



AGENDA CITY COUNCIL WORK SESSION

September 22, 2025 - 6:00 PM

Lakeville City Hall, Marion Conference Room

The City Council will gather in the Marion Conference Room at City Hall at 5:00 p.m. to conduct interviews for Lakeville's Youth Advisory Commission.

Members of the public can participate in person at Lakeville City Hall, Marion Conference Room. Members of the public may join the meeting via [Teams Meeting](#), **Meeting ID: 276 485 596 886** or by calling **Toll Number 1-323-433-2142; Conference ID: 432 130 403#**. The mayor will allow for public comments and questions at the appropriate time.

The City Council is provided background information for agenda items in advance by staff and appointed commissions, committees, and boards. Decisions are based on this information, as well as City policy, practices, input from constituents, and a council member's personal judgment.

1. Call to order, moment of silence and flag pledge

2. Citizen Comments

3. Discussion Items

30 min	a. Sketch Plan Review for Warweg Property	Tina Goodroad
20 min	b. East Community Park Survey Results & Preferred Master Plan Concept	Joseph Masiarchin
25 min	c. Fire Department ITM (Inspect, Test, Maintain) Solution	Michael Meyer
45 min	d. New Fire Station Design Update	Michael Meyer, Allyn Kuennen

4. Items for Future Discussion

5. Committee/ City Administrator Updates

6. Adjourn



Date: 9/22/2025

Sketch Plan Review for Warweg Property

Proposed Action

Provide input on sketch plan for Warweg property south of Kenwood Trail

Overview

Staff received a sketch plan application from Norsq Companies for the 25-acre property formerly part of the George Warweg estate, located south of Kenwood Trail and east of Ipava Avenue. The property is currently under contract, and the applicant is seeking preliminary review and feedback on the proposed sketch plan.

The site is currently split-guided and zoned: the western portion is designated OP, Office Park, and the remainder is zoned C-3, General Commercial. Due to site constraints, including limited visibility, restricted access points, and traffic circulation needs, future development as all commercial or office park under the O-P zoning is considered challenging.

In February, the applicant presented an initial concept plan to the City Council during a work session, which included apartments and townhomes. At that time, the council directed the applicant to preserve as much commercial area as feasible, while recognizing the site limitations. The council also expressed support for retail uses that would complement Antlers Park.

In response, the applicant has submitted a revised concept plan. The updated plan proposes 10.23 acres of commercial development in the southeastern portion of the site, which is an increase compared to what is currently guided and zoned as commercial. Proposed uses within this area include entertainment, restaurant, and retail opportunities, with a focus on “experiential retail” at the corner of Ipava Avenue and Kenwood Trail. More specific details regarding these uses will be shared by the applicant during the work session.

The remainder of the site is proposed for market-rate townhomes with a clubhouse and multiple on-site amenities. Additional details are provided in the applicant’s narrative.

The sketch plan will also be reviewed by the Planning Commission in a work session on September 18, 2025. Staff will provide a summary of the commission’s comments at the meeting.

Supporting Information

1. Exhibits

Financial Impact: \$0 **Budgeted:** No **Source:**
Envision Lakeville Community Values: Diversified Economic Development
Report Completed by: Tina Goodroad, Community Development Director



LAKEVILLE 25 ACRE MIXED USE APPLICATION

10 ACRES COMMERCIAL & 15 ACRES MARKET RATE TOWNHOME COMMUNITY – 165 UNITS



**Comprehensive Plan Amendment – Mixed Use PUD
Project Narrative
20xxx IPA VA AVENUE, LAKEVILLE, MN 55311
September 2025**

Developer: Nörsq Companies: 2201 Meeting Street, Wayzata, MN 55391

Architect: Practic Design : 510 S 17th St, Ames, IA 50010

Engineering: Measure Group, PO Box 10 , Wayzata, MN 55391





1. DEVELOPER BACKGROUND

Nörsq Companies is a fully integrated real estate development company with ownership possessing over 20 years of real estate development experience totaling over \$2 Billion in total development value across the nation. Based in Plymouth, Minnesota, the company builds and operates communities across the Midwest, with ownership in over 46 multifamily projects across the US. They take pride in the communities they build in and seek to build long term relationships with the cities and neighborhoods they invest in. The companies name bodes homage to the strong Norwegian heritage that is engrained in the culture of their home state of Minnesota and community designs are influenced by Scandinavian architecture.

2. PROJECT VISION

Nörsq Companies is proposing a 25-acre mixed use commercial project consisting of 10.5 acres of commercial/retail and 15.6 acres of a new construction single family housing community directly to the East of Antlers Park in Lakeville, MN, a city highly regarded for its great schools, park systems, retail, and close proximity to major employers. More specifically, young families are seeking communities like Lakeville to start families, but America is currently grappling with the widest housing cost gap for owning vs. renting a home on record since the federal government started tracking in 1954. The average house payment for a newly purchased home in Q3 2022 was 57% more expensive than the average monthly rental, the widest cost gap on record. With record high single family home prices in the for-sale market, coupled with low inventory and high mortgage interest rates, this project seeks to provide the same benefits of homeownership, including larger living spaces, personal 2-car garage, and outdoor patio space without the headaches, upkeep and expense of homeownership. This community helps to diversify the City of Lakeville's housing stock product type availability which is one of the key housing land use goals in the 2040 comprehensive plan.

Subject to obtaining final development plan approvals, we anticipate commencing construction in the Spring of 2026 and proceeding continuously to completion by late winter of 2027, with first occupancy expected in the summer of 2027.

Townhome living options range from a 3-story 2 BD home with 1,338 SF of living space with a 2-car garage and outdoor deck area or a 2-story 3BD townhome with 1,883 SF of living space, 2-car garage and outdoor patio. Residents will be greeted with a prominent entrance with a tree lined boulevard leading to the main clubhouse that will provide ample amenities for residents.

The planned community amenities for this market rate project include:

- Fitness Center- An approximate 1,000 SF fitness center with state-of-the-art equipment overlooking the outdoor pool/courtyard area.





- Community Lounge- Large open shared community lounge that can accommodate private events (birthday, holiday, and other event parties) and overlooks the outdoor pool/courtyard area to engage residents and create a sense of community.
- Outdoor Patio- An outdoor patio area will be situated near the pool and have outdoor seating and grill stations to encourage outdoor resident engagement.
- Coffee Bar- A gourmet coffee machine will be provided for residents to use for residents with on the go lifestyles and to bring residents to common areas to further the community engagement.
- Pet Spa- A large majority of our residents have pets, and this amenity space will include a stand up pet wash station, dryer, and treats for their loved ones.
- Outdoor Pool- large outdoor pool will be provided for the residents use during the hot summer days.
- Business Center- An approximate 1,000 SF business center/ WiFi lounge will be provided to the guests for their use as residents leverage a more integrated work from home environment.
- Pickleball court – An outdoor pickleball court will be provided for the residents of this community to encourage active participation and engagement of residents of this community.

3. LAND USE

The land is currently one large 25.01 Acre parcel zoned AG- Green Acres (agricultural) and is currently being used as farmland to grow crops. As part of the City of Lakeville 2040 comprehensive plan, the future land use is guided between two land uses: 1) Commercial use guided for 9.94 Acres and 2) Office Park, guided for 15.96 Acres (see Exhibit 4.1).

During the February 24, 2025 city council work session meeting, we presented our initial design concept, which included 15 acres of medium density with 165 townhomes, 8 acres of high density residential with 200 units of apartments in a 4 story structure, and a 2.8 acre commercial site. During that work session, we heard from numerous individuals from both the city staff as well as the public expressing their feedback and concerns. Some of the most frequent feedback heard was :

1. City should purchase the 25 Acre Warweg site for public benefit.
2. Opposition to the 4-story apartment building. Primary concerns being height of project and traffic.
3. Public desired “experiential retail” and suggested indoor pickleball courts, slide park, trampoline park, and uses aligned with the new Antlers Park (restaurant use with patio, brewery, ice cream, kayak rental, etc.)
4. Townhome use – public liked the design and landscaped boulevard entrance mimicking the Antlers park entrance to bring uniformity. No other major concerns for or against apart from that feedback.

We heard staff and the public’s concerns and did our best to incorporate all the feedback we could reasonably accommodate into our latest plan before you today.

Specifically, we are seeking to amend the 2040 Comprehensive Plan to re-guide this parcel as “PUD – Mixed Use” at a concept level to support more commercial at 10.23 acres of commercial to accommodate





experiential retail and 15.67 acres of medium density residential across the site and specifically seeking development stage approval for the 15.67 acre townhome site.

Upon consulting with local commercial brokers regarding retail viability in this location, the location of the proposed commercial has been moved from the Southeastern section of the site where the commercial use was originally guided to the NW section of the site due to 2 primary accessibility concerns: 1) railroad crossing and 2) signalized intersection. Regardless of whether the commercial is on the SE or NW side of the site, this site will always have the railroad encumbrance as a negative benefit to retail vs our neighboring retail at the Cub Foods anchored Heritage Commons location, which has direct access via a signalized intersection and no railroad crossing encumbrance. Heritage commons was developed in the late 1990's and early 2000's and is still not fully developed after 25 years. This helps speak to the commercial viability of commercial in this area, especially when stacked railroad cars sit in front of this site for days/weeks on end.

Additionally, the comprehensive plan was established pre-pandemic, when office parks were more commercially viable and economically feasible, when post-pandemic office performance has reduced significantly. We feel our proposal balances the most economically viable projects that can be built for today's market that incorporates feedback on what the public is looking for.

Additional Exhibits provided:

- **Exhibit A –Original site plan presented to staff and public February 24, 2025**
- **Exhibit B – Current proposed site plan incorporating Mixed-Use**
- **Exhibit C - Visioning images for “Experiential Retail” commercial use. Highlights general intent of situating retail and restaurant(s) around an open grassy area.**



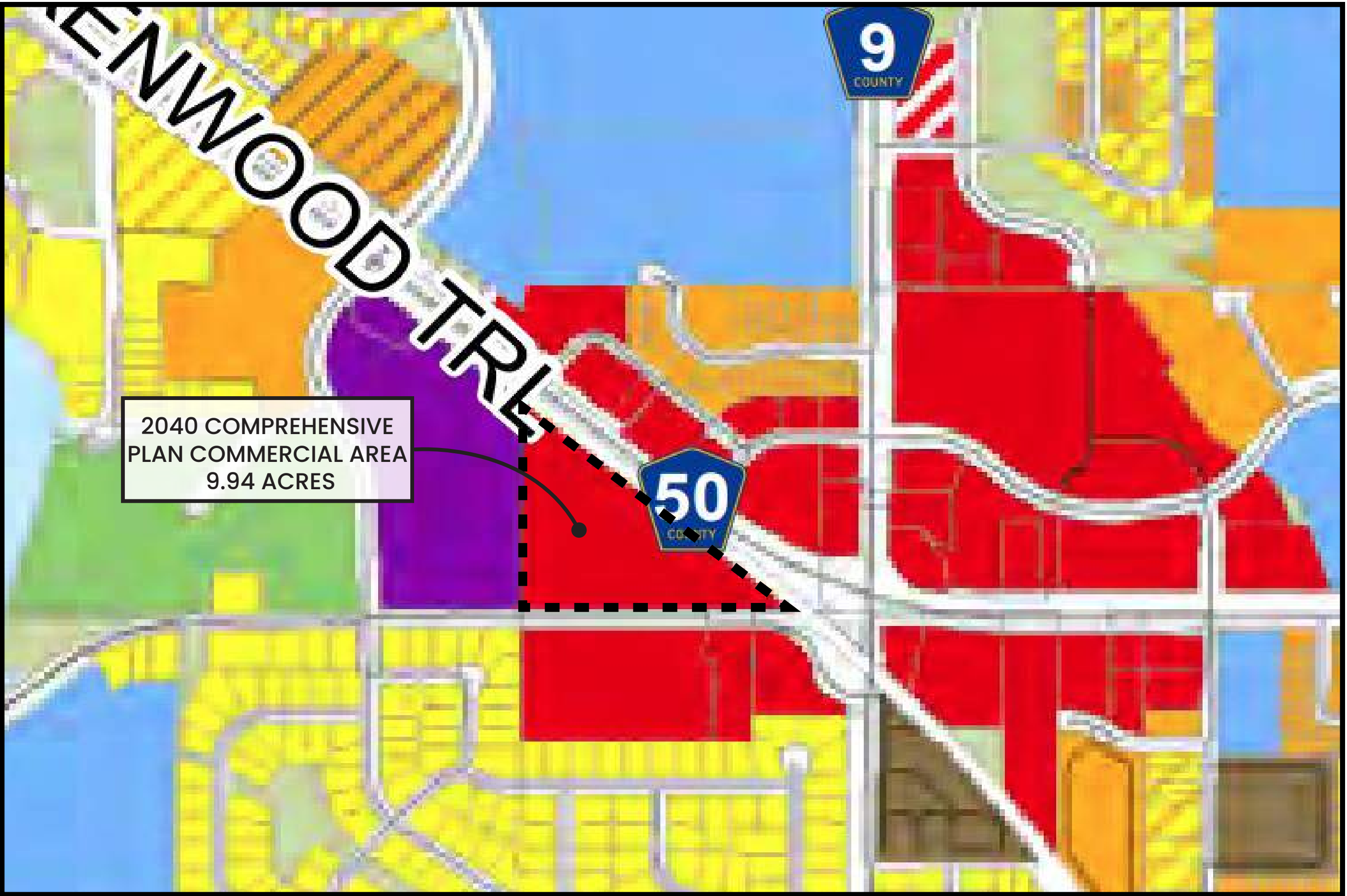
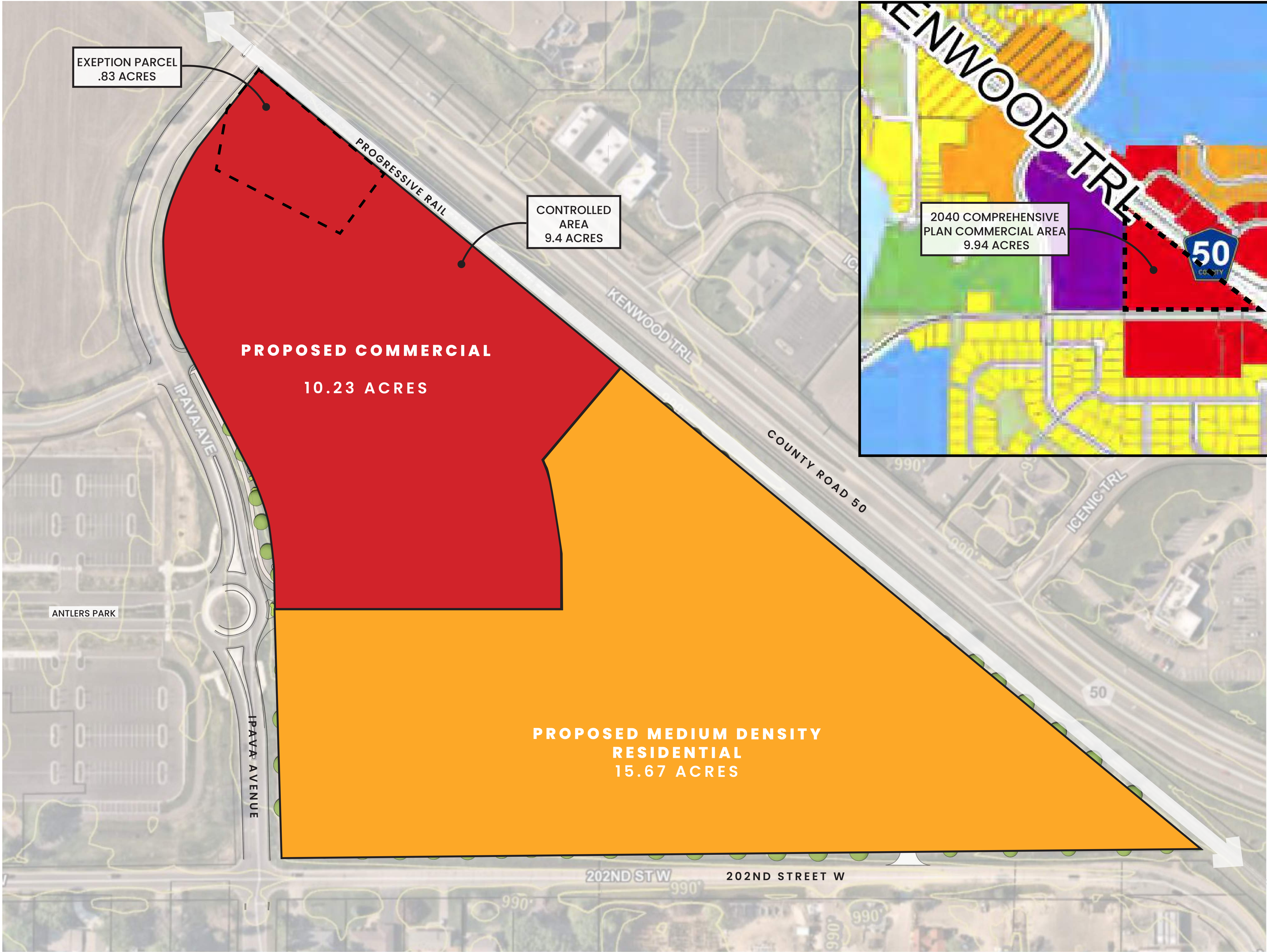


Exhibit 4.1 - 2040 Comprehensive Plan – City of Lakeville 2040 Land Use Plan



- Office Park (15.96 Acres)
- Commercial (9.94 Acres)





EXISTING LAND USE

WARWEG SITE
LAND USE EXHIBIT
LAKEVILLE, MN

SEPTEMBER 9, 2025





LAND USE SUMMARY

- TOWNHOMES- 165 UNITS
- COMMERCIAL -10.23 ACRES

SITE NET ACRES : 25.90 AC
COMMERCIAL ACREAGE : 10.23 AC
RESIDENTIAL ACREAGE : 15.67 AC
TOTAL RESIDENTIAL UNITS: 165
PROPOSED DENSITY: 10.53 UNITS/ AC

DRAWING KEY

- 1 ENTRANCE MONUMENT
- 2 COMMUNITY RECREATION AREA
- 3 STORMWATER BASIN
- 4 SIGNALIZED INTERSECTION

WARWEG SITE
CONCEPTUAL
DEVELOPMENT PLAN
LAKEVILLE, MN

SEPTEMBER 9, 2025



Experiential Retail Lakeville Warweg Site – Visioning Images









Date: 9/22/2025

East Community Park Survey Results & Preferred Master Plan Concept

Proposed Action

No formal action, for review.

Overview

The East Community Phase II project is the final project approved as part of the 2021 Park Bond Referendum. ISG has been consulting on the project and provided three preliminary master plans for staff to review and comment on. After staff review, two master plan concepts were developed and shared with the public. Included in your packet is a summary of the neighborhood survey results. The survey was distributed through various community engagement events.

- In-person event during Pan-O-Progs Art on the Lawn on July 11
- Yard signs strategically placed in adjacent neighborhood parks
- Direct postcards sent to just under 1,000 households in the immediate neighborhood
- Social media posts on the Parks & Recreation Facebook page

ISG attended the August 1 Parks, Recreation, and Natural Resources Committee to share the survey results and take committee comments. Of the two concepts that were shared, the "Heritage Landing" concept was the more popular. This concept highlights the farming and agricultural history of Dakota County and includes a variety of farm-themed elements. Based on the community survey feedback and comments from the committee, the following changes were made to develop a preferred master plan concept:

- Expansion of the proposed dog park area
- Additional stone overlook
- Minor changes to the location of the plaza and play structure

Design and specifications will be finalized later this year, and construction is scheduled to start in 2026.

Supporting Information

1. East Lake Community Park - Preferred Concept Package

Financial Impact: \$ **Budgeted:** No **Source:** Park Bond Referendum
Envision Lakeville Community Values: Access to a Multitude of Natural Amenities and
Recreational Opportunities
Report Completed by: Joe Masiarchin, Parks and Recreation Director



LAKEVILLE, MINNESOTA
SEPTEMBER, 2025



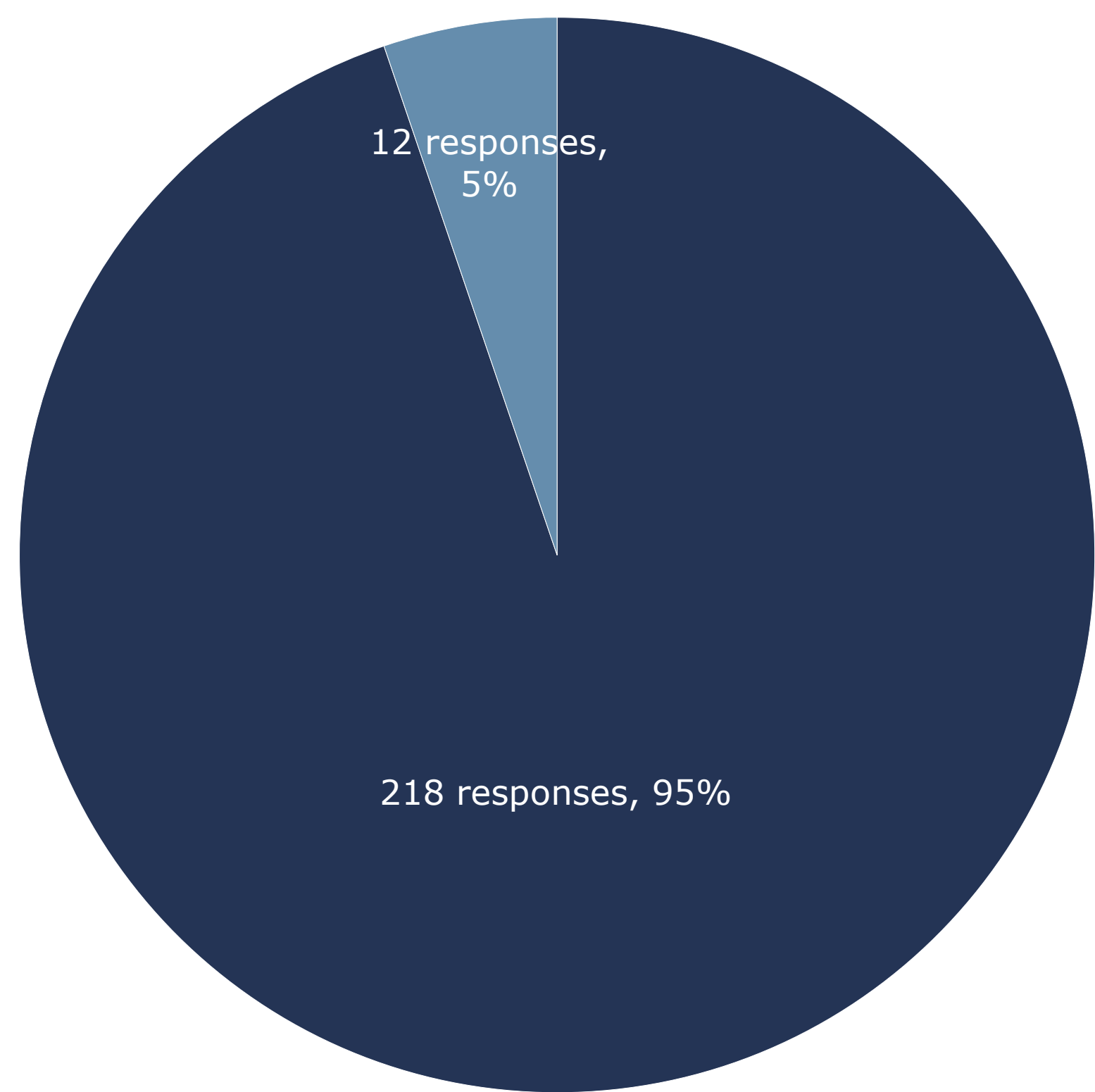
This plan, undertaken by ISG in 2025 was prepared exclusively for Lakeville, Minnesota

All content © ISG 2025

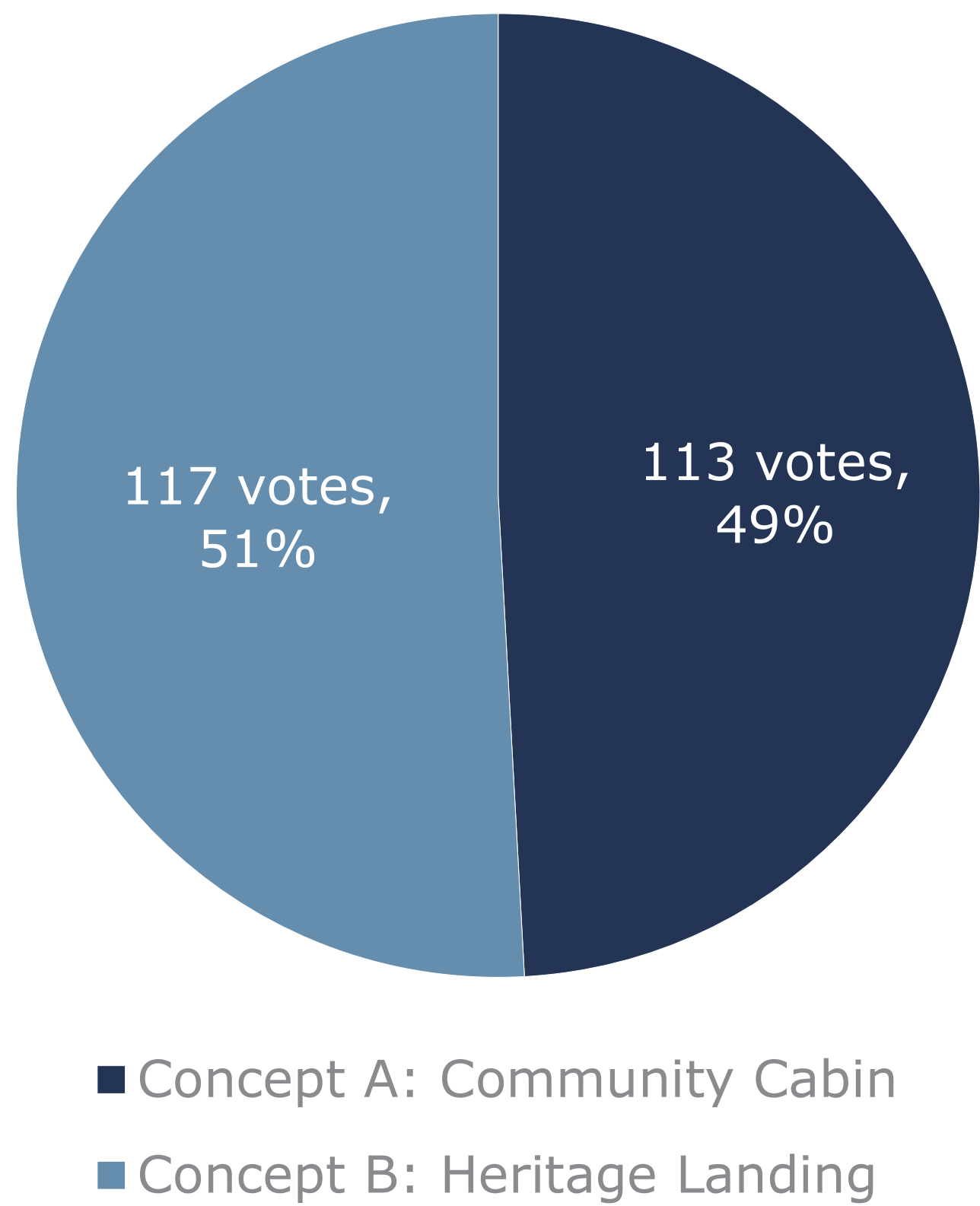
SURVEY RESULTS

DEMOGRAPHICS AND CONCEPT SELECTION

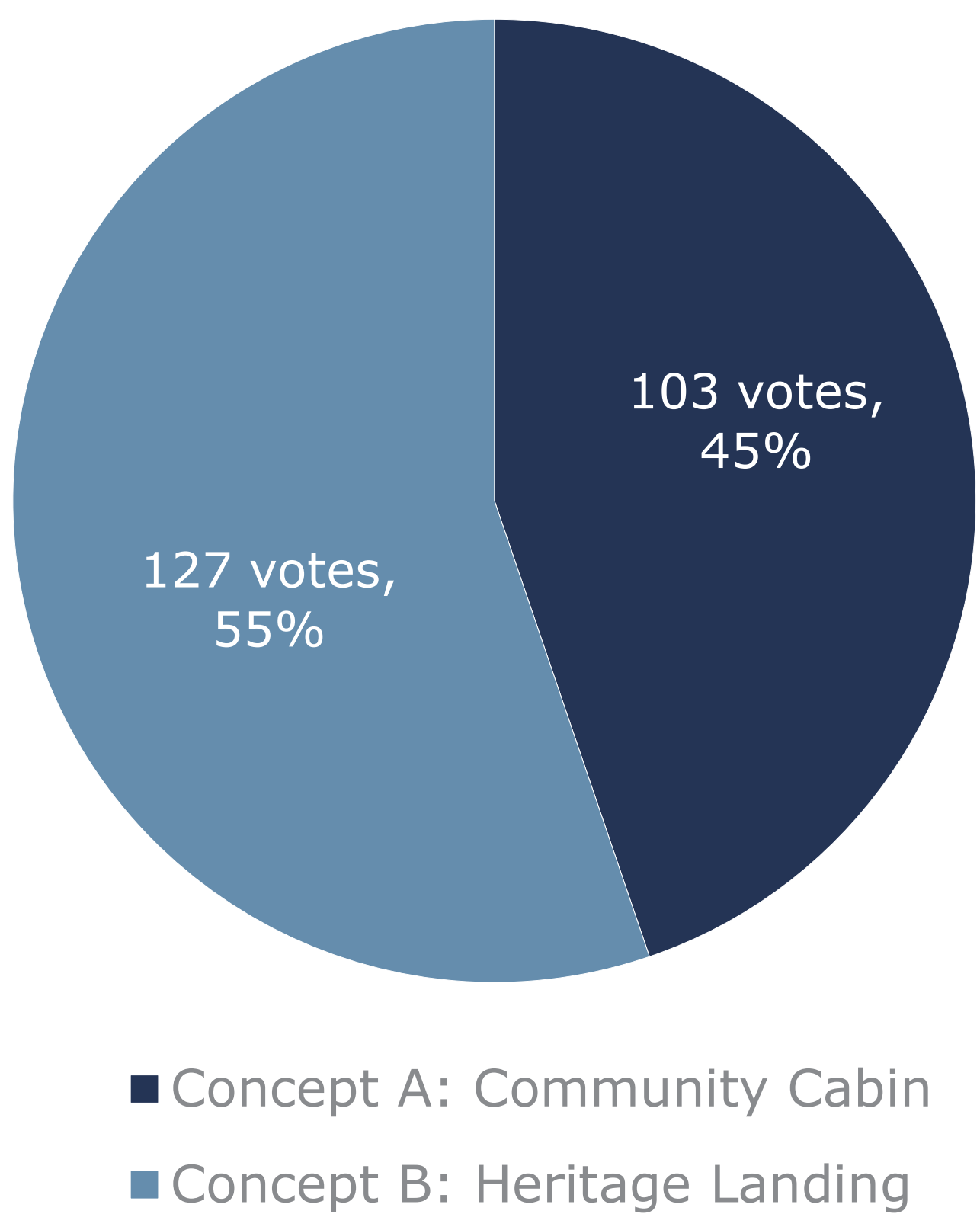
95% OF RESPONSES WERE FROM LAKEVILLE RESIDENTS



51% OF RESPONSES CHOSE SITE CONCEPT B



55% OF RESPONSES CHOSE BUILDING CONCEPT B

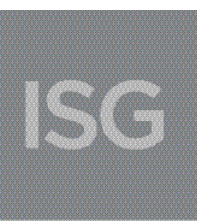


CONCEPT A: COMMUNITY CABIN - KEY HIGHLIGHTS

- PRESERVATION OF NATURE & OPEN SPACES
- LAKE ACCESS AND WATER FEATURES
- DOG PARK
- THEMED PLAYGROUND
- HAMMOCK GROVE
- COMMUNITY GATHERING SPACES
- RESTROOMS
- DESIGN MATERIALS

CONCEPT B: HERITAGE LANDING - KEY HIGHLIGHTS

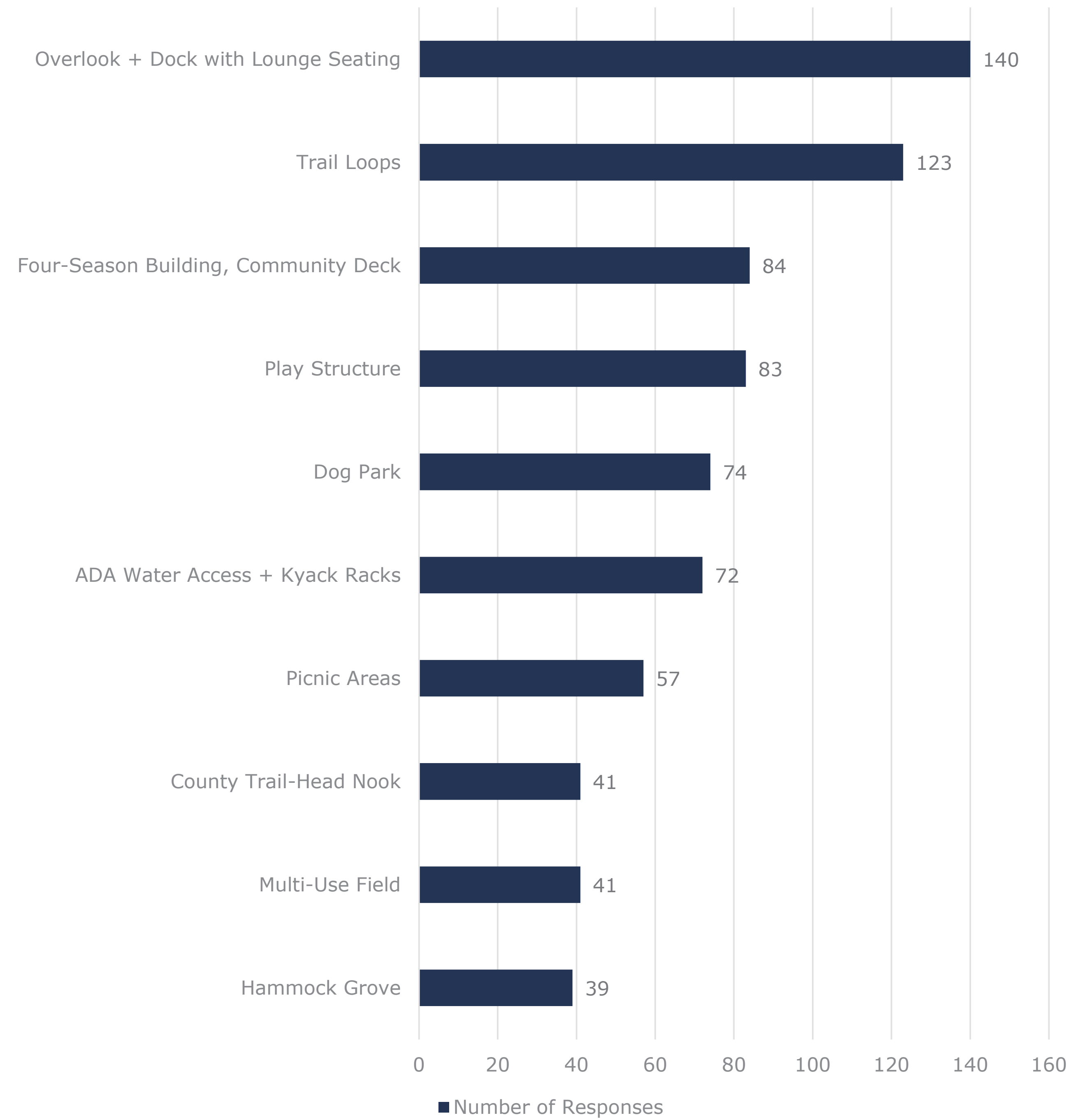
- OPEN SPACE AND NATURAL LANDSCAPE
- FARM AND HISTORICAL THEME
- DOG PARK
- LAKE AND WATER ACCESS
- NATURE PLAY AND PLAYGROUND AREAS
- COMMUNITY GARDEN
- TRAILS AND CONNECTIVITY



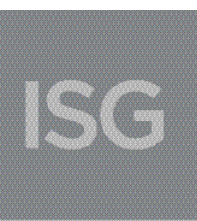
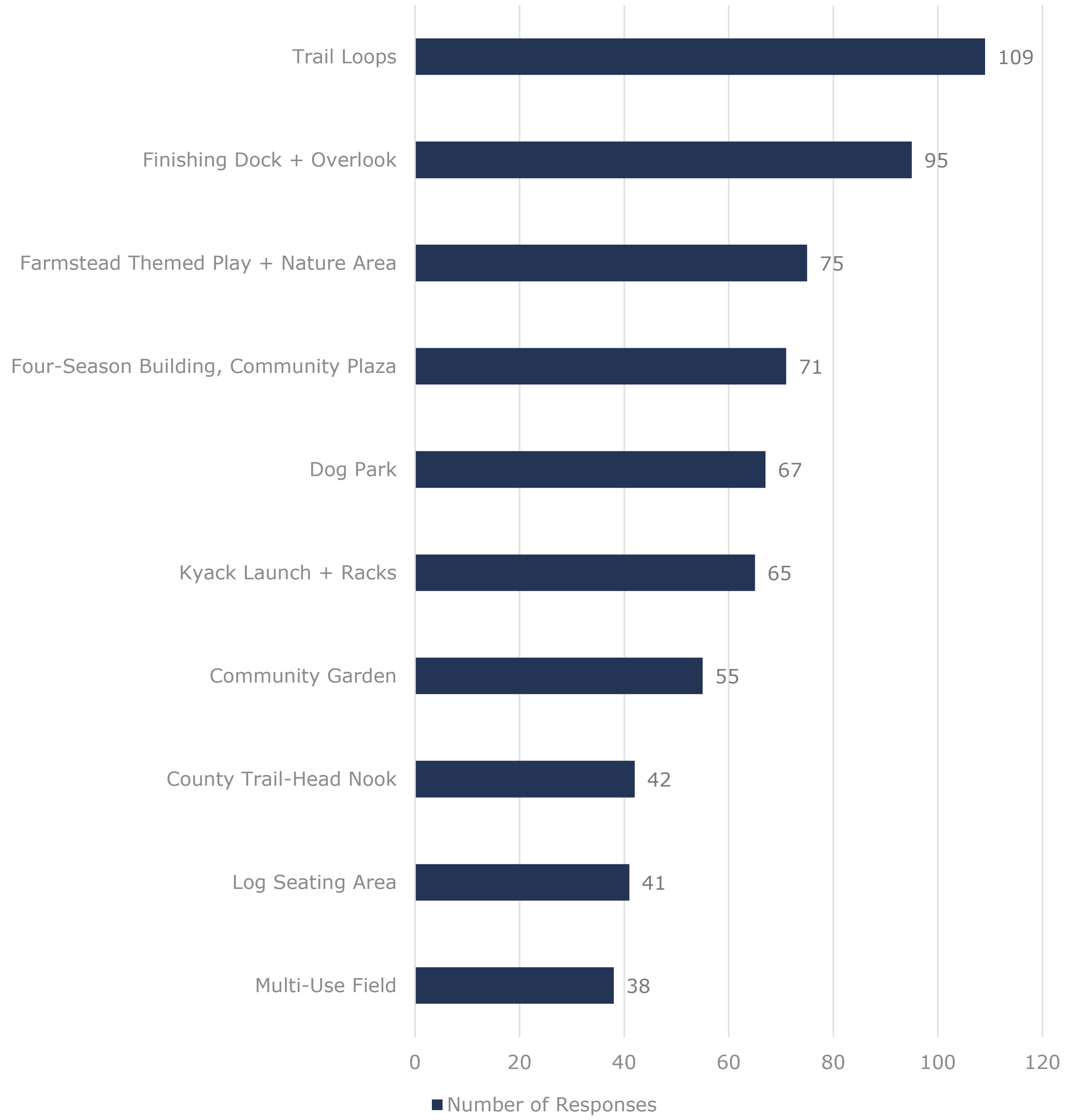
SURVEY RESULTS

AMENITY PREFERENCE

CONCEPT A: COMMUNITY CABIN PREFERRED AMENITIES



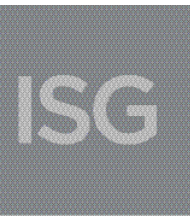
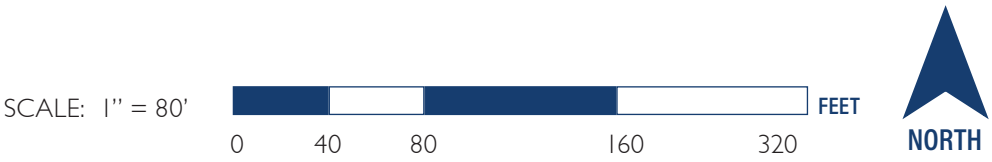
CONCEPT B: HERITAGE LANDING PREFERRED AMENITIES



EXISTING CONDITIONS + OPPORTUNITIES



- EXISTING MULTI-USE TRAILS
- EXISTING NATURE TRAIL
- VEHICULAR ENTRANCE
- PEDESTRIAN CONNECTIONS
- POTENTIAL TRAIL CONNECTIONS THROUGH WOODLAND AREAS
- NOTABLE VIEWS
- POTENTIAL WATER ACCESS
- EXISTING BASIN
- FLOOD ELEVATION
- EXISTING CREEK
- EXISTING LIGHTING



Architecture + Engineering + Environmental + Planning

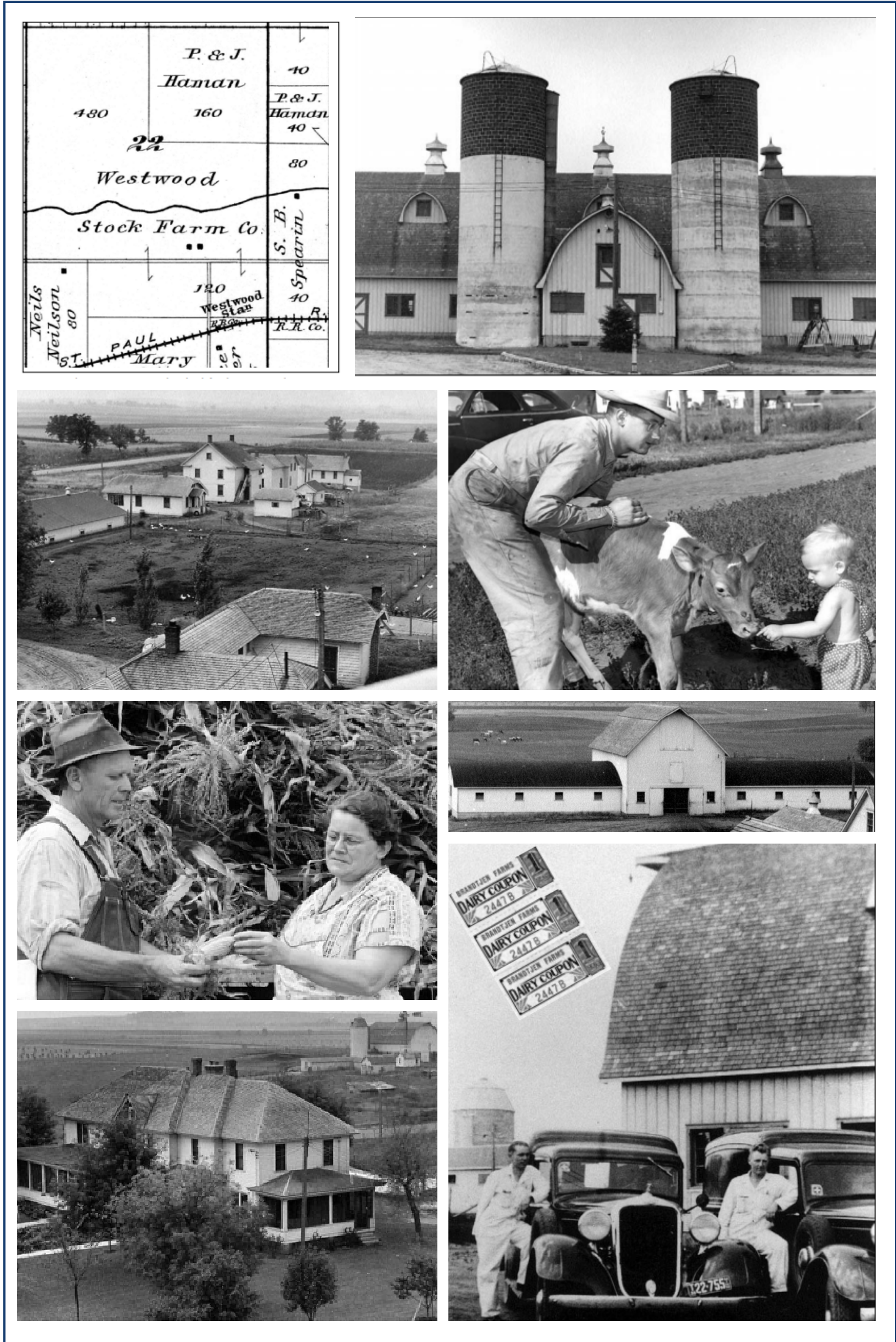
EAST COMMUNITY PARK
LAKEVILLE, MINNESOTA - 09-22-2025
ISG PROJECT NO. 25-32638

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HERITAGE LANDING

HISTORIC LEARNING AND RECREATION

INSPIRATION



INSPIRATION



DESIGN HIGHLIGHTS

1. TRAILHEAD BUILDING PLACEMENT IS CLOSER TO THE EXISTING PARK
1. INCORPORATES DAKOTA COUNTY FARM'S HISTORY INTO LEARNING AND DESIGN OPPORTUNITIES
2. FARMSTEAD THEMED PLAY AREA THAT CONNECTS TO THE EXISTING PLAYGROUND
3. GENEROUSLY SIZED DOG PARK WITH FENCED WOODLAND AREAS



CELEBRATES LOCAL HERITAGE THROUGH INTERPRATIVE SIGNAGE & DESIGN AESTHETIC



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HERITAGE LANDING

HISTORIC LEARNING AND RECREATION



LEGEND

- 1 FOUR-SEASON BUILDING
 - 2 COUNTY TRAIL-HEAD NOOK
 - » Drinking Fountain + Bike Racks & Bike Fix-it Station
 - » Seating
 - 3 COMMUNITY PLAZA
 - 4 10' CONCRETE WALK (TYP)
 - 5 10' BITUMINOUS WALK (TYP)
 - 6 6' NATURE SURFACE WALK
 - 7 COMMUNITY GARDEN + FUTURE EXPANSION
 - 8 PARKING (+-50 STALLS)
 - » Space for Food Truck Parking + Drop Off
 - 9 DOG PARK
 - » Specialty Fencing
 - » Farmstead Themed Play
 - » Fenced Area for Smaller Dogs
 - 10 FARMSTEAD THEMED PLAY
 - 11 NATURE PLAY CONNECTION
 - 12 FLEXIBLE MULTI-USE FIELD
 - » Space for a Soccer Practice Field
 - 13 OVERLOOK
 - 14 HAMMOCK POSTS
 - 15 FISHING DOCK
 - 16 KAYAK LAUNCH + STORAGE
 - 17 BOARDWALK
 - 18 VEGETATIVE BUFFER
 - 19 GREEN INFRASTRUCTURE
 - 20 CONNECTION TO WOODLAND AREA
- TURF
- NATIVE RESTORATION
- WAYFINDING SIGNAGE
- INTERPRETIVE SIGNAGE
- ENTRY MONUMENT SIGN
- LIGHTING
- VEGETATIVE RESTORATION BY DAKOTA COUNTY



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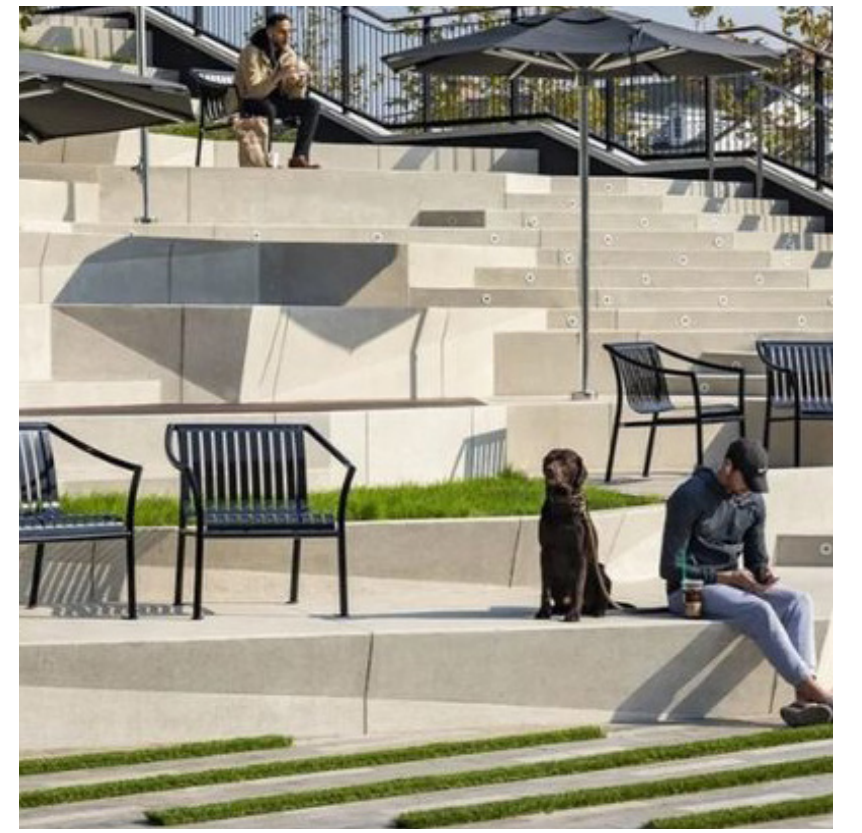
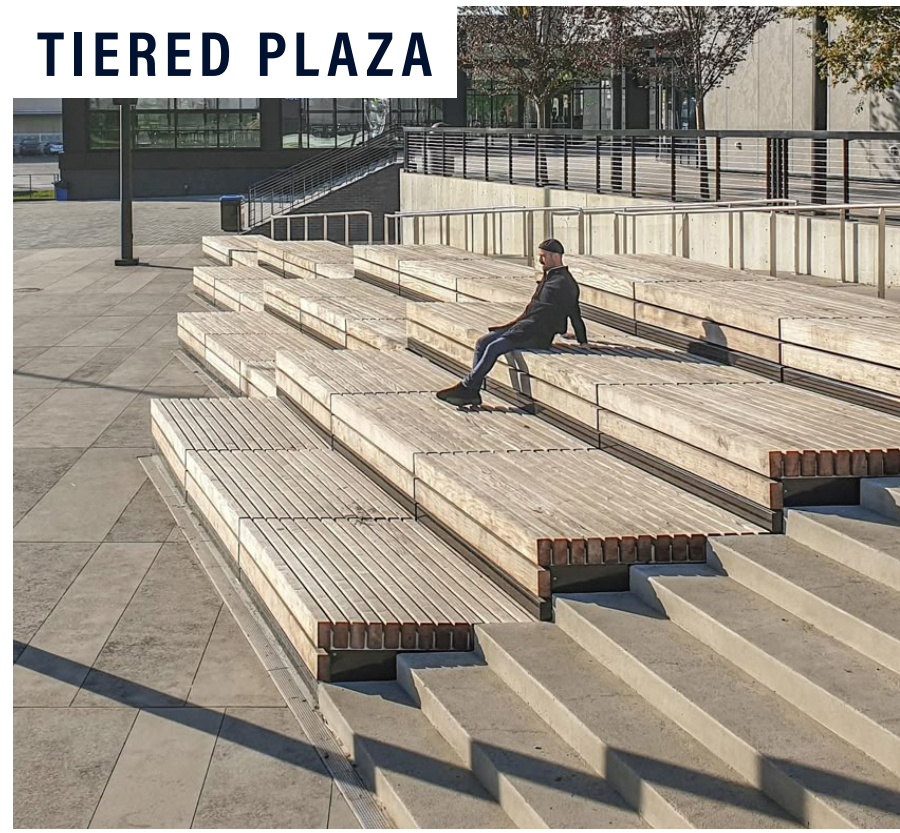
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PRECEDENT IMAGERY HERITAGE LANDING

PLAZA



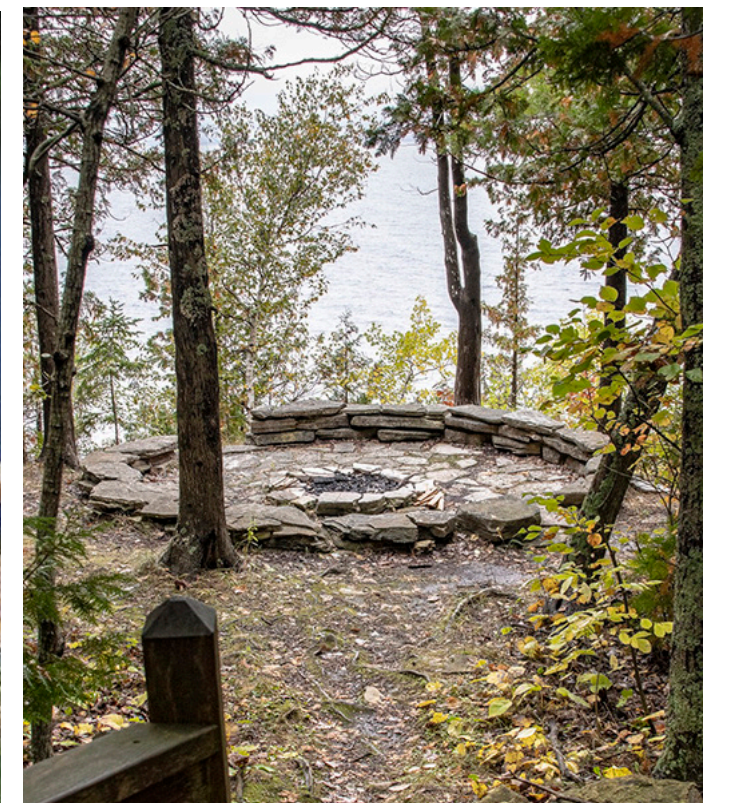
TIERED PLAZA



COMMUNITY GARDEN



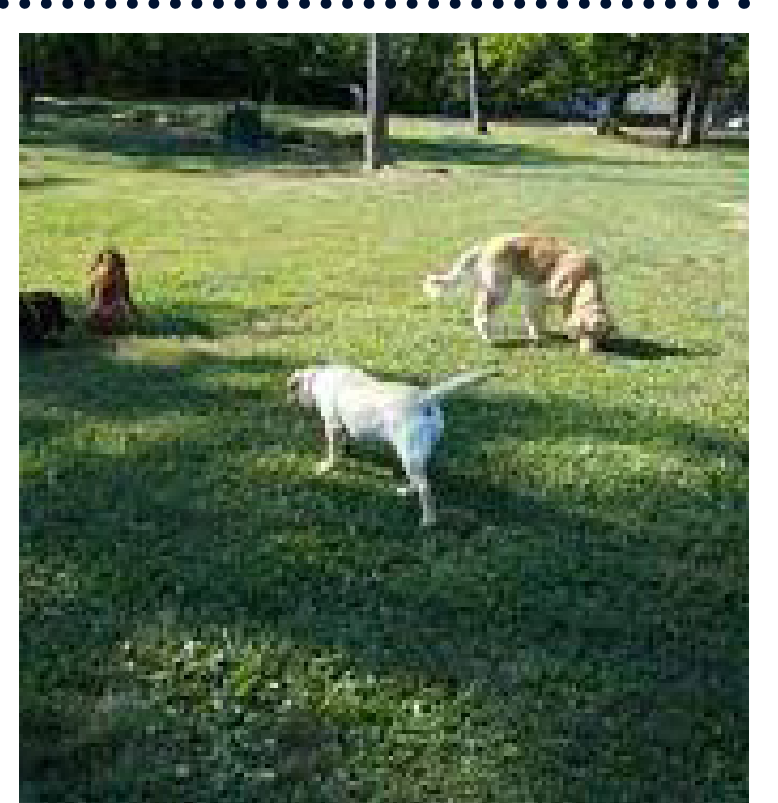
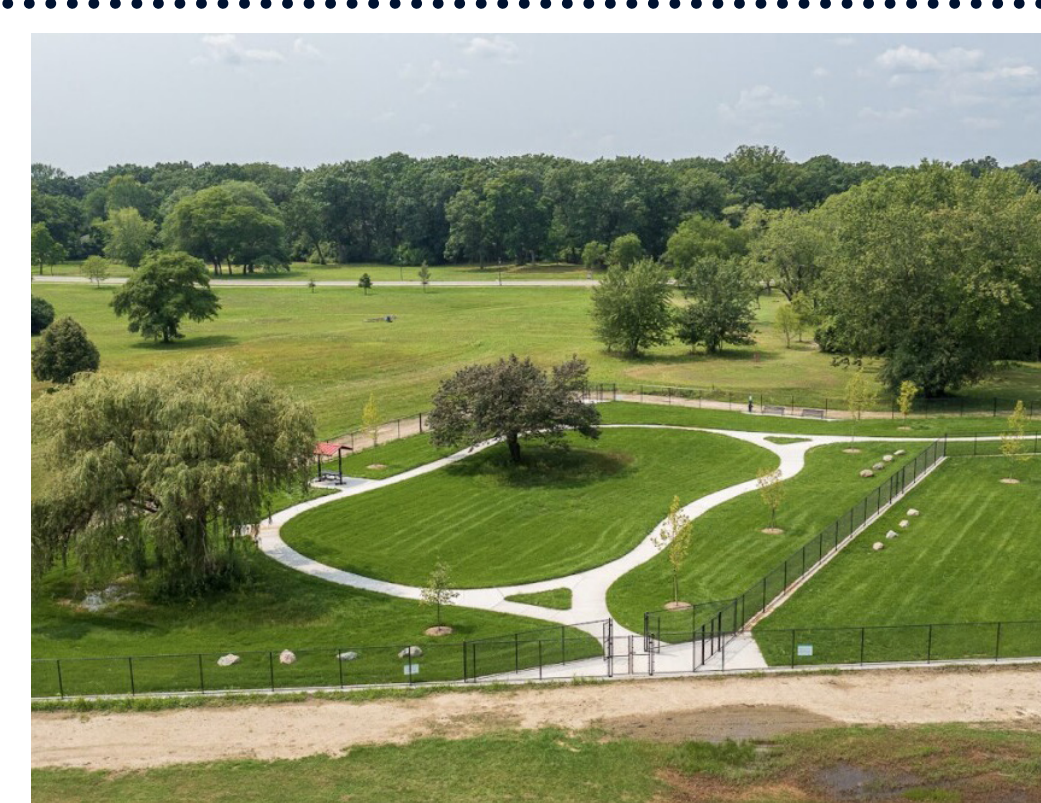
PIERS + KAYAK LAUNCH + OVERLOOKS



FARMSTEAD THEMED PLAY



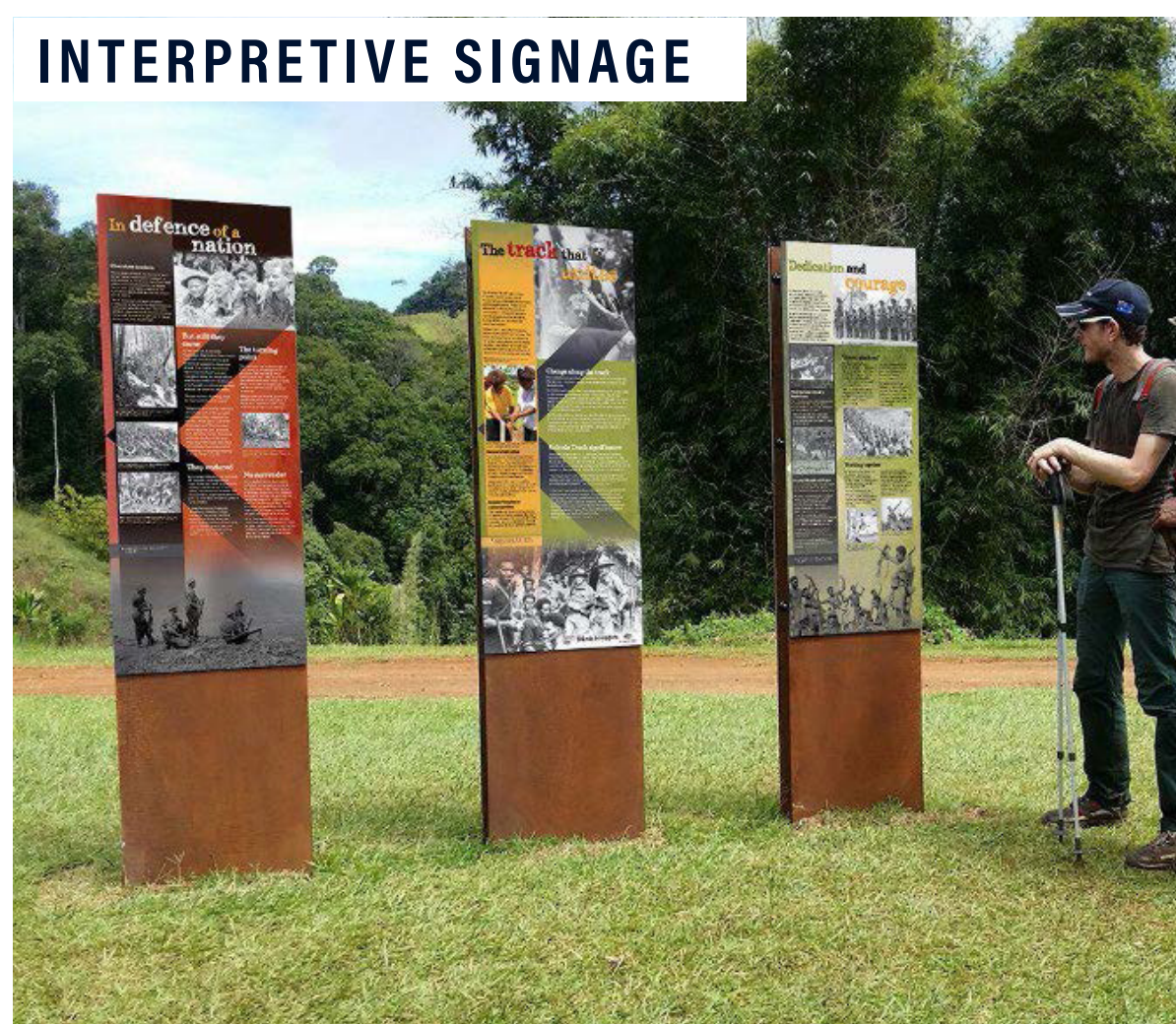
DOG PARK



NATURE PLAY CONNECTION



INTERPRETIVE SIGNAGE



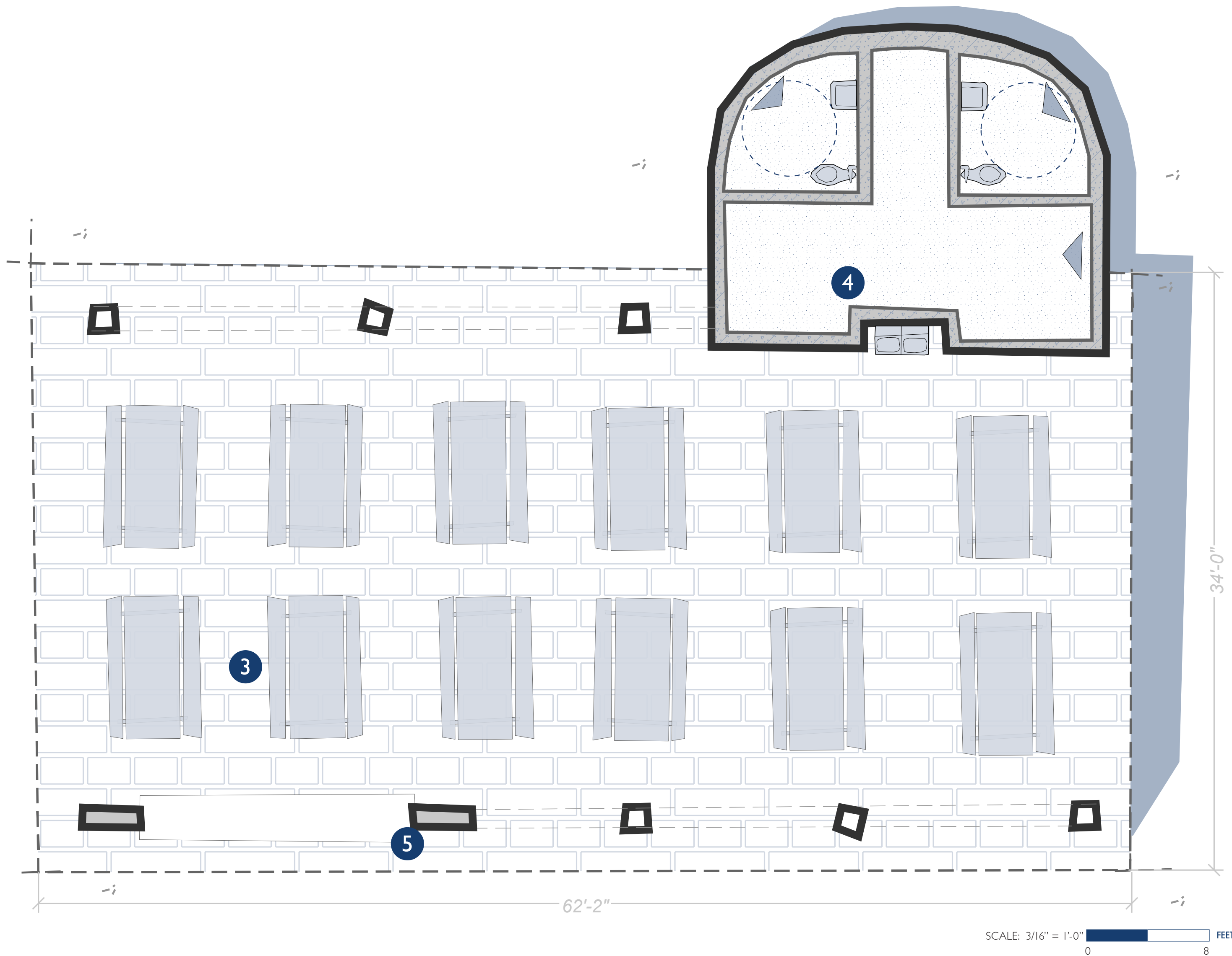
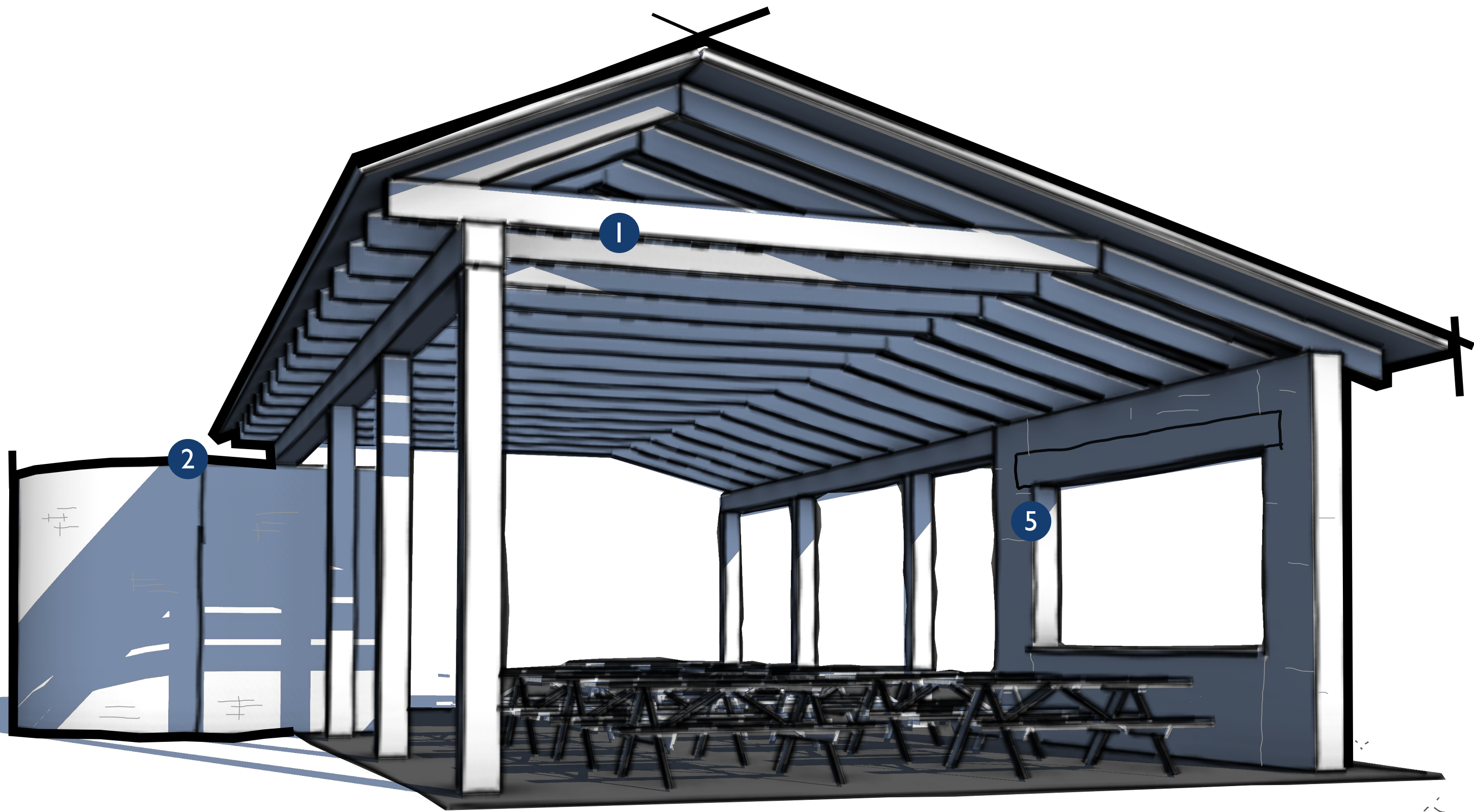
GREEN INFRASTRUCTURE



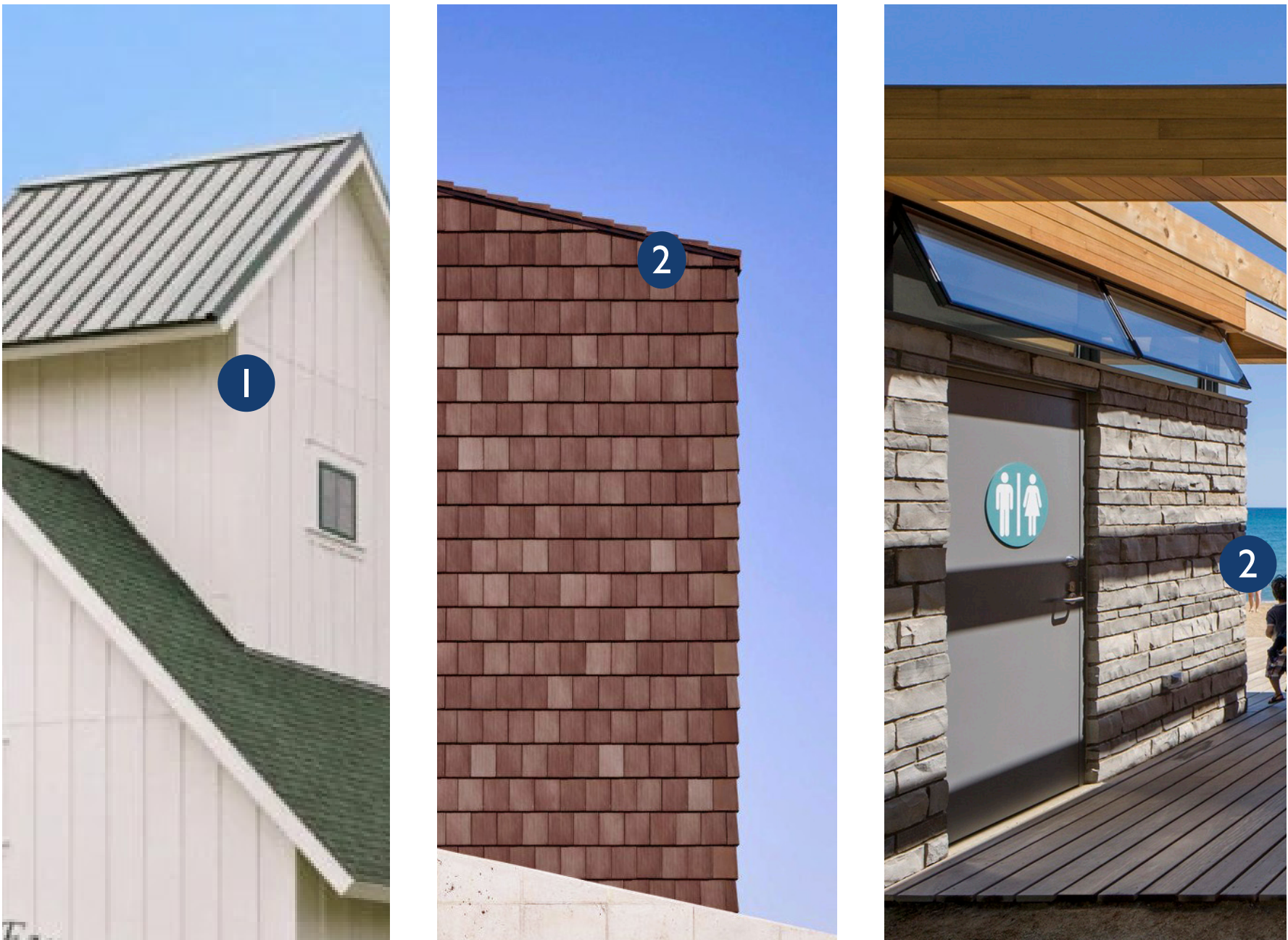
HERITAGE LANDING

HISTORIC LEARNING AND RECREATION

BUILDING CONCEPT



MATERIAL INSPIRATION

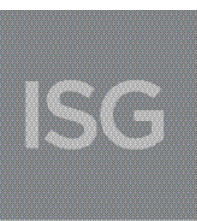


DESIGN HIGHLIGHTS

- 1. AGRARIAN INSPIRED ROOF PROFILE
- 2. TRADITIONAL APPEARANCE OF GLAZED CLAY TILE + STACKED LEDGESTONE
- 3. SEATING COUNT SHOWN — 72
- 4. 150SF INTEGRATED STORAGE SPACE
- 5. SERVING COUNTER OPENS TO OUTDOOR GRILL AREA



CELEBRATES LOCAL HERITAGE THROUGH INTERPRATIVE SIGNAGE & DESIGN AESTHETIC



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8



Date: 9/22/2025

Fire Department ITM (Inspect, Test, Maintain) Solution

Proposed Action

Consider adopting an ordinance adding a new section concerning third party protection and control, inspection, testing and maintenance reporting to the City of Lakeville Fire Department.

Overview

See attached memo and additional information regarding IMT

Supporting Information

1. 9.15.25 Fire Department ITM Memo

Financial Impact: \$0.00 Budgeted: No Source: Envision Lakeville Community Values: Safety Throughout the Community Report Completed by: Michael Meyer, Fire Chief



Memorandum

To: Mayor and City Council Members
Justin Miller, City Administrator

From: Mike Meyer, Fire Chief

Copy: Allyn Kuennen, Assistant City Administrator

Date: September 15, 2025

Subject: Review selection of Fire Department ITM solution

At the July 28th, 2025 Public safety committee meeting, staff presented a proposal to adopt an ITM (Inspect, Test, Maintain) tool that full integrates with our RMS (Records Management System) for better visibility and code compliance with the life safety systems within our jurisdiction. ITM systems allow for self-reporting of test results for critical life safety systems in occupancies within our jurisdiction. Starting in August of 2024, staff conducted market research on available tools, tested several suites, and ultimately landed on an ITM solution offered by our current RMS Provider, First Due. Below is additional information on the background, needs, and analysis. Staff seeks the support of the council to move forward with First Due in implementing their ITM platform as well as adopting and updated city ordinance to require report submission by contractors testing life safety systems in the city of Lakeville.

Needs Identification

- Inconsistency in contractors submitting test results to the Fire Marshal, in addition to difficulties in building owners maintaining documentation for inspections.
- Manual process for large occupancies is inefficient.
- Cannot be in every building every year, but code requires systems to be inspected and maintained every year.
- Need for a consistent and streamlined, integrated solution to automate the intake of contractor testing and maintenance records.

Benefits of using an ITM

- Increase code compliance for life safety systems within Lakeville.
- Highlight and elevate critical systems outages at occupancies within the city.
- Track system deficiencies to resolution without continued site visits, increasing inspection team efficiency.
- Opportunity to pull in ITM data directly to inspections system in our current RMS.
- Leverage the data gathered through report submissions to better our pre-plans.

Vendor Analysis

- Staff worked to identify and review three major vendors in the ITM Space.
- Staff attended live demo and presentation sessions with LIV, The Compliance Engine (Brycer), and First Due

Vendor Review

- LIV
 - Offers a cloud-based solution with itemized fee structure for contractors with an online portal and dashboard configuration that allows for one stop review and approval. LIV solution provided third party integration into our current RMS with limited bi-directional data sharing.
- The Compliance Engine
 - Offers a similar cloud-based solution with online portal for submissions, review, and approval. The Compliance Engine is the largest player in the ITM market currently and in use by several jurisdictions in the state. Offers limited integration with our RMS and similar widget-based data sharing between the applications.
- First Due
 - Offers a cloud-based solution with online portal submission for contractors. The review and submission dashboard is fully integrated into our RMS with a module dedicated to ITM functionality. Data is fully shared into our pre-plan process. First Due offers a bundled pricing solution for contractors where they are charged by submission vs being charged by report.

Decision Making

- Staff weighed numerous factors in the decision to choose a path forward with an ITM vendor.
- Given the similarities in the contractor submission portal and the features of the review and approval dashboard, the deciding factors came down to RMS integration and cost structure / simplicity for contractors.

First Due's ITM offering provides full integration to our RMS, provides better contractor cost savings, and allows contractors to bundle purchase credits for report submissions.

Fiscal Impact

- There is no cost to the city for implementation of this system.
- Fees are collected from the contractor performing the inspections and maintenance activities when their reports are submitted.

Exhibits:

- 7.28.25 Public Safety Meeting Memo
- Applicable Code References
- First Due ITM Executive Summary
- Sample Ordinance Template



Memorandum

To: Public Safety Committee

From: Mike Meyer, Fire Chief

Copy: Justin Miller, City Administrator

Date: July 28, 2025

Subject: Public Safety Committee Information

Fire Prevention Updates

Transition from Darma Boxes to Knox Boxes -

We are in the process of transitioning from Darma Boxes to Knox Boxes for secure building access.

- Benefits: The Knox Box system offers an improved online ordering process and enhanced tracking of key access and activity.
- Cost Impact: The cost difference to businesses is minimal—less than \$100 between the two systems.

Fire Alarm and Suppression Systems – Self-Reporting Program

Currently, businesses with fire alarm or suppression systems are required to complete annual inspections/testing. However, there is no current mandate for those results to be reported to the fire department.

- Proposed Solution: Implement a self-reporting system that integrates with our existing Records Management System (RMS). Fire protection service vendors would upload inspection reports directly into our system following annual testing.
- Cost Impact: There is no cost to the city. Businesses would pay a small annual fee of \$15 to \$35, depending on the type and complexity of their system.
- Next Steps: Adoption of this program will require approval of a new city ordinance.

Operational Updates

1. Staffing Update – Engine Coverage

As of May 1, 2025, we are now consistently staffing two fire trucks.

- We have not yet implemented staffing for a third truck, but we are evaluating the addition of a rescue/medical response unit later this year.

2. Paid-On-Call (POC) Hiring Process

- We currently have eight POC candidates in the hiring pipeline.
- The anticipated start date for this group is August 12, 2025.

3. Full-Time Position Replacement

- We are in the process of filling one full-time firefighter position.
- First-round interviews were conducted last week, with second-round interviews occurring this week.

Code Requirements of Inspection, Testing and Maintenance (ITM)

International Fire Code 2024

104.2 Determination of compliance. The fire code official shall have the authority to determine compliance with this code, to render interpretations of this code and to adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies and procedures:

1. Shall be in compliance with the intent and purpose of this code.
2. Shall not have the effect of waiving requirements specifically provided for in this code

110.3 Recordkeeping. A record of periodic inspections, tests, servicing and other operations and maintenance shall be maintained on the premises or other approved location for not less than 3 years, or a different period of time where specified in this code or referenced standards. Records shall be made available for inspection by the fire code official, and a copy of the records shall be provided to the fire code official on request.

The fire code official is authorized to prescribe the form and format of such recordkeeping. The fire code official is authorized to require that certain required records be filed with the fire code official.

901.6 Inspection, testing and maintenance. Fire protection and life safety systems shall be maintained in an operative condition at all times, and shall be replaced or repaired where defective. Nonrequired fire protection and life safety systems and equipment shall be inspected, tested and maintained or removed in accordance with Section 901.8.

901.6.3 Records. Records of all system inspections, tests and maintenance shall be maintained in accordance with Section 110.3.

Note: These provisions have remained relatively consistent across recent editions of IFC, including the 2018, 2021, and 2024 versions, with only minor revisions in wording or section numbering.

NFPA 1 2024

1.7.3 Interpretations, Rules, and Regulations.

1.7.3.1 The AHJ is authorized to render interpretations of this Code and to make and enforce rules and supplemental regulations in order to carry out the application and intent of its provisions.

1.7.3.2 Such interpretations, rules, and regulations shall be in conformance with the intent and purpose of this Code and shall be available to the public during normal business hours.

13.1.2 The property owner shall be responsible for the inspection, testing, and maintenance of the equipment and systems.

13.1.6 Records.

13.1.6.1 Records shall be made for all inspections, tests, and maintenance of the system and its components. [25:4.3.1]

13.1.6.1.1 Records shall be maintained by the property owner. [25:4.3.1.1]

13.1.6.1.2 Records shall be permitted to be stored and accessed electronically. [25:4.3.1.2]

13.1.6.2 Records shall include the following:

- (1) The procedure/activity performed (e.g., inspection, test, or maintenance)
- (2) The organization that performed the activity
- (3) The required frequency of the activity
- (4) The results and date of the activity
- (5) The name and contact information of the qualified contractor or owner, including lead person for activity [25:4.3.2]

13.1.6.3 Records shall be made available to the authority having jurisdiction upon request. [25:4.3.3]

13.1.6.4 As-built system installation drawings, hydraulic calculations, original acceptance test records, and device manufacturer's data sheets shall be retained for the life of the system. [25:4.3.4]

13.1.6.5 Subsequent records shall be retained for a period of 1 year after the next inspection, test, or maintenance of that type required by the standard. [25:4.3.5]

Note: These provisions have remained relatively consistent across recent editions of NFPA 1, including the 2018, 2021, and 2024 versions, with only minor revisions in wording or section numbering

EXECUTIVE SUMMARY

About First Due ITM for Fire Departments

First Due's **Inspection, Testing & Maintenance (ITM)** solution is a secure, cloud-based platform that empowers Authorities Having Jurisdiction (AHJs) to streamline and modernize how they manage compliance with fire and life safety systems.

By digitizing the intake and review of third-party ITM reports, First Due enables fire departments to replace inefficient manual processes with a centralized, automated system that improves enforcement, reduces administrative workload, and enhances public safety.

Key benefits include:

- **Driving 100% Code Compliance** by ensuring all systems are properly inspected, tested, and documented
- **Centralizing Inspection Data** in a single, secure portal—eliminating spreadsheets, emails, and paper reports
- **Streamlining Report Submissions** through a user-friendly portal for service providers
- **Automating Notifications** for overdue inspections, deficiencies, and upcoming renewals
- **Unlocking Actionable Insights** via real-time dashboards and analytics for smarter enforcement
- **Improving Communication and Accountability** across departments, service providers, and property owners
- **Digitizing Fire Prevention Workflows** to help departments do more with fewer resources

With First Due ITM, fire departments can proactively enforce code compliance, improve system reliability, and better protect their communities—all without increasing staffing or operational costs.

Ordinance Template

ORDINANCE NO. [YEAR] – [NUMBER]

**AN ORDINANCE AMENDING [CODE REFERENCE], [CHAPTER/ARTICLE TITLE] OF THE
[MUNICIPALITY] CODE TO ADD A NEW SECTION CONCERNING THIRD-PARTY PROTECTION AND
CONTROL, INSPECTION, TESTING, AND MAINTENANCE REPORTING**

WHEREAS, the [STATE] Fire Prevention Code and the National Fire Protection Association Codes and Standards require periodic testing and maintenance of certain fire protection systems, alarms, devices, equipment and other features; and

WHEREAS, the fire code official is authorized by Section [REFERENCE] of the [STATE] Fire Prevention Code to approve reports of inspection by approved agencies or individuals, and the fire code official is authorized to engage such expert opinion as deemed necessary to report upon detailed or complex technical issues; and

WHEREAS, pursuant to Section [REFERENCE] of the [STATE] Fire Prevention Code and Standards, required tests and inspection reports shall be available to the fire code official at all times and such records shall be filed as directed by the fire code official; and

WHEREAS, the [MUNICIPALITY] has adopted the provisions of the [STATE] Fire Prevention Code and Standards, current edition, and the provisions of technical codes and standards and has made the same applicable as the Fire Prevention and Protection Ordinance of the [MUNICIPALITY] in [CODE REFERENCE]; and

WHEREAS, the [GOVERNING BODY] of [MUNICIPALITY] desires to amend its Fire Prevention and Protection Ordinance to require inspection reports to be provided to the [MUNICIPALITY] through a third-party inspection reporting system.

**NOW THEREFORE BE IT ORDAINED BY THE [GOVERNING BODY] OF THE [MUNICIPALITY], [STATE]
that:**

Section 1. Sections [NUMERICAL REFERENCE] of the [MUNICIPALITY] Code are renumbered [NEW NUMERICAL REFERENCE] respectively.

Section 2. A new section, Section [NUMERICAL REFERENCE], is hereby written, adopted and enacted to read as follows:

"Sec. [NUMERICAL REFERENCE].

THIRD-PARTY INSPECTIONS AND REPORTING SYSTEM.

(a) Inspections and Maintenance Required.

The owner of the property where any device, equipment, alarm, system and any other feature is required for compliance of the provisions of this Article or is otherwise installed on the property

shall cause maintenance, testing and inspections of all such devices, equipment, alarms, systems and features in accordance with this Code and applicable referenced standards and specified intervals. If following inspection and testing, any device, equipment, alarm, system or any other feature does not meet manufacturer's specifications or fails to perform as intended, then it shall be repaired or replaced in accordance with subsection (e) below.

Maintenance, testing and inspections shall include, without limitation, the following:

FIRE PROTECTION MEASURE	FIRE CODE Ref.	NFPA Ref.
Automatic Fire Sprinkler System	901.6.1, 901.6.2	25
Commercial Hood Cleaning	906.3	96
Commercial Kitchen Hood System	901.6.1, 901.6.2	17A
Emergency Generator	904.11.6.2	110 & 111
Fire Alarm System	901.6.1, 901.6.2	72
Fire Doors	703.4	80
Fire Escape	1030.2	
Fire Pumps	913.5	25
Foam System (including 5 yr test)	901.6.1, 901.6.2	25
Private Hydrant System	507.5.2, 507.5.3	25
Smoke Control System	909.20	90 & 92B
Special Suppression System	901.6.1, 901.6.2	12 & 12A, 750 & 200
Spray Booth	901.6.1, 901.6.2	33
Standpipe (including 5 yr hydrostatic test)	901.6.1, 901.6.2	25

Testing of all backflow prevention assemblies installed and maintained per NFPA-25 are regulated by the Department of [PUBLIC UTILITIES/WATER RESOURCES] pursuant to Section [REFERENCE].

(b) Qualifications of Inspectors.

Only qualified personnel shall make inspections or perform testing required by the current editions of the [STATE] Fire Prevention Code and the adopted provisions of technical codes. Qualified personnel shall include, but not be limited to:

- (1) Personnel who are factory-trained and certified for the type and brand of device, equipment, alarm, system, or feature being inspected or tested.

- (2) Personnel who are certified by a nationally recognized certification organization approved by the [MUNICIPALITY].
- (3) Personnel who are registered, licensed or certified by [STATE] or the [MUNICIPALITY] to perform the required inspections and testing.
- (4) Personnel of the Fire Department.

(c) Reporting of Inspections and Tests.

Records of all installations, inspections, tests and maintenance required by Section [REFERENCE] shall be provided electronically to the [MUNICIPALITY]'s **designated electronic reporting system**. Completed records shall be submitted no later than fifteen (15) days following the applicable installation, inspection, test and maintenance. The submitted report shall contain all information required by the [MUNICIPALITY]'s **designated electronic reporting system**. The fee for any report filed using the electronic reporting system shall be [AMOUNT] dollars (**\$[AMOUNT]**).

(d) Retention of Records.

Records of all device, equipment, alarm and system inspections, tests and maintenance required by the current editions of the [STATE] Fire Prevention Code and the adopted provisions of technical codes shall be maintained on the premises for a minimum of three (3) years following the date of any inspection, test and maintenance and shall be copied to the fire department and its contractors pursuant to either the provisions of the [MUNICIPALITY] Code or upon the request of the fire code official.

(e) Repairs.

If any device, equipment, alarm, system and any other feature fails its inspection or operational test, within thirty (30) days of such inspection or test, the property owner shall make all necessary repairs to make the item fully operational. Defective parts must be replaced with manufacturer approved parts. If repair is not possible, the item must be replaced with devices, equipment, alarms, systems and features in accordance with this Code and applicable referenced standards. Completed records shall be submitted no later than fifteen (15) days following the applicable maintenance, repair or replacement. The submitted report shall contain all information required by the [MUNICIPALITY]'s **designated electronic reporting system**. The fee for any report filed using the electronic reporting system shall be [AMOUNT] dollars (**\$[AMOUNT]**).

Additional inspections and testing may be required of the repaired or replaced device, equipment, alarm, system or other feature upon the request of the fire code official."

Section 3. All laws and clauses of laws in conflict herewith are hereby repealed to the extent of said conflict.

Section 4. If this ordinance or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the ordinance which can be given separate effect and to this end the provisions of this ordinance are declared to be severable.

Section 5. This ordinance has been adopted following a duly advertised public hearing of the [GOVERNING BODY] of [MUNICIPALITY].

Section 6. This ordinance has been provided to the [STATE AGENCY] as required by law.

Section 7. This ordinance shall be enforced as provided in [STATE LAW REFERENCE] or as provided in the [MUNICIPALITY] Code. All criminal sanctions shall be the maximum allowed by law notwithstanding the [AMOUNT] dollar (\$[AMOUNT]) limit in [STATE LAW REFERENCE] or similar limitations.

Section 8. This ordinance shall become effective [NUMBER] days following its adoption.

ADOPTED: [DATE]

EFFECTIVE: [DATE]

DISTRIBUTION:

- Fire Department – [NAMES]
- [RELEVANT DEPARTMENT] – [NAMES]
- [MUNICIPALITY] Attorney – [NAMES]
- Department Heads
- [OTHER RELEVANT PARTIES]

This ordinance was drafted by the [MUNICIPALITY] Attorney's Office



Date: 9/22/2025

New Fire Station Design Update

Proposed Action

Discussion only.

Overview

The city currently has four fire stations. In 2023 CNH Architects completed a study that analyzed each of the four stations to determine what improvements need to be completed to modernize the stations and prepare them for the new full-time/paid-on-call hybrid staffing model.

The study included an option to combine fire stations 2 and 4 into a new fire station/administrative offices, within the Dodd Boulevard and Cedar Avenue area. Locating the combined station within this area would improve overall response times and provide operational efficiencies by reducing overall equipment needs and maintenance - the city would go from a total of four to three fire stations.

The city council directed staff to move forward with designing a new combined fire station as outlined in the study. The study included a schematic design indicating the proposed station could be around 42,000 square feet with a preliminary cost of \$25.2 million. In June, the City Council approved purchasing 12 acres of land at the northeast corner of 179th Street and Granby Lane, adjacent to Dodd Boulevard and Cedar Avenue, for the future construction of the combined fire station.

Over the past several months, staff have been working with CNH Architects to evaluate multiple building concepts, floor plans, and fire station designs. As part of this process, staff also toured and consulted with four other cities that have recently constructed or are in the process of constructing new fire stations, allowing staff to incorporate lessons learned and best practices into our planning. Throughout the design discussions, staff have been guided by the principles of being fiscally responsible, future-focused and multifunctional, sustainable, supportive of organizational health and wellness, attentive to mental health, respectful of history, and community-centered.

The proposed fire station would be located on 3.8 acres of land at the intersection of Granby Lane and Dodd Boulevard. The current design is approximately 53,000 square feet with an estimated construction cost of \$30.8 million. This estimate also includes around \$150,000 for the construction of a regional stormwater basin and an internal access road to serve the site.

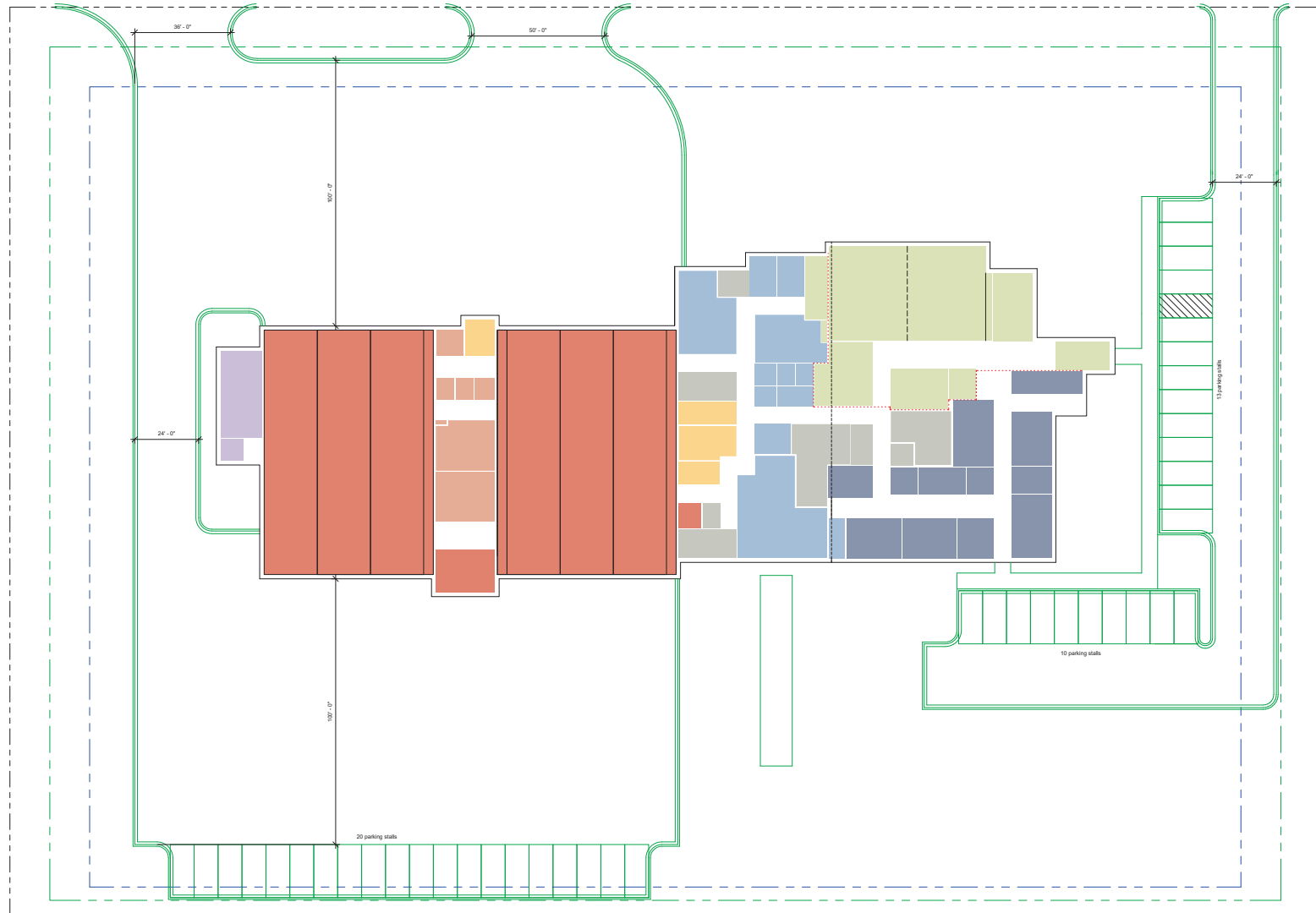
Staff and representatives from CNH Architects will provide a project update to the City Council,

including a review of the 42,000 square foot fire combined fire station concept as outlined in the original 2023 facility study and a review of the currently proposed 53,000 square foot fire station design.

Supporting Information

1. 2023 42,000 square foot combined fire station concept design
2. 2025 53,000 square foot combined fire station design
3. List of potential cost reductions
4. Analysis of impacts on the future renovation of Stations 1 and 3

Financial Impact: \$n/a Budgeted: No Source: Envision Lakeville Community Values: Safety Throughout the Community Report Completed by: Allyn Kuennen, Assistant City Administrator Mike Meyer, Fire Chief



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2/14/2023 10:43:38 AM

A1
Schematic Overall Plan
1/16" = 1'-0"

Lakeville Fire Department
Facilities Study - Combined
Station
Lakeville, MN

REVISIONS:

CNH NO.: 23009
DATE: 08/23/23
Schematic Overall Floor Plan

CSC03

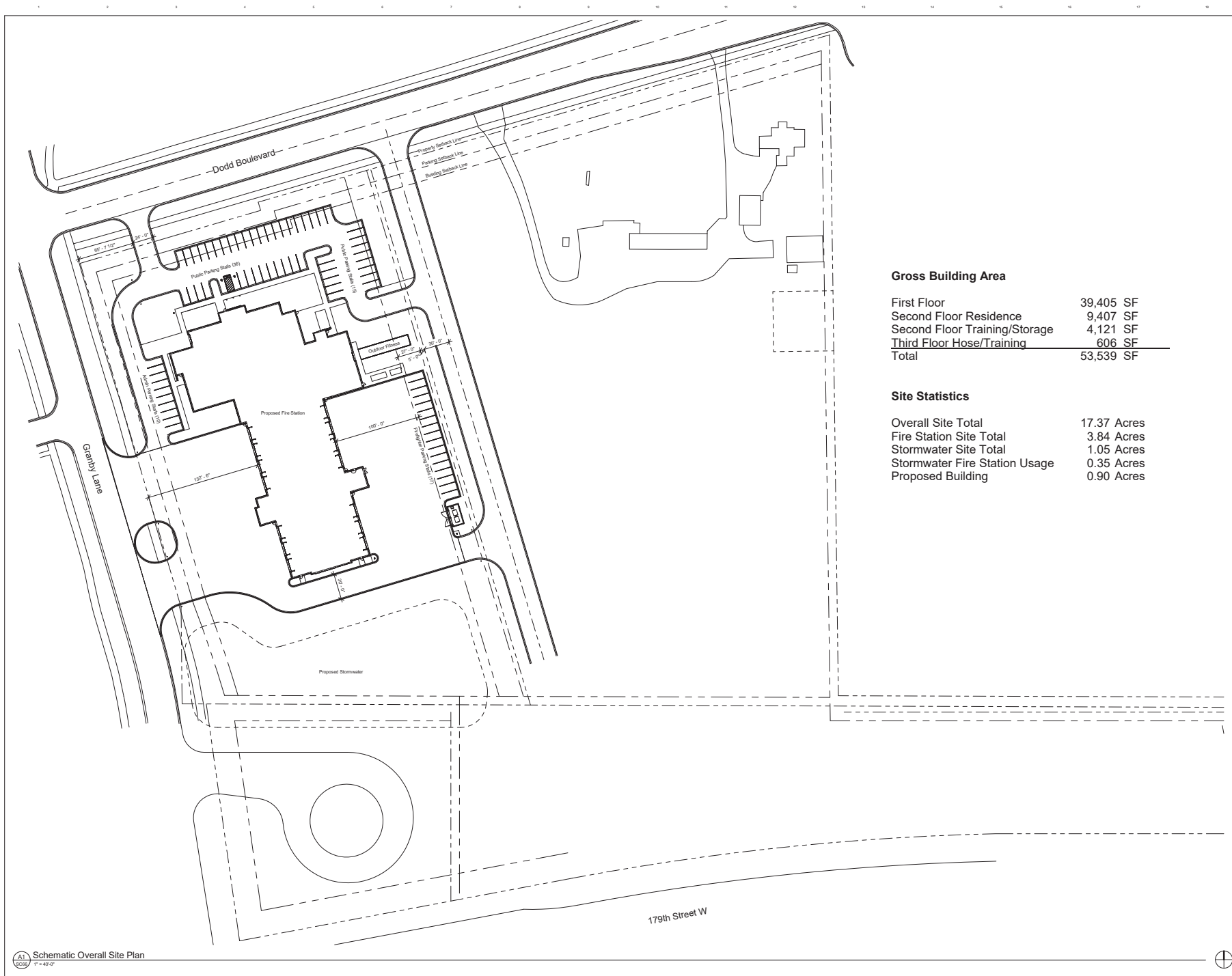
NOT FOR CONSTRUCTION



REVISIONS:

CSC04

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AT
SC66
Schematic Overall Site Plan
1" = 40' 0"

Gross Building Area

First Floor	39,405 SF
Second Floor Residence	9,407 SF
Second Floor Training/Storage	4,121 SF
Third Floor Hose/Training	606 SF
Total	53,539 SF

Site Statistics

Overall Site Total	17.37 Acres
Fire Station Site Total	3.84 Acres
Stormwater Site Total	1.05 Acres
Stormwater Fire Station Usage	0.35 Acres
Proposed Building	0.90 Acres

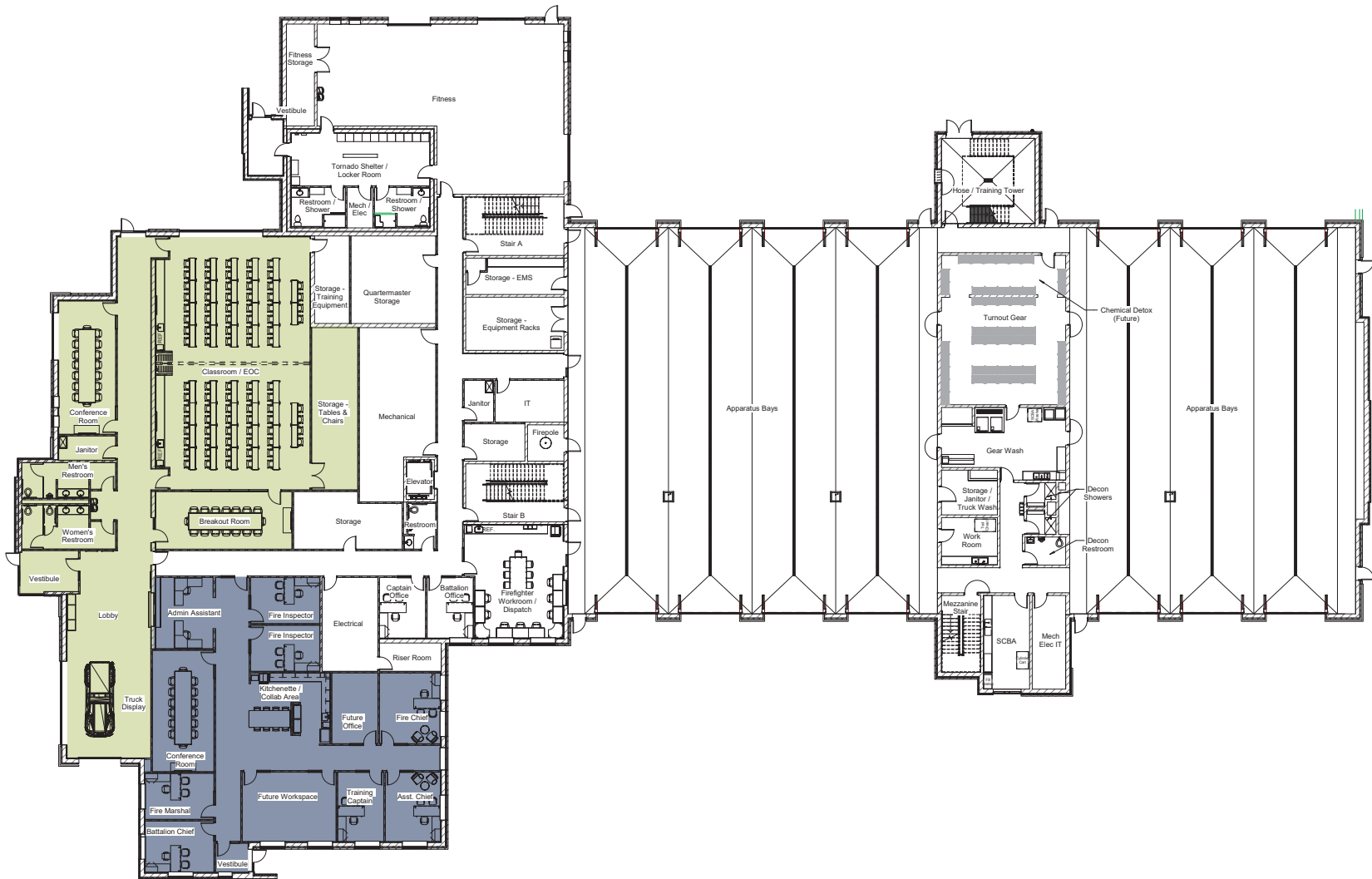


Lakeville Combined Fire Station

REVISIONS:

CNH NO.: 24051
 DATE: 09/16/25
 Schematic First Floor Plan

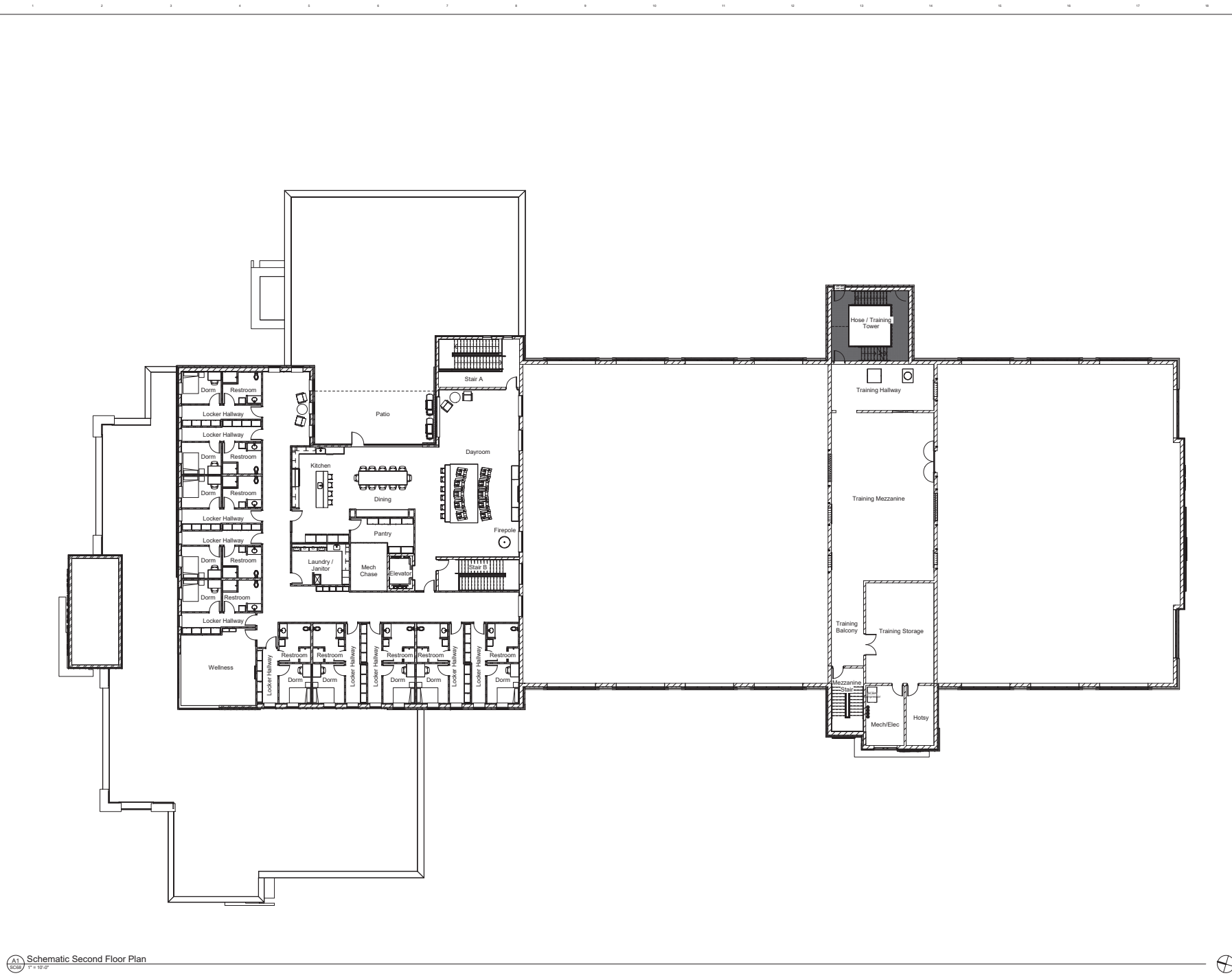
SC67



A1 Schematic First Floor Plan
SC67 1" = 10'-0"

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3/16/2025 3:32:25 PM



A1
SC08 Schematic Second Floor Plan
1" = 10'-0"



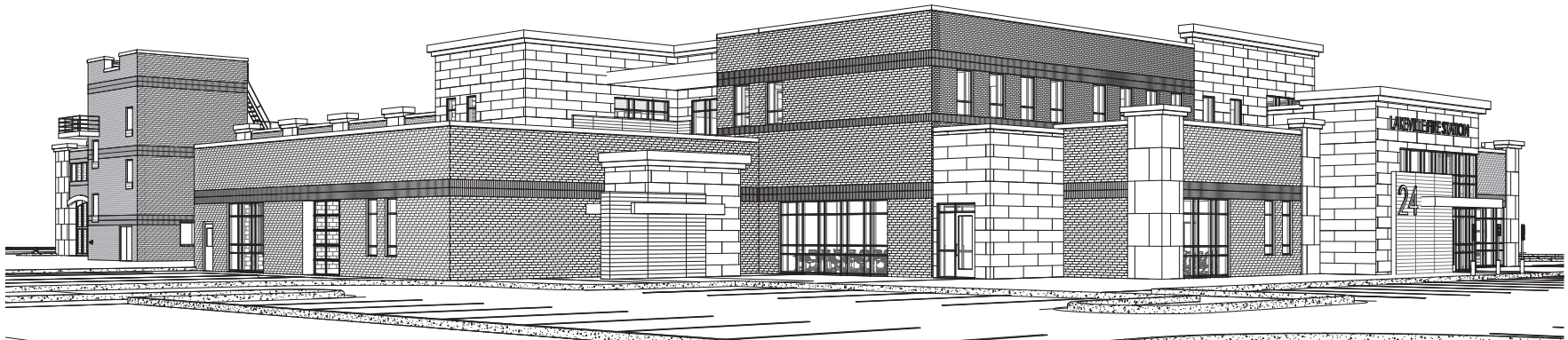
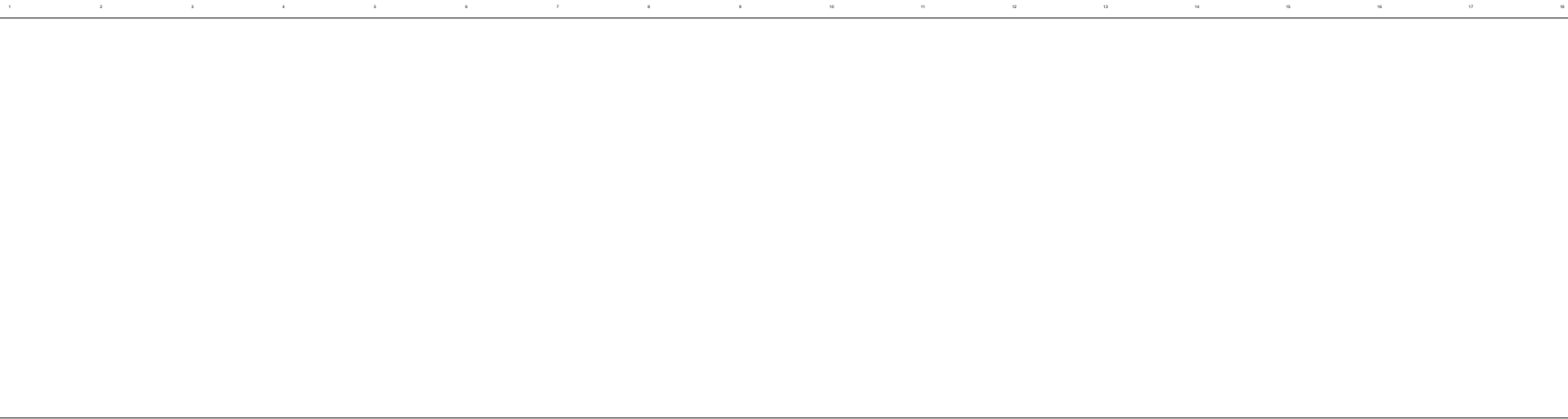
M1
SC69
Exterior North Perspective - Option 1



F1
SC69
Exterior West Perspective - Option 1



A1
SC69
Exterior Southwest Perspective - Option 1



SC70
SC70
Exterior Northeast Perspective - Option 1



A1
SC70
Exterior Southeast Perspective - Option 1



Memorandum

To: Mayor and City Council
From: Mike Meyer, Fire Chief
Copy: Justin Miller, City Administrator
Allyn Kuennen, Assistant City Administrator
Date: September 22, 2025
Subject: Fire Station Consolidation – Cost Savings Analysis

With the consolidation of Stations 2 and 4 into a single new facility, staff were asked to identify potential cost savings within the project. The following outlines reduction areas that could be considered, along with the anticipated impacts these changes may have on operations, firefighter health and safety, community engagement, and long-term adaptability.

Public Space

Potential Cost Savings:

- Reduce size of lobby and community gathering areas.
- Eliminate or downsize public meeting spaces.
- Limit finishes, furnishings, and technology investments in public zones.

Impacts:

- Reduces opportunities for public engagement, such as community meetings, fire prevention events, and civic partnerships.
- Minimal effect on day-to-day emergency responses but could reduce visibility and accessibility of the fire station as a true community hub.

Classroom / Training Space

Potential Cost Savings:

- Downsize classroom /EOC square footage.
- Scale back A/V and instructional technology in favor of mobile systems.
- Limit seating or classroom capacity to current, rather than future, staffing needs.

Impacts:

- Limit's ability to host outside and in-house meetings and trainings for public and city staff at the consolidated station.

- Reduces capacity for joint training with regional partners, a key benefit of consolidation.
- Training limitations could affect long-term readiness and firefighter development.

Accessories / Storage Areas

Potential Cost Savings:

- Reduce square footage for mechanical/electrical and certain storage areas.
- Consolidate into fewer, multipurpose rooms.
- Limit built-in cabinetry, shelving, and drying systems.

Impacts:

- Reduced capacity to house equipment and gear from two former stations.
- May cause inefficiency or overcrowding in the new facility, undermining consolidation benefits.
- Limits long-term adaptability as new technology and equipment are added.

Fitness Area

Potential Cost Savings:

- Downsize the fitness room footprint.
- Limit new equipment purchases, relying on a smaller set of essentials.

Impacts:

- Reduces daily accessibility for on-duty firefighters to maintain fitness standards.
- Could increase injury risk, healthcare costs, or workers' compensation claims over time.
- Wellness facilities are often viewed as a baseline standard for modern fire stations; reducing them could affect retention and recruitment.
- Physical readiness is essential for emergency response, making cuts here potentially costly in the long run.

Summary:

The consolidation of Stations 2 and 4 into one new facility offers long-term operational and staffing efficiencies. However, reductions in public, training, storage, or wellness spaces may limit the ability to fully realize those benefits. Immediate construction cost savings must be weighed against future impacts to firefighter recruitment, retention and readiness, community engagement, and the adaptability of the new station to serve Lakeville for decades to come.



Memorandum

To: Mayor and City Council
From: Mike Meyer, Fire Chief
Copy: Justin Miller, City Administrator
Allyn Kuennen, Assistant City Administrator
Date: September 22, 2025
Subject: Analysis of Potential Reductions at Stations 1 and 3 with the Construction of the New Combined Station.

The construction of the new fire station, designed as a combined and expanded facility replacing Stations 2 and 4, was intentionally increased in square footage to ensure it can meet the service demands of a growing Lakeville. With the new combined fire station, consolidating resources and improving coverage, opportunities exist to reevaluate and potentially reduce the size and scope of future renovations or replacements at Stations 1 and 3.

Opportunities for Reductions

1. Station 1

○ *Potential Reductions:*

- **Bay Space:** the initial study planned for 6 bay spaces and with the construction of the new combined station the number of bays could be reduced to 5 at Station 1.
- **Public space/community room:** With the proposed community spaces in the new combined station and capacity for hosting events, training, and community programs, Station 1's public space could be minimized.
- **Accessory/storage rooms:** By consolidating specialized equipment storage at the new combined fire station, Station 1 could be built with reduced accessory/storage square footage.

○ *Impacts:*

- Station 1 would remain functional for day-to-day operations but would have reduced flexibility for hosting community or training functions.

2. Station 3

○ *Potential Reductions:*

- **Bay Space:** the initial study planned for 5 bay spaces and with the construction of the new combined station the number of bays could be reduced to 4 at Station 3.
- **Classroom/training rooms:** Similar to Station 1, training could be shifted to the new combined station, reducing the need for dedicated training facilities at Station 3.
- **Accessory/storage rooms:** By consolidating specialized equipment storage at the new combined station, Station 3 could be built with reduced accessory/storage square footage.

○ *Impacts:*

- Reduced long-term flexibility for Station 3 as call volume grows in its response district.
- A leaner design at Station 3 may save upfront costs but would require careful planning to ensure adequate space for core operations and apparatus storage.

Strategic Considerations

- **Efficiency Through Centralization:** By designing the new combined station with the capacity to host training, fitness, and community engagement, the department can strategically reduce redundant spaces at Stations 1 and 3.
- **Balancing Cost and Coverage:** While downsizing certain areas of Stations 1 and 3 provides immediate construction savings, it is important to preserve enough capacity for future growth and operational resiliency.
- **Long-Term Flexibility:** Any reductions should be carefully weighed against the potential for increased call volume or service demands in the Station 1 and Station 3 districts as the city continues to expand.

Conclusion

The development of the new combined station provides a unique opportunity to streamline the designs of Stations 1 and 3, reducing redundant spaces and focusing those stations primarily on core operational functions. Potential reductions could include public and community areas, and accessory/storage rooms. However, these cost savings must be balanced with the need to maintain long-term flexibility, operational readiness, and adequate delivery service for the city's growing population.