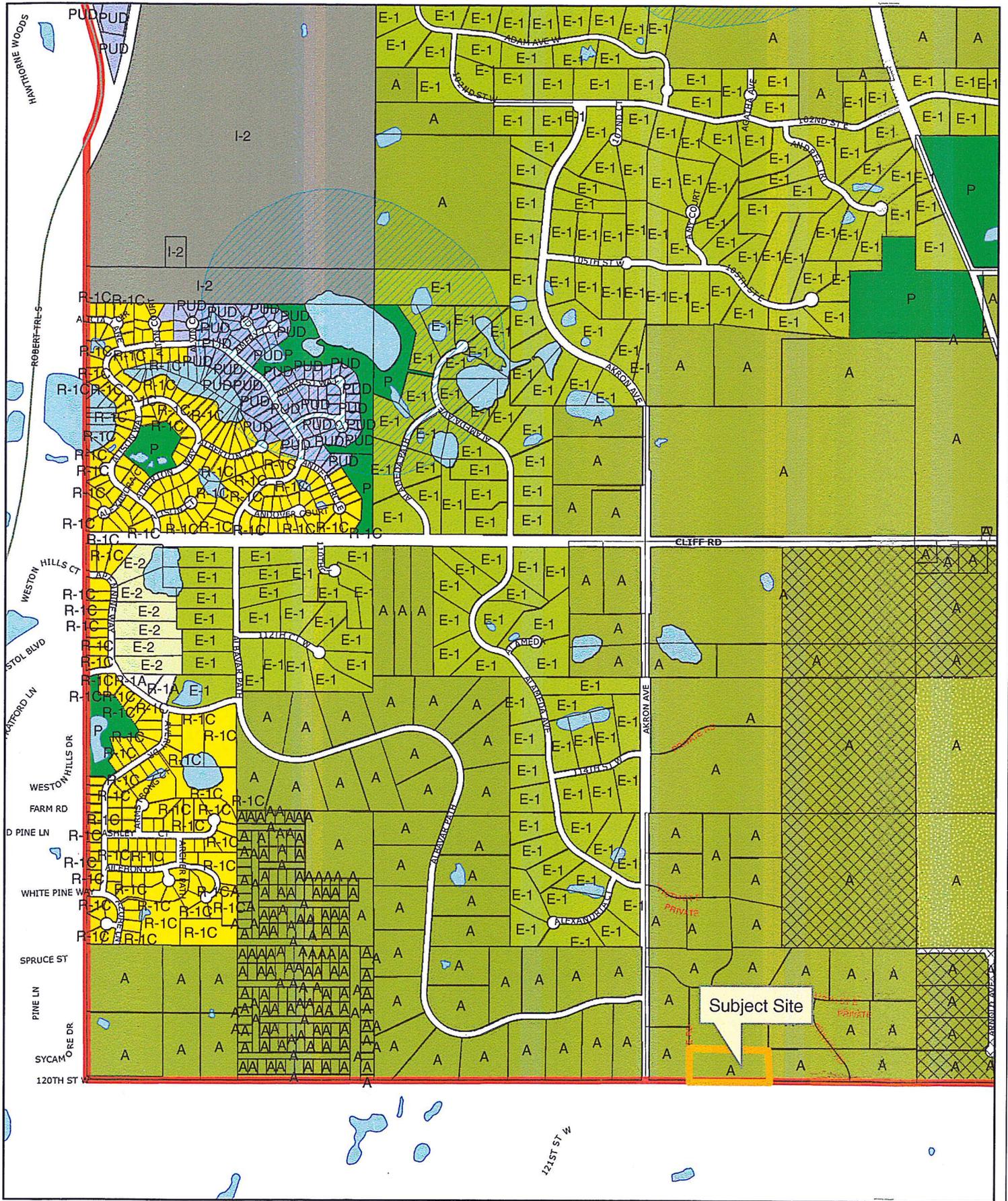
setback approved, if the structure was reduced to 1,000 square feet. Staff does not support a variance from the 50 foot side yard setback for a 1,200 square foot structure.

Attachments: Exhibit A - Location/Zoning Map
Exhibit B - Applicant Narrative
Exhibit C - Site Plan
Exhibit D - Map of lot Topography
Exhibit E - Aerial Map of Lot



Location Map

Case No. 13-32V



Planning Application Narrative

My goal is to replace a 24x26 detached garage, and in the exact location put in a garage of 30x40. The front of the building (facing the cul de sac) and the west side (nearest and facing the property line) will both remain on the same lines.

The existing building is approximately 25 feet from the west property line at it's closest. It tapers away from the property line as the building goes south.

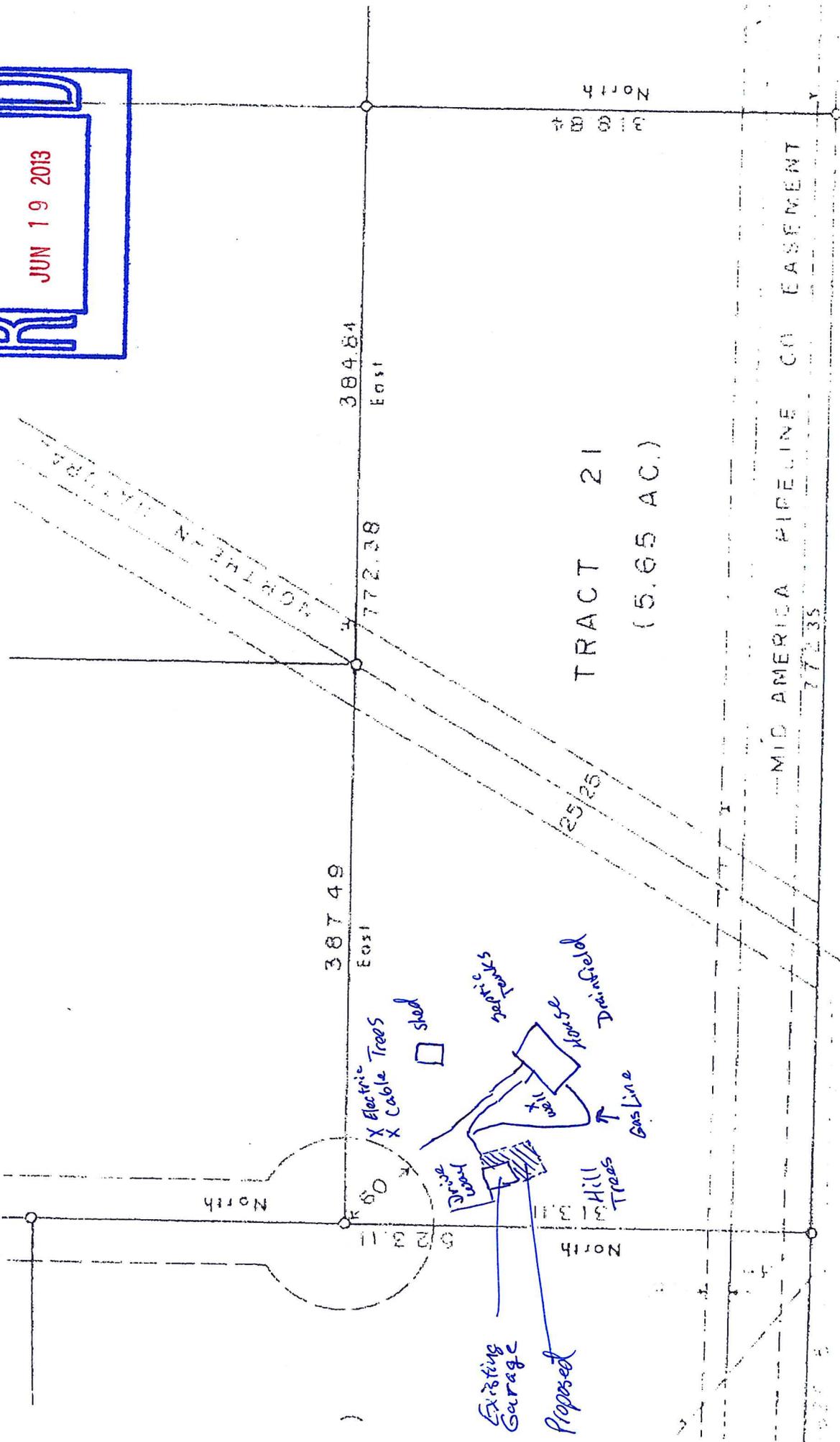
The location of the building is the best location and the only practical location as well. There is no way to put the building to the east of the home as topography, trees, a shed and utilities all prevent that possibility. The building cannot go to the west of the home due to trees, a gas line and a large amount of earth needing to be removed.

The existing location of the building not only makes sense physically but also functionally as it is on the driveway and close to the cul de sac.

The building would be a detached garage and built to look like a garage, not a pole barn. It will sit in the same place as the existing garage. It will not alter the essential characteristics of the neighborhood. It would not be detrimental to the neighborhood and would not affect the supply of light or air to adjacent properties. The new building would be more attractive than the existing one as well.

Only one neighbor would be able to see the building and their home does not face the garage. He has no problem with the building proposed.

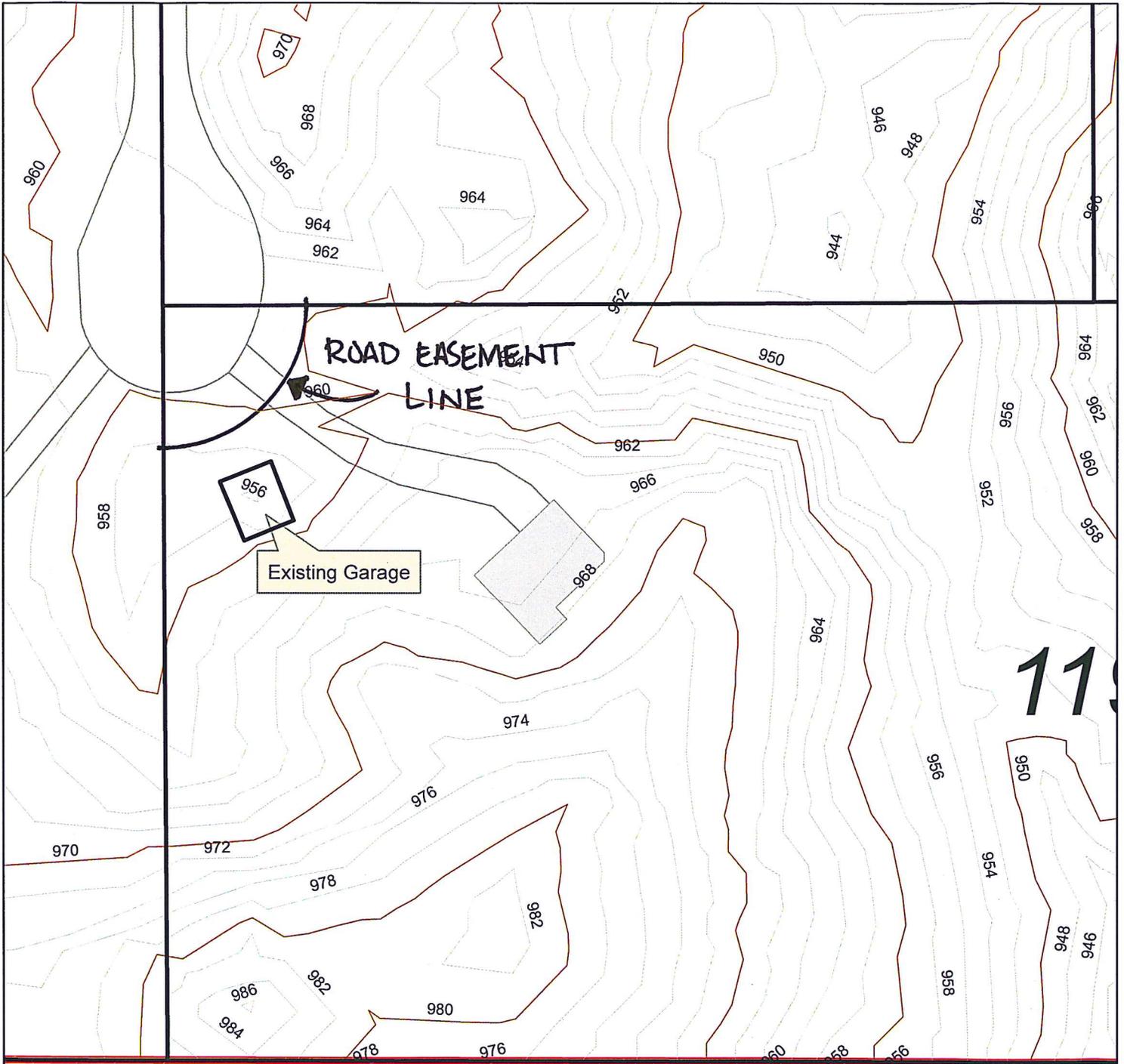
Bryan Tschida





Topography Map

Case No. 13-32V





Aerial Map

Case No. 13-32V



Existing Garage

ROAD BASEMENT
LINE

11

0 60 120 Feet