

**INVER GROVE HEIGHTS CITY COUNCIL WORK SESSION
MONDAY, MAY 3, 2021. 6:00 PM - 8150 BARBARA AVENUE
Meeting Via In-Person or Virtual Zoom**

A. CALL TO ORDER: The City Council of Inver Grove Heights met for a Work Session on Monday, May 3, 2021. Mayor Bartholomew called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

Roll Call: Present In-Person: Mayor Bartholomew; Council Members; Piekarski Krech, Dietrich, Murphy, and Gliva; City Clerk Rebecca Kiernan, Community Development Director/Interim City Administrator Heather Rand, City Attorney Bridget McCauley Nason, Chief Building Official Steve Johnson, and Interim Parks and Recreation Director Jon Oyanagi.

Also Present In-Person: Mary T’Kach, Inver Grove Heights Housing Committee; Paul Mandell, Inver Grove Heights Housing Committee; Chris Becker, Chair, Inver Grove Heights Housing Committee.

Staff Present via Zoom Video Conferencing/Phone: Finance Director Amy Hove, City Planner Allan Hunting, Fire Chief Judy Thill, Interim Public Works Director Klay Eckles, and Technology Manager Marc Gade.

Presenting/Speaking via Zoom Video Conferencing/Phone: Jeanne Zimmer, Inver Grove Heights Housing Committee.

1. Presentation on Housing Needs by City of IGH Housing Committee

Mary T’Kach, Inver Grove Heights Housing Committee, gave the following update:

Housing Committee (HC) Charter:

- Established in 2009 by the City Council to address City housing issues as presented in a Council-sanctioned Housing Task Force Report.
- The role of the HC is to inform and support the Council’s work developing and redeveloping housing in the City.
- Guided by Chapter Four of the Comprehensive Plan (2040) adopted by the Council and actively supports its goals.

Housing Committee Accomplishments. Provided City Staff and City Council with research and resources leading to:

- Passage of an Accessory Dwelling Unit Ordinance.
- Adoption of a Rental Housing Inspection Program.
- Adoption of robust housing goals, policies, strategies, and tools. Embedded in the Comprehensive Plan, Chapter Four.
- Advocated for and were able to participate in joint sessions with City Council and Planning Commission Members to discuss housing issues in the City and how land use decisions affect housing opportunities and financial outcomes for the City.

Housing Committee’s Role:

- Identify emerging housing needs in IGH and industry best practices to address those needs.
- Advocate for diversity in housing options to serve the many lifestyles of IGH residents throughout their lives and financial situations.
- Bring new and innovative housing ideas forward for discussion with Staff and Developers.
- Highlight the connections between housing land use and Community health and safety.
- Work with the Community Development Director and Planning Staff.
- Provide official comments to the Planning Commission and City Council on various projects that come up in the City.
- Goal is to strengthen the economic and social health of the Community through increasing the diversity. Diversity of affordability, size, type, housing that can make a difference in a Community like this.
 - Single family
 - Rentals

Paul Mandell, Inver Grove Heights Housing Committee, discussed Inver Grove Heights Housing Costs:

- Median home value in 2000 was \$144,000. In 2019 it was \$245,000
- Rental was \$767.00 to \$1,100.00

There is cost burden, which means paying more than 30% of your income in housing alone. Sacrificing things such as food or medical supplies and luxuries such as going out to restaurants and retail.

- On average 27% of Inver Grove Heights is cost burdened.
- 21% of home owned and 42% of rental occupants are cost burdened.
- Income needed to own a median priced home is \$73,000. Example: Incomes for Police Officers, Teacher's, and Nurses.
- For rentals \$48,000 is where it becomes difficult to rent at an average price.

Mayor Bartholomew asked what the source was for this information. Mr. Mandell responded it is from the Inver Grove Heights Community Profile from the Census. Mr. Mandell continued:

- As of 2019 the City population was 35,321 with 14,237 households.
- Many who work in Inver Grove Heights cannot afford to live here and are less likely to spend their time and money here, thereby contributing to the vibrancy of the Community.
- By ensuring a wide range of housing options, the City would provide more alternatives to Senior occupants of what is referred to as NOAH (naturally occurring affordable housing). May have their home paid for and love the Community, do not want to leave their friends, Churches, but have too much house. Due to this, the Council approved Accessory Dwelling Units. They occupy the most affordable housing that exist today.

Housing Production:

- There have been growth spurts. Balance has been lost.
 - In 2003-2005:
 - 950 new units were built for ownership, half were affordable.
 - 400 new rental units were built, almost half were affordable.
 - In 2010-2012:
 - 70 home owned units, none were affordable.
 - No rental units.
 - In 2016-2018:
 - 300 home ownerships, single family, none affordable.
 - No rental units.
 - Most recent data: Permits or construction:
 - 220 home owned single family.
 - 50 rentals. 40 units were affordable.

Balance has not been maintained for affordable rentals or home ownership. This contributes to imbalance and cost burdening. We need your help:

- Recognize and support the Housing Committee's role as a resource to the Planning Commission, Council, and the City as a whole.
 - Hold a meeting of these three bodies annually to review and align respective goals.
- Ensure housing related development/re-development discussions include the HC early in the process to allow for project review based on the City's goals and related policies per Chapter 4 of the Comprehensive Plan.
- IGH is one of the few, if not only City in the metro area with the foresight to create a Citizen Advisory Housing Committee. The Council has the opportunity to leverage this Committee to help support innovative, economically, and environmentally responsible housing for current and future residents.

Our ask of the Inver Grove Heights City Council:

1. Read Chapter 4 of the 2040 Comprehensive Plan thoroughly.

2. Especially Tools and Policies listed on pages 4.85 and 4.89.
3. Become familiar with the housing issues in the broader south metro area in Dakota County.
4. Encourage inviting the Housing Committee back.
5. Encourage the Planning Commission to hold joint sessions to discuss housing issues.

Mayor Bartholomew stated City Planner Allan Hunting is the Staff Member on this Committee. He asked if information is shared about planning. Mr. Mandell responded both City Planner Hunting and Heather give regular updates. The Committee needs to be let into the loop when a project comes forward. Information is shared by Heather on a quarterly basis but would like to get more into the cycle, such as a serious Application going before the Planning Commission so there is a chance to testify or comment to the Planning Commission or Council. He stated every other month they hold a work session. Allan, Heather, or both, are in attendance.

Mayor Bartholomew asked if they have a chance to comment when an application is in front of them. Ms. T'Kach responded projects get pretty far along by the time they actually see them. Being engaged earlier makes a difference. She stated they are all volunteers, there is a lot of work to look at with a development, projects, and trend lines. It is the Housing Committee's responsibility to the Community to advocate for adversity. She stated some years they have met with Developers, brought them in, and encouraged them. As a group they can do a lot of the legwork if in the process early. By the time it gets to the Planning Commission or Council, it is too late.

Chris Becker, Chair, Housing Committee, stated the City has created this tool, they are not replacing the Planning Commission or Council. This is a tool to be able to strengthen the housing needs within the City. The Commission is comprised of people from diverse backgrounds with different interests coming with the ability to look at Chapter 4 of the Comprehensive Plan in detail over and over again. He stated they want to be attentive to diverse needs because there are people with different salary ranges and family needs.

Mayor Bartholomew asked if it could be considered inviting a Housing Committee Member at the beginning of planning with applications for early participation and input. He requested taking the suggestion to Staff for their input. He asked for a timeline to meeting with goals and strategies going forward. For example: What is on the horizon, current partners, and other agencies they partner with. He requested having the Planning Commission in a meeting along with the Council and Housing Committee.

Councilmember Murphy stated this was a tool they could use better and would help Council. When something is before the Council that includes housing, he would not mind seeing an opinion from the Housing Committee, such as what they think and how to address trends in the City. He suggested seeing if the Housing Committee's recommendations can be fit into the deadlines.

Councilmember Gliva asked if they work with the CDA to get their data and how they receive their knowledge. Mr. Mandell responded he is on the MICAH (Metropolitan Interfaith Coalition for Affordable Housing) South Metro Board, and also regularly communicates with the CDA because he is a planner and investigates. He is a Preacher at River Heights Vineyard. He used to be on the School Board and is following what could be happening with the South Grove development. The group also has Developers and those in Real Estate who speak to them. Mr. Mandell stated that Mary T'Kach has connections with environmental and transportation. Chris Becker used to be Pastor at Peace Lutheran. Another member is a Firefighter. Each Committee Member brings their own networks.

Mayor Bartholomew agreed with bringing the Committee in at the very beginning when looking at an application. Notify them or have a member join so the Committee can start formulating a response. Interim City Administrator Heather Rand responded Staff tries to keep the Committee informed. Soliciting the Committee's advice is not something Staff tends to do. Staff prefers they make comments at the Planning Commission level and then to the

Council. She stated there are times when Staff's suggestions and the Committees recommendations could be different, it is preferred that happen in a public forum rather than adding another layer and bringing every housing project to the Housing Committee first. Mayor Bartholomew responded a memo could be done to add them to the loop on projects.

2. Building Inspection Division Overview

Steve Johnson, Chief Building Official, gave an overview of Building Inspection activities:

The Building Inspection Department administers and enforces the 2020 Minnesota State Building Code. Any construction regulated by Code requires Applicants to obtain a Permit prior to working on a project. Building Inspections are responsible for the inspection of buildings and structures during construction to ensure Code compliance with the approved plans and all governing:

- Building
- Mechanical
- Fuel Gas
- Plumbing
- Energy
- Accessibility
- Conservation Code for existing buildings
- Septic
- Manufactured structures, Codes, and applicable Minnesota rules

There are two types of Permits:

1. Those requiring plan review
2. Flat Fee Permits. Do not require plan reviews. Example: Roofs and siding.

Permits are taken in through the online permitting portal implemented last spring. They are submitted to the Inspections Department or at the front counter with Inspections Staff. The Inspections Department facilitates the Building Permit Plan Review Process with all City Departments such as Planning, Engineering, Fire, and Building. This goes from the original Application to final approvals.

The goal for single family residential is to have a 10-day turnaround time for the approval process and 20 days for Commercial. All City Departments involved in the plan review process must approve submitted plans and corresponding documentation before the Permit is released for payment. Upon completion of the review process, Inspections Staff schedules and inspects all permitted work within the building, mechanical, and septic. They do not do electrical, that is handled by the State Contractor. Currently, Inspections Staff visit commercial projects two to three times a week. This allows to proactively address any issues that might come up during construction and assist Contractors with maintaining their schedules. On a single-family residential project, as soon as mechanical rough ins are done, that house closes within 60 days. Since he has been with the City, now through 2023 is the busiest they have ever been.

He stated a typical single-family home requires 18 Building Inspections. In first quarter 2021, Inspections Staff performed 1,165 inspections on 777 submitted Permits. In addition to issuing Permits and inspecting structures for Code Compliance, Staff also responds to complaints against properties when a building or construction activity may pose a threat to the health and human safety of the occupants. For example: work being done without a Permit or cases of hoarding. Property complaints take up a lot of Staff time and require interdepartmental collaboration in order to get resolution.

The Building Inspections Department provides:

- Recording functions to Federal, State, and County Agencies.

- Responds to the Freedom of Information Act Data Request regarding Building Permits. These are increasing in size and scope. Some have requested the entire Building Permit history of the City. The Department has been receiving two or more requests on a monthly basis.
- Staff provides monthly and annual reports to:
 - Minnesota Department of Labor
 - Met Council
 - U.S. Census Bureau
 - Minnesota Pollution Control Agency
 - Minnesota Department of Revenue
 - Various Dakota County Agencies
- Takes part in interdepartmental projects in relation to Plan Review Committee meetings for developments and process improvement initiatives. Due to time, Staff limitations, and the Pandemic, some internal processes had to be refined and streamlined to meet the demands of customers with the goal of improving customer service levels.
- In the process of testing implementation of an online permitting portal while continuing to work with the software vendor on other purchased modules.
- With the COVID-19 Pandemic, had to adapt to the changing business environment.
 - Virtual inspections were done.
 - Online Permitting portal was helpful.

Challenges currently facing:

- Trying to stay caught up with day-to-day operations. For example: incoming calls, voicemails, emails, and inspections due to increasing development and construction activity taking place.
- In the first quarter, had roughly 1,000 incoming and outgoing phone calls per month. This was during what they call their "slow time". With summer coming the volume will increase.
- Continuing data collection testing and implementation of property and permitting software modules. Staff needs to be trained before going live.

Councilmember Murphy asked what year the 1,065 inspections were from. Chief Building Official Johnson responded 2021. Councilmember Murphy asked how many Inspectors there are and how long a typical inspection takes. Official Johnson responded there are two full time, one temporary full time, and himself. Inspections for single family-framing takes one hour, everything else is slated in half hour increments. For commercial such as The Crossings, Cahill Place, or the Palace Inn, it took two Inspectors two hours for plumbing rough ins. The more they are out, they are able to keep pace with what is going on.

Councilmember Murphy asked if they have the power to stop something that is not going the right way. Chief Building Official Johnson responded yes; they post a Stop Work Order. They try not to use a Stop Work Order, but sometimes have to. He prefers finding the solution to the problem proactively.

Councilmember Murphy asked how many Inspectors would typically be in a City with this type of development. Chief Building Official Johnson responded from research done by the previous Building Official, one per 10,000. Surrounding Cities average 8,000 per full-time Inspector. He stated the phone rings constantly. A storm event can derail any Building Inspections Department. There is a lot of catch up to do. They are still catching up from last year. Councilmember Murphy asked what the line was between being built properly/legally versus quality. Official Johnson responded his background was Project Management and job supervision for multi-million-dollar homes. The previous Building Official told him the quality is not going to be what it is, there are things he is just going to have to look away from. They do not inspect for quality, but Code compliant installation. At times he would like to say something, but it is not his place.

Mayor Bartholomew commented for instance, if inspecting a water heater that is plumbed in correctly, gas and electrical are done right, but in his opinion, does not care for the brand or quality of the water heater, that is not in their purview to inspect. Chief Building Official Johnson responded that was correct. His job is to inspect and meet the minimum requirement of the Code.

Mayor Bartholomew asked what was driving the data requests and where the value was to get the issued Building Permits. He asked if there was a way to say "no, that's not a valid request". Chief Building Official Johnson responded acreage has been a hot market over the last two years. He believes it is marketing dollars, everyone has lists and wants to sell them to get them out there. With as robust as the construction activity is in the City, he does not see it stopping anytime soon and would likely increase.

Mayor Bartholomew asked the City Attorney about the data requests saying they were not meant to be a marketing tool. He asked if there was anything in Statute that points to the validity of a data request. If someone is asking for every Building Permit since the City was incorporated, he was trying to see the reason and if the Statute permits it. City Attorney McCauley Nason responded that request was received by a number of Cities throughout the Metro. City Attorney's worked with the League to come up with a uniform response based on each City's unique circumstances. She stated the City maintains electronically accessible data through a remote portal, those requesting are advised how to access the portal and format. Appointments can also be made online to come in and review the paper files.

She stated when the City receives what is viewed as an abusive data practices request because it is so large or appears it is being driven by a commercial desire. Can the City be utilized as proprietary data bases and say no to the request, the answer is no. The data is public data the City has to make available for inspection for free, or for copying or electronic transmission. If it is a very large request and the reason is unclear, the City has a right to ask what they are asking for. The City can give a timeline for response. She stated in some events, License Applications will have a Tennyson warning on them that advises people of what the data could be used for. Much of the data supplied is public data.

Councilmember Murphy asked if the City has to devote Staff time if it is a commercial request. He asked if the requestor could be told to do the work. City Attorney McCauley Nason responded the data needs to be made accessible in the format the City maintains it. For example, if the request is for a spreadsheet in CSV (comma separated value), but the City does not maintain it in that format, Staff can say it is not a maintained format and cannot respond. If asking for the data and it is not in the format requested, but in paper format, it is the City's job to go through and redact any not public data. They cannot bill the requesting party. She stated if the requestor wants data the City can say paper format, they can come in to review it and specify what documents they want copies of. If it is all 10,000 pages, a cost is given up front and payment is requested before beginning. If electronically available the Statute provides cost recovery for the cost of Staff compilation and transmission.

City Clerk Rebecca Kiernan stated everything the City Attorney has spoken of has been happening in the last few months. It is listed as Agenda Item #5 to be addressed this evening.

Interim City Administrator Heather Rand stated when it is says marketing purposes, it means they are asking for data such as homes that were built 20 years ago because they will be good candidates to market selling a roof to. If your home is 20 years old you may begin to receive mailings trying to sell a new roof or windows. She stated they could reach out to the Code Compliance Officer and make requests for a list of homes that have the most nuisance visits, then there are companies that want to buy ugly homes. She stated the City cannot say no to the request, so more time is being spent gathering the data.

Mayor Bartholomew asked about data modules coming online and a timeline. Chief Building Officer Johnson responded they are currently doing all data collection for electronic plan reviews that work with the online portal. They would go to 100% electronic plan review. They are also changing the CityView Desktop to CityView Workspace which is more user friendly and streamlined. Testing will begin on this in June with hopes to go live in August. He stated there are staffing challenges with getting everyone trained, there is electronic plan review, GIS integration, online inspections scheduling, Laserfiche Data Storage, and records retention. The electronic plan review would be the biggest. All Inspectors, Office Support Staff, Fire, Planning, and Engineering, would be using this method.

Councilmember Dietrich asked about items that were switched over rapidly during the COVID Pandemic, what was successful, and what they anticipate continuing that may help or save Staff time. Chief Building Officer Johnson responded the online permitting portal is one, there was less paper. The electronic plan review is less work for them, but more work for Permit Staff. He stresses that everything be uploaded because when it comes time to do the plan review, there is not someone constantly calling for information. He is for anything he can do to streamline processes. The online process will save them time in the long run, getting there is a big undertaking.

Councilmember Dietrich stated from a Contractor's perspective the team has done a really good job on the projects she has had. She commented virtual Inspections was a smooth process and applauds Staff.

Interim City Administrator Rand stated the standard in Building Inspections is to try to turn around a Residential Permit within 10 working days or less. For Commercial its within 20 days unless it is a really big project.

Interim City Administrator Rand referenced Chief Building Official Johnson's statement about challenges with Staff. That meant there are vacancies they are trying to fill, and new Staff would have to be trained.

3. Potential Updates to the Pavement Management Program

Interim Public Works Director Klay Eckles gave the following presentation on Infrastructure Condition and Pavement Management Program Alternative Strategies:

Pavement Management (PMP) is managing roads in the City:

- Have close to \$1 Billion dollars in replacement value of infrastructure (sewer, water, streets, storm). Citizens own the infrastructure; the City is the stewards.
- Streets fail first. Management programs revolve around pavement management.
- The goal is to get maximum life and quality for the minimum investment.
- Waiting too long does not serve this goal.

Types of PMP Treatments:

- From cracksealing down to full reconstruction.
- Pavement Management Life Cycle:
 - The City uses a company that goes out and rates our streets.
 - This information is put into a program that predicts the rate of deterioration of roads.
 - Each road is rated from 0-100. 0=gravel road with potholes. 100=brand new street.
 - The goal the City Council adopted is to have an average of 70.
 - Sticking with the program results in a pretty good average for that street.

Pavement Management Program Update:

- Adopted in July 2001.
- Established use of ICON software for tracking pavement condition.
- Established a Pavement Condition Index (PCI) of 70.
- Established initial funding policy.

- Have another \$46 million dollars of projects planned for the next ten years.
- A lot is slated to be full reconstruction. Amounts to another 16 miles of reconstructed roads.

The Challenge of Time:

- Long term delay or underfunding yields an almost insurmountable problem:
 - Projects are more complicated and expensive
 - Funding sources are limited
 - Other resources are limited

Proposed Conditions and Year of Latest Construction.

- Before 1960 to present.
- Pavement Condition Index.
 - Shows where the City has been since 2000.
 - When the program began, they were right at 70, which was the goal.
 - Since that time, it has been a bit under goal and starting to fall.
 - Different funding scenarios were looked into. Scenarios were based on following the recommendations of the Geotechnical Engineer. They look at what is underneath the road, the foundation, and make recommendations on how to get the maximum life out of the roadway.

Four scenarios were discussed:

1. The lowest by the year 2050, if continuing on with the five-year funding average.
2. Having all roads at about a 35 PCI spends about \$7.6 million dollars a year and follows recommendations.
3. \$10.3 million dollars a year.
4. This meets the goal. Spend \$16 million dollars a year for ten years. Then fall back down to \$10.3 million dollars a year which is what is needed to keep it at 70 PCI.

Currently spending \$5 million dollars.

10 Year Change at Current Rate

- Based on the amount of work they are doing and the amount of decay they are seeing, in the next ten years this is what he projects they be at in 2030.
 - Will only reconstruct 16 miles of roads.

Will be discussing two primary strategies: Mill and Overlay and Full Reconstruction. Would also discuss Broad Area Patching.

Mill and Overlay:

- Grinding up some of the blacktop, or none of the blacktop, and then putting another layer of blacktop on what is already there.

Full Reconstruction:

- Rebuilding the entire road and putting in new base material. (Sand underneath the road).

Results of Geotechnical Analysis:

- Three separate studies were done covering about 90% of the system.
- Identify PMP treatment needed per the City's current standard.
- Estimated cost to address identified needs = \$151 million dollars in 2020 dollars.

"Recommended" Strategies:

- Looking at inventory, based on Geotechnical Analysis, a lot of the roads are best suited for a Full Reconstruction.
 - \$15.00 per square foot.
- Very few are recommended for Mill and Overlay.
 - \$3.00 per square foot.

Interim Public Works Director Eckles stated when looking at the Geotechnical Analysis for roads, they look at each road individually and ask what the best solution for that particular road is. The City should start looking at roads, not individually, but for what the best use of their dollars would be to maximize the condition of those roads.

Broad Area Patching:

- Public Works Crews have faced the challenge of maintaining roads that are starting to fall apart. In rural areas, some roads are so far gone, pothole patching was no longer a possibility. They began using the City Paver every spring and do a couple miles of road. It is a minimal approach with new pavement going right over the old road. In some instances, cracks can come through and not last 25 years, but could get 10 or 15 years out of it.

Comparison of Impact:

- Total Reconstruction: \$15 per square foot with the City putting \$1 million dollars of General Fund money toward the project and assessing according to Policy, 0.6 miles would be rehabilitated.
 - 25-to-30-year life.
- Mill/Overlay: \$3.00 per square foot. City puts in \$1million dollars. Would get 8.6 miles. Not only because it is 5x cheaper, but with the way the Assessment Policy works, the City receives a higher proportion of collected assessments on a project.
 - Mill/Overlay will not last as long as Reconstruction.
 - Life of 15 years.
 - Cost per foot/per year.
 - Range of different approaches:
 - Mill out little blacktop
 - Take off all blacktop in some areas
 - May leave it all in place

Minimalist Strategy - a possibility:

- Needs further analysis.
- Mill and Overlay as much as possible:
 - Less expensive
 - Lower life (average of 15 years)
 - Would "stretch out" the bulge in the curve

Best Case:

If adding a significant amount of Mill/Overlay to the strategy/toolbox, instead of 2030 being predominately reconstruction, having Mill and Overlay in 2030 would lower some of the poor condition roads and would begin to see a real benefit. With a shorter life, roads needing work would be noticed quicker.

Minimal Strategies:

- Not appropriate for every case.
- Funding discussion needed.
- Education. The life of a project like this is not as long as typically seen in a Total Reconstruction.
- Significant assessment revenues extend impact.

Recommended Steps:

- City and Staff have done well tackling issues.
- Confirm current trends are not acceptable. Discussion is needed.
- Explore more robust PMP funding strategies.
- Consider a minimal approach using Overlays.
- Complete the Sewer and Water Renewal Study.
- Consider a Citizen’s Task Force with a Council Liaison.
- Make recommendations.

Options for accelerating projects:

- Increase PMP Levy.
- Bonding. Great tool for one-time use. May not be the best option.
- Other funding sources.
- Reduce Design Standard - Overlay. Recommended option following the Geotechnical Engineering recommendation.

- Tweak Assessment Policy.

PMP Citizen Task Force:

- Temporary study group made up of Citizens, City Staff, Council Representative, Engineers. Have expert advice from an outside Consultant, Pavement Management expert, or ICON Software Representative.
- Gather information from experts, delve deeper into issue.
- Explore funding options.
- Explore alternative approaches and implications.
- Make recommendations to Council.
- Adds credence, builds consensus, creates public dialog, and strengthens foundation of program.

A Strong Program:

- The road is difficult. This is a tough issue. If there is doubt, or Council is not all in the same place, can be a challenge continuing forward.
- Approval requires 4/5 vote. Council support would be important for success
- Residents will be involved. Think about public involvement and the public engagement process and make sure residents are engaged early and often prior to Assessment Hearings.
- Large projects will generate large Assessment Hearings.
- Funding decisions and challenges will continue.

Councilmember Gliva asked if the project costs less for Mill and Overlay with assessments assigned to the residents, if it be about the same for both types of projects. Interim Public Works Director Eckles responded when doing an assessment, the value of the assessment has to be equal or greater than the increased value of the property as a result. When an Appraiser looks at a project, they see the curb appeal. The market value of the property is impacted by a higher percentage from a simpler project than from a large-scale project. When a Full Reconstruction is done, the City has to subsidize more of the projects with general funds.

Councilmember Gliva asked if there was a cost difference to the average homeowner. Interim Public Works Director Eckles responded it would vary, a Full Reconstruction project could see a \$10,000 assessment. A simple Mill and Overlay project could be approximately \$3,000 but are not getting a new 30-year street or new curb. Full Reconstruction can get very expensive and need a lot more subsidy.

Councilmember Piekarski Krech stated the difference is if they could do two Mill and Overlays, 2 in 30 years versus one project that lasts 25 years. With people not staying in their homes as long it does not get to be an issue. She stated it comes down to Community engagement, an explanation, what the rationale is for what people want, and where they can get the most for the money. Interim Public Works Director Eckles responded this would not be the best solution everywhere. Some areas would be more complicated than others and may not be appropriate in every case. He believes there is an opportunity to use this in many of the miles around town.

Councilmember Murphy asked if Broad Area Patching were a strategy and if Mill and Overlay is how they would execute the strategy. He asked if changing direction helps reset pavement management in the City. Interim Public Works Director Eckles responded Broad Area Patching is a thin overlay. With Mill and Overlay, it could be removing zero inches of existing blacktop, to the entire section blacktop depending on the case. Broad Area Patching would be enhanced linear pothole patching. It is an emergency maintenance activity versus rehabilitation activity. He stated they are getting good life out of it with a possible 10-year average. He responded about solving the issue stating it is a tool they have to resort to when looking at the problem from the Geotechnical Engineers perspective. Financially, it is not the right answer. He suggests looking at what raises the overall level of pavement condition and do many more miles with a shorter life strategy. That would decrease the number of aging streets going forward.

Interim Public Works Director Eckles stated there may be times they could do a Mill and Overlay now with another in 15 years. Some could be done to get them to a Full Reconstruction. There are times when looking at sewer and water and may get 15 more years out of the line, not 50 more years. When looking at the life cycle of a Full Reconstruction with a couple Mill and Overlays along the way, they would get 50 years out of it. Its good to look at the water/sewer infrastructure and lifecycle, so all can be in alignment.

Councilmember Dietrich thanked Interim Public Works Director Eckles for proactively putting together this Plan. She liked the idea of the Citizen Task Force. She appreciated not having it Bonded because it needs to be sustainable. Interim Public Works Director Eckles believes over the next year, if engaging a Task Force, they may have a revised plan that uses a difference lens to look at some of the projects.

Mayor Bartholomew discussed financing stating the need to challenge Staff and Financial Advisors. He commented he would not write off Bonding. They could think of a Hybrid approach, Bond a seed fund, pay for it over time, and replenish it each year through general operations, tax levy, and assessments. He requested further discussion on hybrid. He commented that one strategy he has spoken of before is Local Government Aid. A lot are opposed but do not want to use one time money for infrastructure. If done correctly, Local Government Aid could be set up to go into an accrual fund and used only after receiving it in the next year. Each year those funds are used as they receive them. Not become dependent on them. He suggested a further look at these alternative financial sources and challenge Ehlers to look at them.

Mayor Bartholomew referenced the \$3.00 versus \$15.00 discussed, stating it makes perfect sense. It is an opportunity to get three cycles and two cycles into the extended period. He Broad Area Patching has been done for some time and asked if it has had increased use over the years. Interim Public Works Director Eckles responded it is still being done. There are plans for more this year and over the next five years. The City is not set up to be an ongoing paving operation with the equipment they have. If expanding that they would probably want to look at different equipment. Mayor Bartholomew asked if they need to rely on Staff to do Broad Area Patching, or if it were something that could be bid out for Contractors. Interim Public Works Director Eckles responded moving forward they would move to a longer life section and include it in the rehabilitation program versus the maintenance program and involve assessments.

Mayor Bartholomew stated they should not rely on purchasing equipment to do this. There could be a market out there that could bid and do the patching as effectively and get them out of purchasing equipment. He would rather see bidding out a job and getting a good life out of it. He asked if they were at full capacity with equipment and Staff for Broad Area Patching. Interim Public Works Director Eckles responded with Staff, equipment, and budget limitations; he does not believe they want to get into more than what they are currently doing.

Mayor Bartholomew discussed the request for reducing the design standard and asked for the process and timeline. Interim Public Works Director Eckles responded there is a design standard. Engineering Staff would only bring projects that meet the design standard. They are at a stage where they cannot meet pavement management goals and the design standard goal. He stated this would be where a Task Force could look for more detail and discussion. The Task Force could meet monthly, or 1-2 times a month. A year from now they would have recommendations and sample standards with the ability to check in with Council. Mayor Bartholomew requested input from Staff. He stated he would like further discussions on financing and exploring if LGA is a possibility or not. He stated this would take time and discussion and looks to Staff to get them on the path for this discussion.

Interim City Administrator Rand stated she and the Interim Public Works Director could reach out to Ehlers and begin to frame the discussion and next steps. A time would be scheduled with Council to bring this back.

4. Update on Interim Public Works Director and Parks & Recreation Director Staffing

Interim City Administrator Heather Rand stated two weeks ago Sharon Klumpp, Recruitment Agent from Baker Tilly, was hired for professional searches for the City Administrator, and eventually the Public Works and Parks and Recreation Directors positions. The timeline for the hiring of the City Administrator puts them at late July, early August. They would layer in the Directors for Public Works and Parks and Recreation so shortly after the City Administrator is on board, could have input on those hiring decisions. Those positions would be advertised in the summer with hiring in the fall, maybe September.

She stated there are two very capable Interim's. Staff has been very pleased with the services from Interim Public Works Director Klay Eckles and Interim Parks and Recreation Director Jon Oyanagi. They would not be able to continue as they are currently, throughout the summer. For the Public Works position, Klay Eckles is an employee with WSB and is serving the City wisely. His Contract has him limited to working 15-20 hours a week. She stated Interim Eckles and WSB are receptive to continuing into the fall. She suggested Council consider increasing his hours from the very limited 15-20 hours. She commented it was not fair to City residents or Staff, both deserve more of his time. He is receptive to working 20-25 hours and after speaking with WSB, they are willing to Amend their Contract and make that change. They would also allow access to an additional five hours of time within their organization of employees. She stated Interim Eckles would work with Interim Rand to identify special projects the employees could help with, so he is not so limited and meets the need for Public Works Staff.

She stated on May 10th, there would be something in front of the Council to consider. This will help through summer and into fall. She stated as noticed, Interim Public Works Director Eckles has expertise that is valued and would be well served. The Council would not have to pay out for salary and benefits for a Public Works Director, there are funds. This was her recommendation on how to continue.

Interim City Administrator Rand discussed the Interim Parks and Recreation Director position stating Jon Oyanagi has been invaluable. He is a temporary employee and the arrangement with him was for four months of service which ends at the end of May. He is unable to continue on through the summer and is unable to extend his commitment with the City. She stated the agreement was for 20 hours a week, he has been putting in more than that to provide adequate service. For the summer, the Managers reporting to him have been doing a wonderful job and stepping up but have identified that the continuation of the Parks and Recreation Master Plan is important. HKGi has been working on this with the Park and Recreation Commission to complete the study over the next year. She commented they would hate to put it on the shelf, but if Mr. Oyanagi leaves and there is not anyone to replace him, they would have to shelf the item. She prefers they not do that. Another important piece of work he does is the continued development, input, and drive to make progress on the parks in the northwest area and other park maintenance projects going on. She felt it was helpful to have someone like Mr. Oyanagi with experience. She stated she would like to find someone similar to help out for the next four to five months. If Council agrees, she would like to contact a Professional Association in Minnesota called the Minnesota Recreation and Park Association. She would like to contact them and see if recommendations can be made to find another individual to serve in a limited capacity. This would help in moving forward with important initiatives in the Park and Recreation Department.

Interim City Administrator Rand stated she would move forward with those initiatives and bring information to the Council as soon as possible.

Mayor Bartholomew asked if there would be information coming prior to addressing this on May 10th. Interim City Administrator Rand responded she would have the WSB Contract Amendment ready by then but would

need more time to make connections to identify someone for Parks and Recreation. Mayor Bartholomew asked if that would be before the end of May. Interim City Administrator Rand responded yes.

Mayor Bartholomew stated Staff has done a very good job with the difficulties of not only the Pandemic but also being short handed in the leadership department and relying so heavily on Interims Klay Eckles and Jon Oyanagi. He appreciated all the help, and all the work Staff has done.

5. Public Data Request Website Module

City Clerk Rebecca Kiernan stated they have identified a need for product software for Data Practice requests. She currently keeps track via spreadsheet. The Police Department uses their records retention software, but it is not very efficient. She stated she reviewed three different Vendors and is bringing forth a product she and Staff have agreed on called JustFOIA. It would save on Staff time and be more automated. Current emails she receives go into Outlook. This product would bring it into a different module and divert it to the Staff person in charge of the data. There are reminders given when things need to be returned. There is currently a ten-day window to respond either with the information or what it would take to get them the information. She stated IT Director Marc Gade has agreed this would be a good asset.

This would be a web-based module accessed through the City Website. It would be separate for City Hall versus the Police Department. She has had 43 requests since she has started, but they are becoming lengthier, such as the Building Inspections requests. She commented the same company has been asking at least once a month for all Building Inspections information.

Councilmember Piekarski Krech asked if they could determine a way to charge for requests. City Attorney McCauley Nason responded the City can charge in certain circumstances. Inspecting the data on site at City Hall has to be free. If people request copies or electronic transmission of the data, they can be charged under the Statute. This depends on pages of black and white copies or how many pages of electronically transmitted data. Councilmember Piekarski Krech asked if they would need to change the Ordinance to do that. City Attorney McCauley Nason responded no; everything is covered.

Councilmember Piekarski Krech commented the City should be able to get something back. Instead of getting the information themselves, which is public information, people are having the City put it together for them, so they do not have to do the work. If a cost is associated with it, maybe they would start doing it on their own. City Clerk Kiernan responded part of the module includes a cost feature and would be able to tell them of costs. Councilmember Piekarski Krech stated this is different from an accident report versus how many Building Permits are done for soliciting purposes. She commented the City is not in that business. The City needs to serve the public, to her, those requests are not a public purpose.

Councilmember Murphy asked if they could set a price. City Attorney McCauley Nason responded no; the Statute has costs. For employee time, it has to be the lowest paid employee. The highest paid employee can do the work, if a lower paid employee could have done it, there are constraints as to what they can charge.

Mayor Bartholomew asked what other Agencies close by are using JustFOIA. He asked if Dakota County or other Cities in the area were. City Clerk Kiernan responded the only one currently using it is the City of Bloomington. It is a new product. She proposes using it because it integrates with the records retention system. They are able to look through records and bring it into the module to forward out to people. None of the other two they looked at had the integration they were looking for. She stated she would bring this before the Council at the next City Council meeting.

Councilmember Gliva asked if this was a onetime software purchase or subscription based. City Clerk Kiernan responded it is subscription based on population. The City was quoted \$12,000 for implementation the first year,

she was able to bring them down to \$7,800. The yearly cost is \$9,450. She commented in Staff time alone they would cost save that every year between Building Inspections Staff, Police Records, and City Clerk time.

Councilmember Dietrich asked when the next iteration was for a population jump. City Clerk Kiernan responded they stand at 30,000 to 60,000.

6. NW Parks - Peltier Discussion

Interim Parks and Recreation Director Jon Oyanagi gave an update on the northwest area park development. Last week they had one meeting with a Developer for the Riley property and two meetings with the Developer for the Peltier Reserve Development. He stated the northwest area has been a difficult place to plan for parks due to topography. An updated map of identified parcels was shown that indicated potential or current parks in development as listed:

- #1 and #2: Cole Property:
 - Almost 35 acres. A lot is wetland and undevelopable.
 - Joint effort with Dakota County and Eagan.
 - On hold until Mrs. Cole leaves the property.
 - The County wants to put a Regional Trail through the area.
 - The Eagan side would become a park
 - The Inver Grove Heights side would become a park.
- #3: Peltier Property. Purchased.
 - Located near Argenta Trail and Argenta Court.
 - With the Dakota County property, it is roughly eight acres.
 - Plans are in the works and include a playground, basketball court, and nature-based play area.
 - Up the hill there is a lawn area that would be a wintertime pleasure rink and open play.
 - Small bike skills course for little kids
 - Larger bike skills course for others.
 - Paved loop trail, another trail, and a potential crossing on Argenta Trail that would connect to the Peltier Reserve Development.
 - Another potential crossing at Amana Trail.
 - There is a meeting with Dakota County to coordinate park development and connections.
 - Argenta Trail would have sidewalk and trail on both sides.
 - This is in final phase concept development. HKGi is doing the development with the City.
 - Stormwater treatment infrastructure needs to be verified.
 - The concept plan would be given to Magellan that has a gas pipeline through the park to make sure they are ok with having trails over their easement. This is a 4-5-week process.
 - After that, plans and specifications development would take place, then go out for bid.
- Fleming Property: Potential Park site.
 - Conversations have been had with the Developer doing the Fleming Development.
 - Will be submitting their proposal soon.
 - Located several acres down in the southwest corner. There is some sloping in the area.
- Peltier Reserve:
 - They initiated the idea to carve out parkland.
 - Proposing to take two lots and turn them over for a part of their Park Dedication.
 - It is connected to an outlot that is already green space.
 - The Magellan Pipeline goes through the area and would not be developable except for a possible trail.
 - The area is a little over one acre.
 - The two lots would give size to create a play structure.

- This proposal would come before the Council next week.
- Riley Property:
 - Developer has 4.03 acres.
 - Located near 70th, Argenta Trail, and Agate Trail.
 - Future trails would go through a conservation area and wetland.

Mayor Bartholomew asked if there was a proposed crossing across 70th Street. Interim Parks and Recreation Director Oyanagi responded there would be a sidewalk/trail along 70th, he was unsure of a crossing. Councilmember Piekarski Krech asked if Agate Trail would go into the Peltier project. Councilmember Murphy stated the road going through is called Alverno. He asked if #6 was an estimation. Councilmember Gliva asked about a square block to the left of #5. Interim Director Oyanagi and Interim City Administrator Rand were unsure what that block was. Interim City Administrator Rand stated she was unaware of any conversations taking place about that location.

Councilmember Piekarski Krech referenced the Fleming Property stating the area was looked at a few years ago. Mr. Carlson, at that time, stated the only real portion of any use to the City was more toward the north. She asked why they would look at this, she did not know financially and use-wise if anything is gained out of taking that for Park Dedication instead of money. She stated the stormwater area should not count as Park Dedication. Interim Parks and Recreation Director Oyanagi responded that was part of the Park Dedication formula, they do not get credit for undevelopable slopes and wetlands. They would have to calculate what the developable area would be with the remainder coming as Cash Dedication.

Interim Parks and Recreation Director Oyanagi stated he walked the area and felt it is a sizeable area to develop a playground/play area. It will not be as big as the one being developed across Argenta Trail but has a nice wooded sloped setting. Councilmember Piekarski Krech asked if the slope could be a sledding hill. Interim Director Oyanagi responded it could, but trees would have to be taken out. He stated there is a trail that dead ends from the south through the Argenta Hills neighborhood and ends. It is 20 feet higher than where the park will be developed. They need to determine how to get safe access on a trail down to the park area. HKGi is helping figure that out. Councilmember Piekarski Krech stated she would be concerned about how deep the stormwater area would be. People would have issue with a deep pond by a playground. Interim Director Oyanagi believed it to be a catch area sending water across to a larger ponding area.

Interim Parks and Recreation Director Oyanagi stated in the future they are looking at a potential residential development over by Target. There is a parcel of land in the area, but is a big hill, there is a small flat area in the corner. The previous Director sketched it out to see what would fit in the area, it shows a play area, trail, parking lot, basketball court, and a sliding hill. He stated it was pretty similar to the two lots in the Peltier Reserve.

Mayor Bartholomew asked for the parcel size of the Fleming Property. Interim Parks and Recreation Director Oyanagi responded about one acre. Councilmember Murphy referred to the Peltier Property and Land Dedication and asked if they are considering changing to a variety of different zoning. He asked what percentage the development was. Interim Director Oyanagi responded he was unsure because it was more complicated there. Planning Staff would be determining the calculations. He believed it to be Cash Dedication in addition to Land. Councilmember Piekarski Krech suggested pocket parks as people go along the trail, a climbing gym, and then a swing set, which is similar to what was mentioned.

Councilmember Gliva asked how they arrived at those two lots. Interim Parks and Recreation Director Oyanagi responded he was unsure of the details but was likely what could be afforded giving up. Interim City Administrator Rand responded there is a density formula they are trying to make. With the two lots, they liked how it had sizable trees, it was described as Mr. Peltier's front yard with beautiful trees. Having the stormwater

basin to the northeast, the entire strip connects to it with the pipeline below, they believed it to be a wise location. With Parks it is better to have land masses grouped as closely together as possible for maintenance reasons. Interim Parks and Recreation Director Oyanagi stated it is more costly to have smaller parks due to the efficiency of maintaining a larger park. There is a new park right across Argenta Trail, which is close. Councilmember Murphy agreed it was close, but not easy access. He questioned that size of development having an acre for a park, and where it falls for all those people. Interim Director Oyanagi responded it is a complicated area, he was not sure how it would be calculated; it would be known once calculations are determined. He stated there have been discussions with the Developer that they may help develop part of the park with a fence or grading. That would be part of their Dedication and is still to be determined. Mayor Bartholomew asked if the Developer would run the contiguous trails throughout the green space. Interim Director Oyanagi responded there is a potential crossing, the trails connect to a potential future trail. Councilmember Piekarski Krech asked if there were sidewalks along the bituminous streets. Interim Director Oyanagi responded yes. Councilmember Gliva believed this to be a good start but was not sure the people in the area would be satisfied.

B. Adjourn:**Motion by Gliva second by Piekarski Krech to adjourn the meeting at 8:26 p.m.****Ayes: 5****Nays: 0 Motion carried.**

Minutes prepared by Recording Clerk Sheri Yourczek.