WACONIA CITY COUNCIL MEETING AGENDA

Monday, March 6, 2023
6:00 PM

VISION STATEMENT
A thriving, connected community with deep roots: a great place to live for a lifetime.

MISSION STATEMENT
A city that leads, serves, and governs to enhance the quality of life for all community members.

MAYOR:	NICOLE WALDRON
COUNCIL MEMBER :	RANDY SORENSEN
COUNCIL MEMBER:	STEVE YETZER
COUNCIL MEMBER:	NICK GLEASON
COUNCIL MEMBER:	JEFF GRENGS

NOTE: TO ENSURE THAT YOU ARE PRESENT FOR ITEMS OF INTEREST, PLEASE BE PRESENT AT 6:00 P.M.

Those with items on the agenda should reach out to their staff contact. Others who wish to participate in the meeting, please contact the City Administrator at 952-442-3100 or sfineran@waconia.org to make certain that you are called upon during the meeting.

1. CALL MEETING TO ORDER AND ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. ADOPT AGENDA

4. VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE

5. ADOPT CONSENT AGENDA

The items listed on the Consent Agenda are considered routine and non-controversial by the Council and will be approved by one motion. There will be no separate discussion of these items unless a Councilmember, City Staff, or Citizen so requests; in which case, the item will be removed from the Consent Agenda and considered at the end of the Regular Agenda.

1) February 21, 2023 Regular City Council Meeting Minutes
   Approve February 21, 2023 Regular City Council Meeting Minutes
2) March 6, 2023 Expenditures
   Payment of March 6, 2023 Expenditures
3) Donation Acceptance - Cash Donations for Adaptive Playground Equipment
   Adopt Resolution 2023-56, Accepting Cash Donation for Adaptive Playground Equipment
4) Establish Municipal State Aid Highways
   Adopt Resolution 2023-57; Establishing Municipal State Aid Highways for Waconia, Minnesota
5) Approve Public Services Study Proposal
   Adopt Resolution 2023-58; Approve of Oertel Architects Proposal of Fee and Scope for Public Services

Study at a Cost of $19,710.00, CIP Project 692

6) Approve Amended Lateral Lining Agreement
Adopt Resolution 2023-59; Approving the Amended Lateral Lining Agreement with Northland Lining

7) Authorize Chassis and Equipment Pricing; Unit #39
Adopt Resolution 2023-60; Authorizing City Staff to Obtain Chassis and Equipment Pricing for Replacement of Unit #39, 2008 Sterling Acterra Bucket Truck, CIP Project 308 for 2024 Acquisition

8) Approve Staff to Apply for CCWMO Cost Share Funds
Adopt Resolution 2023-61; Approving City Staff to Apply for Carver County Water Management Organization Cost Share Funding Grant for Capital Projects, FY 2024

9) Authorize Submission of Local Trail Grant
Adopt Resolution 2023-62; Authorize Resolution Supporting MN Department of Natural Resources Local Trail Connections Program Grant Applications for CSAH 10 Trail

10) Retirement of Firefighter Adam Weiland
Adopt Resolution 2023-63, Accepting Retirement of Firefighter Adam Weiland

6. COUNCIL BUSINESS

1) Approve Plans and Order Advertisement for Bid
Adopt Resolution 2023-64; Approving 2023 Improvement Plans and Specifications & Ordering Advertisement For Bids

2) Authorize Staff to Initiate Capital Project #731
Adopt Resolution 2023-65; Authorizing City Staff to Initiate Capital Project #731, Holiday Lighting to Secure Donations to Meet Project Funding Goals

7. ITEMS REMOVED FROM CONSENT AGENDA

8. STAFF REPORTS

9. BOARD REPORTS

1) Councilmember Sorensen
2) Councilmember Yetzer
3) Councilmember Gleason
4) Councilmember Grengs
5) Mayor Waldron

10. ANNOUNCEMENTS

11. ADJOURN REGULAR MEETING ....OFFICE OF THE CITY ADMINISTRATOR

Shane Fineran

Work Session: Commission on Aging Review

UPCOMING CALENDAR OF EVENTS/MEETINGS:

Park Board - March 16th - 6:30 p.m.
City Council - March 20th - 6:00 p.m.

REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	March 6, 2023
Item Name:	February 21, 2023 Regular City Council Meeting Minutes
Originating Department:	Administration
Presented by:	Ann Meyerhoff
Previous Council Action (if any):	

Item Type (X only one):	Consent	X	Regular Session		Discussion Session	

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

Approve February 21, 2023 Regular City Council Meeting Minutes

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

Attachments:

1. Minutes 2-21-2023.pdf

FINANCIAL IMPLICATIONS:
Funding Sources & Uses:

Budget Information:
_________Budgeted
_________Non Budgeted
_________Amendment Required

ADVISORY BOARD RECOMMENDATIONS:

Planning Commission	
Parks and Recreation Board	
Safari Island Advisory Board	
Other	

CITY OF WACONIA
February 21, 2023

1) CALL MEETING TO ORDER AND ROLL CALL

Pursuant to due call and notice thereof, the regular meeting of the City Council of the City of Waconia was called to order by Mayor Waldron at 6:00 p.m. The following members were present: Nicole Waldron, Randy Sorensen, Steve Yetzer, Nick Gleason, Jeff Grengs

Staff Present: Shane Fineran, Jackie Schulze, Lane Braaten, Craig Eldred, Nicole Meyer, Ann Meyerhoff, Mike Melchert, Justin Sorensen

2) PLEDGE OF ALLEGIANCE

3) ADOPT AGENDA

Motion by Sorensen, seconded by Yetzer 3) CONSENT AGENDA
MOTION carried

4) VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE

Mayor Waldron presented certificates of recognition to departed Planning Commissioners Robert Grohmann, Mike Sherman, and JD Ludford

5) ADOPT CONSENT AGENDA

5.1 February 6, 2023 City Council Meeting Minutes

Cover Page

Minutes 2-6-2023.pdf

5.2 February 21, 2023 Expenditures

Cover Page

Council List-Expenditures 02.21.2023_Regular.pdf

Council List-Expenditures 02.21.2023_Other.pdf

Council List-Expenditures 02.21.2023_Purchasing Card.pdf

5.3 Rink Management Services Corporation Safari Island Community Center Expenditures Incurred January 2023

Cover Page

Safari Island Bills Applied Payments Jan '23.pdf

5.4 Rink Management Services Corporation Waconia Ice Arena Expenditures Incurred January 2023

Cover Page

Waconia Ice Arena Bills Applied Payments Jan'23.pdf

5.5 Contractor Pay Request #5 - New Fire Station

Cover Page

Waconia - Pay App #5 - January 2023.pdf

5.6 Affirming Parking Restriction Signage Change

Cover Page

2334res_Parking_Regulation_Signage_Res_2_6_23 (1).doc

5.7 Temp. On-Sale Liquor License and Use of Parking Lot – Waconia Brewing Company

Cover Page

2339res Don't Worry Be Hoppy Temp License Use of Parking Lot res.docx

Waconia Brewing Temp Liquor Map.pdf

5.8 Application for Exempt Permit for Waconia Knights of Columbus

Cover Page

2340res Knights of Columbus gambling.doc

5.9 Collaboration Agreement Between City of Waconia and Carver County for GIS Software Licensing

Cover Page

2341res ESRI_Agreement.docx

City of Waconia Agreement

5.10 Support for State Highway 5 Funding

Cover Page

2342res_Trunk_Hwy_5_funding.doc

2023-02-01 Waconia Hwy 5 One Pager.pdf

5.11 Separation Agreement and Recruitment for Park Maintenance Supervisor

Cover Page

Separation Agreement Deanna LaPlant - City of Waconia (2-8-23).pdf

2343_Separation_Agreement_LaPlant.doc

5.12 Accept Resignation of Public Services Technician

Cover Page

2344res PS_Tech_Resignation_2023.docx

5.13 Approve Contract with LiveBarn for Waconia Ice Arena

Cover Page

2345res_LiveBarn.doc

Standard Venue Agreement

5.14 Authorize Approval of Dump Body and Winter Equipment Acquisition

Cover Page

2346res Approval_of_Dump_Body___Safety_Equipment_Unit_40.doc

QT 77411.pdf

CITY OF WACONIA-25-HEN-44970-11-59-v1 - Quote.pdf

5.15 Sidewalk Café License and Encroachment Agreement - Waconia Brewing

Cover Page

2347res_Approving_Sidewalk_Cafe_License_Waconia_Brewing.docx

Site Plan_WBC Outdoor Patio.pdf

5.16 Authorize City Staff to Execute Purchase Agreement with Fury Ford Waconia and upfitting quotes for 2023 F-350 Utility Vehicle Replacment.

Cover Page

2348res Utility_Vehicle_Resolution (1).docx

Waconia Ford.pdf

Est_DL02142313_from_EMERGENCY_AUTOMOTIVE_TECHNOLOGIES_INC_44300.pdf

5.17 Trunk Fee Deferral Payment Plan Schedule - American Legion Post #150

Cover Page

2349res TrunkFeePaymentPlan_American_Legion_Post_150_RES.docx

5.18 Authorize Order of Gateway Cellular Equipment

Cover Page

2350res_Neptune_Gateway_Purchase.doc

Neptune Gateway Quote.pdf

Sierra Park Site; Possible Pole Location.pdf

5.19 Sandy Shores Final Plat - Jeff Helstrom

Cover Page

2351res_Sandy_Shores_Final_Plat.doc

Sandy Shores_Location Map.pdf

Sandy Shores_Prelim Plat.pdf

Sandy Shores_Final Plat.pdf

5.20 Execute Lighting Agreement

Cover Page

2354 Marketplace Lighting Agreement

Marketplace Drive Waconia - 12 30 2018.pdf

Executed Agreement.pdf

Jackie Schulze removed item 13 from the Consent Agenda and Council Member Sorensen pulled item 17 to be discussed after Council Business.

Motion by Grengs, seconded by Gleason 5) ADOPT CONSENT AGENDA
MOTION carried

6) COUNCIL BUSINESS

6.1 Authorize Contract for Storm Water Improvements

Cover Page

2352res_Lakeview_Terrace___Industrial_Blvd._Storm_Imp._Award.doc

Enhanced Plan Sheet Images.pdf

2023-02-09 LTB Industrial Blvd Drainage Award.pdf

Craig Eldred reminded Council that in December of 2022 staff requested to obtain storm water improvement quotes for two specific project areas. Lakeview Terrace storm improvements are programmed to improve failed storm collection and conveyance systems near the city lake access site within the Lakeview Terrace Development. Industrial boulevard storm improvement is guided upon installation of a sump structure during non-programmed pond cleaning efforts. The Industrial Park pond is a project slated for 2023 and will occur late fall or winter of 2023 into 2024.

Eldred shared images of the improvement locations, specific improvement areas, and an award recommendation letter with bids received from City Engineer, Jake Saulsbury.

Staff recommended that the project be awarded to Schneider Excavating in the amount of $117,217.00 allowing for completion by June in advance of programmed street seal coating efforts in the Lakeview Terrace development. Seal coating has been delayed for two-years due to the Lift Station Improvement Project. It is the desire to complete the street seal coating this calendar year to bring the development back into the program schedule.

Motion by Sorensen, seconded by Gleason Adopt Resolution 2023-52; Approval of Contract with Schneider Excavating for Lakeview Terrace & Industrial Boulevard Storm Sewer Improvements at a cost of $117,217.00
MOTION carried

6.2 Site Plan and Design Review - Scooters Coffee

Cover Page

2353res Scooters Coffee.docx

Proposed Site Plan (9 Pages).pdf

Elevations (4 Pages)

Staff Review Comments (3 Pages)

Lane Braaten introduced the site plan and design review application for Scooter's Coffee that is proposed at 660 Marketplace Drive. The project includes a 664 square foot building with site improvements. The project meets setback and hardcover requirements. Further, the plan includes a drive through and access drive through the Taco Bell site which has been planned for. No mechanical equipment is proposed on the ground with this application, but they are planning for roof top equipment which will require screening.

Braaten went through the parking allocation which will be for employee parking. The trail connection and how that lays out in the plan was explained. The Plan was reviewed by the City Engineer and Public Services Director. The Planning Commission at their February 2nd meeting reviewed and recommended approval with 7 conditions.

Council Member Sorensen Randy about the shared driveway and stacking.

Angelia Miller, 606 Carver Bluff Pkwy Carver Mn, the owner, explained that the time a customer would be waiting is approximately 35 seconds and the rush for their business would be from 6:30 a.m. – 11:30 a.m. so that should not interfere with Taco Bell.

Council Member Gleason asked if they have any idea of timeframe. Miller responded that they hope to open end of June early July.

Motion by Waldron , seconded by Yetzer Adopt Resolution 2023-53, Approving the Site Plan & Design Review application for the proposed Scooters Coffee for the property located at 660 Marketplace Drive
MOTION carried

6.3 Approve Benchmark Cities for Job Classification and Compensation Study

Cover Page

2354res_class___comp_benchmarks.doc

Jackie Schulze shared the Classification and Compensation Study is underway. There have been two small group committee meetings, an all-employee meeting, and now all employees are working on filling out a Position Analysis Questionnaire about their specific position and what they do on a daily basis. Once these questionnaires are completed, David Drown Associates will begin the process of rewriting job descriptions. Once job descriptions are complete, they will conduct a market analysis.

The Class and Comp working committee has been working hard over the past several weeks in identifying benchmark cities. Historically, the City of Waconia has used metro area cities between the populations of 7,500 and 25,000 to compare to. More recently, we updated the population to reflect Waconia's growing population, and have looked at similar cities to what we are, cities that may be growing, have similar amenities and services, are close in proximity, and in the 10,000 to 30,000 range.

Schulze shared the list of benchmark cities that the committee recommended and asked for City Council approval prior to performing the market analysis.

Council Member Yetzer asked if cities we are losing employees to are on this list. Schulze responded that most of the employees leave for the private sector.

Motion by Gleason, seconded by Grengs Adopt Resolution 2023-54, Approving Benchmark Cities
MOTION carried

7) ITEMS REMOVED FROM CONSENT AGENDA

Trunk Fee Deferral Payment Plan Schedule-American Legion Post #150 was removed from the Consent agenda.

Nicole Meyer and Shane Fineran gave a brief explanation of the item 17.
Council Member Gleason shared he had some questions but Shane answered them prior to the meeting.

Motion by Yetzer, seconded by Grengs 7) ITEMS REMOVED FROM CONSENT AGENDA; Adopt Resolution 2023-49, Approving the Trunk Fee Deferral Payment Plan Schedule for American Legion Post #150. Waldron, Yetzer, Gleason, Grengs voted aye. Sorensen abstained.
MOTION carried

8) STAFF REPORTS

Lane Braaten presented 2022 Land Use Summary

9) BOARD REPORTS

Council Member Sorensen attended the Park Board Meeting where consideration of Sierra HOA to be given to city was discussed. No action was taken and there is a lot of work that needs to be done before bringing it in front of the Council.

Council Member Yetzer attended the Southwest Transportation Coalition meeting. There was discussion about the 212 project west of Cologne to east of Norwood. still looking for some money for the bypass by Bongards. Finding funds for the Hwy 5 project was also an agenda item.
Shane Fineran added that he would like to see the group pay more attention to Hwy 5 in Waconia like in other communities.

Council Member Grengs met with the Chamber Board and shared some updates on Hwy 5 and downtown reconstruction project.

Mayor Waldron attended Carver County Mayors meeting.

10) ANNOUNCEMENTS

11) ADJOURN REGULAR MEETING

Motion by Sorensen , seconded by Grengs 11) ADJOURN REGULAR MEETING at 6:49 p.m.
MOTION carried

Work Session:

UPCOMING CALENDAR OF EVENTS/MEETINGS:

____
Nicole Waldron, Mayor

ATTEST: __________________________________

Ann Meyerhoff, Office Assistant

I have reviewed the list of claims for council approval and recommend payment.

Nicole Meyer

Nicole Meyer, Finance Director

CITY OF WACONIA

Council List-Expenditures

Meeting: March 6, 2023

VENDOR NAME	DESCRIPTION	AMOUNT	FUND / DEPARTMENT
ATMOSPHERE COMMERCIAL INTERIORS, LLC	PW Office Furniture-Lead Areas	$5,032.38	Central Facilities
BKV GROUP	Fire Station Project-Architect	$22,002.15	PIR Fund
BOLTON & MENK, INC	2022 Improvement Project	$1,024.64	PIR Fund
BOLTON & MENK, INC	2022 Improvement Project	$130.64	Water Utility Fund
BOLTON & MENK, INC	2022 Improvement Project	$125.52	Water Utility Fund
BOLTON & MENK, INC	2022 Improvement Project	$81.65	Sewer Utility Fund
BOLTON & MENK, INC	2022 Improvement Project	$78.45	Sewer Utility Fund
BOLTON & MENK, INC	2022 Improvement Project	$81.65	Storm Water Fund
BOLTON & MENK, INC	2022 Improvement Project	$78.45	Storm Water Fund
BOLTON & MENK, INC	2023 Culvert Linings	$344.00	Storm Water Fund
BOLTON & MENK, INC	2023 Infrastructure Imprvmts	$9,735.75	PIR Fund
BOLTON & MENK, INC	2023 Infrastructure Imprvmts	$1,622.63	Storm Water Fund
BOLTON & MENK, INC	2023 Infrastructure Imprvmts	$1,622.62	Storm Water Fund
BOLTON & MENK, INC	2023 Pond Cleanings	$3,288.00	Storm Water Fund
BOLTON & MENK, INC	2023 Pond Cleanings	$80.50	Storm Water Fund
BOLTON & MENK, INC	Apartments - 233 Olive St S	$300.00	PIR Fund
BOLTON & MENK, INC	Cardinal Property Development	$1,448.00	PIR Fund
BOLTON & MENK, INC	CSAH 10 & Waconia Pkwy N	$587.25	PIR Fund
BOLTON & MENK, INC	CSAH 10 & Waconia Pkwy N	$65.25	Storm Water Fund
BOLTON & MENK, INC	Downtown Recon - Phase 1	$7,753.00	PIR Fund
BOLTON & MENK, INC	Downtown Recon - Phase 1	$953.62	Water Utility Fund
BOLTON & MENK, INC	Downtown Recon - Phase 1	$1,372.28	Water Utility Fund
BOLTON & MENK, INC	Downtown Recon - Phase 1	$953.62	Sewer Utility Fund
BOLTON & MENK, INC	Downtown Recon - Phase 1	$1,372.28	Sewer Utility Fund
BOLTON & MENK, INC	Downtown Recon - Phase 1	$1,271.49	Storm Water Fund
BOLTON & MENK, INC	Downtown Recon - Phase 1	$1,829.71	Storm Water Fund
BOLTON & MENK, INC	East Frontage Road Extension	$1,989.61	PIR Fund
BOLTON & MENK, INC	East Frontage Road Extension	$247.98	Water Utility Fund
BOLTON & MENK, INC	East Frontage Road Extension	$40.37	Water Utility Fund
BOLTON & MENK, INC	East Frontage Road Extension	$99.19	Sewer Utility Fund
BOLTON & MENK, INC	East Frontage Road Extension	$16.15	Sewer Utility Fund
BOLTON & MENK, INC	East Frontage Road Extension	$421.57	Storm Water Fund
BOLTON & MENK, INC	East Frontage Road Extension	$68.63	Storm Water Fund
BOLTON & MENK, INC	East Frontage Road Parking Lot	$74.00	PIR Fund
BOLTON & MENK, INC	Fields of Waconia Development	$564.50	PIR Fund
BOLTON & MENK, INC	Hwy 5 Phase II Improvements	$13,123.60	PIR Fund
BOLTON & MENK, INC	Hwy 5 Phase II Improvements	$712.42	Water Utility Fund
BOLTON & MENK, INC	Hwy 5 Phase II Improvements	$1,162.38	Water Utility Fund
BOLTON & MENK, INC	Hwy 5 Phase II Improvements	$712.42	Sewer Utility Fund
BOLTON & MENK, INC	Hwy 5 Phase II Improvements	$1,162.38	Sewer Utility Fund
BOLTON & MENK, INC	Hwy 5 Phase II Improvements	$712.42	Storm Water Fund
BOLTON & MENK, INC	Hwy 5 Phase II Improvements	$1,162.38	Storm Water Fund
BOLTON & MENK, INC	L-52 Lift Station Upgrade	$373.00	Sewer Utility Fund
BOLTON & MENK, INC	L-52 Lift Station Upgrade	$495.50	Sewer Utility Fund
BOLTON & MENK, INC	Lakeview Terrace Blvd Storm	$5,293.00	Storm Water Fund

VENDOR NAME	DESCRIPTION	AMOUNT	FUND / DEPARTMENT
BOLTON & MENK, INC	Met Council I & Surcharge Program	$4,003.00	Sewer Utility Fund
BOLTON & MENK, INC	Miscellaneous Engineering	$30.00	General Fund
BOLTON & MENK, INC	Miscellaneous Engineering	$390.00	Streets
BOLTON & MENK, INC	Miscellaneous Engineering	$90.00	PIR Fund
BOLTON & MENK, INC	Miscellaneous Engineering	$30.00	Sewer Utility Fund
BOLTON & MENK, INC	Miscellaneous Engineering	$408.00	Storm Water Fund
BOLTON & MENK, INC	Miscellaneous Engineering	$60.00	Storm Water Fund
BOLTON & MENK, INC	Municipal State Aid System	$1,838.00	General Fund
BOLTON & MENK, INC	Municipal State Aid System	$2,544.50	Streets
BOLTON & MENK, INC	Orchard Park Development	$1,007.00	PIR Fund
BOLTON & MENK, INC	Sandy Shores Development	$283.50	PIR Fund
BOLTON & MENK, INC	Scooters Coffee	$668.50	PIR Fund
BOLTON & MENK, INC	Storm Water Reuse System	$126.00	Storm Water Fund
BOLTON & MENK, INC	Storm Water Reuse System	$80.50	Storm Water Fund
BOLTON & MENK, INC	TMC Industries	$1,437.00	PIR Fund
BOLTON & MENK, INC	Waconia Parkway South Imp	$1,379.20	PIR Fund
BOLTON & MENK, INC	Waconia Parkway South Imp	$219.64	Water Utility Fund
BOLTON & MENK, INC	Waconia Parkway South Imp	$21.72	Water Utility Fund
BOLTON & MENK, INC	Waconia Parkway South Imp	$94.13	Storm Water Fund
BOLTON & MENK, INC	Waconia Parkway South Imp	$9.31	Storm Water Fund
BOLTON & MENK, INC	Waterford Park	$842.00	Storm Water Fund
CADY BUILDING MAINTENANCE, INC.	Facility Cleaning 03.2023	$3,867.02	Central Facilities
CARVER COUNTY	PW Annual Hazardous Waste Fee	$35.00	Streets
CARVER COUNTY	Return Remaining Escrow Funds	$29.58	PIR Fund
CARVER COUNTY	Special Assessment Entry	$295.00	Finance
CCP NI MASTER TENANT 4, LLC	Solar Electric 01.2023	$272.88	Central Facilities
CCP NI MASTER TENANT 4, LLC	Solar Electric 01.2023	$5.62	Water Utility Fund
CCP NI MASTER TENANT 4, LLC	Solar Electric 01.2023	$261.28	Sewer Utility Fund
CCP NI MASTER TENANT 4, LLC	Solar Electric 01.2023	$126.42	Street Light Utility Fund
CORNERSTONE INDUSTRIES	Return Remaining Escrow Funds	$500.00	PIR Fund
EMERGENCY TECHNICAL DECON	Turnout Gear Repair	$582.00	Fire
EVOQUA WATER TECHNOLOGIES LLC	Bioxide Storage Lease 02.2023	$2,052.00	Sewer Utility Fund
EVOQUA WATER TECHNOLOGIES LLC	LS Bioxide Treatment-284/SE/52	$12,400.08	Sewer Utility Fund
FLEXIBLE PIPE TOOLS & EQUIPMENT	Aries CCTV Repair	$615.30	Sewer Utility Fund
HAUGO GEOTECHNICAL SERVICES, LLC	Waconia Pkwy S Geotechnical	$1,320.00	PIR Fund
HAWKINS, INC	Water Treatment Plant Chemicals	$8,689.68	Water Utility Fund
HOLTON ELECTRIC CONTRACTORS LLC	Trumeter	$237.26	Sewer Utility Fund
LANDSCAPE STRUCTURES INC.	Lakeview Terrace Play Equipment	$70,384.66	PIR Fund
LEAGUE OF MINNESOTA CITIES	2022 Regional Safety Trainings	$953.43	Central Facilities
LEAGUE OF MN CITIES INSURANCE TRUST	Deductible Insurance Claim	$500.00	Streets
LOCAL GOVERNMENT INFORMATION SYSTEMS	JDE/PIMS Fees	$14,775.00	Technology
LOCAL GOVERNMENT INFORMATION SYSTEMS	LOGIS Monthly Support Fee	$5,577.00	Technology
M/I HOMES, INC	Orchard Park Watermain Over	$34,535.00	Water Utility Fund
MARCO TECHNOLOGIES, LLC	Azure Subscript 12.16-01.15	$37.86	Technology
MARCO TECHNOLOGIES, LLC	Azure Subscript 01.16-02.15	$42.04	Technology
MARCO TECHNOLOGIES, LLC	Cisco Insights 02.16-03.15	$210.00	Technology
MARCO TECHNOLOGIES, LLC	Unify It On Demand 02.18-03.17	$709.46	Technology
MATHEWS VASEK CONSTRUCTION	Return Remaining Escrow Funds	$3,100.18	PIR Fund
MN DEPARTMENT OF HEALTH	Water Connection Fees Q1.2023	$11,265.00	Water Utility Fund
MN DEPARTMENT OF PUBLIC SAFETY	PW - EPCRA Program	$25.00	Central Facilities
MN DEPARTMENT OF PUBLIC SAFETY	WTP - EPCRA Program	$25.00	Water Utility Fund
NCPERS GROUP LIFE INS.	Premiums 03.2023	$64.00	General Fund
NORDIC MECHANICAL SERVICES	Fire Department Heating Unit Repair	$361.00	Central Facilities

VENDOR NAME	DESCRIPTION	AMOUNT	FUND / DEPARTMENT
SHI INTERNATIONAL CORP.	Azure Active Directory	$3,600.00	Technology
STANDARD PRINTING -N- MAILING	UB Mailing/Processing 02.2023	$1,068.26	Water Utility Fund
STANDARD PRINTING -N- MAILING	UB Mailing/Processing 02.2023	$1,068.27	Sewer Utility Fund
STORMS WELDING & MFG INC	#39 Bucket Truck Repair	$78.02	Street Light Utility Fund
TRITECH SOFTWARE SYSTEMS	Annual GP Support Plan	$26,503.04	Technology
USA SECURITY, INC.	OpenPath Remote Support	$72.50	Central Facilities
WIDSETH SMITH NOLTING & ASSOCIATES, INC.	FEMA Grant Application Writing	$1,350.00	Fire
ZIEGLER INC	Auto Transfer Switch Replace	$3,184.99	Central Facilities
ZIEGLER INC	Loader Rental	$9,140.00	Streets
Grand Total		$327,147.86	

The above bills have been approved for payment at the regular City Council Meeting on March 6, 2023.
Authorized and ordered for payment:

____
Mayor

____
City Administrator

REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	March 6, 2023				
Item Name:	Donation Acceptance - Cash Donations for Adaptive Playground Equipment				
Originating Department:	Finance				
Presented by:	Nicole Meyer				
Previous Council Action (if any):	Motion Designating the City as a Fiscal Host for Donations for Playground Equipment - Approved April 3, 2017				
Item Type (X only one):	Consent	X	Regular Session		Discussion Session

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

Adopt Resolution 2023-56, Accepting Cash Donation for Adaptive Playground Equipment

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

The City of Waconia received additional cash donations for the adaptive playground equipment. The following donations were posted to the City's PIR capital fund. The donations will be recognized as donation revenue designated for this specific project.

Becca Pedraja - $500.00
City Hall Pennies for the Playground - $9.55
Mavis Mathistad - In Memory of Marlene Satre - $20.00

To date, the City has received $311,451.76 towards the purchase of adaptive playground equipment in donations. This includes cash donations made to the City, the City's Go Fund Me site, Special Olympics of Minnesota Polar Plunge Events, and the 2019 and 2020 Swing for the Kids events. As additional donations are received, staff will have the City Council accept them and acknowledge donations with a receipt.

Staff will complete a full analysis of the project costs and funding sources later this fall when the work at the site is finalized.

Attachments:

1. 2356res Donations_Received_Donations_for_Playground_03.06.23_Res.doc

FINANCIAL IMPLICATIONS:
Funding Sources & Uses:
PIR Capital Project Fund

Budget Information:
__X__ Budgeted
_____ Non Budgeted
_____ Amendment Required

ADVISORY BOARD RECOMMENDATIONS:

Planning Commission	
Parks and Recreation Board	
Safari Island Advisory Board	
Other	

CITY OF WACONIA
RESOLUTION NO. 2023-56

RESOLUTION ACCEPTING CASH DONATIONS FOR ADAPTIVE PLAYGROUND EQUIPMENT

WHEREAS, the City of Waconia is generally authorized to accept contributions of real and personal property pursuant to Minnesota Statutes Sections 412.21 and 465.03 for the benefit of its citizens and is specifically authorized to accept gifts and requests for the benefit of facilities, services and the development of programs to benefit residents pursuant to Minnesota Statutes Section 471.17; and

WHEREAS, the following persons and/or entities have offered to contribute the items set forth below to the City:

Name of Donor	Item	Value
Becca Pedraja	Cash	$500.00
City Hall Pennies for the Playground	Cash	$9.55
Mavis Mathistad	Cash	$20.00

WHEREAS, these donations have been contributed for the benefit of residents within the City's corporate limits either alone or in cooperation with others, as allowed by law; and

WHEREAS, the City Council hereby finds that it is appropriate to accept the contributions offered.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WACONIA, MINNESOTA, AS FOLLOWS:

1. The contribution described above is hereby accepted and acknowledged with gratitude.

2. Said contribution shall be used for the designated purposes of adaptive playground equipment.

3. That the Finance Director is hereby directed to issue receipts to the donor acknowledging the City's receipt of the donor's contribution.

Adopted by the City Council of the City of Waconia this 6th day of March, 2023.

____
Nicole Waldron, Mayor

ATTEST: ____________________________________
Jacqueline Schulze, Assistant City Administrator

REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	March 6, 2023
Item Name:	Establish Municipal State Aid Highways
Originating Department:	Public Services
Presented by:	Craig Eldred
Previous Council Action (if any):	None

Item Type (X only one):	Consent	X	Regular Session		Discussion Session	

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

Adopt Resolution 2023-57; Establishing Municipal State Aid Highways for Waconia, Minnesota

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

Annually the City of Waconia must completed an update or certification of Municipal State Aid Highways within its jurisdiction. Staff work with our City Engineer to determine what routes to adjust or add based upon traffic volume and use locally and through the Waconia community.

This past period we had increased our local mileage by .99 miles. consumption of the local streets as listed below leaves a balance of .22 miles.

Streets and Miles Added to Waconia Municipal State Aid Highways:
1. Airport Road: From Main Street (CSAH 59) to Interlaken Crossing - .49 Miles
2. Interlaken Crossing: From Main Street (CSAH 59) to Airport Road - .28 Miles

Staff recommends approval of this request allowing for two copies of the City Resolution be directed to the Commissioner of Transportation for her consideration as noted within the attached Resolution

Attachments:

1. 2357res MSA-establish_resolution_2023_Waconia.docx
2. Waconia 1 2023 MSA Designation Letter MnDOT.pdf

FINANCIAL IMPLICATIONS:
Funding Sources & Uses:
Street, Operations Budget

Budget Information:
X Budgeted
___ Non Budgeted
___ Amendment Required

ADVISORY BOARD RECOMMENDATIONS:

Planning Commission	
Parks and Recreation Board	
Safari Island Advisory Board	
Other	

CITY OF WACONIA
RESOLUTION NO. 2023-57

RESOLUTION ESTABLISHING MUNICIPAL STATE AID HIGHWAYS

WHEREAS, it appears to the City Council of the City of Waconia that the streets hereinafter described should be designated as Municipal State Aid Streets under the provisions of Minnesota Law.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Waconia that the streets described as follows, to-wit:

Airport Road: from Main Street (CSAH 59) to Interlaken Crossing – 0.49 miles
Interlaken Crossing: from Main Street (CSAH 59) to Airport Road – 0.28 miles

Be, and hereby is established, located, and designated as Municipal State Aid Streets of said City, subject to the approval of the Commissioner of Transportation of the State of Minnesota.

BE IT FURTHER RESOLVED, that the City Clerk is hereby authorized and directed to forward two certified copies of this Resolution to the Commissioner of Transportation for her consideration, and that upon her approval of the designation of said street or portion thereof, that same be constructed, improved and maintained as Municipal State Aid Streets of the City of Waconia to be numbered and known as Municipal State Aid Streets.

Adopted by the City Council of the City of Waconia this 6th day of March, 2023.

____
Nicole Waldron, Mayor

ATTEST:____________________________
Jackie Schultz, City Clerk

DEPARTMENT OF TRANSPORTATION

State Aid for Local Transportation
395 John Ireland Blvd., MS 500
St. Paul, MN 55155

TO: Jake Saulsbury
Waconia City Engineer

FROM: William Lanoux
Manager, Municipal State Aid Needs Unit

DATE: February 7, 2023

SUBJECT: Municipal State Aid Designations

The following Municipal State Aid Street designations will be approved when the *City Council resolution* has been received.

Extension of MSAS 125: *Airport Road*- from Main Street (CSAH 59) to Interlaken Crossing (0.49 mi.)
MSAS 127: *Interlaken Crossing*- from Main Street (CSAH 59) to Airport Road (0.28 mi.)

A Commissioner's Order will follow.

Needs Update Comments:

Routes can receive Needs and be used in the calculation of your 2024 allotment. Include this revision with your 2023 spring Needs update.

Certification of Mileage Update Comments:
You can include these revisions on the *2023 Annual Certification of Mileage* that is due in January 2024.

	Available Mileage	0.99	2022 Certified Mileage
+	Revoked Mileage	0.00	
-	Designated Mileage	0.77	
	Remaining Available Mileage	0.22	

If you have any questions, contact your DSAE or Bill Lanoux at (651) 366-3817 for instructions.

REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	March 6, 2023
Item Name:	Approve Public Services Study Proposal
Originating Department:	Public Services
Presented by:	Craig Eldred
Previous Council Action (if any):	January 3, 2023 Authorization to Obtain Mobile and Fixed Equipment Projects for Capital Improvement Projects for Calendar Year 2023

Item Type (X only one):	Consent	X	Regular Session		Discussion Session	

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

Adopt Resolution 2023-58; Approve of Oertel Architects Proposal of Fee and Scope for Public Services Study at a Cost of $19,710.00, CIP Project 692

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

One of the Strategic Planning Values was "Resiliency" maintaining, reacting to the unexpected, being adaptable. One of our SWOT, Strength, Weaknesses, Opportunities, and Threats; was a Weakness of Facility Aging and Space Needs. As the community grows it is advantageous to look outward, or long-term. One such item is growth of our space needs for Public Services to protect the communities infrastructure assets.

Staff proposed a study of facilities for Public Services as an element within the Capital Improvement Program. $20,000.00 was detailed as a place-holder for CIP Project 692. Efforts of the study were to review needs at Public Services, Water Treatment Facility and Old Public Works.

Attached is a proposal from Oertel Architects who completed the initial design services for the current Public Services Facility. The proposal is broken out into three specific areas; Project Management and Coordination, Public Services Needs Study, and Final Report Preparation. Additional components include an allowance for Mechanical, Electrical, and Structural Engineering Review. An estimated cost of $300.00 for travel as a not to exceed/billed element. Overall, the costs amount to $19,710.00.
The volume of work covering three facilities guiding a plan or proposal for each should assist in development of a long-term plan for Public Services facilities. An example study was provided by Oertel Architects complete on behalf of the City of Apple Valley. The study is attached and provides ideas of what to expect of the investment.

Staff recommends approval of this request allowing for the work to be completed in a timely manner, with efforts of inclusion into the 2023 Capital Improvement Plan for planning and engagement purposes.

Attachments:

1. 2358res_Proposal_of_Fee_and_Scope_for_PS_Study.doc
2. Waconia Public Services Building - Scope and Fee.pdf
3. AVCMF_Report_112119R.pdf

FINANCIAL IMPLICATIONS:
Funding Sources & Uses:
50% PIR Cash and 50% Water Cash

Budget Information:
X Budgeted
___ Non Budgeted
___ Amendment Required

ADVISORY BOARD RECOMMENDATIONS:

Planning Commission	
Parks and Recreation Board	
Safari Island Advisory Board	
Other	

CITY OF WACONIA
RESOLUTION NO. 2023-58

RESOLUTION AUTHORIZING APPROVAL OF OERTEL ARCHITECTS PROPOSAL OF FEE AND SCOPE FOR PUBLIC SERVICES STUDY AT A COST OF $19,710.00, CIP PROJECT 692

WHEREAS, one of the City's Priorities is to "manage, maintain, and improve our current and future physical assets"; and

WHEREAS, Capital Project 692 "Public Services/Treatment Plan Space" study was approved as part of the 2023 CIP; and

WHEREAS, the funding amount is $20,000.00 for services guided upon facility planning; and

WHEREAS, Oertel Architects have provided a Proposal of Fee and Scope in the amount of $16,210.00; and

WHEREAS, Oertel Architects we the Architects of the current Public Services Facility and have supported Public Services in similar projects of design and construction over the past several years.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes approval of Oertel Architects proposal of fee and scope for Public Services Study at a cost of $19,710.00, CIP Projet 692

Adopted by the City Council of the City of Waconia this 6th day of February, 2023.

____
Nicole Waldron, Mayor

Attest: ______________________________
Jackie Schulze, City Clerk

February 2023

City of Waconia - Public Services Study

Submitted by: Thomas Stromsodt, AIA
1795 St. Clair Avenue
St. Paul, MN 55105
(651) 696-5186 x 314
tstromsodt@oertelarchitects.com

OERTEL ARCHITECTS

1795 St. Clair Avenue | St. Paul, MN 55105 | (651) 696-5186
www.oertelarchitects.com

To: Craig Eldred

Public Services Director, City of Waconia

310 East 10th Street, Waconia, MN 55387

RE: Proposal of Fee and Scope for Public Services Study

Hello Craig,

See below for our proposal outlining the needs, scope, and fee for the proposed review of your Public Services Operation. Please do not hesitate to ask any questions or note any concerns. Thank you for reaching out to us with this opportunity. We look forward working with staff to outline your needs and next steps.

Purpose

The City of Waconia has developed and grown considerably since the Public Services Building was completed in late 2007. As such, the current operation is looking at expansion options to house additional staffing, fleet vehicles, and operational areas. The city wishes to explore multiple options and sites as part of this exercise. These are:

- Expansion opportunities at the existing Public Services Center
- Expansion opportunities at the original Public Works Building
- Constructing a new support building west of the current Public Utilities Building

As part of this work, we will review potential options for improving flow within an overall campus design that interconnects all City owned property.

Methodology

To understand the current needs, we will conduct a simple master planning exercise that will concentrate on the following factors:

- Current full-time and part-time employees
- Current fleet vehicles
- Vehicle replacement policies & procedures
- Calculated growth factor based on 5-year trends and Met Council Population Estimates
- Anticipated expansion of services
- Industry Best Practices

Deliverables

Existing Building Review

On-site review of the existing buildings noting operational, equipment, and code deficiencies, possible remedial actions, and anticipated expectation of capital improvement costs

Public Services Needs Study

Executive Summary - Basis for Need

Building Program outlining space needs, adjacencies, and equipment needs

2-3 Schematic building and site plan options for each site identified above.

Opinion of Cost projections per Option

Refined building plan, site plan, building imagery, and opinion of cost for the preferred and recommended Option.

Fee Structure

Project Management and Coordination — $2,150

Work Task	Staff	Hours	Rate	Fee
Existing Building Review	Project Manager	4 Hours	$135	$ 540
	Design Architect	8 Hours	$100	$ 800
Progress Meetings	Project Manager	6 Hours	$135	$ 810
(Up to 6, 1-hour meetings or as required for project duration)				

Public Services Needs Study — $8,780

Work Task	Staff	Hours	Rate	Fee
Programming	Project Manager	6 Hours	$135	$ 810
Design Concept Options	Project Manager	8 Hours	$135	$ 1080
	Design Architect	40 Hours	$100	$ 4000
	Designer	24 Hours	$85	$ 2890

Final Report Preparation — $4,980

Work Task	Staff	Hours	Rate	Fee
QA/QC and Assembly	Project Manager	4	$135	$540
	Design Architect	24	$100	$2400
	Designer	24	$85	$2040

In addition, we are requesting an hourly not-to-exceed allowance for mechanical, electrical, and structural engineering review as required in the amount of $3500.

Exclusions

Site Survey – Site Survey for the project, will be provided by others to the design team for use in the design process.

Soil Testing / Engineering – These services will be provided by others to the design team for use in the design process.

Third Party Ratings – This project scope does not include at this time any additional third-party rating system (LEED, B3, Green Globes) and thus no additional specific meeting time or design deliverables are anticipated.

Council Presentations – We anticipate City staff will provide any City Council presentations and periodic updates. However, we would participate as required at our hourly rates for these additional meetings, or within the scope of what we have defined as "Progress Meetings" if deemed necessary by City Staff.

Expenses

For this scope, we propose a not to exceed / billed as incurred proposed expenses of $300.00, for the purpose of milage to in-person meetings only.

Thank you again for this opportunity to propose on this project.

Thomas Stromsodt

Thomas Stromsodt, Principal
Oertel Architects, Ltd.

CITY OF APPLE VALLEY CENTRAL MAINTENANCE FACILITY ASSESSMENT

PREPARED BY:
OERTEL ARCHITECTS, Ltd.
1795 St. Clair Avenue
St. Paul, MN 55105
(651) 696-5186
www.oertelarchitects.com

OERTEL ARCHITECTS

November 21, 2019 (Update)

Mr. Matt Saam, P.E., Public Works Director
City of Apple Valley
7100 147th St. W.
Apple Valley, MN 55124

RE: CITY OF APPLE VALLEY CENTRAL MAINTENANCE FACILITY ASSESSMENT

INTRODUCTION

In July of 2017, our firm was hired to perform an assessment of the Central Maintenance Facility by the City of Apple Valley. Our firm has met with staff, toured and reviewed the facility, prepared a space needs program, developed planning options, and prepared this report.

As part of this report, we have included project budget estimates for potential planning option components. Please note that the costs indicated herein are based on current and past costs for similar projects. Since our firm plans and designs numerous similar projects each year, we have a good reference point of current and prevailing costs. This includes not only estimated construction costs but related project costs as well so that the city can better understand the full scope and cost of a project.

The results of this study are included herein and summarized in a brief format. This includes the following:

- Basis of Assessment
- Overview of existing conditions (graphic and written format)
- Summary of Space Needs
- Project Cost Estimates / Budget
- Preferred Master Plan (graphic format)
- Space Needs Program (as an attachment)

In addition, large scale drawings were provided to the city since some of the details do not translate as well on the smaller scale drawings included herein.

TABLE OF CONTENTS

EXECUTIVE SUMMARY

Oertel Architects performed an analysis of the facility for building condition, general code compliance, operational functionality, and predicted future growth and needs. Below is an outline of our recommendations and budget allowances.

Identification of Needs

The building was analyzed in terms of current building layout and review, condition assessment, departmental and staff interviews, our program analysis, comparison to other facilities within the metro, and current overall industry standards. The following areas were identified as current needs within the facility:

a. *ADA Compliance Upgrades at the Upper Office Area - $1,136,090.75*

   The current training, lunchroom, and locker rooms are located on the upper level without an elevator or other provisions for ADA access. The locker room/restrooms are not accessible in terms of clearances, counter mounting heights, etc. The kitchen area is not accessible in terms of counter heights, appliances, required prep area, etc. These needs, coupled with the overall need for additional space for large training events, additional and separate shared computer area, and a larger restroom and locker area makes this scope of work a priority item.

b. *New Vehicle Maintenance Area - $4,058,642.38*

   The Vehicle Maintenance area was one of the key needs identified during the study. The current space lacks the floor area, ceiling clearance, equipment, overhead door clearance, and mechanical/electrical infrastructure necessitated by current equipment and service demands. In addition, the layout of the area causes some entering/exiting and operational flow issues. A retrofit of the current area would be costly and technically infeasible. Looking at the cost/benefit, it makes sense to pursue new construction to meet these needs. In addition, the existing vehicle bays are open clear span areas that provide the flexibility to be effectively re-purposed to meet other identified program needs.

c. *Parks Department Expansion/Consolidation - $688,146.76*

   Currently, the Parks Department works primarily out of CMF and two satellite facilities. While there are some efficiencies inherent to keeping critical equipment close to the area being served and the department would continue to need a satellite facility in some capacity, staff indicated that having enough room for shared portions of the fleet, adequate offices for supervisors, and a room for morning muster and staff meetings at the main facility would aid in communication, organization, and overall staff satisfaction. The needs and location of the parks shop, carpentry shop, and small engine repair area should be reviewed as part of this spacing scope. It is our recommendation that this work should be done in conjunction with the Fleet Maintenance relocation and that the current mechanic's area is renovated to accommodate the Parks Department.

d. *Police Relocation - $2,516,605.66*

The current police area was not originally designed for police department use and lacks adequate ventilation, employee privacy at the locker area, ADA access, etc. We were also unable to identify any code compliant floor drains or flammable waste traps within the building which would be required for vehicle storage. The ultimate desire expressed by the Police Department is to relocate the operation to City Hall. A secondary strategy involving land acquisition and a standalone facility is also a part of the discussion. However, until there is a resolution on the preferred direction, adequate space and consideration for squad car storage will be accommodated on the CMF site. While it would be possible to retrofit the current building, it is our opinion that given the building age, condition, and prime location on the site, it would make sense to provide a new replacement building or an addition elsewhere on site.

e. *New Vehicle Storage Area - $3,384,305.25*

As stated in the report, sometimes a building issue comes down to a simple need for more room. This certainly is the case with vehicle storage as the department simply lacks the room to store all of the vehicles inside, even with double and triple handling and parking in the drive lanes.

f. *Parks Department Satellite Building - $470,934.11*

The use of satellite buildings by the Parks Department is a logical and effective approach to workflow and equipment management. However, as outlined in the report, the current building is not meeting the current needs of the department or baseline code requirements. Our recommendation would be to consolidate the facilities in one location with the primary purpose of keeping all equipment under cover. As noted above, the primary functions of the department would be consolidated at CMF in a renovated area.

g. *Office Expansion/Addition - $1,281,536.19*

The primary needs at the office area include a large conference room, a small conference, expanded and updated break room, ADA compliant restrooms, and a consolidated tech room. Most of these scope items can be achieved within the current building footprint. A small building addition might be required depending on other identified needs like Shop Re-organization, Parks Department Expansion, etc.

h. *Re-organization - $374,679.08*

There are a number of individual items that were discussed throughout the process. As the departments shift and relocate within the building, it is our hope that items like centralized storage, archival document storage, expanded sign storage, etc. can be achieved in a re-configured shop area. There will also be mechanical and electrical needs discovered throughout the renovation. Again, we would like to see a strong attempt to consolidate equipment in a centralized location as the facility currently has a number of locations and systems scattered throughout the building.

Critical Path

As stated in the report, the phasing of these types of projects is a critical component in terms of operational continuity and potential financial cost/benefit. We have tried to identify the scopes of work that are most pressing while combining some items due to potential synergies and a common-sense approach to achieving the most work at the lowest cost. For the purposes of budgeting, each component has been treated as a separate project. It should be noted that bidding the entire scope of work can reduce the overall cost of the project through economies of scale, eliminating redundancies in supervision, overhead, and profit, and avoiding inflation over a number of years. It is understood however that this is not always feasible or desirable for other reasons.

BUILDING SPACE BREAKDOWN

Existing Building	47,780 SF	First Floor
	9,130 SF	Second Floor/Mezzanine
	56,910 SF	*Total*
New Building	1,200 SF	Office
	18,240 SF	Vehicle Maintenance
	19,575 SF	Vehicle Storage
	39,015 SF	*Total*
Renovation	19,400 SF	First Floor
	6,400 SF	Second Floor
	25,800 SF	*Total*
Police Relocation	*10,400 SF*	*Total*
Parks Satellite Building	*1,600 SF*	*Total*

EXPANSION/RENOVATION PHASING AND BUDGETS

Phase 1:	
ADA Compliance Upgrades at Upper Office Area	*$1,136,090.75*
Police Relocation	*$2,516,605.66*
New Vehicle Storage Area	*$3,384,305.25*
Phase 1 Subtotal	*$7,037,001.66*
Phase 2:	
New Vehicle Maintenance Area	*$4,058,642.38*
Parks Department Expansion/Consolidation	*$688,146.76*
New Parks Department Satellite Facility	*$470,934.11*
Phase 2 Subtotal	*$5,217,723.25*
Phase 3:	
Office Expansion	*$700,705.30*
Office Renovation	*$580,830.89*
Shop Re-organization	*$374,679.08*
Phase 3 Subtotal	*$1,656,215.27*
Total	*$13,910,940.18*

BASIS OF ASSESSMENT

The assessment of the facility was based on an evaluation of past, current, and future operations using the following general criteria:

- Population Growth
- Staff/Fleet/Facility Make-Up
- Current Industry Design Standards
- On-Site Tours and Staff Interviews

POPULATION GROWTH

Apple Valley is the 18th most populous city in Minnesota. The 2000 Census lists the population at 45,527 and the 2010 Census lists the population at 49,084 for a total population growth of 7.81%. The current population estimate is 51,338. Using the Metropolitan Council's population projection of 63,600 by 2040, we can be reasonably confident that we will continue to see a consistent population growth pattern of 6%-7% per decade over that time.

EXISTING FACILITY GROWTH

As is the case throughout the metro, the facility has experienced a number of additions and renovations over the years as the population and service demand of the city evolved. Originally built in 1969, with a major addition in 1987 and the last addition was completed in 2015 with the new wash bay and water treatment plant expansion. Despite careful planning, it is often difficult to maximize efficiencies during this type of process without a large portion of costly tear-down and reconstruction. This is further complicated by the department's need to "stay in business" during any construction project. Part of this study attempts to identify which areas would be better served by new construction and which areas would work well within an existing portion of the building.

STAFFING

The current staffing breakdown is as follows:

Parks = 16
Streets = 15
Utilities = 14
Natural Resources = 3
Fleet/Building = 7
Administration = 3
Seasonal = 20-30

Based on the size of the existing fleet, the fleet mechanic's staff and area are undersized. The city is currently working to hire an additional mechanic and any expansion or addition should be sized to accommodate 5-6 mechanics per the program breakdown utilizing the industry standard of two bays per mechanic.

FLEET MAKE-UP

The city has a fleet of vehicles and equipment that ranges from small construction equipment like skid-steers, to road vehicles like police and building department use vehicles, to large construction equipment like excavators and large trucks for snow removal. The Central Maintenance Facility stores any and all vehicles and equipment specifically used for public works and parks departmental activities. The Public Works Fleet Division is also responsible for the service and maintenance of all these vehicles, as well as all Police, Fire, Parks, and City Hall staff vehicles.

Like most departments, the equipment gets divided into two primary categories: Large versus Medium. Large pieces of equipment include the single and tandem axle trucks used for snow removal and material hauling, large construction implements (excavator and loader), and other specialized maintenance vehicles (vactor trucks, sweepers, bucket trucks, etc.). Medium-sized vehicles include every other piece of equipment but range from full-size pick-up trucks to any small specialized implements, such as skid steers (Bobcats). The large pieces are typically the items that have the highest initial capital investment. They also are typically the vehicles that require the most amount of day to day maintenance. Because of this investment level, it is critical that they are stored safely and in heated areas to reduce wear and prolong the use and value of the city's investment.

The medium or smaller pieces are generally the easiest to service, and therefore often vary greatly in terms of age, condition, etc. However, they are also easier to resell and purchase new as these pieces have a lower initial capital investment. Vehicles like pick-up trucks serve a similar work purpose to the larger trucks, and therefore should also be stored indoors. Some pieces are seasonal and can be stored within non-tempered storage facilities. A city's vehicle fleet is the group of tools in which the city personnel provides the essential services to its residents. These tools are a large expenditure/investment made by city leadership on behalf of the residents and they need to be protected and maintained to provide the best possible return on that investment.

The City's vehicle replacement standards are included in an attachment to this report. Currently, there are no CIP requests for additional pieces of equipment. During staff interviews, there were two operational areas identified that could change vehicle demand moving forward:

1. Industry evolution to liquid-based (brine) road de-icing.
2. Expanding current trash operations; specifically, in terms of organics.

It is possible that these changes might occur over time as part of the vehicle replacement process but allowances should be made for the expected size increase of the vehicles and separated storage in the case of the trash operations.

LANE MILE DEMAND

Certified lane miles as of December 31st, 2011 = 183.92
Certified lane miles as of December 31st, 2018 = 201.91
This represents a 9.83% change over seven years. While there might be density increases over time, most of the city is built-out. The last major development area is the Fischer Mining Pit which is bordered by CR42 to the north, Pilot Knob to the east, 157th street to the south, and Flagstaff to the west. This area is approximately 400 acres or 3.8% of the total available land area within the city.

CURRENT INDUSTRY DESIGN STANDARDS

As a firm, we have completed over 50 studies and 40 public works related buildings in the last ten years. Over this time, we have refined and adapted our programming spreadsheet using practical "real-world" examples from across the metro. This program is used to provide a "snapshot" of how the facility compares to others in terms of site area, building size, fleet size, building services, and general layout.

ON-SITE TOURS AND STAFF INTERVIEWS

In our mind, the most critical part of any building needs analysis is staff interviews. Learning what is currently working well and what isn't working populate a list of potential needs but also are indicative of underlying operational practices and philosophies. These conversations are critical to discovering and working through departmental synergies and conflicts and identifying alternate options for perceived problems. Some or most of the strategies discussed in this report have been shaped and informed by these meetings.

METHODOLOGY

The process for this study project is condensed into the following steps:

1. Project Kick-off meeting
2. Information Gathering
3. Existing Facility Site and Building Photo documentation
4. Existing Facility Written Evaluation
5. Building Program Development
6. Building and Site Expansion Options
7. Project Cost Estimate Development
8. Draft Report Development and Review
9. Final Report

EXISTING FACILITY EVALUATION

As with many facilities we tour, the existing operation is a mixture of areas that are performing well, components that could be improved or expanded, and spaces that would benefit from reorganization or programming realignment. Before pointing out the needs for additional space, equipment, and features, it is important to document the items which appear to meet the needs and goals of the departments over the long term. The following items are considered adequate for serving the maintenance departments over the long term, barring unforeseen changes in the industry over time:

1. Salt storage and brine operation
2. Fueling system and island
3. Vehicle wash bay
4. Total site area
5. Accessory seasonal storage

Based on on-site reviews and discussions with staff, the following items were identified as key items for further expansion or improvement. Please note that these items also involve a combination of immediate space needs and space needs projected for the next ten or more years. The basis for this is a combination of elements such as improved productivity, the need for more space, minimizing double-handling, safety, codes, and related items.

SITE RELATED CONCERNS

1. The gas easement running through the center of the site is a critical factor in determining the layout and type of expansion and renovation possible on the site.

2. Additional parking is required at the office area for large internal and outside training events and meetings. The total additional parking needed is between 10-15 stalls.

3. The storage of loose materials on site (pea rock, dirt, stone, etc.) is under-sized and does not fully comply with goals of the city, state, and federal regulations. Additional containment bins with canopies over the fixed and heavy-duty storage bins are a solution.

BUILDING RELATED CONCERNS

1. There is a long-term desire to consolidate the fleet and operations and eliminate the double and triple handling of vehicles by staff currently required due to existing size constraints.

2. The fleet maintenance bays are undersized and there is a need for more equipment and bays to accommodate current departmental demands.

3. The existing welding/fabrication options are spread out between various divisions within the facility and are problematic in a number of ways. Because of the noise, fumes, and other safety concerns associated with this type of work, it has become increasingly common to consolidate this activity in a dedicated area within the facility. Removing welding and grinding from the mechanic's and shop areas also can improve workflow and potential disruption in other work areas.

4. Given the way the facility has developed over time, some of the shop and storage areas are overflowing and lacking space while others are disjointed and underutilized. In addition, some areas like Central Receiving are limited by head clearance and configuration issues, making reorganization or repurposing a challenge.

5. While there may have been an adequate number of offices for staff when the city first moved into the building; areas of the administration section have been repurposed in order to meet the current need. Consequently, other activities and spaces such as the conference rooms within this area of the building have been compromised. At some point, the large conference room was modified to accommodate more office space, leaving the existing conference rooms inadequately sized for large departmental meetings. Looking forward, the two biggest needs in this area will be a large conference room and more dedicated office area. In addition, the break room area for administrative staff is undersized and should be considered in any expansion scenario.

6. The staff locker rooms, lunchroom, and a large training room are located on the second floor of the facility. Currently, there is no elevator to provide access to this level. This is a major concern that will need to be addressed moving forward.

7. There are baseline accessibility concerns throughout the building, particularly at common staff areas like restrooms and locker rooms that need to be addressed in any renovation or expansion scenario.

SITE AND EXISTING BUILDING ASSESSMENT

A portion of this study involved performing an assessment of the building and site. This is very important in determining the potential challenges or drawbacks to modifying or replacing portions of the existing building for any additions and physical changes to the building. It is also important to determine what works for the departments, and what does not work. This is somewhat of a new set of eyes, seeing things that have been modified or accepted over time, whether ideal or not.

The following are highlights of the site and building review:

SITE

The existing salt building is in good condition and is currently meeting the needs of the department. Based on comments from staff, this structure should serve in size and capacity for an extended period of time.

There is, at times, a considerable amount of stockpiling of materials. The current condition, using concrete barriers or nothing at all, results in wash out of the materials and potential contamination to the surrounding site. To meet state and federal regulations, a solution to this is to include taller (8'-0" – 10'-0") heavy-duty bins with an overhead cover to avoid washout and spillage.

The dispensers and tanks at the fueling island have recently been upgraded and re-certified. The canopy and island are in good condition and should serve the city into the foreseeable future with intermittent maintenance.

Staff parking is adequate at this point. Non-departmental meetings, such as preconstruction meetings, can put a strain on parking for short durations of time. Expansion options should consider and look at opportunities for adding 10-15 additional supplemental parking and temporary parking provisions for large meetings.

OFFICE AREA: ADMINISTRATIVE

Like most public works departments, the administrative area has been gradually updated over time. Currently, the office area meets the baseline needs of the facility. However, due to a previous room reconfiguration, there is a lack of a large conference room or the ability to separate either the lunchroom or large training into a space that can accommodate preconstruction meetings or larger interdepartmental meetings. Looking forward, more office space will be required to anticipate growth but also to alleviate current space restrictions and optimize the current layout.

One unusual component of the scope of services provided by the city is Cemetery Services. Staff meets with client families on an intermittent but consistent basis in one of the two conference rooms. The department would benefit greatly in terms of scheduling flexibility and efficient use of space by adding a small, discreet conference room for these meetings. This meeting room would also be used for one on one meetings and staff reviews which would also help keep the larger meeting rooms open for scheduling.

OFFICE AREA: LUNCH ROOM / LOCKER ROOMS / TRAINING ROOM

The current lunchroom, training room, and locker rooms are all located on the second floor of the facility. There is currently no elevator for accessibility between the two levels. The locker/restrooms are crowded and do not meet current ADA clearance standards or baseline staff need. Currently, the departments eat in shifts and space is limited when all staff is present. This is further compounded during the summer when seasonal employees are hired. The room is separated into a lounge/computer area and a more typical configuration with tables and chairs. While some departments prefer more separation between these functions, it usually comes down to staff preference. The room features good natural light, something that is lacking within the facility in other locations. More electrical outlets are required in the kitchen area as multiple appliances are plugged into power strips. The Training Room features an acoustical ceiling and carpet to facilitate proper acoustics. The room also includes appropriate technology and infrastructure for presentation. Each of the spaces on this level utilizes small, individual heating and air conditioning units. This creates redundancies and multiple points for service, maintenance, etc. There is also some evidence at the diffusers and registers of air infiltration from the vehicle areas.

The immediate needs identified include:

1. Elevator access to the upper level for ADA compliance
2. Separate area for computer lab (6-8 shared computers for timesheets, training, paperwork, etc.)
3. Larger locker rooms with larger lockers and appropriate ADA clearances
4. Larger Training Space
5. Additional Lunch Room Area

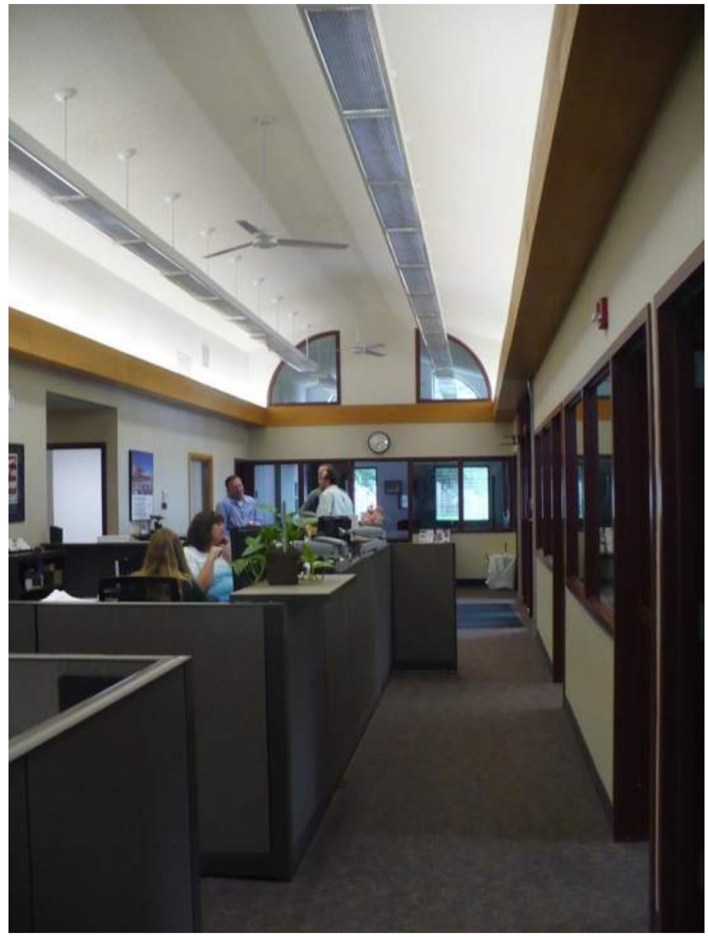
Above: Lunch Room

OFFICE AREA: OTHER

The existing administrative break area is well situated to allow staff to monitor the front door during lunch and break periods. The space itself is undersized; requiring some staging and scheduling for staff. The counters and appliances should be updated and modernized to create a more functional space.

As noted at the second-floor spaces, there are some indoor air quality concerns in the office areas. These have been partially addressed as part of an HVAC replacement in 2018. Given the configuration of the building and the reliance on multiple HVAC units of varying ages; it may be that creating proper air pressurization is not possible given the current equipment. The condition might also be complicated and exacerbated by the age and condition of the mechanical units within the vehicle areas (more to follow).

There appear to be some opportunities to consolidate technology infrastructure such as the server, phone system, etc. This work should be coordinated with staff to ensure that planning includes future needs and accommodations such as dedicated cooling, proper electrical, etc.



VEHICLE MAINTENANCE

The existing areas for maintenance have some good points and some that are of concern. The current bays are separated into two sets of four. Half of the bays are configured in a north/south orientation (facing east) and the other bays run east/west (facing south). The L-shaped orientation of the bays presents some safety and maneuverability challenges in terms of sightlines, turning radius, cross-traffic, etc. This is particularly a concern at the interior "elbow" of the "L" where the doors are very close to each other and are tight to the building wall. In addition, the existing doors are 14'-0" wide. As equipment has increased in size, so have the doors and we would typically see 16'-0" wide or wider overhead doors throughout a newer facility.

There is no overhead crane access in either bay. While not directly required, crane access has become the standard for most facilities due to its flexibility, and ease of use for day to day activities. A crane allows for intermittent work at all areas of the floor, ease of loading and unloading, and best use of adjacent mezzanine spaces while maintaining a consistent level of inherent safety protocol. The mezzanines are currently rated for 155 psf, which is at or above the typical weight restrictions at new facilities. Due to the existing roof structure, it does not appear possible to add a crane to these areas without providing a new independent structural frame specifically for the crane.

There are five lifts located in the mechanic's area: (1) in-ground heavy-truck lift, (3) newer two-post lifts with a capacity of 10000 to 12000 thousand pounds, and (1) 72000 pound 4-post portable truck hoist. The newer lifts are in good condition and work well for smaller vehicles. Typically, a facility this size would have at least two means of lifts for large vehicles. This aids efficiency by allowing

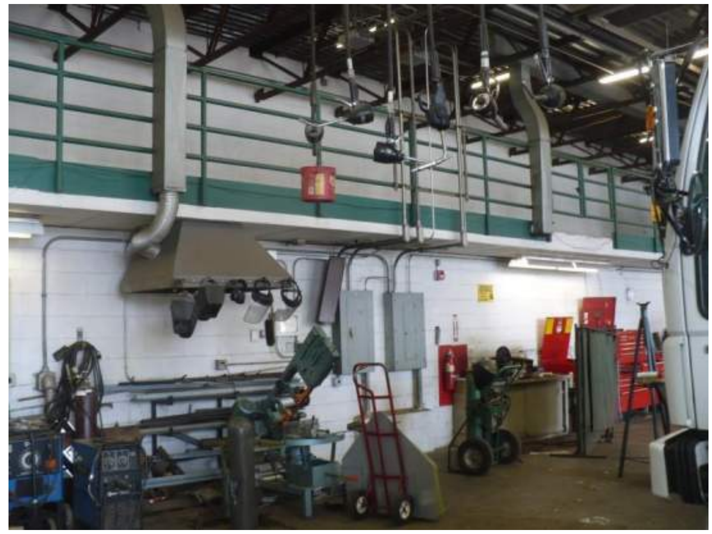
Above: Vehicle Maintenance

overlap and flexibility to the mechanic's scheduling and overall workday. Increasingly, both existing and new facilities are incorporating four-post portable lifts for large vehicles. These lifts offer extreme flexibility as they can be moved from bay to bay or put away against the wall or in a designated area, opening up the bay completely.

There appear to be a few areas that can accommodate welding in the maintenance area. These areas feature dedicated exhaust, but the condition and effectiveness of the system need to be verified. All of the areas are undersized and as noted elsewhere, it has become standard practice to centralize this function within a dedicated bay.

Both wings of the mechanic's area lack proper natural and/or artificial lighting for the type of work being performed. With the overhead doors closed, staff must rely on work lights and headlamps for adequate light. This is a nuisance that can impact productivity and is also a safety concern.

The floor was generally in good condition. The floor drains appear to be slightly under-sized but are in fair to good condition throughout. Gas-fired overhead radiant heat is used in both areas. Many new facilities use hot water in-floor radiant heating in maintenance areas. This type of heating is much more comfortable for the employees, increases safety by keeping the floor dry, and eliminates overhead obstructions for the crane, skylights, overhead doors, etc. The fresh air supply and make-up air units both appeared beyond their expected lifespan. During the walkthrough, we noted the presence of soot and ash at registers and diffusers which is a strong indicator of a possible indoor air quality issue. Similarly, the dedicated vehicle exhaust configuration needs updating and improvement to ensure staff is utilizing this important component consistently.

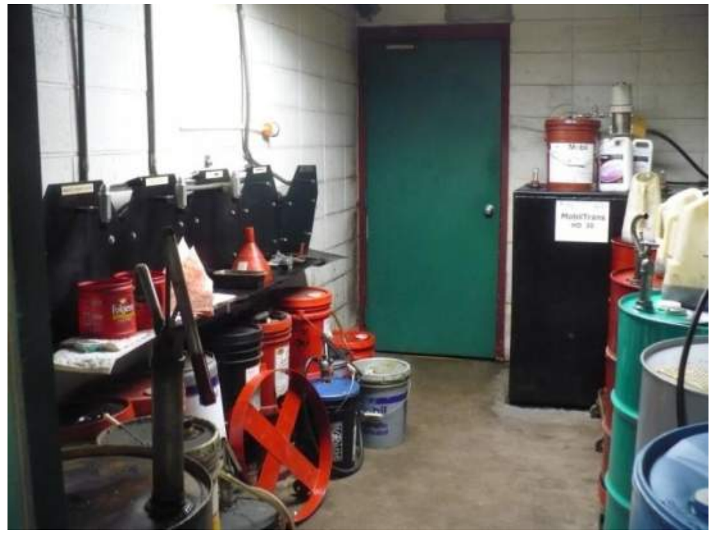


Above: Vehicle Maintenance/Welding

The bulk oil room includes code-based provisions for spill containment, explosion-proof lighting, emergency eyewash, etc. The room is well organized, and the equipment/piping is of high quality. However, there is no additional room for expansion, necessitating provisions for tank storage elsewhere in the facility.

The immediate needs identified include:

1. Larger work bays including additional head clearance and larger overhead doors
2. (1) additional small truck hoist
3. Replacement of outdated HVAC equipment
4. Provide an overhead crane
5. Additional lighting



Above: Bulk oil room

VEHICLE STORAGE

The existing vehicle storage area currently houses most of the large vehicles within the fleet including plow trucks, sweepers, trailered vehicles, etc. The space itself is at capacity, especially at the end of the day. The last vehicles back park in the drive lanes as space allows. This necessitates the double and triple handling of vehicles if staff need to utilize a specific vehicle. This condition can also greatly increase the potential for incidental damage to vehicles due to tight conditions.

Like the maintenance area, there is a significant lack of natural/artificial lighting within the space and multiple indicators of possible indoor air quality issues. The building is an upgraded and modified pre-engineered building. This system allows for a large clear span, column-free space with high ceiling clearances at a relatively low cost. One of the drawbacks of the system is that the vapor barrier and insulation are exposed at the underside of the

Above: Vehicle storage

roof and there is a tendency for those seams to fail, creating large gaps. These gaps are susceptible to moisture and fume penetration causing the insulation to degrade and fail over time. There are several instances of the vapor barrier hanging down from the ceiling within the vehicle storage area. These should be reviewed and addressed as possible. The system also can make expansion difficult or costlier due to the rigidity of the pre-engineered structure.

The floor drains are located directly under the vehicles within this area. It is not clear whether this was by design or due to changes in the parking layout. Typically, the drains are located with the drive lane. While atypical, it doesn't appear that this condition is currently posing any problems. The concrete floor is displaying areas of cracking and failure that will need to be addressed in the near future.

Due to odor and other concerns, the garbage truck is currently stored outside. We would recommend providing a separate isolated area for storage.

Ultimately, the major issue with vehicle storage comes down to a lack of space. Staff needs more consolidated indoor parking space within the main building to properly coordinate and stage departmental parking efficiently.

Above: Vehicle storage

WASH BAY

The current wash bay is ample for current and future use. Research has proven that maintaining a fleet, keeping its value and service longevity, is greatly and positively impacted by a regular and thorough washing of the vehicles. The city made an excellent choice by upgrading this feature.

The wash bay consists of a large, double bay, with an integrated sand inceptor pit and undercarriage wash. A support room is located nearby which keeps the dedicated equipment out of the harsh conditions and makes it easier to service.

The wash bay also features in-floor heat, which eliminates exposure of overhead mechanical equipment to overspray and damage while helping keep the floor dry, which improves worker safety.

Unfortunately, positioning the wash bay at the end of the building has effectively "capped" future expansion; meaning there is no clear way to add onto the building on this side without having to go outside or walk through the wash bay. Given some of the other site constraints such as the gas easement, this severely restricts or impacts future expansion of the facility.

Above: Large wash bay

SHOP AREAS

Similar to other spaces and conditions, the shop spaces have evolved over the lifetime of the building. Consequently, some areas are cramped and overflowing while others are underutilized due to size constraints, room configuration, or mechanical/electrical infrastructure. This report will address a few specific items but in general, any expansion or addition plans should include the consolidation and restructuring of the shop spaces to better utilize existing areas within the building

Above: Fabrication shop

POLICE STORAGE

The police storage operation is located within Satellite Storage Building 1. The area consists of a shared locker area, evidence holding, and vehicle parking. The space was not originally designed to house these functions and there are a number of problems related to the current operation including lighting, air quality, code implications, security and privacy concerns, maintenance issues, lack of floor drains and water, etc. The use of a remote site for the storage of equipment and vehicles presents operational inefficiencies and requires daily travel time between the CMF site and City Hall. The operation would benefit greatly from being relocated to a facility or space designed to meet the baseline functions of the department. The department's current preference is relocation to City Hall with a secondary preference to build a standalone facility on an alternate site. Until a decision is made, the masterplan will include space as required on the CMF site.

Above: Police Storage

CENTRAL RECEIVING / QUARTERMASTER

One area identified by multiple staff members was the need for a centralized shipping/receiving or quartermaster. This system could streamline departmental acquisition and eliminate redundancies in the ordering and requisition process for tools, equipment, and supplies. This type of organization method might be used in conjunction with a "vending" type system where staff would check-in and out pieces of equipment or supplies under their employee ID number. The goal would be that, over time, a single-source supply could eliminate redundancies, increase pre-planning for projects, and diminish the need for staff to make individual trips to acquire project materials and equipment.

BUILDING EXTERIOR

Generally, the exterior of the building is in good condition. The use of block, stucco, and precast panels at the exterior are good choices. The administrative area of the building is of most concern. There are several areas where the metal panels and trim have rusted through. The lower portion of the wall is damaged from weather and salt exposure and many of the window heads and sills are discolored or have other indications of the seal or frame of the window being compromised. The administrative area would also benefit the most from an exterior update. Both in terms of aesthetics (located on the street as the "face" of the facility) and energy efficiency and compliance (added insulation at the exterior of the building).

Above: Typical damage at base of the administration area

SUPPORT BUILDINGS- JOHNNY CAKE SITE

The Johnny Cake satellite facility was built in roughly 1988/1989 and serves as a secondary site for the Parks department and as the site of a well house. The building currently houses (5) full-time employees and (13) seasonal employees. Due to lack of plumbing, there is no restroom, no floor drains, and the sink daylights outside through the wall. Staff indicated that adding plumbing to the building would be difficult and costly due to utility infrastructure constraints. On the HVAC side, there is no exhaust or make-up air. There is an overall lack of vehicle storage space and some equipment is being stored outside. As a "home base" for staff, the office and employee areas need updating for quality and basic code compliance issues. Moving forward, there is an underlying efficiency in storing park equipment near the facilities and grounds being served. However, the current building is having difficulty meeting any of the baseline needs of the department.

SUPPORT BUILDING 1: As noted above, half of Support Building 1 houses the police operations. The other half is utilized as rotational Streets and Parks storage where the department keeps seasonal items on an as-needed basis. The Building Inspection Department also parks its vehicles within this space. The building is in fair condition with a dedicated parking lot. The building was originally designed for cold storage. Over time, due to space constraints, City staff has converted it to a warm storage building

Given the age of the building and the prime location on the site in terms of proximity to public works, utilities, and adjacent properties; the city should consider the best use of the property in any cost/benefit analysis of the building moving forward.

SUPPORT BUILDINGS 2 AND 3: Support buildings 2 and 3 are in good condition. Both buildings are being utilized for departmental storage, primarily by parks and streets. It would be optimal to restrict the use of these buildings to non-vehicle seasonal storage due to plumbing, energy code, ventilation requirements, and maintenance concerns moving forward.

SECURITY AND CONTROL

In the past five years, security and access control have become extremely important items relative to a municipal maintenance / public works campus. We have worked with multiple agencies on improvements in this area of concern relative to their existing facilities. The topic involves both the protection of assets and people.

The following are our comments relative to this matter:

1. Adequate surveillance at the main public entry is critical. The building is equipped with cameras at the front entry and coverage is provided for the entire perimeter of the main facility. There is no coverage for the support buildings and yard at this time. Currently, access is not restricted to the building from the front door during the hours of operation.

2. Once a person or persons are in the building, there should be a way of preventing them from readily accessing the otherwise non-public spaces.

3. Given the current arrangement, many of the overhead doors are left open during the day. A good portion of the site has restricted access through fencing and gates, but access is still a concern.

4. A second means of refuge or exit for staff is desirable. Should an intruder enter the building, there should be multiple avenues of escape for staff.

5. The building currently employs a camera system for monitoring portions of the building.

6. The site is surrounded by chain-link fencing and gates, which provide a reasonable level of security to the site. Although there is currently no means of prohibiting someone from driving in and getting to the main door, this is not uncommon.

7. Controlling access of the public into the building would result in a much stronger means of defense against unwanted or questionable persons in general. Through the use of card access and a remote door opener at the main set of exterior doors and/or vestibule doors, there would be a much stronger control system. Someone at the reception desk would be able to allow people entry only after visual (and perhaps audial) verification.

PREFERRED EXPANSION OPTIONS

As with any building expansion, there are a number of factors "beyond the numbers" that need to be considered. Cost considerations, building code, site limitations, structural limitations, and operational efficiencies all play a large role in dictating how and where a building can be expanded. The design team worked through multiple expansion options in an attempt to balance current needs and future growth within the limitations of the existing building without compromising the functional aspects of the existing layout or necessitating a complete building or campus reorganization.

A set of graphic plan layouts for the site and building are included after this summary.

Briefly, the plan includes the following:

SITE RELATED

- Expansion and modification of roadways, entrances, and parking areas
- Expansion (height-wise) and covering of the existing bin storage area
- Building expansion

BUILDING RELATED

- Large expansion of the Vehicle Storage area to the south
- New Vehicle Maintenance area
- Expansion of Administrative area to the west
- Renovation of existing maintenance areas into Parks and Shop areas
- Modifications to the office area and reconfiguration
- New Police Storage addition to the south
- Other minor improvements

COST PROJECTIONS AND BUDGETS

An executive summary of potential costs related to the expansion scenarios discussed is included within the attachments. These budget estimates are based on current costs known for the year 2019. It is expected that costs will grow at a rate of 4%-6% per year over the next several years. Consequently, it is advised that a cost increase be added to the budgets or costs based on the expected or anticipated start of the project.
There are no land costs involved and there are no costs included which might be associated with funding or bond sales.

Note: If all the various project components were designed, bid and built in a single phase, the total cost of the project might be reduced due to economies of scale, added costs for multiple mobilizations, a doubling up of site supervision, added expenses, and added time to conduct multiple construction operations versus one.

FINAL THOUGHTS

Despite some challenges, the building is suitable for expansion and renovation. The building has held up well for the most part, and agency staff has done an excellent job of maintaining the facility and keeping spaces as well organized as possible. Oertel Architects would like to thank all city staff for their input, information, and participation during the process of this study.

ATTACHMENTS:

A. Renovation/Expansion Concept Site and Building Plans
B. Building Program/Proposed Expansion Overview
C. Current Fleet Breakdown
D. Vehicle Retention Policy
E. Certified Lane Miles

RENOVATION/EXPANSION CONCEPT SITE & BUILDING PLANS

Apple Valley

OERTEL ARCHITECTS

COLOR LEGEND

- AREA A : EXISTING OFFICE RENOVATION
- AREA B: NEW OFFICE RENOVATION AND BREAK ROOM EXPANSION
- AREA C: FIRST FLOOR NEW OFFICE ADDITION
- AREA D: NEW VEHICLE STORAGE ADDITION
- AREA E: NEW VEHICLE REPAIR ADDITION
- AREA F: EXISTING UTILITIES SHOP RENOVATION
- AREA G: EXISTING STREETS SHOP RENOVATION
- AREA H: EXISTING SIGN SHOP RENOVATION
- AREA J: EXISTING REPAIR RENOVATION
- AREA K: EXISTING SHOP RENOVATION
- AREA L: EXISTING TOOL SHOP RENOVATION
- AREA M: SECOND FLOOR OFFICE RENOVATION
- AREA N: POLICE RELOCATION

1 SITE PLAN

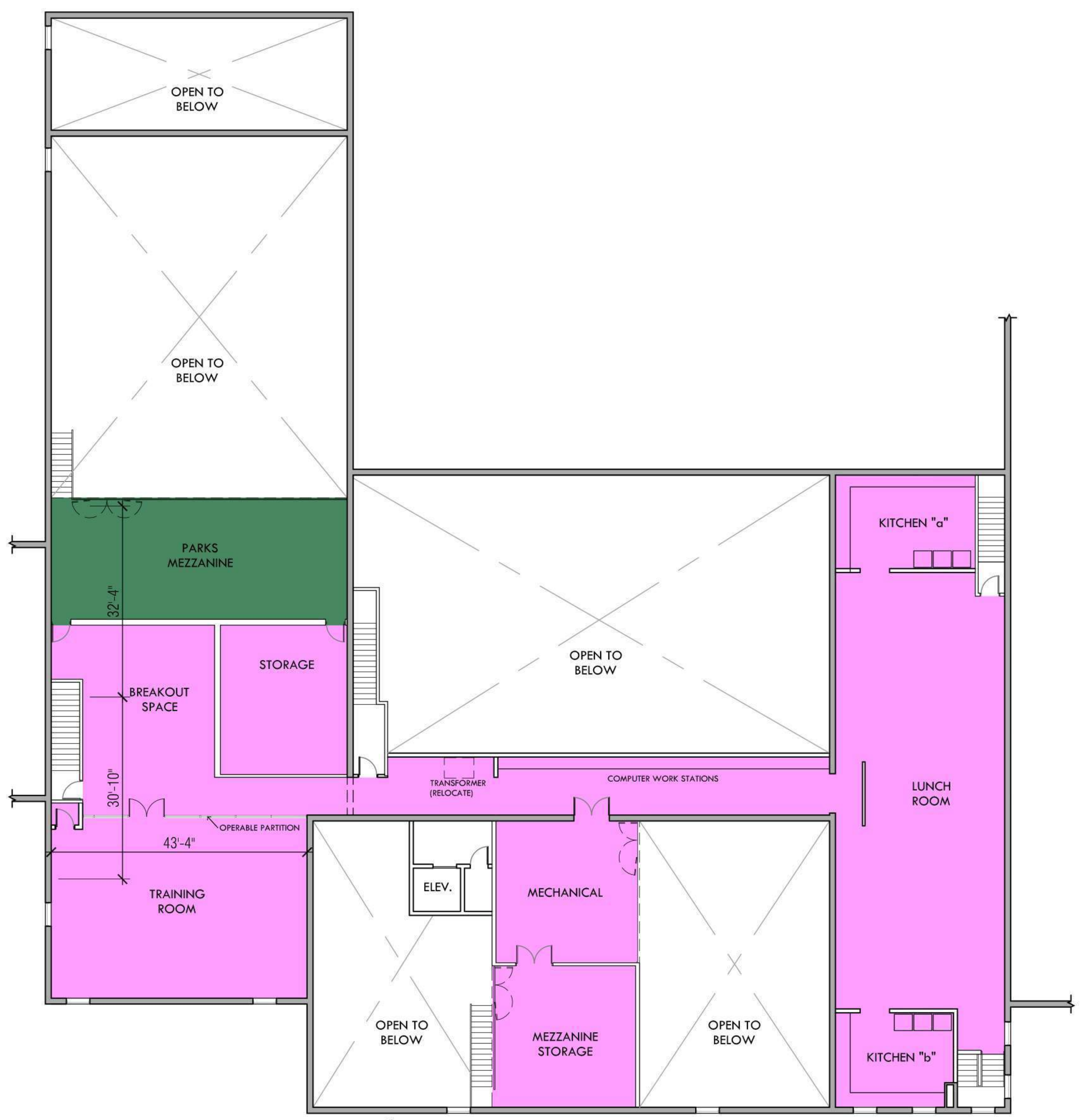
1"= 30'-0"

NORTH

OERTEL ARCHITECTS, LTD.

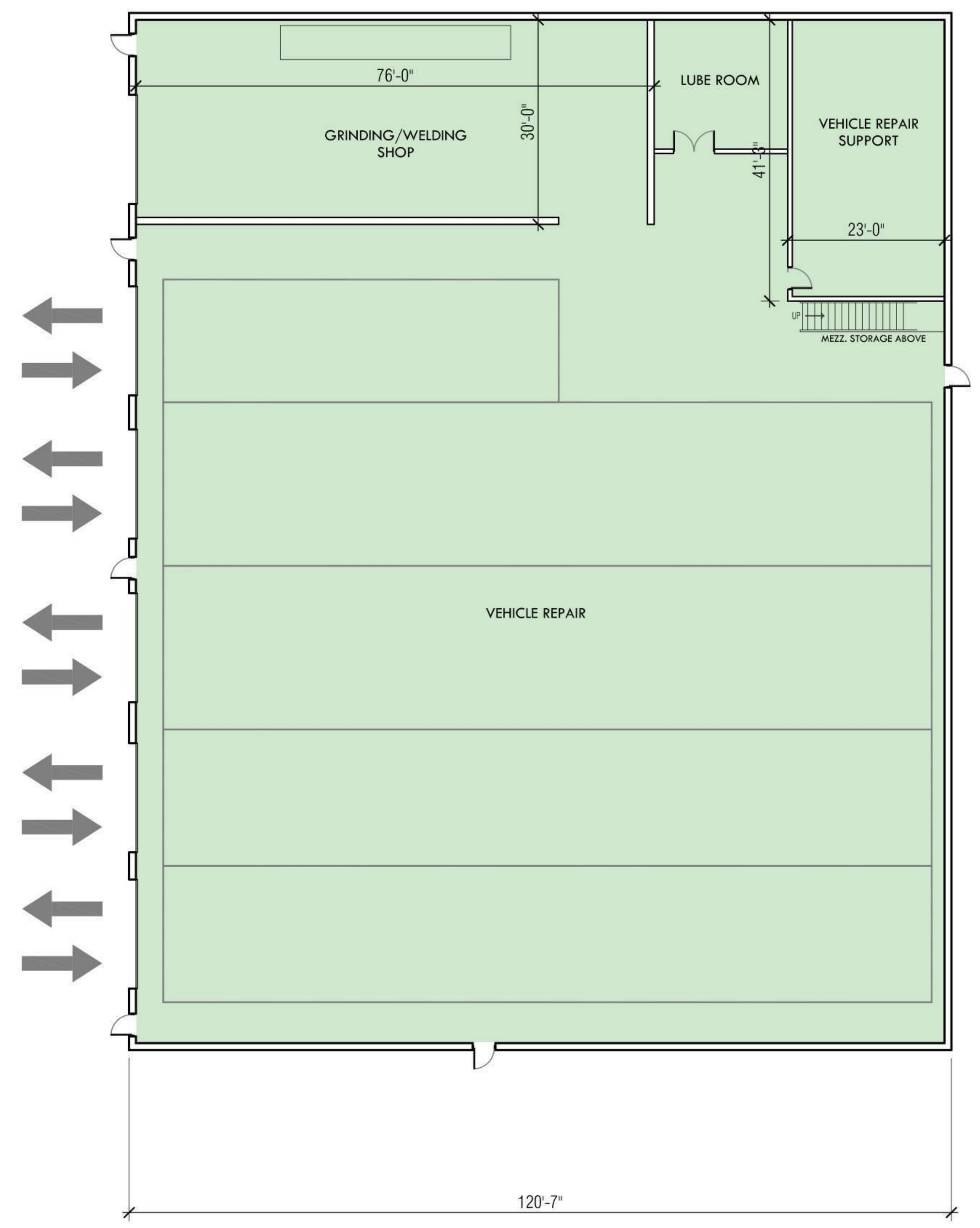
CITY OF APPLE VALLEY
CENTRAL MAINTENANCE FACILITY ASSESSMENT

EXHIBIT NO.



1 MEZZANINE PLAN
EXISTING CONDITIONS 1/16" = 1'-0"

NORTH



1 FLOOR PLAN
MAINTENANCE 1/16" = 1'-0"

NORTH

VEHICLE KEY:

1	CAR	13	MOWER	25	COMPRESSOR	37	GAPVAX
2	PICKUP	14	BACKHOE	26	LOADER	38	JETTER TRUCK
3	1-TON DUMP TRUCK	15	TOOLCAT	27	VERSATILE	39	CAMERA VAN
4	SINGLE AXLE TRUCK	16	550 DUMP TRUCK	28	MULE-GATOR	40	BLOWER TRACTOR
5	HOLDER	17	TRAILER	29	WATER TANKER	41	PICKUP W/ PLOW
6	TANDEM AXLE TRUCK	18	SPEED TRAILER	30	GARBAGE TRUCK	42	1-TON W/PLOW
7	FORKLIFT	19	BUCKET TRUCK	31	VAN	43	STAGE TRAILER
8	SWEEPER	20	BOBCAT	32	LIGHT PLANT	44	PUPPET WAGON
9	SMALL SWEEPER	21	1-TON 550 TRUCK	33	CRASH TRAILER	45	CART
10	SMALL PICKUP	22	STUMP GRINDER	34	GENERATOR	46	TURF TRACER
11	1-TON SERVICE TRUCK	23	CHIPPER	35	1-TON UTILITY TRUCK		
12	TRACTOR	24	LOADALL	36	BIG TRUCK		

COLOR LEGEND

- AREA A : EXISTING OFFICE RENOVATION
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- AREA K: EXISTING SHOP RENOVATION
- AREA L: EXISTING TOOL SHOP RENOVATION
- AREA M: SECOND FLOOR OFFICE RENOVATION
- AREA N: POLICE RELOCATION

1 FLOOR PLAN
OPTION 3 1/16" = 1'-0"

NORTH

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1795 ST. CLAIR AVENUE
ST. PAUL, MN 55105
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www.oertelarchitects.com

CONSULTANTS:

NOTES:

CITY OF APPLE VALLEY
CMF NEEDS ASSESSMENT

STREET ADDRESS
CITY, STATE, ZIP

PROJECT NUMBER:	17-15
DATE OF ISSUE:	XXX XX, XXXX
DRAWN BY:	TRS
CHECKED BY:	JLO
REVISIONS:	

CERTIFICATION:
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE:
DATE:
LICENSE #:

SHEET NAME:
FLOOR PLAN

SHEET NO:
A000

PLOTTED: 11-15-2018 FILE NAME: 17-15 sr_Floor Plan_Option 3New.dwg

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CENTRAL MAINTENANCE FACILITY SPACE PROGRAM

ROOM	SQ.FT.	SIZE (rough dim)	#	TOTAL	ADJACENCIES	NOTES
OFFICE AREA						
Vestibule	144	12'x12'	1	144		*Office Renovation - Existing
Reception	120	10'x12'	1	120		*Office Renovation - Existing
Office	120	10'x12'	6	720		*Office Renovation - Existing
Office	112	8'x14'	2	224		*Office Renovation - Existing
Large Office	192	12'x16'	1	192		*Office Renovation - Existing
Open Office	448	14'x32'	1	448		*Office Renovation - Existing
Shared Office	312	12'x26'	1	312		*Office Renovation - Existing
Break Room	160	12'x12'	1	160		*Office Renovation - Existing
Copy/Print	254	12'x20'	1	254		*Office Renovation - Existing
Consolidated Locker Area	1,822	40'x50'	1	1,822		*Office Renovation - Existing
Storage/Mechanical	276	12'x25'	1	276		*Office Renovation - Existing
Break Room Expansion	128	12'x12'	1	128		*Office Renovation - New
Office	144	12'x12'	1	144		*Office Renovation - New
Men's Restroom	120	12'x12'	1	120		*Office Renovation - New
Women's Restroom	127	12'x12'	1	127		*Office Renovation - New
Consolidated Locker Area	1,822	40'x50'	1	1,822		*Office Renovation - New
Small Conference	154	12'x12'	1	154		*Office Addition - New
Large Conference	500	16'x28'	1	500		*Office Addition - New
Library/Conf.	368	12'-6"x28'	1	368		*Office Addition - New
Kitchen/Vending a	374	16'x20'	1	374		*Office Renovation - Upper Floor
Kitchen/Vending b	314	16'x20'	1	314		*Office Renovation - Upper Floor
Computer Work Stations	240	6'x40'	1	240		*Office Renovation - Upper Floor
Lunch Room	2,146	28'x75'	1	2,146		*Office Renovation - Upper Floor
Training Room	1,312	30'x40'	1	1,312		*Office Renovation - Upper Floor
Breakout Space	905	20'x30'	1	905		*Office Renovation - Upper Floor
Storage	542	20'x25'	1	542		*Office Renovation - Upper Floor
Mechanical	600	20'x30'	1	600		*Office Renovation - Upper Floor

Women's Restroom_116	168	12'x14'	1	168		*Office Renovation - Relocated/Repurposed
Men's Restroom_117	168	12'x14'	1	168		*Office Renovation - Relocated/Repurposed
Kitchen_224	430	20'-8"x20'-8"	1	430	Vending	*Office Renovation - Relocated/Repurposed
Vending_225A	180	30'x6'	1	180	Kitchen, Lunchroom	*Office Renovation - Relocated/Repurposed
Lunchroom_225	1,795	20'-8"x86'-6"	1	1,795	Vending/Kitchen	*Office Renovation - Relocated/Repurposed
Training Room_204	924	33'x28'	1	924	Storage, Hall	*Office Renovation - Relocated/Repurposed
Storage_205	450	30'x15'	1	450	Training, Hall, Storage	*Office Renovation - Relocated/Repurposed
Storage_201	550	25'x22'	1	550	Training, Storage	*Office Renovation - Relocated/Repurposed
Storage_202	550	25'x22'	1	550	Training, Storage	*Office Renovation - Relocated/Repurposed
Men's Lockers_215	408	17'x24'	1	408	Men's Restroom	*Office Renovation - Relocated/Repurposed
Men's Restroom_216	150	10'x15'	1	150	Women's Restroom, Men's Lockers	*Office Renovation - Relocated/Repurposed
Women's Restroom_218	90	6'x15'	1	90	Women's lockers, Men's Restroom,	*Office Renovation - Relocated/Repurposed
Women's Lockers_219	150	10'x15'	1	150	Men's Restroom, Women's Restroom	*Office Renovation - Relocated/Repurposed
Mechanical_222	288	12'x24'	1	288	Restrooms, Kitchen	*Office Renovation - Relocated/Repurposed
Total				6,301		
OFFICE AREA ADDITION				1,022	*DOES NOT INCLUDE CIRCULATION*	
RENOVATED OFFICE AREA SUBTOTAL				19,747	*DOES NOT INCLUDE CIRCULATION*	
TOTAL				27,680	*DOES INCLUDE CIRCULATION (Max.)*	
VEHICLE STORAGE						
Large Spaces	612	18'x34'	13	7,956	PARKING SPACES AREA ONLY!!!	*Existing Vehicle Storage
Standard Spaces	200	10'x20'	10	2,000		*Existing Vehicle Storage
Large Spaces	684	18'x34'	14	9,576		*New Vehicle Storage
Standard Spaces	200	10'x20'	14	2,800		*New Vehicle Storage
Open Spaces	120	15'x8'	16	1,920		*New Vehicle Storage
Garbage Truck Storage	1,050	50'x22'	1	1,050		*New Vehicle Storage
EXISTING VEHICLE STORAGE				9,956	*DOES NOT INCLUDE CIRCULATION*	
NEW VEHICLE STORAGE				15,346	*DOES NOT INCLUDE CIRCULATION*	

VEHICLE PARKING SUBTOTAL	25,302					Area number from previous page
CIRCULATION	8,856			34,158		
Brine Storage	900	18'x50'	1	900		*Existing Vehicle Storage
Wash Bay Support	684	18'x38'	1	684		*Existing Vehicle Storage
Wash Bay	4,080	34'x120'	1	4,080		*Existing Vehicle Storage
Storage	243	13'-6"x18'	1	243		*Existing Vehicle Storage
Fire Control	108	6'x18'	1	108		*Existing Vehicle Storage
Hazardous Storage	432	18'x24'	1	432		*New Vehicle Storage
SUPPORT AREA CIRCULATION				1,934		
SUPPORT AREA SUBTOTAL				8,381		
TOTAL				50,920	*DOES INCLUDE CIRCULATION*	

VEHICLE REPAIR BAYS						
Large Repair Bays	1,300	24'X54'	5	6,500	New Vehicle Storage, Wash bay	*New Vehicle Repair Addition
Small Repair Bays	800	20'x40'	4	3,200	New Vehicle Storage, Wash bay	*New Vehicle Repair Addition
Repair Bay Subtotal	9,700	MIN. REQ'D AREA				
Mechanic's Support Area	1,200	24'x50'	1	1,200		*New Vehicle Repair Addition
Welding Bay	1,600	32'x50'	1	1,600		*New Vehicle Repair Addition
Lube Room	360	12'x30'	1	360		*New Vehicle Repair Addition
Repair Bay Mezzanine	1,200	24'x50'	1	1,200		*New Vehicle Repair Addition
Maintenance Support Spaces Subtotal				4,360		*New Vehicle Repair Addition
Existing Maintenance Bay_136,137	936	18'x52'	3	2,808		*Repair Renovation - Relocated/Repurposed
Wash Bay_138	1,040	20'x52'	1	1,040		*Repair Renovation - Relocated/Repurposed
Parts Storage_130	320	14'-9"x21'-9"	1	320		*Repair Renovation - Relocated/Repurposed
Oil Storage_130A	160	10'x16'	1	160		*Repair Renovation - Relocated/Repurposed
Men's Toilet_132A	168	21'x8'	1	168		*Repair Renovation - Relocated/Repurposed
Repair Office_133	80	10'x8'	1	80		*Repair Renovation - Relocated/Repurposed
Vehicle Maintenance Mezz._200	1,040	20'x52'	1	1,040		*Repair Renovation - Relocated/Repurposed
Total				5,616		
IEW VEHICLE MAINTENANCE SUBTOTAL	18,278				DOES INCLUDE CIRCULATION	

DEPARTMENT WORK AREAS						
Utilities Shop	2,000	40'x50'	1	2,000		*Shop Renovation - Existing
Utilities and Tools Work Shop	260	20'x13'	1	260		*Shop Renovation - Existing
Utilities Meter Repair	360	20'x18'	1	360		*Shop Renovation - Existing
Office/Utilities	200	10'x20'	1	200		*Shop Renovation - Existing
Streets Shop	2,000	40'x50'	1	2,000		*Shop Renovation - Existing
Street Tools Work Shop	200	20'x10'	1	200		*Shop Renovation - Existing
Streets Metal Sign Shop	400	20'x20'	1	400		*Shop Renovation - Existing
Office/Streets	120	10'x12'	2	240		*Shop Renovation - Existing
Sign Shop	1,500	30'x50'	1	1,500		*Shop Renovation - Existing
Office/Sign	120	10'x12'	1	120		*Shop Renovation - Existing
Parks Shop	3,000	50'x60'	1	3,000		*Repair Renovation - Existing
Parks Storage	1,000	20'x50'	1	1,000		*Repair Renovation - Existing
Parks Office	800	20'x40'	1	800	Provide room for (5) work areas @ 120 SF = 600 SF	*Repair Renovation - Existing
Parks Mezzanine	1,000	20'x50'	1	1,000		*Repair Renovation - Existing
Parts/QuarterMaster	1,000	20'x50'	1	1,000		*Shop Renovation - Existing
Natural Resource Department Shop	810	27'x30'	1	810		*Shop Renovation - Existing
Office/NRD	120	10'x12'	1	120		*Shop Renovation - Existing

Central Storage and Receiving_124	1,448	29'x57'	1	1,448		*Shop Renovation - Relocated/Repurposed
Office Supervisor_125	167	12'x14'-9"	1	167		*Shop Renovation - Relocated/Repurposed
Bin Storage_125	346	24'x12'	1	346		*Shop Renovation - Relocated/Repurposed
Paint Storage_126	115	8'x14'-9"	1	115		*Shop Renovation - Relocated/Repurposed
Chemical Storage_127	257	14'-9"x14'-9"	1	257		*Shop Renovation - Relocated/Repurposed
Grinding Shop_146	568	24'x24'	1	568		*Shop Renovation - Relocated/Repurposed
Welding Shop_147	568	24'x24'	1	568		*Shop Renovation - Relocated/Repurposed
Parks/Equipment Shop_148	1,568	32'x50'	1	1,568		*Shop Renovation - Relocated/Repurposed
Foresty Office_150	130	9'x13'	1	130		*Shop Renovation - Relocated/Repurposed
Forestry Work Shop_155	375	25'x15'	1	375		*Shop Renovation - Relocated/Repurposed
Tool Storage_154	327	15'x23'	1	327		*Shop Renovation - Relocated/Repurposed
Tool Storage_156	70	15'x7'	1	70		*Shop Renovation - Relocated/Repurposed
Utilities and Streets Mezz. Storage_212	800	80'x10'	1	800		*Shop Renovation - Relocated/Repurposed
RENOVATED SHOPS SUBTOTAL				15,010		

POLICE RELOCATION						
Standard Spaces	162	9'x18'	30	4,860		*Police Relocation
Locker Room/Restroom	1,846	20'x30'	2	3,692		*Police Relocation
Storage Lockers	1,848	15'x20'	1	1,848		*Police Relocation
POLICE STORAGE SUBTOTAL				10,400	*DOES NOT INCLUDE CIRCULATION*	

MISC. AND COLD STORAGE	NOT INCLUDED IN BUILDING TOTAL					
Medium Space	200	10'x20'	0	0	Misc. PW Cold Storage	
Small Space	80	8'x10'	0	0		
MISC. AND COLD STORAGE	0					

BUILDING PROGRAM TOTALS				TOTAL		
TOTAL				84,808		

SITE PROGRAM REQUIREMENTS						
SALT/SAND BUILDING***	19,800	110'x180'	1	19,800	Existing Building	provide min. 8' tall barrier walls and cover for mixing
	***Salt building size determined by salt pile, full width of building, and within/ 10' min. of length of building for pile overage. Min. pile height is assumed 12' tall. Area calculated by tons required of salt					
PARKING SPACES	270	9'x18'	0	0		# of employees (1.25)
FUEL ISLAND	600	30'x20'	0	0		
MATERIAL STORAGE BINS	3,600	60'x60'	0	0	Rear of the building (Existing)	asphalt, class V rock, sand, black dirt, etc.
STORM WATER RETENTION	27,470	As Requ.	1	27,470	Rear of the building, 54000 S.F. (Existing)	1" rain on impervious programmed area, 1' deep average depth w/ 25% overage for slope
COLLECTIONS AREA	45,000	Varies	0.5	22,500		Brush and Composting collections / public access / Open Yard Storage
BRINE BUILDING	384	16'X24'	0	0		
TRASH AREA	640	16'x40'	1	640		enclosed dumpster area
SUB-TOTAL				70,410		
SITE CIRCULATION @ 150%				105,615		
TOTAL				176,024		
SITE AREA TOTALS						
MAIN BUILDING	84,808					
CIRCULATION AROUND BUILDING	21,202					
COLD STORAGE	0					
CIRCULATION AROUND BUILDING	0					
BLDG TOTALS	106,010					
25% GREEN SPACE	44,006					
SITE AREA TOTALS	176,024					
GRAND TOTAL SITE AREA NEEDED	326,040	9.73		*Total squarefootage and acreage, plus added 30% of programmed acreage for drainage paths, easements, setbacks, etc.*		
						PROPOSED PROGRAM

ROOM/SPACE NAME:	**Vehicle Parking**
HOURS OF OPERATION:	Day Shift/On Call - Typical Facility Hours are from 6:00 am – 3:00 pm
FUNCTION:	Storage/Parking of Fleet Vehicles
ADJACENCIES:	Existing Vehicle Parking/ Wash Bay
FURNITURE, FIXTURES & EQUIPMENT:	Eye Wash, Tire Rack Storage, Washer/Dryer
ARCHITECTURAL:	
FLOOR:	Concrete (Light Broom Finish)
WALLS:	Concrete
CEILING:	Open to Structure (Steel Joist & Deck)
HEIGHT:	Minimum Clearance of 20'-0"
DOORS/WINDOWS:	3" Insulated Overhead Doors at 16'x14' (standard) with (3) Rows of Vision Glazing
ACOUSTICAL REQUIREMENT:	NA
LIGHTING:	High Bay LED with Multi-Level Switching
MECHANICAL REQUIREMENTS:	High-Efficiency Unit Heaters with Make-Up Air Units. CO2 and NO2 sensors 6" Wide Prefab. Trench Drains with Trash Bin Clean-Out Air/Water Drops at Every other Parking Bay Dedicated Dryer Exhaust Utility Sink/Wash fountain
ELECTRICAL REQUIREMENTS:	Standard electrical distribution Light and Power Reel Drops every other bay Special Purpose outlet for Washer/Dryer (220v)
TECHNOLOGY REQUIREMENTS:	
SPECIAL CRITERIA:	

ROOM/SPACE NAME:	**Repair Bays**
HOURS OF OPERATION:	Day Shift/On Call - Typical Facility Hours are from 6:00 am – 3:00 pm
FUNCTION:	Heavy Maintenance Bays for Fleet Vehicles
ADJACENCIES:	Welding Shop, Storage Areas, Office, Crew Room
FURNITURE, FIXTURES & EQUIPMENT:	Work Benches Bridge crane, Vehicle Lifts
ARCHITECTURAL:	
FLOOR:	Concrete (Light Broom Finish)
WALLS:	Concrete
CEILING:	Open to Structure (Steel Joist & Deck)
HEIGHT:	Minimum Clearance of 20’-0”
DOORS/WINDOWS:	3” Insulated Overhead Doors at 18’x14’ (standard) with (3) Rows of Vision Glazing
ACOUSTICAL REQUIREMENT:	
LIGHTING:	High Bay LED with Multi-Level Switching (no occupancy sensors) Task Lighting at Work Benches
MECHANICAL REQUIREMENTS:	In-Floor Radiant Heat with Make-Up Air Units Dedicated Vehicle Exhaust Reels (between bays) Gas Fired Unit Heaters at Overhead Doors CO_2 and NO_2 sensors 6” Wide Prefab. Trench Drains with Trash Bin Clean-Out Air, Water, and Oil Reels Utility Sink/Wash Fountain
ELECTRICAL REQUIREMENTS:	Standard Electrical Distribution Convenience Outlet Special Purpose Outlets at Equipment (220v outlet) Electric/Light Reels (2) outlets between each bay for mobile lift plug-in
TECHNOLOGY REQUIREMENTS:	Voice/Data Distribution
SPECIAL CRITERIA:	

ROOM/SPACE NAME:	**Welding Shop**
HOURS OF OPERATION:	Day Shift/On Call - Typical Facility Hours are from 6:00 am – 3:00 pm
FUNCTION:	Dedicated Welding/Fabrication Bay for Facility
ADJACENCIES:	Exterior Access, Repair Bays
FURNITURE, FIXTURES & EQUIPMENT:	Work Benches, Material Storage Racks, Computer Work Station, Bridge Crane Iron Worker, Hydraulic Press, Lathe, Drill Press, Grinder, Work Station for Computer
ARCHITECTURAL:	
FLOOR:	Concrete (Light Broom Finish)
WALLS:	Concrete
CEILING:	Open to Structure (Steel Joist & Deck)
HEIGHT:	Minimum Clearance of 20’-0”
DOORS/WINDOWS:	3” Insulated Overhead Doors at 16’x14’ (standard) with (3) Rows of Vision Glazing (Exterior), 12’x12’ Door Opening (Interior-Lined up with material storage racking)
ACOUSTICAL REQUIREMENT:	Provide noise isolation for room
LIGHTING:	High Bay LED with Multi-Level Switching (no occupancy sensors) Task Lighting at Work Benches
MECHANICAL REQUIREMENTS:	In-Floor Radiant Heat with Make-Up Air Units Gas Fired Unit Heaters at Overhead Doors 6” Wide Prefab. Trench Drains with Trash Bin Clean-Out Dedicated Welding Exhaust (Articulated Arm/Hood/Bench) Air & Water Reel
ELECTRICAL REQUIREMENTS:	Standard Electrical Distribution Convenience Outlet Special Purpose Outlets at Equipment Electric/Light Reels
TECHNOLOGY REQUIREMENTS:	Voice/Data Distribution
SPECIAL CRITERIA:	In-floor welding plates

ROOM/SPACE NAME:	**Mobile Lift Storage**
HOURS OF OPERATION:	Day Shift/On Call - Typical Facility Hours are from 6:00 am – 3:00 pm
FUNCTION:	Storage of Mobile Lifts
ADJACENCIES:	Repair Bays
FURNITURE, FIXTURES & EQUIPMENT:	
ARCHITECTURAL:	
FLOOR:	Concrete (Light Broom Finish)
WALLS:	Concrete/ Paint
CEILING:	Open to Structure (Steel Joist & Deck or Precast Plank) /Paint
HEIGHT:	Minimum Clearance of 18’-0”
DOORS/WINDOWS:	
ACOUSTICAL REQUIREMENT:	
LIGHTING:	Ceiling Mounted LED Industrial Fixture
MECHANICAL REQUIREMENTS:	Standard Air Distribution
ELECTRICAL REQUIREMENTS:	Standard electrical distribution Dedicated Charging Area for Lifts
TECHNOLOGY REQUIREMENTS:	NA
SPECIAL CRITERIA:	

ROOM/SPACE NAME:	**Bulk Oil Storage**
HOURS OF OPERATION:	Day Shift/On Call - Typical Facility Hours are from 6:00 am – 3:00 pm
FUNCTION:	Consolidated Bulk Fluid Storage (Oils, Grease, Transmission, etc.)
ADJACENCIES:	Repair Bays
FURNITURE, FIXTURES & EQUIPMENT:	Bulk Tank Storage/Pumps/Piping
ARCHITECTURAL:	
FLOOR:	Concrete (Light Broom Finish)
WALLS:	Concrete/ Paint
CEILING:	Open to Structure (Steel Joist & Deck or Precast Plank) /Paint
HEIGHT:	Minimum Clearance of 12’-0”
DOORS/WINDOWS:	Minimum 8’-0”x8’-0” Opening (Double Door)
ACOUSTICAL REQUIREMENT:	
LIGHTING:	Ceiling Mounted LED Industrial Fixture (Verify Explosion Proof Requirements Based on Quantities)
MECHANICAL REQUIREMENTS:	Standard Air Distribution
ELECTRICAL REQUIREMENTS:	Standard electrical distribution Verify Explosion Proof Requirements Based on Quantities
TECHNOLOGY REQUIREMENTS:	Tank Monitoring Integration
SPECIAL CRITERIA:	Spill Containment (Largest Tank + 20 Minutes of Fire Suppression) – Pit with Grating or Specialty Tanks Exterior Access for Deliveries and Removal Oil is stored in Secure Cage in 35 gallon drums 600 gallon used oil tank with required extraction (facility sells used oil)

ROOM/SPACE NAME:	**Office**
HOURS OF OPERATION:	Day Shift/On Call - Typical Facility Hours are from 6:00 am – 3:00 pm
FUNCTION:	Private Office for (1) Employees
ADJACENCIES:	Consolidated Departmental Office Area
FURNITURE, FIXTURES & EQUIPMENT:	Systems Furniture
ARCHITECTURAL:	
FLOOR:	Concrete (Carpet)
WALLS:	Steel Framing/Gypsum Board (Paint)
CEILING:	Acoustical Ceiling
HEIGHT:	Min. of 8’-6”
DOORS/WINDOWS:	Std. Door with Sidelight
ACOUSTICAL REQUIREMENT:	STC 52-55
LIGHTING:	Direct/Indirect LED Lay-In Fixtures Task Lighting at Work Surface
MECHANICAL REQUIREMENTS:	Standard Air Distribution
ELECTRICAL REQUIREMENTS:	Standard Electrical Distribution Convenience Outlet
TECHNOLOGY REQUIREMENTS:	Voice/Data Distribution
SPECIAL CRITERIA:	-

ROOM/SPACE NAME:	**Computer Work Station**
HOURS OF OPERATION:	Day Shift/On Call (out on site) - Typical Facility Hours are from 6:00 am – 3:00 pm
FUNCTION:	Shared Computer Area for Staff
ADJACENCIES:	Crew/Lunch Room, Locker Rooms
FURNITURE, FIXTURES & EQUIPMENT:	Systems Furniture (Counter)
ARCHITECTURAL:	
FLOOR:	Concrete (Epoxy/Resilient Tile)
WALLS:	Concrete (Burnished/Paint)
CEILING:	Acoustical Ceiling
HEIGHT:	Min. of 8'-6"
DOORS/WINDOWS:	Std. Door with Sidelight
ACOUSTICAL REQUIREMENT:	STC 45-48
LIGHTING:	Direct/Indirect LED Lay-In Fixtures Task Lighting at Work Surface
MECHANICAL REQUIREMENTS:	Standard Air Distribution
ELECTRICAL REQUIREMENTS:	Standard Electrical Distribution Electrical Plug Strip
TECHNOLOGY REQUIREMENTS:	Voice/Data Distribution
SPECIAL CRITERIA:	-

ROOM/SPACE NAME:	**Lunch/Crew Room**
HOURS OF OPERATION:	- Typical Facility Hours are from 6:00 am – 3:00 pm
FUNCTION:	Central Meeting Space for Staff
ADJACENCIES:	Computer Work Station/ Locker Room
FURNITURE, FIXTURES & EQUIPMENT:	Movable Tables and Chairs Kitchenette with Counter and Storage Cabinets Kitchen Equipment per District Standards
ARCHITECTURAL:	
FLOOR:	Concrete (Epoxy/Resilient Tile)
WALLS:	Concrete (Paint)
CEILING:	Acoustical Ceiling
HEIGHT:	Min. of 8'-6"
DOORS/WINDOWS:	Std. Door with Sidelight
ACOUSTICAL REQUIREMENT:	STC 45-48
LIGHTING:	Direct/Indirect LED Lay-In Fixtures Task Lighting at Kitchenette
MECHANICAL REQUIREMENTS:	Standard Air Distribution Dedicated Exhaust at Kitchen Equipment (As Requ.)
ELECTRICAL REQUIREMENTS:	Standard Electrical Distribution Convenience Outlet
TECHNOLOGY REQUIREMENTS:	Voice/Data Distribution Wall-Mounted Television(s) AV Equipment for Training/Presentation
SPECIAL CRITERIA:	

ROOM/SPACE NAME:	**Locker Rooms**
HOURS OF OPERATION:	Day Shift/On Call - Typical Facility Hours are from 6:00 am – 3:00 pm
FUNCTION:	Gear Storage for Staff
ADJACENCIES:	
FURNITURE, FIXTURES & EQUIPMENT:	2’-0”x 2’-0” Vented Lockers 2’-0” Wide Benches (1) 21”x42” Bench with Back per ADA Requ. (Min.)
ARCHITECTURAL:	
FLOOR:	Concrete (Tile)
WALLS:	Concrete (Paint)
CEILING:	Acoustical Ceiling
HEIGHT:	Min. of 8’-6”
DOORS/WINDOWS:	Std. Door
ACOUSTICAL REQUIREMENT:	STC 45-48
LIGHTING:	Direct/Indirect LED Lay-In Fixtures
MECHANICAL REQUIREMENTS:	Standard Air Distribution Dedicated Exhaust at Restroom
ELECTRICAL REQUIREMENTS:	Standard Electrical Distribution Convenience Outlet
TECHNOLOGY REQUIREMENTS:	NA
SPECIAL CRITERIA:	Provide Area for Uniform Delivery Area

Applicable Codes

2015 Minnesota Building Code

2015 Minnesota Energy Code

2015 Minnesota Fire Code

2015 Minnesota Accessibility Code

2015 Minnesota Mechanical and Fuel Gas Code

2015 Minnesota State Plumbing Code

NFPA 70 – 2014 National Electrical Code

2006 International Fire Code (with state amendments)

Use / Occupancy Class

B: Office / Support Area

S-1: Vehicle Areas / Equipment Storage /Maintenance

Construction Type

II-B

No Occupancy Separation Required Between Type B and S-1 (Table 508.3.3)

Fire Resistance Requirement (Table 602)

Structural Frame	0
Bearing Walls (Exterior and Interior)	0
Non-Bearing Walls (Exterior and Interior)	0
Floor Assemblies	0
Roof Assemblies	0

*Building is Minimum of 10'-0" From All Property Lines

Fire Suppression

Given the size and function of the building - full fire suppression is anticipated and recommended.

Allowable Area and Height:

Occupancy Group: B

Construction Type: II-B

Base Tabular Allowable: (Table 503)

Maximum Height = 55 feet

Maximum Stories = 3

Maximum Gross Floor Area = 23,000 SF

Height/Area Modification:

Sprinkler Increase (Height)(504.2):

Height = 75 feet

Maximum Stories = 4

Frontage Increase (506.2): I_f = [652/1944 - .25]30/30

I_f = .09

Sprinkler Increase (506.3): I_s = 2 (Multi-Story)

I_s = 3 (Single-Story)

Maximum Gross Floor Area: A_a = {23,000 + [23,000 x .09] + [23,000 x 3]}

A_a = 94,070 SF

Occupancy Group: S-1

Construction Type: II-B

Base Tabular Allowable: (Table 503)

Maximum Height = 55 feet

Maximum Stories = 2

Maximum Gross Floor Area = 17,500 SF

Height/Area Modification:

Sprinkler Increase (Height)(504.2):

Height = 75 feet

Maximum Stories = 3

Frontage Increase (506.2): I_f = [1292/1944 - .25]30/30

I_f = .41

Sprinkler Increase (506.3): I_s = 2 (Multi-Story)

I_s = 3 (Single-Story)

Maximum Gross Floor Area: A_a = {17,500 + [17,500 x .41] + [17,500 x 3]}

A_a = 77,175 SF

Required Parking: (Per City Ordinance)

Exit Access Travel Distance (1016.2):

B: 300 feet

S-1: 250 feet

Common Path of Travel (1014.3):

B: 100 feet

S-1: 100

Exit Width (1018.2):

Minimum Corridor Width = 44 inches

Recycling Space:

Parking (.001/SF) 40,500 = 45 SF

Office (.0025/SF) 42,000 = 105 SF

Total Space Required = 150 SF

Unique Code Requirements:

Fluid Storage:

Consolidated fluid storage will require a containment area equal to the largest tank in the room plus 20 minutes of fire suppression

Flammable Waste Trap:

Areas used for the parking, storage, or maintenance of vehicles will require floor drains and a flammable waste trap

Emergency Eye Wash:

An emergency eye wash will be required within 10 seconds or 55 feet of any hazard

Hazardous Materials:

Hazardous material storage (herbicide, pesticide, fuel, etc.) needs to comply with Table 307.1 for Maximum Allowable Quantities

Electrical separation is required between B and S-1 occupancies through one of the following:

1. Mechanical de-classification
2. Vestibule
3. Floor height separation of 18”

Building Expansion needs to accommodate a minimum 50’-0” radius from well building for all sanitary sewer piping and connections

PROJECT BUDGET
BREAKDOWN

Apple Valley

OERTEL ARCHITECTS

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SUMMARY

Project Component	Area	Budget Estimate
Office Upper Level Renovation	6,400	$ 1,136,090.75
Vehicle Maintenance Addition	18,240	$ 4,058,642.38
Office Renovation - Main Floor	2,400	$ 580,830.89
Office Addition and Face Lift	1,200	$ 700,705.30
Parks/Shop Renovation	11,300	$ 688,146.76
Vehicle Storage Addition	19,575	$ 3,384,305.25
Parks Satellite Facility	1,600	$ 470,934.11
Police Relocation	10,400	$ 2,516,605.66
Shops Re-Organization	5,700	$ 374,679.08
Totals	76,815	$ 13,910,940.16

AV_CMF - NEEDS ASSESSMENT
ADA Compliance Upgrades at Upper Office Area
6,400 S.F.

$ 978,545.00	Subtotal
$ -	Site
$ 78,283.60	OH&P
$ 79,262.15	Fees/Testing
$ 1,136,090.75	PROJECT TOTAL

80	Length	Building Geometry
80	Depth	
6,400	sf	

Wall Height		10
Perimeter	LF	320
Masonry	SF	3200
	$/sf	$50.00
		$160,000.00

Floor (patch for new plumbing	250	$7.50	SF	$ 1,875.00	
Roofing (none)	0	$7.50	Sf	$ -	
Overhead Doors (none)	0	$12,000.00	per	$ -	
Structural Steel (none)	0	$4,500.00	Ton	$ -	
Metal Decking (none)	0	$6.50	SF	$ -	
Misc Metals	0.25	$35,000.00	Allowance	$ 8,750.00	
Carpentry	6,400	$4.50	SF	$ 28,800.00	
Mechanical	6,400	$30.00	Sf	$ 192,000.00	
Electrical	6,400	$18.00	SF	$ 115,200.00	
Plumbing	6,400	$20.00	SF	$ 128,000.00	
Fire Protection	6,400	$3.00	SF	$ 19,200.00	
Doors/Frames/Hardware	6	$2,500.00	per	$ 15,000.00	
Windows/Glass	528	$65.00	SF	$ 34,320.00	
Elevator	1	$50,000.00	Allowance	$ 50,000.00	
Stall Partitions	0	$30,000.00	Allowance	$ -	
Metal Lockers	0	$14,000.00	Allowance	$ -	
Select Demolition	1	$65,400.00	Allowance	$ 65,400.00	(SF*$10.00)+(# of fixtures demo'd*$70.00)
Finishes	6,400	$25.00	SF	$ 160,000.00	

M/E/P/FP	$ 454,400.00	
	$ 71.00	per SF
Arch Shell	$ 81.90	per SF

Site (none)	0	$5.00	SF	$ -

AV_CMF - NEEDS ASSESSMENT
New Vehicle Maintenance Area
18,240 S.F.

$ 3,409,566.00	Subtotal
$ 86,250.00	Site
$ 279,665.28	OH&P
$ 283,161.10	Fees/Testing
$ 4,058,642.38	PROJECT TOTAL

120	Length	Building Geometry
152	Depth	
18,240	sf	

Wall Height		20
Perimeter	LF	544
Architectural Precast	SF	10,880
	$/sf	$50.00
		$544,000.00

Floor	18,240	$7.50	SF	$ 136,800.00
Roofing	18,240	$7.50	Sf	$ 136,800.00
Overhead Doors	9	$12,000.00	per	$ 108,000.00
Structural Steel	29.952	$4,500.00	Ton	$ 134,784.00
Metal Decking	18,240	$6.50	SF	$ 118,560.00
Misc Metals	0.5	$35,000.00	Allowance	$ 17,500.00
Carpentry	18,240	$4.50	SF	$ 82,080.00
Mechanical	18,240	$30.00	Sf	$ 547,200.00
Electrical	18,240	$20.00	SF	$ 364,800.00
Plumbing	18,240	$20.00	SF	$ 364,800.00
Fire Protection	18,240	$2.50	SF	$ 45,600.00
Doors/Frames/Hardware	4	$3,250.00	per	$ 13,000.00
Windows/Glass	1,367	$65.00	SF	$ 88,842.00
Vehicle Lifts	1	$342,000.00	Allowance	$ 342,000.00
Finishes	18,240	$20.00	SF	$ 364,800.00

M/E/P/FP	$ 1,322,400.00	
	$ 72.50	per SF
Arch Shell	$ 114.43	per SF

Site	17,250	$5.00	SF	$86,250.00

AV_CMF - NEEDS ASSESSMENT
Parks Department Expansion/Consolidation
11,300 S.F.

$	592,719.00	Subtotal
$	-	Site
$	47,417.52	OH&P
$	48,010.24	Fees/Testing
$	688,146.76	PROJECT TOTAL

113	Length	Building Geometry
100	Depth	
11,300	sf	

Wall Height		16
Perimeter	LF	426
Masonry Cavity Wall	SF	0
	$/sf	$70.00
		$0.00

Floor	1,500	$7.50	SF	$ 11,250.00	
Roofing (re-roof for roof leaks)	11,300	$7.50	Sf	$ 84,750.00	
Overhead Doors	4	$12,000.00	per	$ 48,000.00	
Structural Steel	0	$4,500.00	Ton	$ -	
Metal Decking	0	$6.50	SF	$ -	
Misc Metals	0.125	$35,000.00	Allowance	$ 4,375.00	
Carpentry	2,000	$4.50	SF	$ 9,000.00	
Mechanical	1,413	$30.00	Sf	$ 42,375.00	
Electrical	1,413	$20.00	SF	$ 28,250.00	
Plumbing	1,413	$20.00	SF	$ 28,250.00	
Fire Protection	0	$2.50	SF	$ -	
Doors/Frames/Hardware	0	$3,250.00	per	$ -	
Windows/Glass	792.6	$65.00	SF	$ 51,519.00	
Selective Demolition	1	$115,450.00	Allowance	$ 115,450.00	*(SF*$10.00)+(# of fixtures demo'd*$70.00)*
Finishes	11,300	$15.00	SF	$ 169,500.00	

M/E/P/FP	$	98,875.00	
	$	72.50	per SF
Arch Shell	$	43.70	per SF

Site	0	$5.00	SF	$ -

AV_CMF - NEEDS ASSESSMENT
Police Relocation
10,400 S.F.

$ 2,107,619.00	Subtotal
$ 60,000.00	Site
$ 173,409.52	OH&P
$ 175,577.14	Fees/Testing
$ 2,516,605.66	PROJECT TOTAL

65	Length	Building Geometry
160	Depth	
10,400	sf	

Wall Height		18
Perimeter	LF	450
Architectural Precast	SF	8,100
	$/sf	$50.00
		$405,000.00

Floor	10,400	$7.00	SF	$ 72,800.00
Roofing	10,400	$7.50	SF	$ 78,000.00
Overhead Doors	2	$12,000.00	per	$ 24,000.00
Structural Steel	16.224	$4,500.00	Ton	$ 73,008.00
Metal Decking	10,400	$6.50	SF	$ 67,600.00
Misc Metals	0.5	$35,000.00	Allowance	$ 17,500.00
Carpentry	10,400	$4.50	SF	$ 46,800.00
Mechanical	10,400	$35.00	SF	$ 364,000.00
Electrical	10,400	$20.00	SF	$ 208,000.00
Plumbing	10,400	$25.00	SF	$ 260,000.00
Fire Protection	10,400	$3.00	SF	$ 31,200.00
Doors/Frames/Hardware	6	$3,250.00	per	$ 19,500.00
Windows/Glass	1,649	$65.00	SF	$ 107,211.00
Equipment	1	$125,000.00	Allowance	$ 125,000.00
Finishes	10,400	$20.00	SF	$ 208,000.00

M/E/P/FP	$ 863,200.00	per SF
	$ 83.00	per SF
Arch Shell	$ 119.66	

Site	12,000	$5.00	SF	$ 60,000.00

AV_CMF - NEEDS ASSESSMENT
New Vehicle Storage Area
19,575 S.F.

$ 2,884,991.60	Subtotal
$ 30,000.00	Site
$ 233,199.33	OH&P
$ 236,114.32	Fees/Testing
$ 3,384,305.25	PROJECT TOTAL

130.5	Length	Building Geometry
150	Depth	
19,575	sf	

Wall Height		20
Perimeter	LF	561
Architectural Precast	SF	11220
	$/sf	$40.00
		$448,800.00

Floor	19,575	$6.50	SF	$ 127,237.50
Roofing	19,575	$7.50	Sf	$ 146,812.50
Overhead Doors	4	$12,000.00	per	$ 48,000.00
Structural Steel	32.5728	$4,500.00	Ton	$ 146,577.60
Metal Decking	19,575	$6.50	SF	$ 127,237.50
Misc Metals	0.5	$35,000.00	Allowance	$ 17,500.00
Carpentry	19,575	$4.50	SF	$ 88,087.50
Mechanical	19,575	$30.00	Sf	$ 587,250.00
Electrical	19,575	$20.00	SF	$ 391,500.00
Plumbing	19,575	$20.00	SF	$ 391,500.00
Fire Protection	19,575	$2.50	SF	$ 48,937.50
Doors/Frames/Hardware	4	$3,250.00	per	$ 13,000.00
Windows/Glass	1643.1	$65.00	SF	$ 106,801.50
			Allowance	$ -
Finishes	19,575	$10.00	SF	$ 195,750.00
Site	6,000	$5.00	SF	$ 30,000.00

M/E/P/FP	$1,419,187.50	
	$ 72.50	per SF
Arch Shell	$ 74.88	per SF

AV_CMF - NEEDS ASSESSMENT
New Parks Department Satellite Facility
1,600 S.F.

$ 369,628.00	Subtotal
$ 36,000.00	Site
$ 32,450.24	OH&P
$ 32,855.87	Fees/Testing
$ 470,934.11	PROJECT TOTAL

50	Length	Building Geometry
32	Depth	
1,600	sf	

Wall Height		18
Perimeter	LF	164
Masonry Cavity Wall	SF	2952
	$/sf	$35.00
		$103,320.00

Floor	1,600	$7.50	SF	$ 12,000.00
Roofing	1,600	$7.50	Sf	$ 12,000.00
Overhead Doors	3	$12,000.00	per	$ 36,000.00
Structural Steel	12.48	$4,500.00	Ton	$ 56,160.00
Metal Decking	1,600	$6.50	SF	$ 10,400.00
Misc Metals	0.25	$35,000.00	Allowance	$ 8,750.00
Carpentry	1,600	$4.50	SF	$ 7,200.00
Mechanical	1,600	$16.00	Sf	$ 25,600.00
Electrical	1,600	$16.00	SF	$ 25,600.00
Plumbing	1,600	$14.00	SF	$ 22,400.00
Fire Protection	1,600	$0.00	SF	$ -
Doors/Frames/Hardware	5	$3,250.00	per	$ 16,250.00
Windows/Glass	199.2	$65.00	SF	$ 12,948.00
Equipment	1	$5,000.00	Allowance	$ 5,000.00
Finishes	1,600	$10.00	SF	$ 16,000.00

M/E/P/FP	$ 73,600.00	
	$ 46.00	per SF
Arch Shell	$ 185.02	per SF

Site	6,000	$6.00	SF	$ 36,000.00

AV_CMF - NEEDS ASSESSMENT
Office Renovation
2,400 S.F.

$	500,285.00	Subtotal
$	-	Site
$	40,022.80	OH&P
$	40,523.09	Fees/Testing
$	580,830.89	PROJECT TOTAL

40	Length	Building Geometry
60	Depth	
2400	sf	

Wall Height		10
Perimeter	LF	200
MasonryGyp. Board Interior Wall	SF	2,000
	$/sf	$70.00
		$140,000.00

Floor (patch for new plumbing)	800	$7.50	SF	$ 6,000.00
Roofing (none)	0	$7.50	Sf	$ -
Overhead Doors (none)	0	$12,000.00	per	$ -
Structural Steel (none)	0	$4,500.00	Ton	$ -
Metal Decking (none)	0	$6.50	SF	$ -
Misc Metals	0.125	$35,000.00	Allowance	$ 4,375.00
Carpentry	2,400	$4.50	SF	$ 10,800.00
Mechanical	2,400	$30.00	Sf	$ 72,000.00
Electrical	2,400	$20.00	SF	$ 48,000.00
Plumbing	2,400	$20.00	SF	$ 48,000.00
Fire Protection	2,400	$2.50	SF	$ 6,000.00
Doors/Frames/Hardware	7	$3,250.00	per	$ 22,750.00
Windows/Glass	384	$65.00	SF	$ 24,960.00
Elevator	0	$50,000.00	Allowance	$ -
Stall Partitions	1	$30,000.00	Allowance	$ 30,000.00
Metal Lockers	1	$14,000.00	Allowance	$ 14,000.00
Select Demolition	1	$25,400.00	Allowance	$ 25,400.00 (SF*$10.00)+(# of fixtures demo'd*$70.00)
Finishes	2,400	$20.00	SF	$ 48,000.00

M/E/P/FP	$	174,000.00	
	$	72.50	per SF
Arch Shell	$	135.95	per SF

Site (none)	0	$5.00	SF	$ -

AV_CMF - NEEDS ASSESSMENT
Office Expansion
1,200 S.F.

$ 583,536.00	Subtotal
$ 20,000.00	Site
$ 48,282.88	OH&P
$ 48,886.42	Fees/Testing
$ 700,705.30	PROJECT TOTAL

30	Length	Building Geometry
40	Depth	
1,200	sf	

Wall Height		12
Perimeter	LF	140
Masonry	SF	1680
	$/sf	$ 75.00
		$ 126,000.00
Wall Height		16
Perimeter	LF	300
Exterior Office Facelift	SF	4800
	$/sf	$40.00
		$192,000.00

Floor	1,200	$7.50	SF	$ 9,000.00
Roofing	1,200	$7.50	Sf	$ 9,000.00
Overhead Doors	0	$12,000.00	per	$ -
Structural Steel	7.488	$4,500.00	Ton	$ 33,696.00
Metal Decking	1,200	$6.50	SF	$ 7,800.00
Misc Metals	0.5	$35,000.00	Allowance	$ 17,500.00
Carpentry	1,200	$4.50	SF	$ 5,400.00
Mechanical	1,200	$30.00	Sf	$ 36,000.00
Electrical	1,200	$20.00	SF	$ 24,000.00
Plumbing	1,200	$20.00	SF	$ 24,000.00
Fire Protection	1,200	$2.50	SF	$ 3,000.00
Doors/Frames/Hardware	5	$3,250.00	per	$ 16,250.00
Windows/Glass	306	$65.00	SF	$ 19,890.00
MISC.	1	$10,000.00	Allowance	$ 10,000.00
Finishes	1,200	$25.00	SF	$ 30,000.00

M/E/P/FP	$ 87,000.00	per SF
	$ 72.50	per SF
Arch Shell	$ 413.78	

Site	4,000	$5.00	SF	$ 20,000.00

AV_CMF - NEEDS ASSESSMENT
Shops Re-Organization
5,700 S.F.

$	322,721.00	Subtotal
$	-	Site
$	25,817.68	OH&P
$	26,140.40	Fees/Testing
$	374,679.08	PROJECT TOTAL

114	Length	Building Geometry
50	Depth	
5,700	sf	

Wall Height		16
Perimeter	LF	328
Masonry Cavity Wall	SF	0
	$/sf	$70.00
		$0.00

Floor	0	$7.50	SF	$ -	
Roofing (re-roof for roof leaks)	5,700	$7.50	SF	$ 42,750.00	
Overhead Doors	0	$12,000.00	per	$ -	
Structural Steel	0	$4,500.00	Ton	$ -	
Metal Decking	0	$6.50	SF	$ -	
Misc Metals	0.125	$35,000.00	Allowance	$ 4,375.00	
Carpentry	0	$4.50	SF	$ -	
Mechanical	950	$30.00	SF	$ 28,500.00	
Electrical	950	$20.00	SF	$ 19,000.00	
Plumbing	950	$20.00	SF	$ 19,000.00	
Fire Protection	0	$2.50	SF	$ -	
Doors/Frames/Hardware	0	$3,250.00	per	$ -	
Windows/Glass	548.4	$65.00	SF	$ 35,646.00	
Selective Demolition	1	$59,450.00	Allowance	$ 59,450.00	(SF*$10.00)+(# of fixtures demo'd*$70.00)
Finishes	5,700	$20.00	SF	$ 114,000.00	

M/E/P/FP	$	66,500.00	
	$	72.50	per SF
Arch Shell	$	44.95	per SF

Site	0	$5.00	SF	$ -

CURRENT
FLEET BREAKDOWN

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Current Fleet Breakdown

Dept/Dedicated	Size	Useage	Count	Veh #	Vehicle Description
Public Works	Small	Year round	25	-	Cars/Sport Utilities
Public Works	Medium	Year round	15	-	2x4 and 4x4 Pickups no plow
Public Works	Medium	Year round	35	-	4x4 Pickups with plow
Public Works	Large	Year round	14	-	Dump Trucks up to 19 GVW with plow
Public Works	Large	Year round	10	-	Dump Trucks Single Axles up to 40 GVW with plow and wings
Public Works	Large	Year round	2	-	Dump Trucks Tandem Axles up to 55 GVW with plow and wings
Public Works	Large	Year round	1	-	Tandem Axle Sewer Vac Truck
Public Works	Large	Year round	1	-	Single Axle Sewer Jet Truck
Public Works	Large	Year round	2	-	Water Tanker Trucks Single Axles 34 GVW
Public Works	Medium	Seasonal	4	-	Elgin Street Sweepers/Vacuum Sweeper
Public Works	Large	Year round	3	-	Bucket Trucks
Public Works	Medium	Year round	5	-	Utility truck
Public Works	Large	Year round	6	-	Large Front End Loaders/Versatile/Back Hoe
Public Works	Small	Seasonal	25	-	Misc. Tractors/Field Mowers
Public Works	Small	Year round	7	-	Bobcat Skid/Tool Cats/Load Alls
Public Works	Small	Seasonal	3	-	Pull Behind Compressors
Public Works	Large	Seasonal	29	-	Trailers/Dura Patcher/Asphalt Trailer/Versa Vac/Generator etc. Approx. 25 ft.
Public Works	Medium	Seasonal	3	-	Speed Trailers/Sidne Appro. 10 ft.
Public Works	Large	Year round	1	-	Garbage Truck
Public Works	Small	Seasonal	12	-	Mules/Workman/Z Turn Rider Mowers
Public Works	*Small*	*Cold Storage Total*	40	20	
Public Works	*Medium*	*Cold Storage Total*	7		
Public Works	*Large*	*Cold Storage Total*	29		
Public Works	*Small*	*Heated Storage Total*	32	16	
Public Works	*Medium*	*Heated Storage Total*	55		
Public Works	*Large*	*Heated Storage Total*	40		
Public Works		*Total Vehicle*	203		

VEHICLE
RETENTION POLICY

Apple Valley

OERTEL ARCHITECTS

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MINIMUM REPLACEMENT STANDARDS

VEHICLE CATEGORIES	AGE	MILES OR HOURS
Administrative/Inspection		
Sedan	10	100,000
Pickup	10	100,000
Vans (mini & multi-passenger)	10	100,000
Specialty		
Light Duty		
Pickup 2-wheel drive	10	100,000
Bronco/Blazer	10	100,000
Utility Van	10	100,000
Park Mowers	10	
Medium Duty		
Utility Truck	10 - 12	100,000
4x4 Pickup	10	100,000
1-ton Dump Truck	10 - 15	100,000
Skidsteer (Bobcat)	10 - 15	4,000 Hrs.
Fire Rescue or Grass Rig	15	Does Not Apply
Heavy Duty		
Single Axle Dump Truck	12 - 15	80,000
Tandem Axle Dump Truck	15	80,000
Front End Loader	25	12,000 Hrs.
Tractor Backhoe	15	6,000 Hrs.
Sweeper	15	6,000 Hrs.
Jetter	15	Does Not Apply
Tanker/Flusher	20	8,000 Hrs.
Sewer Vac	15	Does Not Apply
Pumpers	20	Does Not Apply
Police Investigation	10	100,000
Police Patrol	10	80,000

FILE: MAINT\FORMS\VEH-REPLACMENT SCH

CERTIFIED LANE MILES

Apple Valley

OERTEL ARCHITECTS

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2012
ANNUAL CERTIFICATION OF MILEAGE

SEE INSTRUCTIONS INCLUDED IN PACKET
*RECORD REVISIONS ON BACK OF FORM

	Municipal Mileage as of Dec. 31, 2011				Revisions During Current Year (+ or -)				Municipal Mileage as of Dec. 31, 2012			
	Non-Existing	Unimproved	Improved	Total	Non-Existing	Unimproved	Improved	Total	Non-Existing	Unimproved	Improved	Total
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
MILEAGE NOT CONSIDERED IN THE COMPUTATION OF BASIC MILEAGE												
1. Trunk Highways			4.67	4.67							4.67	4.67
2. Trunk Highways Turnbacks (Designated as MSAS - mileage above 20%)												
3. County State Aid Highways (Exclude mileage designated as MSAS)			5.29	5.29							5.29	5.29
4. County State Aid Highway Turnbacks (Designated as MSAS - mileage above 20%)			0.82	0.82							0.82	0.82
5. Total Mileage of Line 1 Thru 4	Previous =		10.78		(+ or -) Adjustment =				Current =		10.78	
BASIC MILEAGE: MILEAGE CONSIDERED IN THE COMPUTATION OF ALLOWABLE MILEAGE												
6. Municipal State Aid Streets (Exclude Trunk and County Highway Turnbacks and Mileage Partly Outside the City Limits in a non MSAS city)	4.26		32.23	36.49	(0.96)		0.96		3.30		33.19	36.49
7. County Road Turnbacks (Designated as MSAS)												
8. County Roads (Exclude mileage designated as MSAS)			0.57	0.57							0.57	0.57
9. Other Local Roads And Streets - not designated (Include T.H. & CSAH frontage roads)			151.12	151.12			0.42	0.42			151.54	151.54
10. Total Improved Basic Mileage (lines 6 + 7 + 8 + 9)	Previous =		183.92		(+ or -) Adjustment =		1.38		Current =		185.30	

11. Percentage Limitation Allowed by Statute — X **0.20**

12. MAXIMUM MILEAGE ALLOWED FOR M.S.A.S. DESIGNATIONS (Col XI, Line 10 Times Line 11). — 37.06

13. Total Municipal State Aid Street Designated (Colum XII, Line 2 + 4 + 6 + 7). — 37.31

14. Total Miles of T.H. & County Highway Turnbacks designated as MSAS Above 20% (Col. XII Line 2 + 4 + 7). — (-) 0.82

15. Mileage designated MSAS - not including T.H. and C.R. Turnback mileage (Line 13 minus Line 14). — (-) 36.49

16. MSAS Mileage Partly Outside the City Limits in a non MSAS city — (-) ________

17. Municipal State Aid Street Mileage Over/Under Maximum Allowed. (Line 12 minus line 15 minus Line 16). — 0.57

I hereby certify that the total Improved Mileage (Col.XI. Line 5 + 10) in the Municipality of Apple Valley as of December 31, 2012 is 196.08 Miles.

Signed ________Colin G. Manson__________ Title _________City Engineer___________ Date___12-13-2012__

N:\MSAS\CERTIFICATION OF MILEAGE\2010\2011 CERTIFICATION OF MILEAGE FORM.XLS

JAN. 1 TO DEC. 31, 2012 **MUNICIPALITY____City of Apple Valley____**

REVISIONS MADE DURING 2012

New Construction, System Revision, Jurisdictional Exchange, Administrative Revision, etc.

MUNICIPAL STATE AID STREETS Regular Mileage

Route Number	Original Miles	MILEAGE CHANGE + OR -				Revised or New Miles	Date of Change	Reason	Indicate if Needs were updated in 2012
		Non-Existing	Un-improved	Improved	Total				
106		(0.42)		0.42			12/13/2012	Construction of Flagstaff Ave #2011-105 from 147th St to approx 1550' south of 140th St. Non-existing to Improved.	Update to occur 2013
111		(0.54)		0.54			12/13/2012	Construction of 147th St #2011-107 from Flagstaff Ave to JCRR. Non-existing to Improved.	Update to occur 2013
N/A				0.06	0.06	0.06	12/13/2012	Construction of 145th Street from approx 270' east of Flora Way to Flagstaff Ave.	Non SA Mileage
N/A				0.10	0.10	0.10	12/13/2012	Construction of Felton Ct north from 147th St.	Non SA Mileage
N/A				0.07	0.07	0.07	12/13/2012	Construction of Evendale Way north from 147th St.	Non SA Mileage
N/A				0.11	0.11	0.11	12/13/2012	Construction of Elmcroft Way as part of CSL SS 7th development.	Non SA Mileage
N/A				0.08	0.08	0.08	12/13/2012	Construction of 159th St W as part of CSL SS 7th development.	Non SA Mileage
		(0.96)		**1.38**	**0.42**	**0.42**	**TOTAL MILEAGE CHANGE + or - (insert on Line 6)**		

MUNICIPAL STATE AID STREETS County Road, CSAH or TH Turnback

							TOTAL MILEAGE CHANGE + or - (insert on Line 2 or Line 4 or Line 7)		

COUNTY ROADS or COUNTY STATE AID HIGHWAYS

							TOTAL MILEAGE CHANGE + or - (insert on Line 3 or Line 8)	

TRUNK HIGHWAYS

2018 ANNUAL CERTIFICATION OF MILEAGE

SEE INSTRUCTIONS INCLUDED ON WEB SITE
RECORD REVISIONS ON BACK OF FORM
SUBMIT TO YOUR DSAE BY JANUARY 15, 2019

	Municipal Mileage as of Dec. 31, 2017				Revisions During Current Year 2018 (+ or -)				Municipal Mileage as of Dec. 31, 2018			
	Non-Existing	Unimproved	Improved	Total	Non-Existing	Unimproved	Improved	Total	Non-Existing	Unimproved	Improved	Total
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
MILEAGE NOT CONSIDERED IN THE COMPUTATION OF BASIC MILEAGE												
1. Trunk Highways			4.67	4.67							4.67	4.67
2. Trunk Highways Turnbacks (Designated as MSAS - mileage above 20%)												
3. County State Aid Highways (Exclude mileage designated as MSAS)			5.29	5.29							5.29	5.29
4. County State Aid Highway Turnbacks (Designated as MSAS - mileage above 20%)			0.82	0.82							0.82	0.82
5. Total Mileage of Line 1 Thru 4	Previous =		10.78		(+ or -) Adjustment =				Current =		10.78	
BASIC MILEAGE: MILEAGE CONSIDERED IN THE COMPUTATION OF ALLOWABLE MILEAGE												
6. Municipal State Aid Streets (Exclude Trunk and County Highway Turnbacks and Mileage Partly Outside the City Limits in a non MSAS city)	2.40		34.11	36.51					2.40		34.11	36.51
7. County Road Turnbacks (Designated as MSAS)												
8. County Roads (Exclude mileage designated as MSAS)			0.57	0.57							0.57	0.57
9. Other Local Roads And Streets - not designated (Include T.H. & CSAH frontage roads)			156.19	156.19			0.26	0.26			156.45	156.45
10. Total Improved Basic Mileage (lines 6 + 7 + 8 + 9)	Previous =		190.87		(+ or -) Adjustment =		0.26		Current =		191.13	

11. Percentage Limitation Allowed by Statute — x **0.20**

12. MAXIMUM MILEAGE ALLOWED FOR M.S.A.S. DESIGNATIONS (Col XI, Line 10 Times Line 11) — 38.23

13. Total Municipal State Aid Street Designated (Column XII, Line 2 + 4 + 6 + 7) — 37.33

14. Total Miles of T.H. & County Turnbacks designated as MSAS Above 20% (Col. XII Line 2 + 4 + 7) — (-) 0.82

15. Mileage designated MSAS - not including T.H. and County Turnback mileage (Line 13 minus Line 14). — (-) 36.51

16. MSAS Mileage Partly Outside the City Limits in a non MSAS city (if any) — (-) ______

17. Municipal State Aid Street Mileage Over/Under Maximum Allowed. (Line 12 minus line 15 minus Line 16) — 1.72

I hereby certify that the total Improved Mileage (Col.XI. Line 5 + 10) in the Municipality of Apple Valley as of December 31, 2018 is 201.91 Miles.

Signed ______ Title CITY ENGINEER Date 2/4/19

NOTE: Lines 2, 4, 6, & 7 are MSAS mileage categories

Shaded Fields contain formulas. These fields get filled automatically as data is entered.

JAN. 1 TO DEC. 31, 2018 MUNICIPALITY ____Apple Valley____________

REVISIONS MADE DURING 2018

New Construction, System Revision, Jurisdictional Exchange, Administrative Revision, etc.

MUNICIPAL STATE AID STREETS Regular Mileage

Route Number	Original Miles	MILEAGE CHANGE + OR - Non-Existing	Un-improved	Improved	Total	Revised or New Miles	Date of Change	Reason	Indicate if Needs were updated in 2018
N/A				0.11	0.11	0.11		New consturction - Fairfield Dr	
N/A				0.15	0.15	0.15		New consturction - Fairchild Way	
				0.26	0.26	0.26	TOTAL MILEAGE CHANGE + or - (insert on Line 6)		

MUNICIPAL STATE AID STREETS County Road, CSAH or TH Turnback

							TOTAL MILEAGE CHANGE + or - (insert on Line 2 or Line 4 or Line 7)		

COUNTY ROADS or COUNTY STATE AID HIGHWAYS

							TOTAL MILEAGE CHANGE + or - (insert on Line 3 or Line 8)	

TRUNK HIGHWAYS

							TOTAL MILEAGE CHANGE + or - insert on Line 1		

REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	March 6, 2023
Item Name:	Approve Amended Lateral Lining Agreement
Originating Department:	Public Services
Presented by:	Craig Eldred
Previous Council Action (if any):	December 19, 2022; Approval of 2023 City of Waconia Adopted Budgets

Item Type (X only one):	Consent	X	Regular Session		Discussion Session	

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

Adopt Resolution 2023-59; Approving the Amended Lateral Lining Agreement with Northland Lining

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

Annually, for many years the city of Waconia has worked on eliminating ground water from entering the sanitary sewer system on the basis of a decree put into place by the Metropolitan Council and Minnesota Pollution Control. Waconia has worked aggressively to reduce the impacts of pumping ground water to the Metropolitan Council for Waste Treatment. Treating clean water is extremely ineffective and increases costs for pumping paid by all residents through utility bills. Waconia's efforts of funding this work has paid off tremendously.

The last agreement with Northland Lining expired on December 31, 2022. We have over the past few agreement cycles established a two-year agreement with a third-year option with market adjustments. This format has worked extremely well. This cycle we're seeing a more aggressive market adjustment due to material costs. However, we feel comfortable with the market adjustments and recommend the third-year option from the 2021-2022 Agreement.

We have provided a copy of the agreement noting the market adjustments. A recommendation letter from Jake Saulsbury as a formal acceptance of the impending costs. Staff and Northland Lining have been working on Lake Street finding numerous items uncompleted previously. Follow-up in this area was a noticeable concern after several homeowner's experience issues recently.

Staff recommends approval of this request of City Council action. Within the Sewer Budget an allocation of $220,000.00 is appropriated for this effort.

Attachments:

1. 2359res_Lateral_Lining_Extension_N._Lining.doc
2. 2023-02-27 Northland Award.pdf
3. 2020-21Northland Contract - signed.pdf

FINANCIAL IMPLICATIONS:	***ADVISORY BOARD RECOMMENDATIONS:***
Funding Sources & Uses: Sewer Cash	

Budget Information:		
X Budgeted	Planning Commission	
____ Non Budgeted	Parks and Recreation Board	
____ Amendment Required	Safari Island Advisory Board	
	Other	

CITY OF WACONIA
RESOLUTION NO. 2023-59

RESOLUTION AUTHORIZING APPROVAL OF CONTRACT EXTENSION WITH NORTHLAND LINING; ARTICLE II COST ADJUSTMENTS FOR LATERAL LINING EXPIRING ON DECEMBER 31, 2023

WHEREAS, one of the City's Priorities is to "manage, maintain, and improve our current and future physical assets"; and

WHEREAS, Waconia is required to make efforts to eliminate ground water impacts into its sanitary sewer collection system; and

WHEREAS, lateral lining of services from the main line to the interior of homes has been a productive process of eliminating ground water into the collection systems; and

WHEREAS, a component of the 2021-2022 lining agreement is Article II for cost adjustments for one calendar year, which Waconia has taken advantage of previously and staff recommends again.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes approval of Contract Extension with Northland Lining; Article II Cost Adjustments for Lateral Lining expiring on December 31, 2023.

Adopted by the City Council of the City of Waconia this 6th day of March, 2023.

____
Nicole Waldron, Mayor

Attest: ________________________________
Jackie Schulze, City Clerk

BOLTON & MENK

Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

Ph: (952) 448-8838
Fax: (952) 448-8805
Bolton-Menk.com

February 27, 2023

City of Waconia
Attn: Craig Eldred
310 10th Street East
Waconia, MN 55387

RE: Inflow & Infiltration Reduction Program
2023 Construction Contract

Dear Mr. Eldred:

The City's current agreement for work related to the Inflow & Infiltration (I&I) Reduction Program expired at the end of 2022. This agreement included the option to extend the agreement one year if a pricing adjustment was acceptable to both the City and the Contractor. Pricing for 2023 was obtained from Northland Lining, who was the contractor for the previous agreement. Below is that pricing along with a comparison to the pricing contained in the previous agreement.

ITEM	UNIT	2021-2022	2023
TELEVISING SERVICE	EA	$150	$175
SERVICE CLEANING / ROOT CUTTING	EA	$175	$175
CLEANOUT INSTALLATION	EA	$600	$950
TV REVIEW / RESIDENT MEETING	HR	$100	$100
LINING MOBILIZATION	LS	$600	$600
SERVICE LINING (1' to 5')	LS	$1,400	$1,400
SERVICE LINING (6' to 29')	LF	$40	$45
SERVICE LINING (30' and Above)	LF	$80	$90
INTERNAL SUMP PUMP	EA	$1,600	$2,200

Northland Lining has been the City's primary contractor for I&I reduction work since 2009 and is very familiar with the City's process and the City's staff. Based on the items above, it is recommended to enter into a construction agreement with Northland Lining to provide I&I work for 2023. Please let me know if you have any questions or if you need any additional information at this time.

Sincerely,
Bolton & Menk, Inc.

Jake S. Saulsbury

Jake S. Saulsbury, P.E.

Cc: Doug Bode, City of Waconia
Robert Porter, Bolton & Menk

AGREEMENT

THIS AGREEMENT, made and signed on the dates shown below by and between the City of Waconia, 201 S. Vine Street, Waconia, Minnesota 55387, hereinafter called the "Owner" and Northland Lining, Inc., 7185 Ellen Lane, Side Lake, MN 55781, hereinafter called the "Contractor."

THIS AGREEMENT WITNESSETH, That the Owner and Contractor, for the consideration hereinafter stated, agree as follows:

ARTICLE I. The Contractor hereby covenants and agrees to perform the work and execute and satisfy all the requirements of the Contract Documents indicated below under Article IV, as approved by the Owner for the following described project:

> To furnish all equipment, materials, supplies, labor and skills required for inflow & infiltration reduction located within the City of Waconia, Minnesota.

ARTICLE II. The Contractor agrees that the work contemplated by this Contract shall be fully and satisfactorily completed by December 31, 2022. If both the Owner and Contractor agree, this date may be extended to December 31, 2023 (subject to revised pricing).

ARTICLE III. The Owner agrees to pay and the Contractor agrees to receive and accept payment in accordance with the unit prices bid for the items as set forth in the copy of the Proposal Form hereto attached.

Monthly and final payment shall be made as requested by the Contractor, subject to approval by the Engineer, providing however, that up to 5% of each such request may be retained until final approval is given by the Owner.

ARTICLE IV. The Contract Documents shall consist of the following component parts:

1. Proposal
2. Certificate of Insurance
3. This Agreement

This Agreement, together with the documents hereinabove mentioned, form the Contract, and all documents are as fully a part of the Contract as if attached hereto or herein repeated.

IN WITNESS WHEREOF, the parties to this agreement have hereunto set their hands and seals as of the day and year first above written.

OWNER: City of Waconia, MN	CONTRACTOR: Northland Lining, Inc.
By:	By:
Title: Public Services Director	Title: President
Date: Oct 14, 2020	Date: 12/8/20

H:\WACA\C14100551\1_Corres\C_To Others\2020\100551 2020-10-12 Agreement.doc

PROPOSAL FOR
INFLOW & INFILTRATION REDUCTION PROGRAM
CITY OF WACONIA, MINNESOTA
August 25, 2020

Date: 9-29-2020

City of Waconia
201 South Vine Street
Waconia, MN 55387

The undersigned, Northland Lining, Inc.
as bidder, proposes and agrees to furnish all equipment, labor, materials, and supplies for the I&I reduction program which is located within the City of Waconia, Minnesota, as directed by Bolton & Menk, Inc., Consulting Engineers, 2638 Shadow Lane, Suite 200, Chaska, Minnesota, for the following lump sum and unit prices.

ITEM DESCRIPTION	UNIT	UNIT PRICE
SECTION A: PRELIMINARY WORK		
TELEVISING SERVICE	EA	~~$150.00~~ 175.00
SERVICE CLEANING / ROOT CUTTING	EA	$175.00
CLEANOUT INSTALLATION	EA	~~$600.00~~ 950.00
TV REVIEW / RESIDENT MEETING	HR	$100.00
SECTION B: CONSTRUCTION WORK - SERVICE LINING		
MOBILIZATION	LS	$600.00
SERVICE LINING (1' to 5')	LS	$1,400.00
SERVICE LINING (6' to 29')	LF	~~$40.00~~ 45.00
SERVICE LINING (30' and Above)	LF	~~$80.00~~ 90.00
SECTION C: CONSTRUCTION WORK - INTERNAL SUMP PUMP		
SUMP BASKET W/ 5 HP SUMP PUMP (INCLUDES MOBILIZATION, REMOVALS, & RESTORATION)	EA	~~$1,600.00~~ 2,200.00

A bid bond will not be required. If this proposal is accepted, the contractor will enter into a contract and furnish a certificate of insurance within ten (10) days after this proposal is accepted. Bolton & Menk Inc. and the City of Waconia shall be listed as additional insureds.

If this proposal is accepted, bidder agrees to commence work as required after acceptance and complete the work in an ongoing matter as directed by Bolton & Menk and the City of Waconia.

The bidder acknowledges the right of the Owner to reject any or all proposals, waive any irregularities or informalities therein and award the contract to other than the lowest Bidder if, in its discretion, the interests of the Owner would be best served thereby.

The bidder acknowledges the right of the Onwer to terminate the contract or reduce the amount of work to be completed if, in its discretion, the interest of the Owner would be best served thereby.

I, the undersigned, state that the organization which I represent will be in compliance with applicable Federal and State Statutes and the City of Waconia's adopted Affirmative Action Program concerning non-discrimination and equal opportunity employment.

Northland Lining, Inc.
(CORPORATION, PARTNERSHIP, INDIVIDUAL)

BY: Dave Thronson

TITLE: Owner

ADDRESS: 7185 Ellen Lane
Side Lake, MN 55781

TELEPHONE: 218-966-1105

EMAIL: dave@northlandlining.com

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 10/07/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	
StateFarm STATE FARM INSURANCE DAN WOLFF AGENCY 2223 1ST AVENUE HIBBING,MN 55746	CONTACT NAME: MARIA JAYNES PHONE (A/C, No, Ext): 2182636855 — FAX (A/C, No): 2182621877 E-MAIL ADDRESS: MARIA@DANWOLFF.COM

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : State Farm Fire and Casualty Company	25143
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
NORTHLAND LINING INC.
7185 ELLEN LANE
SIDE LAKE,MN 55781

COVERAGES — **CERTIFICATE NUMBER:** — **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	X COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y	Y	93C8H79R6F	09/07/2020	09/07/2021	EACH OCCURRENCE	$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$
							GENERAL AGGREGATE	$ 4,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		93C8H7914F	09/07/2020	09/07/2021	PER STATUTE / OTH-ER	
							E.L. EACH ACCIDENT	$ 100,000
							E.L. DISEASE - EA EMPLOYEE	$ 100,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000
	SURETY BOND	Y		93J484056F	01/01/2020	01/01/2022		25000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CITY OF WACONIA

CERTIFICATE HOLDER

CITY OF WACONIA
2638 SHADOW LANE
SUITE 200
CHASKA,MN 55318-1172

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

DAN WOLFF

REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	March 6, 2023				
Item Name:	Authorize Chassis and Equipment Pricing; Unit #39				
Originating Department:	Public Services				
Presented by:	Craig Eldred				
Previous Council Action (if any):	None				
Item Type (X only one):	Consent	X	Regular Session		Discussion Session

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

Adopt Resolution 2023-60; Authorizing City Staff to Obtain Chassis and Equipment Pricing for Replacement of Unit #39, 2008 Sterling Acterra Bucket Truck, CIP Project 308 for 2024 Acquisition

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

As Council Members are aware staff are having to look well beyond the current fiscal year for equipment pricing to meet programmed replacement schedules. At times, we are finding that these efforts require the city to keep units beyond their life-expectancy and therefore resulting in added operational costs. Unit #39 is a 2008 Sterling Acterra chassis with a service body/bucket truck utilized by all departments for tree removal and trimming, service of signal systems, street lighting and holiday lighting/banners for the community.

As we reviewed previous mobile equipment acquisitions we discussed unit #39 with vendor's. Their recommendations were to make efforts to price the replacement soon to take advantage of limiting pricing increases. Most supplier's are seeing at a minimum quarterly price increases. Staff have experience this in other acquisitions. One of the major focuses of this replacement is the reduce parts supply for maintenance of the Sterling Chassis, second is the reliability of the boom utilized for aerial work by staff. Keeping safe reliable and up to date equipment for staff is a priority.

Presently, the Capital Project #308 has $374,200.00 apportioned for this replacement. To date from our early reviews this number is satisfactory for replacement. We desire to move forward to obtain pricing at this time to stay within the programmed replacement budget. All pricing obtain will be provided to Council for approval at a later date.

Staff recommends approval of this request allowing staff to obtain chassis and equipment pricing for the purpose of programmed replacement of Unit #39.

Attachments:

1. 2360res_Obtain_Chassis_and_Equipment_Pricing__39.doc

FINANCIAL IMPLICATIONS:

Funding Sources & Uses:
Split 50% Capital Equipment Cash & 50% Street Lighting Utility

Budget Information:

X Budgeted
____ Non Budgeted
____ Amendment Required

ADVISORY BOARD RECOMMENDATIONS:

Planning Commission	
Parks and Recreation Board	
Safari Island Advisory Board	
Other	

CITY OF WACONIA
RESOLUTION NO. 2023-60

RESOLUTION AUTHORIZING CITY STAFF TO OBTAIN CHASSIS AND EQUIPMENT PRICING FOR REPLACEMENT OF UNIT #39, 2008 STERLING ACTERRA BUCKET TRUCK, CIP PROJECT 308 FOR 2024 ACQUISITION

WHEREAS, one of the City's Priorities is to "manage, maintain, and improve our current and future physical assets"; and

WHEREAS, allowing staff to obtain quotes for replacement of Unit #39 may at this point keep its replacement schedule in line for 2024, or delay it into 2025; and

WHEREAS, the City Council will have the opportunity to review quotes and bids provided as part of the replacement processes of Unit #39; and

WHEREAS, staff are authorized to research chassis and equipment costs for replacement of Unit #39 knowingly that the acquisition will fall into calendar year 2024 or perhaps year 2025 on the basis of availability.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes City staff to obtain chassis and equipment pricing for replacement of Unit #39, 2008 Sterling Acterra Bucket Truck, CIP Project 308 for 2024 acquisition.

Adopted by the City Council of the City of Waconia this 6th day of March, 2023.

____
Nicole Waldron, Mayor

Attest: ______________________________
Jackie Schulze, City Clerk

REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	March 6, 2023
Item Name:	Approve Staff to Apply for CCWMO Cost Share Funds
Originating Department:	Public Services
Presented by:	Craig Eldred
Previous Council Action (if any):	None

Item Type (X only one):	Consent	X	Regular Session		Discussion Session	

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

Adopt Resolution 2023-61; Approving City Staff to Apply for Carver County Water Management Organization Cost Share Funding Grant for Capital Projects, FY 2024

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

Each calendar year the Carver County Water Management Organization provides opportunities to Local Units of Government within its watershed to apply for grant funds focused on projects within each community's Surface Water Management Plan. Waconia has been successful in obtaining funds for various water quality improvement projects.

Staff will review 2024 programmed capital projects from the Capital Improvement Program for potential grant funding opportunities. One of the focus elements will be the Downtown Reuse and support for volume and water quality improvement for Lake Waconia.

As always, staff feel the projects brought forth to the CCWMO are substantial to protecting the communities water quality features not limited to infrastructure, streams and water bodies ultimately discharging to the Minnesota River.

Attachments:

1. 2361res CCWMO_Grant_Application_Res (1).doc
2. 2024 LGU Cost Share Project Funding (002).pdf

FINANCIAL IMPLICATIONS:

Funding Sources & Uses:
Storm Water Cash

Budget Information:

X Budgeted
Non Budgeted
Amendment Required

ADVISORY BOARD RECOMMENDATIONS:

Planning Commission	
Parks and Recreation Board	
Safari Island Advisory Board	
Other	

CITY OF WACONIA
RESOLUTION NO. 2023-61

RESOLUTION AUTHORIZING APPROVAL OF CITY STAFF TO APPLY FOR CARVER COUNTY WATER MANAGEMENT ORGANIZATION COST SHARE FUNDING GRANT FOR CAPITAL PROJECTS, FY 2024

WHEREAS, one of the City's Priorities "Environment – protecting the quality of our land, air, trees, natural space, water and lakes"; and

WHEREAS, staff received information from the CCWMO of cost share funding grants; and

WHEREAS, capital projects within the current Capital Improvement Program are reviewed for possible funding assistance based upon our Surface Water Management Plan; and

WHEREAS, the Public Services Director is authorized to submit and administer the grant application and project if awarded.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes approval of City Staff to apply for Carver County Water Management Organization cost share funding grant for Capital Projects, FY 2024.

Adopted by the City Council of the City of Waconia this 6th day of March, 2023.

____
Nicole Waldron, Mayor

Attest: ____________________________
Jackie Schulze, City Clerk

Carver County Water Management Organization
Planning and Water Mgmt Dept
Government Center - Administration Building
600 East 4th Street
Chaska, Minnesota 55318
Phone: (952)361-1820
Fax: (952)361-1828
www.co.carver.mn.us/water

To: Local Government Partners
From: Tim Sundby, Planning and Water Management
Date: 2/2/2023
Re: 2024 LGU Cost Share Project Funding
cc:

Enclosures: Cost Share Application, Ranking Criteria

Greetings,

The Carver County Water Management Organization (CCWMO) offers cost share funding for local governments and other organizations undertaking projects that improve water quality or address water related issues within the watershed. **Applications for 2024 CCWMO cost share funding are due by 4:30 PM on Friday, March 31, 2023**. Applications can be submitted via email to Tim Sundby (tsundby@co.carver.mn.us).

Attached to this memo you will find a copy of the cost share application form and the ranking criteria used to evaluate projects and award funding. Upon receipt, cost share applications will be reviewed and ranked using the attached criteria. A list of projects recommended for 2024 funding will be presented to the CCWMO Citizen Advisory Committee at the April 2023 meeting and recommended to the County Board as part of the 2024 budget process.

Examples of projects that may be eligible for CCWMO cost share funding include the following:

- Projects identified in the CCWMO Water Plan
- Projects identified in a City's current Local Water Plan
- CIP Infrastructure projects which enhance treatment, flooding issues, untreated areas, etc.

Submitted projects may be pursued for other funding options, including State or Federal Grants, after discussion and approval of the applicant.

We encourage partners to meet with CCWMO staff to discuss potential projects or to review any questions about the application and funding process. If you have follow-up questions or would like to set up a meeting to discuss a specific funding request, please contact Tim Sundby at 651-324-7246 (cell) or tsundby@co.carver.mn.us.

Sincerely,

Tim Sundby
651.324.7246 (cell)
tsundby@co.carver.mn.us

REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	March 6, 2023				
Item Name:	Authorize Submission of Local Trail Grant				
Originating Department:	Public Services				
Presented by:	Craig Eldred				
Previous Council Action (if any):	January 17, 2023; Prepare MnDNR Grant for Trail Improvements				
Item Type (X only one):	Consent	X	Regular Session		Discussion Session

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

Adopt Resolution 2023-62; Authorize Resolution Supporting MN Department of Natural Resources Local Trail Connections Program Grant Applications for CSAH 10 Trail

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

Previously, Council approved a similar action request for staff to submit a MN Department of Natural Resources Local Trail Connections Program Grant Application for Highway 10; linking the Sterling Hills Development and Hilks Lake Development trail and Waconia Parkway North.

This process is requesting an approval of an updated City Resolution based upon the targeted grant application due by March 31, 2023 for work to be completed by June 30, 2025. Our focus for this application is to off-set improvement costs of the City to complete this vacant trail link. Improvements would occur as a stand alone project with those of the proposed turbo roundabout in calendar year 2024. As stated previously, approximately 1,725 lineal feet of 10 foot wide trail would be constructed. Capital project 129-D provides for $629,168.00 in funding. Efforts of this grant and work with Carver County on trail improvements are the focus, since this is a linking trail and within the County's Trail System network.

Staff recommends approval of Council support of staff's request to support the updated resolution and grant funding opportunities guided upon reducing local improvement costs.

Attachments:

1. 2362res Local_Trails_Grant_-_Waconia__Resolution.docx
2. Trail Corridor and Profile.pdf

FINANCIAL IMPLICATIONS:
Funding Sources & Uses:
PIR Cash

Budget Information:
X Budgeted
Non Budgeted
Amendment Required

ADVISORY BOARD RECOMMENDATIONS:

Planning Commission	
Parks and Recreation Board	
Safari Island Advisory Board	
Other	

CITY OF WACONIA
RESOLUTION NO. 2023-62

RESOLUTION SUPPORTING MN DEPARTMENT OF NATURAL RESOURCES LOCAL TRAIL CONNECTIONS PROGRAM GRANT APPLICATION FOR CSAH 10 TRAIL

WHEREAS, the City of Waconia supports the grant application made to the Minnesota Department of Natural Resources for the Local Trail Connections Program. The application is to construct 0.32 miles of paved trail along County State Aid Highway (CSAH) 10 connecting portions of the City of Waconia trail system. The trail system is located within the right-of-way of CSAH 10, and

WHEREAS, the City of Waconia recognizes that it has secured the necessary non-state cash matching funds for this project.

NOW, THEREFORE, BE IT RESOLVED, if the City of Waconia is awarded a grant by the Minnesota Department of Natural resources, the City of Waconia agrees to accept the grant award and may enter into an agreement with the State of Minnesota for the above referenced project. The City of Waconia will comply with all applicable laws, environmental requirements, and regulations as stated in the grant agreement, and

BE IT FURTHER RESOLVED, that the applicant has read the Conflict of Interest Policy contained in the Local Trail Connections Program Manual and certifies it will report any actual, potential, perceived, or organizational conflicts of interest upon discovery to the State related to the application or grant award, and

BE IT FURTHER RESOLVED, the City Council of the City of Waconia names the fiscal agent for the City of Waconia for this project as:

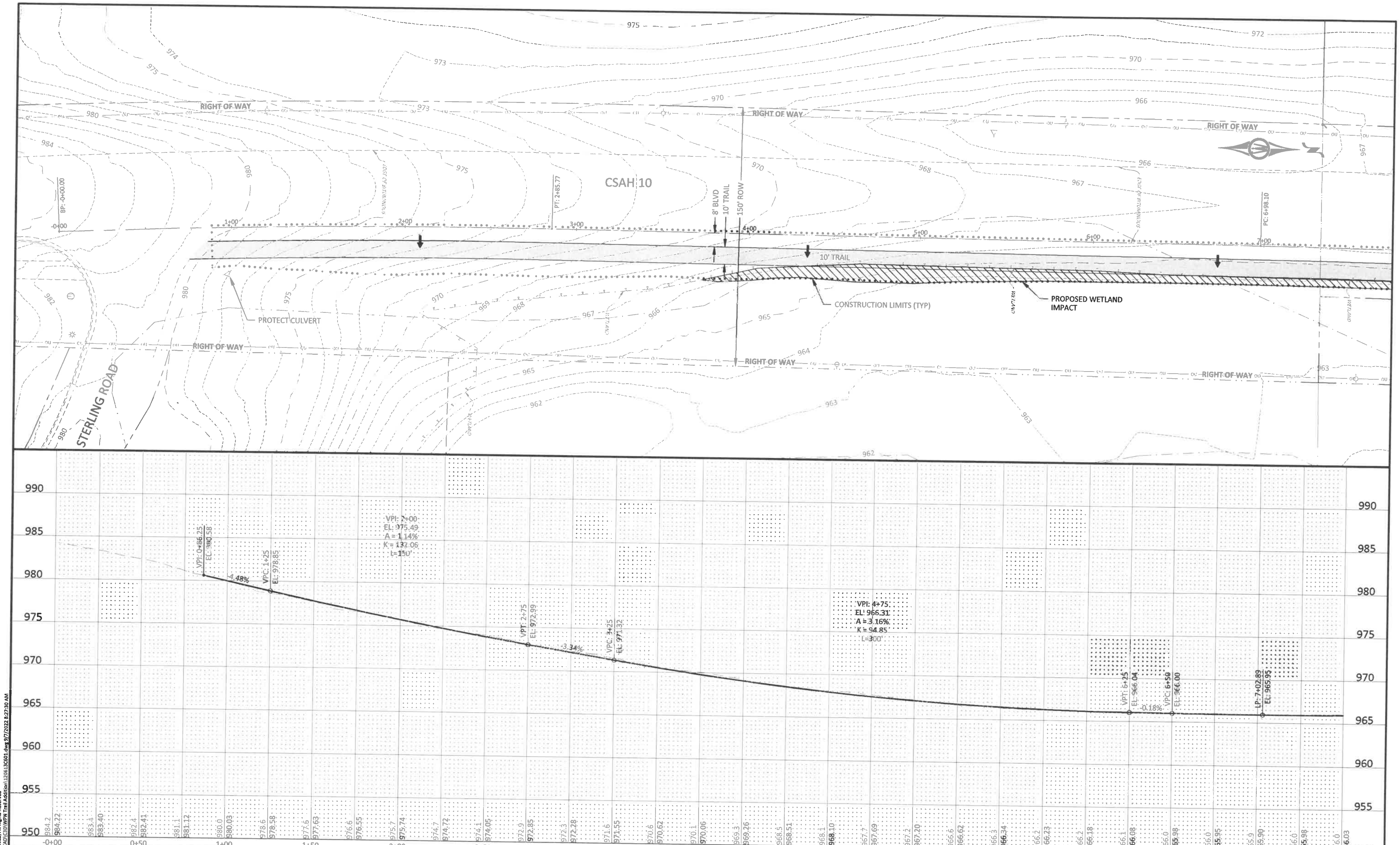
City of Waconia
Nicole Meyer, Finance Director
201 South Vine Street
Waconia, MN 55387

BE IT FURTHER RESOLVED, The City of Waconia hereby assures the CSAH 10 Trail will be maintained for a period of no less than 20 years.

Adopted by the City Council of the City of Waconia this 6th day of March, 2023.

____
Nicole Waldron, Mayor

Attest:________________________________
Jackie Schulze, City Clerk



HORZ. 0 25 50 SCALE FEET

VERT. 0 5 10 SCALE FEET

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JOSHUA ECKSTEIN

LIC. NO. 48224 DATE MM/DD/YYYY

BOLTON & MENK

2638 SHADOW LANE, SUITE 200
CHASKA, MINNESOTA 55318
Phone: (952) 448-8838
Email: Chaska@bolton-menk.com
www.bolton-menk.com

DESIGNED KJW
DRAWN KJW
CHECKED JZE
CLIENT PROJ. NO. C14.120613

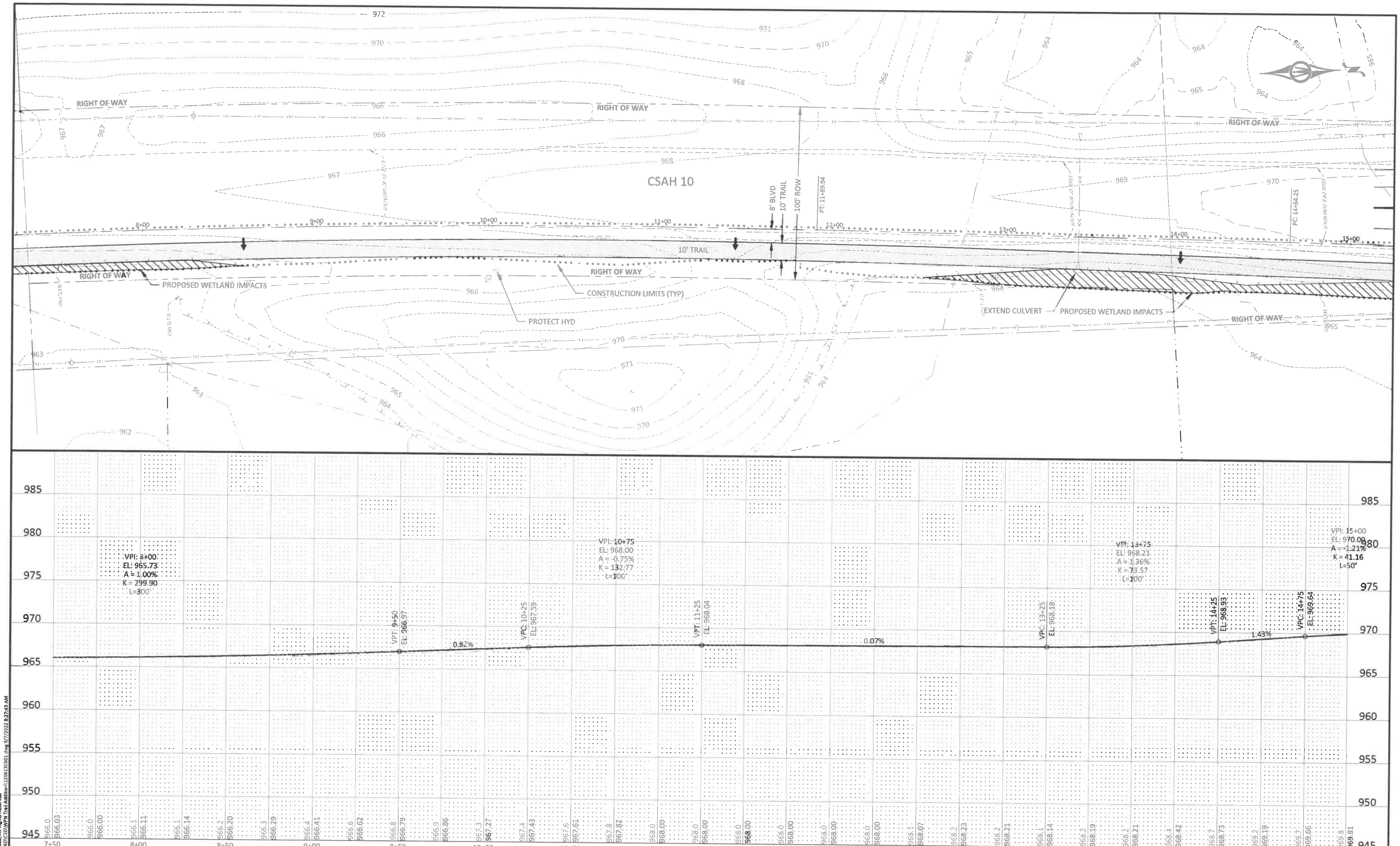
NO. | ISSUED FOR | DATE

CITY OF WACONIA, MINNESOTA

CSAH 10 TRAIL ADDITION

TRAIL CONSTRUCTION PLAN & PROFILE

SHEET 1



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VERT. 0 5 10 SCALE FEET

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JOSHUA ECKSTEIN

LIC. NO. 48224 DATE MM/DD/YYYY

BOLTON & MENK

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Phone: (952) 448-8838
Email: Chaska@bolton-menk.com
www.bolton-menk.com

DESIGNED	KJW
DRAWN	KJW
CHECKED	JZE
CLIENT PROJ. NO.	C14.120613

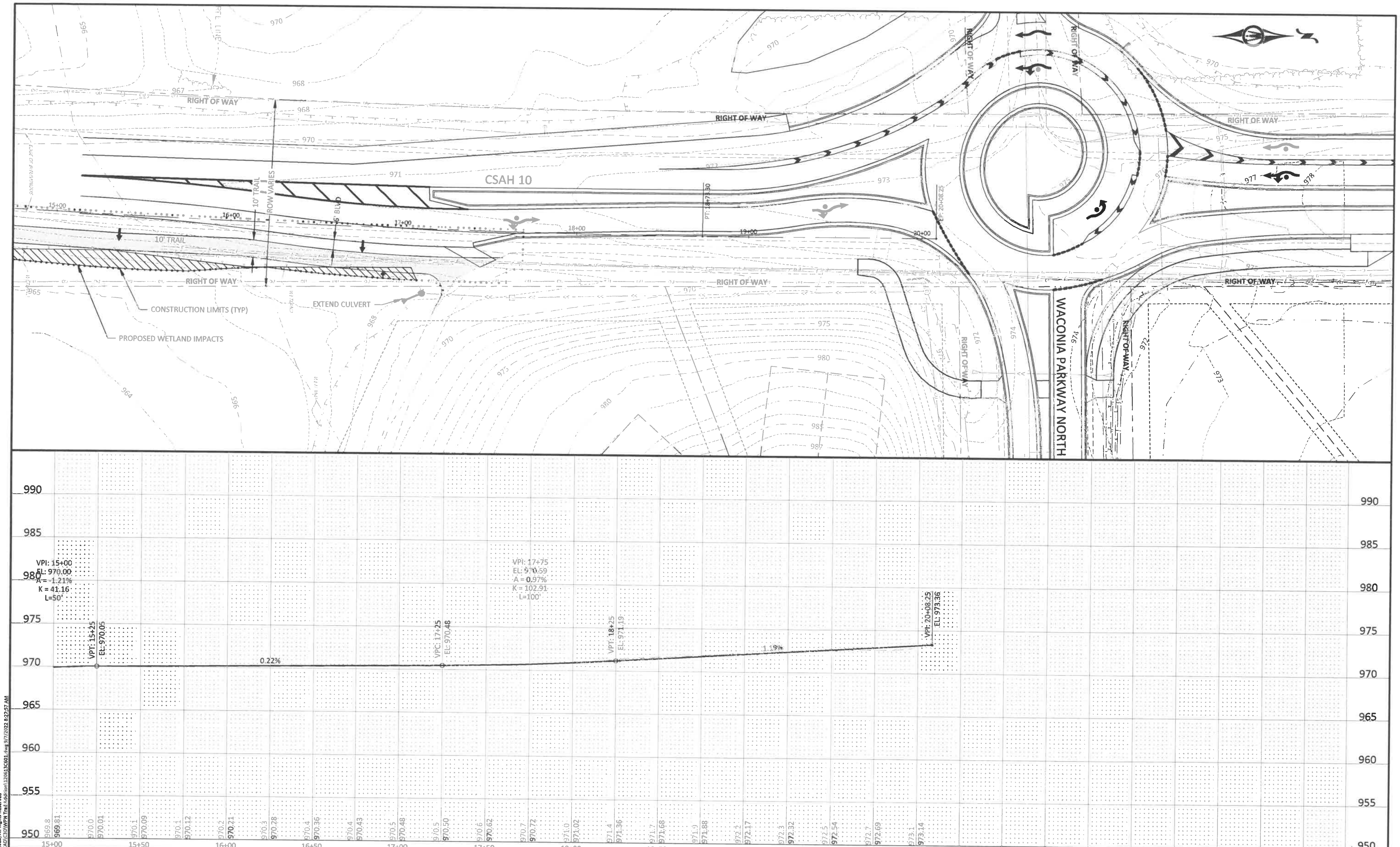
NO.	ISSUED FOR	DATE

CITY OF WACONIA, MINNESOTA

CSAH 10 TRAIL ADDITION

TRAIL CONSTRUCTION PLAN & PROFILE

SHEET 2



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CITY OF WACONIA, MINNESOTA
CSAH 10 TRAIL ADDITION
TRAIL CONSTRUCTION PLAN & PROFILE

SHEET 3

REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	March 6, 2023
Item Name:	Retirement of Firefighter Adam Weiland
Originating Department:	Administration
Presented by:	Jackie Schulze
Previous Council Action (if any):	

Item Type (X only one):	Consent	X	Regular Session		Discussion Session	

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

Adopt Resolution 2023-63, Accepting Retirement of Firefighter Adam Weiland

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

In February, we received Firefighter Adam Weiland's notice of retirement, effective March 1, 2023. Adam has been a firefighter with the City of Waconia for 31 years and is currently the longest tenured active member of the department.

In his resignation letter, Firefighter Weiland stated that the decision to retire did not come easy, but that he feels now is the right time. We sincerely appreciate Adam's years with the Waconia Fire Department and his service to the Waconia community. He will be recognized publicly at a future City Council meeting this spring.

Attachments:

1. 2363res Weiland_Resignation.docx

FINANCIAL IMPLICATIONS: Funding Sources & Uses:	***ADVISORY BOARD RECOMMENDATIONS:***
Budget Information: _________Budgeted _________Non Budgeted _________Amendment Required	Planning Commission Parks and Recreation Board Safari Island Advisory Board Other

CITY OF WACONIA
RESOLUTION NO. 2023 - 63

RESOLUTION ACCEPTING
RETIREMENT OF FIREFIGHTER
ADAM WEILAND

WHEREAS, the City has received a notice of retirement from Adam Weiland, Firefighter, after 31 years on the Fire Department; and

WHEREAS, the City has received the notice in accordance with its personnel policies to be effective as March 1, 2023; and

NOW, THEREFORE, BE IT RESOLVED, that**,** the City Council hereby accepts the retirement of Adam Weiland.

Adopted by the City Council of the City of Waconia this 6th day of March, 2023.

____
Nicole Waldron, Mayor

ATTEST: ____________________________________
Jackie Schulze, City Clerk

REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	March 6, 2023				
Item Name:	Approve Plans and Order Advertisement for Bid				
Originating Department:	Public Services				
Presented by:	Craig Eldred				
Previous Council Action (if any):	January 25, 2023; Special Meeting, "Downtown Construction Phase I Layout Review				
Item Type (X only one):	Consent		Regular Session	X	Discussion Session

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

Adopt Resolution 2023-64; Approving 2023 Improvement Plans and Specifications & Ordering Advertisement For Bids

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

Most recently staff have prepared items for Council consideration of the Phase I layout in a Special Meeting format. Our second discussion evolved around what stage the improvement plans are at in late February. At the time of our last meeting on February 21st the plans were near the 85-90 percent completion process. Staff and Council considered other items in relationship to small utilities and pedestrian accessibility for, and during construction with the form of a staging plan.

At the present time staff are requesting Council authorization to approve the 2023 Improvement Plans and Specifications & Ordering the Advertisement for Bids. Approval of this step allows for a mid-March advertisement and bid opening in early April. Staff have attached two updated plan sheets with this request of action.

One, is that of the **General Plan Layout;** staff will walk-through the plan sheet in greater detail upon delivery of this request. However, it should be noted that upon further review there has a been a revision to the storm water reuse location. The purpose of the relocation assists in reducing numerous small utility hardships by eliminating the storm sewer traversing the alley between Main and Lake Streets. Further more it reduces the need for relocating numerous power poles and small utility services to the businesses. Lastly, the revised layout decreases the storm pipe costs by 39% from the previous layout.

Two, is the **Staging Plan Layout**; this has been deviated as a result of the revised storm water reuse location. Switch of Vine Street opposed to the previous location on Olive Street. All other items are consistent with what we have provided earlier.

As previously presented and listed below are impacted areas to which street, sidewalk, utility and drainage improvements would occur:

- Main Street; W from Maple Street to approximately 100 feet east of Olive Street S.
- Olive Street S. from Main Street to First Street W.

Staff recommends approval of this request allowing for approval of the the 2023 Improvement Plans and Specifications & Ordering Advertisement for Bid.

Attachments:

1. 2364res_Authorizing_Ad_for_Bids.docx
2. General Utility Layout.pdf

3. Improvement Staging Plan.pdf
4. 2023-03-01 Downtown Recon Phase 1 Project Auth Memo.pdf

FINANCIAL IMPLICATIONS: Funding Sources & Uses: Bonds	***ADVISORY BOARD RECOMMENDATIONS:***
Budget Information: __X__ Budgeted _____ Non Budgeted _____ Amendment Required	Planning Commission _____ Parks and Recreation Board _____ Safari Island Advisory Board _____ Other

CITY OF WACONIA
RESOLUTION NO. 2023-64

RESOLUTION APPROVING 2023 IMPROVEMENT PLANS AND SPECIFICATIONS & ORDERING ADVERTISEMENT FOR BIDS

WHEREAS, Pursuant to a resolution passed by the City Council on October 17, 2022, the City Engineer has prepared plans and specifications for the Downtown Reconstruction, Phase 1 Project; and

WHEREAS, The project includes street, sidewalk, utility, and drainage improvements to the following:

- Main Street W from Maple Street S to approximately 100 feet east of Olive Street S
- Olive Street S from Main Street W to First Street W

NOW, THEREFORE, BE IT RESOLVED, That The City Council of the City of Waconia hereby approves such 2023 Improvement Plans and Specifications & Orders Advertisement for Bid, a copy of which is available at the Public Services office; and

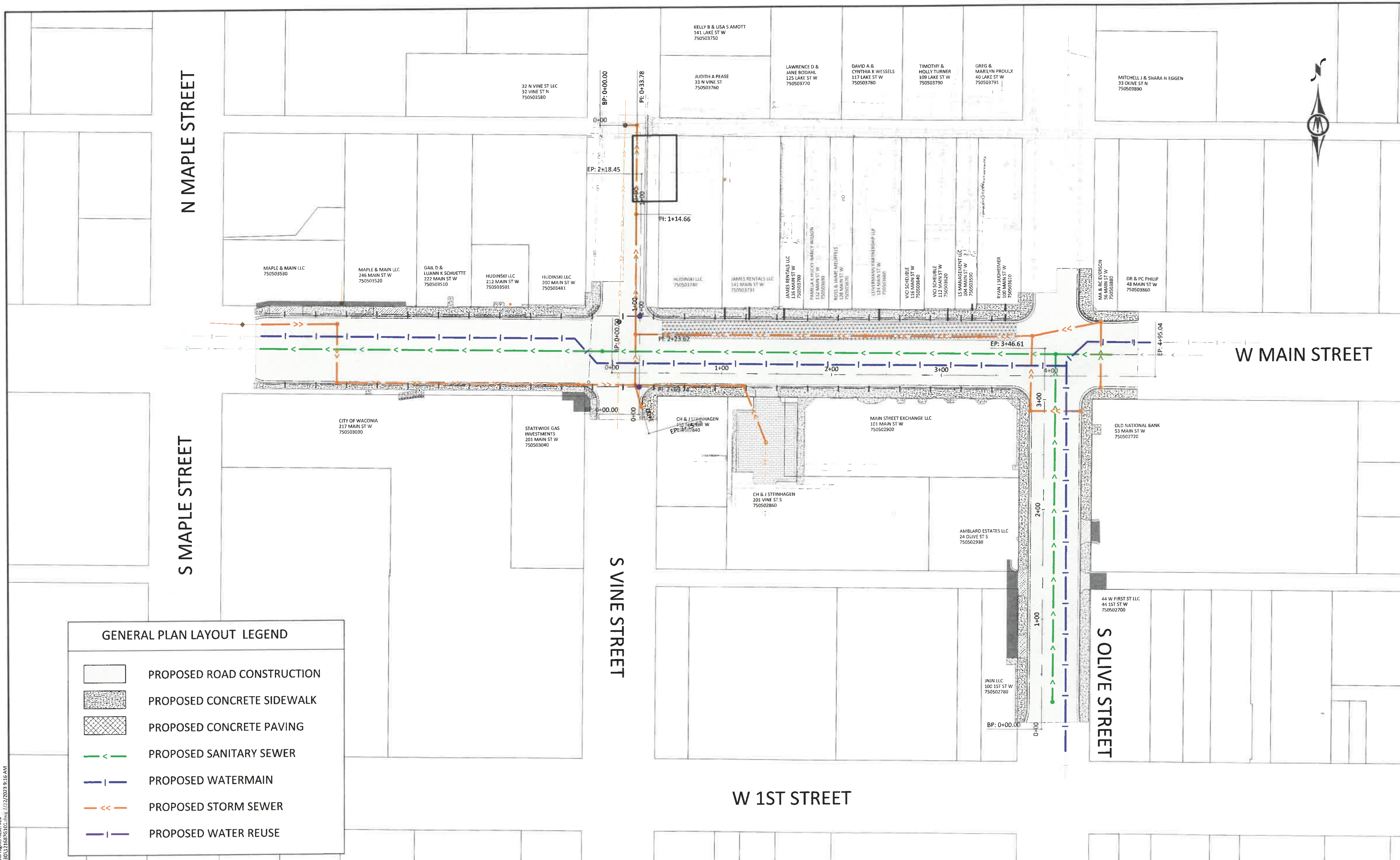
BE IT FURTHER RESOLVED, that the City shall prepare and cause to be inserted in the official newspaper and in a trade publication an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall specify the work to be done and shall state that bids will be received online until 10:00 am on Tuesday, April 11th, at which time they will be publicly opened and read.

The bids will then be tabulated and are planned to be considered by the City Council at 6:00 p.m. on Monday, April 17th, in the council chambers of City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Clerk and accompanied by a cash deposit, cashier's check, bid bond, or certified check payable to the City of Waconia for 5% percent of the amount of such bid.

Adopted this 6th day of March, 2023.

____
Nicole Waldron, Mayor

ATTEST:__________________________
Jackie Schulze, City Clerk



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RYAN R. JOHNSON

LIC. NO. 54278 DATE MM/DD/YYYY

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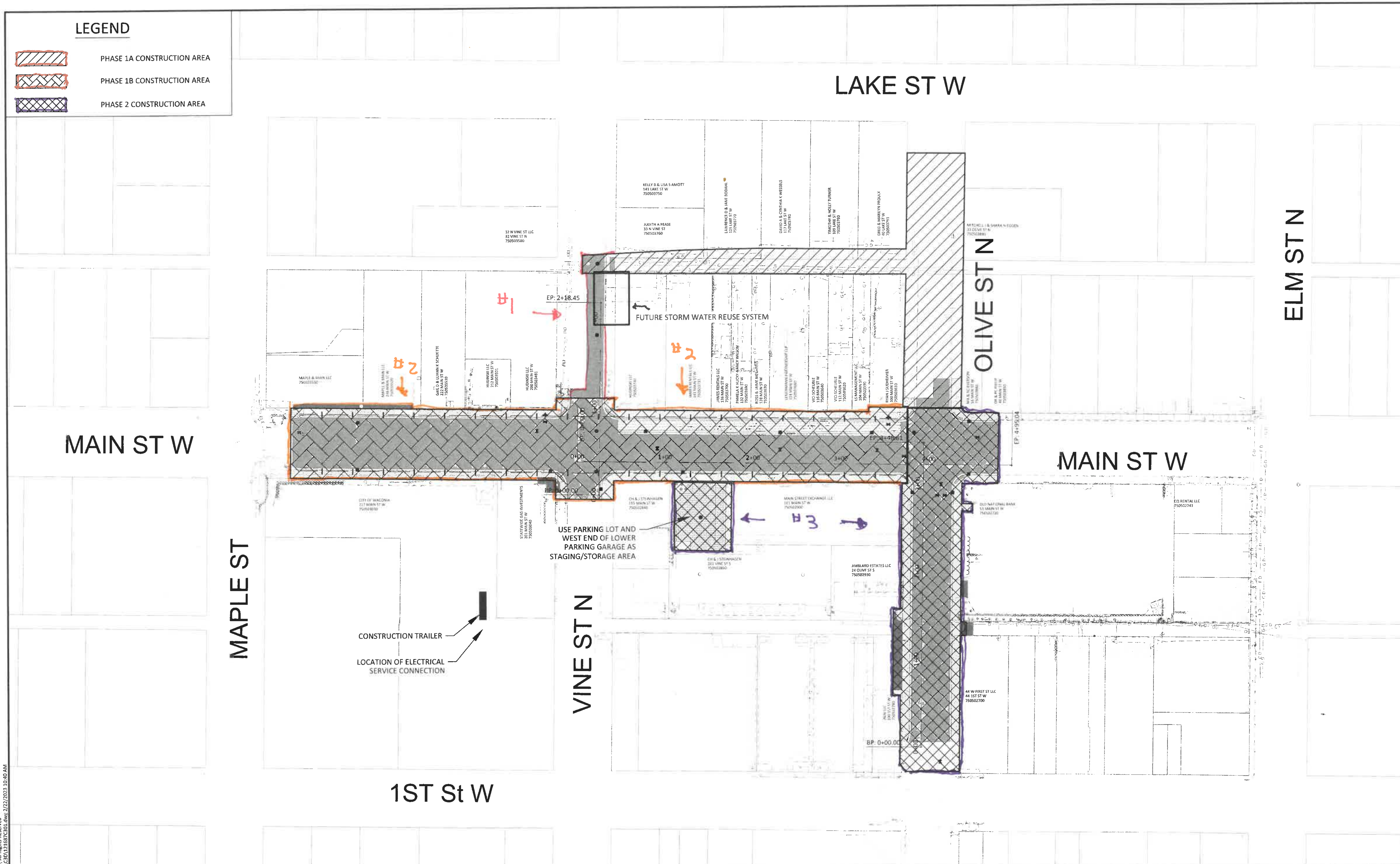
CITY OF WACONIA

DOWNTOWN RECONSTRUCTION, PHASE 1

GENERAL PLAN LAYOUT

SHEET G1.01



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RYAN R. JOHNSON
LIC. NO. 54278 DATE MM/DD/YYYY

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CITY OF WACONIA
DOWNTOWN RECONSTRUCTION, PHASE 1
STAGING PLAN-OVERVIEW

SHEET C3.01

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MEMORANDUM

Date: March 1, 2023

To: Craig Eldred, Public Services Director

From: Jake Saulsbury, Bolton & Menk

Subject: Downtown Reconstruction Phase 1 Project

Honorable Mayor and City Council Members:

The purpose of this memo is to request approval of the plans and specifications and to receive authorization to advertise for bids for the above referenced project.

The project contains the following components:

- Street reconstruction, sidewalk reconstruction, water reuse construction, sanitary sewer, watermain and storm sewer replacements on Main Street W from Maple Street S to approximately 100 feet east of Olive Street S, on Olive Street S from Main Street W to First Street W.

If authorized to proceed, the project schedule has the bid opening on April 11, 2023. The City Council could then consider awarding the project at the April 17, 2023, City Council meeting.

Please let me know if you have any questions or require any additional information.

REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	March 6, 2023
Item Name:	Authorize Staff to Initiate Capital Project #731
Originating Department:	Public Services
Presented by:	Craig Eldred
Previous Council Action (if any):	January 3, 2023 Authorize City Staff to Obtain Project, Mobile and Fixed Equipment Pricing

Item Type (X only one):	Consent		Regular Session	X	Discussion Session	

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

Adopt Resolution 2023-65; Authorizing City Staff to Initiate Capital Project #731, Holiday Lighting to Secure Donations to Meet Project Funding Goals

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

As we look to reconstruct the Downtown staff requested a Capital Improvement Project guided to support replacement and updates of the Holiday Lighting in the Downtown. Staff proposed $37,000.00 for this project with efforts of raising funds/donations of $15,000.00 for the entire project.

The focus was to add more greenery and perhaps more cross street lighting features. The plan would be to work locally with the Chamber, Businesses, and Supporting groups of the community for these improvements. Staff have worked previously with the Chamber to gain support, and engagement of Paul Melchert who has been an ambassador of this effort.

Staff recommends approval of this request of Council action allowing staff to work locally on raising funds/donations of the programmed $15,000.00 for Holiday Lighting.

Attachments:

1. 2365res Holiday_Lighting_Donation_Res.doc

FINANCIAL IMPLICATIONS:

Funding Sources & Uses:
Street Light Cash & Donations

Budget Information:

X Budgeted
____ Non Budgeted
____ Amendment Required

ADVISORY BOARD RECOMMENDATIONS:

Planning Commission	
Parks and Recreation Board	
Safari Island Advisory Board	
Other	

CITY OF WACONIA
RESOLUTION NO. 2023-65

RESOLUTION AUTHORIZING CITY STAFF TO INITIATE CAPITAL PROJECT #731, HOLIDAY LIGHTING TO SECURE DONATIONS TO MEET PROJECT FUNDING GOALS

WHEREAS, one of the City's Priorities is to "manage, maintain, and improve our current and future physical assets"; and

WHEREAS, part of the 2023 Capital Plan a programmed submission to reach out locally for Holiday Lighting Donations was approved by City Council; and

WHEREAS, focus of the funding will be supporting a full project amount of $37,000.00; and

WHEREAS, City Staff may initiate connections to support the Donation Goal Balance as programmed in Capital Project #731 at the amount of $15,000.00.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes city staff to initiate Capital Project #731, Holiday Lighting to secure donations to meet project funding goals.

Adopted by the City Council of the City of Waconia this 6th day of March, 2023.

____
Nicole Waldron, Mayor

Attest: ______________________________
Jackie Schulze, City Clerk