



# **CENTRAL MAINTENANCE FACILITY SPACE NEEDS STUDY & FACILITY MASTER PLAN**

**April 2025**

**PREPARED FOR:** City of Inver Grove Heights

**PREPARED BY:** Wold Architects and Engineers and Kraus-Anderson

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# INTRODUCTION

# INTRODUCTION

## STUDY PARTICIPANTS

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# INTRODUCTION

Wold Architects and Engineers, in partnership with the City of Inver Grove Heights and Kraus-Anderson, has prepared this Facility Master Plan to assist in future planning of the Central Maintenance Facility. The study was completed with the involvement and ownership of representatives of the Public Works Department.

The content put forth in this report is based on several meetings and site visits with City staff to gather information related to the operations of Public Works and the existing infrastructure in place to support those operations.

The purpose of this study was to determine long-term space needs for public works operations and to address expansion opportunities to support growth for the next twenty years. In addition to evaluating space needs and functional deficiencies, an analysis of existing facilities and projected growth rates was performed.

From this analysis, long-term solutions were developed that would improve public works operations by taking advantage of new site area available for expansion. This analysis and subsequent solution development is intended as a tool for the City Council to make long-term decisions regarding the maintenance, renovation, and future use of existing facilities.

# INTRODUCTION

## EXECUTIVE SUMMARY

To better determine the space needs for the Central Maintenance Facility, Wold Architects & Engineers and the Core Planning Group representatives conducted a thorough information gathering phase consisting of department surveys, staff interviews, facility tours, and growth analyses. Through these sessions, the group determined that the existing Central Maintenance Facility was in fair condition from a maintenance perspective, however, the building was severely undersized and poorly laid out, contributing significantly to workflow inefficiency throughout all divisions. While city staff have been successful in maintaining operations to date, it became clear that the existing facilities would require significant expansion and remodel, or replacement, to provide adequate space for staff and equipment now and into the future.

After understanding the current space deficiencies and projected needs, the group developed a space program summary that identified the current space utilization of all divisions, in addition to the needs required over the next twenty years for continued successful operations. Detailed breakouts of the space program summary can be found in the 'Space Standards and Space Program Summary' section or in Appendix D.

Utilizing the space program developed, a series of building improvements and construction phases were outlined, aiming to achieve all the needs identified over the next twenty years. The solutions were developed utilizing the following base assumptions as a foundation.

- Ideal operations suggest that Streets Maintenance, Fleet Maintenance, Utility Maintenance, Natural Resources and Parks Maintenance are centralized.
- Maintaining both the existing Central Maintenance Facility (CMF) and Cold Storage long-term may prohibit efficiency of the site, in particular the existing Cold Storage is a barrier to ideal site grading.
- If the existing CMF is the future central operations facility, the Cold Storage building would need to be removed.
- It may be cost prohibitive to repurpose the existing Cold Storage into an occupied space due to the existing construction.
- The desire for a public safety training facility is more likely to be implemented with facility re-use due to the cost of a new building and implemented in a later phase of site development.
- The city property west of Babcock Trail has not been assumed as a long-term site for Public Works, and it falls within a different watershed creating added expense. The site may provide opportunity for short-term or temporary staging.

- A portion of the MnDOT property southeast of the existing site is likely to be available for use to allow for additional circulation and site staging flexibility.

After evaluating proposed phasing, site plan, and cost estimates for four options, the Core Planning Group and Design Team determined that Option B would be the most successful in achieving the long-term needs and vision for the Public Works Department while providing additional opportunities to achieve the Police-related improvements identified for training and site safety/security. Furthermore, Option B minimizes operational impacts to current and future operations with a full build out of the 2045 space program from the start, simultaneously mitigating the service impacts to the residents of Inver Grove Heights. Further analysis of the considered options can be found in the full space needs study report.

# INTRODUCTION

## STUDY METHODOLOGY

To arrive at the recommendations included in this report, extensive meetings and discussion were held between the Core Planning Group, Kraus-Anderson and Wold Architects & Engineers. This effort included departmental surveys, staff interviews, facility tours, and information gathering.

Additionally, as part of the interview and survey process, an analysis of staffing needs was completed. Historic staffing numbers and city growth projections were reviewed to project the number of staff as well as equipment pieces needed to effectively and efficiently provide services to the City of Inver Grove Heights into the future.

To assist in determining operational efficiency and future need, the Core Planning Group studied the following:

### **Current and Future Operations**

- Analysis of current operations
- Department surveys and interviews
- Projection of operational opportunities

### **Growth Needs Analysis**

- Review and approval of projected growth needs
- Exploration of space deficiencies

### **Program**

- Development of a program of spaces
- Refinement of basic program needs
- Discussion of standardizing workstation and office sizes

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# INTRODUCTION

## GUIDING PRINCIPLES

Wold worked with the Core Planning Group to develop a list of guiding principles based on best practices as well as the expressed desires and priorities of the group. These principles informed the rest of the study and would also be considered during the eventual design process for a future project to address the needs of the Public Works department.

1. The goal of the needs analysis and future site plan development is to better articulate the need for additional space for trucks, equipment, attachments, and materials, as well as show the need for additional space for full-time and part-time employees, including updated meeting spaces, crew spaces, locker room facilities, training and break room facilities, and space for an estimated workforce of up to 75 people.
2. Solution should accommodate the long-term needs of the department while being cost effective and flexible, providing opportunities for growth or change into the future (potential phasing solutions or expansion opportunities).
3. Provide adequate interior environments to support staff – safety, flexibility, wellness, retention.
4. Potential solutions should emphasize asset preservation by maximizing use of the existing Public Works site long-term. Reuse should be balanced with workflow efficiency – use what we have, but don't sacrifice operations.

A supplemental study within this project was to investigate opportunities for a police training facility based on the final outcome of the public works-related improvements. A set of guiding principles was developed with representatives from the City of Inver Grove Heights' Police Department for the scope of police needs.

1. Expand and secure staff parking areas, providing adequate separation from public parking areas and staff parking areas.
2. Review site utilization options on the CMF campus for the siting of a future police training facility. Potential programming of the training facility would include a firing range and associated support spaces, scenario-based classroom training, and defensive tactics training space.

# **INFORMATION GATHERING**

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# INFORMATION GATHERING

## FACILITY CONDITION ASSESSMENT – EXECUTIVE SUMMARY

Kraus-Anderson completed a Facility Condition Assessment on the existing Central Maintenance Facility and the Cold Storage Facility.

The Central Maintenance Facility was constructed in 1985 and is approximately 35,262 gross square feet (GSF). Gross square feet can be defined as the amount of space needed to accommodate operational spaces, in addition to functional support spaces, such as mechanical or electrical rooms, as well as circulation space to make the space usable. Some of the major deferred maintenance items identified include mill/overlay of the existing parking lot, sidewalk replacement, fuel island and canopy structure replacement, site drainage improvements, garage door replacements, metal panel replacement, and upgrading light fixtures to new LED fixtures. Recommended improvements also include installation of an emergency generator for life-safety and critical operation systems, as well as installation of an elevator to meet accessibility code. Approximately \$3.1 million in deferred maintenance costs were identified, putting the Central Maintenance Facility in the ‘Good’ tier of the Facility Condition Index (FCI) scale.

The Cold Storage Facility was constructed in 1991 and is approximately 26,621 GSF. Some of the major deferred maintenance items identified include exterior enclosure improvements, floor replacement, and addition of an HVAC system to allow for winter working space. Approximately \$1.28 million in deferred maintenance costs was identified, putting the Cold Storage Facility in the ‘Fair’ tier of the FCI scale.

In summary, approximately \$4.4 million of baseline deferred maintenance needs should be targeted over the next ten years for both Public Works facilities should the City continue current operations as-is.

The full Facility Condition Assessment can be found in more detail in Appendix A.

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# INFORMATION GATHERING

## FACILITY FUNCTIONAL ASSESSMENT

In addition to the Facility Condition Assessment conducted by Kraus-Anderson, Wold conducted a series of interviews and facility walkthroughs to complete a functional assessment of the Central Maintenance Facility and Cold Storage Facility in order to identify current space deficiencies and inefficiencies in existing space usage. This information was used to inform the proposed space program and long-term facility planning.

The functional assessment is an evaluation of the adequacy of space sizes and arrangements in supporting operations of each department function, both currently and projected into the future. An ideal utilization of space that is needed to support public works operations is the outcome of this assessment. The following are the major takeaways identified for the public works site, Central Maintenance Facility, and Cold Storage Facility.

### Site

- Insufficient parking space available on site to accommodate fleet vehicles and staff personal vehicles. Seasonal staff often park along Barbara Avenue.
- No dedicated exterior wash station and water fill station available on site.
- For Police, there is no separation between public parking and police (fleet and personal) vehicles.
- For Police, the size of the existing parking lot is insufficient for police fleet and personal vehicles. Personal vehicles are frequently parked along Barbara Avenue or along the Central Maintenance Facility access drive.
- Broadly for the Public Works site, there is no building dedicated back-up generator for emergency events or loss of power.

### Cold Storage Facility

- The height of the structure and overhead doors in the material storage area does not allow for material to be unloaded directly off trucks and into the storage areas. Materials need to be unloaded outside then placed in their appropriate locations by staff with smaller equipment.

### Central Maintenance Facility

- There are no existing office support spaces, including a reception space, waiting area, conference rooms, and flexible/drop-in offices.
- The break room is undersized and cannot accommodate all full time and seasonal staff. Due to the lack of training and conference room space in the building, the break room also functions as the only training/meeting space which can limit usage with overlapping lunch hours.
- The men's locker room is undersized for current staffing, especially with seasonal staffing. There is no formal women's locker room space.
- There is no elevator to access the upper-level staff areas, non-compliant with accessibility code.
- The division muster rooms are undersized for current staffing counts. Additionally, the muster rooms have become multi-use spaces due to insufficient space in other staff support areas, such as work rooms, locker rooms, and break rooms.
- The sign shop is located within the Streets Maintenance must er room and is undersized. Operations for sign fabrication/assembly are disjointed with materials stored in Cold Storage, away from the primary shop area.
- The mezzanine is currently used for tire storage. These should be stored on the main level with easy accesso the building exterior for ease of deliveries and tire replacement work.
- The primary warm vehicle storage area is extremely undersized and cannot accommodate the full fleet across all divisions, requiring equipment to be parked outside. Additionally, the stalls are too shallow causing frequent interference with the main drive lane and adjacent operational spaces.
- There is no flexible maintenance bay, workshop or small equipment repair space for general division use. Work either occurs in the main warm vehicle storage area or has to be coordinated around mechanics' schedules and space availability.
- There is no dedicated storage space in the warm vehicle storage area for small equipment. Overhead space could be better utilized to accommodate this need.
- The wash bay is too small to accommodate larger fleet vehicles, meaning that washing frequently occurs in the main drive aisle causing traffic jams. Additionally, the vehicle washing equipment is outdated and should be replaced.
- The brine mixing tanks are currently stored in the wash bay and should be stored in its own confined space.
- There is no dedicated hazardous materials storage space. The storage closet currently being used was not properly designed for this use.

- There is insufficient space in the mechanics work area or in the warm vehicle storage area for staging of equipment due for repairs. Vehicles in need of service need to be parked outside until space is available.
- There is no direct access from the exterior to the maintenance bays.
- The physical height and width of the maintenance bays are too small for larger apparatus vehicles, especially when using lifts to complete repairs.
- The current barrel-storage fluid distribution system should be replaced to a tote-storage system for more efficiency.
- There is no dedicated tear down or flex bay available for larger, long-term repair projects or in emergency situations, especially critical during snow emergencies.
- There is no dedicated welding space with material storage. Welding currently occurs open to the rest of the mechanics space without adequate ventilation.
- Systems improvements for the mechanics bays include relocation of trench drains under the repair bays, more fluid drops, more air distribution drops, and more electrical reels or outlets throughout the space.
- The lead mechanic's office is currently co-located with the parts office. There is no dedicated work space for other mechanics staff/technicians.

# NEEDS ANALYSIS

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# NEEDS ANALYSIS

## DEPARTMENT SURVEYS

In addition to the condition and functional assessment of the Public Works spaces, Wold and the Core Planning Group completed a series of department interviews and surveys to better understand the long-term operational and staffing goals for each department. The intent was to conceptualize operations beyond the physical space in order to adequately plan for potential personnel growth and service expansion. Department surveys can be found in Appendix B. The following is a summary of the key operational shifts identified in these discussions.

- The staff office area needs to be expanded to accommodate future staffing projections as well as key staff support spaces currently missing from the existing space, in particular supporting conference rooms and training spaces. A new functional work group for Natural Resources is also a planned expansion in staffing slated to occur in the near future (five-year timeframe).
- Staff support spaces require significant expansion to accommodate evolving workforces, specifically a women's locker room, a quiet room, a mother's room, and laundry/wash room.
- Separation of mechanic/repair functions needs to be accounted for in the planning of a new space. The current mechanics bays are too multi-functional to safely and effectively operate long term.
- Dedicated workshop and small equipment repair spaces are needed to provide flexibility to other division staff for day-to-day operations and repairs.
- The warm and cold vehicle storage areas need to be evaluated to not only accommodate current fleet counts but also future equipment acquisitions.

## GROWTH PROJECTIONS

The departmental surveys also evaluated staffing and equipment projections for the next twenty years to better inform the space needs and program. These projections are dependent on many factors including population growth, building/housing development, funding, and historical trends. The following staffing and equipment counts were established with the Core Planning Group.

<b>STAFFING PROJECTIONS – DEPARTMENT SURVEYS</b>			
	<b>2024</b>	<b>2035</b>	<b>2045</b>
Streets Maintenance	11	15	16
Fleet Maintenance	4	6	6
Utility Maintenance	10	14	15
Parks Maintenance	10	14	15
Natural Resources	2	6	6
Support Staff	1	1	2
Seasonal	23	30	31
<b>Total Excluding Seasonal</b>	<b>38</b>	<b>56</b>	<b>60</b>
	<i>2024-2035: 47% increase</i>		<i>2035-2045: 7% increase</i>
<b>Total Including Seasonal</b>	<b>61</b>	<b>86</b>	<b>91</b>
	<i>2024-2035: 41% increase</i>		<i>2035-2045: 6% increase</i>

<b>EQUIPMENT PROJECTIONS – DEPARTMENT SURVEYS</b>		
	<b>2024</b>	<b>2035</b>
Streets Maintenance	50	57
Fleet Maintenance	1	1
Utility Maintenance	21	25
Parks Maintenance	48	58
Natural Resources	0	5
<b>Total</b>	<b>120</b>	<b>146</b>
	<i>2024-2035: 22% increase</i>	

The projections illustrate a significant initial increase in staffing from current counts to anticipated 2035 counts. The significant jump could be attributed to a staffing correction factor which adjusts the historically-driven current staffing to more closely align with current population and growth rates within the City of Inver Grove Heights. With City Council input, the Core Planning Group decided to proceed with designing for the 2045 option with considerations for future flexibility to optimize longevity in the space program and eventual building design.

# NEEDS ANALYSIS

## SPACE STANDARDS

As a tool for building the space program, standards were established with the Core Planning Group, outlining recommended sizes for offices, workspaces, and meeting rooms. These square footages are based on industry standards, existing office sizes, and the needs required for each function.

### Offices

Director Office	225 sf to 250 sf (20' x 12')
Supervisor Office	150 sf to 180 sf (15' x 12')
Lead/Worker Office	120 sf (12' x 10')

### Workstations

Regular Administrative	42 sf (7' x 6' workstation)
Technical/Engineering	48 sf (8' x 6' workstation)
Flexible/Intern/Seasonal	36 sf (6' x 6' workstation)

### Meeting Spaces

Small Meeting Room	150 sf (3-4 people)
Medium Meeting Room	250 sf (5-8 people)
Large Meeting Room	500 sf (10-15 people)
Muster Room	500 sf to 750 sf (15-25 people)
Training Room	1500 sf to 2000 sf (50-90 people)

# NEEDS ANALYSIS

## SPACE PROGRAM

The following space program summary presents the existing space occupied by the Public Works department as well as the projected space programs for the ten- and twenty-year milestones. The proposed square footages are not confined to the existing building footprint but were determined by staff surveys, departmental interviews, and understanding future operational needs. In conjunction with the information gathered, the space program will be used to determine recommendations for locating future departments and the work scope required to achieve the outlined program. A full detail of the space program can be found in Appendix D.

<b><u>Building Summary</u></b>	<b>Existing</b>	<b>Proposed 2024</b>	<b>Proposed 2045</b>	<b>Net Increase (Exist to 2045)</b>
<b>Staff Offices and Meeting Rooms</b>	2,980 s.f.	12,519 s.f.	13,867 s.f.	365%
<b>Staff Locker Rooms and Support Spaces</b>	1,550 s.f.	1,536 s.f.	1,932 s.f.	25%
<b>Mechanics Suite</b>	7,000 s.f.	17,509 s.f.	21,541 s.f.	208%
<b>Vehicle Support and Workshop Spaces</b>	2,000 s.f.	10,063 s.f.	12,482 s.f.	524%
<b>Warm Vehicle Storage</b>	19,000 s.f.	40,542 s.f.	51,087 s.f.	169%
<b>Cold Storage</b>	9,000 s.f.	10,072 s.f.	10,072 s.f.	12%
<b>Total Gross Square Footage</b>	<b>41,530 s.f.</b>	<b>92,241 s.f.</b>	<b>110,981 s.f.</b>	
<b><u>Site Summary</u></b>				
<b>Salt Shed &amp; Materials Storage</b>	17,600 s.f.	20,000 s.f.	20,000 s.f.	
<b>Staff Parking (Stalls)</b>	34 stalls	70 stalls	90 stalls	
<b>Fuel Island (DSL, UNL, DEF)</b>				
<b>Boneyard</b>		2 acres	5 acres	
<b>Available Site Area (Acres)</b>	6.12 acres	13.27 acres	13.27 acres	

NOTE: 2024 SITE AREA EXCLUDES PARCEL WEST OF BABCOCK AVE (APPROX. 4.27 ACRES)

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# NEEDS ANALYSIS

## SPACE PROGRAM

In addition to the program developed for the Public Works department, the Core Planning Group also met with representatives of the Inver Grove Heights Police Department to develop a space program for the police training needs. Included below is an overview of the space needs; the full detail can be found in Appendix D.

### Police Training

Public Lobby	605 s.f.
Gun Range and Support Spaces	11,777 s.f.
Training Rooms and Classrooms	4,620 s.f.
Staff Locker Rooms and Support Spaces	2,940 s.f.
<b>Total Gross Square Footage Training Facility</b>	<b>19,942 s.f.</b>

# NEEDS ANALYSIS

## FACILITY TOURS AND TAKEAWAYS

Transitioning from the information gathering phase into the solution development phase, the Core Planning Group conducted tours of various Public Works facilities alongside representatives of the City Council and Public Works staff. During the pre-design phase, the purpose of the tours is to examine varying operational and service models that could potentially be implemented within the City of Inver Grove Heights. Through this process, the Core Planning Group is also able to gain insight into the construction process and design elements that may be considered during the project development phases.

### Public Works Tour Locations

- Burnsville Public Works – 13713 Frontier Court, Burnsville, MN 55337
- Rosemount Public Works – 14041 Biscayne Avenue, Rosemount, MN 55068
- Woodbury Public Works – 2301 Tower Drive, Woodbury, MN 55125

### Tour Takeaways

After completing the facility tours, the Core Planning Group compiled the following takeaways regarding spatial relationships and design considerations.

- While not the newest facility, Burnsville Public Works illustrated the importance of creating a flexible building and site layout that can be adapted as the size of the department or operations evolve over time.
- Although Burnsville Public Works is located on an urban site, the site is well organized allowing for efficient and safe operations to occur.
- Rosemount Public Works, the newest facility toured, confirmed the need for many of the operational and staff support spaces that are currently lacking in the existing Central Maintenance Facility. The deficiencies in the current mechanics space were especially highlighted with the lack of flexibility and dedicated task-specific work zones.

- Woodbury Public Works provided an opportunity to evaluate a different staffing/department model than what currently exists at Inver Grove Heights. Woodbury consolidated engineering, utilities, streets, parks, and fleet maintenance across two adjacent sites, in addition to partners at SWWD and the Heritage Society. Additionally, the facility provided a good opportunity to evaluate staff support spaces and flexible training and lunchroom environments. The mechanics space also provided an opportunity to evaluate space needs should fleet servicing of public safety vehicles occur in-house.

ROSEMOUNT PUBLIC WORKS



BURNSVILLE PUBLIC WORKS



WOODBURY PUBLIC WORKS



# NEEDS ANALYSIS

## SPACE STUDY RECOMMENDATIONS

Utilizing the information gathered through department interviews, surveys, projections, and facility tours, the Core Planning Group analyzed the space program to develop recommended solutions that aim to address identified space needs and building deficiencies. The following key objectives and subsequent base assumptions for planning can be used as guidelines for long-term city improvements and developments.

### Key Objectives

- Construct a new Central Maintenance Facility that right-sizes equipment storage and maintenance spaces, as well as integrating staff offices and support amenities for a modern and expanding workforce. An addition and renovation to the existing facility could also be considered.
- Allocate adequate space on-site for a cold storage facility and materials storage area that accommodates current and future equipment needs.
- Install a new fuel island based on the modified or new operational flow between the Central Maintenance Facility and other outbuildings.
- Provide adequate parking space to accommodate both full-time and seasonal parking needs.
- Allocate boneyard space for other storage needs as space is available.
- Should the opportunity be available, renovate existing facility (Central Maintenance Facility or Cold Storage) to accommodate police training needs. Additionally, site access and parking areas should be modified to allow for more secure police fleet and personal vehicle storage.

### Base Assumptions for Options Development

- Ideal operations suggest that Streets, Mechanics, Utilities, Natural Resources and Parks Maintenance are centralized.
- Maintaining both the CMF and Cold Storage long-term may prohibit efficiency of the site, in particular the existing Cold Storage facility is a barrier to ideal site grading.
- If the existing CMF is the future central operations facility, the Cold Storage facility would need to be removed and relocated elsewhere.

- It may be cost prohibitive to repurpose the existing Cold Storage facility into an occupied space due to the existing construction.
- The desire for a public safety training facility is more likely to be implemented with facility re-use due to the cost of a new building and implemented in a later phase of site development.
- The city property west of Babcock Trail has not been assumed as a long-term site for Public Works, and it falls within a different watershed creating added expense. The site may provide opportunities for short-term or temporary staging.
- A portion of the MnDOT property southeast of the existing site is likely to be available for use to allow for additional circulation and site staging flexibility.

# OPTIONS DEVELOPMENT

# OPTIONS DEVELOPMENT

## OPTION A: PHASING, COST ESTIMATE, PROPOSED SITE PLAN

**New Public Works Campus** – Option A consolidates new work to two primary project phases and limits the scope to Public Works-related improvements. A new Central Maintenance Facility (warm storage) is proposed to aid with construction phasing and staging with existing operations to continue in their current location.

### Phasing

#### Phase 1A (2026)

1. New Cold Storage Facility
2. New Salt Shed/Materials Storage
3. Demolition of Existing Cold Storage Facility
4. Site Grading & Improvements

#### Phase 1B (2026-2027)

1. New Central Maintenance Facility
2. Demolition of Existing Central Maintenance Facility
3. Parking Lot Site Improvements

### Cost Estimate

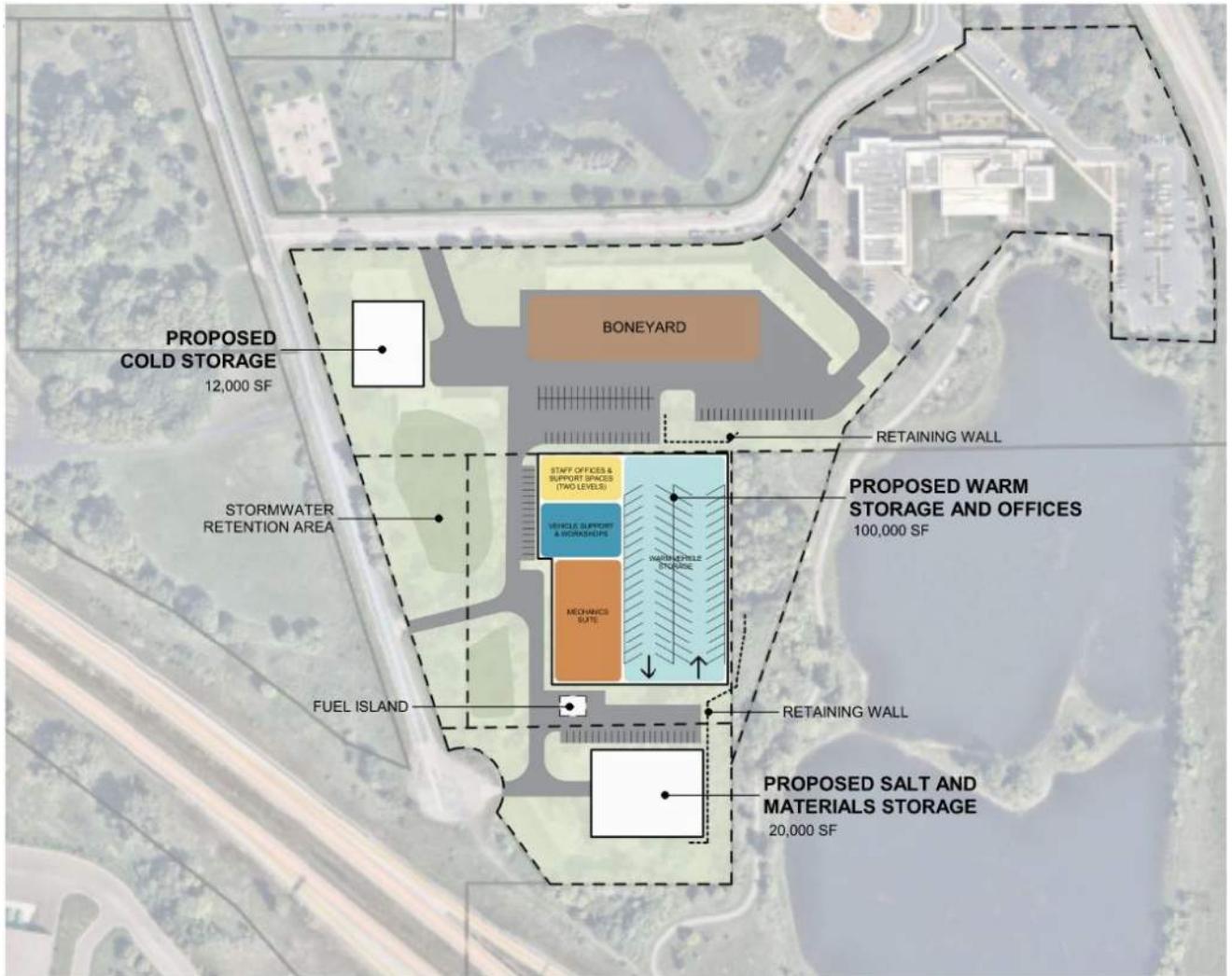
Construction Cost	\$ 44,315,023.00
Project Costs	\$ 8,863,055.00

<b>Total Project Costs</b>	<b>\$ 53,178,028.00</b>
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Construction Cost / GSF	\$ 338
Project Cost / GSF	\$ 406

*Assumes 2025 cost projections. Refer to Appendix F for full cost detail including escalation factors.*

**Option A: Proposed Site Plan**



*Refer to Appendix E for scaled proposed site plan.*

# OPTIONS DEVELOPMENT

## OPTION B: PHASING, COST ESTIMATE, PROPOSED SITE PLAN

**New Public Works Campus with CMF Reuse for Police & Cold Storage** – Option B expands on Option A by layering a third project phase (Phase 2) with police training and site-related improvements within the existing Central Maintenance Facility once vacated. Additionally, a portion of the existing CMF is designated as cold storage, eliminating the need for a new Cold Storage Facility.

### Phasing

**Phase 1A**  
(2026)

1. Temporary Cold Storage at Property West of Babcock Tr.
2. New Salt Shed/Materials Storage
3. Demolition of Existing Cold Storage Facility
4. Site Grading & Improvements

**Phase 1B**  
(2026-2027)

1. New Central Maintenance Facility
2. Parking Lot Site Improvements

**Phase 2A**  
(2028)

1. Partial Renovation of Existing Central Maintenance Facility for Public Works Cold Storage

**Phase 2B**  
(Future)

1. Partial Renovation of Existing Central Maintenance Facility for Police Training
2. Police Parking Lot Site and Safety Improvements
3. Deferred Maintenance Improvements for Existing Central Maintenance Facility

**Option B: Cost Estimate**

Construction Cost – Phase 1A-2A	\$ 44,536,013.00
Construction Cost – Phase 2B	\$ 10,432,655.00
<b>Construction Cost Subtotal</b>	<b>\$ 54,968,668.00</b>
Project Costs – Phase 1A-2A	\$ 8,907,203.00
Project Costs – Phase 2B	\$ 2,086,531.00
<b>Project Costs Subtotal</b>	<b>\$ 10,987,734.00</b>
<b>Total Project Costs (PW Only – Phase 1A-2A)</b>	<b>\$ 55, 443,216.00</b>
<b>Total Project Costs (PW and PD – All Phases)</b>	<b>\$ 65,956,402.00</b>

Construction Cost / GSF	\$ 332 (PW) / \$ 355 (All)
Project Cost / GSF	\$ 399 (PW) / \$ 425 (All)

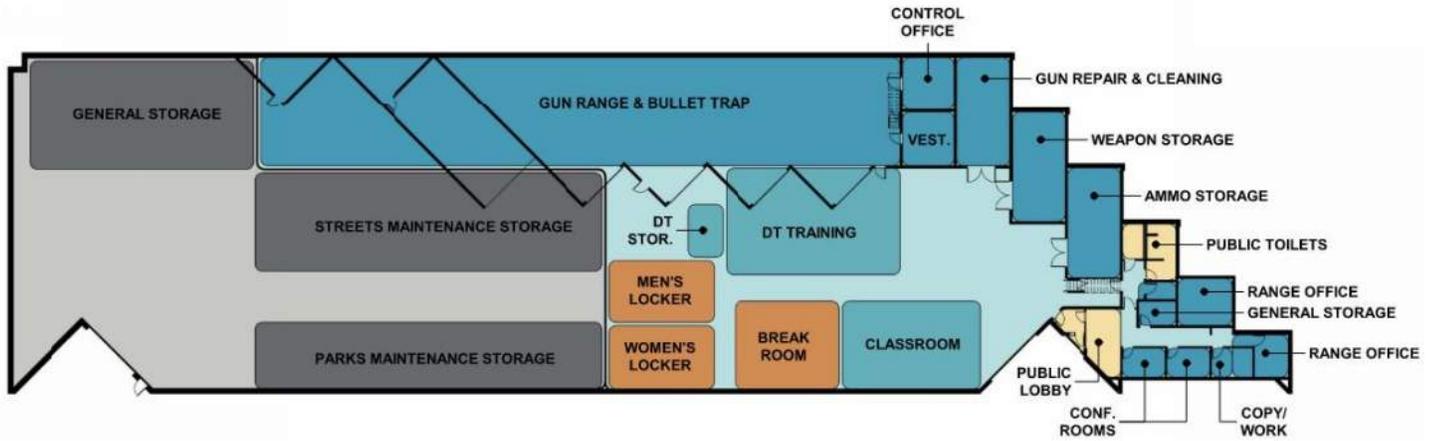
*Assumes 2025 cost projections. Refer to Appendix F for full cost detail including escalation factors.*

**Option B: Proposed Site Plan**

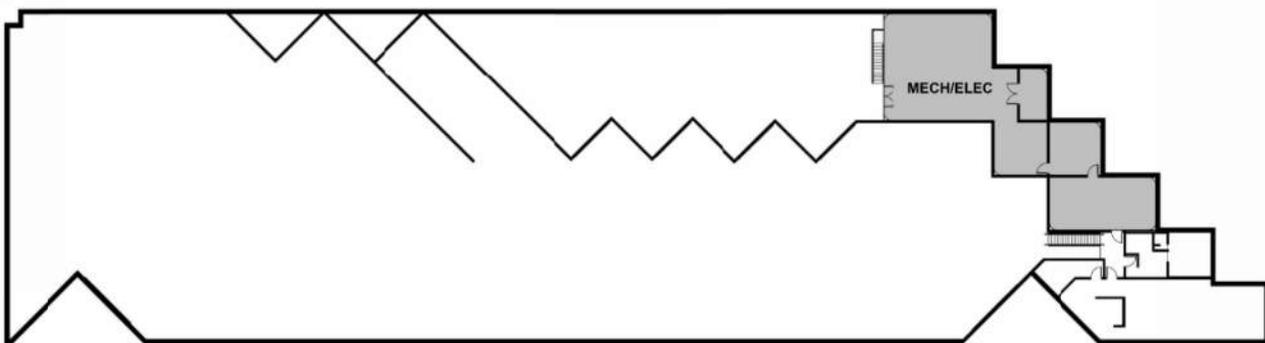


*Refer to Appendix E for scaled proposed site plan.*

**Option B: Proposed Central Maintenance Facility Renovation – Main Level**



**Option B: Proposed Central Maintenance Facility Renovation – Upper Level**



*Refer to Appendix E for scaled proposed building plans.*

# OPTIONS DEVELOPMENT

## OPTION C: PHASING, COST ESTIMATE, PROPOSED SITE PLAN

**Phased New Public Works Campus with Addition** – Option C considers an expanded phasing solution with three distinct construction periods across the Public Works site. In this scenario, Parks Maintenance remains at the existing Central Maintenance Facility with some light renovation and deferred maintenance improvements scheduled to occur. The new Central Maintenance Facility would then house operations for Fleet Maintenance, Streets Maintenance, Utility Maintenance, and Natural Resources.

### Phasing

- |  |   |
|--|---|
| <p><b>Phase 1A</b><br/>(2026)</p>      | <ol style="list-style-type: none"> <li>1. New Central Maintenance Facility, excluding program for Parks Maintenance</li> <li>2. New Cold Storage Facility</li> <li>3. New Salt Shed/Materials Storage</li> <li>4. Demolition of Existing Cold Storage Facility</li> <li>5. Site Grading and Improvements</li> </ol> |
| <p><b>Phase 1B</b><br/>(2026-2027)</p> | <ol style="list-style-type: none"> <li>1. Renovation of Existing Central Maintenance Facility including deferred maintenance items</li> <li>2. Site Grading and Improvements</li> </ol>   |
| <p><b>Phase 2</b><br/>(2036)</p>       | <ol style="list-style-type: none"> <li>1. Central Maintenance Facility Addition for Parks</li> <li>2. Demolition of Existing Central Maintenance Facility</li> <li>3. Parking Lot Site Improvements</li> </ol>  |

### Cost Estimate

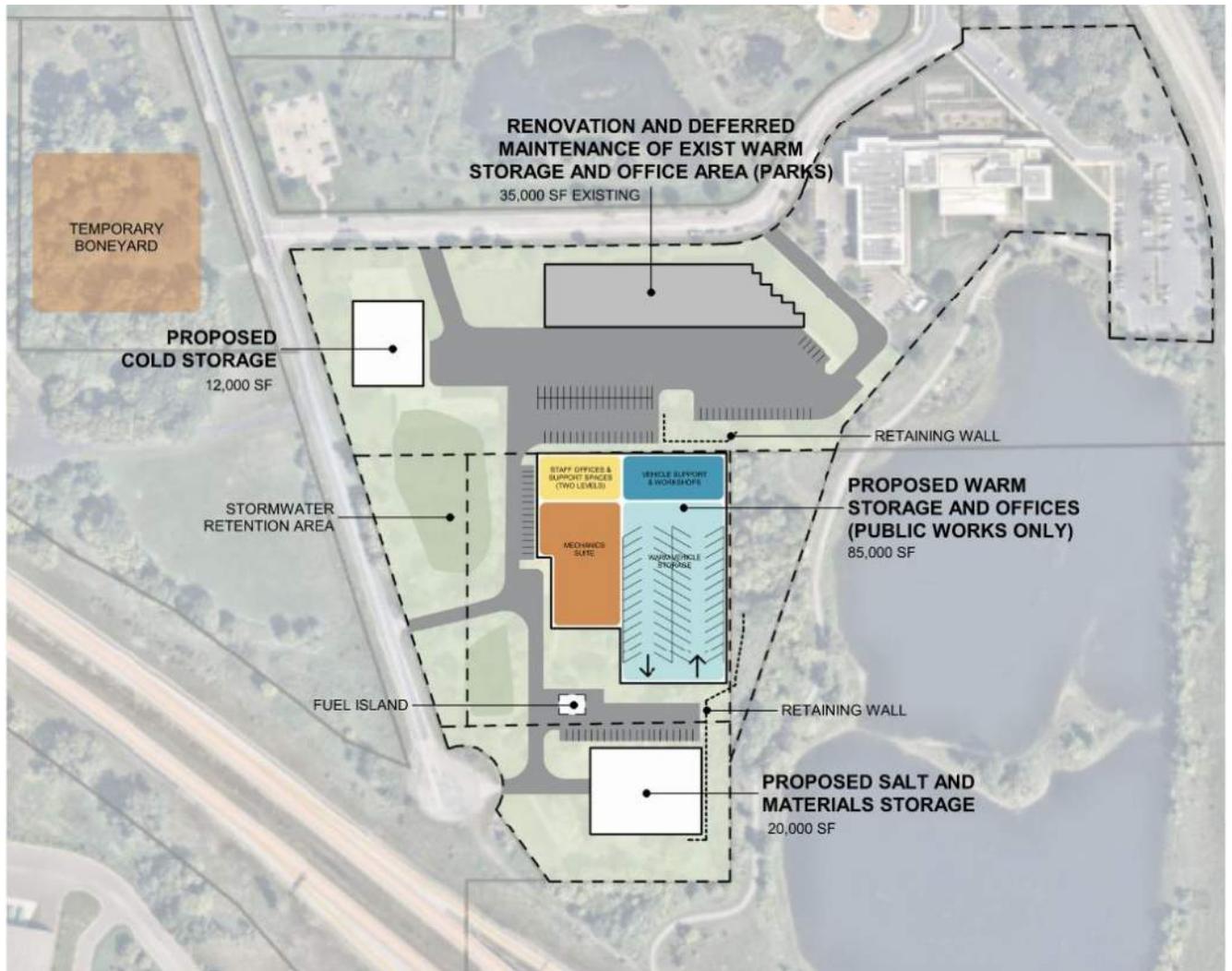
Construction Cost	\$ 46,604,955.00
Project Costs	\$ 9,320,991.00

<b>Total Project Costs</b>	<b>\$ 55,925,946.00</b>
----------------------------	-------------------------

Construction Cost / GSF	\$ 356
Project Cost / GSF	\$ 427

*Assumes 2025 cost projections. Refer to Appendix F for full cost detail including escalation factors.*

**Option C: Proposed Site Plan – Phase 1A-1B**



*Refer to Appendix E for scaled proposed site plan.*

**Option C: Proposed Site Plan – Phase 2**



*Refer to Appendix E for scaled proposed site plan.*

# OPTIONS DEVELOPMENT

## OPTION F: PHASING, COST ESTIMATE, PROPOSED SITE PLAN

**Addition and Renovation of Existing CMF** – Option F considers an addition and renovation of the existing Central Maintenance Facility with new facilities proposed for Cold Storage and Salt/Materials Storage.

### Phasing

#### Phase 1A (2026)

1. New Cold Storage Facility
2. New Salt/Materials Storage
3. Demolition of Existing Cold Storage Facility
4. Site Grading and Improvements

#### Phase 1B (2026-2027)

1. Renovate Existing Central Maintenance Facility including deferred maintenance items
2. New Addition on Central Maintenance Facility
3. Parking Lot Site Improvements
4. Temporary Conditions for Operational Interruptions

### Cost Estimate

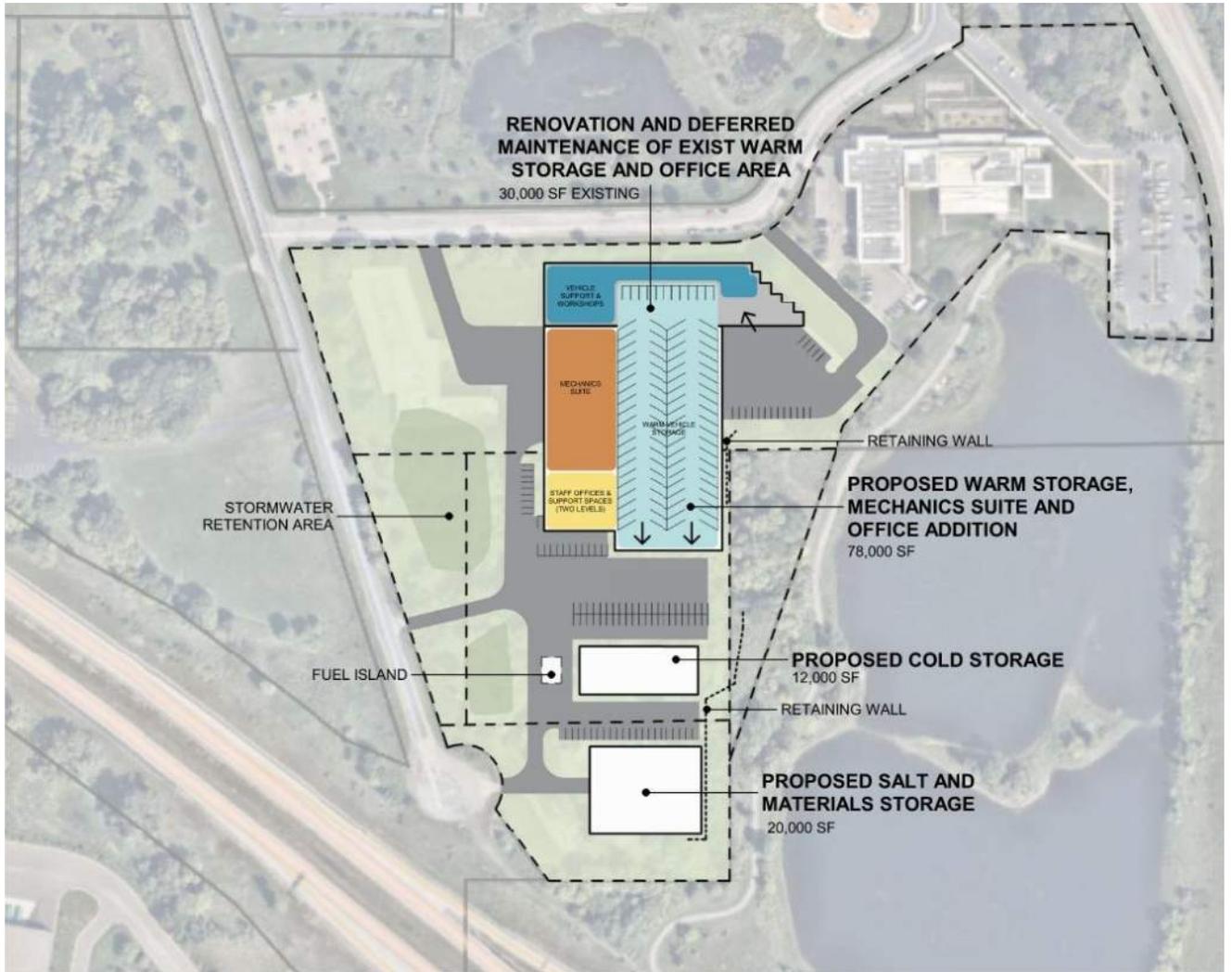
Construction Cost	\$ 39,772,995.00
Temporary Conditions	<i>To Be Determined</i>
Project Costs	\$ 7,944,599.00

<b>Total Project Costs</b>	<b>\$ 47,667,594.00</b>
----------------------------	-------------------------

Construction Cost / GSF	\$ 303
Project Cost / GSF	\$ 364

*Assumes 2025 cost projections. Refer to Appendix F for full cost detail including escalation factors.*

**Option F: Proposed Site Plan**



*Refer to Appendix E for scaled proposed site plan.*

# OPTIONS DEVELOPMENT

## OPTIONS ANALYSIS MATRIX

Beyond the baseline analysis of cost, the matrix below evaluates each solution based on other factors and criteria, such as operational impact, future expansion opportunities, and feasibility.

	<b>Pros</b>	<b>Cons</b>
<b>Option A</b>	<ul style="list-style-type: none"> <li>• Maximizes opportunity for consolidated operations on single site with boneyard proposed to replace existing CMF once demolished.</li> <li>• Allows for existing operations to continue with minimal disturbance during construction period.</li> <li>• Opportunity for future expansion of New Central Maintenance Facility to the north.</li> </ul>	<ul style="list-style-type: none"> <li>• Limits police-related scope to site and parking lot improvements. No opportunity for police training facility.</li> <li>• Significant site leveling required to connect upper and lower portions of site.</li> </ul>
<b>Option B</b>	<ul style="list-style-type: none"> <li>• Provides opportunity to reuse existing Central Maintenance Facility once vacated by primary Public Works operations. Proposed reuse can benefit both Public Works for cold storage and Police for training facility.</li> <li>• Allows for expansion of police parking lot to accommodate personal and fleet vehicles. Opportunity to improve security.</li> <li>• Allows for existing operations to continue with minimal disturbance during construction period.</li> </ul>	<ul style="list-style-type: none"> <li>• Some opportunity for Public Works expansion in the future but would be limited due to co-occupation with Police.</li> <li>• Significant site leveling required to connect upper and lower portions of site.</li> <li>• Considerations to converting existing warm storage (heated) space to cold storage (unheated).</li> </ul>

	<b>Pros</b>	<b>Cons</b>
<b>Option B (Continued)</b>	<ul style="list-style-type: none"> <li>• Allows further study for Police training and facility needs to occur between 2025-2027.</li> <li>• Would allow for the option for reconfiguration and/or partial demolition of existing Central Maintenance Facility if Police needs are met through other options.</li> </ul>	
<b>Option C</b>	<ul style="list-style-type: none"> <li>• Opportunity to reuse existing building areas and minimizing footprint of new construction. Phasing would have minimal impacts on existing operations during initial construction phases.</li> <li>• Flexibility in future expansion opportunities during or after phase 2 if needs change.</li> </ul>	<ul style="list-style-type: none"> <li>• Decentralized Public Works operations with Parks Maintenance remaining at the existing CMF and boneyard being located across Babcock Trail. Requires third phase of construction in the future if full consolidation of divisions is desired.</li> <li>• Limited opportunity for police training and site parking improvements until the end of Phase 2 (2036).</li> </ul>
<b>Option F</b>	<ul style="list-style-type: none"> <li>• Opportunity to reuse existing building and minimizes footprint of new construction.</li> <li>• Consolidated operations to single site and building with the exception of boneyard storage.</li> </ul>	<ul style="list-style-type: none"> <li>• Significant impact to existing operations should Public Works continue to remain on site during construction of new addition and renovation.</li> <li>• Limited opportunity for future expansion depending on final site layout with Cold Storage and Materials Storage.</li> <li>• Police-related scope limited to site security improvements (no expansion of parking, no training facility options).</li> <li>• Significant site leveling required to connect upper and lower portions of site.</li> </ul>

**Pros****Option F  
(Continued)****Cons**

- Limited opportunity to reuse existing office and staff areas with new programmed layout.
- Opportunities to improve view from Highway 52 are limited with pushing the primary building/addition to the north.

OPTION	Meets long-term program need	Flexible with opportunity to expand	Long-term need fits within existing site	Continuity of operations during construction	Consolidates staff to single location	No service disruptions to community	Effective re-use of existing facility	Allows PD-related improvements
<b>Option A</b> New Public Works Campus Project Cost: \$53,178,028.00							N/A	
<b>Option B</b> New Public Works Campus with CMF Reuse Project Cost (PW Only): \$55,443,216.00 Project Cost (PW and PD): \$65,956,402.00								
<b>Option C</b> Phased New Public Works Campus with Addition Project Cost: \$55,925,946.00								
<b>Option F</b> Addition & renovation of Exist CMF Project Cost: \$47,667,594.00, excl. temp. conditions								

**Comments**

Option A

- PD scope limited to site and parking-related improvements.

Option B

- Boneyard relocated across Babcock Trail.
- Temporary cold storage required during construction.

Option C

- Some disruption possible to staff and community during Phase 1B renovation and Phase 2 addition.
- PD scope limited to site and parking-related improvements.
- Decentralizes staff operations with Parks Maintenance located at the existing CMF during Phase 1 of construction.

Option F

- Requires temporary relocation of full department for period of construction.
- Building positioning significantly limits opportunity for future expansion.
- Minimal opportunity for PD-related site and parking improvements due to proposed circulation of Public Works traffic.
- Re-use of existing office area could be limited in proposed renovation of CMF.

**CONCLUSION**

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# CONCLUSION

## MASTER PLAN RECOMMENDATION

Based on input from the Core Planning Group and Design Team, the master plan recommendation would be to proceed with Option B with a few considerations for the police-related scope of improvements.

Options A and B provide the most flexibility for Public Works operations with the opportunity to effectively expand in the future should the need arise. Additionally, the efficiency of building out the full 2045 space program in the initial build provides more cost savings in the long run, in comparison to a potential future addition as Option C proposes. With strategic siting of the new facility and careful construction staging, Options A and B also allow for new construction to occur with minimal impacts to existing operations at the primary Central Maintenance Facility, minimizing costs for temporary conditions or relocation.

Selecting between Options A and B ultimately comes down to an analysis on other city campus goals related to police training and site security improvements. Option A provides some opportunity to improve the parking and site security concerns identified by the Inver Grove Heights Police Department, however, demolition of the existing Central Maintenance Facility does not facilitate the build out of a training facility. Option B does modify the site program slightly for Public Works by pushing the boneyard to the west side of Babcock Trail and relocating cold storage into a modified area of the existing Central Maintenance Facility. Doing so, will allow the existing Central Maintenance Facility to remain, providing the opportunity for a renovation conversion into a dedicated police training facility. Site security and parking-related improvements for Police can also be completed with this master planning strategy.

The construction phasing of Option B prioritizes the public works-related construction, allowing an opportunity for the police-related scopes to be studied further to ensure needs can be met long term with this solution. Should the study recommend an alternative police training facility off-site, modifications can be made to the existing Central Maintenance Facility to either accommodate the reduced need of cold storage or provide alternative solutions to meet future Public Works' needs.

The space available within the existing Central Maintenance Facility can sufficiently meet the needs of cold storage for Public Works as identified in the 2045 space program. There are some considerations for conversion of a conditioned space into a cold storage facility, however, strategies for this conversion can be studied further during the design process.

With the recommendation of the site plan as proposed in Option B, city staff and financial partners developed funding resources that can be found in Appendix H. This section outlines options for internal funding sources and bonding options that may be considered, accompanied by staff recommendations and baseline assumptions held through the financial analysis. The information is incorporated as an additional tool for City Council and staff to consider in developing next steps and future considerations around a Public Works building project.

# APPENDIX

# APPENDIX A

## FACILITY CONDITION ASSESSMENT



City of  
Inver Grove Heights

# Inver Grove Heights: FACILITY CONDITION ASSESSMENTS

# Agenda

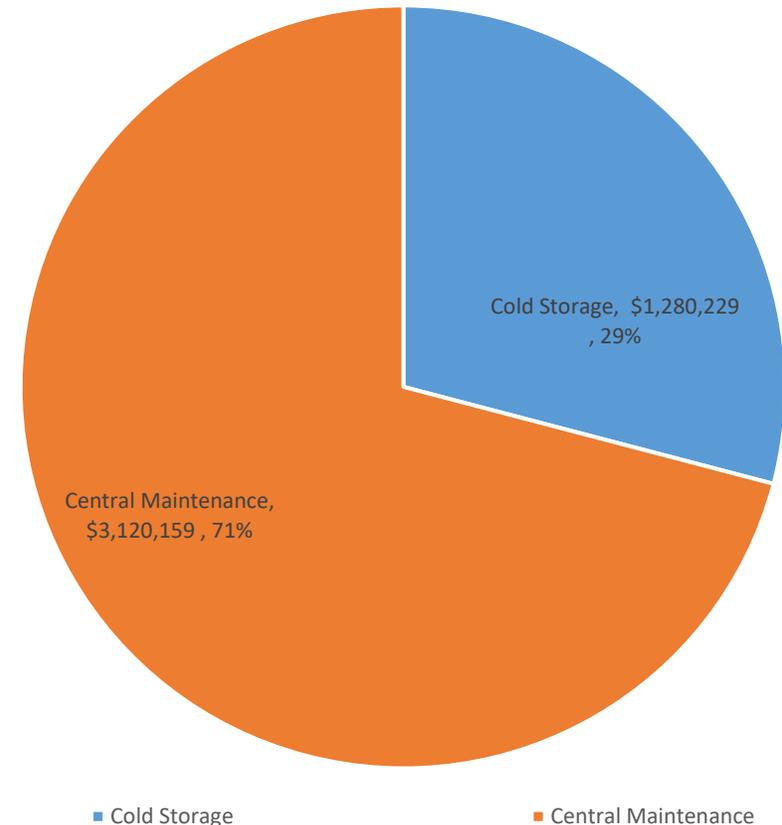
- Executive Summary
- FCI (Facility Condition Index)
- Facility Condition Assessment
- Next Steps

# Executive Summary

- Completed Facility Condition Assessment (FCA) on two (2) city facilities ~ 62K SF
- Identified ~\$4.4M of deferred maintenance needs over the next 10 years
- Sitework, Exterior Enclosure, HVAC
- Recommended addition of:
  - Emergency Generator for CM
  - Elevator for CM
  - HVAC for CS

Facility List	Year Built	Facility SF	FCI
Central Maintenance	1985	35,262	Good
Cold Storage	1991	26,621	Fair

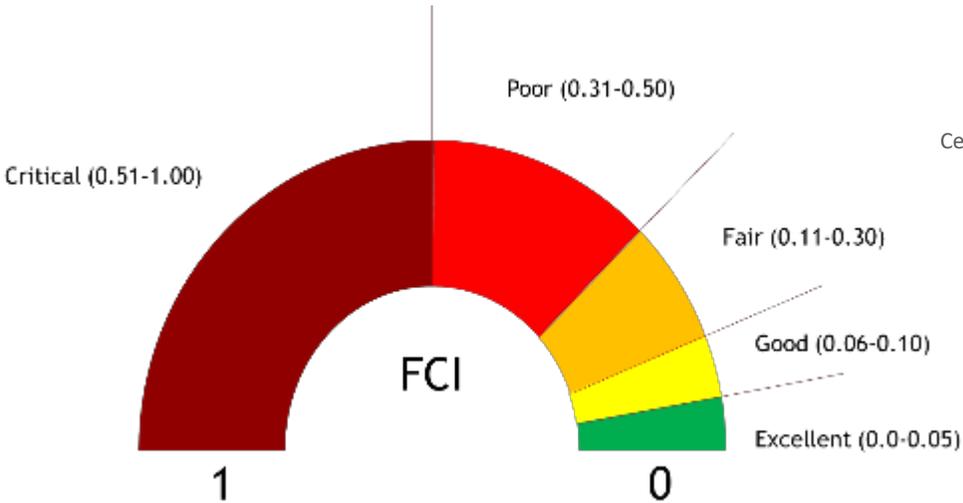
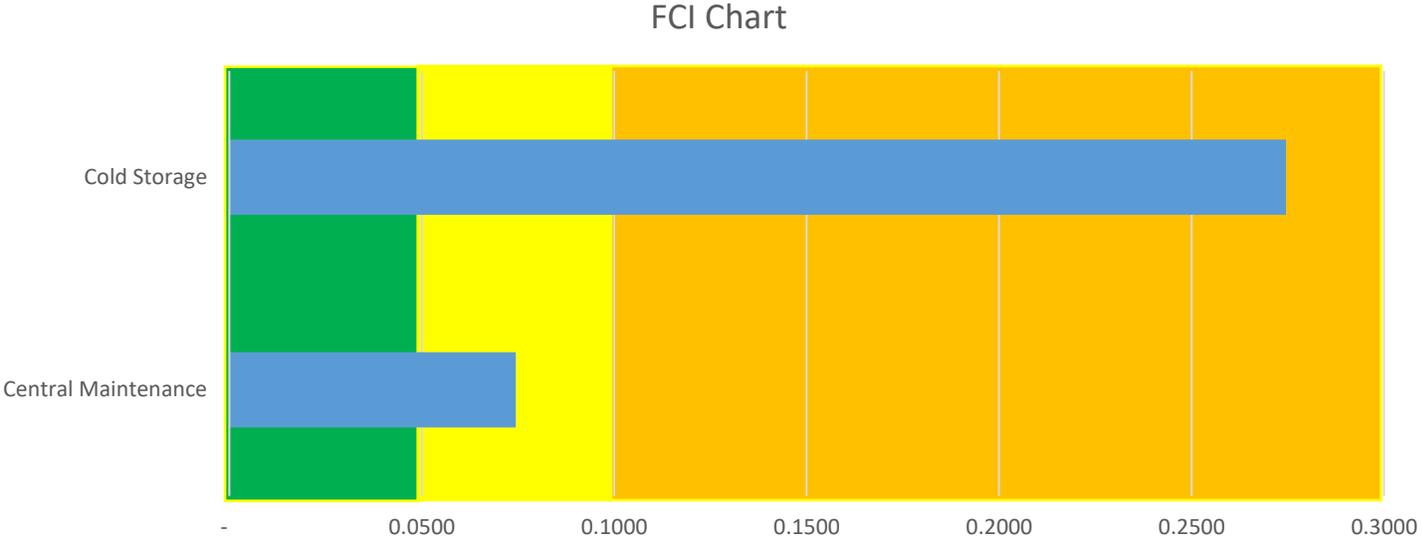
Percentage Breakdown of Costs per Discipline



# Facility Condition Index (FCI)

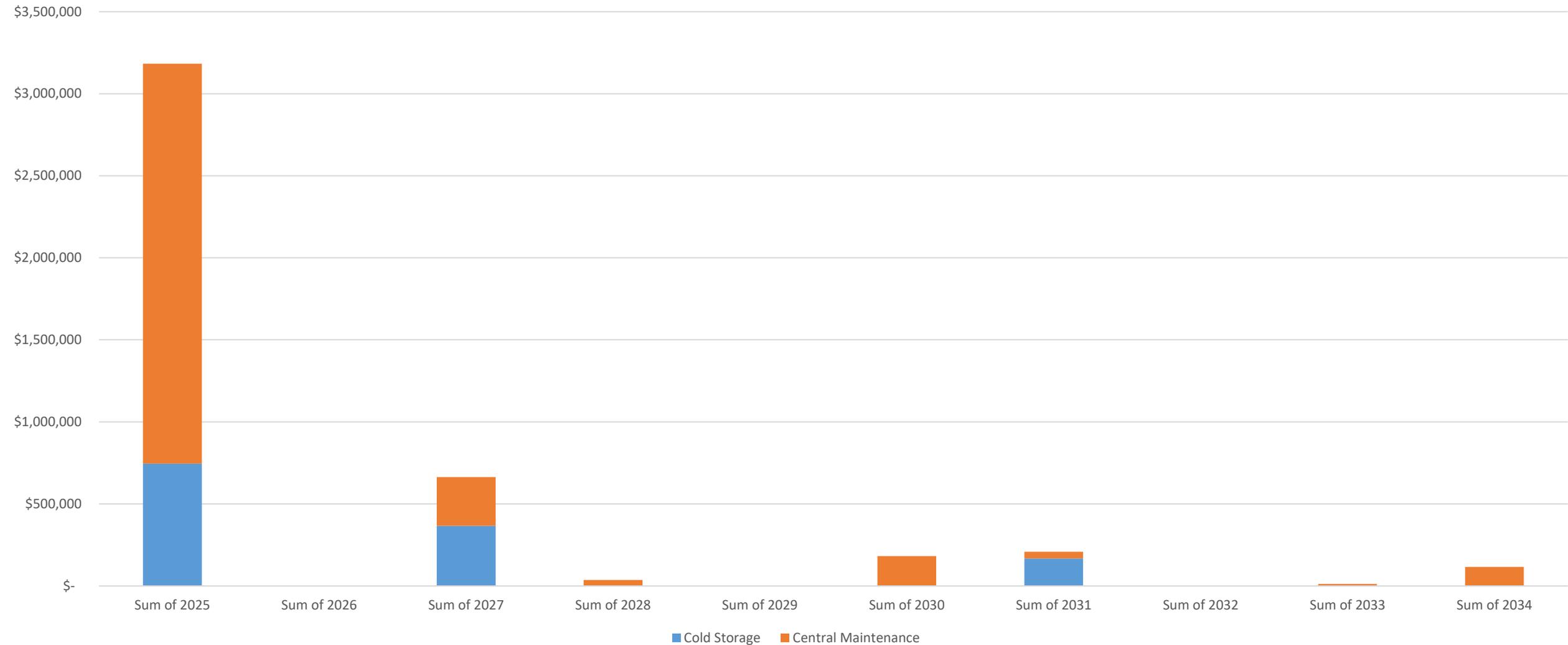
Facility List	Year Built	Facility SF	Pres. Day Repl.		10-Year DM		FCI
			Costs	Building Repl. Cost	Costs		
Central Maintenance	1985	35,262	\$ 400	\$ 14,104,800	\$ 3,120,159	0.0744	
Cold Storage	1991	26,621	\$ 350	\$ 9,317,350	\$ 1,280,229	0.2745	

$$FCI = \frac{\text{Deferred Maintenance Totals}}{\text{Building Replacement Costs}}$$

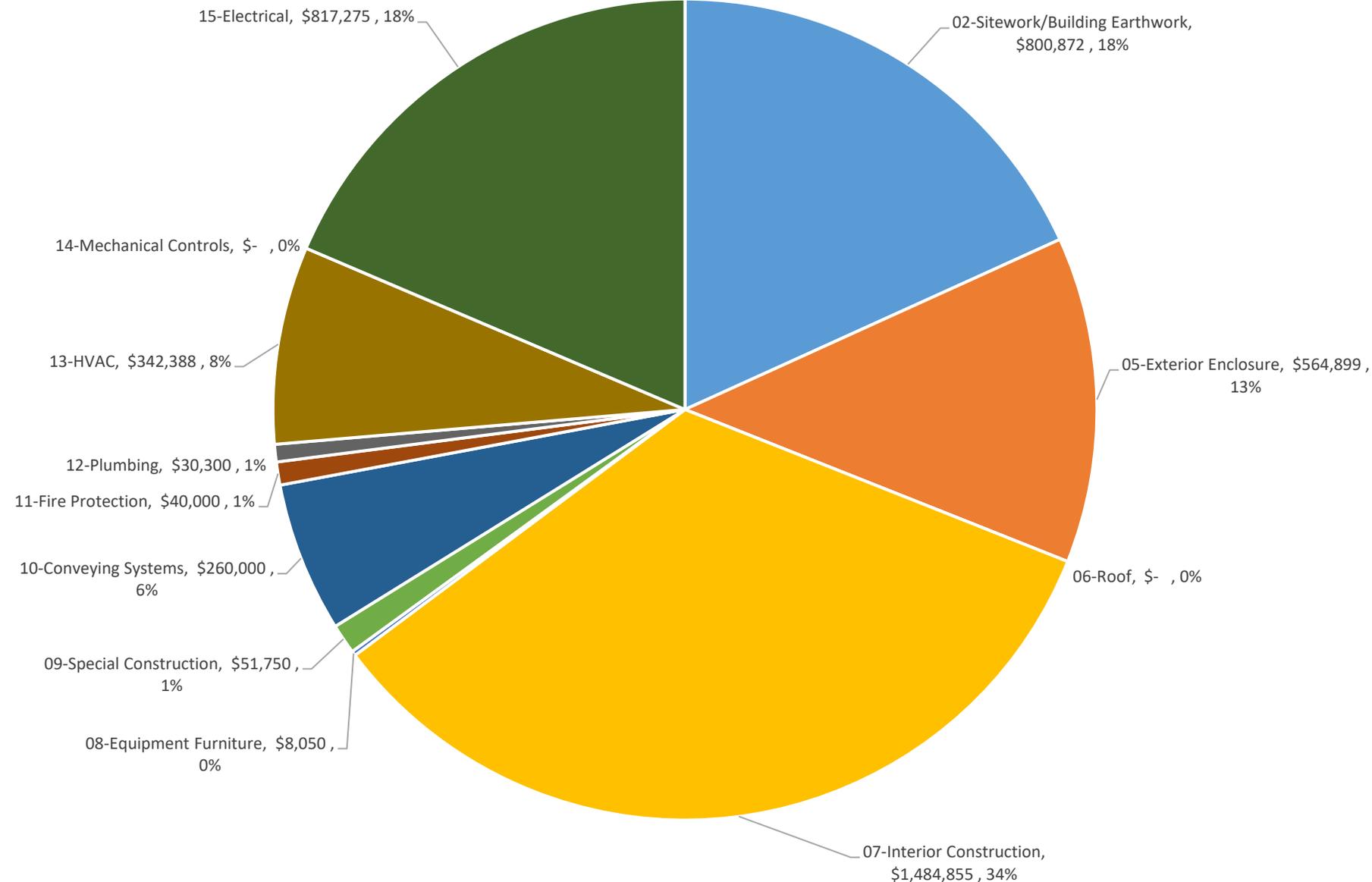


# 10-Year Annual Plan (Unbalanced)

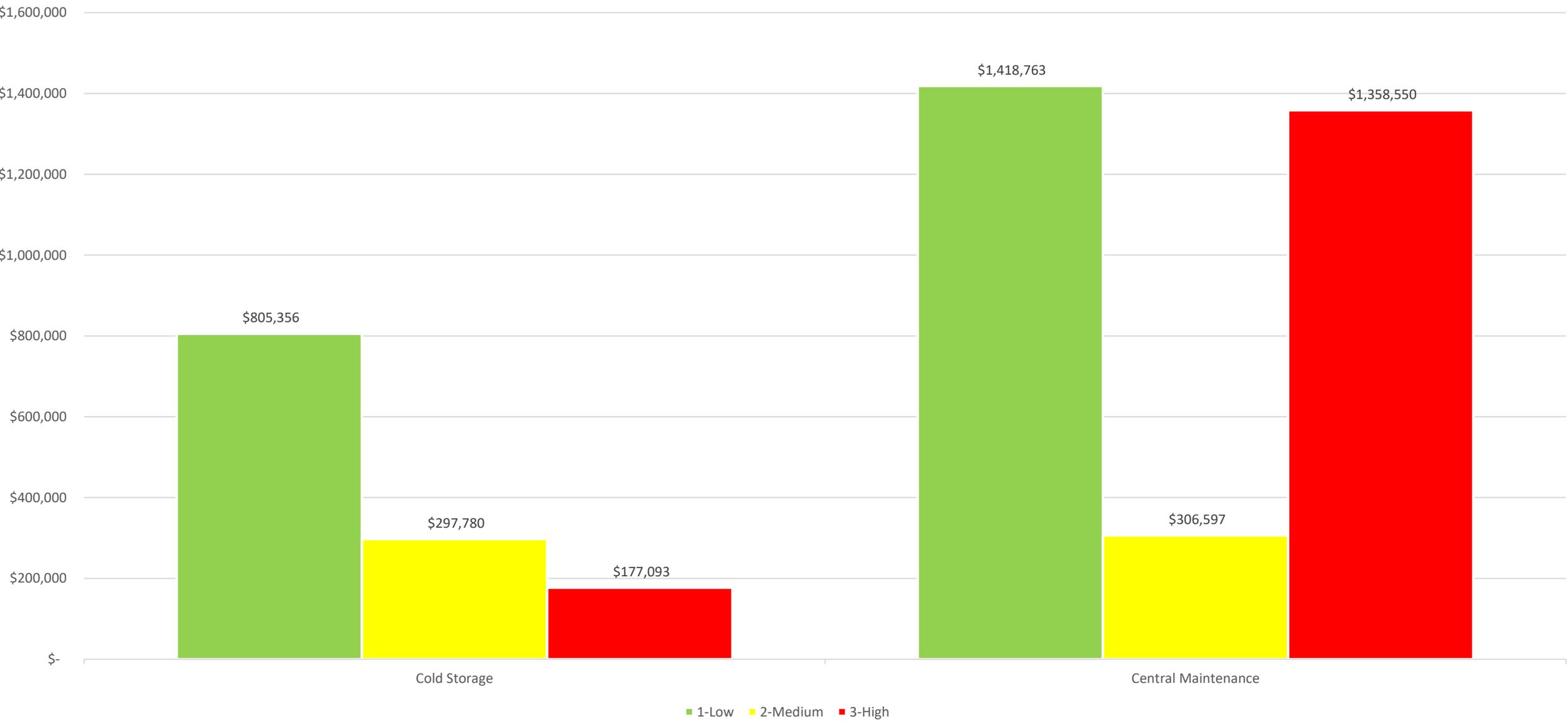
City of Inver Grove Heights- Expected Annual Facility Maintenance Costs



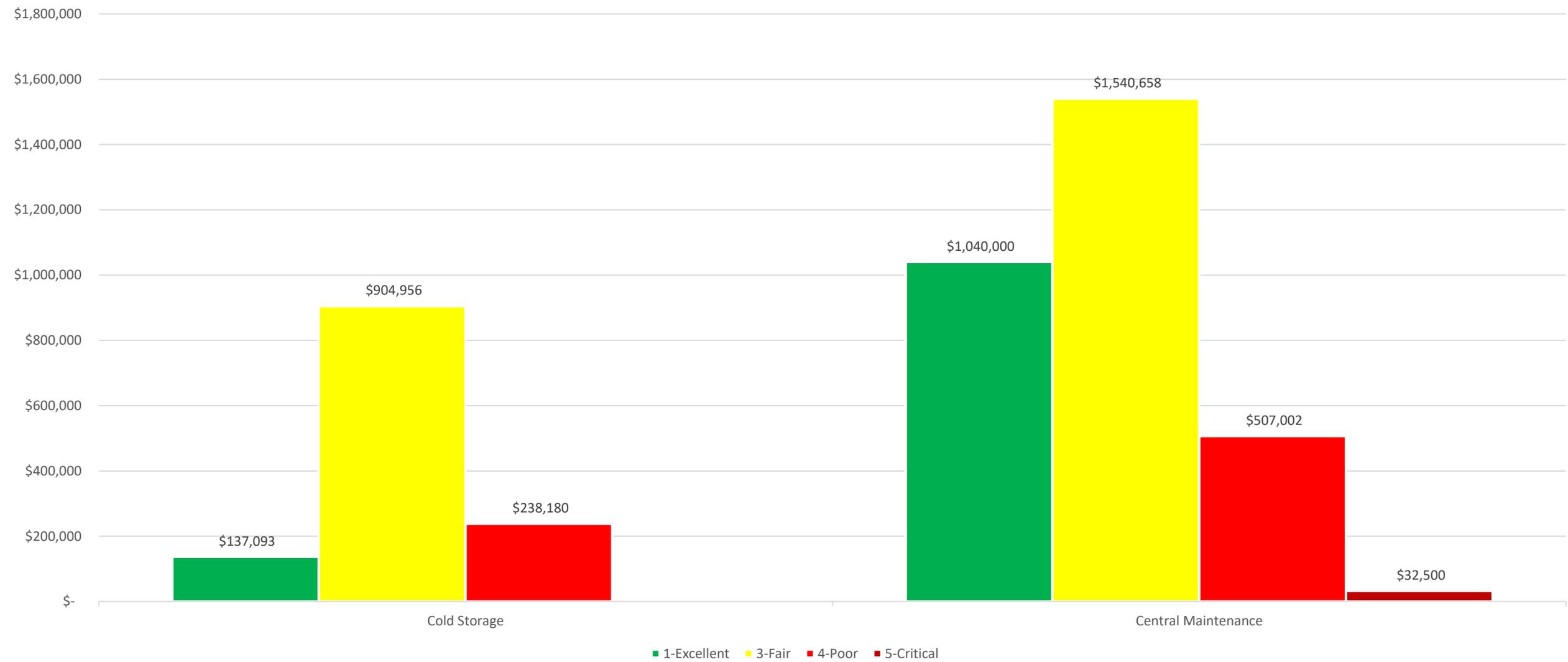
# Percentage Breakdown of Costs per Discipline



# Criticality Breakdown per Facility

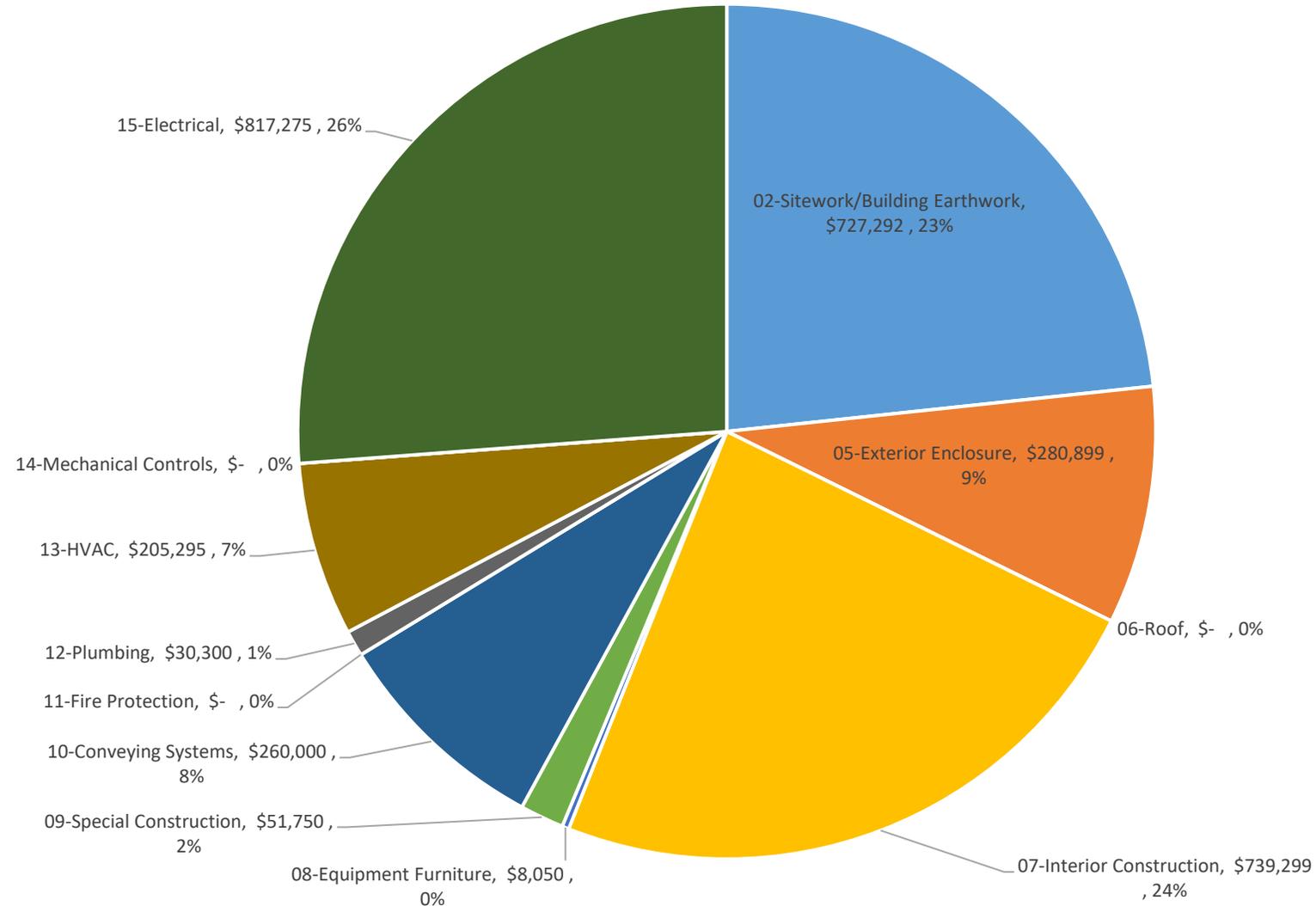


# Condition of Items Per Facility



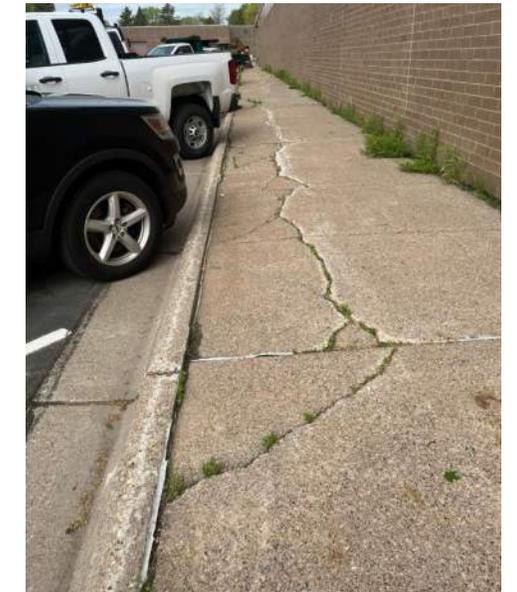
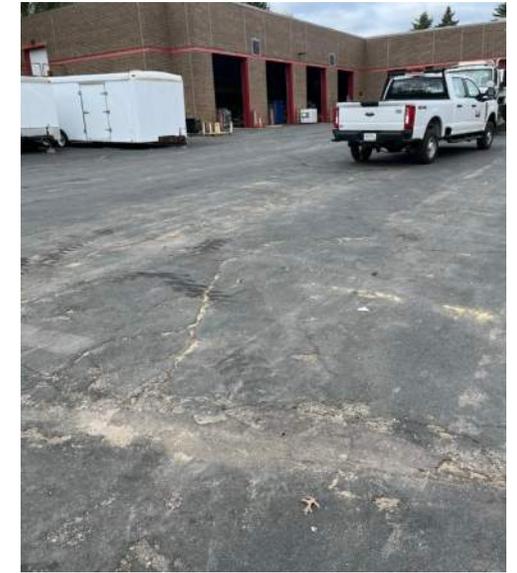
# Facility Condition Assessment: Central Maintenance Findings

Facility List	Year Built	Facility SF	Pres. Day Repl. Costs	Building Repl. Cost	10-Year DM Costs	FCI
Central Maintenance	1985	35,262	\$ 400	\$ 14,104,800	\$ 3,120,159	0.0744



# Facility Condition Assessment: Central Maintenance Findings

- 02-Sitework/Building Earthwork
  - Parking Lot Mill/Overlay
  - Sidewalk replacement
  - Monument sign repairs
  - Fuel Island Concrete & Canopy replacement
  - Address negative drainage along southeast corner of CM



# Facility Condition Assessment: Central Maintenance Findings

- 05-Exterior Enclosure

- Garage Door replacements
- Replacement of damage metal panels
- Caulking along southern exterior
- Efflorescence cleaning
- Window & Skylight Caulking
- Recommend to redirect irrigation heads away from building

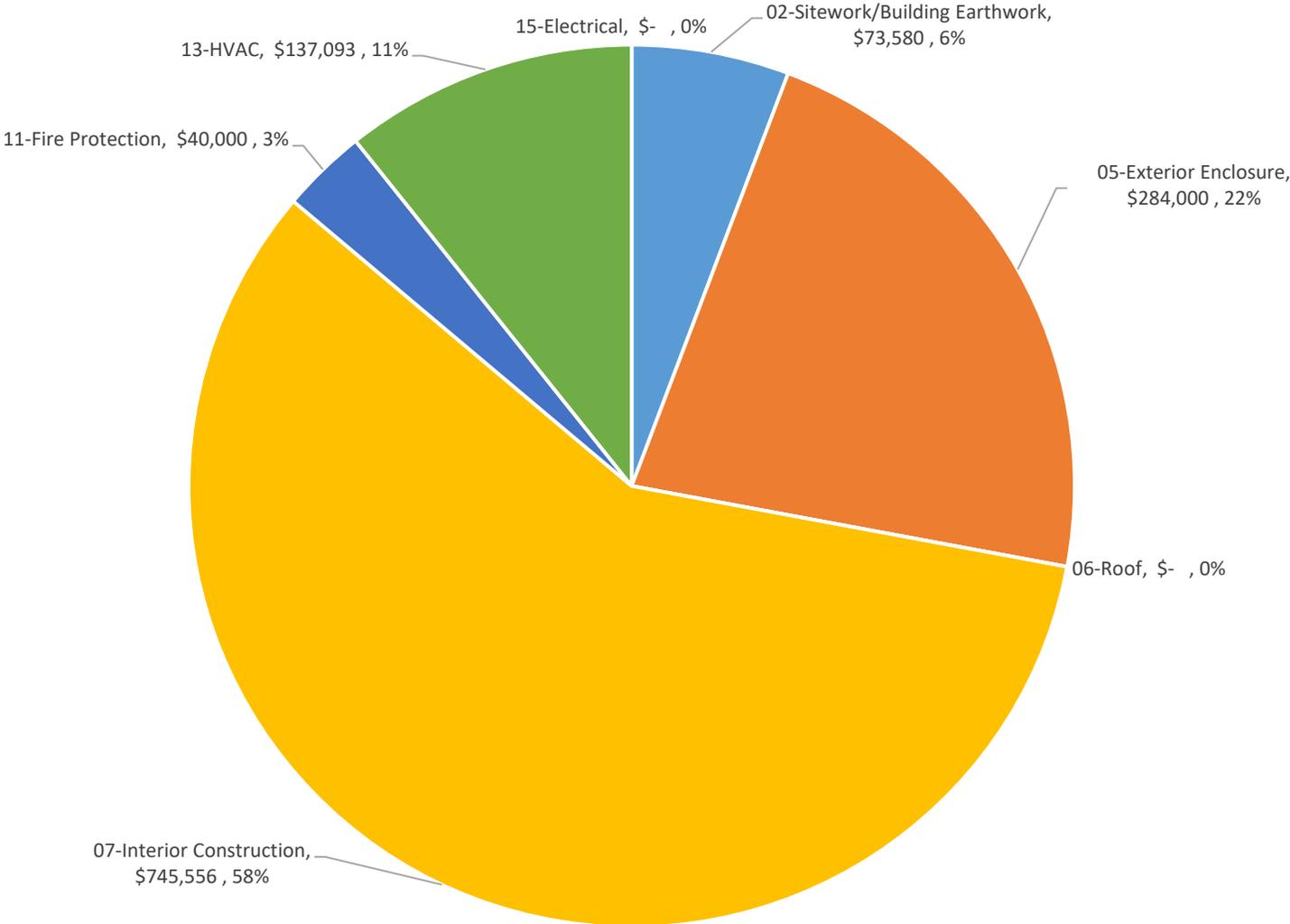


# Facility Condition Assessment: Central Maintenance Findings

- 09-Special Construction
  - Gas Tank Monitoring
- 10-Conveying System
  - Recommend elevator install
- 15-Electrical
  - LED upgrades in Cold Storage, Maintenance Shops
  - Recommend emergency generator install

# Facility Condition Assessment: Cold Storage Findings

Facility List	Year Built	Facility SF	Pres. Day Repl. Costs	Building Repl. Cost	10-Year DM Costs	FCI
Cold Storage	1991	26,621	\$ 350	\$ 9,317,350	\$ 1,280,229	0.2745



# Facility Condition Assessment: Cold Storage Findings

- 05-Exterior Enclosure
  - Exterior Door replacements
  - Efflorescence cleanup
  - Various exterior repairs
- 07-Interior Construction
  - Floor replacement in salt/sand storage
- 13-HVAC
  - Recommend to add HVAC to Cold Storage space for added space to work in winter



# Next Steps

- All buildings have been assessed, quantified and cost estimated through Facility Condition Assessment
- Completed Facility Condition Assessment (FCA) on two (2) city facilities ~ 62K SF
  - Central Maintenance is in good condition with \$3.1M needs over the next 10 years
  - Cold Storage is in fair condition with \$1.3M needs over the next 10 years
- Identified \$4.4M of deferred maintenance needs over the next 10 years
  - “Do Nothing plan” i.e. if the city does nothing, this is the expected maintenance cost on the city facilities.
  - FCA does not include cost for improved “Adequacy”
- City to determine approach to resolve:
  - Determine annual budget for rebalancing 10-year plan
  - Adequacy issues with Public Works Facility further defined through Wold Architects study

# Facility Condition Assessment



**KRAUS-ANDERSON**®

**FACILITY  
CONDITION  
ASSESSMENT**



\*\*Kraus-Anderson's Facility Condition Assessment including, without limitation all reports, spreadsheets, formats, indexes, etc. are Kraus-Anderson's confidential and proprietary data. Such Project Deliverables shall not be used, shared or reproduced without the express written consent of Kraus-Anderson.

# Questions/Comments

# APPENDIX B

## DEPARTMENT SURVEYS



<u>Public Works/Parks</u>	<u>Superintendents of Streets, Utilities, Parks, Central Equipment</u>	
Department Name	Name/Title of Person Completing Survey	
<u>Maintenance</u>	<u>651-450-4309</u>	
Division Name	Telephone	
	<u>bunderdahl@ighmn.gov</u>	<u>May 1, 2024</u>
	Email Address	Date

**1. FUNCTIONAL DESCRIPTION**

Please describe the mission of your functional area.

We serve the City's needs related to maintenance of the City's street, utility, and parks infrastructure. Our Central Equipment division maintains the full fleet of City vehicles across all City divisions. The goal of the needs analysis and future site plan development is to better articulate the need for additional space for trucks, equipment, attachments, and materials, as well as show the need for additional space for full-time and part-time employees, including updated meeting spaces, crew spaces, locker room facilities, training and breakroom facilities, and space for an estimated future workforce of up to 75 people.

**2. SERVICES AND/OR FUNCTIONS PROVIDED**

Please indicate the extent to which the services and/or functions in your area required the following:

FREQUENT / MODERATE MINIMAL NONE  
 EXTENSIVE

Face-to-Face Interaction with Other Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face-to-Face Interaction with the Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paper Storage / File Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Voice / Telephone Communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Estimate the total number of people who come in contact in person with your office every day 12

Estimate the largest number of visitors at one time. 6

**3. INTERACTION WITH OTHER DEPARTMENTS/DIVISIONS**

Please list the departments/divisions/sections/units that require frequent face-to-face interaction with your functional area.

<u>Police</u>	<u>Code Compliance</u>
<u>Fire</u>	<u>Inspections</u>
<u>Engineering</u>	<u>IT</u>
<u>Facilities Maintenance</u>	<u>Natural Resources/Storm Water</u>



**4. REASONS FOR CURRENT LOCATION OF YOUR OPERATION** (check all that apply)

Need for proximity to neighboring department(s)/division(s)/section(s)/unit(s). (Please specify below)

- Easy public access
- Current location meets space requirements
- Long-term location; relocation never considered
- Remotely located; independent operation
- No particular reason for current location
- Other (Please specify below)

City Campus - City Hall/Police Department, VMCC/Grove,  
 Public Works/Parks Maintenance.  
 Close proximity allows for efficiencies especially for  
 Central Equipment

**5. CURRENT SPACE OCCUPANTS**

Please indicate the following for all funded positions/people who physically occupy space and need an assigned work space in your functional area. Indicate workspace type:

*Price Office = P and Open Cubicle = C*

DEPARTMENT STAFF BY JOB TITLE (PERMANENT FTE)	NUMBER OF STAFF	WORKSPACE TYPE	COMMENTS
Park Maintenance Worker	6	C	Shared/Row Desks
Street Maintenance Worker	8	C	Shared/Row Desks
Utilities Maintenance Worker	7	C	Shared/Row Desks
Mechanics	3	P	Shared Space
Superintendents	3	P	
Park Maintenance Coordinator	1	P	Shared Space
Street and Utilities Lead Worker	2	P	Shared Space
Public Works Support Support Specialist	1	P	Front Desk Space
Natural Resources/Storm Water	2	C	Shared Space
Non-Department Staff Located in Your Area			

Do any staff work after hours or weekends? If so, please describe:

All Maintenance Employees work after hours, holidays, and weekends as needed.  
 Parks - Recreation Events (evenings/weekends)  
 Utilities - On-Call/Emergency Response                      Streets - Plowing and On-Call/Emergencies

Do you hire seasonal staff? If so, please provide annual projections for seasonal staff:

All Divisions employee seasonal staff. Currently have the following:  
 Streets (5), Parks Maintenance (15),  
 Utilities (2), Central Equipment (1)



**6. HISTORICAL AND ANTICIPATED STAFF** (Streets, Utilities, Parks Maintenance, & Central Equip.)

Please indicate the number of full-time equivalent (FTEs) personnel in your area for the following fiscal years:

HISTORICAL	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
	25	25	25	25	26	27	28	28	31	33	36

For future years, provide your best estimate of the total number of FTE personnel you may need.

FUTURE NEED	2030	2035	2040	2045
	43	52	54	54

Please describe types of positions that may be added in the future:

Each maintenance division will need additional staff, especially Natural Resources/Storm Water Maintenance that will need a lead worker and additional crew (new functional group proposed)

**7. WORKLOAD INDICATORS**

From the list below, please indicate the factors that you feel will have the greatest impact on personnel growth (or reduction) in your area over the next 10 years. Please identify any other significant factors (i.e., caseload, number of permits, etc.) that are not included in the list provided.

- Growth in Population Up (Up or Down)
- Legislation \_\_\_\_\_ (Up or Down)
- Funding \_\_\_\_\_ (Up or Down)
- Technology Up (Up or Down)
- Contracts/increase in contract staff Up (Up or Down)
- Other (specify below) \_\_\_\_\_ (Up or Down)
- \_\_\_\_\_ (Up or Down)

Do you track annual statistics for any "other" factor identified? \_\_\_\_\_

If yes, please name and provide annual historical workload data for up to two "Other" workload indicator(s). Attach information or list below:

INDICATOR	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024

**8. TYPES OF SUPPORT SPACES**

Please carefully review the list of support spaces types provided and respond indicated Yes (Y), No (N) and Not Applicable (NA). Use space at the end of the survey instrument if necessary to list additional spaces.

TYPE OF SPACE	CURRENTLY PROVIDED	SPACE ADEQUATE	SPACE REQUIRED	COMMENTS
Reception/Waiting	X		X	No seating for waiting
Counter Area	X	X		
Cashier Area				At City Hall
Storage/Supply Room/Copy Room	X	X		
Active File Storage	X		X	Cabinet/Electronic
Inactive File Storage	X		X	Cabinet/Electronic
Large Format Printer/Plotter				At City Hall
Computer/Server Room				At City Hall



TYPE OF SPACE (Continued)	CURRENTLY PROVIDED	SPACE ADEQUATE	SPACE REQUIRED	COMMENTS
Equipment Room				
Conference Room			X	
Meeting/Training Room			X	
Interview Room				
Breakroom	X		X	
Maintenance/Loading Dock Area			X	
Men's Locker Room	X		X	
Women's Locker Room			X	
Sign Shop	X		X	In two locations
Equipment Storage	X		X	
Maintenance Bays	X		X	Limited length and not drive thru
Cold Storage	X		X	
Fluid Storage	X		X	Oil Room (barrels and boxes)
Tool Storage	X		X	Storage in parts room and a cabinet
Fabrication Space	X		X	
Wash Bay			X	Hotsy in lane
Wood Shop				
Other				
Other				
Other				

**9. TECHNOLOGY/OFFICE EQUIPMENT/STORAGE**

Please indicate current and future technology, office equipment and storage needs for your department as indicated below

TECHNOLOGY/OFFICE EQUIPMENT/STORAGE	CURRENT NUMBER	SIZE	LOCATION	FUTURE NEEDS
Copier (Table Top)	0			
Copier (Floor)	1	MX-4071	Supply/Copy Room	
Computer (Desktop/Laptop)	11		Offices/Shop/Sign	Tablet or laptop docking stations
Printer	See copier			
Plotter	0			
Facsimile	See copier			
Scanner	1	2000s1	Front office	
Safe	0			If storing titles
Shredder	1	325i	Supply/Copy Room	
Computer Server	0		City Hall	
Mailing Equipment	0		City Hall	
Vertical File Cabinet	4		Office Hallway	
Lateral File Cabinet	1		Street Super Office	
Supply Cabinet	1		Supply/Copy Room	
High Density Moveable File Cabinet	0			
Shelving Units	2	72"	Off Lunchroom	
Other Technology/Equipment/Storage				



Please describe current and future use of technology/automation, not identified above, that would impact your area  
 Tablets/Laptops for miscellaneous field/maintenance staff (currently leads and superintendents have laptops or desktops, with  
 approximately 2 tablets each for Parks, Streets, and Utilities. Each of these divisions also has 2-3 "Shared" PC's for staff).  
 Anticipate upgrading tablet/laptop use to 50% of field staff in all divisions in 5-7 years, with some "shared" PC still in play.  
 Implementation of new technology or programs for asset/enterprise management and fleet management may require additional  
 workspace/stations.

**10. CURRENT SPACE DEFICIENCIES**

Please identify current space deficiencies of your functional area.

- Limited private office space - 5 current offices for 7 staff. Offices are undersized and not equal for all division heads in size/features.
- No office for fleet manager or Public Works Director
- No private space for staff, no meeting rooms, no conference rooms
- No women's locker room. Men's locker room is inconveniently placed and does not have space for all staff. One small shower.
- Small breakroom or space large enough to gather full division staff for meetings (let alone all Maintenance Facility staff).
- Limited climate-controlled storage space. No palletized racking system.
- No space for small tool and equipment maintenance (mowers, chain saws, etc.)
- Inadequate space for uniform delivery or convenient changing room (see locker room comment)

**11. UNIQUE SPACE REQUIREMENTS**

Please identify any unique space requirements for your functional area (ex. washbay, material testing lab, mudroom, etc.)

- Drive In/Through wash bay with underbody wash capabilities
- Improved/expanded cold storage space
- Improved/expanded salt shed (hoop structure...something with better accessibility for delivery and truck loading)
- Centralized outdoor storage (include shelter/protection for aggregates, sands, cold patch, etc.)
- Space for sorted rubbish/dumpsters; exterior accessible containers for oil disposal
- Brine mixing space and storage tanks (for drive-up loading of plows and truck-mounted tanks)
- Drive-through maintenance bays (preferable for accessibility and large equipment)

**12. SPECIALIZED DEPARTMENTAL NEEDS**

- Welding & Fabrication Space (Central Equipment)
- Small Tools & Equipment Repair Space (Parks/Streets/Stormwater)
- Brine Mixing (Streets)
- Pipe & Utility Material Assembly/Repair (Utilities)
- Sign Shop (Streets)



**13. SECURITY**

Please identify any security requirements as listed below.

**PERSONNEL PROTECTION**

- Ballistic protected glass?  Yes  No
- Physical Attack Rated Glass?  Yes  No
- Metal Detectors?  Yes  No
- Camera Monitoring?  Yes  No
- Intercom to Security?  Yes  No
- Distress Alarm Actuation?  Yes  No
- Other personnel protection  Yes  No

If yes, please list below

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**ACCESS CONTROL**

- Electronic Lock Monitors?  Yes  No
- Electronic Access (i.e. card, biometric, or touchpad?)  Yes  No
- Delayed Emergency Egress?  Yes  No
- Intercom to Door Control?  Yes  No
- Other access control features?  Yes  No

If yes, please list below

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**PRIVACY AND SOUND CONTROL**

- Need for Sound Isolated Rooms?  Yes  No
- If yes, please list:  
Acoustic Control within the space?  Yes  No
- Other privacy and sound control features?  Yes  No

If yes, please list below

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**OTHER SECURITY REQUIREMENTS?**

Access/Security control for all external accesses, and for select internal areas (i.e. Maintenance Shop/Parts/Key Room)

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**14. PARKING**

How many staff drive their own automobiles to work every day? 35 full time, 25 seasonals

Please list City vehicles used by your department by type (pick-up, flow truck, grader, etc.) and quantity. Include vehicle sizes as available.

VEHICLE TYPE

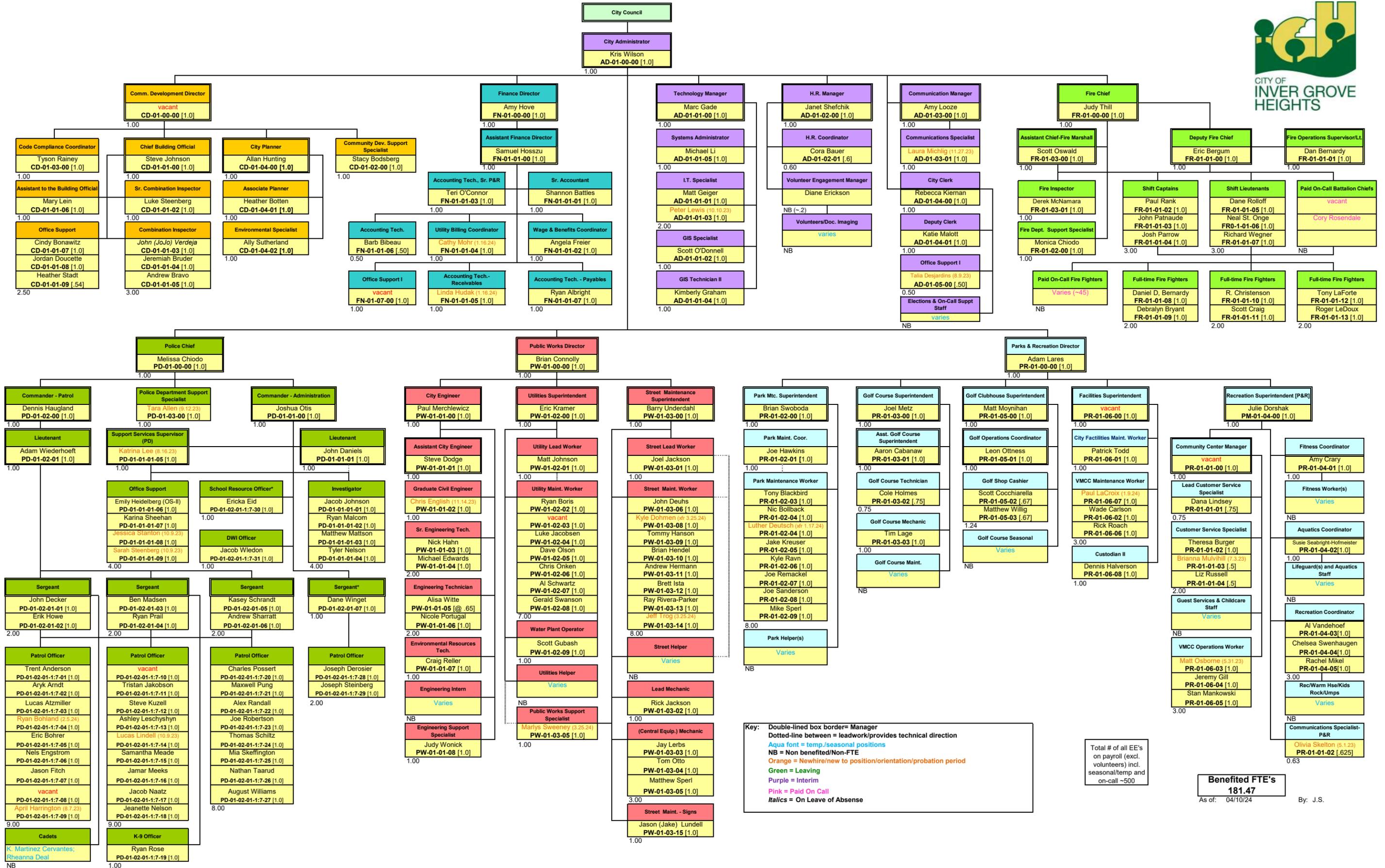
# VEHICLES

VEHICLE TYPE	# VEHICLES

See Attached Inventory List



# City of Inver Grove Heights - Organizational Chart







**4. REASONS FOR CURRENT LOCATION OF YOUR OPERATION** (check all that apply)

Need for proximity to neighboring department(s)/division(s)/section(s)/unit(s). (Please specify below)

- Easy public access
- Current location meets space requirements
- Long-term location; relocation never considered
- Remotely located; independent operation
- No particular reason for current location
- Other (Please specify below)

To meet with other departments to discuss certain

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projects and specific equipment needs on a daily basis.

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To have open communication across all departments in dealing

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with sharing employees/equipment at different times throughout the year

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for specific events, such as winter snow events and various other

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seasonal events.

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**8. TYPES OF SUPPORT SPACES**

Please review the list of support spaces below and indicate if these spaces are critical to your daily job operations. If so, please indicate whether these spaces are adequate (if they exist) or if the space is needed. Include any additional comments if spaces have unique requirements or deficiencies.

TYPE OF SPACE	CURRENTLY PROVIDED	SPACE ADEQUATE	SPACE REQUIRED	COMMENTS
Reception/Waiting			X	Inadequete size for public waiting area
Storage/Supply Room/Copy Room	X	X		
Large Format Printer/Plotter				
Conference Room			X	Inadequete
Meeting/Training Room			X	" "
Interview Room			X	" "
Breakroom	X		X	" "
Maintenance/Loading Dock Area			X	" "
Men's Locker Room	X		X	" "
Women's Locker Room			X	" "
Sign Shop	X		X	" "
Equipment Storage	X		X	" "
Maintenance Bays	X		X	" "
Cold Storage	X		X	" "
Fluid Storage	X		X	" "
Tool Storage	X		X	" "
Fabrication Space			X	" "
Wash Bay			X	" "
Wood Shop			X	" "
Other				
Other				
Other				



**10. CURRENT SPACE DEFICIENCIES**

Please identify current space deficiencies of your functional area.

Streets lead worker office space is shared with Parks coordinator. No specific area for private meetings with employees and lacks space for safety training for all employees. Insufficient space for breakroom with full-time and part-time employees. Lockerroom is insufficient for full-time staff and there is no lockerroom for female staff. Current facility is not ADA compliant.

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**11. UNIQUE SPACE REQUIREMENTS**

Please identify any unique space requirements for your functional area (ex. washbay, material testing lab, mudroom, etc.)

- Inside parking for trucks and equipment
- Designated space for trailers
- Improve outside material storage space/bins & Cold Storage Space
- Bulk water loading station
- Wash bays 1- trucks and 1- large equipment/trucks
- Designated space for small equipment and hand tools for each department
- Maintain Meeting space for each division staff (Streets, Utilities, Parks Maint.)

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**12. SPECIALIZED DEPARTMENTAL NEEDS**

- Brine mixing area
- Upgraded sign shop (more space w/climate control)

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**13. SECURITY**

Please identify any security requirements as listed below.

**PERSONNEL PROTECTION**

- Ballistic protected glass?  Yes  No
- Physical Attack Rated Glass?  Yes  No
- Metal Detectors?  Yes  No
- Camera Monitoring?  Yes  ~~No~~
- Intercom to Security?  Yes  No
- Distress Alarm Actuation?  Yes  No
- Other personnel protection  Yes  No

If yes, please list below

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**ACCESS CONTROL**

- Electronic Lock Monitors?  Yes  ~~No~~
- Electronic Access (i.e. card, biometric, or touchpad?)  Yes  ~~No~~
- Delayed Emergency Egress?  Yes  No
- Intercom to Door Control?  Yes  No
- Other access control features?  Yes  No

If yes, please list below

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**PRIVACY AND SOUND CONTROL**

- Need for Sound Isolated Rooms?  Yes  ~~No~~
- If yes, please list:
- Acoustic Control within the space?  Yes  No
- Other privacy and sound control features?  Yes  No

If yes, please list below

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**OTHER SECURITY REQUIREMENTS?**

- Keycard access to crew spaces/office spaces

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**14. PARKING**

How many staff drive their own automobiles to work every day? 50 + at peak times

Please list City vehicles used by your department by type (pick-up, flow truck, grader, etc.) and quantity. Include vehicle sizes as available.

VEHICLE TYPE

# VEHICLES

VEHICLE TYPE	# VEHICLES
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

See Attached Vehicle Inventory list





<u>Central Equipment</u>	<u>Rick Jackson Lead Mechanic</u>
Department Name	Name/Title of Person Completing Survey
<u>Central Equipment</u>	<u>651-450-4317</u>
Division Name	Telephone
<u>rjackson@ighmn.gov</u>	<u>05/01/2024</u>
Email Address	Date

**1. FUNCTIONAL DESCRIPTION** We repair and maintain City vehicles, Weld and fabricate speciality parts for for various departments.

Please describe the mission of your functional area.

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**2. SERVICES AND/OR FUNCTIONS PROVIDED**

Please indicate the extent to which the services and/or functions in your area required the following:

FREQUENT /  
EXTENSIVE      MODERATE      MINIMAL      NONE

Face-to-Face Interaction with Other Departments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face-to-Face Interaction with the Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paper Storage / File Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Voice / Telephone Communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Estimate the total number of people who come in contact in person with your office every day 20

Estimate the largest number of visitors at one time. 6

**3. INTERACTION WITH OTHER DEPARTMENTS/DIVISIONS**

Please list the departments/divisions/sections/units that require frequent face-to-face interaction with your functional area.

<u>Police</u>	<u>Utilities</u>
<u>Fire</u>	<u>Engineering</u>
<u>Street Dept</u>	<u>Inspections</u>
<u>Parks Dept</u>	



**4. REASONS FOR CURRENT LOCATION OF YOUR OPERATION** (check all that apply)

Need for proximity to neighboring department(s)/division(s)/section(s)/unit(s). (Please specify below)

It would be easier to repair and maintain.

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- Easy public access
- Current location meets space requirements
- Long-term location; relocation never considered
- Remotely located; independent operation
- No particular reason for current location
- Other (Please specify below)

**8. TYPES OF SUPPORT SPACES**

Please review the list of support spaces below and indicate if these spaces are critical to your daily job operations. If so, please indicate whether these spaces are adequate (if they exist) or if the space is needed. Include any additional comments if spaces have unique requirements or deficiencies.

TYPE OF SPACE	CURRENTLY PROVIDED	SPACE ADEQUATE	SPACE REQUIRED	COMMENTS (Wants/Desires)
Reception/Waiting		✓		
Storage/Supply Room/Copy Room	X		✓	Office space, Parts room. Oil room
Large Format Printer/Plotter		✓		
Conference Room			✓	Currently no conference room
Meeting/Training Room			✓	Computer repair manual lab
Interview Room			✓	No meeting room
Breakroom	X		✓	
Maintenance/Loading Dock Area			✓	
Men's Locker Room	X		✓	
Women's Locker Room			✓	
Sign Shop	X		✓	
Equipment Storage	X		✓	Need a room for Jack stands Etc
Maintenance Bays	X		✓	Drive through bays
Cold Storage	X		✓	
Fluid Storage	X		✓	Oil storage room
Tool Storage	X		✓	
Fabrication Space	X		✓	
Wash Bay	X		✓	With undar body wash capibilty
Wood Shop			✓	
Other Tire Storage			X	
Other Parts Room	X		X	
Other				



**10. CURRENT SPACE DEFICIENCIES**

Please identify current space deficiencies of your functional area.

Need drive through stalls for moving Fire trucks and Plow trucks through. More inside parking. Office space and Oil room.  
Office space should have desk and computer/workstation space. Better room/space for parts storage. Dedicated space for tires (new and used)  
Need desk or crew space for more than just the mechanic; remaining 3+ staff have no workstation or personal space in current facility.

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**11. UNIQUE SPACE REQUIREMENTS**

Please identify any unique space requirements for your functional area (ex. washbay, material testing lab, mudroom, etc.)

Aover head craine hoist ,a lift table for smaller mowers and equipment. Glass Garage doors for more light.  
Oil guns in every bay.

Space needed for material delivery and inventory/check-in

Wash bays with underbody wash

Separate welding/fabrication shop space that's not in maintenance bays (with proper ventilation)

Vehicle maintenance bays need to be large enough to accommodate all sizes of equipment (including fire engines)

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**12. SPECIALIZED DEPARTMENTAL NEEDS**

Welding and Fabraction bay with metel storage  
racks. Iron worker for bending metel and punching holes.

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**13. SECURITY**

Please identify any security requirements as listed below.

**PERSONNEL PROTECTION**

- Ballistic protected glass?  Yes  No
- Physical Attack Rated Glass?  Yes  No
- Metal Detectors?  Yes  No
- Camera Monitoring?  Yes  No
- Intercom to Security?  Yes  No
- Distress Alarm Actuation?  Yes  No
- Other personnel protection  Yes  No

If yes, please list below

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**PRIVACY AND SOUND CONTROL**

- Need for Sound Isolated Rooms?  Yes  No
- If yes, please list:
- Acoustic Control within the space?  Yes  No
- Other privacy and sound control features?  Yes  No

If yes, please list below

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**ACCESS CONTROL**

- Electronic Lock Monitors?  Yes  No
- Electronic Access (i.e. card, biometric, or touchpad?)  Yes  No
- Delayed Emergency Egress?  Yes  No
- Intercom to Door Control?  Yes  No

Other access control features?

- Yes  No

If yes, please list below

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**OTHER SECURITY REQUIREMENTS?**

- Lock/Keycard Entry for parts room/key storage
- Lock/Keycard Entry for after hours access to maintenance bays/shop area

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**14. PARKING**

How many staff drive their own automobiles to work every day? 35-50

Please list City vehicles used by your department by type (pick-up, flow truck, grader, etc.) and quantity. Include vehicles sizes as available.

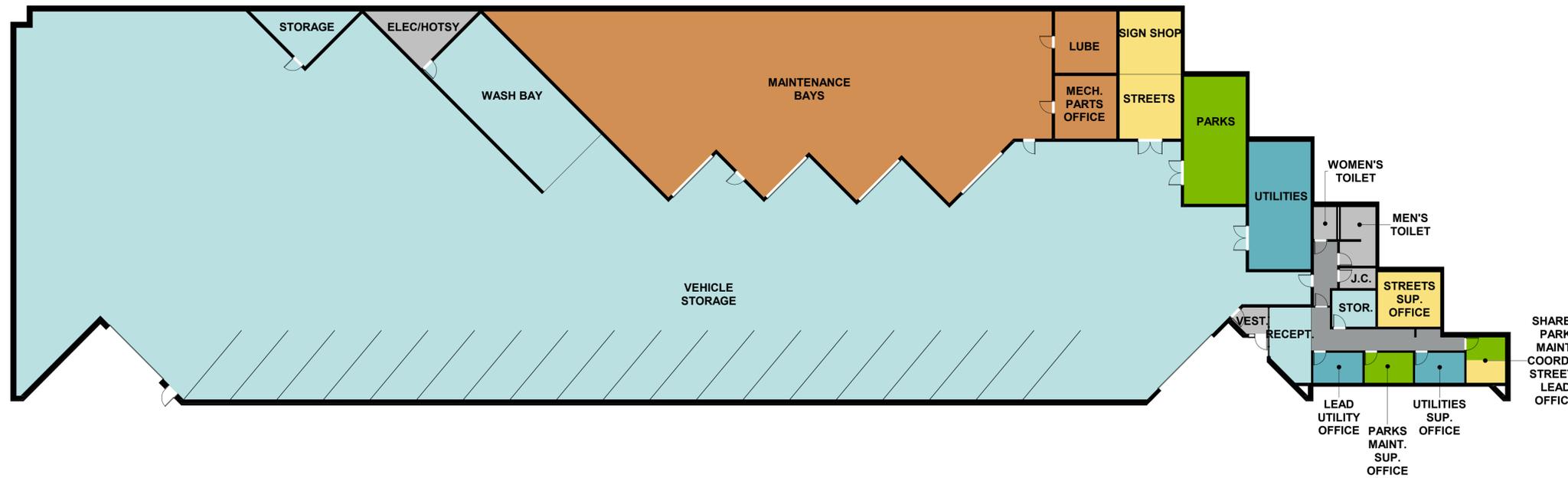
VEHICLE TYPE	# VEHICLES
Pickup	

See Vehicle Inventory list

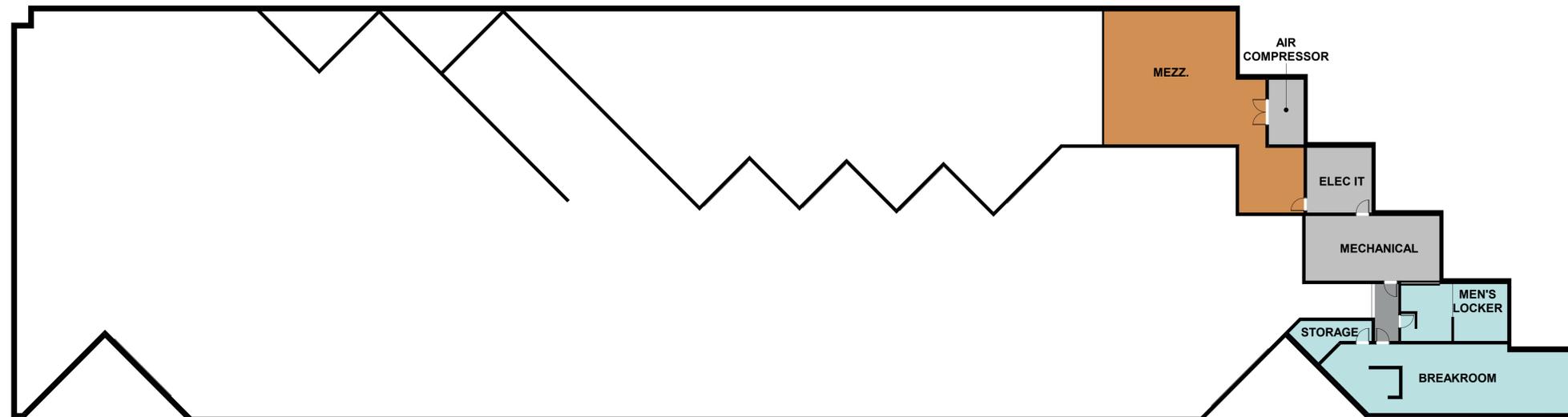


# APPENDIX C

## EXISTING SPACE UTILIZATION DIAGRAMS

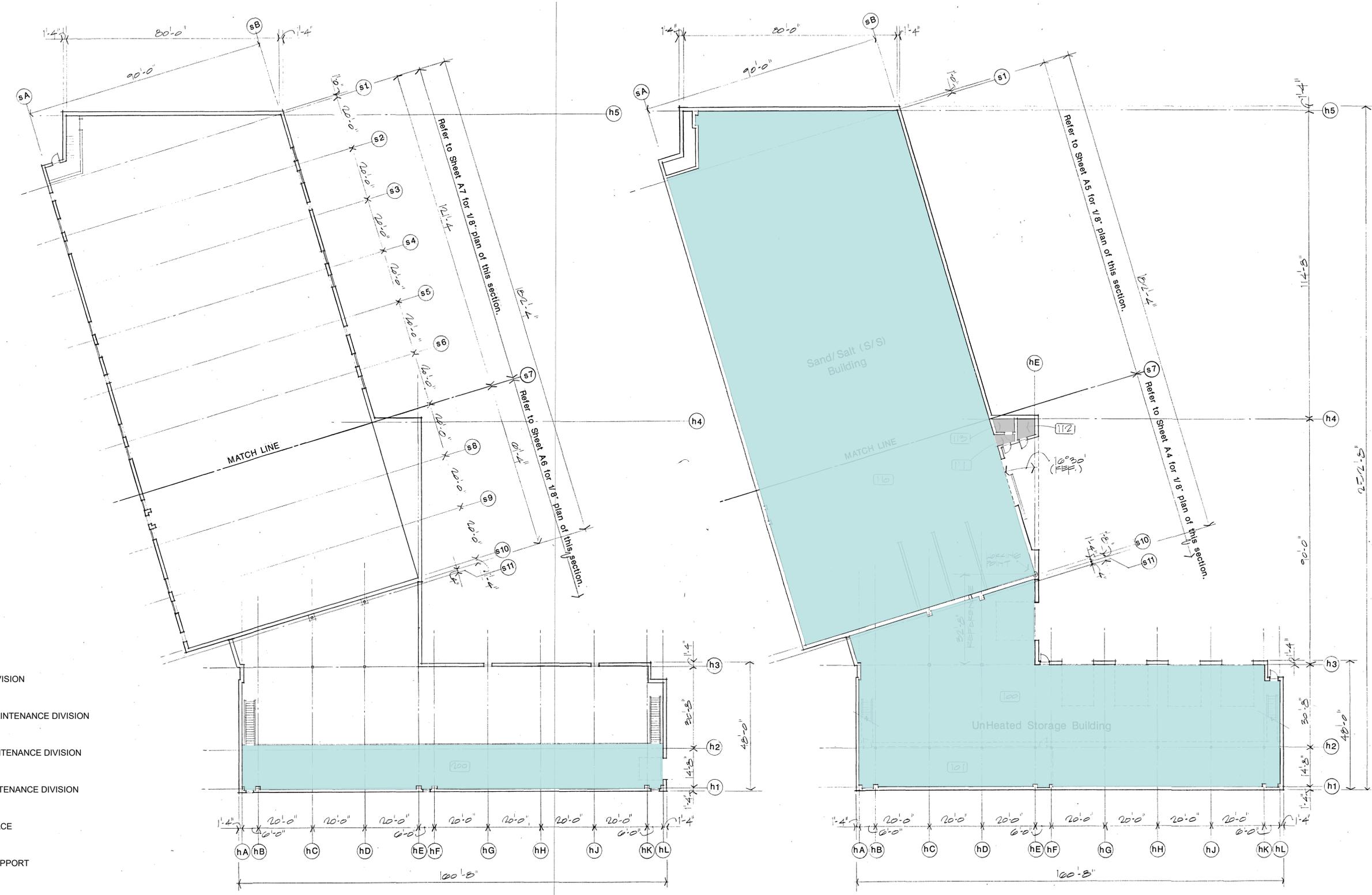


1 MAIN LEVEL FLOOR PLAN  
1/16" = 1'-0"  
0 12' 24'



2 UPPER LEVEL FLOOR PLAN  
1/16" = 1'-0"  
0 12' 24'

EXISTING BUILDING UTILIZATION



COLD STORAGE MEZZANINE LEVEL PLAN

COLD STORAGE MAIN LEVEL PLAN

EXISTING BUILDING UTILIZATION

242041-1-24-2024-1 - CI Inver Grove Heights - CMF Needs Study/242041 IGH CMF Needs Study (R2023).rvt

# APPENDIX D

## SPACE PROGRAMS



Space Program	Existing Utilization		Proposed Need (2024)		Projected Need (2045)			
	Staff	Program	Staff	Qty	Program	Staff	Qty	Program
<b>Central Maintenance Facility</b>								
<b>1.100 Staff Offices</b>								
1.100	Lobby				200 s.f.			200 s.f.
Administration								
1.110	Receptionist Office	1	100 s.f.	1	100 s.f.	2	2	200 s.f.
1.112	PW Director Office				200 s.f.			200 s.f.
1.112	Flexible Office				100 s.f.			100 s.f.
1.113	Flexible Workstations (1 @ 36 s.f.)			2	72 s.f.		4	144 s.f.
Streets Maintenance								
1.120	Streets Supervisor Office	1	200 s.f.	1	150 s.f.	1		150 s.f.
1.121	Streets Lead Office	1	60 s.f.	1	120 s.f.	2	2	240 s.f.
1.122	Streets Muster Room	9	230 s.f.	9	750 s.f.	12		750 s.f.
Utility Maintenance								
1.130	Utilities Supervisor Office	1	95 s.f.	1	150 s.f.	1		150 s.f.
1.131	Utilities Lead Office	1	100 s.f.	1	120 s.f.	2	2	240 s.f.
1.132	Utilities Muster Room	8	470 s.f.	8	750 s.f.	11		750 s.f.
Parks Maintenance								
1.140	Parks Supervisor Office	1	95 s.f.	1	150 s.f.	1		150 s.f.
1.141	Parks Lead Office	1	60 s.f.	1	120 s.f.	2	2	240 s.f.
1.142	Parks Muster Room	8	480 s.f.	8	750 s.f.	11		750 s.f.
Natural Resources								
1.150	Natural Resources Supervisor Office					1		150 s.f.
1.151	Natural Resources Lead Office					1		120 s.f.
1.152	Natural Resources Muster Room	2		2	750 s.f.	4		750 s.f.
Shared Office Support								
1.160	Storage		75 s.f.		100 s.f.			100 s.f.
1.161	Copy/Work Room				120 s.f.			120 s.f.
1.162	Medium Conference Room				250 s.f.			250 s.f.
1.163	Large Conference Room				500 s.f.			500 s.f.
1.164	Training Room/Lunch Room				2,000 s.f.			2,000 s.f.
<b>Subtotal Staff Offices</b>		<b>34</b>	<b>1,965 s.f.</b>	<b>34</b>	<b>7,452 s.f.</b>	<b>51</b>		<b>8,254 s.f.</b>
Net to Usable Factor				x	1.4	x		1.4
<b>Total Usable Square Footage Staff Offices</b>					<b>10,433 s.f.</b>			<b>11,556 s.f.</b>
Usable to Gross Factor				x	1.2	x		1.2
<b>Total Gross Square Footage Staff Offices</b>			<b>2,980 s.f.</b>		<b>12,519 s.f.</b>			<b>13,867 s.f.</b>
<b>1.200 Staff Support Spaces</b>								
1.201	Break Room (See Training Room)		950 s.f.					
1.202	Kitchen				200 s.f.			200 s.f.
1.203	Men's Locker Room (40-60 full @ 4 s.f., 24-36 half @ 2 s.f.)		350 s.f.	40-24	208 s.f.	60-36		312 s.f.
1.204	Toilets (1 @ 18 s.f.)			4	72 s.f.	6		108 s.f.
1.205	Vestibule				44 s.f.			44 s.f.
1.206	Shower (1 @ 18 s.f.)			3	54 s.f.	4		72 s.f.
1.207	Women's Locker Room (4-10 full @ 4 s.f.)			4	16 s.f.	10		40 s.f.
1.208	Toilets (1 @ 18 s.f.)			1	18 s.f.	3		54 s.f.
1.209	Vestibule				44 s.f.			44 s.f.
1.210	Shower (1 @ 18 s.f.)			1	18 s.f.	2		36 s.f.
1.211	Quiet Room				80 s.f.			80 s.f.
1.212	Laundry/Wash Room				80 s.f.			80 s.f.
1.213	Mother's Room				80 s.f.			80 s.f.
<b>Subtotal Staff Support</b>			<b>1,300 s.f.</b>		<b>914 s.f.</b>			<b>1,150 s.f.</b>
Net to Usable Factor				x	1.4	x		1.4
<b>Total Usable Square Footage Staff Support</b>					<b>1,280 s.f.</b>			<b>1,610 s.f.</b>
Usable to Gross Factor				x	1.2	x		1.2



Space Program	Existing Utilization		Proposed Need (2024)		Projected Need (2045)			
	Staff	Program	Staff	Qty	Program	Staff	Qty	Program
<b>Total Gross Square Footage Staff Support</b>		<b>1,550 s.f.</b>			<b>1,536 s.f.</b>			<b>1,932 s.f.</b>
<b>1.300 Mechanics Suite</b>								
1.301 Maintenance Bays		4,450 s.f.						Doors 18' W x 14' H
1.302 Small Maint. Bay @ 20' x 48' (In-Floor x1-2, Portable x1)			2		1,920 s.f.	3		2,880 s.f.
1.303 Large Maint. Bay @ 24' x 60' (In-Floor x1-2, Rotary x1)			2		2,880 s.f.	3		4,320 s.f.
1.304 Flexible /Staging Bay @ 24' x 48'			1		1,152 s.f.	1		1,152 s.f.
1.307 Parts Room		240 s.f.			350 s.f.			350 s.f.
1.308 Lube Room		240 s.f.			350 s.f.			350 s.f.
1.309 Storage (Mezzanine)		1,000 s.f.			1,000 s.f.			1,000 s.f.
1.310 Fleet Supervisor Office			1	1	150 s.f.	1	1	150 s.f.
1.311 Mechanics Office			1	1	120 s.f.	1	1	120 s.f.
1.312 Mechanics Shared Office			2		240 s.f.	4		240 s.f.
1.313 Welding/Fabrication Bay @ 20' x 40'			1		800 s.f.	1		800 s.f.
1.314 Tire Storage					500 s.f.			500 s.f.
1.315 Flexible Repair Bay @ 20' x 48' (Shared w/ Divisions)			1		960 s.f.	1		960 s.f.
<b>Subtotal Mechanics Suite</b>		<b>5,930 s.f.</b>	<b>4</b>		<b>10,422 s.f.</b>	<b>6</b>		<b>12,822 s.f.</b>
Net to Usable Factor			x		1.4	x		1.4
<b>Total Usable Square Footage Mechanics Suite</b>					<b>14,591 s.f.</b>			<b>17,951 s.f.</b>
Usable to Gross Factor			x		1.2	x		1.2
<b>Total Gross Square Footage Mechanics Suite</b>		<b>7,000 s.f.</b>			<b>17,509 s.f.</b>			<b>21,541 s.f.</b>
<b>1.400 Vehicle Support</b>								
1.401 Sign Shop		240 s.f.			2,000 s.f.			2,000 s.f. Including material storage
1.402 Wash Bay		800 s.f.			1,440 s.f.			2,880 s.f.
1.403 Hazardous Materials Storage		200 s.f.			250 s.f.			250 s.f.
1.404 Brine Mixing					800 s.f.			800 s.f.
1.405 Wood Shop					250 s.f.			250 s.f.
1.406 Workshop					500 s.f.			500 s.f.
1.407 Small Equipment Storage					500 s.f.			500 s.f.
1.408 Central Building Supply Storage					250 s.f.			250 s.f.
<b>Subtotal Vehicle Support</b>		<b>1,240 s.f.</b>			<b>5,990 s.f.</b>			<b>7,430 s.f.</b>
Net to Usable Factor			x		1.4	x		1.4
<b>Total Usable Square Footage Vehicle Support</b>					<b>8,386 s.f.</b>			<b>10,402 s.f.</b>
Usable to Gross Factor			x		1.2	x		1.2
<b>Total Gross Square Footage Vehicle Support</b>		<b>2,000 s.f.</b>			<b>10,063 s.f.</b>			<b>12,482 s.f.</b>
<b>1.500 Warm Vehicle Storage</b>								
Streets Maintenance								
1.501 302-2012 MACK GU812 Dump Truck					225 s.f.			225 s.f.
1.502 304-2020 MACK GR428 Dump Truck					225 s.f.			225 s.f.
1.503 306-2006 CASE Loader					225 s.f.			225 s.f.
1.504 307-2012 FORD F550 Aerial Truck					72 s.f.			72 s.f.
1.505 311-2018 MACK GR42B Dump Truck					225 s.f.			225 s.f.
1.506 312-2013 MACK GU812 Dump Truck					225 s.f.			225 s.f.
1.507 314-2021 MACK GR42B Dump Truck					225 s.f.			225 s.f.
1.508 319-2018 MACK GU813 Dump Truck					252 s.f.			252 s.f.
1.509 320-2021 CHEVROLET 5500 Truck					160 s.f.			160 s.f.
1.510 321-2015 MACK GU813 Dump Truck					252 s.f.			252 s.f.
1.511 323-2014 MACK GU812 Patcher Truck					252 s.f.			252 s.f.
1.512 324-2016 MACK GU813 Dump Truck					252 s.f.			252 s.f.
1.513 325-2023 ELGIN Pelican Sweeper					153 s.f.			153 s.f.
1.514 329-2017 MACK GU813 Dump Truck					252 s.f.			252 s.f.
1.515 331-2017 INTERNATIONAL Sweeper					225 s.f.			225 s.f.
1.516 332-2019 BOBCAT Toolcat					65 s.f.			65 s.f.



Space Program	Existing Utilization	Proposed Need (2024)		Projected Need (2045)				
	Staff	Program	Staff	Qty	Program	Staff	Qty	Program
1.517 333-2022 VOLVO Loader								290 s.f.
1.518 339-2024 FORD F250 Liftgate Pickup								180 s.f.
1.519 341-2001 CASE 590 Backhoe								192 s.f.
1.520 347-2016 VOLVO L70H								200 s.f.
1.521 352-2017 BOBCAT Skidloader								84 s.f.
1.522 303-2017 FORD F550 Truck	Seasonal							168 s.f.
1.523 305-2012 MACLEAN MV Tractor								65 s.f.
1.524 316-2015 FORD F550 Truck								168 s.f.
1.525 318-2008 FORD F550 Truck								168 s.f.
1.526 322-2018 STEPP Tack Trailer								144 s.f.
1.527 327-2020 Ford F250 Pickup								147 s.f.
1.528 330-2011 FORD F550 Truck								168 s.f.
1.529 334-2020 GRACO Roadlazer Painter								144 s.f.
1.530 346-2021 MACLEAN MV Tractor								65 s.f.
1.531 315-2019 CHEVROLET K2500 Pickup	Outdoor							126 s.f.
1.532 317-1995 TOWMASTER T12D Trailer								198 s.f.
1.533 328-2013 FORD F250 Pickup								147 s.f.
1.534 340-2012 CARRYON Trailer								84 s.f.
1.535 344-2019 FORD F450 Truck								160 s.f.
1.536 348-2022 TOWMASTER T16DT Trailer								216 s.f.
1.537 349-2022 TOWMASTER T16DT Trailer								216 s.f.
1.538 350-2022 TOWMASTER T20DO Trailer								216 s.f.
<i>FORD F550 Truck</i>	<i>New</i>							<i>168 s.f.</i>
<i>FORD F550 Truck</i>								<i>168 s.f.</i>
<i>FORD F250 Pickup</i>								<i>147 s.f.</i>
<i>MACK GR428 Dump Truck</i>								<i>225 s.f.</i>
<i>MACK GU812 Dump Truck</i>								<i>225 s.f.</i>
<i>BOBCAT Toolcat</i>								<i>65 s.f.</i>
<i>BOBCAT Skidloader</i>								<i>84 s.f.</i>
Central Equipment								
1.540 5302-2023 YALE Forklift								36 s.f.
Utility Maintenance								
1.543 403-2011 FREIGHTLINER FL350HP Vactor								234 s.f.
1.544 404-2021 SRECO EMSP-6 Easement Machine								18 s.f.
1.545 409-2012 FORD F350 Pickup								160 s.f.
1.546 450-2019 CAT Portable Generator								42 s.f.
1.547 451-2007 CAT Portable Generator								42 s.f.
1.548 444-2021 FERRIS Mower	Seasonal							42 s.f.
1.549 445-2019 FERRIS Mower								42 s.f.
1.550 402-2017 FORD F550 Truck	Outdoor							168 s.f.
1.551 405-2020 FORD F250 Truck								147 s.f.
1.552 408-2017 GMC K2500 Pickup								140 s.f.
1.553 410-2016 FORD F250 Pickup								147 s.f.
1.554 411-2013 FORD F250 Pickup								147 s.f.
1.555 413-2017 GMC K2500 Pickup								140 s.f.
1.556 414-2016 FORD F250 Pickup								147 s.f.
1.557 415-2019 FORD F250 Pickup								147 s.f.
1.558 416-2016 GMC K2500 Pickup								140 s.f.
1.559 417-2019 FORD F250 Pickup								147 s.f.
1.560 418-2015 CHEVROLET K2500								126 s.f.
1.561 440-2006 FELLING Trailer								224 s.f.
1.562 441-2000 TOWMASTER Trailer								224 s.f.
1.563 442-2007 PJ Trailer								224 s.f.



Space Program		Existing Utilization		Proposed Need (2024)		Projected Need (2045)	
		Staff	Program	Staff	Qty	Staff	Qty
	<i>FORD F550 Truck</i>						168 s.f.
	<i>FORD F250 Pickup</i>						147 s.f.
	<i>FORD F250 Pickup</i>						147 s.f.
	<i>FREIGHTLINER FL350HP Vector</i>						234 s.f.
<b>Parks Maintenance</b>							
1.566	504-2016 FORD F250 Pickup				147 s.f.		147 s.f.
1.567	505-2017 FORD F550 Pickup				168 s.f.		168 s.f.
1.568	506-2019 FORD F150 Pickup				144 s.f.		144 s.f.
1.569	510-2016 MACK Water Tanker				152 s.f.		152 s.f.
1.570	520-2019 BOBCAT T770 Skidloader				120 s.f.		120 s.f.
1.571	521-2023 BOBCAT Toolcat				65 s.f.		65 s.f.
1.572	524-2019 BOBCAT 3400 UTV				66 s.f.		66 s.f.
1.573	525-2017 BOBCAT Toolcat				65 s.f.		65 s.f.
1.574	526-2018 TORO Workman				50 s.f.		50 s.f.
1.575	522-2023 JOHN DEERE 5120M Tractor		Seasonal		112 s.f.		112 s.f.
1.576	523-2015 JOHN DEERE 5115M Tractor				84 s.f.		84 s.f.
1.577	530-2019 TORO Mower				35 s.f.		35 s.f.
1.578	531-2019 TORO Mower				35 s.f.		35 s.f.
1.579	532-2015 TORO Mower				35 s.f.		35 s.f.
1.580	533-2018 FERRIS Mower				35 s.f.		35 s.f.
1.581	534-2017 TORO Mower				35 s.f.		35 s.f.
1.582	535-2022 TORO Mower				35 s.f.		35 s.f.
1.583	536-2022 FERRIS Mower				35 s.f.		35 s.f.
1.584	539-2018 FERRIS Mower				35 s.f.		35 s.f.
1.585	548-2011 TORO Mower				35 s.f.		35 s.f.
1.586	550-2012 TORO Mower				35 s.f.		35 s.f.
1.587	566-2015 TORO Mower				35 s.f.		35 s.f.
1.588	502-2024 FORD F250 Pickup		Outdoor		147 s.f.		147 s.f.
1.589	503-2023 FORD F150 Pickup				144 s.f.		144 s.f.
1.590	507-2019 FORD F150 Pickup				144 s.f.		144 s.f.
1.591	508-2019 FORD F250 Pickup				147 s.f.		147 s.f.
1.592	509-2017 FORD F550 Truck				168 s.f.		168 s.f.
1.593	511-2015 FORD F350 Truck				147 s.f.		147 s.f.
1.594	540-2000 TOWMASTER Trailer				224 s.f.		224 s.f.
1.595	542-2013 TOWMASTER Trailer				224 s.f.		224 s.f.
1.596	543-2017 PJ Trailer				224 s.f.		224 s.f.
1.597	544-2022 TOWMASTER Trailer				224 s.f.		224 s.f.
1.598	547-2001 LEGION Trailer				224 s.f.		224 s.f.
1.599	549-2012 TOWMASTER Trailer				224 s.f.		224 s.f.
	<i>FORD F125/250 Pickup</i>		New				147 s.f.
	<i>FORD F125/250 Pickup</i>						147 s.f.
	<i>FORD F125/250 Pickup</i>						147 s.f.
	<i>FORD F550 Truck (Bucket/Lift)</i>						168 s.f.
	<i>BOBCAT Toolcat</i>						65 s.f.
	<i>JOHN DEERE F120M Tractor w/ Flail Mower</i>						84 s.f.
	<i>BOBCAT UTV</i>						66 s.f.
	<i>TORO Mower</i>						35 s.f.
	<i>TORO Mower</i>						35 s.f.
	<i>TOWMASTER Trailer</i>						224 s.f.
<b>Natural Resources</b>							
	<i>FORD F250 Pickup</i>		New				147 s.f.
	<i>FORD F250 Pickup</i>						147 s.f.
	<i>BOBCAT UTV</i>						66 s.f.



Space Program	Existing Utilization		Proposed Need (2024)		Projected Need (2045)			
	Staff	Program	Staff	Qty	Program	Staff	Qty	Program
TOWMASTER Trailer								224 s.f.
GYROTRAC Brush Mower								35 s.f.
<b>Subtotal Warm Vehicle Storage</b>								<b>13,514 s.f.</b>
Net to Gross Factor			x		3.00	x		3.00
<b>Total Gross Square Footage Warm Vehicle Storage</b>								<b>19,000 s.f.</b>
								<b>40,542 s.f.</b>
								<b>51,087 s.f.</b>

**1.600 Cold Storage**

General Storage								2,000 s.f.	2,000 s.f.
Streets Maintenance									
1.601 308-2005 GODWIN Water Pump								72 s.f.	72 s.f.
1.602 309-2006 CASE Grader								252 s.f.	252 s.f.
1.603 313-1992 INGERSOL Compressor								15 s.f.	15 s.f.
1.604 337-2022 VOLVO DD25B Roller								119 s.f.	119 s.f.
1.605 342-2000 P-B Slide In Patcher								70 s.f.	70 s.f.
1.606 343-2011 GRACO Linelazer								18 s.f.	18 s.f.
1.607 345-2022 KUBOTA Excavator								96 s.f.	96 s.f.
1.608 351-2007 LOEGERENG Blower								28 s.f.	28 s.f.
1.609 355-2016 PRONOVOST Blower								28 s.f.	28 s.f.
1.610 356-2016 PRONOVOST Blower								28 s.f.	28 s.f.
1.611 357-2017 GYROTRAC Brush Mower								180 s.f.	180 s.f.
1.612 335-2015 MORBARK Chipper		Outdoor						98 s.f.	98 s.f.
Utility Maintenance									
Parks Maintenance									
1.620 538-2015 DIAMOND Flail Mower								80 s.f.	80 s.f.
1.621 545-2000 HONDA Turf Sprayer								24 s.f.	24 s.f.
1.622 553-2008 RYAN Turf Aerator								15 s.f.	15 s.f.
1.623 554-2012 AERWAY Turf Aerator								15 s.f.	15 s.f.
1.624 555-1997 AERAVATOR Turf Aerator								15 s.f.	15 s.f.
1.625 556-11997 HERDER Spreader								160 s.f.	160 s.f.
1.626 557-2001 DIAMOND Edger								32 s.f.	32 s.f.
1.627 561-2015 DIAMOND Infield Groomer								35 s.f.	35 s.f.
1.628 563-2003 TURFCO Aerator								15 s.f.	15 s.f.
1.629 564-2007 CAT Power Rake								40 s.f.	40 s.f.
1.630 565-1997 LANDPRIDE Seeder								42 s.f.	42 s.f.
1.631 567-2004 SANDPRO Infield Groomer								32 s.f.	32 s.f.
1.632 568-2004 SANDPRO Infield Groomer								32 s.f.	32 s.f.
1.633 569-2023 ABI Infield Groomer								56 s.f.	56 s.f.
<b>Subtotal Cold Storage</b>								<b>3,597 s.f.</b>	<b>3,597 s.f.</b>
Net to Gross Factor			x		2.80	x		2.80	
<b>Total Gross Square Footage Cold Storage</b>								<b>9,000 s.f.</b>	<b>10,072 s.f.</b>
									<b>10,072 s.f.</b>

CMF Summary	Existing	Proposed 2024	Proposed 2045	Net Change
<b>1.100 Staff Offices</b>	2,980 s.f.	34	12,519 s.f.	51
<b>1.200 Staff Support Spaces</b>	1,550 s.f.		1,536 s.f.	1,932 s.f.
<b>1.300 Mechanics Suite</b>	7,000 s.f.	4	17,509 s.f.	6
<b>1.400 Vehicle Support</b>	2,000 s.f.		10,063 s.f.	12,482 s.f.
<b>1.500 Warm Vehicle Storage</b>	19,000 s.f.		40,542 s.f.	51,087 s.f.
<b>1.600 Cold Storage</b>	9,000 s.f.		10,072 s.f.	10,072 s.f.
<b>CMF Total Gross Square Footage</b>	<b>41,530 s.f.</b>		<b>92,241 s.f.</b>	<b>110,981 s.f.</b>

**2.100 SITE** NOTE: 2024 SITE AREA EXCLUDES PARCEL WEST OF BABCOCK AVE (APPROX. 4.27 ACRES)

2.100 Salt Shed & Materials Storage		17,600 s.f.	20,000 s.f.	20,000 s.f.
2.101 Staff Parking (Stalls)	34		70	90
2.102 Fuel Island (DSL, UNL, DEF)				



Space Program	Existing Utilization		Proposed Need (2024)		Projected Need (2045)		
	Staff	Program	Staff	Qty	Staff	Qty	Program
2.103 Boneyard (Acres)						2	5
Available Site Area (Acres)		6.12					13.27
Streets Maintenance							
2.110	315-2019	CHEVROLET K2500 Pickup		126	s.f.		
2.111	317-1995	TOWMASTER T12D Trailer		198	s.f.		
2.112	328-2013	FORD F250 Pickup		147	s.f.		
2.113	340-2012	CARRYON Trailer		84	s.f.		
2.114	344-2019	FORD F450 Truck		160	s.f.		
2.115	348-2022	TOWMASTER T16DT Trailer		216	s.f.		
2.116	349-2022	TOWMASTER T16DT Trailer		216	s.f.		
2.117	350-2022	TOWMASTER T20DO Trailer		216	s.f.		
2.118	335-2015	MORBARK Chipper		98	s.f.		
Utility Maintenance							
2.120	402-2017	FORD F550 Truck		168	s.f.		
2.121	405-2020	FORD F250 Truck		147	s.f.		
2.123	408-2017	GMC K2500 Pickup		140	s.f.		
2.124	410-2016	FORD F250 Pickup		147	s.f.		
2.125	411-2013	FORD F250 Pickup		147	s.f.		
2.126	413-2017	GMC K2500 Pickup		140	s.f.		
2.127	414-2016	FORD F250 Pickup		147	s.f.		
2.128	415-2019	FORD F250 Pickup		147	s.f.		
2.129	416-2016	GMC K2500 Pickup		140	s.f.		
2.130	417-2019	FORD F250 Pickup		147	s.f.		
2.131	418-2015	CHEVROLET K2500		126	s.f.		
2.132	440-2006	FELLING Trailer		224	s.f.		
2.133	441-2000	TOWMASTER Trailer		224	s.f.		
2.134	442-2007	PJ Trailer		224	s.f.		
Parks Maintenance							
2.138	502-2024	FORD F250 Pickup		147	s.f.		
2.139	503-2023	FORD F150 Pickup		144	s.f.		
2.140	507-2019	FORD F150 Pickup		144	s.f.		
2.141	508-2019	FORD F250 Pickup		147	s.f.		
2.142	509-2017	FORD F550 Truck		168	s.f.		
2.143	511-2015	FORD F350 Truck		147	s.f.		
2.144	540-2000	TOWMASTER Trailer		224	s.f.		
2.145	542-2013	TOWMASTER Trailer		224	s.f.		
2.146	543-2017	PJ Trailer		224	s.f.		
2.147	544-2022	TOWMASTER Trailer		224	s.f.		
2.148	547-2001	LEGION Trailer		224	s.f.		
2.149	549-2012	TOWMASTER Trailer		224	s.f.		



**Space Program**

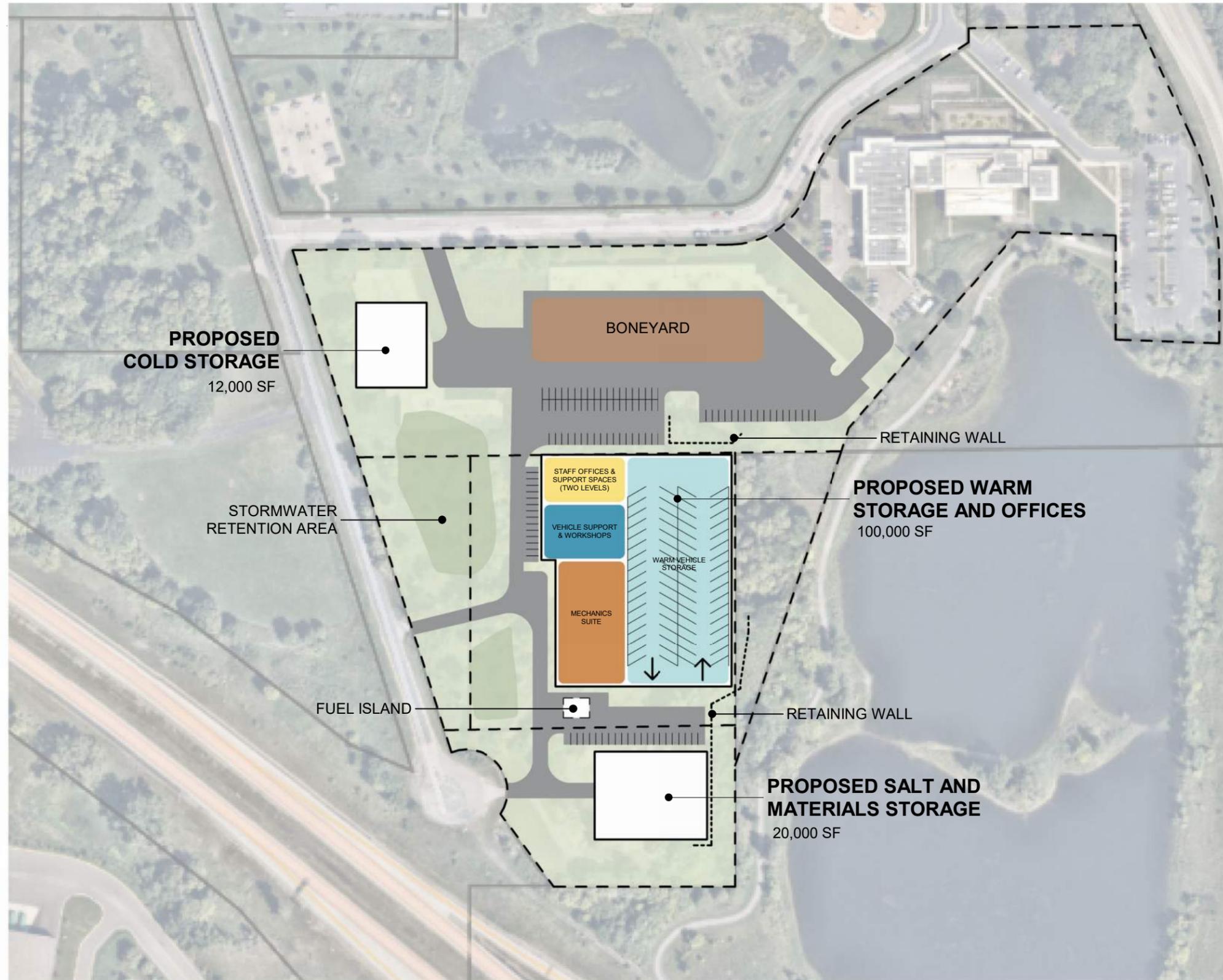
	<u>Staff Qty</u>	<u>Program</u>
<b><u>Police Training</u></b>		
<b>1.100 Training Facility</b>		
1.100 Lobby	1	200 s.f.
1.101 Public Toilets	2	160 s.f.
Gun Range		
1.110 Range Office	2	150 s.f.
1.111 Vestibule	1	90 s.f.
1.112 Control Room	1	120 s.f.
1.113 Range & Bullet Trap	1	5,500 s.f.
1.114 Gun Repair/Cleaning	1	300 s.f.
1.115 Weapon Storage	1	350 s.f.
1.116 Ammo Storage	1	350 s.f.
1.117 General Storage	1	150 s.f.
Training Rooms		
1.120 Classroom	1	1,000 s.f.
1.121 DT Training	1	1,500 s.f.
1.122 DT Storage	1	250 s.f.
Staff Support		
1.130 Women's Toilets & Locker Room	1	500 s.f.
1.141 Men's Toilets & Locker Room	1	500 s.f.
1.142 Break Room	1	750 s.f.
<b>Subtotal Training Facility</b>	<b>-</b>	<b>11,870 s.f.</b>
Net to Usable Factor	x	1.4
<b>Total Usable Square Footage Training Facility</b>		<b>16,618 s.f.</b>
Usable to Gross Factor	x	1.2
<b>Total Gross Square Footage Training Facility</b>		<b>19,942 s.f.</b>
<b>Total Gross Square Footage Existing Cold Storage</b>		<b>26,600 s.f.</b>

**Police Training**

<b>Public Lobby</b>	605 s.f.
<b>Gun Range and Support Spaces</b>	11,777 s.f.
<b>Training Rooms and Classrooms</b>	4,620 s.f.
<b>Staff Locker Rooms and Support Spaces</b>	2,940 s.f.
<b>Total Gross Square Footage Training Facility</b>	<b>19,942 s.f.</b>

# APPENDIX E

## SITE DIAGRAM OPTIONS



**1 OVERALL SITE PLAN - OPTION A**  
 1" = 160'-0"  
 0 120' 240'

OVERALL SITE PLAN  
 - OPTION A  
 C-01

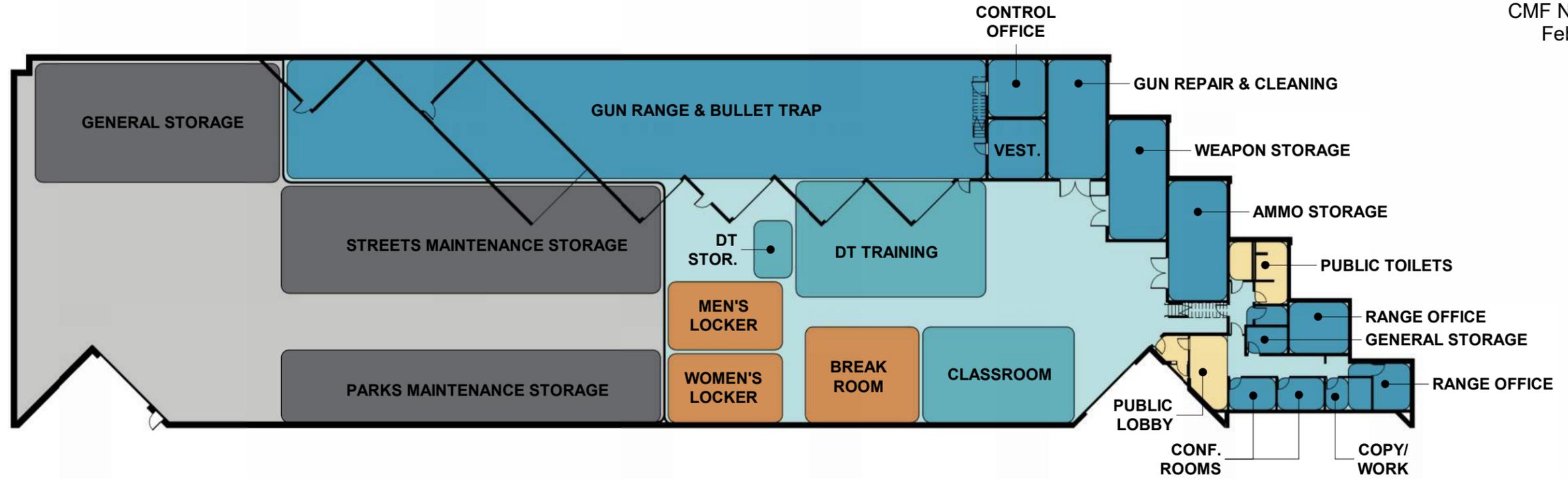


**1 OVERALL SITE PLAN - OPTION B**

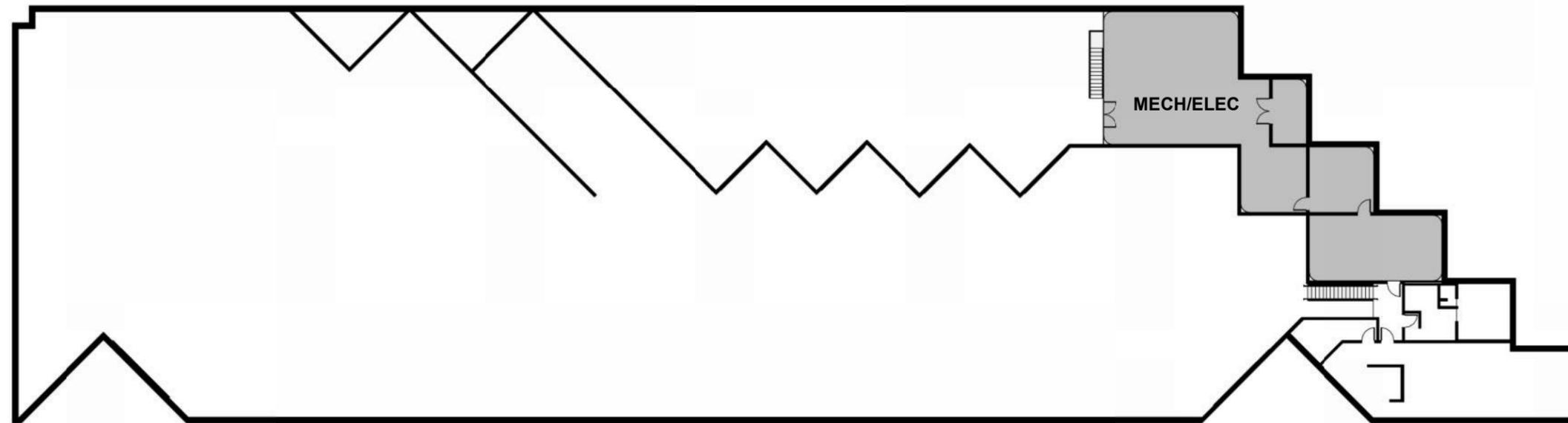
1" = 160'-0"



OVERALL SITE PLAN  
- OPTION B  
C-02



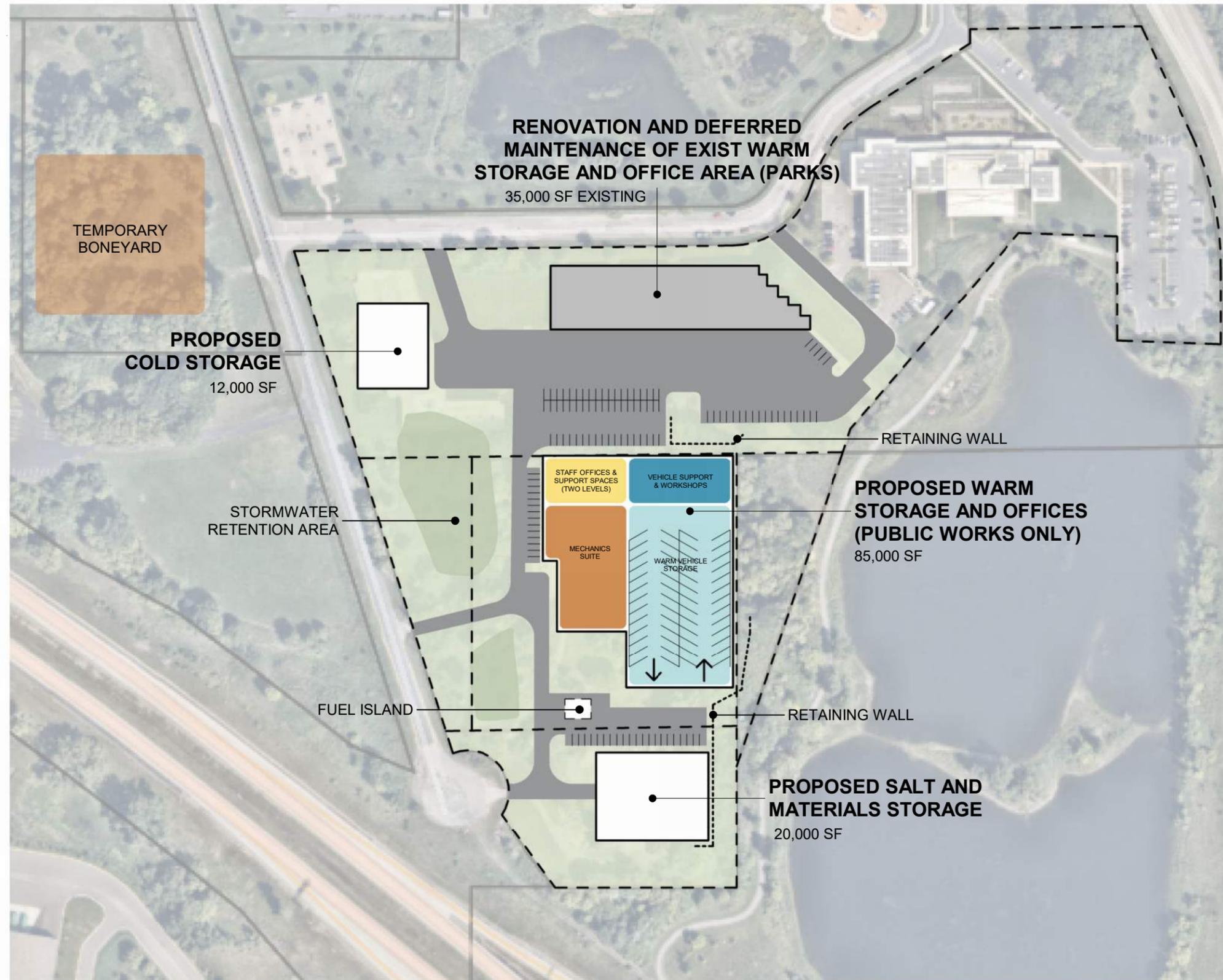
1 OPTION B - WARM STORAGE REUSE - MAIN LEVEL



2 OPTION B - WARM STORAGE REUSE - UPPER LEVEL



OVERALL FLOOR  
PLAN - OPTION B  
C-03

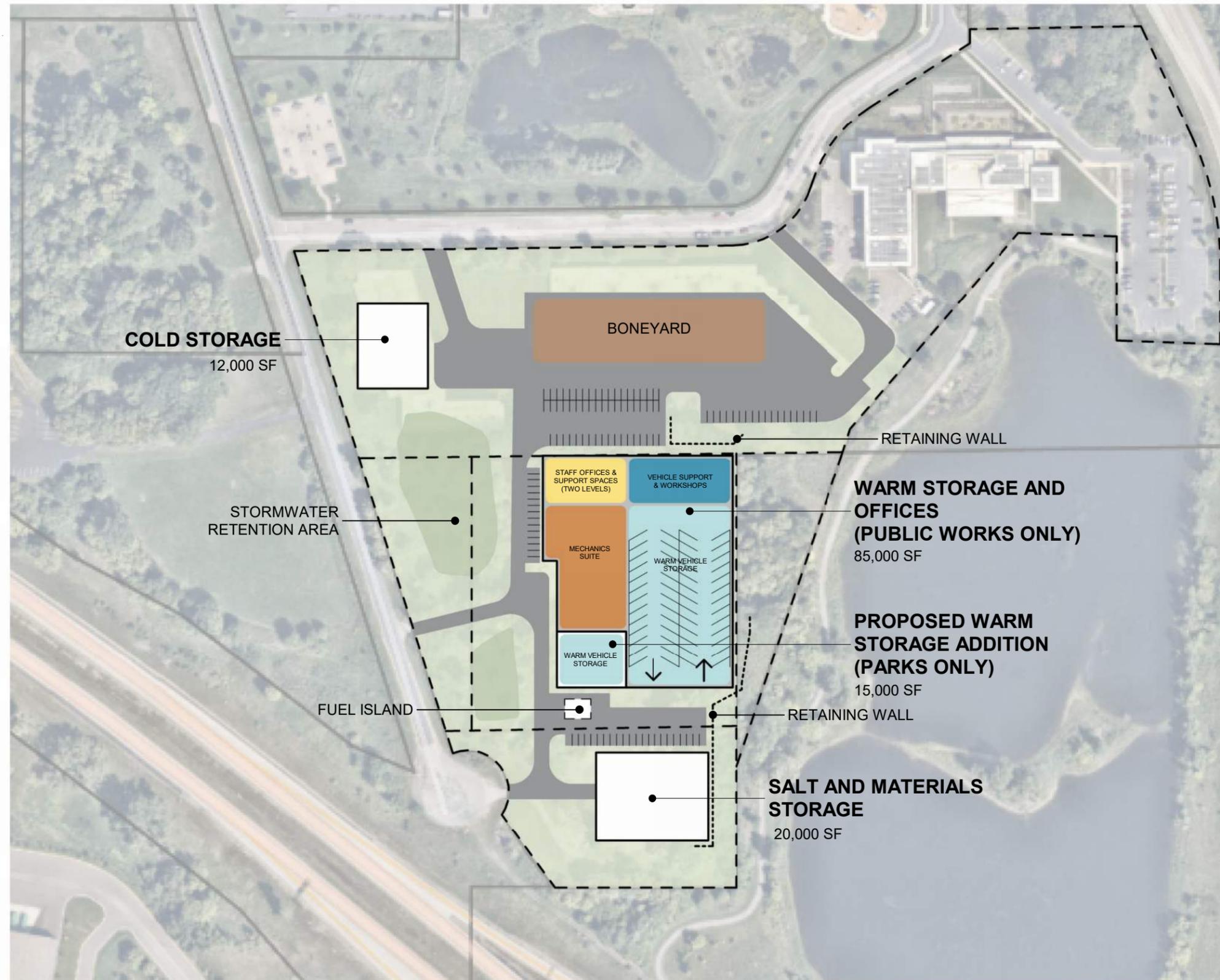


**1 OVERALL SITE PLAN - OPTION C - PHASE 1-2**

1" = 160'-0"

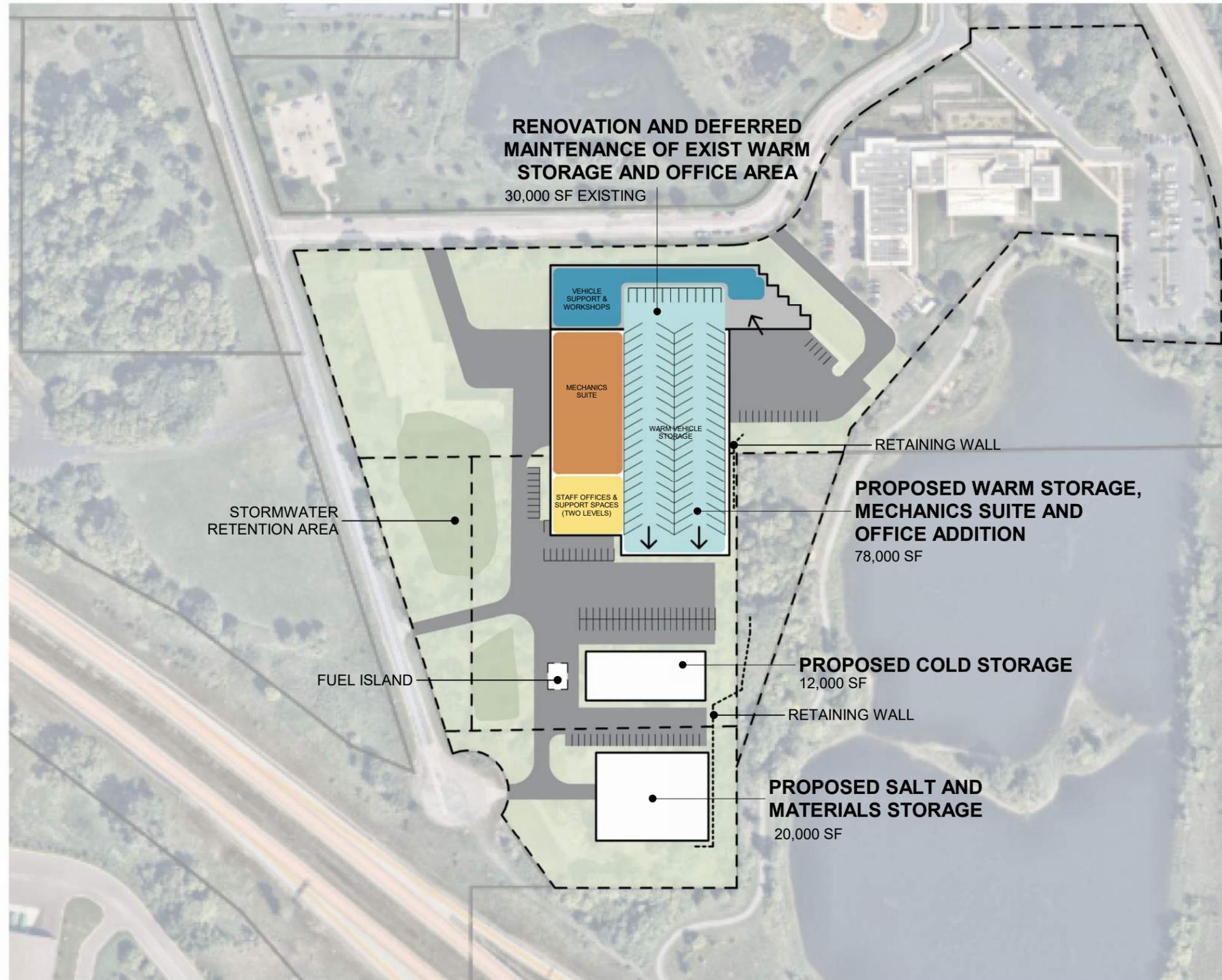


OVERALL SITE PLAN  
- OPTION C  
C-04



**1** OVERALL SITE PLAN - OPTION C - PHASE 3  
 1" = 160'-0"  
 0 120' 240'

OVERALL SITE PLAN  
 - OPTION C  
 C-05



**1 OVERALL SITE PLAN - OPTION F**

1" = 160'-0"



OVERALL SITE PLAN  
- OPTION F  
C-06

# APPENDIX F

## COST ESTIMATE EXHIBITS

Description	Concept Estimate All New (Option A)	Concept Estimate All New & Reno Existing for PW (Option B)	Concept Estimate Reno Existing for PD	Concept Estimate (All New but Warm Storage addition in 2036) Option C	Concept Estimate (Remodel Office, Shops, Cold Storage in Existing) Option F	
Update Date	12/19/24	01/22/24	01/22/24	12/19/24	12/19/24	Place Date in Update Column, Column K will autofill
<b>PROJECT REVENUE / FUNDING</b>						Mark w/ "X" to specify which update carries forward
Bonding						
Capital						
Tax Rebates						
<b>TOTAL PROJECT REVENUE</b>	<b>\$0.00</b>			<b>\$0.00</b>	<b>\$0.00</b>	
<b>PROJECT AREA BREAKDOWN</b>						
New Construction GSF	130,981	120,981	0	130,981	92,628	
Renovation GSF - Existing for PD/PW Storage	0	13,000	20,881	0	15,799	
Renovation GSF - Shops	0	0	0	0	12,482	
Renovation GSF - Cold Storage	0	0	0	0	10,072	
Total GSF	130,981	133,981	20,881	130,981	130,981	
Site Area (Acres)	13.27	13.27	4.00	13.27	13.27	
<b>CONSTRUCTION COSTS</b>						
Site	\$7,591,356	\$7,491,356	\$1,526,261	\$7,591,356	\$7,881,356	Concept Estimate
New Construction						Concept Estimate
Office	\$5,225,580	\$5,225,580	\$0	\$5,225,580	\$3,352,996	
Vehicle Storage	\$9,049,746	\$9,049,746	\$0	\$6,696,246	\$9,049,746	
Vehicle Storage (15,000sf addition in 2036)	\$0	\$0	\$0	\$4,336,125	\$0	
Vehicle Maintenance	\$7,315,925	\$7,315,925	\$0	\$7,315,925	\$7,316,020	
Shops	\$3,426,309	\$3,426,309	\$0	\$3,426,309	\$1,672,588	
Salt Shed/Storage	\$3,300,000	\$3,300,000	\$0	\$3,300,000	\$3,300,000	Assumes a Precast Building
Material Storage Bins	\$176,000	\$176,000	\$0	\$176,000	\$176,000	
Cold Storage	\$1,339,576	\$0	\$0	\$1,339,576	\$700,004	Assume a PEMB
Fuel Island	\$437,000	\$437,000	\$0	\$437,000	\$437,000	
Renovations of Existing PW for PD & Storage						
Gun Range, Cleaning & Storage	\$0.00	\$0	\$3,244,300	\$0.00	\$0.00	
Office/Bathrooms/DT Training	\$0.00	\$0	\$3,228,380	\$0.00	\$0.00	
PW Storage	\$0.00	\$1,495,000	\$0	\$0.00	\$0.00	
Value Engineering / Outstanding Scopes of Work						
Design Contingency	\$3,786,149	\$3,791,692	\$799,894	\$3,984,412	\$3,388,571	10%
Escalation (See below)	\$0	\$149,500	\$879,884	\$0	\$0	Recommend 3% to 5% per year (assumes reno 2yr after PW)
Total Bid Day	\$41,647,641	\$41,858,108	\$9,678,719	\$43,828,529	\$37,274,281	\$0
Contingency						
Remaining Contingency	\$2,082,382	\$2,092,905	\$483,936	\$2,191,426	\$1,863,714	5%
Pending Change Orders						PCO Log Totals
Executed Change Orders						Executed Change Orders
General Conditions	\$585,000	\$585,000	\$270,000	\$585,000	\$585,000	Assumed 13mo Schedule PW & 6mo PD Reno
<b>CONSTRUCTION COSTS SUB TOTAL</b>	<b>\$44,315,023</b>	<b>\$44,536,013</b>	<b>\$10,432,655</b>	<b>\$46,604,955</b>	<b>\$39,722,995</b>	
Construction Cost / GSF	\$338	\$332	\$500	\$356	\$303	Construction Costs Sub Total / Total GSF
Percent Construction Cost	83%	83%	83%	83%	83%	Construction Costs Sub Total / Total GSF
<b>SOFT COSTS</b>	<b>\$8,863,005</b>	<b>\$8,907,203</b>	<b>\$2,086,531</b>	<b>\$9,320,991</b>	<b>\$7,944,599</b>	<b>20% of Construction Cost</b>
Design, CM Fees and Reimbursable						
Permits, Plan Reviews & Fees						
Utilities - Connections						
Pre-Construction Surveys & Studies						
Testing & Inspections						
Bidding, Legal, Finance & Misc.						
Owner Purchase Orders						
FF&E Expenses						
<b>SOFT COSTS SUB-TOTAL</b>	<b>\$8,863,005</b>	<b>\$8,907,203</b>	<b>\$2,086,531</b>	<b>\$9,320,991</b>	<b>\$7,944,599</b>	
Soft Costs / SF	\$68	\$66	\$100	\$71	\$61	
Percent Soft Costs	17%	17%	17%	17%	17%	
<b>TOTAL PROJECT COSTS</b>	<b>\$53,178,028</b>	<b>\$53,443,216</b>	<b>\$12,519,185</b>	<b>\$55,925,946</b>	<b>\$47,667,594</b>	<b>Construction Cost + Soft Costs</b>
Project Cost / GSF	\$406	\$399	\$600	\$427	\$364	Total Project Cost / Total GSF
<b>VARIANCE (OVER) / UNDER</b>	<b>(\$53,178,028)</b>	<b>(\$53,443,216)</b>	<b>(\$12,519,185)</b>	<b>(\$55,925,946)</b>	<b>(\$47,667,594)</b>	<b>Total Project Revenue / Total Project Costs</b>
Project Range +/- 10%:						
Low	\$ 47,860,225	\$ 48,098,894	\$ 11,267,267	\$ 50,333,352	\$ 42,900,835	
Middle	\$ 53,178,028	\$ 53,443,216	\$ 12,519,185	\$ 55,925,946	\$ 47,667,594	
High	\$ 58,495,831	\$ 58,787,537	\$ 13,771,104	\$ 61,518,541	\$ 52,434,353	
ESCALATION 2026	\$55,305,149.03	\$55,580,944.20	\$13,019,952.87	\$58,162,984.01	\$49,574,297.82	104%
ESCALATION 2027	\$57,517,354.99	\$57,804,181.97	\$13,540,750.98	\$60,489,503.37	\$51,557,269.74	104%
ESCALATION 2028	\$59,818,049.19	\$60,116,349.25	\$14,082,381.02	\$62,909,083.50	\$53,619,560.52	104%
ESCALATION 2029	\$62,210,771.16	\$62,521,003.22	\$14,645,676.26	\$65,425,446.84	\$55,764,342.95	104%
ESCALATION 2030	\$64,699,202.00	\$65,021,843.34	\$15,231,503.31	\$68,042,464.72	\$57,994,916.66	104%
ESCALATION 2031	\$67,287,170.08	\$67,622,717.08	\$15,840,763.44	\$70,764,163.31	\$60,314,713.33	104%



Public Works - All New Facility Option A

Owner: City of Inver Grove Heights  
 Project: New Public Works  
 Location: Inver Grove Heights, MN  
 Architect: WOLD

Concept System Budget Level of Detail  
 System Cost Summary

Item Description	Site			Office			Vehicle Storage			Vehicle Maintenance			Shops			Salt Shed / Storage	
	Acres	Floors	GSF/Floor	Floors	GSF/Floor	Floors	GSF/Floor	Floors	GSF/Floor	Floors	GSF/Floor	Floors	GSF/Floor	Floors	GSF/Floor		
	10.06	1	15,799	1	51,087	1	21,541	1	12,482	1	20,000						
	438,041	15,799	51,087	21,541	12,482	20,000											
	SF of Site	GSF	GSF	GSF	GSF	GSF											
	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost			
<b>SUMMARY:</b>																	
Div 2 BUILDING SITE IMPROVEMENTS/DEMOLITION	\$56.54	97.55%	\$7,405,320	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%			
Div 2 EXCAVATION & BACKFILL	\$0.00	0.00%	\$0	\$4.00	1.21%	\$63,196	\$2.50	1.41%	\$127,718	\$3.00	0.88%	\$64,623	\$3.00	1.09%			
Div 3 FOUNDATION/SLAB-ON-GRADE	\$0.00	0.00%	\$0	\$17.50	5.29%	\$276,483	\$20.00	11.29%	\$1,021,740	\$22.00	6.48%	\$473,902	\$27.50	10.02%			
Div 3, 4, 5 STRUCTURE	\$0.00	0.00%	\$0	\$30.00	9.07%	\$473,970	\$35.00	19.76%	\$1,788,045	\$40.00	11.78%	\$861,640	\$35.00	12.75%			
Div 7, 8 EXTERIOR ENCLOSURE	\$0.00	0.00%	\$0	\$45.00	13.61%	\$710,955	\$30.64	17.30%	\$1,565,500	\$61.71	18.17%	\$1,329,200	\$35.00	12.75%			
Div 7 ROOFING SYSTEM	\$0.00	0.00%	\$0	\$10.25	3.10%	\$162,000	\$30.00	16.94%	\$1,532,610	\$30.00	8.83%	\$646,230	\$30.00	10.93%			
Div 8, 9, 10 INTERIOR CONSTRUCTION	\$0.00	0.00%	\$0	\$75.00	22.68%	\$1,184,925	\$10.00	5.65%	\$510,870	\$15.00	4.42%	\$323,115	\$55.00	20.04%			
Div 11, 12 EQUIPMENT	\$0.00	0.00%	\$0	\$10.00	3.02%	\$157,990	\$0.00	0.00%	\$0	\$53.92	15.88%	\$1,161,541	\$5.00	1.82%			
Div 14 CONVEYING SYSTEMS	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%			
Div 15 PLUMBING	\$0.00	0.00%	\$0	\$30.00	9.07%	\$473,970	\$15.00	8.47%	\$766,305	\$30.00	8.83%	\$646,230	\$20.00	7.29%			
Div 15 MECHANICAL	\$0.00	0.00%	\$0	\$70.00	21.16%	\$1,105,930	\$15.00	8.47%	\$766,305	\$55.00	16.19%	\$1,184,755	\$30.00	10.93%			
Div 15 FIRE PROTECTION	\$0.00	0.00%	\$0	\$4.00	1.21%	\$63,196	\$4.00	2.26%	\$204,348	\$4.00	1.18%	\$86,164	\$4.00	1.46%			
Div 16 ELECTRICAL	\$1.42	2.45%	\$186,037	\$35.00	10.58%	\$552,965	\$15.00	8.47%	\$766,305	\$25.00	7.36%	\$538,525	\$30.00	10.93%			
CONTINGENCY-Contractor & Design Progression	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%			
GENERAL CONDITIONS	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%			
PERMIT/BOND/BR/GL-SG/TESTING/INSPECTION	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%			
ESCALATION	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%			
<b>SUBTOTAL</b>	\$57.96	100.00%	\$7,591,356	\$330.75	100.00%	\$5,225,580	\$177.14	100.00%	\$9,049,746	\$339.63	100.00%	\$7,315,925	\$274.50	100.00%			
DESIGN FEE	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%			
CONTRACTOR FEE	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%			
<b>ESTIMATED COST BY AREA</b>	\$57.96	100%	\$7,591,356	\$330.75	100%	\$5,225,580	\$177.14	100%	\$9,049,746	\$339.63	100%	\$7,315,925	\$274.50	100%			

<b>Total Project Cost Estimate</b>	<b>\$37,861,491</b>
<b>\$289 per GSF</b>	
<b>130,981 GSF</b>	

<b>\$/Acre</b>	<b>\$754,905</b>
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\$17.33



Owner: **City of Inver Grove Heights**  
 Project: **New Public Works**  
 Location: **Inver Grove Heights, MN**  
 Architect: **WOLD**

Date: 12/19/2024  
 Project Start: TBD  
 Completion: TBD  
 Cost Model File: None  
 Cost Index File: None

Drawings: 12/6/2024

Item Description	GSF/Floor	Floors		GSF/Floor	Floors		GSF/Floor	Floors		GSF/Floor	Project Total	% Of Total
	20,000	1	4,000	4,000	1	10,072	10,072	1	1,000	1,000		
SUMMARY:	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost		
Div 2 BUILDING SITE IMPROVEMENTS/DEMOLITION	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$7,405,320	19.56%
Div 2 EXCAVATION & BACKFILL	\$60,000	\$4.00	9.09%	\$16,000	\$4.00	3.01%	\$40,288	\$2.00	0.46%	\$2,000	\$411,271	1.09%
Div 3 FOUNDATION/SLAB-ON-GRADE	\$440,000	\$40.00	90.91%	\$160,000	\$30.00	22.56%	\$302,160	\$10.00	2.29%	\$10,000	\$3,027,540	8.00%
Div 3, 4, 5 STRUCTURE	\$1,500,000	\$0.00	0.00%	\$0	\$65.00	48.87%	\$654,680	\$0.00	0.00%	\$0	\$5,715,205	15.10%
Div 7, 8 EXTERIOR ENCLOSURE	\$160,000	\$0.00	0.00%	\$0	\$5.00	3.76%	\$50,360	\$0.00	0.00%	\$0	\$4,252,885	11.23%
Div 7 ROOFING SYSTEM	\$400,000	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$3,115,300	8.23%
Div 8, 9, 10 INTERIOR CONSTRUCTION	\$160,000	\$0.00	0.00%	\$0	\$5.00	3.76%	\$50,360	\$0.00	0.00%	\$0	\$2,915,780	7.70%
Div 11, 12 EQUIPMENT	\$0	\$0.00	0.00%	\$0	\$1.00	0.75%	\$10,072	\$400.00	91.53%	\$400,000	\$1,792,013	4.73%
Div 14 CONVEYING SYSTEMS	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
Div 15 PLUMBING	\$200,000	\$0.00	0.00%	\$0	\$3.00	2.26%	\$30,216	\$0.00	0.00%	\$0	\$2,366,361	6.25%
Div 15 MECHANICAL	\$140,000	\$0.00	0.00%	\$0	\$7.50	5.64%	\$75,540	\$0.00	0.00%	\$0	\$3,646,990	9.63%
Div 15 FIRE PROTECTION	\$100,000	\$0.00	0.00%	\$0	\$5.00	3.76%	\$50,360	\$0.00	0.00%	\$0	\$553,996	1.46%
Div 16 ELECTRICAL	\$140,000	\$0.00	0.00%	\$0	\$7.50	5.64%	\$75,540	\$25.00	5.72%	\$25,000	\$2,658,832	7.02%
CONTINGENCY-Contractor & Design Progression	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
GENERAL CONDITIONS	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
PERMIT/BOND/BR/GL-SG/TESTING/INSPECTION	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
ESCALATION	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
<b>SUBTOTAL</b>	<b>\$3,300,000</b>	<b>\$44.00</b>	<b>100.00%</b>	<b>\$176,000</b>	<b>\$133.00</b>	<b>100.00%</b>	<b>\$1,339,576</b>	<b>\$437.00</b>	<b>100.00%</b>	<b>\$437,000</b>	<b>\$37,861,491</b>	<b>100.00%</b>
DESIGN FEE	\$0.00	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
CONTRACTOR FEE	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
<b>ESTIMATED COST BY AREA</b>	<b>\$3,300,000</b>	<b>\$44.00</b>	<b>100%</b>	<b>\$176,000</b>	<b>\$133.00</b>	<b>100%</b>	<b>\$1,339,576</b>	<b>\$437.00</b>	<b>100%</b>	<b>\$437,000</b>	<b>\$37,861,491</b>	<b>100.00%</b>

<b>Total Project Cost Estimate</b>
<b>\$37,861,491</b>
<b>\$289 per GSF</b>
<b>130,981 GSF</b>



Owner: **City of Inver Grove Heights**  
 Project: **New Public Works**  
 Location: **Inver Grove Heights, MN**  
 Architect: **WOLD**

**Public Works - Remodel Existing & Gun Range Option B**

Concept System Budget Level of Detail  
 System Cost Summary

Date: 2/4/2025  
 Project Start: TBD  
 Completion: TBD  
 Cost Model File: None  
 Cost Index File: None

Drawings: 1/21/2025

		Acres			Gun Range Remodel			PD Office, DT Training , Locker room Reno			PW Storage Remodel			Project	%
		3.90			8,000			14,140			13,000			Total	Of Total
		Site			GSF			GSF			GSF				
		170,000	SF of Site		Unit Cost/	Percent	Total Cost	Unit Cost/	Percent	Total Cost	Unit Cost/	Percent	Total Cost		
		Bldg. Area	Dir. Cost	Total Cost	Bldg. Area	Dir. Cost	Total Cost	Bldg. Area	Dir. Cost	Total Cost	Bldg. Area	Dir. Cost	Total Cost		
	<b>SUMMARY:</b>														
Div 2	<b>BUILDING SITE IMPROVEMENTS/DEMOLITION</b>	\$40.88	94.12%	\$1,436,499	\$15.00	3.70%	\$120,000	\$15.00	6.57%	\$212,100	\$15.00	13.04%	\$195,000	\$1,963,599	19.85%
Div 2	<b>EXCAVATION &amp; BACKFILL</b>	\$0.00	0.00%	\$0	\$5.00	1.23%	\$40,000	\$3.00	1.31%	\$42,420	\$2.00	1.74%	\$26,000	\$108,420	1.10%
Div 3	<b>FOUNDATION/SLAB-ON-GRADE</b>	\$0.00	0.00%	\$0	\$21.98	5.42%	\$175,800	\$8.00	3.50%	\$113,120	\$6.00	5.22%	\$78,000	\$366,920	3.71%
Div 3, 4, 5	<b>STRUCTURE</b>	\$0.00	0.00%	\$0	\$63.44	15.64%	\$507,500	\$10.00	4.38%	\$141,400	\$10.00	8.70%	\$130,000	\$778,900	7.87%
Div 7, 8	<b>EXTERIOR ENCLOSURE</b>	\$0.00	0.00%	\$0	\$10.00	2.47%	\$80,000	\$10.00	4.38%	\$141,400	\$10.00	8.70%	\$130,000	\$351,400	3.55%
Div 7	<b>ROOFING SYSTEM</b>	\$0.00	0.00%	\$0	\$6.00	1.48%	\$48,000	\$3.00	1.31%	\$42,420	\$3.00	2.61%	\$39,000	\$129,420	1.31%
Div 8, 9, 10	<b>INTERIOR CONSTRUCTION</b>	\$0.00	0.00%	\$0	\$40.00	9.86%	\$320,000	\$60.00	26.28%	\$848,400	\$10.00	8.70%	\$130,000	\$1,298,400	13.12%
Div 11, 12	<b>EQUIPMENT</b>	\$0.00	0.00%	\$0	\$138.13	34.06%	\$1,105,000	\$10.00	4.38%	\$141,400	\$1.00	0.87%	\$13,000	\$1,659,400	16.77%
Div 14	<b>CONVEYING SYSTEMS</b>	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$11.32	4.96%	\$160,000	\$0.00	0.00%	\$0	\$160,000	1.62%
Div 15	<b>PLUMBING</b>	\$0.00	0.00%	\$0	\$15.00	3.70%	\$120,000	\$20.00	8.76%	\$282,800	\$10.00	8.70%	\$130,000	\$532,800	5.39%
Div 15	<b>MECHANICAL</b>	\$0.00	0.00%	\$0	\$45.00	11.10%	\$360,000	\$45.00	19.71%	\$636,300	\$30.00	26.09%	\$390,000	\$1,386,300	14.01%
Div 15	<b>FIRE PROTECTION</b>	\$0.00	0.00%	\$0	\$6.00	1.48%	\$48,000	\$3.00	1.31%	\$42,420	\$3.00	2.61%	\$39,000	\$129,420	1.31%
Div 16	<b>ELECTRICAL</b>	\$2.55	5.88%	\$89,761	\$40.00	9.86%	\$320,000	\$30.00	13.14%	\$424,200	\$15.00	13.04%	\$195,000	\$1,028,961	10.40%
	<b>CONTINGENCY-Contractor &amp; Design Progression</b>	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
	<b>GENERAL CONDITIONS</b>	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
	<b>PERMIT/BOND/BR/GL-SG/TESTING/INSPECTION</b>	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
	<b>ESCALATION</b>	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
	<b>SUBTOTAL</b>	\$43.43	100.00%	\$1,526,261	\$405.54	100.00%	\$3,244,300	\$228.32	100.00%	\$3,228,380	\$115.00	100.00%	\$1,495,000	\$9,893,941	100.00%
	<b>DESIGN FEE</b>	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
	<b>CONTRACTOR FEE</b>	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
	<b>ESTIMATED COST BY AREA</b>	\$43.43	100%	\$1,526,261	\$405.54	100%	\$3,244,300	\$228.32	100%	\$3,228,380	\$115.00	100%	\$1,495,000	\$9,893,941	100.00%

<b>Total Project Cost Estimate</b>
<b>\$9,893,941</b>
<b>\$282 per GSF</b>
<b>35,140 GSF</b>

<b>\$/Acre</b>	<b>\$391,082</b>
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Owner: **City of Inver Grove Heights**  
 Project: **New Public Works**  
 Location: **Inver Grove Heights, MN**  
 Architect: **WOLD**

Date: 12/19/2024  
 Project Start: TBD  
 Completion: TBD  
 Cost Model File: None  
 Cost Index File: None

Drawings: 12/5/2024

Item Description	Material Storage Bins 4,000 SF of Site			Cold Storage 10,072 GSF			Fuel Island 1,000 GSF			Warm Storage Addition (2036x1.55) Assume 4%/yr 15,000 GSF			Project Total	% Of Total
	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost		
<b>SUMMARY:</b>														
Div 2 BUILDING SITE IMPROVEMENTS/DEMOLITION	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$7,405,320	18.59%
Div 2 EXCAVATION & BACKFILL	\$4.00	9.09%	\$16,000	\$4.00	3.01%	\$40,288	\$2.00	0.46%	\$2,000	\$3.88	1.34%	\$58,125	\$431,896	1.08%
Div 3 FOUNDATION/SLAB-ON-GRADE	\$40.00	90.91%	\$160,000	\$30.00	22.56%	\$302,160	\$10.00	2.29%	\$10,000	\$31.00	10.72%	\$465,000	\$3,192,540	8.01%
Div 3, 4, 5 STRUCTURE	\$0.00	0.00%	\$0	\$65.00	48.87%	\$654,680	\$0.00	0.00%	\$0	\$54.25	18.77%	\$813,750	\$6,003,955	15.07%
Div 7, 8 EXTERIOR ENCLOSURE	\$0.00	0.00%	\$0	\$5.00	3.76%	\$50,360	\$0.00	0.00%	\$0	\$62.00	21.45%	\$930,000	\$5,026,885	12.62%
Div 7 ROOFING SYSTEM	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$46.50	16.09%	\$697,500	\$3,362,800	8.44%
Div 8, 9, 10 INTERIOR CONSTRUCTION	\$0.00	0.00%	\$0	\$5.00	3.76%	\$50,360	\$0.00	0.00%	\$0	\$15.50	5.36%	\$232,500	\$2,998,280	7.53%
Div 11, 12 EQUIPMENT	\$0.00	0.00%	\$0	\$1.00	0.75%	\$10,072	\$400.00	91.53%	\$400,000	\$0.00	0.00%	\$0	\$1,792,013	4.50%
Div 14 CONVEYING SYSTEMS	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
Div 15 PLUMBING	\$0.00	0.00%	\$0	\$3.00	2.26%	\$30,216	\$0.00	0.00%	\$0	\$23.25	8.04%	\$348,750	\$2,490,111	6.25%
Div 15 MECHANICAL	\$0.00	0.00%	\$0	\$7.50	5.64%	\$75,540	\$0.00	0.00%	\$0	\$23.25	8.04%	\$348,750	\$3,770,740	9.46%
Div 15 FIRE PROTECTION	\$0.00	0.00%	\$0	\$5.00	3.76%	\$50,360	\$0.00	0.00%	\$0	\$6.20	2.14%	\$93,000	\$586,996	1.47%
Div 16 ELECTRICAL	\$0.00	0.00%	\$0	\$7.50	5.64%	\$75,540	\$25.00	5.72%	\$25,000	\$23.25	8.04%	\$348,750	\$2,782,582	6.98%
CONTINGENCY-Contractor & Design Progression	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
GENERAL CONDITIONS	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
PERMIT/BOND/BR/GL-SG/TESTING/INSPECTION	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
ESCALATION	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
<b>SUBTOTAL</b>	<b>\$44.00</b>	<b>100.00%</b>	<b>\$176,000</b>	<b>\$133.00</b>	<b>100.00%</b>	<b>\$1,339,576</b>	<b>\$437.00</b>	<b>100.00%</b>	<b>\$437,000</b>	<b>\$289.08</b>	<b>100.00%</b>	<b>\$4,336,125</b>	<b>\$39,844,116</b>	<b>100.00%</b>
DESIGN FEE	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
CONTRACTOR FEE	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
<b>ESTIMATED COST BY AREA</b>	<b>\$44.00</b>	<b>100%</b>	<b>\$176,000</b>	<b>\$133.00</b>	<b>100%</b>	<b>\$1,339,576</b>	<b>\$437.00</b>	<b>100%</b>	<b>\$437,000</b>	<b>\$289.08</b>	<b>100%</b>	<b>\$4,336,125</b>	<b>\$39,844,116</b>	<b>100.00%</b>

<b>Total Project Cost Estimate</b>
<b>\$39,844,116</b>
<b>\$344 per GSF</b>
<b>115,981 GSF</b>

<b>\$/Room</b>	<b>#DIV/0!</b>
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Public Works - Addition and Remodel Option F

Owner: City of Inver Grove Heights  
 Project: New Public Works  
 Location: Inver Grove Heights, MN  
 Architect: WOLD

Concept System Budget Level of Detail  
 System Cost Summary

Item Description	Site			Office Remodel			Vehicle Storage			Vehicle Maintenance			Shops Remodel			Salt Shed	
	Acres	Floors	GSF/Floor	Floors	GSF/Floor	Floors	GSF/Floor	Floors	GSF/Floor	Floors	GSF/Floor	Floors	GSF/Floor	Floors	GSF/Floor	Floors	GSF/Floor
	10.06	1	15,799	1	51,087	1	21,541	1	12,482	1	20,000						
	438,041	15,799	51,087	21,541	12,482	20,000											
	SF of Site	GSF	GSF	GSF	GSF												
	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost
<b>SUMMARY:</b>																	
Div 2 BUILDING SITE IMPROVEMENTS/DEMOLITION	\$58.75	97.64%	\$7,695,320	\$15.00	7.07%	\$236,985	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$15.00	11.19%	\$187,230	\$0.00	0.00%
Div 2 EXCAVATION & BACKFILL	\$0.00	0.00%	\$0	\$2.00	0.94%	\$31,598	\$2.50	1.41%	\$127,718	\$3.00	0.88%	\$64,623	\$2.00	1.49%	\$24,964	\$3.00	1.82%
Div 3 FOUNDATION/SLAB-ON-GRADE	\$0.00	0.00%	\$0	\$6.00	2.83%	\$94,794	\$20.00	11.29%	\$1,021,740	\$22.00	6.48%	\$473,902	\$6.00	4.48%	\$74,892	\$22.00	13.33%
Div 3, 4, 5 STRUCTURE	\$0.00	0.00%	\$0	\$10.00	4.71%	\$157,990	\$35.00	19.76%	\$1,788,045	\$40.00	11.78%	\$861,640	\$10.00	7.46%	\$124,820	\$75.00	45.45%
Div 7, 8 EXTERIOR ENCLOSURE	\$0.00	0.00%	\$0	\$10.00	4.71%	\$157,990	\$30.64	17.30%	\$1,565,306	\$61.71	18.17%	\$1,329,295	\$10.00	7.46%	\$124,820	\$8.00	4.85%
Div 7 ROOFING SYSTEM	\$0.00	0.00%	\$0	\$3.00	1.41%	\$47,397	\$30.00	16.94%	\$1,532,610	\$30.00	8.83%	\$646,230	\$3.00	2.24%	\$37,446	\$20.00	12.12%
Div 8, 9, 10 INTERIOR CONSTRUCTION	\$0.00	0.00%	\$0	\$50.00	23.56%	\$789,950	\$10.00	5.65%	\$510,870	\$15.00	4.42%	\$323,115	\$15.00	11.19%	\$187,230	\$8.00	4.85%
Div 11, 12 EQUIPMENT	\$0.00	0.00%	\$0	\$10.00	4.71%	\$157,990	\$0.00	0.00%	\$0	\$53.92	15.88%	\$1,161,541	\$5.00	3.73%	\$62,410	\$0.00	0.00%
Div 14 CONVEYING SYSTEMS	\$0.00	0.00%	\$0	\$8.23	3.88%	\$130,000	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%
Div 15 PLUMBING	\$0.00	0.00%	\$0	\$20.00	9.42%	\$315,980	\$15.00	8.47%	\$766,305	\$30.00	8.83%	\$646,230	\$10.00	7.46%	\$124,820	\$10.00	6.06%
Div 15 MECHANICAL	\$0.00	0.00%	\$0	\$45.00	21.20%	\$710,955	\$15.00	8.47%	\$766,305	\$55.00	16.19%	\$1,184,755	\$30.00	22.39%	\$374,460	\$7.00	4.24%
Div 15 FIRE PROTECTION	\$0.00	0.00%	\$0	\$3.00	1.41%	\$47,397	\$4.00	2.26%	\$204,348	\$4.00	1.18%	\$86,164	\$3.00	2.24%	\$37,446	\$5.00	3.03%
Div 16 ELECTRICAL	\$1.42	2.36%	\$186,037	\$30.00	14.14%	\$473,970	\$15.00	8.47%	\$766,305	\$25.00	7.36%	\$538,525	\$25.00	18.66%	\$312,050	\$7.00	4.24%
CONTINGENCY-Contractor & Design Progression	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%
GENERAL CONDITIONS	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%
PERMIT/BOND/BR/GL-SG/TESTING/INSPECTION	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%
ESCALATION	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%
<b>SUBTOTAL</b>	\$60.17	100.00%	\$7,881,356	\$212.23	100.00%	\$3,352,996	\$177.14	100.00%	\$9,049,551	\$339.63	100.00%	\$7,316,020	\$134.00	100.00%	\$1,672,588	\$165.00	100.00%
DESIGN FEE	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	\$0.00
CONTRACTOR FEE	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%
<b>ESTIMATED COST BY AREA</b>	\$60.17	100%	\$7,881,356	\$212.23	100%	\$3,352,996	\$177.14	100%	\$9,049,551	\$339.63	100%	\$7,316,020	\$134.00	100%	\$1,672,588	\$165.00	100%

<b>Total Project Cost Estimate</b>	
<b>\$33,885,516</b>	
<b>\$259 per GSF</b>	
<b>130,981 GSF</b>	

<b>\$/Acre</b>	<b>\$783,744</b>
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Owner: **City of Inver Grove Heights**  
 Project: **New Public Works**  
 Location: **Inver Grove Heights, MN**  
 Architect: **WOLD**

Date: 9.27.24  
 Project Start: TBD  
 Completion: TBD  
 Cost Model File: None  
 Cost Index File: None

Drawings: 9.27.24

Item Description	GSF/Floor	Floors		GSF/Floor	Floors		GSF/Floor	Floors		GSF/Floor	Project Total	% Of Total	
	20,000	1	4,000	1	10,072	1	1,000	1	1,000				
SUMMARY:	SF of Site	Material Storage Bins			Cold Storage Remodel			Fuel Island					
		4,000	SF of Site	10,072	GSF	1,000	GSF	1,000	GSF				
	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost	Unit Cost/ Bldg. Area	Percent Dir. Cost	Total Cost			
Div 2	BUILDING SITE IMPROVEMENTS/DEMOLITION	\$0	\$0.00	0.00%	\$0	\$5.00	7.19%	\$50,360	\$0.00	0.00%	\$0	\$8,169,895	24.11%
Div 2	EXCAVATION & BACKFILL	\$60,000	\$4.00	9.09%	\$16,000	\$2.00	2.88%	\$20,144	\$2.00	0.46%	\$2,000	\$347,047	1.02%
Div 3	FOUNDATION/SLAB-ON-GRADE	\$440,000	\$40.00	90.91%	\$160,000	\$6.00	8.63%	\$60,432	\$10.00	2.29%	\$10,000	\$2,335,760	6.89%
Div 3, 4, 5	STRUCTURE	\$1,500,000	\$0.00	0.00%	\$0	\$10.00	14.39%	\$100,720	\$0.00	0.00%	\$0	\$4,533,215	13.38%
Div 7, 8	EXTERIOR ENCLOSURE	\$160,000	\$0.00	0.00%	\$0	\$10.00	14.39%	\$100,720	\$0.00	0.00%	\$0	\$3,438,131	10.15%
Div 7	ROOFING SYSTEM	\$400,000	\$0.00	0.00%	\$0	\$3.00	4.32%	\$30,216	\$0.00	0.00%	\$0	\$2,693,899	7.95%
Div 8, 9, 10	INTERIOR CONSTRUCTION	\$160,000	\$0.00	0.00%	\$0	\$5.00	7.19%	\$50,360	\$0.00	0.00%	\$0	\$2,021,525	5.97%
Div 11, 12	EQUIPMENT	\$0	\$0.00	0.00%	\$0	\$5.00	7.19%	\$50,360	\$400.00	91.53%	\$400,000	\$1,832,301	5.41%
Div 14	CONVEYING SYSTEMS	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$130,000	0.38%
Div 15	PLUMBING	\$200,000	\$0.00	0.00%	\$0	\$3.00	4.32%	\$30,216	\$0.00	0.00%	\$0	\$2,083,551	6.15%
Div 15	MECHANICAL	\$140,000	\$0.00	0.00%	\$0	\$7.50	10.79%	\$75,540	\$0.00	0.00%	\$0	\$3,252,015	9.60%
Div 15	FIRE PROTECTION	\$100,000	\$0.00	0.00%	\$0	\$3.00	4.32%	\$30,216	\$0.00	0.00%	\$0	\$505,571	1.49%
Div 16	ELECTRICAL	\$140,000	\$0.00	0.00%	\$0	\$10.00	14.39%	\$100,720	\$25.00	5.72%	\$25,000	\$2,542,607	7.50%
	CONTINGENCY-Contractor & Design Progression	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
	GENERAL CONDITIONS	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
	PERMIT/BOND/BR/GL-SG/TESTING/INSPECTION	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
	ESCALATION	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
	<b>SUBTOTAL</b>	<b>\$3,300,000</b>	<b>\$44.00</b>	<b>100.00%</b>	<b>\$176,000</b>	<b>\$69.50</b>	<b>100.00%</b>	<b>\$700,004</b>	<b>\$437.00</b>	<b>100.00%</b>	<b>\$437,000</b>	<b>\$33,885,516</b>	<b>100.00%</b>
	DESIGN FEE	\$0.00	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
	CONTRACTOR FEE	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0.00	0.00%	\$0	\$0	0.00%
	<b>ESTIMATED COST BY AREA</b>	<b>\$3,300,000</b>	<b>\$44.00</b>	<b>100%</b>	<b>\$176,000</b>	<b>\$69.50</b>	<b>100%</b>	<b>\$700,004</b>	<b>\$437.00</b>	<b>100%</b>	<b>\$437,000</b>	<b>\$33,885,516</b>	<b>100.00%</b>

<b>Total Project Cost Estimate</b>
<b>\$33,885,516</b>
<b>\$259 per GSF</b>
<b>130,981 GSF</b>

# APPENDIX G

## MEETING MINUTES



To: Attendees
From: Jordan Medeiros | JM
Date: April 15, 2024
Comm. No: 242041

Subject: City of Inver Grove Heights
CMF Needs Analysis and Master Site Plan – CPG Kick-Off Meeting
April 10, 2024 Meeting Minutes

Attendees:

Brian Connolly, Inver Grove Heights Public Works bconnolly@ighmn.gov
Barry Underdahl, Inver Grove Heights Public Work bunderdahl@ighmn.gov
Ken Francois, Kraus Anderson ken.francois@krausanderson.com
Mauri Solomon, Kraus Anderson mauri.solomon@krausanderson.com
Jonathan Loose, Wold Architects and Engineers jloose@woldae.com
Jake Wollensak, Wold Architects and Engineers jwollensak@woldae.com
Jordan Medeiros, Wold Architects and Engineers jmedeiros@woldae.com

A meeting was held at City Hall with Inver Grove Heights Public Works representatives to kick-off the Central Maintenance Facility Needs Analysis and Master Site Plan project.

Discussion Topics:

- A. Wold provided a brief overview of the planning process and discussed the role and responsibilities of the Core Planning Group (CPG):
1. The group confirmed that Brian and Barry would represent the Inver Grove Heights (IGH) Public Works:
a. As the Streets Division Manager, Barry will connect regularly with his superintendents / leads and report back to the group.
b. Brian will coordinate with Police Chief Chiodo to discuss an IGH Police representative to advise on the gun range training facilities and the exterior site security:
1) Brian noted that a future Facilities Manager would likely be involved at the later stages in the project. This position is currently being hired for / filled by the City.
2. Minor involvement with other staff will be coordinated during focus groups and facility tours as needed, such as Vehicle Maintenance staff / Mechanics, Parks Division Manager, Water Treatment Division Manager, etc.
3. The group discussed the process of presenting to the City Council or City Administration:
a. Brian indicated that the City Administrator may be involved periodically through the duration of the project and / or briefed ahead of Council meetings.



- b. Currently, there is no need to plan for presenting to the City's other advisory committees – Environmental Commission, Parks and Recreation Commission, and Planning Commission.
- B. The group discussed the project goals, objectives, and criteria. Throughout the discussion, Brian and Steve provided historical information on past projects and City operations for reference:
  1. The current facility is severely lacking in space for vehicles and equipment, forcing Public Works staff to store items outside:
    - a. The harsh elements not only impact the longevity of equipment over time, but also cause inefficiencies with staff operations (shuffling locations, heating / defrosting, etc.).
  2. The vehicle / equipment washing facilities are inadequate (mobile HOTSYS system):
    - a. The lack of planned space does not allow for a regular and efficient cleaning routine for equipment.
  3. The staff support facilities are undersized and lacking:
    - a. The lunchroom doubles as the muster space and cannot accommodate the full department.
    - b. The building is lacking a training space and drop stations with computer terminals for staff to use.
  4. The flow / access around the vehicle maintenance bays is incredibly inefficient:
    - a. No direct exterior access, undersized, and cannot accommodate larger vehicles serviced (ladder trucks, trucks with trailers, etc.).
    - b. The exterior circulation and yard spaces are incredibly important for flow of vehicles around the site, staging, and deliveries.
  5. On past projects, there has been a lack of follow-through on implementing comprehensive planning efforts / recommendations:
    - a. It is important that this study truly takes a master planning approach with phased solutions. Furthermore, any recommendations should be backed by quantitative data to prove need or long-term savings, i.e. proof of proper vehicle maintenance (wash bays) to extension of equipment lifespan.
  6. The project is intended to be completed over the Summer of 2024 with a series of recommendation / implementation meetings to City Council likely in the Fall of 2024:
    - a. Upcoming elections in November could potentially impact City Council action:
      - 1) The Mayor and two Council Members are up for re-election.
    - b. Brian confirmed that there is no need to integrate this study's recommendations into this year's CIP. It will likely be that recommendations would be integrated into the 2025 CIP with bonding to follow (G.O. bonds typically on past projects).
  7. There may be City Council interest in creating a community meeting space within a Public Works renovation or expansion space:
    - a. Current community interaction with Public Works at the facility is minimal; a clean-up event is hosted annually and occasionally there are residents that walk-in to reception with questions / complaints.
    - b. City-wide staff events cannot be held at the current facility due to space constraints.



- C. Wold provided a brief overview to the survey instrument that would be distributed to the Core Planning Group and a selection of department heads / superintendents:
  - 1. Global department-wide topics would be limited to responses by the Core Planning Group, such as staffing projections, workload indicators, etc.
  - 2. Other operational and space use questions could be opened to the entire group for response.
  - 3. Ultimately, this data will be used to inform a space program that Wold will develop to determine what a right-sized facility would be for current and future needs.
  - 4. The group discussed the exercise of staffing projects and how to best weigh projections against reality:
    - a. Data will need to be compared against the City's Comprehensive Plan, Met Council's growth projections, road miles serviced, etc.
- D. Kraus Anderson provided a brief overview and tutorial of the facility condition assessment process and portal.
- E. Next Steps:
  - 1. Space Needs Assessment:
    - a. Wold will distribute a draft survey to the CPG for review prior to distribution.
    - b. A schedule for department interviews and tours will be coordinated with the CPG.
  - 2. Facility Condition Assessment:
    - a. IGH Public Works will compile all existing building documentation to share with Wold and Kraus Anderson.
    - b. A schedule for an interview and facility walkthrough will be coordinated with the CPG.
  - 3. Public Works Facility Tours:
    - a. Wold will provide a list of potential tour locations for local Public Works facilities:
      - 1) Dates for tours will be coordinated with the CPG.
    - b. Brian indicated that it may be beneficial to City Administration or Council Members to attend these tours.
  - 4. Core Planning Group Meeting No. 2:
    - a. A date for this meeting will be coordinated once the above-mentioned tasks are in progress / nearing completion.

cc: Melissa Chiodo, IGH Police

mechiodo@ighmn.gov



**To:** Attendees  
**From:** Jordan Medeiros | JM  
**Date:** June 17, 2024  
**Comm. No:** 242041

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**Subject:** City of Inver Grove Heights  
CMF Needs Study – Parks Maintenance Department Interview  
June 5, 2024 Meeting Minutes

**Attendees:**

Joe Hawkins, IGH Parks Maintenance	jhawkins@ighmn.gov
Mike Sperl, IGH Parks Maintenance	msperl@ighmn.gov
Joe Sanderson, IGH Parks Maintenance	jsanderson@ighmn.gov
Jonathan Loose, Wold Architects and Engineers	jloose@woldae.com
Jake Wollensak, Wold Architects and Engineers	jwollensak@woldae.com
Stevie Samuels, Wold Architects and Engineers	ssamuels@woldae.com
Jordan Medeiros, Wold Architects and Engineers	jmedeiros@woldae.com

*A meeting was held with representatives of the Inver Grove Heights Parks Maintenance department to discuss the operations, space deficiencies, and needs as part of the Central Maintenance Facility Needs Study.*

**Discussion Topics:**

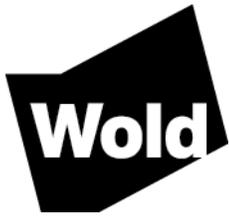
- A. Vehicle storage space is extremely limited and causes inefficiencies in daily operations, i.e. mobilization and tear-down with hooking up or loading trailers, equipment, etc. in vehicles:
  - 1. Currently, Department start, and end times are staggered across Parks, Streets, and Utilities, however, at times, traffic entering or exiting the main vehicle storage area and / or site can bottleneck, especially if the wash bay is in use.
  - 2. During the winter, available space of Parks Maintenance is even more limited due to snow-specific vehicles and equipment needed to be located in warm storage. The added storage needs limits free space available for small equipment maintenance or fabrication.
- B. Staff support facilities are lacking or undersized. The Parks muster space is undersized and can only accommodate full-time staff meetings; muster meetings with seasonal staff are held separately in the building's lunchroom:
  - 1. Technology in the muster room or meeting spaces is lacking. It would be ideal to have monitors or presentation technology available to review schedules, maps, weather conditions, etc. with the department.



- C. Additional private staff offices (Coordinator positions, Forestry, GIS) are likely needed for future expansion. At this time, there are two Parks Maintenance offices for the Superintendent and the Coordinator. The Coordinator office is currently shared with the Streets Lead Worker position.
- D. The Parks Maintenance muster space is located in the former woodworking space. There is no replacement woodworking space in the existing facility.
- E. The lunchroom is not frequently used by the Parks Maintenance department due to space limitations with other departments. Parks staff typically eat lunch in the muster space, and seasonal staff typically use the picnic tables outside.
- F. Central Equipment / Mechanics typically completes large-scale vehicle maintenance. Routine maintenance on vehicles and small equipment is completed day-to-day by Parks Maintenance staff. The limited vehicle storage and mechanics bay space makes it difficult to find adequate space to complete this work:
  - 1. In the future, it would be ideal to have a designated Parks Maintenance mechanic position. Even without a designated Parks mechanic position, it would be ideal to have a flexible mechanics bay for other departments to use to complete daily vehicle or equipment maintenance. This would be especially beneficial on rain days where operations / tasks often need to be moved indoors.
- G. A dedicated wash bay away from the main warm storage drive lane is critical for maintaining equipment:
  - 1. A dedicated pre-wash / rinsing station on the site would be ideal for cleaning off small equipment or lawnmowers. The hydrant located near the exit gate is currently used to prevent backing up the building trench drains with grass, chips, etc.
- H. In the future, Parks Maintenance could be located in its own building within a larger Public Works campus. It would be beneficial to be located on the same campus for proximity to the mechanics, however, being collocated in the same building with Streets or Central Equipment is not necessary. At this time, there is some equipment that shared is across all groups, but this could be coordinated more closely in the future or equipment acquisitions could be planned to eliminate overlaps.
- I. Parks Maintenance staff do not frequently utilize the locker rooms. If these spaces were improved with more showers, they would likely be used more.
- J. Efficiency of space use / storage could be improved in warm storage with a pallet racking system (overhead storage).
- K. Parks Maintenance currently utilizes their two bays in the Cold Storage Building for seasonal or small equipment storage, as well as material storage (grass seed, fertilizer, etc.). It was discussed that the full enclosed storage building could be used by Parks Maintenance alone:
  - 1. At the City-owned property to the south, there are two Conex boxes with overflow parks equipment (sports nets).
  - 2. Covered hoop storage or yard bins would need to be maintained for dirt, compost, rock, mulch, ag lime, salt, etc.



3. The salt shed also stores other materials used by Parks Maintenance, such as river rock or cold mix. Right now, materials are unloaded on the exterior of the salt shed then transferred into the building. Ideally, easier access into the salt shed would be available to avoid the double-handling of materials.
4. The group confirmed that the seasonal swap of equipment between warm and cold storage would be okay and that doubling the warm storage area to accommodate all vehicle and equipment space needs is not needed.
- L. It was noted that cross-departmental interactions are typically for equipment sharing or staffing needs during snow / weather events. Streets currently has six operators for twelve plow trucks. There is a lack of redundancy within the Streets department for operators, therefore relying on the help of other departments (Parks Maintenance, Utilities).
- M. Parks maintains the landscaping at the current facility / campus. Basic exterior landscaping improvements were requested for ease of maintenance in the future.
- N. Staffing and workload indicators were discussed at length with the group. Additional follow-up with the Public Works Director and Parks Maintenance Supervisor is likely needed to confirm staffing projections:
  1. In the early 2000's-2010's, Inver Grove Heights had approximately fifteen City parks to maintain. The number has since grown to thirty-five parks with planned expansions, including a sixty-acre park expansion and twenty-acre pending parks purchase. In addition to the City parks, the department also maintains boulevard / right-of-way green spaces, City-owned buildings, and the sports complex. Approximately 5,000 trees are maintained within City limits.
  2. During the winter, work operations include snow removal at parks and trails and hockey rink maintenance. Additionally, the bulk of tree maintenance / trimming is completed during the winter months.
  3. The department currently has nine full-time staff with about fifteen seasonal employees. In the last 10-15 years, only two full-time positions have been added to the department.
  4. It was estimated that the workload has increased by about 40 percent (equipment, space, people). The department has expanded work hours to weekend maintenance at the ballparks and fields to help keep up with the workload.
  5. In addition to the increase in maintained acreage, the complexity of new parks spaces has also lead to more maintenance time invested, i.e. splash pads. Additionally, the varied and steep terrain of Inver Grove Heights is another factor to consider for time and complexity with trails.
  6. Some work is hired out for other Contractors, including hazardous tree removal, electrical or plumbing work, engineered wood fiber maintenance / install at playgrounds, and chemical spraying. Most of this work, except for plumbing or electrical, could be done in-house, workload permitting.



- O. Parks Maintenance does have a small maintenance shop at the sports complex site. It is approximately two vehicle bays for overflow or seasonal storage and workshop space:
  - 1. Picnic table maintenance is completed at this site, especially during the winter months. They typically rotate through three to four picnic tables at a time within their small workshop bay.
  - 2. Parks Maintenance completes basic maintenance of parks buildings, including cleaning, stocking, painting, gutters, etc. The future Facilities Department could take on some of this work. The department typically has uses four days of the week to maintain parks and one day to maintain all City-owned buildings.
  - 3. Parks Maintenance also completes routine care for parks facilities, including cleaning, as well as maintenance of disc golf baskets, trash cans, soccer goals, etc.
  - 4. Some of the equipment stored for use at the sports complex includes a tractor, lawnmower, and Kubota utility vehicle.
- P. A shared ventilated closet in the warm storage vehicle area is used as explosive storage. A larger space specifically designed as an explosion room is needed for herbicide storage, paint, etc. An eyewash should also be included as part of this space.
- Q. DEF and non-oxy fuel could be added to the fuel island or more fluid lines could be provided in the general vehicle area to help service small equipment (lawnmowers).
- R. Potential tour locations discussed include Rosemount Public Works (upon completion) and Burnsville Public Works.
- S. The group mentioned that there is an abandoned ballpark belonging to Inver Hills Church that could potentially be purchased by the City if additional space is needed. Modifications to the driveway entrance would be needed if this land was acquired.
- T. Overall, the group felt that the current facility, accounting for offices, warm storage, and cold storage, would be sufficient to accommodate Parks Maintenance operations alone, assuming no other departments are collocating.
- U. Forestry-type work is currently completed by Parks. Equipment used includes a bucket truck (shared), chippers, and one to two 60" lawnmowers. The goal would be to also add two tandem dump trucks, could be shared with Utilities. The dump trucks would be used to help with material movement and could also add redundancy for plow trucks in the winter months.
- V. It would be beneficial to have a small hoteling or conference space to accommodate Recreation Programming staff on site. Parks Maintenance communicates with them to help with event scheduling and set-up / tear-down.
- W. It was noted that there was a request for a municipal RV dump station within City limits by residents / staff.

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**To:** Attendees  
**From:** Jordan Medeiros | JM  
**Date:** June 17, 2024  
**Comm. No:** 242041

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**Subject:** City of Inver Grove Heights  
CMF Needs Study – Street Maintenance Department Interview  
June 5, 2024 Meeting Minutes

**Attendees:**

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Tommy Hanson, IGH Street Maintenance	thanson@ighmn.gov
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*A meeting was held with representatives of the Inver Grove Heights Street Maintenance department to discuss the operations, space deficiencies, and needs as part of the Central Maintenance Facility Needs Study.*

**Discussion Topics:**

- A. The group acknowledged there is some benefit for collocating with Utilities and Parks Maintenance for equipment sharing and staffing redundancy – flexibility and ease of communication. There was agreement that there should be a dedicated space for the mechanics. Additionally, it is not necessary to collocate with engineering:
1. Maintaining campus proximity to the mechanics shop would be more important but some separation would be acceptable. A public or exterior access point to the mechanics shop would be important as service traffic right now needs to follow through the rest of the vehicle storage area.
- B. Project loads for Streets Maintenance includes paving, snow plowing, street striping and painting, tree maintenance (property line up to the street and boulevards), street cleaning / garbage maintenance, and building maintenance of the current facility:
1. Paving requires sweepers, mill / planer, dump trucks / one-tons for hauling, and pavers. Typically street replacement projects are completed a few blocks at a time.
  2. Tree maintenance requires use of the bucket truck.
  3. Streetlights are currently maintained by Dakota County or MnDOT. This likely not to change over to IGH Public Works in the future.



- C. 'Everything falls on our shoulders' was the general sentiment for how Public Works is viewed within the greater City of Inver Grove Heights body – equipment and vehicle maintenance, service needs, etc.
- D. Streets Maintenance has eight full-time employees plus four seasonal employees, typically average two to four seasonals. No new full-time positions for Streets Maintenance has been added to the division since 2001. In recent years, two full-time positions have been added under Streets for the Stormwater / Natural Resources Division.
- E. Posts for sign fabrication are stored in Cold Storage. The fabrication shop does print signs (digital or vinyl), painting is no longer completed. The sign shop currently occupies a portion of the Streets Maintenance muster space. It was noted that the full muster space would be sufficient for sign shop operations if the muster space was relocated elsewhere.
- F. The group discussed the space deficiencies of the warm vehicle storage area. The biggest complaint was the lack of overall space, as it is shared across all three departments, and the lack of organization or clear divisions of space. Additionally, the space is not large enough to accommodate vehicles with trailers attached. Equipment often needs to be unloaded and trailers detached; these are either stored outside or sometimes even in the drive lane:
  - 1. Wider stalls would also be beneficial to accommodate tandems with plows and wings attached.
  - 2. In the morning or evening, there can be significant bottlenecking with small equipment in the shop / drive area, hooking up trailers / attachments, washing equipment or filling fluids / materials.
- G. The Streets Department mentioned Burnsville Public Works as a potential location to tour.
- H. Dedicated wash bay and brine mixing spaces were requested, away from the main vehicle drive lane:
  - 1. Similar to Woodbury Public Works, brine mixing could be completed in its own space inside with a new exterior fill connection on the exterior of the building.
  - 2. The existing wash bay is too narrow to comfortably wash a vehicle with surrounding work space. Often times now, vehicles are washed in the main drive lane, holding up entering or exiting traffic.
  - 3. For a new wash bay, a drive-through bay is a must with an acid neutralizing and under body wash.
- I. Streets typically tops and fills plow trucks before an anticipated snow event.
- J. The group noted that ideally all equipment or vehicles would be in either warm storage or cold (covered) storage. UV damage can significantly decrease the lifespan of equipment. Mezzanine or racking storage would be beneficial to supplement for attachments and small equipment.
- K. Material storage needs include rock, class V, salt, rip/rap, black dirt, sand, river rock, and UPM. Covered hoop storage would be sufficient for this material:
  - 1. A recycling bin for sweepings could be a potential addition to this space. Inver Grove Heights does not currently recycle sweepings.
- L. A dedicated exterior wash area and fill station are desirable to help with equipment cleaning / maintenance. Burnsville Public Works was referenced.



- M. Improved and larger employee spaces were also requested, including conference or breakout rooms and hoteling workstations. The locker rooms should also be improved with more shower stalls, similar to a Lifetime Fitness with private bathrooms and showers. There is also no designated women's locker room, just women's toilet facilities.
- N. Streets Maintenance holds their muster meetings at 6:00 a.m. Each department has its own morning meeting with division leads coordinating with other divisions as needed. There is currently no training or conference space large enough to accommodate an all-staff type meeting with all four divisions.
- O. Central Maintenance / Mechanics typically completes all major equipment or vehicle maintenance. If smaller maintenance is needed on wings or plows, Streets staff will typically coordinate use of a bay with the mechanics.
- P. Overall, the group acknowledged that the current facility would be sufficient for Streets Maintenance in moving all major equipment to warm storage. Cold storage would be sufficient for Streets Maintenance equipment if salt / stand is relocated elsewhere. Cold storage equipment would include attachments, trailers, pavers, graders, plow attachments, and skidloaders:
  - 1. Other miscellaneous materials such as scrap iron, manhole covers, and catch basins could be kept outside as-is.
- Q. The likelihood of EV charging is low at this time, but could not be confirmed.
- R. The fuel island is sufficient for now; however, the location would need to be reevaluated based on future campus improvements. All City departments utilize the fuel island, even after hours (Police, Fire, Inspections, etc.):
  - 1. Adding a DEF line to the fuel island would be beneficial.
- S. An exterior hydrant with good water pressure would be beneficial for equipment maintenance.
- T. The group confirmed that the overhead radiant heat system is sufficient for drying equipment in the winter months.

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**To:** Attendees  
**From:** Jordan Medeiros | JM  
**Date:** June 17, 2024  
**Comm. No:** 242041

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**Subject:** City of Inver Grove Heights  
CMF Needs Study – Central Equipment Department Interview  
June 6, 2024 Meeting Minutes

**Attendees:**

Jay Lerbs, IGH Central Equipment	jlerbs@ighmn.gov
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*A meeting was held with representatives of the Inver Grove Heights Central Maintenance / Mechanics department to discuss the operations, space deficiencies, and needs as part of the Central Maintenance Facility Needs Study.*

**Discussion Topics:**

- A. More warm vehicle storage space would be beneficial for the mechanics as well, so they do not need to fetch equipment covered in snow and ice, dripping water in the mechanic's bays. Often times, they try to troubleshoot vehicle issues outside as well, before bringing it into the bay. Furthermore, vehicles and equipment severely degrade when stored outside (UV, salt), so warm or covered storage will help to extend the lifespan (ongoing investment in equipment replacement / maintenance versus building costs).
- B. The group discussed the space deficiencies of the current mechanic's shop:
  1. There is no AC in the mechanic's shop. Condensation on the concrete slab is frequently an issue in the summer months.
  2. The overall height of the shop is too short, especially when servicing and lifting larger vehicles (Fire).
  3. The overhead doors into the bays should be wider, similar in width to the main entry / exit doors.
  4. The work bays should also be wider for more workaround space and have drive-through access.
  5. A larger designated welding space is needed with better ventilation. Steel is currently stored on the mezzanine, on the opposite side of the shop as the welding equipment.

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6. An overhead crane is essential; a ten-ton crane may be overbuilt but would accommodate for the worst-case scenario. The group noted that the current crane does not operate well for pulling and holding equipment / vehicles at an angle.
7. There are currently four bays with rollable hoists, an in-ground truck hoist, an in-ground car / small hoist, and an above-ground car hoist. There is no flexible tear down bay. It would be ideal to have a tear down bay, as well as a stall for small equipment (mowers, concrete cutters) with crane or lift access.
8. There are currently three full-time employees with one lead position.
9. Better overall building ventilation is needed in the mechanic's bays as dust is a constant issue.
10. The parts room is undersized and is also a shared office space with the mechanics lead position.
11. Tires are currently stored on the mezzanine level. It would be ideal to move these down to the main level with an exterior access door for ease of receiving deliveries.
12. The lube system should be improved, converting from barrel storage currently to bulk totes. More oil distribution reels throughout the mechanics would be ideal, accompanied by front and rear air hoses and more electrical outlets.
13. High-speed doors would be ideal in the mechanic's shop and in the facility overall for temperature regulation. Heated floors would be beneficial as well, especially in the mechanic's shop.
14. The group requested a designed loading dock and warehouse space. Mechanics typically receive deliveries as they are most often at the shop, and they are responsible for moving or breaking down pallets. It would be more efficient to have a designated delivery storage area, as well as a central supply / storage room that can accommodate building-wide needs (paper towel, cleaning supplies, etc.).
15. The group agreed that one benefit to the current building layout is that the mechanic's bay is on the interior with the main vehicle storage area serving as buffer from the elements. Direct exterior access will expose this space to more variation in hot and cold temperatures.
16. The current tailpipe attachment vehicle exhaust system does not work well. An improved exhaust capture system at each bay is needed, along with better fan-based ventilation.
17. A drive-on lift is not currently used and is likely not needed in the future. The lift limits the flexibility of the bay. The group preferred a regular in-ground lift with 10,000-11,000 capacity to pick up 450's and 550's. A second in-ground lift for larger vehicles could replace the need for overhead / post lifts.
  - a. Confirmed needs would be two in-ground car hoists, one in-ground truck hoist, rollable lifts, and an overhead crane.
18. Due to the critical need for plows in the winter, the mechanics typically keep the first bay with column lifts open during snowstorms to minimize equipment downtime.
19. After-hours access into the mechanic's space is likely need for Streets, Parks, or Utilities, especially when responding to snow events or service calls.
20. Placement of the floor drains, both in terms of location and quantity, need to be improved. Current floor drains interfere with the post hoist locations.
21. In-ground tie downs would be beneficial. There were in-ground hooks previously, but these became unsafe to use and were removed.



- C. The group discussed the overall building deficiencies and needs:
  - 1. A dedicated explosion room that is larger and properly ventilated is needed for hazardous material storage.
  - 2. Improved staff areas are needed for a larger break room, conference rooms, and locker rooms.
  - 3. A dedicated mechanics' workspace would be beneficial to have a computer work area and storage for manuals, books, etc.
  - 4. EV charging should be considered for future building and site improvements. While most heavy equipment would not be electric, there could be potential for smaller passenger vehicles to be electrified. More indoor parking would be needed for battery maintenance. Heavier hoists for maintenance would also be needed. Servicing of these vehicles would likely be contracted out due to training limitations.
  - 5. More indoor or covered parking would also significantly decrease the time spent plowing the exterior lot area.
  - 6. More mezzanine storage or racking would be beneficial for storing attachments, smaller equipment, etc. The group referenced St. Cloud's Central Shop.
  - 7. Better lighting is needed in the main vehicle area. The shop lighting is sufficient.
- D. It is anticipated that two additional full-time employees could be added in the next ten years.
  - 1. Fire vehicle maintenance could be one dedicated employee. This work used to be contracted out.
  - 2. Contracted work is largely a result of space constraints (lack of staging area) and scale of work (engines, transmission, etc.). There is no staging space to store a down vehicle while parts are on order.
  - 3. Central Maintenance builds out police squad vehicles while Northern Safety Technologies completes the light and radio install.
  - 4. The mechanics do pick up all vehicles in need of service from other city or off-site facilities.
  - 5. Parks Maintenance completes small equipment maintenance (greasing, blade sharpening, air fill). If Parks were to be relocated to their own building, service vehicles / equipment would be brought to the mechanic's suite in lieu of mechanics going to the Parks shop.
- E. The group discussed the following locations for potential tours: Eagan Public Works, Burnsville Public Works, Dakota County (no drive-on hoists and campus set-up), Transit (second story parking).

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**To:** Attendees  
**From:** Jordan Medeiros | JM  
**Date:** June 17, 2024  
**Comm. No:** 242041

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**Subject:** City of Inver Grove Heights  
CMF Needs Study – Utilities Department Interview  
June 6, 2024 Meeting Minutes

**Attendees:**

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*A meeting was held with representatives of the Inver Grove Heights Utilities department to discuss the operations, space deficiencies, and needs as part of the Central Maintenance Facility Needs Study.*

**Discussion Topics:**

- A. The primary space deficiency discussed is the lack of vehicle and equipment storage space. Utilities typically only occupies three stalls in warm storage with remaining equipment parked outside. Cold storage mainly houses other smaller pieces of equipment (caged):
  - 1. Ideally, all service trucks would be in warm storage due to the high volume of tools, materials and equipment stored in these vehicles, including paint, computers, batteries, etc. Additionally, these are responding vehicles in emergency utility calls. There are currently eight service trucks.
  - 2. Utilities currently stores the jet truck, easement machine, and camera van in warm storage.
  - 3. The mowing trailer is loaded / unloaded daily; trailers are stored outside while mowers are brought inside and typically need to be stored within the drive lane, causing issued with bottlenecking and traffic back-ups with other departments.
- B. The existing building does not have any designated workshop space. Utilities staff typically utilized the water treatment plant, the exterior parking lot (summer), or the drive lane (winter) for workshop space:
  - 1. A makeshift workshop space has been created in the wellhouse at the water treatment plant for meter and hydrant assembly or mower maintenance.
- C. Stockpiled material is shared across all three divisions, including sand and class V, and are used by Utilities for main breaks, service leaks, etc. A hoop shed would be preferred just for overhead coverage. The current material storage space could then be converted to cold storage if the building is maintained.



- D. Dump trucks are owned by the Streets Maintenance division but shared across all departments as needed:
  - 1. An improved trench drainage system would be ideal to help with washing out the dump trucks after they are used for hauling.
- E. Potential tour locations discussed include Brooklyn Center or Brooklyn Park (expansive space and organized pallet racking) and Hastings (mezzanine with crane storage).
- F. A back-up generator is needed for the building. The Utilities division has a generator used for lift stations that often serves as the building back-up generator. The gates and overhead doors are not on back-up power:
  - 1. New lift stations typically integrate generators, however, not all lift stations in Inver Grove Heights have generators. There are plans to phase them out, but at this point, there are seven lift station without integrated generators.
- G. The group discussed workload factors and historical / projected staffing for the department:
  - 1. It was noted that the workload for this division could be tied more closely with the City's comprehensive plan / growth as infrastructure expands with new developments.
  - 2. There are currently eight full-time employees with one position designated to the water treatment plant and two to four seasonal employees. There was recently one full-time employee that left, however, that position is not being filled. The most growth under Public Works has been the Stormwater / Natural Resources group. Growth has been fairly stagnant in this group. Projections need to be verified but two to three additional staff could be expected in the next twenty years.
  - 3. The Utilities Division primarily maintains the sanitary sewer system and aids in installing new systems. Service calls are also completed to help with locates, meters, etc.
  - 4. Outside contracted work includes televising, jetting, and utility maintenance on busier roads. The City's insurance limits televising work that can be done in-house.
- H. Future equipment acquisition projections include a new jetter truck.
- I. The water treatment plant serves as a critical secondary facility for the Utilities Division:
  - 1. Seven well houses are serviced, as well as eleven sanitary lift stations.
  - 2. It is not essential that Utilities be located at the water treatment plant in future operations, however, its close proximity (approximately half-mile) and the extra space it affords for the department, means that it has become a valuable secondary space.
  - 3. Utilities staff typically take their lunch breaks at this location.
  - 4. Meeting space is available at this facility to review physical plans or hold other staff meetings as needed.
  - 5. Approximately three garage stalls are available at the water treatment storage for equipment storage, including a large diesel generator, cones, a main break trailer, mower trailer, and plows. A seasonal swap of equipment typically takes place.
  - 6. In addition to the water treatment plant, equipment is also stored at the water towers, creating inefficiency in acquiring materials or equipment across three sites to complete tasks or service calls.
  - 7. At the City's dump site, there is a bone yard with castings, rings, manhole covers, pipe parts, etc. This is OK to be stored outside and uncovered, but could be relocated to the Public Works campus.



- J. The locker rooms should be improved to accommodate all staff with more showers. Additionally, washer and dryer facilities were requested.
- K. Hoteling computer stations would likely be sufficient for staff. Phones or mobile laptops are used most often.
- L. The group acknowledged that collocating with Streets or Parks Maintenance is beneficial for equipment sharing and on-call needs, as well as camaraderie.
- M. The Public Works site also houses storage containers and equipment for other departments as it is the only secure City facility. Storage includes Police squads, fire boats, the community outreach trailer, the ammo trailer, and at times damaged / towed vehicles associated with Police operations. Sometimes personal vehicles for Police are parked in the secure lot, in addition to State / County / Contractor vehicles during large projects. More space is needed on the site for flexibility in staging and storage.
- N. If a larger campus is developed for Public Works, it would be preferred to have internal driveway connections in lieu of a disconnect requiring access from Barabara Avenue.
- O. The current facility could accommodate all Utilities operations and storage needs but is likely a little oversized. Approximately twenty stalls are needed for all Utilities warm storage – 10-12 pick-ups, jetter, trailers, generators, van):
  - 1. Parks is likely the main candidate for a standalone building as they have the most small equipment and seasonals.
  - 2. Natural Resources will likely stay under the Streets Maintenance division. Their environmental effort will focus on stormwater cleanup / management and water quality.
- P. The group discussed Wold's ongoing project at the Cottage Grove Utility Building that could be a good precedence / reference for this project (similar population).

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**To:** Attendees  
**From:** Jordan Medeiros | JM  
**Date:** August 12, 2024  
**Comm. No:** 242041

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**Subject:** City of Inver Grove Heights  
CMF Needs Analysis and Master Site Plan  
Police Training Kick-Off Meeting  
August 8, 2024 Meeting Minutes

**Attendees:**

Melissa Chiodo, Inver Grove Heights Police	mechiodo@ighmn.gov
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*A meeting was held at City Hall with Inver Grove Heights (IGH) Police and Public Works Representatives to discuss the Police Training needs as part of the Central Maintenance Facility Needs Analysis and Master Site Plan project.*

**Discussion Topics:**

A. Existing Conditions:

1. The existing vehicle garage only accommodates eight Squad vehicles and one UTV. The remaining Squad cars and personal vehicles are parking between the two small parking lots on site or on the street.
2. The current Police Facility has one main multi-purpose space in the basement and is utilized for DT training, an EOC, a classroom, and for large meetings:
  - a. The Hero Center or other local facilities are rented for major training events for the Department.
  - b. The EOC is a local Emergency Response Center backing up the Dakota County EOC operations. The City's back-up EOC is run out of Fire Station 2.



B. Training Facility:

1. Depending on the outcomes of the Public Works improvements, it was thought that the Police Training Facility could be located in the vacated cold storage / materials storage building.
2. A fifty-yard firearms range with six lanes would be needed to accommodate training needs. A twenty-five-yard range could be acceptable but would limit the use of the space for long gun qualifications.
3. An overhead door into the range would be desired for Squad vehicle access and facilitating cold-weather shoots.
4. Support spaces include locker / changing rooms, toilet rooms, gun cleaning, weapon and ammo storage, etc.
5. A classroom space would be needed citizen meetings, an EOC, and virtual scenario-based trainings.
6. A designated Mat Room would be beneficial for DT training and equipment storage.
7. There is the potential to open this Facility to other Agencies for training. Classrooms would need to accommodate approximately forty individuals.
8. No modifications would be needed to the existing Police Multi-Purpose Room as a part of this project. That space could be renovated for Police Department expansion as their space needs continue to grow in their primary building.
9. Team Policing Training currently runs in two shifts, typically twenty to twenty-five Officers at a time with projections up to thirty Officers in the future.
10. Direct connection from the Training Facility to the main Police Facility is not required.

C. Site Improvements:

1. The existing parking lots are not secured and extremely undersized. Public parking (two to three stalls) is co-located with both Squad and personal vehicles.
2. The preference would be to provide fencing and gate access into the Police Parking Lot and shared driveway access to Police and Public Works. Separate public parking and site infrastructure (sidewalks) would need to be provided elsewhere to allow for this separation.
3. Chief Chiodo will provide final vehicle counts needed for public and personal vehicles. The equipment list shared by Public Works includes City-owned Police vehicles and equipment, including three storage trailers stored at Public Works and a Mobile Command Vehicle currently stored at Fire Station 1.
4. It was also noted that the generator is unsecured with open access to the public.
5. Chief Chiodo also noted that better signage for public wayfinding would be beneficial.

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**To:** Attendees  
**From:** Jordan Medeiros | JM  
**Date:** August 12, 2024  
**Comm. No:** 242041

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**Subject:** City of Inver Grove Heights  
CMF Needs Analysis and Master Site Plan  
Public Works Core Planning Group Meeting  
August 8, 2024 Meeting Minutes

**Attendees:**

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*A Core Planning Meeting was held at City Hall with Inver Grove Heights (IGH) Public Works Representatives for the Central Maintenance Facility Needs Analysis and Master Site Plan project.*

**Discussion Topics:**

A. Space Program:

1. Prior to the meeting, Brian provided an updated equipment list with future equipment acquisitions and notes on the draft Space Program.
2. Brian confirmed that no additional storage needs would need to be accounted for the Golf Course.
3. At the locker rooms, all full-time current and future staff should have full-height lockers. All current and future seasonal positions should be assigned a half-height locker.
4. The Training Room should be able to accommodate seventy total individuals. An operable partition should be installed to split for training and lunchroom functionality. The maximum expected training capacity is seventy; the maximum expected lunch room capacity at a single time is thirty-five.

B. Options Criteria:

1. In preparation for options development, the group discussed critical Department adjacencies and operational expectations.
2. Critical adjacencies include Streets to Natural Resources and Streets to Utilities. This is largely driven by the common Public Works umbrella.
3. Streets have a less strong connection to Parks Maintenance; however, some connection should be maintained for staffing redundancy.



4. Central Equipment / Mechanics have a strong connection to all division, with a stronger emphasis on Streets and Parks. This division will also have a strong connection to other City Departments (Police, Fire).
  5. A common storage yard, cold storage, and salt hoop would be acceptable for all division to share.
  6. Brian indicated there is no permanently dedicated space for spoil storage within the City right now. There is a ten-acre EDA parcel that is currently used, but this is not a long-term option. If space was allocated in a 2-5 acre bone yard, that would be desirable.
  7. The parcel west of Babcock is also designated as an EDA parcel. There is an expectation that this site could be used for temporary storage or phasing flexibility, but it would likely not factor into a permanent building site for Public Works.
  8. Due to the dead-end condition of Babcock at the south edge of the City's parcels, the right-of-way could be utilized for expanded Public Works development space if needed.
  9. Brian indicated that Parks Maintenance would likely not be receptive to staying within the vacated current building; however, a long-term renovation or phasing plan could be an option to appease the division.
- C. Next Steps:
1. Brian, Jonathan, and Bolton & Menk will coordinate on expanding the Survey limits to include the existing Public Works site, the existing Police parking lots, and the MN-DOT triangle parcel to the east.
  2. Wold to revise Space Program with information gathered from Public Works and Police. Preliminary options will be developed at presented at the next Core Planning Group meeting. Wold to coordinate with Brian on scheduling.

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# APPENDIX H

## FUNDING RESOURCES



## **INTRODUCTION**

Cities use various funding methods to construct, maintain, or improve city facilities and infrastructure. In conjunction with the consultant's needs analysis and site planning efforts, staff have evaluated options for how the City might pay for a new Central Maintenance Facility ("Facility"). The following presents the staff's recommendations and a general overview of the alternatives that were evaluated.

### **STAFF RECOMMENDATION: General Obligation Bonds & Property Tax Levy**

The most common means of financing a municipal facility, such as the proposed Facility, is for the City to borrow money through the issuance of bonds and then make annual payments on those bonds with revenue generated through the City's property tax levy. In Inver Grove Heights, the most recent city building constructed was Fire Station #2, and it was funded in this manner.

After evaluating the potential alternatives and given the scope and cost of this proposed project, it is recommended that the City proceed with the expectation that it will need to issue bonds (i.e. borrow money) to finance the Facility and then increase the City's property tax levy accordingly to make annual payments on that debt.

Staff did consider the potential to have some of its utility capital funds (Water, Sewer, Stormwater) either contribute cash "up front" or provide funds to help offset the annual debt service levy. However, as recent utility rate studies have shown, these respective capital funds lack sufficient resources to pay for upcoming utility-related capital needs without ongoing, and somewhat larger-than-normal, utility rate increases.

### **Impacts of Bonding for Facility**

Utilizing the building option recommended by the Public Works Director, ("Option B"), the City's Financial Advisors at Ehlers were tasked with preparing bonding options and their estimated impacts to the City's tax levy. The City already has \$3 million in cash set aside for the project. With Option B having an estimated total project cost of \$53.8 million, that leaves an estimated \$50.8 million to be funded through bonds.

Bonding options explored include a single bond issuance or two bond issuances in back-to-back years, each for approximately half of the amount needed to fund the project. The purpose of utilizing two bond issuances would be to phase in the impact to the City's taxpayers. In both approaches, it is estimated that the term of the bonds would be 20 years. This exercise was completed for the \$50.8 million amount, and for 10% above that, or \$56.12 million, given that the exact cost of the Facility is unknown at this stage of the project.

The estimated levy impacts of each option are as follows:

**One Bond Issuance** (bonds sold in 2026, first payment due in 2027)

	<b>Total Amount of Bonds</b>	<b>Total Debt Costs (over life of bonds)</b>	<b>Budget Year</b>	<b>\$ Increase to Levy (for new debt)</b>	<b>% Increase to Levy (for new debt)</b>
Estimated Project Costs	\$50,755,000	\$85,770,721	2027	\$3,673,849	10.1%
Estimated Project Costs + 10%	\$56,120,000	\$94,836,952	2027	\$4,062,173	11.2%

**Two Bond Issuances** (bonds sold in 2026 & 2027, first payments due in 2027 & 2028)

	<b>Total Amount of Bonds</b>	<b>Total Debt Costs (over life of bonds)</b>	<b>Budget Year</b>	<b>\$ Increase to Levy (for new debt)</b>	<b>% Increase to Levy (for new debt)</b>
Estimated Project Costs	\$50,850,000	\$86,921,483	2027	\$2,120,388	5.8%
			2028	\$2,134,037	5.3%
Estimated Project Costs + 10%	\$56,220,000	\$95,960,005	2027	\$2,120,388	5.8%
			2028	\$2,585,137	6.4%

**Additional Considerations**

In addition to considering whether to proceed with a single bond issuance or multiple, and the timing of that action, the City will likely want to explore whether it can bring additional cash resources to the project in order to moderate the amount of the bonds issued.

**OTHER FINANCIAL CONSIDERATIONS:**

Given the financial cost for this project (exceeding \$50 million) and the need for it to be constructed in a timely manner, staff did not believe it would be reasonable to consider financing the project by only utilizing other (non-bonding) financial resources. This is not to say that a final recommendation would not include these other resources, just that these other resources would not be sufficient. Given the project is still in a preliminary phase, the recommendation is to consider these additional resources once the final design is complete.

## 1. **Paying Cash Upfront**

A city may certainly save up funds and pay cash for any building construction project it needs to undertake. The City of Inver Grove Heights has a City Facilities Fund that is intended to cover operating costs for City buildings, along with some capital costs. However, the City has not historically set aside money to the level that would be needed to pay cash for an entirely new building. At the end of 2024, the City Facilities Fund had a balance of just under \$2 million, which is intended to allow the City to pay cash for some of the more modest capital improvements to the entire range of City owned buildings, such as City Hall, the police station, fire stations, etc. Such improvements include roofs and other building envelope components, HVAC replacements and upgrades, etc.

Between 2021 and 2023, the City set aside \$3.8 million towards a new Central Maintenance Facility - these were funds allocated from the City's Host Community Fund. In 2021, some of these funds were used for the purchase of the Kundla property and prepping that site for potential Facility project use. This current study is also financed from those earlier savings. This savings balance has benefited from interest earned and staff have estimated that \$3 million will remain available, after this study, to help offset project costs. However, with a total estimated project cost of \$53.8 million, this cash on hand will pay for a very small portion of the project.

It may be possible to allocate additional funds from the Host Community Fund. At the end of 2024, the Host Community Fund had a balance of \$4.5 million. However, during 2025 budget preparations that balance was not expected to grow given the fund's proposed commitments to the City's Sewer Capital Fund and Stormwater Capital Fund. With the passing of a new host community agreement, cash forecasts may favorably change but that potential revenue growth would not occur for several months, even years. And staff do not believe that growth would be a significant contribution towards the amount needed for the Facility.

When final design for the new proposed Facility is complete, and project costs have been refined, staff will provide Council with an updated list of possible internal cash resources to consider using toward a portion of the project cost.

## 2. **Interfund Loan**

The City maintains a number of different funds, including the Water, Sewer and Stormwater Capital Funds, Pavement Management Fund, Central Equipment Fund and City Facilities Fund, from which an interfund loan could legally be made. However, each fund has its own future capital needs and challenges, and even if all of them were combined, they would not provide sufficient funding for a project the size of the Facility. There would still be a need for the City to issue bonds to fund the remainder of the project, plus the need to make regular repayments on any interfund loans, leaving little or no benefit to utilizing interfund loans compared to bonding for the project as a whole.

### 3. **State or Federal Funding**

State funding for capital projects is generally restricted to projects with regional significance, meaning they serve or benefit residents of multiple communities. There are certain municipal facilities that each and every city in the state needs to operate - including a city hall, police station, fire station(s) and maintenance (or "Public Works") facility. The state does not provide funding for these types of buildings because if it gave money to one city for this purpose, there would be no basis to deny it to other cities. From time to time, cities do ask the state for funding for such projects, but they have seen little to no success. In recent years, one nearby city asked for state bond funds for a new city hall / police station while another sought funding for a public works facility; neither was successful. In the event state or federal funding is provided, those associated projects typically have restrictions or requirements on the construction of an improvement that can increase project costs anywhere from 10-35%. Combined with current economic trends and fiscal challenges present at both the state and federal levels, it is staff's opinion that going through the process of requesting and lobbying for state funding for the Facility would have limited chance of success, and would likely lead to delays in proceeding with the project, and lead to unnecessary cost increases in the project as a result of those delays.

### 4. **Local Option Sales Tax**

A local option sales tax is a sales tax that is collected within the geographic boundaries of a city or county. Local option sales taxes apply to the same items and services as the general state sales tax. Minnesota cities can use the local option sales tax to fund capital projects such as the Facility. The process for establishing a local option sales tax is currently the subject of much legislative debate, and a state-imposed moratorium is currently in-place for such taxing options. Prior to the moratorium, a local option sales tax required approval from the state legislature, approval from the City Council, and approval by voters via a ballot referendum.

A local option sales tax is often recommended when the proposed improvement or services are of a regional significance - meaning the improvement would impact a large portion of non-residents who would be working, shopping, or visiting the city. As the City's tax base is primarily made up of residential properties (76.55%) and those will often be the same individuals making purchases within the community, the burden of a new citywide sales tax would fall primarily on the city's own residents. So, given the likelihood that the City's residents would be the primary payers of this tax, along with the administrative and time constraints in implementing such a tax, staff are not recommending the City pursue this financing option.