

INVER GROVE HEIGHTS CITY COUNCIL AGENDA

Monday, September 10, 2018

8150 BARBARA AVENUE

7:00 P.M.

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PRESENTATIONS**

4. **CONSENT AGENDA** – All items on the Consent Agenda are considered routine and have been made available to the City Council at least two days prior to the meeting; the items will be enacted in one motion. There will be no separate discussion of these items unless a Council member or citizen so requests, in which event the item will be removed from this Agenda and considered in normal sequence.

- A. i. Minutes of August 17, 2018 Special Meeting Minutes
ii. Minutes of August 27, 2018 Council Meeting Minutes
- B. Resolution Approving Disbursements for Period Ending September 5, 2018
- C. Appointment of Auditors for the Years Ending December 31, 2018 and 2019
- D. Resolution Reallocating Remaining Proceeds of the City's \$7,745,000 General Obligation Bonds, Series 2015A
- E. Consider Pay Request No 2– Dasher Board Package – West Rink Floor Project – City Project 2017–1722
- F. Consider Pay Request #1, and Change Orders #1 and #2 to Pember Companies Inc. for the Heritage Village Park Dog Park Improvements
- G. Resolution Authorizing Transfers to Purchase the Property at 1805 60th St E Inver Grove Heights
- H. Accept and Approve Quotes for Roof Repairs for Public Works Maintenance Building and Public Works Cold Storage Building
- I. Street Lighting Requests
- J. Consider Approval of the Request for Proposal – Special Inspections and Material Testing Services
- K. Request for Approval of Rental Housing License
- L. Consider Approval of Joint Powers Agreement and Resolution for the Dakota County Drug Task Force
- M. Personnel Actions

5. **PUBLIC COMMENT:** Public comment provides an opportunity for the public to address the Council on items that are not on the Agenda. Comments will be limited to three (3) minutes per person

6. **PUBLIC HEARING:**

- A. Hearing to Consider Ordering Improvements for City Project No. 2017–17 – Dickman Industrial Park Wet Extended Detention Basin

7. **REGULAR AGENDA:**

I. **COMMUNITY DEVELOPMENT:**

A. CHRISTINA MALMGREN–MIDBY; Consider a Resolution relating to a Variance to allow a 48 inch high chain link fence within the front yard for property located at 8315 Cleadis Avenue

B. PETE KAMISH; Consider a Resolution relating to a Variance to allow an accessory structure 1,200 square feet in size for property located at 4046 60th Street

C. J.L. JAMES INVESTMENT GROUP; Consider the following Resolutions for property located at 5912 Concord Boulevard;

a) A Conditional Use Permit to expand a non–conforming structure required for expansions up to 30%.

b) A Variance to expand a non–conforming structure by more than 30%.

D. CONTINUUM CONSTRUCTION; Consider a Resolution relating to a Major Site Plan Review to add on to the existing structure for property located at 2925 Buckley Way

E. NORTHERN STATES POWER COMPANY; Consider the following resolutions for property located at 10325/10326 Robert Trail;

a) A Preliminary and Final Plat for a one lot subdivision to be known as Wescott Tank Farm

b) A Variance from side yard setback requirements for existing accessory structures

II. FINANCE:

F. CITY OF INVER GROVE HEIGHTS; Consider Resolutions Adopting the Proposed Tax Levy for Pay 2019, Adopting the Proposed 2019 Budgets, Adopting the Proposed Watershed Management Taxing District Tax Levies for Pay 2019, and Set the Date and Time for the Regularly Scheduled Meeting where the Budget will be Discussed

III. FIRE DEPARTMENT:

G. CITY OF INVER GROVE HEIGHTS; Consider Resolution Accepting Bids and Awarding the Contract for City Project 2014–10 Fire Station #2 New Construction

IV. ADMINISTRATION:

H. CITY OF INVER GROVE HEIGHTS; Consider Property Exceptions Request for Bow Hunting

8. MAYOR & COUNCIL COMMENTS:

9. ADJOURN:

This document is available upon 3 business day request in alternate formats such as Braille, large print, audio recording, etc. Please contact Michelle Tesser at 651.450.2513 or mtesser@invergroveheights.org

**INVER GROVE HEIGHTS CITY COUNCIL SPECIAL MEETING
MONDAY, AUGUST 17, 2018 - 8150 BARBARA AVENUE**

1. **CALL TO ORDER/ROLL CALL:** The City Council of Inver Grove Heights met in a Special Meeting on Friday, August 17, 2018 in the Mayor's Conference Room. Mayor Tourville called the meeting to order at 8:00 a.m. Present were Council members Hark, Perry, Piekarski Krech and Mayor Tourville. Staff present was City Clerk Michelle Tesser.

2. **SUMMARY:**

City Clerk Tesser summarized the 2018 Primary Election results. The Council declared the two highest vote tallies for the Mayoral positions were George Tourville and Jonathan Weber and the four highest vote tallies for the Councilmember positions were Brenda Dietrich, Paul Hark, Todd A. Kruse and Rosemary Piekarski Krech.

City Clerk stated that there were 5508 ballots casted and a voter turn out of 21%. The voter turnout was high for a primary election. Total absentee ballots and early votes casted was 852.

Motion by Piekarski Krech seconded by Perry to approve the Resolution No. 18-171 canvassing the votes casted on August 14, 2018. Motion was approved unanimously.

3. **ADJOURN:** Motion by Perry seconded by Hark to adjourn the meeting. Motion was carried unanimously. Meeting adjourned at 8:07 a.m.

**INVER GROVE HEIGHTS CITY COUNCIL MEETING
MONDAY, August 27, 2018- 8150 BARBARA AVENUE**

1. CALL TO ORDER 2. ROLL CALL:

The City Council of Inver Grove Heights met in regular session on Monday, August 27, 2018, in the City Council Chambers. Mayor Tourville called the meeting to order at 7:00 p.m.

Present were: Councilmembers Piekarski Krech, Bartholomew, Hark, and Perry; City Attorney Kuntz, City Administrator Lynch, Public Works Director Thureen, Community Development Director Gundlach, City Engineer Kaldunski, City Planner Hunting, and Community Development Support Specialist Fox.

Absent were: Recording Clerk Yourczek.

3. PRESENTATIONS:

There were no Presentations this evening.

4. CONSENT AGENDA:

A. i. Minutes of August 6, 2018 Work Session Meeting Minutes.

ii. Minutes of August 13, 2018 Council Meeting Minutes.

B. Resolution 18-172 Approving Disbursements for Period Ending August 22, 2018.

C. Consider Approval of Temporary Liquor License – Church of St. Patrick.

D. Consider Awarding Contract to Diversified Construction Midwest Inc. for VMCC/Grove Bathroom Remodeling Project.

E. Consider Pay Request No 1 – West Rink Floor – West Rink Renovation Project – City Project 2017-1722.

F. Consider Change Order No 1 – Dasher Board Package – West Rink Renovation Project – City Project 2018-1722.

G. Consider Declaration of Property for Heritage Village Park (SG-2010-049 & SG-04273).

H. Approve **Resolution (Tabled)** relating to the Development Contract, Storm Water Facilities Maintenance Agreement and related agreements for the plat of Scenic Hills.

I. Approve **Resolution 18-173** relating to the Development Contract, Storm Water Facilities Maintenance Agreement and related agreements for the plat of Robert Curve Second Addition.

J. Consider Pay Voucher No. 1 for City Project Nos. 2015-03 – 65th Street Reconstruction, 2017-03 – Watermain Improvements 65th Street Loop and 2017-24 – T.H. 3 Intersection Improvements for 65th Street.

K. Consider Pay Voucher No. 3 for City Project No. 2015-09D – Broderick Boulevard Reconstruction, City Project No. 2017-21 – VMCC/Golf Course Parking Lots, City Project No. 2018-08 – Fire Station No. 2 Sewer and Water Improvements, and City Project No. 2018-11 – Fire Station No. 2 Fiber Optic Improvements.

L. Consider Pay Voucher No. 1 for City Project No. 2017-09E – 93rd Street and Abigail Court Area Reconstruction.

M. Consider Pay Voucher No. 1 for City Project No. 2018-04 – Arbor Pointe PUD Shared Street Light System Improvements for Street Light Removal (Phase 1).

N. Consider Pay Voucher No. 1 for City Project No. 2018-08 – Fire Station No. 2 Sewer and Water Improvements and City Project No. 2018-11 – Conduit for Fire Station No. 2 Fiber Optic Improvements.

O. Consider Change Order No. 1 for City Project No. 2018-08 – Fire Station No. 2 Sewer and Water Improvements and Conduit for City Project No. 2018-11 – Fire Station No. 2 Fiber Optic Improvements.

P. Consider Final Compensating Change Order No. 1, Final Pay Voucher No. 1, Engineer's Final Report, and **Resolution 18-174** Accepting Work for City Project No. 2018-09A – Crackseal.

Q. Consider Pay Voucher No. 1 for City Project No. 2018-09B – Sealcoat.

R. Resolution 18-175 Receiving Bids and Awarding Contract for the Public Works Maintenance Facility HVAC Improvements.

S. Consider **Resolution 18-176** Receiving Quote and Awarding Contract for the 2018 Raingarden Inlet Retrofits.

T. Consider Resolution 18-177 Accepting Proposal for Stormwater Review and Construction Observation. Services from Barr Engineering Co. for the Industrial Equities Development.

U. Approve Promotion of Scott Gubash to Water Plant Operator.

V. Personnel Actions.

City Administrator Joe Lynch requested to pull Agenda Item 4H and stated that this item was not ready for discussion this evening due to ongoing discussions and negotiations. The Agenda Item will be brought back at a future meeting.

He stated that Agenda Item 4V, Personnel Actions, had two changes to the Firefighters list.

Mayor Tourville suggested addressing Agenda Item 4V later in the meeting. City Administrator Lynch agreed.

City Administrator Lynch requested that they consider adding, under Mayor and Council Comments, setting a Special Session for Tuesday, September 4th, at 6:00 p.m. for consideration of the purchase of property located at 1805-60th Street East, known as the Gore Property.

Motion by Hark second by Perry to approve the Consent Agenda with the exception of Agenda Items 4H and 4V.

Ayes: 5

Nays: 0 Motion carried.

City Administrator Lynch stated that Agenda Item 4H will be scheduled on a future Agenda.

City Administrator Lynch stated that under Agenda Item 4V Personnel Actions, there is a list of Fire Fighters up for approval. Those listed are potential candidates that have gone through a process. He stated that one of them, Mr. Gustavo Culbeaux, has decided not to continue and due to that, his name can be removed. He stated that one other individual has cleared the background check but was not added at the time of the Agenda publication, please add Mr. Steve Povolny to the list.

Motion by Piekarski Krech second by Perry to approve Agenda Item 4V Personnel Actions.

Ayes: 5

Nays: 0 Motion carried.

5. PUBLIC COMMENT:

There were no Public Comments.

6. PUBLIC HEARING:

7. REGULAR AGENDA:

I. COMMUNITY DEVELOPMENT:

A. CHRISTOPHER CHAVEZ; Consider a Resolution relating to a Variance from maximum fence height in the front yard and to allow a solid fence within the front yard. Resolution 18-178.

City Planner Allan Hunting stated that the Applicant is requesting a Variance from the fence requirements to allow a fence to be solid and taller than 42" in the front yard. The location of the property is the second lot in from the corner near 70th Street and 70th Court and stated that the fence is currently existing. He displayed the site plan of the property showing that the fence is approximately 24 feet in length along the north side, within the front yard, and ends about six feet from the curb. The fence is approximately 5'7"

high and consists of solid fencing with lattice at the top. He displayed photos of the fence from various views. He stated that the Applicant did submit an Application for the fence and that Planning reviewed it and informed the Applicant that it was too tall, and that solid fencing was not allowed in the front yard. He stated that the Applicant responded that he would consider his options and nothing further was heard. He commented that it had been discovered by Staff, who had done an inspection on some open fence Permits, that the fence was constructed without the Permit. He stated that Staff had raised some concerns with this request and that the Planning Commission did not find a practical difficulty and recommends denial of the request.

Councilmember Piekarski Krech asked if there was a fine if you have not filed for a Permit after the fact.

City Planner Hunting responded that the Permit fees are doubled when someone does the work without a Permit.

City Administrator Lynch stated that it's discretionary, sometimes they have enforced that and sometimes they have not.

Mayor Tourville asked if there were any site line issues.

City Planner Hunting responded that he did not believe there were any site line issues. It is six feet beyond the front property line with a boulevard of about 12 feet for a total of 18 feet back from the curb line to the fence. He commented that there would not be any traffic view concerns, but that they do consider the neighbors' views.

Councilmember Hark stated that he looked into how they define fence in their Code and asked if their definition of a fence was more restrictive than other Cities definitions. He stated that the Dictionary definition of a fence states that it is just an enclosure.

City Planner Hunting responded that it has been interpreted that if you are using some section that is identified as creating a boundary to try to define an area, that would be considered a fence. It doesn't have to be a complete enclosure like it has been interpreted over the years.

Councilmember Bartholomew asked if there would be a height limitation if they were to run a hedge along the location. He commented that you could run a 6-foot hedge in that area and it would have the same effect.

City Planner Hunting responded that there are no requirements for landscaping or hedges, but that a tree would have to be at least five feet from the property line. He stated that in this instance, the front of the house is 30 feet, they can have a fence with a maximum size of 42" high and that it has to be at least 75% clear for visibility through it.

Councilmember Hark commented that a shrub would not be an issue there.

City Planner Hunting responded that there are not any regulations on shrubs as they do not consider shrubbery a fence.

Councilmember Bartholomew asked if the Applicant had room to plant shrubs in front of the fence.

City Planner Hunting responded that the Applicant could have a six-foot high shrub but stated that the fence has already been constructed.

Christopher Chavez, 3462 70th Court East stated that if he were to plant bushes in the front of the fencing, they would have to be located on his neighbor's property.

Mayor Tourville asked Mr. Chavez why he wanted the Variance.

Mr. Chavez responded that it was to block the view and get privacy in their front yard. He commented that it looked more aesthetic than bushes and that they keep it clean. He commented that he didn't believe they could keep trees and shrubs as clean as they could a fence.

Mayor Tourville asked The Applicant what he thought a practical difficulty was.

Mr. Chavez asked for clarification on what would be considered a fence.

Councilmember Hark stated that they have to look at the definition of what a fence is, and that their definition uses the word partition. He suggested that they focus on what the definition is and then see if they can come up with a practical difficulty. He stated that he would like to try to find a way to allow this. He suggested that they may need to shorten the fence up or take the top section off.

Councilmember Bartholomew commented that it is a 31-inch difference from 46 to 77 inches. He suggested coming up with a compromise such as taking the lattice off the top and taking out some panels every so often, that way they can get closer to the 70% clear that is requested.

Mr. Chavez stated that it is 53 inches of solid fence with one-foot lattice at the top for a total of 63 inches.

Mayor Tourville asked if the entire length of the fence needed to be 42 inches.

City Planner Hunting responded that it would need to be 42 inches because it starts at the front of the house and the house is at the 30-foot point. He added that Staff went back to look at other front yard Variances and found three or four corner lots that had some solid material. He stated that the City Council approved a solid fence along the front yard of a home located across from the Community Center, off of 80th Street, and that they used General Practical Difficulty in that case as it was a noise attenuator, a safety barrier, and a trespass barrier. That has been used on other corner lots that have been located on a busy street.

Councilmember Piekarski Krech stated that all of his neighbors are in support of having the fencing there as it blocks some of the noise off of 70th Street.

Mayor Tourville asked if Mr. Chavez could make the panel closest to the street 42 inches and leave the rest at the higher height.

Mr. Chavez responded that it would not look as nice but that he could make it happen.

Councilmember Hark asked if having the fence helps with noise.

Mr. Chavez responded that it helps with the street and Fire Station noise.

Councilmember Piekarski Krech stated that she visited the site and looked at other homes with fencing in the area. She commented that while they are not located in the front of the house like this one is, this one seemed to be more off to the side.

City Planner Hunting displayed an aerial view of the property and suggested that they could state that it is not creating a visual impact from a front yard window because their home orients itself off of 70th.

Motion by Piekarski Krech second by Perry to receive all the correspondence that they have received regarding this item and add them to the file.

Ayes: 5

Nays: 0 Motion carried.

Mayor Tourville stated that one practical difficulty could be to consider that it is a County Road and the traffic, noise, and lights that come from that. He commented that he didn't think a chain link fence would do anything for the sound and noise. He added that it wouldn't look right to cut the first panel to a lower length and allow the rest to remain taller.

Councilmember Piekarski Krech stated that all of the neighbors have contacted them and were all in agreement that the fence should be there.

Motion by Hark second by Piekarski Krech to approve the Variance for Christopher Chavez to Consider Resolution 18-178 relating to a Variance from maximum fence height in the front yard and to allow a solid fence within the front yard with the practical difficulty being that it is located on a County Road and to consider the traffic, noise, and lights that occur as a result.

Ayes: 5

Nays: 0 Motion carried.

Councilmember Piekarski Krech stated that Mr. Chavez will still have to pay the Permit fee.

City Attorney Tim Kuntz stated that the Council packets dealing with this matter did not contain a Resolution of Approval because the Variance has to be memorialized and recorded. Due to that, there may be a Resolution at the next meeting that Council would ratify and set forth the reasoning so that it would be recorded.

B. IMH FINANCIAL CORPORATION; Consider a Resolution requesting an additional two year PUD extension for the Hannah Meadows Planned Unit Development. Resolution 18-179.

City Planner Hunting stated that the Applicant is requesting another extension for the Hannah Meadows Project, which is a 40-acre parcel located off of Highway 3 and 70th Street. He stated that back in 2015 the City Council approved a Preliminary PUD for a residential project that included approximately 40 single family homes, townhomes, and a future apartment building along Highway 3. The Applicant then requested a two-year extension which was approved by the City Council on the Consent Agenda.

He stated that Staff has not had a second extension request and that this raises the question of whether they should allow that to occur. He commented that since there hasn't been a development for this project yet, maybe it is time for this plan to lapse and let the Applicant come back by completing another Application. He stated that Staff did not make a recommendation and that there is an approval Resolution located in their packet because that is what Council had done in the past.

Joe Walsh, Vice President of Development for IMH Financial Corporation stated that he has been involved in the project for over a year. He commented that there was a buyer under Contract to purchase the property about a year ago but the buyer didn't come to fruition. He stated that it is not their intention to be the developer, but to market it to someone that would be interested in developing the project. He stated that the current plan is for 42 single family homes, 38 townhomes, and 200 apartments. The project has been on market since 2013 with numerous changes. They have adjusted the price and have CBRE marketing the project. He stated that the request is for an extension and that they believe there is value for the work that has been done to date.

Mayor Tourville stated that with Highway 3, MnDOT, and the ponding requirements, he wasn't sure the apartment building would work there. He commented that the single-family homes and some of the townhomes would work.

Councilmember Piekarski Krech stated that she was concerned about pushing it out further with construction happening next year as it could be a different plat once the construction has been completed.

Mr. Walsh stated that one of the interested parties is very fond of the plot. He commented that since the price has been adjusted they have had a higher level of interest than they have seen in the past.

Mayor Tourville commented that IMH would need to take a look and see what could fit there once all the improvements have been completed.

Mayor Tourville asked Attorney Kuntz if they were to stay in the current plat, and there is a lack of space, if the City could be held liable for not allowing them to build the 200-unit apartment building.

City Attorney Kuntz responded that the Preliminary Plat and Preliminary PUD approval gives them entitlement to walk-in with a final plat that matches the preliminary and get an approval. He stated that in response to the preliminary and final, the Ordinance changed with respects to setbacks or density, and that we are not liable for changes made before they made final approval.

City Attorney Kuntz asked City Planner Hunting what the zoning was if they do not have the Preliminary Plat or Preliminary PUD approval.

City Planner Hunting responded that zoning was approved with the Preliminary and that it is labeled R1C and R3C PUD. He stated that the Comprehensive Plan was changed to reflect those densities, and due to that, someone would have to amend the Zoning and the Comprehensive Plan if the plan changes drastically. He referenced a diagram of the proposed area depicting the single-family homes designation of R1C and stated that the remainder of the density falls under the R3C zoning.

City Attorney Kuntz asked if the PUD zoning only became effective if they get the final plan approved. He stated that the PUD depends on a plan, and if they do not have a final plan they cannot build.

City Planner Hunting responded that he was unsure if that condition was reflected in there. He stated that doing anything different than what is currently being proposed would trigger an amendment to the PUD and would have to come back before the City Council.

City Attorney Kuntz questioned, market aside, if there was any reason why under the current zoning they can't build what is displayed on the map that was shown.

City Planner Hunting responded that the regulations have not changed in regard to zoning. He was unsure of the stormwater regulation changes that could impact the overall plan.

City Engineer Tom Kaldunski stated that there is a new storm water Ordinance that was adopted in 2016. He commented that he would have to review it but thought the regional basins have not changed and that is what drives that large pond by the apartment complex. He stated that he did not believe there were any changes to the regional basins in Outlot F and D in the corner.

Councilmember Hark asked if Mr. Walsh were to market this property with the current plan, and a builder relies on those assertions, what the liability would be for the City.

City Attorney Kuntz responded that preliminary approval entitles the Applicant to be able to attain a final approval as long as it is consistent with the Preliminary Plan. He stated that the layout density, number of units, position of the roadway, and the regional basins, become fixed at the time of the preliminary because the final should mirror the preliminary. He added unless there is something that happened between 2015 and 2018 that shows that this would be unable to work from a layout standpoint.

Mayor Tourville questioned what would happen if some of the project elements, such as parking, would not work out due to MnDOT's plans and Highway 3. He commented that while he wanted this project to work, there may be some things that will not be under the control of the City.

Councilmember Piekarski Krech commented that they give them the extension so that they can keep marketing the property, or they start from scratch. She would rather give them the extension. She asked Attorney Kuntz if they had that much liability on a plat if something were to happen that the City didn't change.

City Attorney Kuntz responded that if the City did not make the change, the negative result of whoever did change it would not be our problem. He stated that the Preliminary Plat approval came with a number of conditions, one of which was getting MnDOT approval as the plat adjoins a MnDOT Highway. He stated that at the time of the preliminary they did not have MnDOT approval.

City Planner Hunting agreed that it would need the approval of MnDOT and the County. He commented that Dakota County states that the plat has all right of way it needs from both Agencies as it stands today. The design didn't change as it is going to the same place as in 2015.

City Engineer Kaldunski referenced a diagram that the developer had displayed during his presentation stating that the area in pink depicts temporary and permanent easements and were secured by MnDOT and Dakota County, the orange shaded area is permanent easements that were acquired through the same process. The dotted green line on the map shows the existing right of way.

Mayor Tourville commented that if one of the requirements is that the developer has to get approval from the County and the State, and if they do not get it, it would leave the City harmless, and that he has no problem extending. He asked Attorney Kuntz in their documentation on the preliminary, if it states that the developer has to get all the necessary requirements and right of way from the County and the State or if it was the Cities responsibility in reference to approving the plat. He commented that if the dotted line is MnDOT right of way, it shows that it is running through a building.

City Planner Hunting responded that it would have been existing and that all of the right of way has been acquired.

City Attorney Kuntz responded that it is not the Cities responsibility because the conditions of the PUD approval would have to be met to get to the final that must comply with the County and State requirements.

Mayor Tourville asked Mr. Walsh if he understood that it was his responsibility to go to the State and County.

Mr. Walsh responded that he thought the State and the County already granted the easements. He commented that in marketing the site they will use full disclosure.

Councilmember Piekarski Krech stated that due to the fact that the roundabout project in the area has not yet begun, she would move to approve to a two-year extension.

Motion by Piekarski Krech second by Bartholomew to approve IMH FINANCIAL CORPORATION; to Consider Resolution 18-179 requesting an additional two-year PUD extension for the Hannah Meadows Planned Unit Development.

Ayes: 5

Nays: 0 Motion carried.

II. PUBLIC WORKS:

C. CITY OF INVER GROVE HEIGHTS; Consider Authorizing Distribution of the Draft Fourth Generation Inver Grove Heights' Water Resources Management Plan (WRMP).

City Engineer Kaldunski introduced Diane Spector from Wenck and Associates and stated that Diane has been working with the Public Works staff on updating the Fourth Generation Water Resources Plan.

Diane Spector stated that this is an update to the Third Generation Plan that the City Council approved four years ago. This plan requires that all land within the Metro area be subdivided into watersheds and that each watershed develops its own Watershed Management Plan. She stated that Cities develop their own local plan that is consistent with the watershed plan. It should also contain information necessary for the City to manage its own storm water runoff and the water resources within the Community, which is also part of the Comprehensive Plan update. She stated that rules have changed to align the plan schedule so that it is a part of the Comprehensive Plan process. This process will allow them to revisit problems and issues and to update the list of projects that have been completed. She stated that City Staff revisited the Capital Improvement Program and the Implementation Plan and updated what is currently programmed and developed into an extensive list of potential future projects.

She stated that the largest part of the plan was updating the Hydrologic and Hydraulic models that represent the stormwater system. The latest system inventory data is now used with pipe, pond, and topographic information as well as Atlas 14 rainfall, which is information from a two-year storm event up to a 100-year storm event and is used for stormwater modeling and for the sizing of pipes and ponds. She stated that as a part of this modeling they have identified 63 potential minor high-water areas to watch in the event of a large rainfall. She noted that there were not any significant high water or flooding areas.

She stated that the next steps would be to authorize and work with Staff to release the draft plan to the following for a 60-day review:

- Lower Mississippi and Eagan-Inver Grove Heights WMO
- Metropolitan Council (advisory)
- City of Eagan (courtesy)

She stated that they would gain approval of the plan from WMOs (October-November 2018) with the final adoption of the plan in December 2018.

Councilmember Hark asked how often they update the Atlas 14 rainfall model.

Ms. Spector responded that the Atlas 14 is a rolling update. She stated that Noah does regions of the Country, and that there is no set period of time when it is updated. She stated that Atlas 14 has a much longer period of record and has more rainfall stations to capture data which is more accurate with the amount and intensity of rain.

Mayor Tourville asked City Engineer Kaldunski if this fit within the City's needs.

City Engineer Kaldunski responded that Wenck has done a very good job with the City and that their model meets the needs and expectations. He stated this is a very good report and it is one that they recommend the City Council authorize and approve. He stated that he will continue to work on the CIP and will go after grants with this information.

Councilmember Piekarski Krech asked if they were doing enough to recharge the aquifers.

Ms. Spector responded that there can always be more that can be done. She stated that deep aquifer recharge is different than surficial aquifer recharge. Surficial will help sustain the wetlands, streams, and lakes and that infiltration requirements help the surficial. She stated that the deep aquifer can take thousands of years to recharge, and anything done can help.

Motion by Hark second by Perry to approve to Consider Authorizing Distribution of the Draft Fourth Generation Inver Grove Heights' Water Resources Management Plan (WRMP).

Ayes: 5

Nays: 0 Motion carried.

8. MAYOR & COUNCIL COMMENTS:

City Administrator Lynch stated that he would like the City Council to consider meeting at 6:00 p.m. on September 4th to discuss and consider the purchase of property located at 1805-60th Street, known as the Gore property. He stated that the history of this property has been a nuisance, is currently out of compliance from a building code standpoint and is not certified for occupancy. He stated that they currently have a deal and a purchase agreement that has been drafted, but that they need the City Council to approve a Resolution authorizing Staff to proceed.

Councilmember Piekarski Krech asked if they have an end use. She commented that she doesn't want them amassing these properties and having them taken off the tax roll.

City Administrator Lynch stated that this is a single residential lot, similar to the property obtained and then sold at 5039 Brent Avenue. That is the intended purpose here. He stated that the building cannot be used in its present state and would need to be torn down. Selling it for future development would put the property with a taxable market value that pays property taxes.

Councilmember Piekarski Krech commented that they lost money on the sale of the Brent Avenue property and will lose money again.

City Administrator Lynch responded that they will lose the numerous nuisance calls that they have had over the years and the activity that has occurred there as well. He stated that the home does not currently fit in with the character of the neighborhood.

Councilmember Piekarski Krech commented about how much money they continually put into these and questioned if there was a way that the private sector could deal with this instead of the City having to act as a Realtor and lose money.

Mayor Tourville suggested they set a meeting for 6:00 p.m. on September 4th to discuss this issue.

Motion by Piekarski Krech second by Hark to approve a meeting to be held at 6:00 p.m. on September 4th to discuss this issue further.

Ayes: 5

Nays: 0 Motion carried.

Councilmember Piekarski Krech commented that this was the last City Council meeting before Inver Grove Heights Days and wanted to remind others of the events that will take place the weekend after Labor Day.

Mayor Tourville stated that there was an issue with the event website but that it has been corrected. The schedule of activities takes place on September 6, 7, 8, and 9th.

9. EXECUTIVE SESSION:

Executive Session Pursuant to Minn. Stat. § 13D.05, Subd. 3(c)2 & 3:

Discuss Doffing Ave. Property Acquisition Related to Heritage Village Park for Property Located at: i. Hay – No address - 20-36500-31-05.

City Attorney Kuntz stated that there is a Minnesota Stat. § 13D.05, Subd. 3(c)2 & 3 which allows the City Council to go into an Executive closed-door session with the purpose of discussing offers and counter

offers relating to the purchase of real estate and to discuss non-public appraisal data. He stated that the City Council is being asked to avail itself of that Statute this evening and go into a closed-door session for the discussion of offers, counter offers, and non-public appraisal data relating to property known as the Hay property, which is owned by the Hay brothers. He stated that this is vacant property with tax parcel number 20-36500-31-050 and is located adjacent to the Heritage Park Property. He stated that they will be discussing offers and counter offers in respect to this vacant piece of property. This meeting will be taped, and the tape is kept to be sure that they will not wander into other areas of discussion. The City Council will at some point vote in an open session to deal with that property.

Motion by Piekarski Krech second by Perry to go into Executive Session at 8:13 p.m.

Ayes: 5

Nays: 0 Motion carried.

10. ADJOURN:

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: September 10, 2018
 Item Type: Consent
 Contact: Kristi Smith 651-450-2521
 Prepared by: Bill Schroepfer, Accountant
 Reviewed by: N/A

Fiscal/FTE Impact:

☐	None
☒	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☐	Other

PURPOSE/ACTION REQUESTED

Approve the attached resolution approving disbursements for the period of August 23, 2018 to September 5, 2018.

SUMMARY

Shown below is a listing of the disbursements for the various funds for the period ending September 5, 2018. The detail of these disbursements is attached to this memo.

General & Special Revenue	\$90,121.21
Debt Service & Capital Projects	152,971.34
Enterprise & Internal Service	194,225.90
Escrows	15,192.65
Grand Total for All Funds	<u><u>\$452,511.10</u></u>

If you have any questions about any of the disbursements on the list, please call Kristi Smith, Finance Director at 651-450-2521.

Attached to this summary for your action is a resolution approving the disbursements for the period August 23, 2018 to September 5, 2018 and the listing of disbursements requested for approval.

DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _____

**RESOLUTION APPROVING DISBURSEMENTS FOR THE
PERIOD ENDING September 5, 2018**

WHEREAS, a list of disbursements for the period ending September 5, 2018 was presented to the City Council for approval;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS: that payment of the list of disbursements of the following funds is approved:

General & Special Revenue	\$90,121.21
Debt Service & Capital Projects	152,971.34
Enterprise & Internal Service	194,225.90
Escrows	15,192.65
Grand Total for All Funds	<u><u>\$452,511.10</u></u>

Adopted by the City Council of Inver Grove Heights this 10th day of September, 2018.

Ayes:

Nays:

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk



City of Inver Grove Heights

Expense Approval Report

By Fund

Payment Dates 08/23/2018 - 09/05/2018

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
APPLIED CONCEPTS, INC.	333287	08/29/2018	020437	101.42.4000.421.40070	9,090.00
ASPEN MILLS	221691	08/29/2018	550771	101.42.4200.423.60045	114.60
BARNA, GUZY, & STEFFEN LTD	190919	08/29/2018	50003-005	101.41.1100.413.30430	110.70
CITY OF SAINT PAUL	IN00030190	08/29/2018	8/6/18	101.43.5200.443.60016	1,959.54
CMI, INC	8015556	08/29/2018	550772	101.42.4000.421.60045	43.65
COLLINS ELECTRICAL CONST.	1831697.01	08/29/2018	8/14/18	101.43.5200.443.40046	528.00
COLLINS ELECTRICAL CONST.	1831698.01	08/29/2018	8/14/18	101.43.5200.443.40046	184.00
DAJ ENTERPRISES LLC	51	08/29/2018	6/20/18	101.44.6000.451.60016	65.66
DAJ ENTERPRISES LLC	2096	08/29/2018	8/11/18	101.44.6000.451.60030	10,948.59
DAJ ENTERPRISES LLC	2027	08/29/2018	8/17/18	101.44.6000.451.60030	1,635.40
DAKOTA ELECTRIC ASSN	246837-9 8/18	08/24/2018	Electric	101.44.6000.451.40020	3,062.23
DAKOTA ELECTRIC ASSN	250165-8 8/18	08/24/2018	Electric	101.44.6000.451.40020	677.66
DAKOTA ELECTRIC ASSN	393563-2 8/18	08/24/2018	Electric	101.44.6000.451.40020	586.42
DAKOTA ELECTRIC ASSN	426713-4 8/18	08/24/2018	Electric	101.43.5400.445.40020	47.49
DAKOTA ELECTRIC ASSN	443054-2 8/18	08/24/2018	Electric	101.44.6000.451.40020	17.00
DAKOTA ELECTRIC ASSN	109394-7 8/18	08/24/2018	Electric	101.43.5400.445.40020	1,164.62
GALLS INC	010452641	08/29/2018	1001727847	101.42.4000.421.60045	24.99
GALLS INC	010475417	08/29/2018	1001727847	101.42.4000.421.60045	81.98
GALLS INC	010475480	08/29/2018	1001727847	101.42.4000.421.60045	100.29
GALLS INC	010475481	08/29/2018	1001727847	101.42.4000.421.60045	15.99
GENESIS EMPLOYEE BENEFITS, INC	IN1320717	08/29/2018	7/1/18-7/31/18	101.42.4000.421.30550	42.29
KENISON, TERRI	JULY 2018	08/29/2018	JULY 2018	101.42.4200.423.30700	850.00
LEVANDER, GILLEN & MILLER P.A.	7/31/18 92000E	08/29/2018	JULY 31 2018	101.42.4000.421.30410	20,890.33
LEVANDER, GILLEN & MILLER P.A.	81000E 7/18 AT&T Wir	08/29/2018	Legal	101.43.5000.441.30420	64.00
LEVANDER, GILLEN & MILLER P.A.	81000E 7/18 Blackston	08/29/2018	Legal	101.45.3200.419.30600	76.00
LEVANDER, GILLEN & MILLER P.A.	81000E 7/18 Casey's C	08/29/2018	Legal	101.43.5100.442.30420	767.50
LEVANDER, GILLEN & MILLER P.A.	81000E 7/18 Communi	08/29/2018	Legal	101.45.3000.419.30420	144.00
LEVANDER, GILLEN & MILLER P.A.	81000E 7/18 Council M	08/29/2018	Legal	101.41.1000.413.30401	240.00
LEVANDER, GILLEN & MILLER P.A.	81000E 7/18 Engineeri	08/29/2018	Legal	101.43.5100.442.30420	1,992.00
LEVANDER, GILLEN & MILLER P.A.	81000E 7/18 Mayor/CC	08/29/2018	Legal	101.41.1000.413.30420	4,196.20
LEVANDER, GILLEN & MILLER P.A.	81000E 7/18 Parks	08/29/2018	Legal	101.44.6000.451.30420	372.00
LEVANDER, GILLEN & MILLER P.A.	81000E 7/18 Planning	08/29/2018	Legal	101.45.3200.419.30420	580.00
LEVANDER, GILLEN & MILLER P.A.	81000E 7/18 Police	08/29/2018	Legal	101.42.4000.421.30420	80.00
LEVANDER, GILLEN & MILLER P.A.	81000E 7/18 Public Wc	08/29/2018	Legal	101.43.5000.441.30420	67.75
LEVANDER, GILLEN & MILLER P.A.	81000E 7/18 Rauschnc	08/29/2018	Legal	101.45.3000.419.30420	3,313.20
LOCAL GOVERNMENT INFORMATION SYSTE	45161	08/29/2018	111541	101.42.4200.423.30700	137.00
LOCAL GOVERNMENT INFORMATION SYSTE	45655	08/29/2018	111541	101.42.4200.423.30700	137.00
MADISON NATIONAL LIFE INSURANCE COMF	1310247	08/29/2018	SEPTEMBER 2018	101.203.2031700	2,694.95
MCPA	2018 MEMBERSHIP	02/27/2018	2018 MEMBERSHIP	101.42.4000.421.50070	45.00
MINNESOTA DEPARTMENT OF HUMAN SERV	INV0078008	08/31/2018	STEVE HER FEIN/TAXPAYER ID: 41600	101.203.2032100	439.04
MINNESOTA DEPARTMENT OF HUMAN SERV	INV0078009	08/31/2018	JOEL JACKSON FEIN/TAXPAYER ID: 4	101.203.2032100	432.57
MINNESOTA DEPARTMENT OF HUMAN SERV	INV0078010	08/31/2018	JOHN VERDEJA FEIN/TAXPAYER ID: 4	101.203.2032100	190.49
MN DEPT OF REVENUE	INV0078018	08/31/2018	LEVY - LETTER ID:L1707410112 - J. CH	101.203.2031900	509.22
RCM SPECIALTIES, INC.	6718	08/29/2018	8/19/18	101.43.5200.443.60016	1,119.35
SHRED-IT	8125384078	08/29/2018	8/15/18	101.42.4000.421.30700	112.22
U.S. HEALTHWORKS	0089083-MN	08/29/2018	006745	101.41.1100.413.30500	725.00
U.S. HEALTHWORKS	0089355-MN	08/29/2018	006745	101.41.1100.413.30500	960.00
Fund: 101 - GENERAL FUND					71,635.92
PROFESSIONAL SPORTS PUBLICATIONS	8038645	08/29/2018	2018 VIKINGS YEARBOOK	201.44.1600.465.50025	4,000.00
ST PAUL ARENA COMPANY, LLC	SPAC0002665	08/29/2018	AUGUST 2018	201.44.1600.465.50025	200.00
Fund: 201 - C.V.B. FUND					4,200.00
MAYER ARTS INC	3060	08/29/2018	8/13/18	204.44.6100.452.30700	2,784.00
Fund: 204 - RECREATION FUND					2,784.00
BROTHERS MFG	8/16/18	08/29/2018	REFUND - ICE CANCELLATION	205.207.2070300	33.12
BROTHERS MFG	8/16/18	08/29/2018	REFUND - ICE CANCELLATION	205.44.0000.3492500	465.00
CAROL GARBER	8-1-18	08/29/2018	8/1/18	205.44.6200.453.40040	400.00
FOX, ANN	8/16/18	08/29/2018	ANNUAL MEMBERSHIP REFUND	205.207.2070300	10.18
FOX, ANN	8/16/18	08/29/2018	ANNUAL MEMBERSHIP REFUND	205.44.0000.3490100	142.82
HUEBSCH SERVICES	4128750	08/29/2018	92965	205.44.6200.453.40040	224.61
HUEBSCH SERVICES	4128750	08/29/2018	92965	205.44.6200.453.40040	59.70

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MEDICINE LAKE TOURS	8/6/18	08/29/2018	8/15/18 TAYLORS FALLS BOAT CRUISE	205.44.6200.453.50090	715.00
PERFECTION PLUS, INC	1128820	08/29/2018	8/1/18	205.44.6200.453.40040	5,857.50
SAFE-WAY BUS COMPANY	5475	08/29/2018	8/13/18	205.44.6200.453.70610	996.57
Fund: 205 - COMMUNITY CENTER					8,904.50
LEVANDER, GILLEN & MILLER P.A.	81000E 7/18 EDA	08/29/2018	Legal	290.45.3000.419.30420	48.00
SRF CONSULTING GROUP, INC	11702.00-1	08/29/2018	7/31/18	290.45.3000.419.30700	1,252.79
Fund: 290 - EDA OPERATING					1,300.79
LEVANDER, GILLEN & MILLER P.A.	81000E 7/18 Acquisitio	08/29/2018	Legal	291.45.3000.419.30420	1,296.00
Fund: 291 - EDA ACQUISITIONS					1,296.00
COST, PLANNING AND MANAGEMENT INTER	6813	08/29/2018	18208	434.42.4200.423.30700	2,785.78
LEVANDER, GILLEN & MILLER P.A.	81000E 7/18 Fire Static	08/29/2018	Legal	434.42.4200.423.30420	430.00
Fund: 434 - 2014 IMPROVEMENT FUND					3,215.78
WSB & ASSOCIATES, INC.	R-011626-0005 B	08/29/2018	6/1/18-6/30/18	436.44.5900.736.30300	15,571.75
WSB & ASSOCIATES, INC.	R-011626-000-6	08/29/2018	DOG PARK	436.44.5900.736.30300	2,108.50
Fund: 436 - 2016 IMPROVEMENT FUND					17,680.25
LEVANDER, GILLEN & MILLER P.A.	81000E 7/18 Heritage f	08/29/2018	Legal	437.44.5900.737.30420	916.00
XCEL ENERGY	10571552	08/29/2018	1/2 FEE 8106974	437.44.5900.737.30700	21,054.10
Fund: 437 - 2017 IMPROVEMENT FUND					21,970.10
LEVANDER, GILLEN & MILLER P.A.	81000E 7/18 #1509D B	08/29/2018	Legal	440.74.5900.740.30420	135.50
Fund: 440 - PAVEMENT MANAGEMENT PROJ					135.50
LEVANDER, GILLEN & MILLER P.A.	81000E 7/18 #1513-lm	08/29/2018	Legal	446.74.5900.746.30420	202.50
LEVANDER, GILLEN & MILLER P.A.	81000E 7/18 #1724 65l	08/29/2018	Legal	446.74.5900.746.30420	7,599.10
MAX STEININGER, INC.	PAY VO. NO. 1	08/29/2018	CITY PROJECT NO. 2015-03	446.74.5900.746.80300	50,304.86
WSB & ASSOCIATES, INC.	0-003599-000-14	08/29/2018	6/1/18-6/30/18	446.74.5900.746.30300	1,135.75
WSB & ASSOCIATES, INC.	R-012429-000-1	08/29/2018	7/1/18-7/31/18	446.74.5900.746.30300	9,794.00
Fund: 446 - NW AREA					69,036.21
BRIAN TODD GORE	8/24/18	08/29/2018	PROPERTY ACQUISITION EARNEST M	449.45.3000.419.80100	10,000.00
LEVANDER, GILLEN & MILLER P.A.	81000E 7/18 Americlnr	08/29/2018	Legal	449.45.3000.419.30420	337.00
Fund: 449 - COMMUNITY PROPERTY					10,337.00
BARR ENGINEERING COMPANY	23190218.00-266	08/29/2018	ENVIROMENTAL TECHNICAL ASSISTA	451.75.5900.751.30700	11,175.50
JOEL CARLSON	8/15/18	08/29/2018	SEPTEMBER 2018	451.75.5900.751.30700	1,000.00
MESSERLI & KRAMER, P.A.	355176	08/29/2018	22369-00002	451.75.5900.751.30700	7,500.00
Fund: 451 - HOST COMMUNITY FUND					19,675.50
DAKOTA CTY PROP TAXATION & RECORDS	2017 TIF FEES	05/01/2018	2017 TIF MAINT.	453.57.9000.570.30700	10,921.00
Fund: 453 - SE QUADRANT TIF DIST 4-1					10,921.00
CORE & MAIN LP	J314008	08/29/2018	099872	501.50.7100.512.75500	1,437.49
CORE & MAIN LP	J314215	08/29/2018	099872	501.50.7100.512.40043	71.85
GERLACH OUTDOOR POWER EQUIP	159463	08/29/2018	109186	501.50.7100.512.60016	25.82
TODD DOUGLAS EDINGER - RMR SERVICES	2018280	08/29/2018	JUNE 2018	501.50.7100.512.30700	1,555.84
TODD DOUGLAS EDINGER - RMR SERVICES	2018281	08/29/2018	JULY 2018	501.50.7100.512.30700	1,706.80
TODD DOUGLAS EDINGER - RMR SERVICES	2018282	08/29/2018	AUGUST 2018	501.50.7100.512.30700	1,530.00
Fund: 501 - WATER UTILITY FUND					6,327.80
GRAINGER	9556313485	08/29/2018	806460150	502.51.7200.514.40042	440.93
TEAM LABORATORY CHEMICAL CORP	INV0012591	08/29/2018	231940	502.51.7200.514.40042	1,221.50
Fund: 502 - SEWER UTILITY FUND					1,662.43
BREAKTHRU BEVERAGE MINNESOTA	1080845322	08/29/2018	102294	503.52.8300.524.76150	573.15
BREAKTHRU BEVERAGE MINNESOTA	1090897686	08/29/2018	102294	503.52.8300.524.76150	483.50
COCA COLA BOTTLING COMPANY	3607204458	08/29/2018	8/15/18	503.52.8300.524.76100	1,381.40
COLLEGE CITY BEVERAGE	195-3954	08/29/2018	3592	503.52.8300.524.76150	294.00
COLLEGE CITY BEVERAGE	195-4020	08/29/2018	3592	503.52.8300.524.76150	98.00
COLLEGE CITY BEVERAGE	195-4167	08/29/2018	3592	503.52.8300.524.76150	242.70
COLLEGE CITY BEVERAGE	442-0535	08/29/2018	3592	503.52.8300.524.76150	422.00
DAKOTA ELECTRIC ASSN	201360-5 8/18	08/24/2018	Electric	503.52.8600.527.40020	229.80
JOHNSON BROTHERS LIQUOR COMPANY INC	3283863	08/29/2018	125656	503.52.8300.524.76150	560.00
M. AMUNDSON LLP	264050	08/29/2018	902858	503.52.8300.524.76050	163.40
MTI DISTRIBUTING CO	1182059-00	08/29/2018	402307	503.52.8600.527.40042	101.74
MTI DISTRIBUTING CO	1182059-01	08/29/2018	402307	503.52.8600.527.40042	778.67
MTI DISTRIBUTING CO	1182643-00	08/29/2018	402307	503.52.8600.527.40042	32.28
MTI DISTRIBUTING CO	1183380-00	08/29/2018	402307	503.52.8600.527.60008	322.62
MTI DISTRIBUTING CO	1181810-00	08/29/2018	402307	503.52.8600.527.40042	469.02
NATURE CALLS, INC.	25851	08/29/2018	7/31/18	503.52.8600.527.40065	124.27
PHILLIPS WINE & SPIRITS	2405717	08/29/2018	125656	503.52.8300.524.76150	97.60
SUPERIOR TURF SERVICES INC	15081	08/29/2018	8/8/18	503.52.8600.527.60035	241.03
US FOODSERVICE	4819721	08/29/2018	03805983	503.52.8300.524.60065	86.42

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
US FOODSERVICE	4819721	08/29/2018	03805983	503.52.8300.524.76050	791.06
US FOODSERVICE	4819721	08/29/2018	03805983	503.52.8300.524.76100	88.08
WINFIELD SOLUTIONS, LLC	000062643610	08/29/2018	442575	503.52.8600.527.60035	3,875.23
WINFIELD SOLUTIONS, LLC	000062643614	08/29/2018	442575	503.52.8600.527.60030	1,677.56
YAMAHA GOLF & UTILITY, INC.	01-217146	08/29/2018	INVERWOOD	503.52.8600.527.40042	220.94
Fund: 503 - INVER WOOD GOLF COURSE					13,354.47
FACTORY MOTOR PARTS COMPANY	1-Z15430	08/29/2018	10799	603.140.1450050	240.86
INVER GROVE FORD	5257096	08/29/2018	8/14/18	603.00.5300.444.40041	114.43
INVER GROVE FORD	5257126	08/29/2018	8/14/18	603.00.5300.444.40041	153.69
KIMBALL MIDWEST	6542980	08/29/2018	222006	603.00.5300.444.60012	169.92
MACQUEEN EMERGENCY GROUP	P01370	08/29/2018	INVER003	603.00.5300.444.40041	595.01
MID CITY SERVICES, INC.	84704	08/29/2018	8/17/18	603.00.5300.444.40065	45.75
MN DEPT OF REVENUE	JULY 2018	08/23/2018	JULY 2018 PETRO TAX	603.00.5300.444.60021	377.06
NORTH AMERICAN TRAILER SALES	0304132978	08/29/2018	10095	603.00.5300.444.40041	466.52
NORTH AMERICAN TRAILER SALES	0304133028	08/29/2018	10095	603.00.5300.444.40041	20.66
NORTHWOODS FORD	9990830	08/29/2018	26941	603.00.5300.444.80700	28,935.45
NORTHWOODS FORD	9990831	08/29/2018	8/8/18	603.00.5300.444.80700	28,356.45
NORTHWOODS FORD	9990832	08/29/2018	26941	603.00.5300.444.80700	28,356.45
NORTHWOODS FORD	9990833	08/29/2018	26941	603.00.5300.444.80700	28,356.45
O' REILLY AUTO PARTS	1767-347842	08/29/2018	1578028	603.140.1450050	10.83
O' REILLY AUTO PARTS	1767-347994	08/29/2018	1578028	603.00.5300.444.40041	29.99
O' REILLY AUTO PARTS	1767-348009	08/29/2018	1578028	603.00.5300.444.40040	4.78
PERFECTION PLUS, INC	1128820	08/29/2018	8/1/18	603.00.5300.444.40040	442.00
POMP'S TIRE SERVICE, INC.	980050974	08/29/2018	4502557	603.00.5300.444.60014	755.76
Fund: 603 - CENTRAL EQUIPMENT					117,432.06
ELECTRIC FIRE & SECURITY	C1239	08/29/2018	CIT800	605.00.7500.460.50055	298.00
HUEBSCH SERVICES	4128749	08/29/2018	92965	605.00.7500.460.40065	118.22
NATUREVIEW LANDSCAPING	CITYIGH2	08/29/2018	8/20/18	605.00.7500.460.40040	1,756.16
NEOPOST USA INC	8/23/18	08/23/2018	INV6000	605.00.7500.460.50035	6,019.50
PERFECTION PLUS, INC	1128820	08/29/2018	8/1/18	605.00.7500.460.40040	4,512.08
TOTAL CONSTRUCTION & EQUIP.	5465	08/29/2018	WS18CI1016	605.00.7500.460.40040	1,231.31
Fund: 605 - CITY FACILITIES					13,935.27
CDW GOVERNMENT INC	NRV8333	08/29/2018	2394832	606.00.1400.413.60041	21.81
CDW GOVERNMENT INC	NRW3470	08/29/2018	2394832	606.00.1400.413.60041	73.48
CDW GOVERNMENT INC	NRX6963	08/29/2018	2394832	606.00.1400.413.60041	1,075.58
CDW GOVERNMENT INC	NSX9830	08/29/2018	2394832	606.00.1400.413.60041	23.74
CDW GOVERNMENT INC	nsz5003	08/29/2018	2394832	606.00.1400.413.60041	55.41
CDW GOVERNMENT INC	NTX8326	08/29/2018	2394832	606.00.1400.413.60042	1,800.20
CDW GOVERNMENT INC	NVG2931	08/29/2018	2394832	606.00.1400.413.60041	1,625.95
IDEAL SYSTEM SOLUTIONS, INC.	67225	08/29/2018	8/16/18	606.00.1400.413.30700	56.00
TDS METROCOM	8/13/18 651 457 7490	08/29/2018	651-457-7490	606.00.1400.413.50020	174.29
WORKS COMPUTING, INC.	29832	08/29/2018	INVER	606.00.1400.413.30700	3,960.00
WORKS COMPUTING, INC.	29835	08/29/2018	INVER	606.00.1400.413.30700	6,400.00
WORKS COMPUTING, INC.	29970	08/29/2018	INVER	606.00.1400.413.60041	4,016.46
WORKS COMPUTING, INC.	29978	08/29/2018	INVER	606.00.1400.413.60041	2,008.24
WORKS COMPUTING, INC.	30004	08/29/2018	INVER	606.00.1400.413.60041	8,702.71
WORKS COMPUTING, INC.	30033	08/29/2018	INVER	606.00.1400.413.60041	960.00
WORKS COMPUTING, INC.	30034	08/29/2018	INVER	606.00.1400.413.30700	10,560.00
Fund: 606 - TECHNOLOGY FUND					41,513.87
BARR ENGINEERING COMPANY	23190218.00-266	08/29/2018	ENVIROMENTAL TECHNICAL ASSISTA	702.229.2293002	360.00
LEVANDER, GILLEN & MILLER P.A.	81000E 7/18 Krech Pc	08/29/2018	Legal	702.229.2306902	382.00
LEVANDER, GILLEN & MILLER P.A.	81000E 7/18 Scenic H	08/29/2018	Legal	702.229.2284602	1,878.00
LEVANDER, GILLEN & MILLER P.A.	81000E 7/18 Blackston	08/29/2018	Legal	702.229.2282202	539.00
LEVANDER, GILLEN & MILLER P.A.	81000E 7/18 Conoryea	08/29/2018	Legal	702.229.2306702	33.00
LEVANDER, GILLEN & MILLER P.A.	81000E 7/18 Forfeiture	08/29/2018	Legal	702.229.2291000	692.00
LEVANDER, GILLEN & MILLER P.A.	81000E 7/18 Forfeiture	08/29/2018	Legal	702.229.2291000	96.00
LEVANDER, GILLEN & MILLER P.A.	81000E 7/18 Forfeiture	08/29/2018	Legal	702.229.2291000	82.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
LEVANDER, GILLEN & MILLER P.A.	81000E 7/18 Forfeiture	08/29/2018	Legal	702.229.2291000	676.00
LEVANDER, GILLEN & MILLER P.A.	81000E 7/18 Gupta CC	08/29/2018	Legal	702.229.2307502	341.00
LEVANDER, GILLEN & MILLER P.A.	81000E 7/18 Holiday G	08/29/2018	Legal	702.229.2293402	1,370.00
LEVANDER, GILLEN & MILLER P.A.	81000E 7/18 Industrial	08/29/2018	Legal	702.229.2291802	1,214.00
LEVANDER, GILLEN & MILLER P.A.	81000E 7/18 Kamish E	08/29/2018	Legal	702.229.2283801	4,760.09
LEVANDER, GILLEN & MILLER P.A.	81000E 7/18 Police-Fo	08/29/2018	Legal	702.229.2291000	232.00
LEVANDER, GILLEN & MILLER P.A.	81000E 7/18 Robert Cl	08/29/2018	Legal	702.229.2285901	509.00
LEVANDER, GILLEN & MILLER P.A.	81000E 7/18 Toyota Dr	08/29/2018	Legal	702.229.2293102	241.00
LEVANDER, GILLEN & MILLER P.A.	81000E 7/18 Van CGA	08/29/2018	Legal	702.229.2306202	33.00
LLOYD'S CONSTRUCTION SERVICES INC	8/17/18	08/29/2018	ESCROW RELEASE 6940 6950 DIXIE A	702.229.2294702	1,500.00
SHORT ELLIOTT HENDRICKSON, INC.	354680	08/29/2018	4340	702.229.2298602	254.56
Fund: 702 - ESCROW FUND					15,192.65
Grand Total					452,511.10

CITY OF INVER GROVE HEIGHTS**REQUEST FOR COUNCIL ACTION**

Appointment of Auditors for the Years Ending December 31, 2018 and 2019

Meeting Date: September 10, 2018
Item Type: Consent
Contact: Kristi Smith 651-450-2521
Prepared by: Kristi Smith, Finance Director
Reviewed by: N/A

Fiscal/FTE Impact:

☐	None
☒	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☐	Other

PURPOSE/ACTION REQUESTED

To approve the appointment of Abdo, Eick & Meyers, LLP as auditors for the City of Inver Grove Heights for the years ending December 31, 2018 and 2019.

SUMMARY

In 2013, an RFP was issued for professional audit services for the three years ending December 31, 2013, 2014, and 2015 with the option to continue for an additional two years. In August 2016 Council approved continuing with Abdo, Eick & Meyers, LLP for two years as recommended.

Staff has been pleased with the work of Abdo, Eick & Meyers, LLP and wishes to continue to use their services. The scope of the services to be provided is the same as it has been and is included in the attached agreement. We expect to have interim work done during the month of January 2019 and fieldwork done during March 2019. We would anticipate having the Comprehensive Annual Financial Report completed and ready to present to the City Council in May 2019. The fee will not exceed \$43,000 for 2018 and \$43,000 for 2019. If a Single Audit is necessary, it will be at their hourly rate.

I recommend that Abdo, Eick & Meyers, LLP be appointed as the City's auditors for the years ending December 31, 2018 and 2019 and that execution of the attached agreement for auditing services be authorized. Staff will likely issue an RFP for professional audit services for the year ending December 31, 2020.

August 27, 2018

Management, Honorable Mayor, and City Council
City of Inver Grove Heights
Inver Grove Heights, Minnesota

We appreciate the opportunity to work with you and the staff at the City of Inver Grove Heights (the City) over the past years to conduct your annual financial audits. This has been a successful working relationship because we have spent a great deal of time understanding how your City operates, and you getting to know how we conduct our audits. As a result, we have been able to achieve a process that is mutually beneficial to both parties through good working relationships, resulting in efficiencies in the process.

We also understand that because of the very challenging economic conditions, cities are expected to do more with less. Our firm understands your specific challenges and situation. We considered this situation by keeping the fee consistent for both 2018 and 2019 and limiting the overall increase to less than 3% annually. This will allow us to continue a relationship that through the past years has been shaped and polished to provide both parties with outstanding results.

Our fee for these services will be as follows:

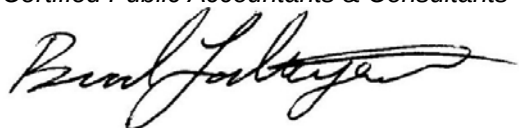
<u>Service</u>	<u>2018</u>	<u>2019</u>
Audit - Standard	\$ 42,000	\$ 43,000
Additional GASB 75 Testing	1,000	-0-
	<u>\$ 43,000</u>	<u>\$ 43,000</u>

The above fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Other factors that may affect the above fees would be if a Single Audit were required.

We appreciate the opportunity to be of continued service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If you have any questions, please contact me at 952-715-3004.

Very truly yours,

ABDO, EICK & MEYERS, LLP
Certified Public Accountants & Consultants



Brad J Falteysek, CPA
Governmental Services Partner

RESPONSE:

This letter correctly sets forth the understanding of the City of Inver Grove Heights.

By: _____

Title: _____

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Resolution Reallocating Remaining Proceeds of the City's \$7,745,000 General Obligation Bonds, Series 2015A

Meeting Date: September 10, 2018
 Item Type: Consent
 Contact: Kristi Smith 651-450-2521
 Prepared by: Kristi Smith, Finance Director
 Reviewed by: Joe Lynch, City Administrator
 Scott Thureen, PW Director

Fiscal/FTE Impact:

☒	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☐	Other

PURPOSE/ACTION REQUESTED

Approve the Resolution Reallocating Remaining Proceeds of the City's \$7,745,000 General Obligation Bonds, Series 2015A

SUMMARY

Resolution 15-120 issued \$7,745,000 in General Obligation Bonds, Series 2015A. Proceeds were to pay for projects 2014-11 Argenta Trail/TH 55 Improvements and 2015-09E 47th Street Reconstruction. After all revenues and expenditures related to the projects were accounted for there are bond proceeds remaining.

After discussions with City Staff, Ehlers, and Kennedy & Graven it has been determined that it is in the City's best interest to reallocate the remaining bond proceeds toward project 2015-09D Broderick Blvd Reconstruction.

The resolution will authorize reallocating the remaining bond proceeds from the 2014-11 project to the 2015-09D project. The resolution will be available prior to Monday's meeting.

Staff recommends approval of the resolution.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Pay Request No 2- Dasher Board Package – West Rink Floor Project – City Project 2017-1722

Meeting Date: September 10, 2018
 Item Type: Consent Agenda
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Shannon Battles

Fiscal/FTE Impact:

☐	None
☒	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☐	Other

PURPOSE/ACTION REQUESTED

The Council is asked to approve pay request #2 for the Dasher Board Package for the West Rink Renovation Project to Becker Arena Products Inc. in the amount of \$12,272.18. The overall project is funded with an interest-free loan from the Central Equipment Fund which will be repaid over a 10-year period from the Host Community Fund. The contract with Minnesota Ice is a part of a larger project we are doing in conjunction with a JPA with the City of Rosemount. Under the terms of the JPA, the City of Rosemount will reimburse the City 90% of the project costs over a 10-year period.

SUMMARY

On May 14, 2018, the Council approved the purchase of the dasher board system for the West Rink Project using the National Joint Powers Purchasing Agreement (NJPA) from Becker Arena Products in an amount of \$165,245.57. On August 27, 2018 the Council approved Change Order #1 for rubberized flooring in the amount of \$27,271.51.

The contract with MN Ice is as follows:

Minnesota Ice	\$165,245.57
Change Order 1	\$27,271.51
Total	\$192,517.08

The overall project budget is as follows:

Contractor	Amount	Description
Stevens Engineering	\$39,300	Design and Engineering
GPRS	\$650	Underground utility locates
Rink Tech	\$4,682	Installation of isolation valve
Frank J Zamboni	\$136,890	Ice Resurfacer
Braun Intertec	\$2,100	Soils Engineer
Insituform	\$31,886	Line Roof Drain Pipe
Becker Arena Products	\$165,246	Dasher Board System
Becker Arena Products – Change Order #1	\$27,272	Correct Rain Damage; paid by LMCIT insurance claim
Minnesota Ice	\$539,852	West Rink Floor
MN Ice - Change Order #1	\$19,107	Soils Correction
MN Ice - Change Order #2	\$1,230	Additional Temperature Sensors
MN Ice - Change Order #3	\$48,842	Correct Rain Damage; paid by LMCIT insurance claim
Project Contingency	\$7,563	Started at \$50,000 increased to \$60,000 on July 23, 2018, increased to \$110,000 on August 13, 2018 and increased to \$138,000 on August 23, 2018
Total	\$1,024,620	

Becker Arena Products Inc
720 Innovation Drive
Shakopee MN 55379 USA

Phone: 800-234-5522
Fax: 952-890-2680

Invoice: 1011284

Pro-forma Invoice

Page: 1 of 1
Date: 8/29/2018

Sold To:

Inver Grove Heights, City Of
Veterans Memorial Civic Center
8055 Barabara Ave
Inver Grove Hts MN 55077 USA

Ship To:

Inver Grove Heights Veterans Memorial
Civic Center
8055 Barabara Ave
Inver Grove Hts MN 55077 USA

PO Number:

Terms: 45%down, 45%10
day 10%due upon

Sales Rep: Brad Peterson

Ship Via: Delivered (included in cost)

Line	Part Number/Description	Quantity	Doc Unit Price	Ext Price
1	01 FLOORING FLOO - Inver Grove Heights, MN	1.00 EA	13,301.94000 /1 Disc	13,301.94 -665.10000
2	INSTALL1 INVER GROVE HEIGHTS, MN - RUBBER FLORING & INSTALL	1.00 EA	15,404.92000 /1 Disc	15,404.92 -770.25000

Line(s) Subtotal: 27,271.51
Miscellaneous Charges: 0.00
Total Taxes: 0.00
Deposit Balance: 0.00
Rounding: 0.00

Total: 27,271.51

45% Deposit with placement of order \$12,272.18



Customer #: INV000

Quotation #: 10004130

Revision #:

Date: August 9, 2018

Proposal Expiration Date: October 9, 2018

Your Sales Consultant: Brad Peterson

Prepared For:

Mr. Eric Carlson

Inver Grove Heights Veterans Memorial Civic Center

8055 Barbara Ave

Inver Grove Heights, MN 55077

Project Location:

Veterans Memorial Civic Center

Thank you for considering Becker Arena Products, Inc., we appreciate the opportunity...

Benefits of Choosing to Partner with Becker Arena Products

- A stable and reliable company since 1988
- A staff with in-depth knowledge of the industry and products
- Quality products that last
- Experienced and professional installers
- Excellent customer service
- Worry Free Projects - Guaranteed

This system is available through the Sourcewell Cooperative Purchasing Program at discounted pricing. BECKER ARENA PRODUCTS, INC – VENDOR CONTRACT #030117 – BAP

Sourcewell is a municipal contracting government agency that serves education and government agencies nationally through competitively bid and awarded contract purchasing solutions. Over 47,000 Member agencies enjoy the value and commitment of the world-class Sourcewell awarded Vendors. Take advantage of the cooperative purchasing discounts shown here in this quotation mentioning our contract #030117-BAP when ordering. You must be a member and contracting authority. Ask your sales person for a copy of the Sourcewell Contract Purchasing information booklet or go to www.sourcewell-mn.gov for more information.

Confidential: This document contains proprietary and confidential information that is owned and is of significant value to Becker Arena Products, Inc. No unauthorized use, disclosure or reproduction of any of this information is permitted without the prior written consent of Becker Arena Products, Inc.

Becker Arena Products, Inc. | 720 Innovation Drive Shakopee, MN 55379 | Toll Free (800) 234-5522 | www.beckerarena.com



We have put together a detailed project scope for your review based on the information provided.

RUBBER FLOORING

STAMINA RUBBER FLOORING

Becker Arena Products will furnish 2,612 square feet (109 mats including the required overage) of 3/8" (10mm) thick x 4' wide x 6' long Black Stamina Mats W/ Grey Speckle with the required adhesive and approximately 25 lineal feet of transition strips.

Note: Delivery freight for all materials to Inver Grove Heights, Minnesota

Customer is responsible for unloading all materials

Includes three (3) moisture test kits with placement and results

REMOVAL, FLOOR PREPARATION & INSTALLATION

Becker Arena Products, Inc. will furnish a crew for the complete removal of existing flooring, preparation of the floor and installation of the Stamina rubber flooring and transition strips with adhesive as described above. Includes all installation labor (**Non-union labor/Non prevailing wage rate labor**). Includes a dumpster service for scrap and packaging materials along with a fork lift for unloading and material handling.

Pricing does not include any moisture mitigation as may be required based on test results – moisture mitigation pricing to be determined

TOTAL PRICE DELIVERED & INSTALLED

\$ 28,706.85

SOURCEWELL PROGRAM DISCOUNTS

BECKER ARENA PRODUCTS, INC. – VENDOR CONTRACT #030117-BAP

SOURCEWELL BASE PRICE DISCOUNT – 5%

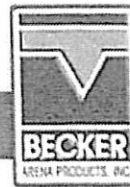
\$ 1,435.34

BASE PRICE WITH 5% SOURCEWELL DISCOUNT

\$ 27,271.51

Accept ☒

Proposal/Contract



Please Note: Taxes are the responsibility of the purchaser. Prices do not include special insurance requirements, bonding, or applicable permits and/or license fees. Prices subject to site visit and/or receipt of final construction drawings and specifications. If sales tax is applicable it will be added to the proposal totals and noted on a Contract Summary Sheet that will be sent back with your executed contract.

All payment terms are based on credit approval.

Our Standard Payment terms are:

45% due upon placement of order	(\$ 12,272.18)
45% due 10 days prior to delivery	(\$ 12,272.18)
10% due upon delivery and installation	(\$ 2,227.15)

The above payment amounts will be filled in based on total contract price and any applicable sales tax and sent back on the Contract Summary Sheet with your executed contract.

We are looking forward to the opportunity of working with you on your project and if we can be of further assistance please do not hesitate to call.

This proposal is subject to Becker Arena Products, Inc. Standard Terms and Conditions and Limited Warranty and may be withdrawn without penalty at any time before contract execution. If accepted, please sign and return this copy to Becker Arena Products. When approved and signed by one of our officers a fully executed copy will be forwarded for your records. This proposal is subject to change, withdrawal or cancellation until accepted by you. If Becker Arena Products, Inc. have not received your acceptance within 60 days from the date hereof, this proposal shall automatically expire. Becker Arena Products, Inc. retains a security interest in all products covered in this agreement until all payment terms have been met. In addition, the purchaser agrees to sign any additional documents for Becker Arena Products, Inc. to perfect its security interest in the products.

Proposal/Contract # 10004130 is accepted with initialed options:

Purchaser Signature

Beck's Department Division

Title

Beck Carlson

Print Name

8/29/18

Date

40301

Sourcewell Member Number

Becker Arena Products, Inc.

Title

Laurie Preston

Print Name

8-29-18

Date

030117-BAP

Sourcewell Contract Number

Becker Arena Products, Inc. is an Equal Employment Opportunity Employer



Becker Arena Products, Inc.

STANDARD TERMS AND CONDITIONS

1. **Applicable Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota, as applied to contracts executed in and performed wholly within the State of Minnesota.
2. **Delays.** Becker Arena Products, Inc. (Seller) will not be liable for any delay in the performance of orders or contracts, or in the delivery or shipment of the goods, or for any damages suffered by the Purchaser by reason of such delay, including liquidated or actual damages.
3. **Arbitration.** Any and all controversies or claims arising out of or relating to this contract or the performance or breach thereof shall be settled by arbitration in Minneapolis, Minnesota in accordance with the then existing rules and procedure of the American Arbitration Association.
4. **Mechanic's Lien or Bond Rights.** Nothing herein shall be deemed to waive or affect Seller's right to assert a mechanic's lien against the property on which the goods are installed or to make a claim against any bond. Purchaser agrees to provide any and all information requested by Seller, within three (3) calendar days, to allow Seller to preserve or effectuate its mechanic's lien or bond rights.
5. **Change Orders.** A change order will be required for any additional work to be performed or materials to be supplied by the Seller, which is not included in the contract or is a result of the Purchaser's failure to comply with the terms and conditions as described herein. A change order must be filled out by the Seller and signed by the Purchaser before any work commences or material is ordered and/or shipped.
6. **Production Schedule, Installation Schedule, and Storage.** When Seller has received and accepted the contract along with signed approval drawings and credit approval, they will have up to 16 weeks to produce and deliver the materials provided that there are no custom materials needed. Custom materials will include non-standard colors and/or materials. The Purchaser will be contacted after the receipt of the required information to coordinate a shipping date and an installation date(s). These dates will serve as the contract delivery date and will be used to schedule production, delivery, and installation. The Owner/Purchaser will be contacted 21 days prior to shipping to confirm that the site will be ready. If the Purchaser's site is not ready or will not be ready on this date, the following may occur:

Rubber Flooring

- A. Seller may choose whether or not to produce the material according to its production schedule. If they produce the material on schedule, it will be stored at Becker Arena Product's location of business and storage fees will be charged to the Purchaser at the rate of US \$300 per week. All payments will be due according to the terms from the original ship date. If the Seller chooses to delay production to coincide with the new ship date, no storage fees will apply and payment will be due according to the terms from the original ship date. If contract terms are paid in full prior to shipping, the time will start from the original ship date and not the adjusted ship date.

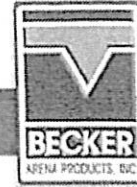


- B. A new shipping/installation date will be coordinated with Seller's installation department and confirmed with the Purchaser. The Seller will reschedule the installation for the next available date according to the Seller's installation schedule. In some cases, the site delay may cause additional charges. This includes, but is not limited to, wages, remobilization, and equipment rental, to be paid by the Purchaser.
- C. If the Purchaser's site is not ready when the Seller's installation crew arrives, additional costs will be charged to the Purchaser. This includes, but is not limited to wages, travel, lodging, meals, equipment rental and changes in Becker Arena Product's installation schedule.
- D. Receive tiles in a careful manner to avoid any damage. Adhesives or surface preparation product containers shall be unbroken and labels intact until time of use. Prevent damage or contamination to materials by water, moisture, freezing, excessive heat, foreign matter or other causes.
- E. Materials should be stored on site with adhesives, etc., for at least 48 hours prior to installation (extreme cold or hot conditions may require additional time). Tiles should be removed from pallets and any loading/shipping constraint pressures be removed in order to acclimatize to room conditions.
- F. Work from all other trades must be complete, especially overhead trades, before installation can begin. Caution is required on site, as under no circumstances should the tiles be left bent, folded, stepped on or crushed, as this may destroy the material.
Rubber tiles are susceptible to dimensional changes due to temperature and climate conditions. It is vital that site conditions remain constant
 Avoid exposure to direct sunlight as UV rays can alter appearance of colored rubber.

1. General Site Requirements. The following criteria must be met or extra charges may apply, and delays will be incurred, if the site is not in compliance when Seller is ready to deliver and install the goods:

The installation of any resilient rubber flooring is only as good as the sub-floor it is laid upon. This is especially true when the flooring is glued down. Rough and uneven sub-floors can diminish the appearance, cause uneven top surfaces and shorten the life span of such flooring. We therefore recommend proper preparation of such sub-floors as follows:

- A. **Existing Flooring**
Do not install flooring over existing flooring.
- B. **Wood Floors**
New wood sub-floors should be CDX exterior plywood installed smooth side up.
All nails, staples or screw fasteners must be caulked and surface sealed with epoxy sealant.
Plywood should be acclimatized for a 48-hour period prior to installation of flooring tile.
All wood sub-floors must be clean and dry of all dust, dirt, and previous floor finishes.
Patch cracks, holes, and rough or uneven areas with an appropriate cement based leveling compound (such as Mapei Planipatch, etc) to manufacturers' standards.
- C. **Concrete Floors**
Ensure sub-floor is smooth and level to a tolerance of 3.2mm (1/8 in) in 1.8m (6 ft).
Ensure concrete floors have cured for minimum 6 weeks.



It is vital that a moisture test be completed prior to floor installation. Moisture is the single most significant factor that causes bonding failure to the sub-floor. Moisture tests must be performed on all concrete floors regardless of age and grade level.

- Test shall be in accordance with ASTM F-1869 Standard Test Method for Measuring Moisture Vapor Emission Rate of Concrete Sub-floor Using Anhydrous Calcium Chloride.
- One test should be conducted for every 92.9 m² (1000 sqft) of flooring and the results not exceed 2.27 kg (5 lbs) per 92.9 m² (1000 sqft) in 24 hours. The relative humidity must be below 75%
- If test results exceed limitations or hydrostatic pressure exists, the installation must not proceed until the problem has been corrected or an approved vapor barrier underlayment is installed. Unless otherwise noted
- All test results must be kept on file and be accessible upon request.
- If lightweight concrete has been used in construction DO NOT use the F1869 test.
- Use ASTM F2170, the Relative-Humidity Test, as an alternate in these cases.
- If poured-gypsum underlayment has been used, check with the underlayment manufacturer on how to test for dryness. Never use calcium chloride testing with gypsum underlayment.
- Ensure existing concrete floors are clean, dry and smooth.
- Remove any wax, paint, varnish, adhesive or any other material that would prevent proper bonding of adhesive.
- Repair any low spots with a cementitious based latex patch mix.
- Fill and smooth any rough or porous concrete sub-base prior to installing flooring.
- If concrete sealers (not recommended) have been applied, two-part solvent-free floor adhesive must be used.
- Concrete and Floor Work: All concrete work is to be completed and allowed to cure, according to job specifications and/or flooring contractors requirements, before the date installation is scheduled to begin.

D. Concrete Floors with Radiant Heating System

Floor surface temperature must not exceed 24°C (75°F) during normal operation.

If, upon arrival, the concrete is inspected and does not meet the specifications for moisture, levelness or flatness the following will occur:

1. Seller's Representative will determine if floor can be altered, adjusted to achieve desired requirements for the installation. If so, the additional time and materials to do this will be paid by the Purchaser. A change order must be filled out by the Seller's Representative and signed by the Purchaser before any work commences.
2. If the material cannot be installed due to poor concrete surface, the Purchaser will be responsible for fixing the surface to meet flooring installation requirements. All associated costs for this are the sole responsibility of the Purchaser.
3. The Seller will accept contracts that are retrofit projects with the understanding that the condition of the underlying concrete work meets the requirements stated above. If, after removal of the existing materials, the concrete does not meet these conditions, points "1" and "2" from above will apply.



2. Walk Through Inspection. When Seller's work is complete or near complete, Purchaser or the Purchaser's Representative (including general contractors and architects) must be available for a final walk through inspection with the Seller's Representative. Any parties who do not attend the walk through will forfeit their right to submit punch list items. A final punch list of items to be completed or repaired will be prepared as a result of this walk through. Any item not included on the final "punch list" will not be the responsibility of the Seller unless it is covered by the Seller's Warranty.

3. Material Check-in. (Installation supervision and supply only contracts) The Purchaser shall be responsible to verify the shipment for quantities and any damage caused from shipping for jobs that include installation supervision or are supply only. Any quantity variances and/or damage must be noted and reported to the Project Manager by filling out the Material Check-in Form and faxing it to the Project Manager. Missing/damaged items must be reported within 24 hours of receipt to receive credit. All boxes will be clearly marked by the Seller. The Ship list will clearly identify the contents and quantities of the shipment. It is the responsibility of the Purchaser to verify that all box numbers in the hardware crate are accounted for, not to open and count each individual item in a box. The Purchaser must count anything that is not boxed.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Pay Request #1, and Change Orders #1 and #2 to Pember Companies Inc. for the Heritage Village Park Dog Park Improvements

Meeting Date: September 10, 2018
 Item Type: Consent Agenda
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Brian Swoboda
 Tracy Petersen

☐	Fiscal/FTE Impact:
☐	None
☒	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☐	Other

PURPOSE/ACTION REQUESTED

The Council is asked to approve Pay Request #1 to Pember Companies Inc. in the amount of \$41,683.62 for the Heritage Village Park Dog Park and Change Order #1 in the amount of \$420.75 and Change Order #2 in the amount of \$688.26. The project is funded by two grants the City has received from the State of MN and the Park Acquisition and Development Fund (Fund 402).

SUMMARY

The City awarded a contract to Pember Companies Inc. on July 23, 2018 in the amount of \$843,017. Change order #1 in the amount of \$420.75 is to replace the plastic apron with a concrete apron for the end of a storm water pipe. Change Order #2 in the amount of \$688.26 is to incorporate a pressure reducing valve needed for the water service.

The contract with Pember Companies Inc. is as follows:

Pember Companies	\$837,017
Change Order #1	\$420.75
Change Order #2	\$688.26
Total	\$838,126.01

The overall project costs are as follows:

WSB – Preparation of Plans & Specifications	\$55,000	Design and Engineering
Braun Intertec – Environmental Coordination	\$10,000	Environmental Engineering
WSB – Construction Observation and Administration (estimate at this time)	\$60,000	Construction observation and administration
Construction Contract with Pember Companies Inc.	\$843,017	Dog Park contract
Change Order #1	\$421	Concrete apron
Change Order #2	\$688	Pressure reducing valve
10% Construction Contingency	\$82,891	Started at \$84,000
Xcel Energy – Bury Overhead Utility Lines (estimate at this time)	\$42,108	Xcel bury lines
Century Link – Bury Overhead Utility Line (estimate at this time)	\$22,096	Century Link bury lines
Total	\$1,116,221	

REQUEST FOR PAYMENT

From: PEMBER COMPANIES, INC.
N4449 469th Street
Menomonie, WI 54751-5436

To: City of Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077

Invoice: 10455
Draw: 695
Invoice date: 8/30/2018
Period ending date: 8/30/2018

Project: 18-0691-01 IGH, MN - HVP DOG PARK

REQUEST FOR PAYMENT:

Original Contract Amount:	\$843,017.00
Net Change Orders:	\$0.00
Revised Contract Amount:	\$843,017.00
Contract Completed to Date:	\$43,877.50
Retainage:	\$2,193.88
Less Previous Requests:	\$0.00
Current Request for Payment:	\$41,683.62
Remaining Contract to Bill:	\$801,333.38

I hereby certify that the work performed and the materials supplied to date, as shown on the above represent the actual value of the accomplishment under the terms of the Contract (and all authorized changes thereof) between the undersigned and the City of Inver Grove Heights relating to the above referenced project. I also certify that the contractor has paid all amounts previously billed and paid by the owner.

CONTRACTOR: PEMBER COMPANIES, INC.

State Of Wisconsin

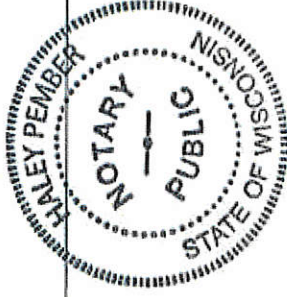
County Of Dunn

By: RO R

Subscribed and sworn to before me this 30th day of August, 2018

Date: August 30, 2018

Notary Public Hayley PEMBER
My commission expires: MARCH 13, 2022



PAYMENT RECOMMENDED:

PAYMENT APPROVED:

Carla Amborg (WSB)
Engineer Signature

Carla Amborg, PLA
Printed Name and Title

8-30-2018
Date:

Owner Signature

Printed Name and Title

Date:

REQUEST FOR PAYMENT DETAIL

Project: 18-0691-01 / IGH, MN - HVP DOG PARK Invoice: 10455
Period Ending Date: 8/30/2018 Draw: 695
Detail Page 2 of 6 Pages

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REQUEST FOR PAYMENT DETAIL

Project: 18-0691-01 / IGH, MN - HVP DOG PARK Invoice: 10455 Draw: 695 Period Ending Date: 8/30/2018 Detail Page 3 of 6 Pages

Item ID	Description	Unit of Measure	CONTRACTED			CURRENT		TOTAL TO DATE		Units to Finish
			Bid Quantity	Unit Price	Amount	Quantity	Amount	Quantity	Amount	
10	MOBILIZATION	LS	1.00	33,550.00	33,550.00	0.50	16,775.00	0.50	16,775.00	0.50
20	CONSTRUCTION SURVEYING	LS	1.00	15,000.00	15,000.00	0.50	7,500.00	0.50	7,500.00	0.50
30	CLEARING & GRUBBING TREES	EA	4.00	985.00	3,940.00	1.00	985.00	1.00	985.00	3.00
40	CLEARING VEGETATION	ACRE	3.00	1,300.00	3,900.00					3.00
50	R&R BITUMINOUS PAVEMENT	SY	100.00	90.00	9,000.00					100.00
60	REMOVE, RELOCATE BOULDERS	EA	23.00	335.00	7,705.00					23.00
70	SITE EARTHWORK	LS	1.00	54,000.00	54,000.00	0.25	13,500.00	0.25	13,500.00	0.75
80	EXPORT EXCESS SOIL (LV)	CY	1,100.00	9.00	9,900.00					1,100.00
90	SELECT GRANULAR BORROW	CY	500.00	30.00	15,000.00					500.00
100	GEOTEXTILE FABRIC TYPE V	SY	1,500.00	1.95	2,925.00					1,500.00
110	CLASS 5 AGGREGATE BASE	TON	760.00	23.25	17,670.00					760.00
120	CLASS 2 AGGREGATE BASE	TON	200.00	55.55	11,110.00					200.00
130	BITUMINOUS PARKING LOT	SY	1,200.00	26.35	31,620.00					1,200.00
140	BITUMINOUS TRAIL	SY	550.00	33.15	18,232.50					550.00
150	DRAINAGE STRUCTURE SPECIAL	EA	2.00	2,885.00	5,770.00					2.00
160	SPLASH BLOCKS	EA	2.00	225.00	450.00					2.00
170	12" PLASTIC APRON	EA	1.00	340.00	340.00					1.00
180	IRRIGATION CONDUIT	LF	80.00	30.00	2,400.00					80.00
190	12" SOLID HDPE PIPE SEWER	LF	91.00	50.00	4,550.00					91.00
200	4" PERFORATED HDPE PIPE	LF	600.00	20.00	12,000.00					600.00
210	4" PVC PIPE	LF	45.00	26.00	1,170.00					45.00
220	DRAINTILE CLEANOUT	EA	5.00	600.00	3,000.00					5.00
230	OUTLET CONTROL STRUCTURE	EA	1.00	2,750.00	2,750.00					1.00
240	KNIFE GATE VALVE AND BOX	EA	1.00	700.00	700.00					1.00
250	ELECTRICAL SERVICE	LS	1.00	117,700.00	117,700.00					1.00
260	LIGHT POLES, STEEL	EA	3.00	4,825.00	14,475.00					3.00
270	LIGHT POLES, FIBERGLASS	EA	1.00	5,300.00	5,300.00					1.00
280	ROCK EXCAVATION	CY	45.00	100.00	4,500.00					45.00
290	TRAFFIC CONTROL	LS	1.00	2,500.00	2,500.00					1.00
300	4" THICK CONCRETE PAVEMENT	SF	1,800.00	8.70	15,660.00					1,800.00
310	6" THICK CONCRETE PAVEMENT	SF	200.00	10.25	2,050.00					200.00
320	6" PEDESTRIAN RAMP & CURB	SF	130.00	18.75	2,437.50					130.00
330	8" THICK CONCRETE APRON	SF	915.00	12.60	11,529.00					915.00

REQUEST FOR PAYMENT DETAIL

Project: 18-0691-01 / IGH, MN - HVP DOG PARK Invoice: 10455 Draw: 695 Period Ending Date: 8/30/2018 Detail Page 4 of 6 Pages

Item ID	Description	Unit of Measure	CONTRACTED			CURRENT			TOTAL TO DATE		
			Bid Quantity	Unit Price	Amount	Quantity	Amount	Quantity	Amount	Quantity	Units to Finish
340	24"CONC MAINTENANCE STRIP	LF	1,300.00	43.25	56,225.00						1,300.00
350	B612 CURB & GUTTER	LF	550.00	25.60	14,080.00						550.00
360	DETECTABLE WARNING PLATE	SF	16.00	59.50	952.00						16.00
370	PARKING LOT STRIPING	LS	1.00	800.00	800.00						1.00
380	ADA PARKING SIGN	EA	2.00	230.00	460.00						2.00
390	BASIN SIGN	EA	4.00	230.00	920.00						4.00
400	DOG PARK SIGN - SMALL	EA	2.00	230.00	460.00						2.00
410	DOG PARK SIGN - RULES	EA	1.00	550.00	550.00						1.00
420	DOG PARK MESSAGE BOARD	EA	1.00	1,750.00	1,750.00						1.00
430	WOOD POST & WIRE FENCING	LF	3,900.00	11.05	43,095.00						3,900.00
440	WOOD POST & FENCE CORNERS	EA	22.00	345.00	7,590.00						22.00
450	4' HIGH CHAINLINK FENCE	LF	1,450.00	27.00	39,150.00						1,450.00
460	CHAINLINK DBL ACCESS GATE	EA	3.00	1,260.00	3,780.00						3.00
470	CHAINLINK MAIN GATE	EA	4.00	1,715.00	6,860.00						4.00
480	EROSION CONTROL BLANKET	SY	620.00	3.70	2,294.00						620.00
490	HYDRAULIC SOIL STABILIZER	ACRE	2.60	4,210.00	10,946.00						2.60
500	FILTER LOG WOOD FIBER	LF	1,500.00	3.00	4,500.00	1,300.00	3,900.00	1,300.00	3,900.00		200.00
510	CONSTRUCTION ENTRANCE	EA	1.00	715.00	715.00	0.50	357.50	0.50	357.50		0.50
520	EROSION CONTROL SILT FENCE	LF	800.00	2.00	1,600.00	430.00	860.00	430.00	860.00		370.00
530	TREE PROTECTION	LF	400.00	1.95	780.00						400.00
540	INLET PROTECTION	EA	2.00	100.00	200.00						2.00
550	ENGINEERED SOIL (LV)	CY	200.00	98.00	19,600.00						200.00
560	DECIDUOUS TREE 2.5" CAL B&B	EA	5.00	520.00	2,600.00						5.00
570	DECIDUOUS TREE 1.5" CAL B&B	EA	3.00	425.00	1,275.00						3.00
580	5-GALLON POTTED SHRUB	EA	10.00	73.50	735.00						10.00
590	1-GALLON POTTED PERENNIAL	EA	50.00	22.80	1,140.00						50.00
600	SHREDDED HARDWOOD MULCH	SY	100.00	91.00	9,100.00						100.00
610	TURF SEED RESTORATION	ACRE	0.60	2,310.00	1,386.00						0.60
620	TYPE 2 FESCUE TURF SEED	ACRE	2.00	1,800.00	3,600.00						2.00
630	TYPE 3 BASIN SEED MIX	ACRE	0.10	2,650.00	265.00						0.10
650	DRINKING FOUNTAIN	EA	2.00	10,100.00	20,200.00						2.00
660	LIGHT POLES, FIBERGLASS	EA	17.00	3,300.00	56,100.00						17.00
680	1.5" TYPE K COPPER PIPE	LF	350.00	50.00	17,500.00						350.00

REQUEST FOR PAYMENT DETAIL

Project: 18-0691-01 / IGH, MN - HVP DOG PARK Invoice: 10455 Draw: 695 Period Ending Date: 8/30/2018 Detail Page 5 of 6 Pages

Item ID	Description	Unit of Measure	CONTRACTED			CURRENT		TOTAL TO DATE		Units to Finish
			Bid Quantity	Unit Price	Amount	Quantity	Amount	Quantity	Amount	
690	1.5" CURB STOP AND BOX	EA	1.00	600.00	600.00					1.00
700	1.5" CORPORATION STOP	EA	1.00	500.00	500.00					1.00
710	2" DUCTILE IRON PIPE CL 52	LF	50.00	70.00	3,500.00					50.00
720	2" CURB STOP AND BOX	EA	1.00	750.00	750.00					1.00
730	2" CORPORATION STOP	EA	1.00	600.00	600.00					1.00
740	BLOWOFF VALVE ASSEMBLY	EA	1.00	1,500.00	1,500.00					1.00
760	COMMON TOPSOIL BORROW	CY	25.00	37.00	925.00					25.00
770	DISPOSE OF UNSUITABLE SOILS	CY	1,100.00	46.00	50,600.00					1,100.00
780	DEWATERING	LS	1.00	10,000.00	10,000.00					1.00
9000	MOBILIZATION	LS	1.00	0.00	0.00					1.00
9010	SUPERINTENDENT	LS	1.00	0.00	0.00					1.00
9020	WARRANTY COSTS	LS	1.00	0.00	0.00					1.00
Totals					843,017.00		43,877.50		43,877.50	



N4449 - 469th Street
Menomonie, Wisconsin 54751
Phone: 715-235-0316 Fax: 715-235-9006
Grading * Utility Installation
Curb and Gutter * Sidewalk

CHANGE ORDER NO. 1

Date: 8/16/2018
Project Name: Inver Grove Heights - HVP Dog Park
Job #: 18-691
Project Manager: Dave Webb
Contact Phone: 715-556-0310
Contact Email: dwebb@pembercompanies.com
Change Requested By: _____

DESCRIPTION OF CHANGE ORDER:

Replace plastic apron with a 12" RCP concrete apron.

CHANGE IN CONTRACT AMOUNT:

(without cage) \$263.25
(with cage/rodent guard) \$420.75

CHANGE IN CONTRACT TIME:

APPROVED:

Signature

Title/Company

Date



N4449 - 469th Street
Menomonie, Wisconsin 54751
Phone: 715-235-0316 Fax: 715-235-9006
Grading * Utility Installation
Curb and Gutter * Sidewalk

CHANGE ORDER NO. 2

Date: 8/28/2018
Project Name: Inver Grove Heights - HVP Dog Park
Job #: 18-691
Project Manager: Dave Webb
Contact Phone: 715-556-0310
Contact Email: dwebb@pembercompanies.com
Change Requested By: _____

DESCRIPTION OF CHANGE ORDER:

Pressure Reducing Valve - Fountain

CHANGE IN CONTRACT AMOUNT:

Materials	\$598.26
Labor	\$90.00
TOTAL	\$688.26

CHANGE IN CONTRACT TIME:

APPROVED:

Signature

Title/Company

Date

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Resolution Authorizing Transfers to Purchase the Property at 1805 60th St E Inver Grove Heights

Meeting Date: September 10, 2018
Item Type: Consent
Contact: Kristi Smith 651-450-2521
Prepared by: Kristi Smith, Finance Director
Reviewed by: Joe Lynch, City Administrator

Fiscal/FTE Impact:

☐	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☒	Other

PURPOSE/ACTION REQUESTED

Approve resolution authorizing transfers from Closed Bond Fund to Project L0010 – 1805 60th St E Property Acquisition.

SUMMARY

At the September 4, 2018 Special Meeting the Council approved the purchase of the Gore Property at 1805 60th St E. The funding source recommendation includes an amount not to exceed \$239,000 from the Closed Bond Fund. To date the following costs have been incurred:

\$10,000.00	Earnest money
1,873.20	Legal costs
<u>1,310.00</u>	Appraisal costs
\$13,183.20	Total costs incurred and paid to date

Estimated future costs to be incurred:

\$179,000.00	Purchase price (less earnest money)
5,000.00	Phase I and II Environmental costs
6,816.80	Legal and Closing costs
<u>35,000.00</u>	Demolition
<u>\$225,816.80</u>	Total estimated future costs
 \$239,000.00	 Total not to exceed

At this time, we are requesting approval to transfer \$13,183.20 from the Closed Bond Fund to Project L0010. We are also requesting approval to transfer up to \$225,816.80 at the time the costs are incurred from the Closed Bond Fund to Project L0010.

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. _____

RESOLUTION AUTHORIZING TRANSFERS FOR PROJECT L0010 – 1805 60th St E

WHEREAS, the City is purchasing the Gore Property at 1805 60th St E Inver Grove Heights; and

WHEREAS, the City will incur future costs for environmental, acquisition, closing, legal and demolition; and

WHEREAS, the Project does not have sufficient funds to cover costs associated with the purchase and demolition; and

WHEREAS, all costs associated with the acquisition and demolition are to be funded by transfers from the Closed Bond Fund, but not to exceed \$239,000.00;

NOW, THEREFORE BE IT RESOLVED, BY THE CITY OF INVER GROVE HEIGHTS: that the following transfers are authorized and may occur as necessary in 2018 and thereafter:

From:	Closed Bond Fund	399.57.9200.590.91100	\$13,183.20
To:	Community Property	L0010-449.59.0000.3911000	13,183.20
From:	Closed Bond Fund	399.57.9200.590.91100	up to \$225,816.80
To:	Community Property	L0010-449.59.0000.3911000	up to 225,816.80

Adopted by the City of Inver Grove Heights this 10th day of September 2018.

Ayes:

Nays:

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Accept and Approve Quotes for Roof Repairs for Public Works Maintenance Building and Public Works Cold Storage Building

Meeting Date: September 10, 2018
 Item Type: Consent
 Contact: Scott D. Thureen, 651.450.2571
 Prepared by: Scott D. Thureen, Public Works Director
 Reviewed by: 

Fiscal/FTE Impact:
☐ None
☐ Amount included in current budget
☐ Budget amendment requested
☐ FTE included in current complement
☐ New FTE requested – N/A
☒ Other: Central Equipment Fund

PURPOSE/ACTION REQUESTED

Accept and approve quotes for roof repairs for Public Works Maintenance Building and Public Works Cold Storage Building.

SUMMARY

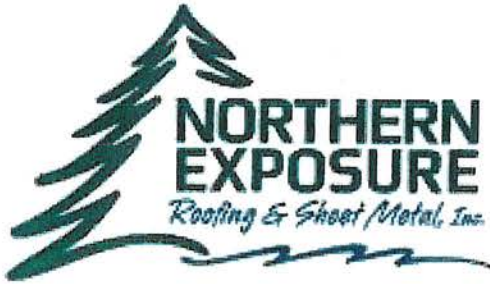
This year, three different roofing contractors inspected the roof for the Public Works Maintenance Building and the Public Works Cold Storage Building. We requested quotes for both repair and replacement. Only one contractor would provide repair quotes, with a qualifier that there would be no guarantee that water infiltration would cease, due to the poor condition of the roof membrane material.

All three contractors provided quotes for replacing the roofs. The quotes for the Public Works Maintenance Building were greater than the maximum contract amount that can be approved via quotes. Staff has requested a proposal for preparation of formal bid documents from a consultant. I expect to bring that to the Council in the near future.

I recommend that the repair quotes from Northern Exposure Roofing and Sheet Metal, Inc. in the amount of \$4,750 and \$3,450 be accepted and approved. Completing these repairs will slow the damage being caused to the buildings by water infiltration until the roofs can be replaced. The work would be funded by the Central Equipment Fund.

SDT/kf

Attachments: Proposals



P: 651-423-5599

F: 651-560-7010

2605 160th St W #112
Rosemount, MN 55068

City Of Inver Grove Heights
Attn: Barry Underdahl

4/30/2018

BID: Cold Storage Repair Proposal
8168 Barbara Ave Inver Grove Heights, MN 55077

Proposed by: Jake Kienlen E-mail: jkienlen@nersm.com

Phone: 319-431-4913

Northern Exposure Roofing & Sheet Metal, Inc. hereby offers to furnish labor, materials, equipment and supervision necessary to complete the following on said job in accordance with the specifications described within and attached to this proposal and in accordance with all terms and conditions of this proposal and agreement. This proposal is subject to a thirty day acceptance period unless otherwise agreed, and if accepted by offeree the proposal shall become a bona fide contract under the State of Minnesota and shall be so construed.

Scope of Work:

- Provide labor for (4) service guys for one day to inspect roof and make noticeable repairs to membrane to help with water infiltration.
- Provide EPDM membrane flashings to make temporary repairs.
- **Note:** Because of the condition of the roof this proposal does not guarantee that this will eliminate water from coming into the building. This is just a proposal to help eliminate water infiltration until roof is replaced.

Project Total: \$4,750.00

Four Thousand Seven Hundred Fifty.

Northern Exposure Roofing & Sheet Metal, Inc.

By Jake Kienlen

Jake Kienlen - (319-431-4913)

Acceptance:

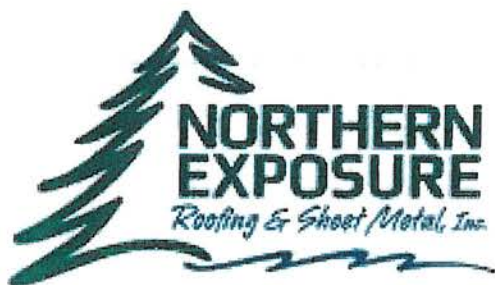
I accept this proposal. In signing this document I acknowledge that I have completely read this document and agree to be bound by all its terms and conditions, that I have the authority to bind the company/ person named in this proposal.

Signature

Date

Title

Commercial Industrial Institutional



P: 651-423-5599

F: 651-560-7010

2605 160th St W #112
Rosemount, MN 55068

City Of Inver Grove Heights

Attn: Barry Underdahl

4/30/2018

BID: Main Building Repair Proposal
8168 Barbara Ave Inver Grove Heights, MN 55077

Proposed by: Jake Kienlen E-mail: jkienlen@nersm.com

Phone: 319-431-4913

Northern Exposure Roofing & Sheet Metal, Inc. hereby offers to furnish labor, materials, equipment and supervision necessary to complete the following on said job in accordance with the specifications described within and attached to this proposal and in accordance with all terms and conditions of this proposal and agreement. This proposal is subject to a thirty day acceptance period unless otherwise agreed, and if accepted by offeree the proposal shall become a bona fide contract under the State of Minnesota and shall be so construed.

Scope of Work:

- Provide labor for (2) service guys for one day to inspect roof and make noticeable repairs to membrane to help with water infiltration.
- Provide EPDM membrane flashings to make temporary repairs.
- **Note:** Because of the condition of the roof this proposal does not guarantee that this will eliminate water from coming into the building. This is just a proposal to help eliminate water infiltration until roof is replaced.

Project Total: \$3,450.00

Three Thousand Four Hundred Fifty.

Northern Exposure Roofing & Sheet Metal, Inc.

By Jake Kienlen

Jake Kienlen - (319-431-4913)

Acceptance:

I accept this proposal. In signing this document I acknowledge that I have completely read this document and agree to be bound by all its terms and conditions, that I have the authority to bind the company/ person named in this proposal.

Signature

Date

Title

Commercial Industrial Institutional

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Street Lighting Requests

Meeting Date: September 10, 2018
 Item Type: Consent
 Contact: Scott D. Thureen, 651.450.2571
 Prepared by: Scott D. Thureen, Public Works Director
 Reviewed by: 

Fiscal/FTE Impact:

- | | |
|-------------------------------------|------------------------------------|
| ☐ | None |
| ☒ | Amount included in current budget |
| ☐ | Budget amendment requested |
| ☐ | FTE included in current complement |
| ☐ | New FTE requested – N/A |
| ☐ | Other: |

PURPOSE/ACTION REQUESTED

Over the past few months, the City has received several street lighting requests. We have requested Xcel Energy and Dakota Electric to provide costs for the installations. Please note that all of the proposed locations are on collector or arterial roadways, so the costs of installation would be the City's responsibility, per City Code.

SUMMARY

A summary of the lighting requests are listed below:

<u>Location</u>	<u>Installation Cost</u>
1. Blaine Avenue and 62 nd Street E.	\$6,916
2. Rich Valley Boulevard and 102 nd Street E.	\$5,500

Public Works is recommending the two street lights be ordered and that the Public Works Director be authorized to sign any necessary agreements.

SDT/kf

Attachments: Xcel Energy Agreement
 Dakota Electric Quote



Outdoor Lighting
825 Rice Street
St. Paul, MN 55117

Construction Agreement For Street Lighting Facilities

The customer identified below ("Customer") and Northern States Power Company, a Minnesota Corporation and wholly owned subsidiary of Xcel Energy Inc. ("Xcel Energy" or "Company") agree to this Construction Agreement for Street Lighting Facilities, including the attached Terms and Conditions, for the following street light facilities:

Customer: **City of Inver Grove Heights**

Address: **8150 Barbara Avenue**

City: **Inver Grove Heights**

State: **MN** Zip Code: **55077**

Project charges of: **Six thousand nine hundred sixteen dollars and 00/100** Dollars: **\$6,916.00**

In accordance with the following terms of payment: **Payment due 30 days after construction is completed**

For Association or City of: **City of Inver Grove Heights**

Streetlights/Facilities Location: **Blaine Ave & 62nd St E**

Rate Code: **A30 Pre-Pay Option 30-40W LED (4,000 Lumens). Current monthly rate is \$5.03.**

Service consisting of: **Pre-Pay Option includes electricity and maintenance for 25 years from installation.**

Installation of Company Owned streetlight facilities consisting of:	
<u>Designation of Lamps:</u> Install LED Cobra Fixture on 30' direct buried fiberglass pole. Install by direct bore approx. 220' of #6 AL DX in 1½" conduit. Restoration is not included in this contract.	<u>Number of Luminaries:</u> 1- 30-40W LED Cobra Fixture Fixture Color –Grey 1- 30' Direct Buried Fiberglass Pole Pole Color – Dark Bronze
Project charges valid for 60 days from signing of contract.	

Customer and Xcel Energy agree to the attached terms and conditions for the installation and moving of the facilities identified above. Customer and Xcel Energy agree that the operation of the facilities shall be subject to the General Street Lighting Contract for Operations & Maintenance Services between Customer and Xcel Energy, dated

Dated this _____ day of _____ 20 _____

Dated this _____ day of _____ 20 _____

Customer: City of Inver Grove Heights

Xcel Energy: _____

By: _____

By: _____

Title: _____

Title: **Mary J. Woolf, Director Business
Operations – Minnesota as authorized
agent for Northern States Power Co.**

XCEL ENERGY USE ONLY	Date: 08/24/18	Div: Newport
Xcel Energy Outdoor Project Coordinator:	Angela Adesoro	
Xcel Energy Project Number: SAP # 10580670		
Customer Charges Paid:		

TERMS AND CONDITIONS

Customer and Company agree to the following terms and conditions:

1. **Acceptance.** Execution of this Agreement constitutes Customer's acceptance of the express terms of Company's proposal and the offer contained therein, which are included and incorporated into this Agreement. Any additional or different terms proposed by Customer, or any attempt by Customer to vary in any degree any of the terms in this Agreement in Customer's acceptance, are hereby objected to and rejected, and (i) such additional or different terms shall not operate as a rejection of the incorporation of the Company's proposal in this Agreement unless such variances are with respect to terms involving the description, quantity, or delivery schedule of the Work to be performed by Company as described in Company's proposal ("the Work" means the supplying of any labor, materials, or any other work of Company expressly described in Company's proposal); (ii) such additional or different terms shall be deemed a material alteration hereof; and (iii) Company's proposal shall be deemed accepted by Customer and incorporated into this Agreement without said additional or different terms.
2. **Request for Installation; Rights.** Customer requests that Company install outdoor lighting at the location(s) designated on page one and/or as shown on the attached exhibit. Customer grants Company any right, privilege and easement to install, operate and maintain its facilities, including underground facilities, on the property.
3. **Installation Requirements.** Customer agrees that, prior to Company starting work: (1) the route of Company's service installation shall be accessible to Company's equipment; (2) Customer will remove all obstructions from the route at no cost or expense to Company; (3) Customer will clearly mark all septic tanks, drain-fields, sprinkler systems, water wells, owner-installed electric or pipeline facilities, or other Customer-owned facilities in the installation route; and (4) the ground elevation along the route shall not be above or more than four inches below the final grade. Company will contact the appropriate agency to locate 3rd party utility facilities (phone, cable, etc.) on Customer property. Customer agrees Company is not responsible for damage to Customer-owned underground facilities not marked at the time of outdoor lighting service installation.
4. **Installation Cost Contribution.** Customer agrees to pay an installation cost contribution provided in Project Charges on page one. Customer is responsible for any additional installation costs incurred by Company because of (1) soil conditions that impair the installation of underground facilities, such as rock formations, etc., (2) extensive existing underground facilities, and (3) any existing conditions that exist but did not exist at the time the installation cost was determined, such as new sidewalks, curbing, black top, paving, sod or other landscaping and obstructions along the cable route.
5. **Winter Construction Charges.** When underground facilities are installed between October 1 and April 15, inclusive, because of failure of Customer to meet all requirements of the Company by September 30, or because the Customer's property, or the streets leading thereto, are not ready to receive the underground facilities by such date, such work will be subject to a Winter Construction Charge when winter conditions of six inches or more of frost exist, snow removal or plowing is required to install service, or burners must be set at the underground facilities in order to install service for the entire length of the underground service. Winter construction will not be undertaken by the Company where prohibited by law or where it is not practical to install underground facilities during the winter season. The charges apply to frost depths of 18" or less. At greater frost depths, the Company may individually determine the job cost. The Company also reserves the right to charge for any unusual winter construction expenses. All winter construction charges are non-refundable and are in addition to any normal construction charges.
6. **Schedule; Delays.** Quoted shipping and completion dates are approximate and are based on prompt receipt of all necessary information and approvals from Customer and access as required by Company and its contractors or subcontractors (if any) to the site and to the equipment which is the subject of this Agreement. If Company's performance is delayed by Customer's suspension of work, in whole or in part, or by any act or omission of Customer, the time for performance will be extended by the period of time required by Company to return to the state of performance that existed before the delay. If the delay or suspension continues for sixty (60) days, Company has the right to cancel or renegotiate the Agreement. Customer will pay an equitable adjustment based on a claim submitted by Company for all reasonable costs, damages and expenses incurred by Company incident to the delay or suspension.

7. **Changes.** The prices for any extras or changes to the scope of the Work or modifications to the payment or performance schedule will be agreed upon in writing before either party will be obligated to proceed with such changes. Performance of any change will not waive any claims for equitable adjustment in price or schedule.
8. **Relocating Facilities.** Customer agrees to pay the cost of relocating any portion of facilities, including underground facilities, to accommodate Customer or as required due to altering of grade, additions to structures, installation of patios, decks, gardens, sidewalks, curbing, paving, blacktop, sod, landscaping or any other condition which makes maintenance of the Company's facilities impractical. Company shall notify Customer of such relocations prior to incurring relocation costs.
9. **Environmental.** Prior to the start of the Work, Customer will provide notice of any hazardous materials or hazardous situations that it is aware of with respect to the facilities where the Work is to be performed or that could affect the Work. In the event Company encounters the existence of asbestos, asbestos containing materials, formaldehyde, lead, or potentially toxic or otherwise hazardous material in the performance of the Work, the discovery thereof shall constitute a cause beyond Company's reasonable control and Company shall have the right to cease or not commence the Work until the area has been made safe by Customer or Customer's representative, at Customer's expense.
10. **Restoration.** Company will restore any excavation of the boulevard on Customer's property with existing soil so it is level and clean. Customer is responsible for the final compacting, loam, seeding, sod or watering of the boulevard at Customer's expense unless otherwise noted on page one of this Agreement.
11. **Additional Charges.** In addition to the project charges on page one of this Agreement, Company shall be compensated for any added costs of performing the Work attributable to any one or more of the following: (i) any and all extras and change orders and any and all other additional work mutually agreed by Customer and Company; (ii) any and all costs and expenses related to asbestos or other environmental matters, any unforeseen conditions or any changes in the law; and (iii) any and all added costs and expenses of performing the Work attributable to any change by Customer in the criteria or information for the facility or to any delay or breach by Customer or its subcontractors.
12. **Operations; Maintenance.** Customer requests and authorizes Company to provide illumination and maintain the street lighting facilities under the Terms and Conditions as described in Customer's General Street Lighting Contract for Operations & Maintenance Services with Company, which shall be effective upon the completion date of the street light installation.
13. **Payments.** Unless otherwise specified in Company's proposal, Company may at its option invoice Customer upon completion of the Work or invoice Customer on a monthly basis for construction work performed under this Agreement. Customer shall pay Company all invoiced amounts within thirty (30) days of receipt of invoice.
14. **Termination.** Customer may terminate the Agreement only upon written notice to Company and payment to Company for all (i) services and Work rendered or performed to the effective date of such termination; (ii) materials, supplies and equipment purchased prior to the effective date of such termination; and (iii) costs incurred by Company as a result of such termination. To the extent that Company uses the materials, supplies, or equipment on other projects or for maintenance purposes, Customer will not be charged for them.
15. **Warranties.** Company shall perform the Work in a safe and professional manner in accordance with all applicable codes, standards, regulations and laws. Company shall repair, replace or correct to Customer's satisfaction all faulty or substandard work or defects in materials which appear within ninety (90) days from the date of completion of the Work. Acceptance of the Work or payment by Customer shall not affect this obligation. **THE WARRANTIES SET FORTH IN THIS AGREEMENT ARE EXCLUSIVE AND IN LIEU OF ALL STATUTORY OR IMPLIED WARRANTIES (INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR ANY IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE).**
16. **Limitation of Remedies.** **IN NO EVENT, WHETHER BASED ON CONTRACT, INDEMNITY, WARRANTY, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHERWISE, SHALL COMPANY BE LIABLE TO CUSTOMER FOR SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES WHATSOEVER INCLUDING, WITHOUT LIMITATION, LOSS OF PROFITS OR REVENUE.** In no event whatsoever shall

Company ever be liable to Customer for any damages or other amounts (including, without limitation, direct or actual damages), whether arising in contract or tort (including, without limitation, negligence) or otherwise, under or in connection with this Agreement or the Work, in an amount, in the aggregate, in excess of the total price paid for the Work; any and all claims for damages in excess of such amount being hereby forever waived and released by Customer; provided, however, that nothing contained in this sentence shall waive or limit any direct damages which Customer may suffer on account of Company's gross negligence or willful misconduct.

17. **Force Majeure.** Neither party will be liable to the other for any delay or failure to perform due to any cause beyond its reasonable control, including fire, flood, strike or other labor difficulty, act of God, or act of any governmental authority. The party experiencing the force majeure will notify the other party promptly, and appropriate adjustments will be negotiated. In the event of delay in performance due to force majeure, the date of delivery or time for completion will be extended by a period of time reasonably necessary to overcome the effect of such delay, provided that if such delay continues for 60 days the party not experiencing the force majeure may terminate this Agreement.
18. **Document Approval.** Company may request that Customer review documents developed by Company for conformity with Customer requirements or specifications. Unless Customer advises Company otherwise in writing within fifteen (15) days after Company's submission, Company may consider the documents approved and proceed with work. Changes thereafter, made at the direction of Customer, will entitle Company to adjustment by change order.
19. **Documentation and Proprietary Information.** Customer will provide Company with accurate and complete information in order to permit Company to successfully undertake and complete the Work. Company shall not be prohibited from disclosure or use of proprietary or confidential information or documents necessary for Company to secure or maintain in effect any license or permit, or otherwise to complete the Work. Where Customer information is incomplete or incorrect, resulting in delay or extra work, Company will be entitled to adjustment by change order.
20. **Work Product.** All reports, drawings, plans, specifications, calculations, studies, software programs, tapes, models and memoranda, if any, assembled or prepared by Company or Company's affiliates, independent professional associates, agents, consultants, contractors or subcontractors pursuant to this Agreement are instruments of service in respect of the Work, and Company shall retain all ownership and property interest therein, whether or not the Work is completed. Customer may make and retain copies for information and reference in connection with the Work; *provided, however*, that it is understood and agreed that such documents are not intended to be re-used by Customer or others on extensions of the project or on any other project or any other purpose other than as expressly set forth in this Agreement, and Customer shall not re-use or disclose to any third party all or any portion of such work product without the express prior written consent of Company.
21. **Customer Facilities.** Company does not assume any responsibility for the adequacy, safety or satisfactory performance of Customer's facilities. Customer shall, to the fullest extent permitted by law, indemnify, defend and hold harmless Company and its officers, directors, agents, employees, and representatives from and against any and all losses, claims, damages, expenses (including attorneys' fees and costs) arising, for any reason whatsoever, out of the failure, non-operation or faulty performance of Customer's facilities (except to the extent of Company's gross negligence or willful misconduct).
22. **Subcontracting.** Company may subcontract any portion or all of the Work without the approval of Customer.
23. **Independent Contractor.** Nothing contained in this Agreement nor any acts of the parties shall be construed to create the relationship of principal and agent, or of limited or general partner, or of joint venture or of any association between or among the parties to this Agreement, except that of owner and independent contractor.
24. **Title; Rights of Access.** Customer warrants that it has fee simple title to the property. Customer hereby grants to Company the right to enter and improve the real property for the purposes stated herein.
25. **Ownership.** Customer shall acquire no right, title or interest in any portion of the Work or Company's equipment or facilities placed in, on, over, through and/or under the real property by Company. The Work constructed and installed by Company on the real property of Customer shall be and mean the personal property of Company, shall not be considered a fixture of the property, shall not attach to the realty, and shall not be alienable or

liable by Customer or any other party. Further, Company may remove, repair and replace the Work and its component system and equipment at any time without notice in Company's sole and absolute discretion.

26. **Other.** It is agreed that failure by Customer or by Company at any time or from time to time to enforce any of the provisions of this Agreement shall not be construed to be a waiver of such provision or of Customer's right or Company's right, respectively, to thereafter enforce each and every provision hereof. This Agreement contains, with respect to the specific services to be performed by Company, the entire understanding of the parties, and shall supersede any other oral or written agreements and be binding upon and inure to the benefit of the parties' successors and assigns. This Agreement may not be modified in any way without the written consent of both parties. If any provision of this Agreement is determined by a court to be unenforceable, then such provision will be deemed null and void but the remaining provisions shall be enforceable according to their terms. This Agreement shall be construed and interpreted in accordance with the internal laws of the State of Minnesota (as opposed to conflicts of laws provisions) as though all acts and omissions contemplated hereby or related hereto occurred in Minnesota. No course of prior dealing, usage of trade and course of performance shall be used to modify, supplement or explain any terms of this Agreement. Neither Party will assign or otherwise transfer its rights or obligations hereunder, in whole or in part, without the advance written consent of the other. Notwithstanding the above, Company may assign its rights or obligations to any of its affiliates without the written consent of Customer.
27. **Governing Law.** The Terms and Conditions provided herein and the rights of all the parties hereunder shall be construed under and governed by the laws of the State of Minnesota.



Your Touchstone Energy™ Partner 

4300 220th Street West
Farmington, MN 55024
(651) 463-6212
1-800-874-3409
FAX (651) 463-6256

A Locally Owned, Nonprofit Electric Utility

7-27-2018

Barry Underdahl
8168 Barbara Avenue
Inver Grove Heights, MN 55077

Re: Estimate for Street Light Replacements

Barry,

As you requested an estimate to install a St. Light at Rich Valley BLVD and 102nd St. The cost to install the new light with an LED fixture and Fiberglass pole is \$5,500. The following is included in this estimate:

1-Cobra LED with Fiberglass Pole
1-Transformer and Assemblies

This estimate is valid for 90 days upon receipt of this letter.

Let me know if you have any questions or concerns. Please contact me at 651-463-6373 or jschultz@dakotaelectric.com

Sincerely,

Jeff Schultz
Project Manager- Residential/Road

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: August 10, 2018
Item Type: Consent
Contact: Judy Thill, Fire Chief
Prepared by: Judy Thill, Fire Chief
Reviewed by: n/a

**Fiscal/FTE Impact:**

☐	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☒	Other

PURPOSE/ACTION REQUESTED: Consider approving the attached Request for Proposal – Special Inspections and Material Testing Services

SUMMARY

With the anticipated construction of the new fire station, staff is requesting approval to issue a Request for Proposal (RFP) for independent special inspections and materials testing services during the construction of the fire station. The selected company will provide written reports that contain professional opinions and recommendations regarding conformance of items tested or observed. Those items can be found in the attached RFP under Exhibit A, page 2 of 4. The company selected will report on progress of the work through regular contact with the City and Contractor, either through meetings, phone or written communication.

All fees are required to be stated as a not-to-exceed sum with no reimbursable costs permitted. Proposals will be required to be submitted by September 21, 2018 at 4:00 PM.



3265 Northwood Circle, Suite 170
Eagan, MN 55121
(952) 854-3663

MEMORANDUM

DATE: September 10, 2018

TO:

Braun Engineering
JGamst@braunintertec.com

PSI
Brandon.saeger@psiusa.com

AET Inc.
rflickinger@amengtest.com

Chosen Valley Testing
mreisdorfer@chosenvallleytesting.com

WSB & Associates
KShubert@wsbeng.com

NTI
jimw@ntigeo.com

FROM: Paul Oberhaus

RE: Request for Proposal – Special Inspections and Material Testing Services
Inver Grove Heights Fire Station No. 2
City of Inver Grove Heights, Minnesota

The City of Inver Grove Heights (IGH), Minnesota is seeking proposals from qualified consultants for Special Inspection and Material Testing Services on the Inver Grove Heights Fire Station No. 2 Project in Inver Grove Heights, Minnesota. The independent Special Inspection and Material Testing Agent will provide testing and inspections for work including, but not limited to, soils, concrete, reinforcing steel, structural steel, masonry and paving.

Attached you will find a Request for Proposal document outlining the requirements for these services. Interested parties should respond accordingly to **CPMI no later than 4:00 p.m. local time on Friday September 21, 2018** per the directions prescribed in the Request for Proposals.

All Special Inspection and Material Testing Services shall be in accordance with the Plans and Specifications as prepared by Wendel / Five Bugles Design for said project dated 7 August 2018, and all subsequent addenda. Bidding documents are available electronically through the Minnesota Builders Exchange.

Should you have any questions regarding this request for proposal please call Paul Oberhaus, CPMI (952) 854-3663.

cc: Joe Lynch
Judy Thill
Abbey Hammes
18208-521

REQUEST FOR PROPOSAL

SPECIAL INSPECTIONS AND MATERIAL TESTING SERVICES INVER GROVE HEIGHTS FIRE STATION NO. 2 INVER GROVE HEIGHTS, MINNESOTA

WENDEL/5 BUGLES PROJECT NO 600801

10 SEPTEMBER 2018

The City of Inver Grove Heights, Minnesota is seeking proposals from qualified consultants to provide Construction Special Inspections and Material Testing Services for construction of a new fire station at 9250 Courthouse Boulevard in Inver Grove Heights, Minnesota. The Special Inspections and Material Testing Agent will provide testing and inspections for construction work including, but not limited to, soils, concrete, reinforcing steel, structural steel, masonry, and paving.

1. PROJECT OVERVIEW

1.1. Background

The City of Inver Grove Heights is building a new 28,230 square foot fire station. The building includes a four-bay apparatus bay, a two-story administrative office space and fire staff living quarters and partial basement. The structure includes cast-in-place concrete foundations and basement walls, load-bearing metal stud framed cavity walls, load bearing masonry cavity walls, precast elevated floor slabs and a steel framed roof structure. The exterior consists of brick and cast stone.

1.2. Scope of Services

See Section 2, Responsibilities and Instruments of Service and Deliverables.

1.3. Project Budget/Cost of Construction

The estimated cost of construction is not available.

1.4. Project Schedule

Construction is expected to start in September 2018 and be fully complete in September 2019.

2. RESPONSIBILITIES & INSTRUMENTS OF SERVICE AND DELIVERABLES

2.1 Responsibilities and Instruments of Service

2.1.1. Provide independent special inspections and material testing services as listed in final contract documents, and as scheduled in Exhibit A, Table A-1 Worksheet.

2.1.2. Special inspection observations and material testing will be conducted using appropriate procedures and protocols. In performing the services, the Special Inspections and Material Testing Agent shall apply to the Project all reasonable and proper skill, judgment and care which are customary and normal professional practice and under recognized standards in the industry. The Special Inspections and Material Testing Agent shall be solely responsible for the means, methods, techniques, sequence and procedures for taking samples and making observations and tests. Field observations and samplings shall be referenced on plans.

2.1.3. The Special Inspections and Material Testing Agent will be in regular and frequent contact with the Contractor through meetings, telephone and written communication to report on progress of the work and ensure the necessary Project coordination. Attend construction meetings as needed.

- 2.1.4. The Special Inspections and Material Testing Agent will provide written reports containing professional opinions and recommendations regarding conformance of items tested or observed based on established or agreed upon criteria. The Special Inspections and Material Testing Agent shall provide daily written preliminary or on-site testing reports to the Contractor.
- 2.1.5. Special Inspections and Material Testing Agent services do not include supervising contractors or commenting on, overseeing, or providing the means and methods of their work unless specifically agreed to in writing. Contractors shall not direct the Special Inspectors and Material Testing Agent's on-site personnel. The Special Inspections and Material Testing Agent shall provide a health and safety program for their employees.
- 2.1.6. Reports furnished by the Special Inspections and Material Testing Agent shall be as required in the contract documents. Documentation related to the services performed shall be retained as follows: Analytical Data will be retained for seven years and Financial Data for three years following the submission of the final report. All deliverable reports, recommendations and other materials that result from the Special Inspections and Material Testing Agent's services shall become the property of the Owner after final payment is made to the Special Inspections and Material Testing Agent.
- 2.1.7. The Special Inspections and Material Testing Agent will not release, transmit or otherwise disseminate information generated as a result of this project without prior knowledge and consent of Owner, except for information that is public domain or as the Special Inspections and Material Testing Agent is required to release by law.
- 2.2 Deliverables
 - 2.2.1. Preliminary testing, inspection and observation reports. Written reports on testing, inspections and observations.
 - 2.2.2. Provide electronic version of all reports and plans in pdf format (8 ½" x 11") to Owner, Architect and applicable Engineer of record, and Contractor.

3. CONSULTANT INFORMATION

- 3.1. Provide a letter with the following as part of your proposal
 - Special Inspections and Material Testing Agent key contact person.
 - Personnel Experience: Names of personnel that will provide services on-site and short description of their experience and their credentials.
 - Project Experience: Provide name, size and location of project, date services were provided.
 - Special Inspections and Material Testing Agent office location that will be providing the requested services.

4. FEE PROPOSAL & COMPENSATION

- 4.1 Submit fee proposal on Exhibit A. Fees for this service are to be stated as a Not-To-Exceed sum based on indicated quantities.
- 4.2 Separate reimbursable costs are not allowed so include all expenses within your lump sum proposals for each service. The City reserves the right to accept all or any portion of the work described.
- 4.3 Quantities: Base your fees on the number of tests specified in Exhibit A, Table A-1 Worksheet. The fee amount in Exhibit A will be used to set the Not-To-Exceed contract amount. The Consultant will be paid for actual quantities of work performed.
- 4.4 Schedule of Charges: Attach a Schedule of Charges with hourly rates, laboratory costs, equipment and other fees and charges anticipated for the project. See Exhibit A for additional information.

4.5 Compensation:

- 4.5.1 The Special Inspections and Material Testing Agent fee is a Not-to-Exceed cost and will establish the maximum contract amount. It is understood the actual number and type of tests performed will vary with actual conditions.
- 4.5.2 The Special Inspections and Material Testing Agent will invoice the City based on the submitted fee proposal provided in Exhibit A and Schedule of Charges. It is intended the services invoiced shall not exceed the contract amount. If the entire contract amount is not used, savings are retained by the Owner.
- 4.5.3 If additional services are necessary, the Consultant shall request such additional compensation in a written proposal to the Owner. No additional work will proceed or be paid for unless approved in writing by the Construction Manager or Owner prior to commencement of the work.

5. ADDITIONAL INFORMATION

- 5.1 Vendors are welcome to visit the site and review the existing conditions.
- 5.2 The work will be performed under contract to the City of Inver Grove Heights, Minnesota.
- 5.3 Proposals shall be good for 45 Days.
- 5.4 Owner reserves the right to award the contract based on fee and qualifications of the firm and individual personnel performing the work.

6. ATTACHMENTS

- 6.1 Exhibit A (Detailed Fee Proposal Cover Sheet, Table A-1 Worksheet, and Schedule of Charges and Signature Page.)

7. PROPOSAL CHECKLIST

- 7.1 Deliver two hard copies and one electronic copy of the proposal to CPMI, 3265 Northwood Circle, Suite 170, Eagan, MN 55121 by 4:00PM September 21, 2018.
- 7.2 The following documents are required to accompany for this Proposal:

- | | |
|------------------------------------|---|
| ☐ Letter | Including key contact person, personnel experience, project experience. |
| ☐ Exhibit A | Detailed Fee Proposal, Cover Sheet. |
| | Detailed Fee Proposal, Table A-1 Worksheet. |
| | Detailed Fee Proposal, Schedule of Charges and Signature Page. |

**EXHIBIT A
DETAILED FEE PROPOSAL
COVER SHEET**

**SPECIAL INSPECTIONS AND MATERIAL TESTING SERVICES
INVER GROVE HEIGHTS FIRE STATION NO. 2
INVER GROVE HEIGHTS, MINNESOTA**

Name of Project:	Inver Grove Heights Fire Station No. 2
Project Location:	9250 Courthouse Blvd., Inver Grove Heights, MN
5 Bugles Project No.	600801
Primary Consultant Firm (Name and Address):	
Contact Person:	
Phone:	

PROPOSED COMPENSATION:	AMOUNT
NOT TO EXCEED FEE (FILL IN THIS SUMMARY WITH TOTAL AMOUNT FROM EXHIBIT A – TABLE A-1 WORKSHEET)	\$

EXHIBIT A
DETAILED COST PROPOSAL - TABLE A-1 WORKSHEET

SPECIAL INSPECTIONS AND MATERIAL TESTING SERVICES
INVER GROVE HEIGHTS FIRE STATION NO. 2
INVER GROVE HEIGHTS, MINNESOTA

SUBMITTED BY: _____
(Insert Company Name)

			QNTY	UNIT	UNIT PRICE	TOTAL
1		REINFORCEMENT STEEL & FORMWORK INSPECTION				
	1A	Inspect reinforcing bar placement, protection (cover) in each footing, foundation, wall, beam, column, etc. prior to closing of forms and/or concrete placement. Verify formwork fabrication and placement during and after closure.	<u>60</u>	Hours	<u> </u>	<u> </u>
2		CAST-IN-PLACE CONCRETE & STRUCTURAL CONCRETE INSPECTION				
	2A	Concrete Material Field Testing (Slump, air, temp, weight, casting time, delivery time, etc.). Cost per set of 4	<u>32</u>	Sets	<u> </u>	<u> </u>
	2B	Inspect concrete placement. Verify concrete reinforcing.	<u>20</u>	Hours	<u> </u>	<u> </u>
	2C	Cured Concrete Lab Testing (Compression). Cost per set of 4	<u>32</u>	Sets	<u> </u>	<u> </u>
	2D	Inspect precast erection	<u>10</u>	Hours	<u> </u>	<u> </u>
3		MASONRY				
	3A	Mortar & Grout - Testing of representative samples. Cost per set of 4	<u>12</u>	Set	<u> </u>	<u> </u>
	3B	Grouting – Prior to grouting observe grout space preparation verifying reinforcing size, spacing and location. Observe mixing and proportioning of grout and installation.	<u>30</u>	Hours	<u> </u>	<u> </u>
4		STEEL, STEEL JOIST FRAMING, STEEL DECKING, METAL FABRICATIONS, COLD FORMED METAL FRAMING				
	4A	Visual Inspections of ALL field welds (full and partial penetration), bolted connection testing, and slip critical connections	<u>24</u>	Hours	<u> </u>	<u> </u>
	4B	Shear connectors bend test and headed welded studs tests	<u>4</u>	Hours	<u> </u>	<u> </u>
	4C	Radiographic or ultrasonic tests of ALL full pen welds in both shop and field	<u>8</u>	Each	<u> </u>	<u> </u>

5		EARTHWORK/SOILS				
	5A	Excavation Observation & Reporting	<u>45</u>	Hours	_____	_____
	5B	Standard Proctor Test	<u>6</u>	Each	_____	_____
	5C	Sieve Analysis	<u>6</u>	TEST	_____	_____
	5C	Density Tests	<u>60</u>	Each	_____	_____
	5D	Geotechnical Engineer overview	<u>14</u>	Hours	_____	_____
6		SITE PAVEMENTS				
	6A	Proofroll Observations	<u>16</u>	Hours	_____	_____
	6B	Concrete Material Field Testing (Slump, air, temp, weight, casting time, delivery time, etc.). Cost per set of 4.	<u>8</u>	Sets	_____	_____
	6C	Inspect concrete placement. Periodic verification of concrete pavement design mixes on delivered materials.	<u>8</u>	Hours	_____	_____
	6D	Cured Concrete Lab Testing (Compression). Cost per set of 4	<u>6</u>	Set	_____	_____
	6E	Bituminous Material Field Testing (Sectional cores.). Cost per set of 2.	<u>4</u>	Set	_____	_____
	6F	Periodic verification of bituminous pavement design mixes on delivered materials.	<u>2</u>	Each	_____	_____
7		PROJECT MANAGEMENT, OVERSIGHT & FINAL REPORTS				
	7A	Final Report Special Inspection and Material Testing Report	<u>1</u>	Each	_____	_____
	7B	Project Manager Unit Rate (as requested for project meetings, consulting and/or project consulting)	<u>32</u>	Hours	_____	_____

TOTAL NOT-TO-EXCEED FEE: \$

The Special Inspections and Material Testing Agent Fee shall include all materials and labor required to complete the work, including but not limited to equipment, reproduction and other printing costs, data/telecommunications, travel expenses, mileage, meals, lodging, etc.

The Special Inspections and Material Testing Agent fee is a Not-to-Exceed Fee. The amounts listed in Exhibit A will establish the Not-to-Exceed contract amount. It is understood the actual number and type of tests performed will vary with actual conditions. Consultant will invoice the City based on the actual quantities of work performed.

Quantities: Base your fees on the number of tests stated in Exhibit A.

EXHIBIT A – PAGE 3 OF 4

**EXHIBIT A
DETAILED COST PROPOSAL
SCHEDULE OF CHARGES & SIGNATURE PAGE**

**SPECIAL INSPECTIONS AND MATERIAL TESTING SERVICES
INVER GROVE HEIGHTS FIRE STATION NO. 2
INVER GROVE HEIGHTS, MINNESOTA**

SCHEDULE OF CHARGES

Attach a Schedule of Charges for hourly rates, and equipment charges and other fees and charges anticipated for this project. This Schedule shall include all rates listed in Table A1, and any other charges that may be applicable to the services described in the Request for Proposal and any additional services approved in writing by the City. These costs will be used for monthly invoicing by the consultant.

1. **Hourly Rates:** Submit an Hourly Rate Fee Schedule for all disciplines/subconsultants, by position, to apply to services described in the Request for Proposal and any additional services approved in writing by the City. Hourly rates must include all labor and incidental materials required to complete the work, including but not limited to reproduction and other printing costs, data/telecommunications, travel expenses, mileage, meals, lodging, etc.
2. **Laboratory Analysis Costs:** Submit list of all types of anticipated laboratory analysis costs to apply to services described in the Request for Proposal and any additional services approved in writing by the City. Costs must include all materials and labor required to complete the work.
3. **Equipment Charges:** Submit list of all types of equipment which may be used to perform the services, if it will be charged separately, to apply to services described in the Request for Proposal and any additional services approved in writing by the City.
4. **Other:** Submit a list of any other costs not included in the categories above that Consultant may incur for work of this contract.

SIGNATURE

Authorized Signature: _____

Name: _____

Title: _____

Date: _____

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

REQUEST FOR APPROVAL OF RENTAL HOUSING LICENSE

Meeting Date: September 10, 2018
 Item Type: Consent
 Contact: Nicole Cook: 651-450-2491
 Prepared by: Nicole Cook, Rental and Code
 Compliance Coordinator
 Reviewed by: Joshua Otis, Commander

Fiscal/FTE Impact:	
☒	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☐	Other (Revenue)

PURPOSE/ACTION REQUESTED

The City Council is to consider approval of eleven (11) rental licenses.

BACKGROUND

The City Council adopted a rental licensing ordinance that requires all rental property owners to obtain a rental license every two years. The purpose of the ordinance is to assure proper maintenance of structures to preserve neighborhood stability, protect the quality of existing rental housing stock, and maintain property values. The ordinance provides for basic safety and living standards for rentals.

ANALYSIS

The following rental license applications have been submitted:

- KIMBERLY RINEHART: 7361 DEGRIO WAY; APARTMENT COMPLEX
- KIMBERLY RINEHART: 3100-3122 EAST 65TH ST; BRIDGEWOOD APARTMENTS
- FRANCIS HICKEY: 3816 67TH ST; FOURPLEX
- FRANCIS HICKEY: 3811 66TH ST; FOURPLEX
- FRANCIS HICKEY: 7870 BARBARA AVE, FOURPLEX
- FRANCIS HICKEY: 7810 BARBARA AVE; FOURPLEX
- CLYDE REYNOLDS: 7912 BARBARA AVE, FOURPLEX
- BURON LANE REAL ESTATE: 7575 CLOMAN WAY E; FOURPLEX
- BURON LANE REAL ESTATE: 7585 CLOMAN WAY E; FOURPLEX
- JULIE NELSON: 1455 UPPER 55TH; SALEM GREEN APARTMENTS
- MICHAEL SWENSON: 5470,5480 BLACKBERRY TRL, BLACKBERRY POINTE APTS

The above applications have been found to be complete. The applications include the necessary fee payments and the BCA background checks. The Inver Grove Heights Police Chief/Designee has also reviewed the license application.

RECOMMENDATIONS

Staff and the Police Chief/Designee recommend approval of the licenses listed above.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: September 10, 2018
 Item Type: Consent Agenda
 Contact:
 Prepared by: Commander Dennis Haugland
 (651) 450-2460
 Reviewed by: Chief of Police Paul Schnell

Fiscal/FTE Impact:

☒	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☐	Other

PURPOSE/ACTION REQUESTED:

Approve the revised Joint Powers Agreement for the Dakota County Drug Task Force. Adopt resolution relating to the City of Inver Grove Heights continued participation in the Dakota County Drug Task Force and authorize the Mayor and City Clerk to execute the document on behalf of the City of Inver Grove Heights.

SUMMARY:

The purpose of this Joint Powers Agreement is to continue the coordinated effort to apprehend and prosecute drug offenders. This combined effort is responsible for drug investigation, information management, case development and criminal charging. The Dakota County Drug Task Force is made up of the following city and county agencies:

City of Apple Valley	City of Mendota Heights
City of Burnsville	City of Rosemount
City of Eagan	City of Savage
City of Farmington	City of South St. Paul
City of Hastings	City of West St. Paul
City of Inver Grove Heights	Dakota County
City of Lakeville	

It is the recommendation of the Police Department to continue to participate in the Dakota County Drug Task Force. We request that the City Council approve the revised Joint Powers Agreement and adopt the resolution authorizing the Mayor and the City Clerk to execute documents on behalf of the City of Inver Grove Heights.

DAKOTA COUNTY DRUG TASK FORCE

JOINT POWERS AGREEMENT

The parties to this Agreement are units of government responsible for the enforcement of controlled substance laws in their respective jurisdictions. This Agreement is made pursuant to the authority conferred upon the parties by Minnesota Statutes §471.59.

NOW THEREFORE, the undersigned governmental units, in the joint and mutual exercise of their powers, agree as follows:

1. **Name.** The parties hereby establish the **Dakota County Drug Task Force** ("Task Force").
2. **General Purpose.** The purpose of this Agreement is to establish an organization to coordinate efforts to investigate illegal drug activity and assist in the prosecution of drug offenders.
3. **Members.** The members of this Agreement shall consist of the following units of government:

City of Apple Valley
City of Burnsville
City of Eagan
City of Farmington
City of Hastings
City of Inver Grove Heights

City of Lakeville
City of Mendota Heights
City of Rosemount
City of Savage
City of South St. Paul
City of West St. Paul
Dakota County

4. **Administrative Board.**

4.1 **Creation and Composition.** A joint powers board, known as the Drug Task Force Administrative Board, is established for the purposes contained herein with the powers and duties set forth in this Agreement. The Board shall consist of one member from each of the member units of government, appointed by their respective police chief or sheriff, plus one member appointed by the Dakota County Attorney. Board members appointed by police chiefs and the sheriff must be full-time supervisory peace officers of their jurisdiction or office. Board members shall not be deemed employees of the Task Force and shall not be compensated by it.

4.2 **Term.** Board members shall serve at the pleasure of their respective police chief, sheriff or county attorney, or their legal successor. In the event that any Board member shall be removed by the appointing agency, the vacancy shall be filled by the appropriate appointing agency.

4.3 **Officers.** In January of each year, the Board shall elect from its members a chair, a vice-chair, a secretary/treasurer, and such other officers as it deems necessary to conduct its meetings and affairs. Officers shall serve for a term of one (1) year or until the officer ceases to be a board member, whichever is shorter.

4.4 **Meetings.** The Board shall have regular and special meetings at such times and places as the Board shall determine. Special meetings may be held on three (3) days' notice by the chair or any two (2) board members; except that a special meeting to consider adoption of or amendments to the Board's operating rules pursuant to paragraph 6.1 shall require ten (10) days' notice. The presence of two-thirds (2/3) of the board members at a meeting shall constitute a quorum.

4.5 **Voting.** Each Board member shall be entitled to one vote. Proxy voting is not permitted. The Board shall function by a majority vote of the board members present.

DAKOTA COUNTY DRUG TASK FORCE

JOINT POWERS AGREEMENT

5. Duties of the Administrative Board.

5.1 The Board shall formulate a program to carry out its purpose.

5.2 The Board shall coordinate intelligence between the members and the Task Force.

5.3 The Board shall appoint and supervise the Task Force Commander. The Board may appoint and supervise Team Leaders. All such appointments are subject to the concurrence of the Task Force Commander's police chief or sheriff.

5.4 The Board shall cause to be made an annual independent audit of the books and accounts of the Task Force and shall make and file a report to its members which includes the following information:

- (a) the financial condition of the Task Force;
- (b) the status of all Task Force projects;
- (c) the business transacted by the Task Force; and
- (d) other matters which affect the interests of the Task Force.

5.5 The Task Force's books, reports and records shall be open to inspection by its members at all reasonable times.

6. Powers of the Administrative Board.

6.1 The Board may adopt and amend such bylaws that it may deem necessary or desirable for the conduct of the business of the Board. Such bylaws shall be consistent with the terms of this Agreement and any applicable laws or regulations.

6.2 The Board may enter into any contract necessary or proper for the exercise of its powers or the fulfillment of its duties and enforce such contracts to the extent available in equity or at law. The Board may authorize the chair of the Board to execute those contracts.

6.3 The Board may disburse funds in a manner which is consistent with this Agreement and with the method provided by law for the disbursement of funds by the parties to this Agreement.

6.4 The Board may apply for and accept gifts, grants or loans of money or other property or assistance from- the United States Government, the State of Minnesota, or any person, association or agency for any of its purposes; enter into any agreement in connection therewith; and hold, use and dispose of such money, property or assistance in accordance with the terms of the gift, grant or loan relating thereto.

6.5 The Board may cooperate with other federal, state and local law enforcement agencies to accomplish the purpose for which it is organized.

6.6 The Board may contract with any of its members to take title to, hold, manage and convey real property obtained by the Board and on its behalf as a result of civil asset forfeiture proceedings; to enter into contracts regarding such real property; and to pay reasonable and necessary expenses related to the hold, managing and conveyance of such real property. The member shall be entitled to reimbursement for such expenses upon sale of the property and shall transmit any net proceeds to the Board. If expenses exceed the sale of proceeds, the Board shall reimburse the member from other funds.

DAKOTA COUNTY DRUG TASK FORCE

JOINT POWERS AGREEMENT

6.7 The Board shall obtain liability insurance to indemnify the Board and its members for actions of the Board and the members of this Agreement arising out of this Agreement.

6.8 The Board may hold such property as may be required to accomplish the purposes of this Agreement and upon termination of this Agreement make distribution of such property as provided for in this Agreement.

6.9 The Board may recommend changes in this Agreement to its members.

7. Budgeting and Funding.

7.1 The members intend to fund the cost of operation of the Task Force from grant funds and matching funds from member cities and Dakota County, from the proceeds of forfeiture actions, and from restitution. It is the members' intention that matching funds shall fund the continued cost of maintaining the replacement officers for the full-time officer assigned by some members to the Task Force.

7.2 The Board shall adopt a budget based upon grant funds, member matching funds and money made available from other sources. The Board may amend the budget from time to time.

7.3 The Board may contract with any of its members to provide budgeting and accounting services necessary or convenient for the Board. Such services shall include, but not be limited to: management of all funds, including member contributions and grant monies; forfeiture proceeds; payment for contracted services; and relevant bookkeeping and recordkeeping. No payment on any invoice for services performed by any person providing services in connection with this Agreement shall be authorized unless approved by the chair, vice-chair or secretary/treasurer.

7.4 The members agree to contribute their grant funds and required matching funds to operate the Task Force.

7.5 All funds shall be accounted for according to generally accepted accounting principles. The Secretary/Treasurer shall make a monthly financial report of all expenditures and receipts, and current fund balances to the Board.

7.6 The Board may not incur debts.

7.7 The Board's obligation to reimburse members for any expense, furnish equipment and the like is contingent upon the receipt of grant funds for that purpose. If insufficient grant funds are received, the Board may reduce the level of reimbursement and/or reduce other expenditures.

8. Agent.

8.1 Each member shall inform the Board in December of each year the allocated number of experienced, full-time licensed peace officer(s) to serve as Agents for the Task Force for the proceeding calendar year. The maximum number of licensed peace officers each member may assign to the Task Force, with the exception of the Dakota County Sheriff is two members. The maximum number of licensed peace officers the Dakota County Sheriff may assign to the Task Force is five. The number of licensed peace officer(s) per member allowed to serve as Agents for the Task Force must be approved in advance by the Board.

DAKOTA COUNTY DRUG TASK FORCE

JOINT POWERS AGREEMENT

8.2 Agents shall not be employees of the Task Force. Agents shall remain employees of the member that has assigned them to the Task Force and shall be compensated by that member. Each party to this Agreement shall be responsible for injuries to or death of its own personnel. Each party to this Agreement waives its right to sue any other party for any workers' compensation benefits paid to its own employee or their dependents, even if the injury were caused wholly or partially by the negligence of any other party, or its officers, employees or agents.

8.3 Agents will be responsible for drug investigation, gang activity and other felony-level criminal activity, including intelligence management, case development, case charging, handling and processing of evidence. Agents will also assist other Agents in surveillance and undercover operations. To the extent authorized by law Agents will work cooperatively with assisting agencies, including sharing intelligence and information acquired by agents pursuant to this Agreement.

8.4 Agents will be supervised by the Task Force Commander or, in his/her absence, by the Team Leader assigned by the Task Force Commander to act in his/her behalf.

8.5 The member appointing the Agent shall furnish the Agent a weapon, cellular phone, and a vehicle and pay any lease payments, insurance, maintenance and operating costs of the vehicle. Further, the member appointing the Agent shall pay all expenses associated with tuition, travel, lodging and meals. Each party shall be responsible for damages to or loss of its own equipment. Each party waives the right to sue any other party for any damages to or loss of its equipment, even if the damages or loss were caused wholly or partially by the negligence of any other party or its officers, employees or agents.

8.6 The members shall maintain the officer positions hired to replace the officer assigned to the Task Force, or maintain the Full Time Equivalent staffing assigned to the Task Force as shown in 8.1.

9. Task Force Commander and Team Leader(s).

9.1 From among the full-time Agents assigned by members, the Board shall appoint a Task Force Commander who shall serve at the Board's pleasure. The Task Force Commander must be a full-time, licensed supervisory peace officer of a member. The Task Force Commander shall remain an employee of the member that has assigned them to the Task Force.

9.2 The Task Force Commander shall be in charge of the day-to-day operation of the Task Force, including supervising the Task Force's assigned personnel subject to direction received from the Board. The Task Force Commander is responsible for staffing, scheduling, case assignment, case management, record keeping, informant management, buy fund management, petty cash management and intelligence management. The Task Force Commander will be responsible to keep the Board updated as to the Task Force's activity, which would include major case development within member jurisdictions. The Task Force Commander will supervise the drafting and execution of all search warrants initiated by the Task Force Unit and will work cooperatively with the agencies with venue over the case. The Task Force Commander will be responsible for all buy fund monies and petty cash funds, and will provide Board members with a monthly accounting of all funds disbursed and a written summary of activity with the unit.

9.3 The Task Force Commander may exclude Agents from further Task Force involvement subject to review by the Board. The member agency that assigned the Agent to the Task Force will be immediately notified of the Task Force Commander's actions.

DAKOTA COUNTY DRUG TASK FORCE

JOINT POWERS AGREEMENT

9.4 From the Agents assigned by members, a Team Leader(s) may be appointed by the Board, with the concurrence of the Agent's member agency, and serve at the Board's pleasure. The Team Leader(s) must be a full-time, licensed peace officer of a member and may be paid a supervisor's salary by that member agency. The Board shall determine the amount of any reimbursement request to a member agency for the supervisor's salary as determined by available funding. The Team Leader(s) shall remain an employee of the member city or county at all times.

9.5 The duties, responsibilities and authority of the Team Leader(s), while the Task Force Commander is absent, shall be the same as the Task Force Commander as described in paragraph 9.2 herein. If there is more than one Team Leader, the Task Force Commander will assign one Team Leader to act as Task Force Commander while the Task Force Commander is absent.

10. Forfeiture, Seizures and Fines. Items that are seized pursuant to this Agreement shall be used to support Task Force efforts. The use and disbursement of these items must be approved by the Board. In the case of federal forfeiture actions, established federal rules shall be followed. The Board may divide all remaining forfeited items among Task Force members in proportion to the then-assigned Full Time Equivalent contributions of each member of this Agreement as set forth in paragraph 8.1 herein. Fine and restitution monies ordered paid to the Task Force by court order shall be used to offset equipment or operating costs of the Task Force not funded by grant or matching funds.

11. Insurance, Indemnification and Hold Harmless. The Board shall purchase general liability insurance for activities of the Task Force. Such insurance shall name each member as an additional insured. By purchasing insurance, the members do not intend to waive, and the Agreement shall not be interpreted to constitute a waiver of, by any member, limitations on liability or immunities provided by any applicable Minnesota law, including Minn. Stat. Chs. 466 and 471. The cost of the general liability insurance shall be paid from funds provided pursuant to paragraph 7 hereunder.

The members of this Agreement are not liable for the acts or omissions of the other members of this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other members.

The Task Force shall defend and indemnify the members, and their officers, employees, and agents, from and against all claims, damages, losses, and expenses, including attorney fees, arising from Task Force activities or operations, and decisions of the Board.

Nothing in this Agreement shall constitute a waiver of the statutory limits or liability set forth in Minnesota Statutes, Chs. 466 and 471, or a waiver of any available immunities or defenses.

To the fullest extent permitted by law, action by the members to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the members that they shall be deemed a "single governmental unit" for the purposes of liability, as set forth in Minnesota Statutes, section 471.59, subd. 1a(a), provided further that for purposes of that statute, each member to this Agreement expressly declines responsibility for the acts or omissions of another member.

Nothing herein shall be construed to provide insurance coverage or indemnification to an officer, employee, or agents of any member for any act or omission for which the officer, employee, or agent is guilty of malfeasance in office, willful neglect of duty, or bad faith.

Any excess or uninsured liability shall be borne equally by all the members, but this does not include the liability of any individual officer, employee, or agent which arises from his or her own malfeasance, willful neglect of duty, or bad faith.

DAKOTA COUNTY DRUG TASK FORCE

JOINT POWERS AGREEMENT

12. Effective Date. This Agreement shall take full effect upon signature of all parties to the Agreement. All members need not sign the same copy. The signed Agreement shall be filed with the Board's designated fiscal agent, who shall notify all members in writing of its effective date.

12.1 Termination of Prior Agreement. Upon the effectiveness of this Agreement, the Prior Agreement shall terminate and have no further force and effect, and shall be superseded and replaced in its entirety by this Agreement without any further action by the Parties.

13. Termination and Withdrawal.

13.1 Termination Date. This Agreement shall terminate upon the occurrence of any one of the following events, whichever occurs first:

- When necessitated by operation of law or as a result of a decision by a court of competent jurisdiction; or
- When a majority of members agree by resolution to terminate the agreement upon a date certain; or
- On December 31, 2023.

13.2 Withdrawal. Any member may withdraw from this Agreement upon 60-days written notice to the Board. The Board shall notify the members pursuant to paragraph 14. Withdrawal shall not act to discharge any liability incurred by the member prior to withdrawal. Such liability shall continue until discharged by law or agreement. In the event of withdrawal by any member, the agreement shall remain in full force and effect as to all remaining members.

13.3 Effect of Termination. Upon termination of this Agreement, all property of the Task Force shall be sold or distributed to the members in proportion to the then-assigned Full Time Equivalent contributions of each member of this Agreement as set forth in paragraph 8.1 herein.

14. Notice. Notice of withdrawal shall be provided by first class mail to the following:

Apple Valley Chief of Police
7100 147th Street West
Apple Valley, MN 55124

Burnsville Chief of Police
100 Civic Center Parkway
Burnsville, MN 55337

Eagan Chief of Police
3830 Pilot Knob Road
Eagan, MN 55122

Farmington Chief of Police
19500 Municipal Drive
Farmington, MN 55024

DAKOTA COUNTY DRUG TASK FORCE

JOINT POWERS AGREEMENT

Hastings Chief of Police
150 3rd Street East
Hastings, MN 55033

Inver Grove Heights Chief of Police
8150 Barbara Avenue
Inver Grove Heights, MN 55077

Lakeville Chief of Police
9237 183rd Street West
Lakeville, MN 55044

Mendota Heights Chief of Police
1101 Victoria Curve
Mendota Heights, MN 55118

Rosemount Chief of Police
2875 145th Street West
Rosemount, MN 55068

Savage Chief of Police
6000 McColl Drive
Savage, MN 55378

South St. Paul Chief of Police
125 3rd Avenue North
South St. Paul, MN 55075

West St. Paul Chief of Police
1616 Humboldt Avenue
West St. Paul, MN 55118

Dakota County Sheriff
Law Enforcement Center
1580 Highway 55
Hastings, MN 55033

15. **Multiple Counterparts:** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the undersigned governmental units, by action of their governing bodies, have caused this Agreement to be executed in accordance with the authority of Minnesota Statute §471.59.

[Signatures on following pages]

Approved by the City Council

Dated: _____

CITY OF INVER GROVE HEIGHTS

By _____

Date of Signature _____

Attest _____

Date of Signature _____

RESOLUTION NO. _____

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

**RESOLUTION RELATING TO THE CITY OF INVER GROVE HEIGHTS
PARTICIPATION IN THE DAKOTA COUNTY DRUG TASK FORCE**

WHEREAS, on or about September 10, 2018, the City of Inver Grove Heights, the County of Dakota, and the cities of Apple Valley, Burnsville, Eagan, Farmington, Hastings, Lakeville, Mendota Heights, Rosemount, Savage, South St. Paul and West St. Paul (“Parties”) continued via a Joint Powers Agreement to participate in coordinated efforts to apprehend and prosecute drug offenders. This combined effort is responsible for drug investigation, information management, case development and criminal charging.

WHEREAS, the City of Inver Grove Heights, a governmental unit of the State of Minnesota, through its duly elected governing body has adopted a resolution approving the Agreement and authorizing its MAYOR to execute the same; and

WHEREAS, the Agreement provides that any amendments to the Agreement can be made and must be executed by all of the parties.

Now, therefore, in consideration of the amendments contained herein, the Parties agree as follows:

1. Section 9.4 of the Agreement stating; From the Agents assigned by members, a Team Leader(s) may be appointed by the Board, with the concurrence of the Agent's member agency, and serve at the Board's pleasure. The Team Leader(s) must be a full-time, licensed peace officer of a member and may be paid a supervisor's salary by that member agency. The Board shall determine the amount of any reimbursement request to a member agency for the supervisor's salary as determined by available funding. The Team Leader(s) shall remain an employee of the member city or county at all times.
2. Section 12.1 Agreement states, the Prior Agreement shall terminate and have no further force and effect, the former JPA was set to expire at the end of 2019. Now the revised JPA officially terminates the prior JPA and 2018-2023 is the term of the revised JPA.
3. All other terms of the Agreement shall remain in force and effect unless otherwise amended in accordance with the terms of the Agreement.

In Witness Whereof, the parties have executed this Amendment to the Agreement on the dates indicated below.

Adopted by the City Council of the City of Inver Grove Heights this 10th day of September, 2018.

George Tourville, Mayor

Attest:

Michelle Tesser, City Clerk

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

PERSONNEL ACTIONS

Meeting Date: September 10, 2018
 Item Type: Consent Agenda
 Contact: Janet Shefchik, HR Manager
 Prepared by: Carrie Isaacson, Admin Svc Coord
 Reviewed by: Janet Shefchik, HR Manager

Fiscal/FTE Impact:

☒	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☐	Other

PURPOSE/ACTION REQUESTED

Staff requests that Council confirm and approve the personnel actions listed below:

Part-Time/Temporary/Seasonal Employment:

Fire

Povolny, Steven, Firefighter

Parks-Recreation-VMCC

Nygaard, Corey, Fitness Worker/Instructor

Golf Course

Jasperson, Daniel, Golf Course Laborer

Resignation/Terminations:

Barzital, Blake, Fitness Instructor

Morgan, Christine, Fitness Instructor

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Public Hearing to Consider Ordering Improvements for City Project No. 2017-17 – Dickman Industrial Park Wet Extended Detention Basin

Meeting Date: September 10, 2018
 Item Type: Public Hearing
 Contact: Thomas J. Kaldunski, 651-450-2572
 Prepared by: Thomas J. Kaldunski, City Engineer
 Reviewed by: Scott D. Thureen, Public Works Director

SDT

	Fiscal/FTE Impact:
☐	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☒	Other: Storm Water Utility Fund, PSIG Grants (MPCA/PFA)

PURPOSE/ACTION REQUESTED

Public Hearing to consider ordering improvements for City Project No. 2017-17 – Dickman Industrial Park Wet Extended Detention Basin.

SUMMARY

The project was initiated by the City Council as part of the City's Improvement Program. The Planning Commission determined the project is consistent with the City's Comprehensive Plan at its September 4, 2018 meeting. The City of Inver Grove Heights has been seeking grants to help fund storm water facilities to improve the quality of its storm water discharges to the Mississippi River. In March 2018, City Council authorized the grant application to the Minnesota Pollution Control Agency (MPCA) Storm Water Funding Program that is administered with the Public Facilities Authority (PFA).

City Project No. 2017-17 consists of a storm water treatment basin near the Dickman Trail Industrial Park. The estimated total project cost is \$599,000. The grant would cover 80% of the cost and the City would cover 20% of the cost. The City's share of the cost would be covered by the Stormwater Utility Fund.

At the July 23, 2018 meeting, the Council received the Feasibility Report for City Project No. 2017-07 – Dickman Industrial Park Wet Extended Detention Basin and scheduled a public hearing for September 10, 2018 to consider ordering the project. An informational meeting for adjacent residents was held on August 30, 2018 at 6:00 p.m. There were no attendees at the information meeting and no comments have been received. No special assessments are proposed for City Project No. 2017-17.

Staff recommends that the City Council adopt the resolution ordering the improvements for City Project No. 2017-17 – Dickman Industrial Park Wet Extended Detention Basin.

TJK/kf

Attachments: Resolution
 Site exhibit
 Preliminary concept

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

**RESOLUTION ORDERING THE IMPROVEMENTS FOR THE 2019 IMPROVEMENT PROGRAM, CITY
PROJECT NO. 2017-17 – DICKMAN INDUSTRIAL PARK WET EXTENDED DETENTION BASIN**

RESOLUTION NO. _____

WHEREAS, City Council adopted a resolution on March 12, 2018 approving a stormwater project plan with reference to City Project No. 2017-17 – Dickman Industrial Park Wet Extended Detention Basin; and

WHEREAS, City Council directed the City Engineer to submit the approved stormwater project plan to the Minnesota Pollution Control Agency (MPCA) to seek funding; and

WHEREAS, the City Engineer will submit an application to the MPCA for funding of the Dickman Industrial Park Wet Extended Detention Basin; and

WHEREAS, on March 12, 2018, City Council authorized the preparation of a Feasibility Report to be prepared by Barr Engineering; and

WHEREAS, on July 23, 2018, the Feasibility Report was received, and the public hearing was scheduled.

WHEREAS, published notice was given pursuant to Minnesota Statute 429.031, and a notice of public hearing was mailed to parcels near the project and the hearing was held thereon on September 10, 2018, at which time all persons desiring to be heard were given an opportunity to be heard thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE INVER GROVE HEIGHTS, MINNESOTA THAT:

1. Such improvement is hereby ordered as proposed in this Council resolution adopted September 10, 2018.
2. Council authorizes the use of the Stormwater Utility Fund and PSIG grants.

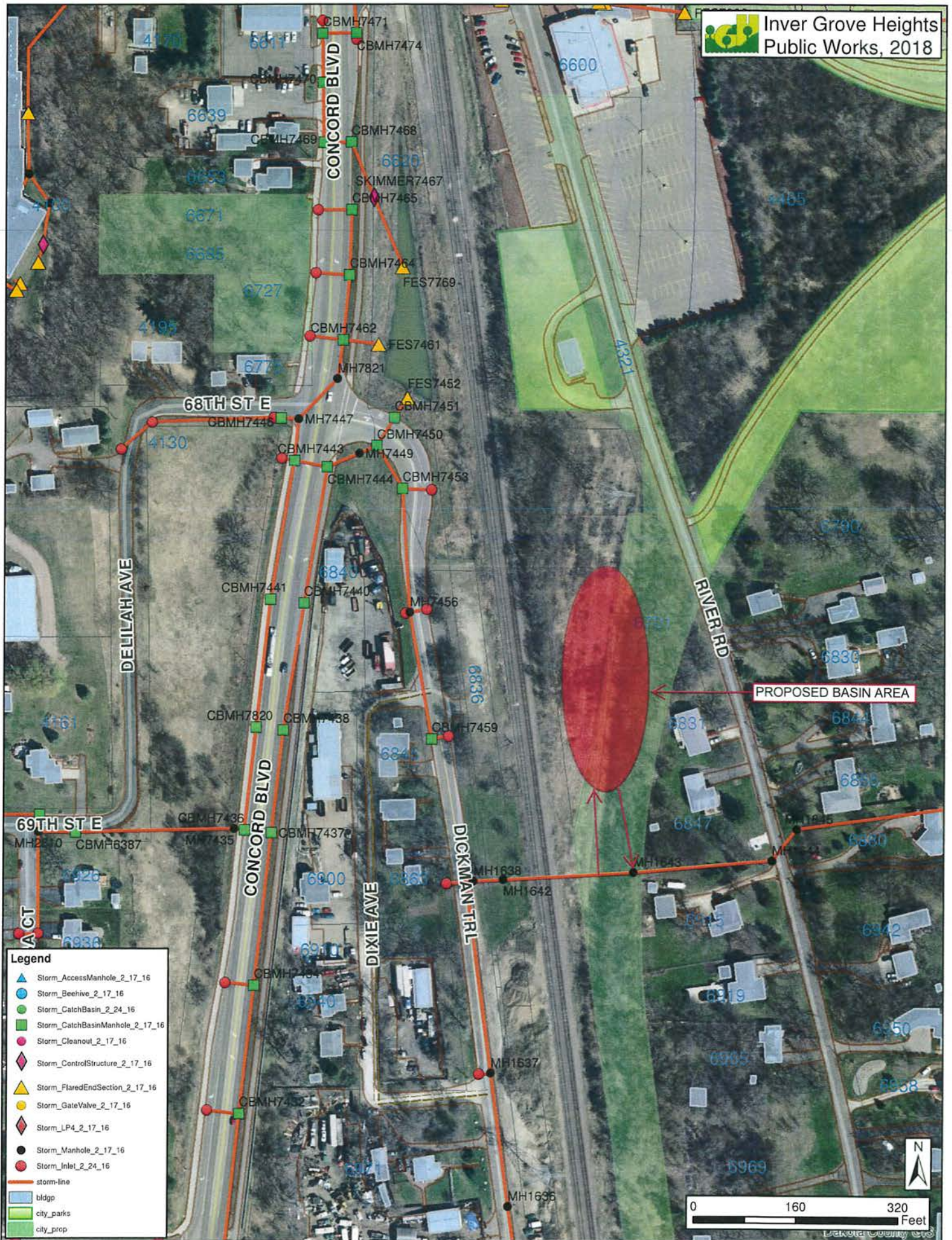
Adopted by the City Council of Inver Grove Heights, Minnesota this 10th day of September 2018

AYES:
NAYS:

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk



CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

CHRISTINA MALMGREN-MIDBY – CASE NO. 18-46V

Meeting Date: September 10, 2018

Item Type: Regular

Contact:  Heather Botten 651.450.2569

Prepared by: Heather Botten, Associate Planner

Reviewed by: Janice Gundlach, Director 

Fiscal/FTE Impact:

☒	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	Other

PURPOSE/ACTION REQUESTED

Consider a Resolution relating to a Variance to allow a 48-inch high, chain link fence within the corner front yard for property located at 8315 Cleadis Avenue.

- Requires a 3/5ths vote.
- 60-day deadline: October 5, 2018 (first 60-days)

SUMMARY

The applicant is requesting a variance to allow a chain link fence 48 inches high within the corner front yard setback. The ordinance requires all fences within a front yard area to be no taller than 42 inches and at least 75% open visibility. The applicant is proposing a chain link fence, which complies with the visibility requirement, but is requesting it to be 48 inches high instead of the 42-inch maximum. Because it is on a corner lot the applicants must conform to the rules for two front yards.

Staff believes a 48-inch, chain link fence would not have an adverse effect on the neighborhood. The proposed fence would be located along the side, rear, and corner front property lines; the fence would be located about 70 feet from the front property line on Cleadis Avenue. A practical difficulty can be found in the fact that the lot is a corner lot with two front yard setback requirements for fences and the visibility from the right-of-way would not be impacted.

Planning Staff: Based on the information provided staff recommends approval of the variance request with the condition listed in the attached resolution.

Planning Commission: At the September 4, 2018 public hearing, the Planning Commission recommended **approval** of the request with the one condition listed in the attached resolution (8-1).

The Planning Commission also asked that Council look into the possibility of an ordinance amendment if the industry standard for chain link fences was now 48-inches in height rather than 42-inches.

Attachments: Approval resolution
PC recommendation
Planning staff report

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. 18-_____

**RESOLUTION APPROVING A VARIANCE TO ALLOW A 48-INCH CHAIN LINK FENCE
WITHIN THE FRONT YARD SETBACK WHEREAS 42-INCHES
IS THE MAXIMUM HEIGHT ALLOWED**

CASE NO. 18-46V
Christina Malmgren-Midby

Property located at 8315 Cleadis Avenue and legally described as follows:

Lot 1, Block 5, Cukier 2nd Addition, according to the recorded plat, Dakota County, Minnesota

WHEREAS, an application has been received for a variance to allow a 48-inch chain link fence to be located within the corner front yard setback;

WHEREAS, the afore described property is zoned R-1C, Single-family Residential;

WHEREAS, a Variance may be granted by the City Council from the strict application of the provisions of the City Code Title 10, Chapter 3-4 and conditions and safeguards imposed in the variance so granted where practical difficulties or particular hardships result from carrying out the strict letter of the regulations of the Zoning Code, as per City Code 10-3-4 D;

WHEREAS, the City of Inver Grove Heights Planning Commission reviewed the request on September 4, 2018 in accordance with City Code Section City Code 10-3-3 C;

WHEREAS, a practical difficulty or uniqueness was found to exist based on the following findings:

- a. The request is in harmony with the general purpose and intent of the City Ordinance and is consistent with the Comprehensive Plan.
- b. The height of the chain link fence does not appear to have any adverse impacts on the neighboring properties.
- c. The property is unique in that the lot is a corner lot with two front yard setback requirements for fences, the fence does not encroach past the front plane of the home, and the fence does not affect visibility from right-of-way.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that the variance to allow a 48-inch chain link fence within the corner front setback is hereby approved subject to the following condition:

1. The site shall be developed in substantial conformance with the site plan on file with the Planning Department.

BE IT FURTHER RESOLVED that the City Clerk is hereby authorized and directed to record a certified copy of this Resolution at the Dakota County Recorder's Office.

Adopted by the City Council of Inver Grove Heights this 10th day of September, 2018.

George Tourville, Mayor

Ayes:

Nays:

ATTEST:

Michelle Tesser, City Clerk

**RECOMMENDATION TO
CITY OF INVER GROVE HEIGHTS**

TO: Mayor and City Council of Inver Grove Heights
FROM: Planning Commission
DATE: September 4, 2018
SUBJECT: **CHRISTINA MALMGREN-MIDBY – CASE NO. 18-46V**

Reading of Notice

Commissioner Simon read the public hearing notice to consider the request for a variance to allow a 48-inch chain link fence whereas 42 inches is the maximum height allowed within the corner front property, for the property located at 8315 Cleadis Avenue. 6 notices were mailed.

Presentation of Request

Heather Botten, Associate Planner, explained the request as detailed in the report. She advised that the applicant is requesting a variance to allow a chain link fence 48 inches high within the corner front yard setback. The ordinance requires all fences within a front yard area to be no taller than 42 inches and at least 75% open visibility. The applicants are proposing a chain link fence, which complies with the visibility requirement, but they are requesting it to be 48 inches high instead of the 42-inch maximum. Because it is on a corner lot the applicants must conform to the rules for two front yards. The reasons for the fence rule appear to be mainly traffic visibility and aesthetics. A practical difficulty can be found in the fact that the lot is a corner lot with two front yard setback requirements for fences and the visibility from the right-of-way would not be impacted. Staff recommends approval of the request with the condition listed in the report. Staff did not hear from any abutting property owners.

Commissioner Wippermann asked what would be the reason for the practical difficulty that prevents them from complying with the code.

Ms. Botten replied that the applicant got quotes from several fence companies, who all recommended the 48-inch height for safety and security purposes.

Commissioner Wippermann asked which portions of the fence required the variance.

Ms. Botten showed the location of the fence portions requiring a variance.

Commissioner Wippermann asked where the fence could be moved to comply with the code.

Ms. Botten replied it needed to be moved 30 feet, which would line it up with the house.

Commissioner Robertson asked how far the proposed fence would be from the lot line.

Ms. Botten replied it would be located on the property line.

Commissioner Robertson asked if that was allowed.

Ms. Botten replied in the affirmative, stating the fence could be up to the property line, which was 11 feet from the curb.

Commissioner Robertson asked if the applicant was requesting to have the fence go to the curb.

Ms. Botten replied they were not as no fencing was allowed in the right-of-way.

Commissioner Robertson asked where the applicant's front door was located.

Ms. Botten replied the front door was on the east side of the home facing Cleadis Avenue.

Commissioner Niemioja asked if staff heard from any neighbors.

Ms. Botten replied they had not.

Commissioner Kramer asked if there were any issues with the fence abutting the private road to the west.

Ms. Botten replied there were no additional requirements; it would just be considered the rear property line.

Commissioner Wippermann asked if this means every corner lot that normally would require a 42-inch fence could have a 48-inch fence.

Ms. Botten replied no, each application would be looked at individually. In this case the fence would be 70 feet from the front property line on Cleadis and it would not affect any traffic visibility.

Commissioner Robertson said this is the second request for a variance that we have dealt with in two meetings. She is feeling perplexed about what our criteria that enable people to come forward and say I want a higher fence. Some of it is tied to what is considered side yard but for me this one, if I looked quite objectively at it, is not one that is honored by our existing code. But at the same time, we are likely to get more requests from people that want higher fences or fences into setbacks and it might be good to get some clarity about some time.

Ms. Botten noted that the two requests were different in that the last request was for a solid fence on an interior lot.

Opening of Public Hearing

Christina Malmgren-Midby and Marnie Midby, 8315 Cleadis Avenue, advised they were available to answer any questions.

Chair Maggi asked the applicants if they read and understood the report.

The Midby's replied in the affirmative.

Commissioner Lissarrague asked the applicants if a 42-inch fence would be acceptable.

Ms. Malgren-Midby replied that they discussed the proposed fence with several contractors and they all agreed that the additional height would provide more stability and protection for her seven-year-old grandson and energetic puppy. The additional height would help keep the dog from jumping the fence, especially in the winter when there is snow pack.

Chair Maggi closed the public hearing.

Planning Commission Discussion

Chair Maggi believed this request to be different than the one discussed at the last meeting and noted there was a stated practical difficulty they could use.

Commissioner Scales stated he supported the request since it was a corner lot and was not affecting sight lines.

Commissioner Lissarrague stated he had a similar situation in which he had a fence that he had to rebuild taller as it was not high enough to confine his dog.

Planning Commission Recommendation

Motion by Commissioner Lissarrague, second by Commissioner Weber, to approve the request for a variance to allow a 48-inch chain link fence whereas 42 inches is the maximum height allowed within the corner front property, for the property located at 8315 Cleadis Avenue.

Commissioner Wippermann stated he would be voting no as he did not believe it met the criteria for a variance and that the stated practical difficulty was a bit of a stretch.

Commissioner Weber noted that if this was an interior lot the applicant would be allowed to have a seven-foot solid fence in this entire area.

Motion carried (8/1 - Wippermann). This item goes to the City Council on September 10, 2018.

Chair Maggi asked if there was a process by which the Commission could make a recommendation to Council to look at perhaps increasing the allowed building size. Also, should the code be reevaluated if the industry standard was now for a 48-inch fence rather than 42-inch.

Mr. Hunting replied that Commissioners could include that verbiage in their motion.

Commissioner Scales recommended that City Council direct staff to look at reevaluating maximum building size and fence height.

Chair Maggi clarified that she was not necessarily recommending the fence height be adjusted, but rather looking into whether the industry standard had changed.

Commissioner Kramer seconded Commissioner Scales' recommendation, stating perhaps building size allowed should be a percentage of lot size rather than a flat number.

Commissioner Niemioja stated it would be beneficial for the Planning Commission to have a mechanism for recommending to City Council that they look differently at certain requests.

Chair Maggi stated it would be helpful to evaluate whether the 1,000 square foot limit was a common reason for a variance request.

P L A N N I N G R E P O R T
C I T Y O F I N V E R G R O V E H E I G H T S

HEARING DATE: September 4, 2018

CASE NO: 18-46V

APPLICANT & PROPERTY OWNER: Christina Malmgren-Midby

REQUEST: Variance to permit a 48-inch chain link fence whereas 42-inches in the maximum height allowed within the corner front setback

LOCATION: 8315 Cleadis Avenue

COMPREHENSIVE PLAN: Low Density Residential

ZONING: R-1C, Single-family Residential

REVIEWING DIVISIONS: Planning

PREPARED BY: Heather Botten 
Associate Planner

BACKGROUND

The applicant is requesting a variance to allow a chain link fence 48 inches high within the corner front yard setback. The fence would be installed along the side, rear, and corner front property lines. The property lines have been identified by a surveyor. The ordinance requires all fences within a front yard area to be no taller than 42 inches and shall be at least 75% open visibility. The reasons for the rule appear to be mainly visibility for traffic and emergency vehicles along the street and driveways. A second reason would be aesthetics, both in uniformity along front views and visual appeal. The applicant is proposing a chain link fence, complying with the 75% clear visibility requirement but is requesting it to be 48 inches (4 feet) high instead of the 42 inch (3 ½ feet) maximum height in the front yard. The applicant has stated she spoke with five contractors who all recommended the 48" height to ensure its sturdiness for the safety and security for dogs and children.

The specific request consists of the following:

- a) A Variance to allow a 48-inch chain link fence in the corner front yard whereas 42 inches is the maximum height allowed.

EVALUATION OF THE REQUEST

SURROUNDING USES: The subject site is surrounded by the following uses:

North - Residential; zoned R-1C, single-family; guided LDR, Low Density Residential
East - Residential; zoned R-1C, single-family; guided LDR, Low Density Residential
West - Residential; zoned R-1C, single-family; guided LDR, Low Density Residential
South - Residential; zoned R-1C, single-family; guided LDR, Low Density Residential

Engineering. Engineering has reviewed the request and takes no exception to the proposed fence.

VARIANCE REVIEW

City Code Title 11, Chapter 3. **Variances**, states that the City Council may grant variances when they are in harmony with the general purposes and intent of the zoning ordinance and consistent with the comprehensive plan and establishes that there are practical difficulties in complying with the official control. In order to grant the requested variances, City Code identifies criteria which are to be considered practical difficulties. The applicant's request is reviewed below against those criteria.

1. *The variance request is in harmony with the general purpose and intent of the city code and consistent with the comprehensive plan.*

The area is developed with single-family homes. The additional six-inch chain link fence height where the total height would still only be four feet tall would be in harmony with the purpose and intent of the city code and would be consistent with the comprehensive Plan.

2. *The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.*

City code allows 42-inch high, chain link fences within the front yard. Additionally, fences along the side and rear property lines can be up to seven feet in height. The property is a corner lot and therefore must conform to the rules for two "front" yards. Staff believes installing a 48-inch fence to be a reasonable use of the property when 42 inches is the maximum allowed in the corner front yard. The fence would be chain link, complying with the 75% open visibility requirement, therefore there would be no impact to traffic visibility.

3. *The plight of the landowner is due to circumstances unique to the property not created by the landowner.*

The property is a corner lot and unique in the fact there is a private driveway located behind the property and not a regular single-family lot where the front yard of the abutting property would be affected. The chain link fence would not affect the visibility along the right-of-way or the intersection of Cleadis Avenue and 83rd Street.

4. *The variance will not alter the essential character of the locality.*

One of the functions of setback requirements is to maintain consistency of structure placement and aesthetic qualities from street and neighboring views. Staff does not believe this variance would alter the essential character of the locality as a 48-inch chain link fence is a standard height for a fence. Aesthetically, the fence would be located along the corner front, rear, and side property lines which is a standard fence location; the fence would not be located in front of the applicant's home,

5. *Economic considerations alone do not constitute an undue hardship.*

Economic considerations do not appear to be a basis for this request.

ALTERNATIVES

The Planning Commission has the following alternatives for the requested action:

Approval: If the Planning Commission finds the variance to be acceptable, the Commission has the following options:

- A. Approval of the Variance to allow a 48-inch chain link fence whereas 42 inches is the maximum height allowed in the front yard subject to the following condition:

1. The fence shall be in substantial conformance with the site plan on file with the Planning Department.

Denial: If the Planning Commission does not favor the proposed Variance, the above request should be recommended for denial. With a recommendation for denial, findings or the basis for the denial should be given.

RECOMMENDATION

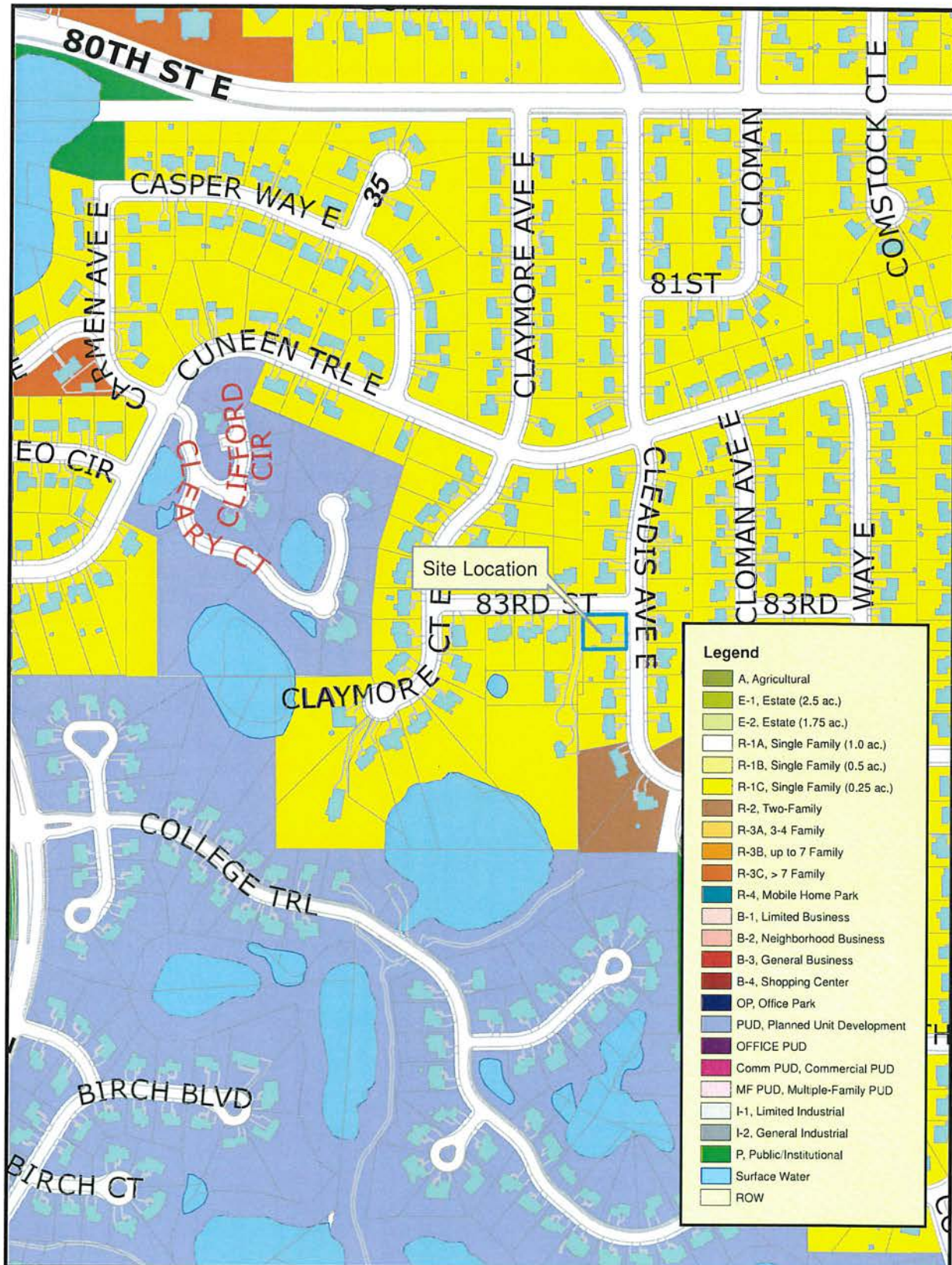
Staff believes the proposed fence would not be out of character of the neighborhood and is consistent with the comprehensive plan. The request to install a 48-inch, chain link fence in the corner front property is a reasonable use of the property and does not appear to have an adverse impact on the neighboring properties. A practical difficulty can be found in the fact the lot is a corner lot with two front yard setback requirements for fences and the visibility from the right-of-way would not be impacted.

Based on the information in the preceding report and the condition listed in Alternative A, staff is recommending approval of the fence height variance.

Attachments: Zoning & Location Map
 Applicant Narrative
 Site Plan
 Photo



8315 Cleadis Avenue Case No. 18-46V



THIS DRAWING IS NEITHER A LEGALLY RECORDED MAP NOR A SURVEY AND IS NOT INTENDED TO BE USED AS ONE. THIS DRAWING IS A COMPILATION OF RECORDS, INFORMATION AND DATA LOCATED IN VARIOUS CITY, COUNTY AND STATE OFFICES AND OTHER SOURCES AND IS TO BE USED FOR REFERENCE PURPOSES ONLY. THE CITY OF INVER GROVE HEIGHTS IS NOT RESPONSIBLE FOR ANY INACCURACIES HEREIN CONTAINED.
Map produced by the City of Inver Grove Heights GIS Dept.
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Exhibit A
Zoning and Location Map
Map not to scale

Narrative describing request for variance

8315 Cleadis Avenue, Inver Grove Heights, MN

I, Christina Malmgren-Midby, the property owner of 8315 Cleadis Avenue, live there with my daughter and my grandson. In May 2018 we bought a lab/beagle mix puppy, very energetic and excitable. For a long time we have thought about installing a fence for the safety of my grandson. The recent purchase of a puppy raised the issue again.

Although we had looked into an "invisible fence" for purpose of keeping the dog contained, we decided to install an actual fence in order to keep both my grandson and the dog safe and secure.

We have thoroughly researched fencing, having five contractors come out to the property to discuss types, styles, height, etc. For visibility reasons along the street and private drive behind our property, we decided to go with a black vinyl chain link fence rather than aluminum or wood. All five contractors recommended a minimum 48" fence to ensure its sturdiness and support, as well as the safety and security of my grandson and the dog. All contractors also stated that the black color blends in best with the landscape rather than any other color.

We had hoped to have the proposed 48" fencing run from the back northwest corner of the house over to the property line along 83rd Street on the north side, west to the property line along the private drive behind our property, along the back of the property line to the southwest corner property line, east along the property line to the back corner of the house and over to the house itself, as shown on the attached scaled drawing. Note: all property lines were located and marked by Rehder & Associates, Inc. of Eagan, MN, professional land surveyors, in August 2011.

When attempting to get a permit from the city to install the fencing, our chosen contractor, Dakota Unlimited, was advised that because it is a corner property, the north side yard along 83rd Street is deemed to be a front yard, and that such a designation (1) limits us to a 42" fence along the 83rd Street side of the property, or (2) requires us to move the proposed fence back from the property line so it is flush with the house (a difference of 30 feet).

We ask that a variance be granted to allow the 48" fence to be installed along the north side property line in question along with the other sides for the following reasons:

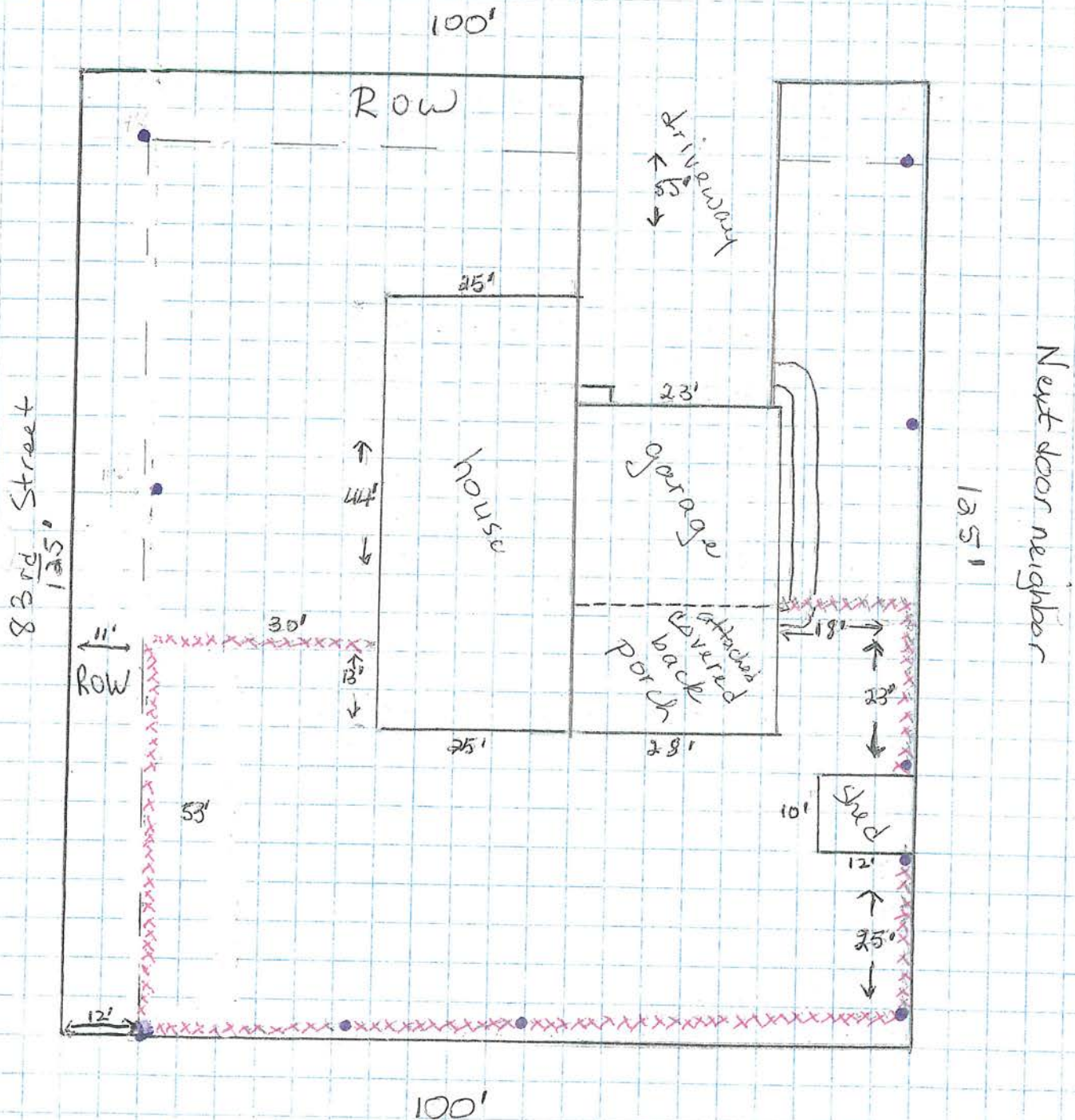
1. Requiring a reduction to 42" along the north/83rd Street side of the property, according to the contractors who viewed the property, will reduce the support the fence will provide for my grandson, as well as increase the risk that the dog will be able to jump it. That risk increases in the winter months when the snowpack on the ground reduces the height between the snow cover and the top of the fence.
2. Moving the fence back flush with the north side of the house results in a loss of 1590 square feet of the proposed fenced yard, a significant loss in terms of a secure play area for my grandson and area for the dog to run.
3. We made the decision to go with the black vinyl chain link fence because it is the least obtrusive for the neighborhood and provides the best option for visibility at corners and along the roads since that type of fencing is essentially see-through, unlike the other options. Additionally, the setback of approximately 12 feet from the street to the property line, by itself, already helps reduce visibility issues.

Granting this variance will provide both an increased practical and beneficial use of the property. We sincerely request your approval. Thank you for your time and consideration in this matter.

Property Diagram
8315 Cleadis Avenue

Attachment #3

Cleadis Avenue



- x Proposed fence
- Property markers





edge of
property

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

PETE KAMISH - Case No. 18-47V

Meeting Date: September 10, 2018
 Item Type: Regular Agenda
 Contact: Allan Hunting 651.450.2554
 Prepared by: Allan Hunting, City Planner
 Reviewed by: Janice Gundlach, Director *JG*

Fiscal/FTE Impact:

☒	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	Other

PURPOSE/ACTION REQUESTED

Consider a Resolution relating to a Variance to allow an accessory structure 1,200 square feet for property located at 4046 60th Street.

- Requires a 3/5th's vote.
- 60-day deadline: September 22, 2018 (first 60 days)

SUMMARY

The applicant is requesting a variance to construct an accessory structure 1,200 square feet in size. The property is zoned R-1C and maximum size is 1,000 square feet in that district. The structure would comply with all setback and impervious surface requirements.

ANALYSIS

Variances from accessory structure size can be difficult to tie to a practical difficulty relating to a lot constraint. There is nothing unique to this property that would support allowing a larger structure. The property is used in a reasonable manner and like others in the area. A larger structure appears to be a convenience to the landowner and not dictated by unique circumstances of the property.

RECOMMENDATION

Planning Division. Does not support the request as a practical difficulty has not been shown.

Planning Commission. The Commission also could not find a practical difficulty and recommends denial (9-0). The Planning Commission asked that Council look into the possibility of allowing larger structures in some circumstances.

Attachments: Resolution denying the Variance
 Resolution approving the Variance
 Planning Commission Recommendation
 Planning Staff Report

DENIAL RESOLUTION

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. _____

**RESOLUTION DENYING A VARIANCE TO ALLOW AN ACCESSORY STRUCTURE
1,200 SQUARE FEET IN SIZE WHEREAS 1,000 SQUARE FEET IS MAXIMUM**

CASE NO. 18-47V
(Pete Kamish)

Property located at 4046 60th Street and legally described as follows:

Lot 15, Block 1, Dawn Way Ridge, Dakota County, Minnesota according to the recorded plat thereof.

WHEREAS, an application has been received for a variance to allow an accessory structure 1,200 square feet in size whereas 1,000 square feet is maximum allowed;

WHEREAS, the afore described property is zoned R-1C, Single Family;

WHEREAS, a Variance may be granted by the City Council from the strict application of the provisions of the City Code Title 10, Chapter 3-4 and conditions and safeguards imposed in the variance so granted where practical difficulties or particular hardships result from carrying out the strict letter of the regulations of the Zoning Code, as per City Code 10-3-4 D;

WHEREAS, the City of Inver Grove Heights Planning Commission reviewed the request on September 4, 2018 in accordance with City Code Section City Code 10-3-3:C;

WHEREAS, a practical difficulty or uniqueness was not found to exist based on the following findings:

1. A practical difficulty relating to the physical characteristics of the lot was not shown.
2. There is nothing unique to this property that would support allowing a larger structure. The property is used in a reasonable manner and like others in the area. A larger structure appears to be a convenience to the landowner and not dictated by unique circumstances of the property.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that the variance to allow a 1,200 square foot accessory structure is hereby denied.

Adopted by the City Council of Inver Grove Heights this 4th day of September, 2018.

George Tourville, Mayor

Ayes:

Nays:

ATTEST:

Michelle Tesser, City Clerk

APPROVAL RESOLUTION

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. _____

**RESOLUTION APPROVING A VARIANCE TO ALLOW AN ACCESSORY
STRUCTURE 1,200 SQUARE FEET IN SIZE WHEREAS 1,000 SQUARE FEET IS
MAXIMUM**

CASE NO. 18-47V
(Pete Kamish)

Property located at 4046 60th Street and legally described as follows:

Lot 15, Block 1, Dawn Way Ridge, Dakota County, Minnesota according to the recorded plat thereof.

WHEREAS, an application has been received for a variance to allow an accessory structure 1,200 square feet in size whereas 1,000 square feet is maximum allowed;

WHEREAS, the afore described property is zoned R-1C, Single Family;

WHEREAS, a Variance may be granted by the City Council from the strict application of the provisions of the City Code Title 10, Chapter 3-4 and conditions and safeguards imposed in the variance so granted where practical difficulties or particular hardships result from carrying out the strict letter of the regulations of the Zoning Code, as per City Code 10-3-4 D;

WHEREAS, the City of Inver Grove Heights Planning Commission reviewed the request on September 4, 2018 in accordance with City Code Section City Code 10-3-3:C;

WHEREAS, a practical difficulty or uniqueness was found to exist based on the following findings:

(practical difficulty to be stated by City Council)

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that the variance to allow a 1,200 square foot accessory structure is hereby approved.

Adopted by the City Council of Inver Grove Heights this 4th day of September, 2018.

George Tourville, Mayor

Ayes:

Nays:

ATTEST:

Michelle Tesser, City Clerk

**RECOMMENDATION TO
CITY OF INVER GROVE HEIGHTS**

TO: Mayor and City Council of Inver Grove Heights

FROM: Planning Commission

DATE: September 4, 2018

SUBJECT: **PETE KAMISH – CASE NO. 18-47V**

Reading of Notice

Commissioner Simon read the public hearing notice to consider the request for a variance to construct a 1,200 square foot detached accessory building whereas 1,000 square feet is the maximum allowed on an R-1C zoned property, for the property located at 4046 – 60th Street. 13 notices were mailed.

Presentation of Request

Allan Hunting, City Planner, explained the request as detailed in the report. He advised that the applicant is proposing to construct a 1,200-square foot accessory structure whereas 1,000 is the maximum size allowed. The property is zoned R-1C, Single Family Residential, and is almost 2.4 acres in size whereas lots in this district are typically 12,000–15,000 square feet. Staff does not believe there is sufficient rationale to support all variance criteria and recommends denial of the request.

Commissioner Scales noted that similar requests for larger buildings were common and he questioned whether Council has ever directed staff to consider reevaluating maximum accessory structure size allowed.

Mr. Hunting replied that Council has not raised the issue of allowing larger accessory buildings in the R-1C zoning district.

Commissioner Simon asked if staff heard from neighbors.

Mr. Hunting replied they had not.

Chair Maggi asked approximately how large a two-car garage would be.

Mr. Hunting replied approximately 500 square feet.

Chair Maggi asked if a 1,000 square foot building would allow for multiple vehicles.

Mr. Hunting replied in the affirmative, stating 1,000 square foot building would allow for at least a three-car garage.

Opening of Public Hearing

Pete Kamish, 4046 – 60th Street East, advised he was available to answer any questions.

Chair Maggi asked the applicant if he read and understood the report.

September 4, 2018

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Mr. Kamish replied in the affirmative.

Commissioner Simon asked if there was a lean-to next to the existing garage.

Mr. Kamish replied there was no lean-to.

Commissioner Lissarrague asked the applicant how old his children were that were of driving age.

Mr. Kamish replied 17 and 19.

Commissioner Lissarrague asked the applicant to elaborate on the safety concerns referenced in his narrative.

Mr. Kamish replied that they must back down the steep driveway into the cul-de-sac as there is not enough room to turn around on top near the existing garage.

Commissioner Niemioja asked the applicant why a 1,200 square foot building was needed versus a 1,000 square building.

Mr. Kamish replied that 1,200 square feet was needed to store all their vehicles, boats, lawn equipment, etc.

Chair Maggi closed the public hearing.

Planning Commission Discussion

Chair Maggi noted that although it seemed like a reasonable request she could not find a practical difficulty.

Commissioner Scales stated he would support the request if anyone could define a practical difficulty. He did not have an issue with the size of the proposed building and felt it was appropriate for the neighborhood and the lot.

Planning Commission Recommendation

Motion by Commissioner Wippermann, second by Commissioner Robertson, to deny the request for a variance to construct a 1,200 square foot detached accessory building whereas 1,000 square feet is the maximum allowed on an R-1C zoned property, for the property located at 4046 – 60th Street, based on the staff report and lack of a practical difficulty.

Motion carried (9/0). This item goes to the City Council on September 10, 2018.

Chair Maggi asked if there was a process by which the Commission could make a recommendation to Council to look at perhaps increasing the allowed building size. Also, should the code be reevaluated if the industry standard was now for a 48-inch fence rather than 42-inch.

Mr. Hunting replied that Commissioners could include that verbiage in their motion.

Recommendation to City Council

September 4, 2018

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Commissioner Scales recommended that City Council direct staff to look at reevaluating maximum building size and fence height.

Chair Maggi clarified that she was not necessarily recommending the fence height be adjusted, but rather looking into whether the industry standard had changed.

Commissioner Kramer seconded Commissioner Scales' recommendation, stating perhaps building size allowed should be a percentage of lot size rather than a flat number.

Commissioner Niemioja stated it would be beneficial for the Planning Commission to have a mechanism for recommending to City Council that they look differently at certain requests.

Chair Maggi stated it would be helpful to evaluate whether the 1,000 square foot limit was a common reason for a variance request.

P L A N N I N G R E P O R T
CITY OF INVER GROVE HEIGHTS

REPORT DATE: August 30, 2018

CASE NO: 18-47V

HEARING DATE: September 4, 2018

APPLICANT/PROPERTY OWNER: Pete Kamish

REQUEST: Variance from accessory structure maximum size

LOCATION: 4046 60th Street

COMPREHENSIVE PLAN: LDR, Low Density Residential

ZONING: R-1C, Single Family Residential

REVIEWING DIVISIONS: Planning
Engineering

PREPARED BY: Allan Hunting
City Planner

BACKGROUND

The applicant is proposing to construct a 1,200 square foot accessory structure. There are no other accessory structures on the lot. The property is zoned R-1C, Single Family. Maximum size of accessory structure is 1,000 square feet. The applicant is requesting a variance to allow the larger structure. The house is setback a distance from the street and the lot rises in elevation away from the street. The proposed structure would be nearer the street but would meet all required setbacks. There would be no impervious surface maximum issues with the size of the accessory structure proposed.

The property is approximately 2.36 acres in size. There are no provisions to allow larger accessory structures on larger lots zoned R-1C. The minimum lot size in the R-1C district is 12,000 square feet, with typical lot sizes are approximately 15,000 square feet. A maximum accessory structure size of 1,000 square feet was based partly on limiting the size or bulk of buildings on R-1C lots. Allowing large accessory buildings would have visual impacts on neighborhoods.

SPECIFIC REQUESTS

The variance request consists of the following:

1. Variance to allow an accessory structure 1,200 square feet, whereas 1,000 square feet is maximum allowed on lots in the R-1C district.

EVALUATION OF THE REQUEST

The following land uses, zoning districts, and comprehensive plan designations surround the property:

North - Single family residential; zoned R-1C; guided LDR

East - Single family residential; zoned R-1C; guided Mixed Use.

West – Single family residential; zoned R-1C; guided LDR.

South – Single family residential; zoned R-1C; guided LDR.

VARIANCE REVIEW

City Code Title 10, Chapter 3. Variances, states that the City Council may grant variances when they are in harmony with the general purposes and intent of the zoning ordinance and consistent with the comprehensive plan and establishes that there are practical difficulties in complying with the official control. In order to grant the requested variances, City Code identifies criteria which are to be considered practical difficulties. The applicant's request is reviewed below against those criteria.

1. *The variance request is in harmony with the general purpose and intent of the city code and consistent with the comprehensive plan.*

The City Council has reviewed and modified the allowed size of accessory structures over the years, increasing the size on larger lots, but has held the size in the urban areas to control the massing of structures. With a proposed 20% increase in size, staff does not believe the variance request is consistent with, or in harmony with the zoning ordinance and comprehensive plan.

2. *The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.*

There is an attached garage to the house, so the existing house is like others in the area and the property can be used in reasonable manner without the need for a variance.

3. *The plight of the landowner is due to circumstances unique to the property not created by the landowner.*

There is nothing unique to this property that would support allowing a larger structure. The property is used in a reasonable manner and like others in the area. A larger structure appears to be a convenience to the landowner and not dictated by unique circumstances of the property.

4. *The variance will not alter the essential character of the locality.*

The subject lot is significantly larger than others in the area and so there are no other houses in very close proximity. Having a larger accessory structure on a larger lot may, in some cases, not have an impact to the character of the neighborhood. The proposed accessory structure would however, be located closer to other homes. Size of the structure could have an impact on the character of the locality. This request could have an impact on the essential character of the neighborhood.

5. *Economic considerations alone do not constitute an undue hardship.*

Economic considerations do not appear to be a basis or a sole basis for either of these requests.

ALTERNATIVES

A. **Approval:** If the Planning Commission finds the application acceptable, the following request should be recommended for approval:

1. Approval of a Variance to allow an accessory structure 1,200 square feet in size subject to the conditions listed below.

1. The site shall be developed in substantial conformance with the Site Plan and elevation drawings dated 8/6/18 on file with the Planning Division except as modified herein.

Practical difficulty:

B. **Denial.** If the Planning Commission does not favor the proposed application, the above request should be recommended for denial. With a recommendation for denial, findings or the basis for the denial should be given.

RECOMMENDATION

Since over the years, Council has not changed the allowed size of accessory structures in the urban areas when they allowed increases in the rural areas, staff considers this to be the direction for the City to limit size of accessory structures. Staff does not believe there is sufficient rationale to support all criteria of a variance review and therefore recommends denial of the request as proposed.

Attachments: Exhibit A –Location Map
Exhibit B –Narrative
Exhibit C – Site Plan



Location Map

Case No. 18-47V



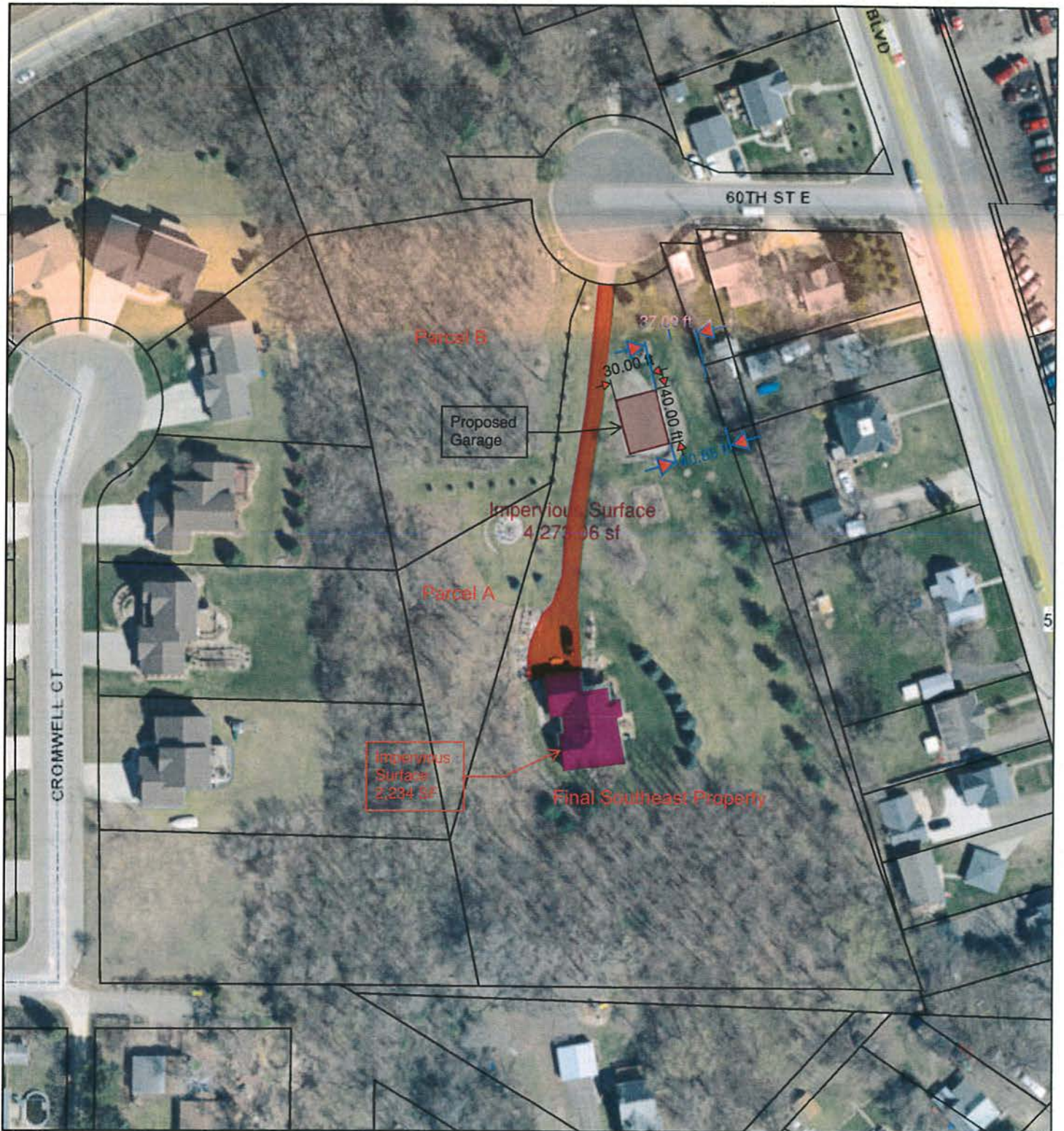
Request for Variance

Address: 4046 60th Street E., Inver Grove Heights, MN 55076

Current zoning ordinance allows for the construction of a detached garage with a size of up to 1,000 sf. I am requesting that a variance be granted to allow me to construct a detached garage that has a size of 1,200 sf. I am making this request for the following reasons:

- My property has a steep slope and a 14% grade on my driveway and I have 4 people driving vehicles in my family. There is not enough room to park all of the vehicles using our current layout. Given the steep grades and limited area, there is a safety concern with having people back all of the way down the driveway and backing into the cul-de-sac. This is even a greater concern during the winter months. There is no parking allowed in the Cul-de-sac. The steepness of the lot and house location did not allow for an attached garage bigger than a 2 car garage.
- Due to the limited space and steep slope I am planning on building a detached garage closer to the bottom of the hill and closer to the cul-de-sac. The detached garage will have an adequate turn around which will allow for vehicles to enter the street without backing into traffic.
- The additional size will allow me to park currently owner vehicles, boats, atv's, lawn equipment and other items that are currently stored outside and will leave enough room to enter/exit the vehicles without hitting the adjacent vehicles. See attached garage layout.
- The lot that I want to build this garage on is 2.63 acres which is substantially larger than the majority of the other lots in the area.

Dakota County, MN



FINAL SOUTHEAST PROPERTY (Pete Kamish & wife)

June 1, 2006
(Lot 15 together with Parcel A)

Lot 15, Block 1, DAWN WAY RIDGE, according to the recorded plat thereof on file in the office of the Registrar of Titles, Dakota County, Minnesota, together with that part of Lot 14, said Block 1, lying southerly of the following described line and its extensions:

Commencing at the most southerly corner of said Lot 14; thence North 12 degrees 20 minutes 23 seconds West, assumed bearing, along the west line of said Lot 14, a distance of 195.11 feet, to the point of beginning of the line to be described; thence North 59 degrees 15 minutes 06 seconds East 128.01 feet, to the southeasterly line of said Lot 14, and there terminating.

1:1,200



CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

J.L. JAMES INVESTMENT GROUP, LLC – CASE NO. 18-27CV

Meeting Date: September 10, 2018
 Item Type: Regular Agenda
 Contact: Heather Botten 651.450.2569
 Prepared by:  Heather Botten, Associate Planner
 Reviewed by: Janice Gundlach 

Fiscal/FTE Impact:

☒	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☐	Other

PURPOSE/ACTION REQUESTED

Consider the following resolutions for property located at 5912 Concord Boulevard:

- a) A Conditional Use Permit to allow an expansion up to 30% gross square feet of a nonconforming structure.
 - Requires 4/5th's vote.
- b) A Variance to exceed a 30% expansion of a nonconforming structure.
 - Requires 3/5th's vote.
 - 60-day deadline: November 2, 2018 (second 60-days)

SUMMARY

The applicant is requesting a conditional use permit and variance to add an attached garage and addition to the existing home. The property is 12,262 square feet in size and zoned I-1, Limited Industry. The house was built in 1936, prior to the City adopting the zoning code, which makes the home and residential use a legal non-conforming use in an industrial district. The zoning code allows an existing non-conforming structure to conditionally expand its gross floor area by up to 30% and a variance to exceed that amount. The applicant is asking for a 38% expansion. The applicant will be adding a garage onto the south side of the house and an addition onto the north side of the house. Additionally, they will be removing part of the home and a detached structure that lies within the flood fringe.

The use of the property has historically been residential, and the surrounding neighborhood is developed as residential lots. The future land use designation of this parcel is mixed use. The idea for mixed use along the Concord Boulevard Corridor is to encourage or facilitate redevelopment and reinvestment along the corridor in a way that helps traffic flow by controlling access, encourages an attractive street frontage as a gateway corridor to the City and allows flexibility in the use of lands along the corridor as business or residential uses.

The request to expand a nonconforming use meets the CUP criteria relating to land use impacts such as setbacks and aesthetics, environmental impacts, public health and safety impacts and consistency with Zoning Ordinance. The property is appropriate for the use considering the size, topography and vegetation. Staff believes the request to remove the existing detached garage out of the flood fringe and add an attached garage and addition to the residential home to be a reasonable request for the property.

RECOMMENDATION

Planning Staff: Based on the information provided staff recommends approval of the conditional use permit to expand a legal nonconformity and a variance to exceed the 30% expansion of a nonconforming structure with the conditions listed in the attached resolutions.

Planning Commission: At the August 21, 2018 public hearing, the Planning Commission recommended approval of the conditional use permit and variance as submitted with the conditions listed in the attached resolutions (9-0).

Attachments: CUP Resolution
Variance Resolution
Planning Commission Recommendation
Planning Report

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. _____

**RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO ALLOW AN
EXPANSION OF A NONCONFORMING RESIDENTIAL HOME
UP TO 30% GROSS SQUARE FEET**

CASE NO. 18-27CV
J.L.James Investment, LLC

Property located at 5912 Concord Boulevard and legally described as follows:
**All of Lot 4, Blk 4 and Lot 5 Blk 4 and North ½ of Lot 6 Blk 4, Krechs W.F. 2nd Addition,
according to the plat thereof, on file and of record in the Office of the Dakota County Recorder**

WHEREAS, the aforescribed property is zoned I-1, Limited Industry;

WHEREAS, the applicant is requesting to add an attached garage and home addition to the existing non-conforming, single-family home;

WHEREAS, a nonconforming use may expand its gross floor area by 30% with a conditional use permit;

WHEREAS, the request has been reviewed against Title 10, Chapter 3, Article A, regarding the criterion for a conditional use permit and meets the minimum standards; the request is consistent with the zoning code and does not have a negative impact on public health, safety or welfare;

WHEREAS, the request has been reviewed against Title 10, Chapter 16-5, regarding the criterion to expand a nonconforming use; the conditional use permit meets the minimum standards in this section;

WHEREAS, a public hearing concerning the conditional use permit was held before the Inver Grove Heights Planning Commission in accordance with Minnesota Statute, Section 462.357, Subdivision 3 on August 21, 2018;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that a conditional use permit to expand a nonconforming structure is hereby approved subject to the following conditions:

1. The site shall be developed in substantial conformance with the site plan on file with the Planning Department or as modified herein.
2. Any expansion or future additions on the property may require additional city approvals or permits and is not part of this conditional use permit.
3. A certificate of survey is required prior to the approval of a building permit.
4. The applicant shall meet all the conditions outlined in the City Engineers review letters and subsequent correspondence. Prior to commencement of any grading, the final grading, drainage and erosion control, and utility plans shall be approved by the City Engineer.
5. The siding shall comply with the exterior building material requirements for a single-family residential home.

BE IT FURTHER RESOLVED that the Deputy Clerk is hereby authorized and directed to record a certified copy of this Resolution at the Dakota County Recorder's Office.

Adopted by the City Council of Inver Grove Heights this 10th day of September, 2018.

AYES:

NAYS:

ATTEST:

George Tourville, Mayor

Michelle Tesser, City Clerk

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. 18-_____

**RESOLUTION APPROVING A VARIANCE TO EXCEED THE 30% EXPANSION OF A
NONCONFORMING STRUCTURE**

CASE NO. 18-27CV
J.L.James Investment, LLC

Property located at 5912 Concord Boulevard and legally described as follows:

**All of Lot 4, Blk 4 and Lot 5 Blk 4 and North ½ of Lot 6 Blk 4, Krechs W.F. 2nd Addition,
according to the plat thereof, on file and of record in the Office of the Dakota County Recorder**

WHEREAS, an application has been received for a variance to exceed the 30% allowed expansion with a conditional use permit of a nonconforming structure;

WHEREAS, the aforescribed property is zoned I-1, Limited Industry;

WHEREAS, the existing residential home is a legal nonconforming use;

WHEREAS, a Variance may be granted by the City Council from the strict application of the provisions of the City Code Title 10, Chapter 3-4 and conditions and safeguards imposed in the variance so granted where practical difficulties or particular hardships result from carrying out the strict letter of the regulations of the Zoning Code, as per City Code 10-3-4 D;

WHEREAS, the City of Inver Grove Heights Planning Commission reviewed the request on August 21, 2018 in accordance with City Code Section City Code 10-3-3 C;

WHEREAS, a practical difficulty or uniqueness was found to exist based on the following findings:

- a. The request is in harmony with the general purpose and intent of the City Code.
- b. The proposed attached garage and home addition does not appear to have any adverse impacts on the neighboring properties.
- c. The property is unique in that the home was built in 1936, prior to the adoption of a City Code and has historically been used as a residential property.
- d. The size of the existing 673 square foot home limits how large an addition can be constructed without a variance.

- e. The existing detached garage, located in the flood fringe, will be removed and replaced with an attached garage out of the flood fringe.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that the variance to exceed the 30% allowed expansion of a nonconforming use is hereby approved subject to the following conditions:

1. The site shall be developed in substantial conformance with the site plan on file with the Planning Department or as modified herein.
2. Any expansion or future additions on the property may require additional city approvals or permits and is not part of this conditional use permit.
3. The applicant shall meet all the conditions outlined in the City Engineers review letters and subsequent correspondence. Prior to commencement of any grading, the final grading, drainage and erosion control, and utility plans shall be approved by the City Engineer.

BE IT FURTHER RESOLVED that the City Clerk is hereby authorized and directed to record a certified copy of this Resolution at the Dakota County Recorder's Office.

Adopted by the City Council of Inver Grove Heights this 10th day of September, 2018.

George Tourville, Mayor

Ayes:

Nays:

ATTEST:

Michelle Tesser, City Clerk

**RECOMMENDATION TO
CITY OF INVER GROVE HEIGHTS**

TO: Mayor and City Council of Inver Grove Heights

FROM: Planning Commission

DATE: August 21, 2018

SUBJECT: **J.L. JAMES INVESTMENT GROUP – CASE NO. 18-27CV**

Reading of Notice

Commissioner Simon read the public hearing notice to consider the request for a conditional use permit to expand a non-conforming structure up to 30% and a variance to expand a non-conforming structure by more than 30%, for the property located at 5912 Concord Boulevard. 31 notices were mailed.

Presentation of Request

Allan Hunting, City Planner, explained the request as detailed in the report. He advised that the applicant is proposing to add onto an existing house. The property is zoned I-1, Limited Industry. The zoning code allows an existing non-conforming structure to conditionally expand its gross floor area by up to 30% and a variance to exceed that amount. The applicant is asking for a 38% expansion. The applicant will be adding a garage onto the south side of the house and an addition onto the north side of the house. Additionally, they will be removing part of the home and a detached structure that lies within the flood fringe. Staff believes the criteria have been met and recommend approval of the request with the conditions listed.

Chair Maggi asked if conditional use permits and variances stayed with the property should there be a new owner.

Mr. Hunting replied in the affirmative.

Chair Maggi noted that the property was owned by an investment group.

Mr. Hunting believed they were purchasing the property with the intent of improving and then selling it.

Commissioner Niemioja suggested that perhaps the proposed removal of the structure from the floodplain could be used as a practical difficulty.

Commissioner Wippermann asked what made the property non-conforming.

Mr. Hunting replied it was non-conforming because a residential use is not allowed in the Industrial zoning district.

Commissioner Weber asked for the history of the zoning change.

Mr. Hunting replied that he believed the guiding was changed to Mixed Use in the 2030

Comprehensive Plan; however, the current zoning was in place prior to that.

Opening of Public Hearing

Jordan James, owner of JL James Investment Group and the general contractor of JL James Homes, advised he was available to answer any questions.

Chair Maggi asked the applicant if he read and understood the report.

Mr. James replied in the affirmative. He advised that by removing part of the structure impeding into the flood fringe they will be gaining a seven-foot buffer. They will also be adding a full basement on the north end.

Commissioner Wippermann asked Mr. James if he owned the property.

Mr. James replied in the affirmative, stating that JL James Investment Group is a value-added real estate investment company. They plan to remodel the house and then sell it.

Planning Commission Recommendation

Motion by Commissioner Weber, second by Commissioner Lissarrague, to approve the request for a conditional use permit to expand a non-conforming structure up to 30% and a variance to expand a non-conforming structure by more than 30%, for the property located at 5912 Concord Boulevard, with the conditions listed in the report and the practical difficulty provided by staff.

Motion carried (9/0). This item goes to the City Council on September 10, 2018.

P L A N N I N G R E P O R T
CITY OF INVER GROVE HEIGHTS

HEARING DATE: August 21, 2018

CASE NO: 18-27CV

APPLICANT & PROPERTY OWNER: J. L. James Investment Group

REQUEST: A conditional use permit and variance to expand a legal nonconforming use

LOCATION: 5912 Concord Boulevard

COMPREHENSIVE PLAN: MU, Mixed Use

ZONING: I-1, Limited Industry

REVIEWING DIVISIONS: Planning
Engineering

PREPARED BY: Heather Botten 
Associate Planner

BACKGROUND

The applicant is requesting a conditional use permit and variance to expand the existing home and add an attached garage. The property is .28 acres in size and zoned I-1, Limited Industry. The existing house was built in 1936, prior to the City adopting a zoning code which makes the home a legal nonconforming lot. The applicant would like to expand the foundation of the home from the existing 673 square feet to 924 square feet which is a 38% increase in size. The addition would be constructed at the same front setback as the existing home. Additionally, a detached accessory structure currently located on the property that is located in the flood fringe would be demolished and replaced with an attached single stall garage located out of the flood fringe. The zoning code allows a lawfully existing nonconforming structure to conditionally expand its gross floor area by up to 30% and a variance to exceed that amount. The applicant is asking for a 38% expansion.

The specific request consists of the following:

- A.) A **Conditional Use Permit** to expand a legal nonconforming structure by 30% of its gross floor area.
- B.) A **Variance** to exceed the 30% expansion of a nonconforming structure.

EVALUATION OF THE REQUEST

The following land uses, zoning districts, and comprehensive plan designations surround the subject property:

North - Residential; zoned I-1, Limited Industry; guided MU, Mixed Use

East - R/R and Heritage Village Park

West - Residential; zoned R-1C, Single-family Residential; guided MU, Mixed Use

South - Residential; zoned I-1, Limited Industry; guided MU, Mixed Use

CONDITIONAL USE PERMIT REVIEW

City Code, Title 10-3A-1 states that a conditional use permit may be approved if the City determines the following:

1. *The use is consistent with the goals, policies and plans of the City Comprehensive Plan, including future land uses, utilities, streets and parks.*

The future land use of this parcel is mixed use. The 2030 Comprehensive Plan states: The idea for mixed use along the Concord Boulevard Corridor is to encourage or facilitate redevelopment and reinvestment along the corridor in a way that helps traffic flow by controlling access, encourages an attractive street frontage as a gateway corridor to the City and allows flexibility in the use of lands along the corridor as business or residential uses.

2. *The use is consistent with the City Code, especially the Zoning Ordinance and the intent of the specific Zoning District in which the use is located.*

The applicant's property is a legal non-conforming use; the zoning code allows for expansions of legal nonconformities. The lot size and width would meet the minimum requirements for a single-family zoned lot.

3. *The use would not be materially injurious to existing or planned properties or improvements in the vicinity.*

The proposed use would not have a detrimental effect on public improvements in the vicinity of the project.

4. *The use does not have an undue adverse impact on existing or planned City facilities and services, including streets, utilities, parks, police and fire, and the reasonable ability of the City to provide such services in an orderly, timely manner.*

This use does not appear to have any negative effects on City facilities or services.

5. *The use is generally compatible with existing and future uses of surrounding properties, including: Aesthetics/exterior appearance, noise, traffic, drainage, fencing, landscaping and buffering.*

A single-family home is compatible with the neighborhood. There is a city park to the east and residential to the north, south and west. The proposed property improvements would make the property more aesthetically appealing.

6. *The property is appropriate for the use considering: size and shape; topography, vegetation, and other natural and physical features; access, traffic volumes and flows; utilities; parking; setbacks; lot coverage and other zoning requirements; emergency access, fire lanes, hydrants, and other fire and building code requirements.*

The topography of the property is a little challenging and a portion of the property is located in the flood fringe of the Mississippi River. The applicant has done soil testing on the property to verify soils can handle footing for the proposed additions. Access to the property would not be changing.

7. *The use does not have an undue adverse impact on the public health, safety or welfare.*

This use does not appear to have any negative effects on the public health, safety or welfare.

8. *The use does not have an undue adverse impact on the environment, including, but not limited to, surface water, groundwater and air quality.*

The proposed home would not have an undue adverse impact on the environment. In fact, a portion of the property is located in the flood fringe of the Mississippi River. The proposed request would remove an existing structure and part of the home currently located within the flood fringe; the proposed building additions would be out of the flood fringe elevation. The applicant is working with the City Engineering Department on grading and drainage requirements.

NONCONFORMING CUP CRITERIA

Section 10-16-5 of the Zoning Regulations states that a lawfully existing nonconforming structure or structure containing a legally existing nonconforming use may conditionally expand its gross floor area by up to thirty percent (30%) if the following criteria are satisfied:

1. *A complete conditional use permit application shall be applied for and approved by the city council. Chapter 3, article A of this title shall regulate the city review and approval or denial of the conditional use permit.*

The applicant has submitted a Conditional Use Permit Application.

2. *A complete building permit application shall be submitted to the building inspections division, found satisfactory and issued prior to the commencement of any work on the expansion.*

If approved, the applicant would then apply for the proper building permits.

3. *The structure expansion shall meet all of the bulk standards for the zoning district within which the structure is located. A variance may be applied for if the structure expansion does not meet*

the respective bulk standards. The variance application and its review by the city shall be regulated according to the section 10-3-4 of this title.

The applicant has applied for a variance, as detailed in this report.

4. *If an expansion is requested under this subsection, the city may impose standards and/or conditions upon the underlying nonconforming use or structure for purposes of health, safety or welfare.*

This criterion has been met.

VARIANCE

The applicant is asking for a variance to allow for a nonconforming use expansion to be greater than 30%. City Code Title 11, Chapter 3. **Variances**, states that the City Council may grant variances when they are in harmony with the general purposes and intent of the zoning ordinance and consistent with the comprehensive plan and establishes that there are practical difficulties in complying with the official control. In order to grant the requested variance, City Code identifies criteria which are to be considered practical difficulties. The applicant's request is reviewed below against those criteria.

1. *The variance request is in harmony with the general purpose and intent of the city code and consistent with the comprehensive plan.*

The surrounding neighborhood is developed residential. The future land use designation of this parcel is mixed use. The idea for mixed use along the Concord Boulevard Corridor is to encourage or facilitate redevelopment and reinvestment along the corridor in a way that helps traffic flow by controlling access, encourages an attractive street frontage as a gateway corridor to the City and allows flexibility in the use of lands along the corridor as business or residential uses.

2. *The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.*

The use of the property has historically been residential and is proposed to be single-family residential. The property is zoned industrial which makes the property a legal nonconforming lot; the nonconforming section of the zoning code states a variance may be applied for if the structure expansion does not meet the respective bulk standards. The size of the existing home, built in 1930, limits how large an addition can be constructed without a variance. Staff believes a 251 square foot living space addition along with a single-car garage, to be a reasonable addition to the property.

3. *The plight of the landowner is due to circumstances unique to the property not created by the landowner.*

The property is a legal nonconforming lot. The lot size and width would meet or exceed the minimum requirements for a residential lot and there is ample room on the property for the proposed garage and living space expansion.

4. *The variance will not alter the essential character of the locality.*

The residential use of the property would remain the same. The improvements would take a building that is currently run down and make it livable. The building addition would not be any closer to Concord than the existing structure and would be in compliance with impervious surface, setback, and critical area requirements.

5. *Economic considerations alone do not constitute an undue hardship.*

Economic considerations do not appear to be a basis for this request.

ALTERNATIVES

The Planning Commission has the following actions available on the following requests:

- A. **Approval.** If the Planning Commission finds the application to be acceptable, the following actions or portions thereof should be taken:

- Approval of a Conditional Use Permit to expand a lawfully existing nonconforming structure subject to the following conditions:
 1. The site shall be developed in substantial conformance with the site plan on file with the Planning Department or as modified herein.
 2. Any expansion or future additions on the property may require additional city approvals or permits and is not part of this conditional use permit.
 3. A certificate of survey is required prior to the approval of a building permit.
 4. The applicant shall meet all the conditions outlined in the City Engineers review letters and subsequent correspondence. Prior to commencement of any grading, the final grading, drainage and erosion control, and utility plans shall be approved by the City Engineer.
 5. The siding shall comply with the exterior building material requirements for a single-family residential home.

- Approval of the **Variance** to exceed the 30% expansion of a nonconforming structure subject to the following conditions:
 1. The site shall be developed in substantial conformance with the site plan on file with the Planning Department or as modified herein.
 2. Any expansion or future additions on the property may require additional city approvals or permits and is not part of this conditional use permit.
 3. The applicant shall meet all the conditions outlined in the City Engineers review letters and subsequent correspondence. Prior to commencement of any grading, the final grading, drainage and erosion control, and utility plans shall be approved by the City Engineer.

Practical difficulty: The size of the existing home, built in 1930, limits how large an addition can be constructed without a variance. Staff believes a 251 square foot living space addition along with a single-car garage, to be a reasonable addition to the property.

- B. **Denial.** If the Planning Commission does not favor the proposed application the above request should be recommended for denial. With a recommendation for denial, findings or the basis for the denial should be given.

RECOMMENDATION

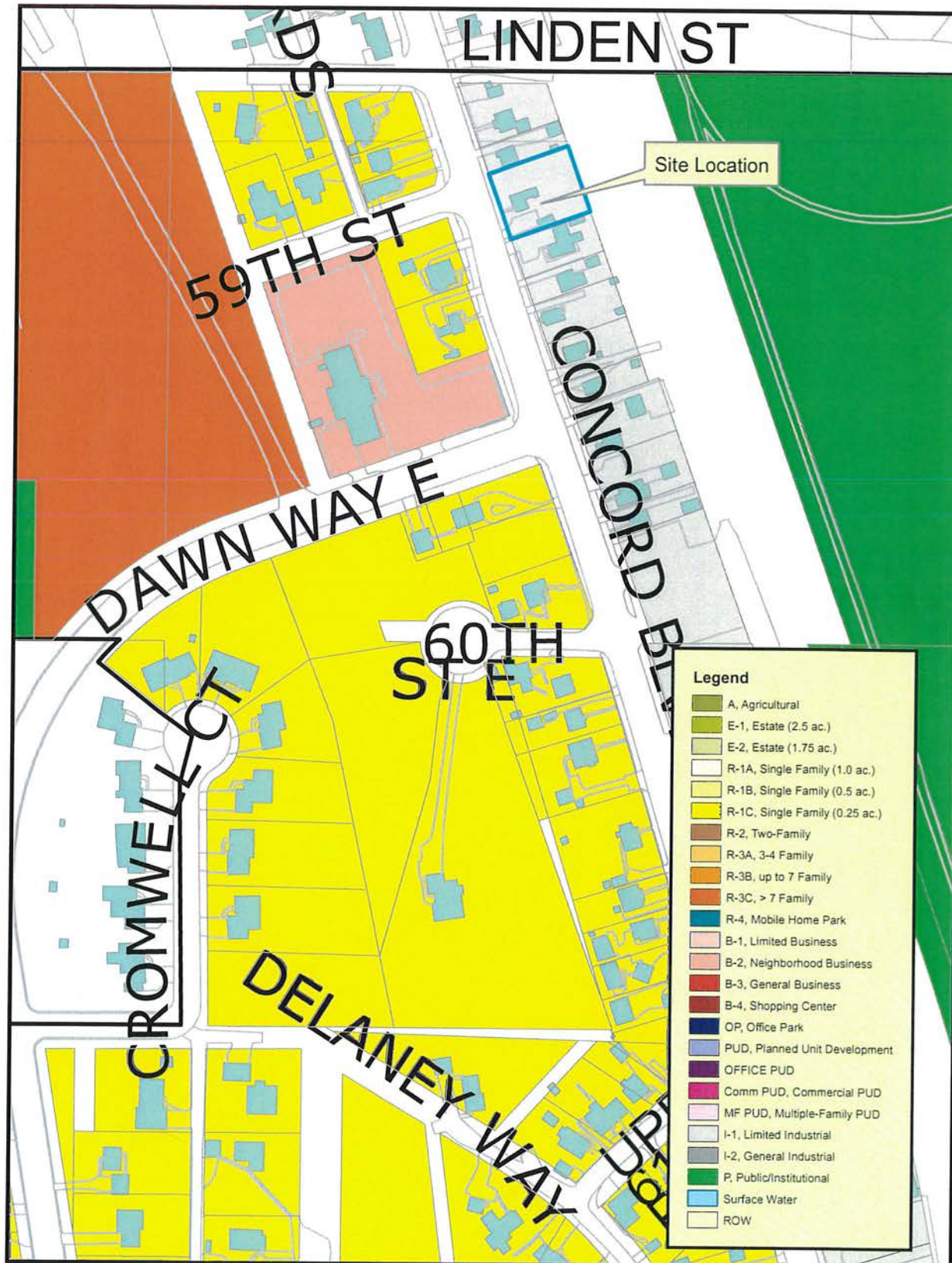
Staff believes the proposed property improvements would not be out of character of the neighborhood as there are single family homes to the north, south and west. The request does not appear to have any adverse impacts on the neighboring properties. A practical difficulty can be found in the fact that the size of the existing 1930's home limits how large an addition can be to the nonconforming lot.

Based on the information in the preceding report and the conditions listed in Alternative A, staff is recommending approval of the request as presented.

Attachments: A. Location Map
B. Applicant Narrative
C. Site Plan
D. Elevations

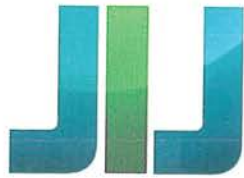


J.L. James Investment Case No. 18-27CV



THIS DRAWING IS NEITHER A LEGALLY RECORDED MAP NOR A SURVEY AND IS NOT INTENDED TO BE USED AS ONE. THIS DRAWING IS A COMPILATION OF RECORDS, INFORMATION AND DATA LOCATED IN VARIOUS CITY, COUNTY AND STATE OFFICES AND OTHER SOURCES AND IS TO BE USED FOR REFERENCE PURPOSES ONLY. THE CITY OF INVER GROVE HEIGHTS IS NOT RESPONSIBLE FOR ANY INACCURACIES HEREIN CONTAINED.
Map produced by the City of Inver Grove Heights GIS Dept.
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Exhibit A
Zoning and Location Map
Map not to scale



J.L. James

INVESTMENT GROUP, LLC

July 1, 2018

Inver Grove Heights City Council
8150 Barbara Ave.
Inver Grove Heights, MN 55077

Dear City Council Members:

J. L. James Investment Group, LLC is committed to impacting and strengthening communities with integrity and craftsmanship through the building and remodeling of new and existing homes. Our desire is by remodeling this vacant home we will create an affordable property that will be desired and bring value to the immediate neighborhood and to the city of Inver Grove Heights.

Our immediate plan for the project at 5912 Concord Blvd. (KRECHS W F 2ND ADDITION 6 4 ALL OF LOT 4 BLK 4 & 5 BLK 4 & N ½ OF) is to bring this vacant property up to code and make it livable. For this to happen, we would like to increase the building foundation by 30% making the foundation size 924 square feet. We've already done soil testing as well as had structural engineering on the existing foundation. We will correct any foundation issues and make the basement more useable. We would also be taking part of the structure down that would be impeding into the flood infringement. By doing this, it will give us roughly a 7' buffer as discussed. This extensive remodel will include, but not be limited to new floor framing, new exterior walls on 50% of the structure, 2x6 wall allowing us to increase insulation, new attic insulation, new roof trusses, new roofing, new siding, new windows, updated electrical, updated HVAC and duct work, and a new attached garage structure replacing the damaged existing garage.

Thank you for your time and we look forward to partnering with the city of Inver Grove Heights on this project.

Sincerely,

Jordan L. James
J. L. James Investment Group, LLC
Owner/President

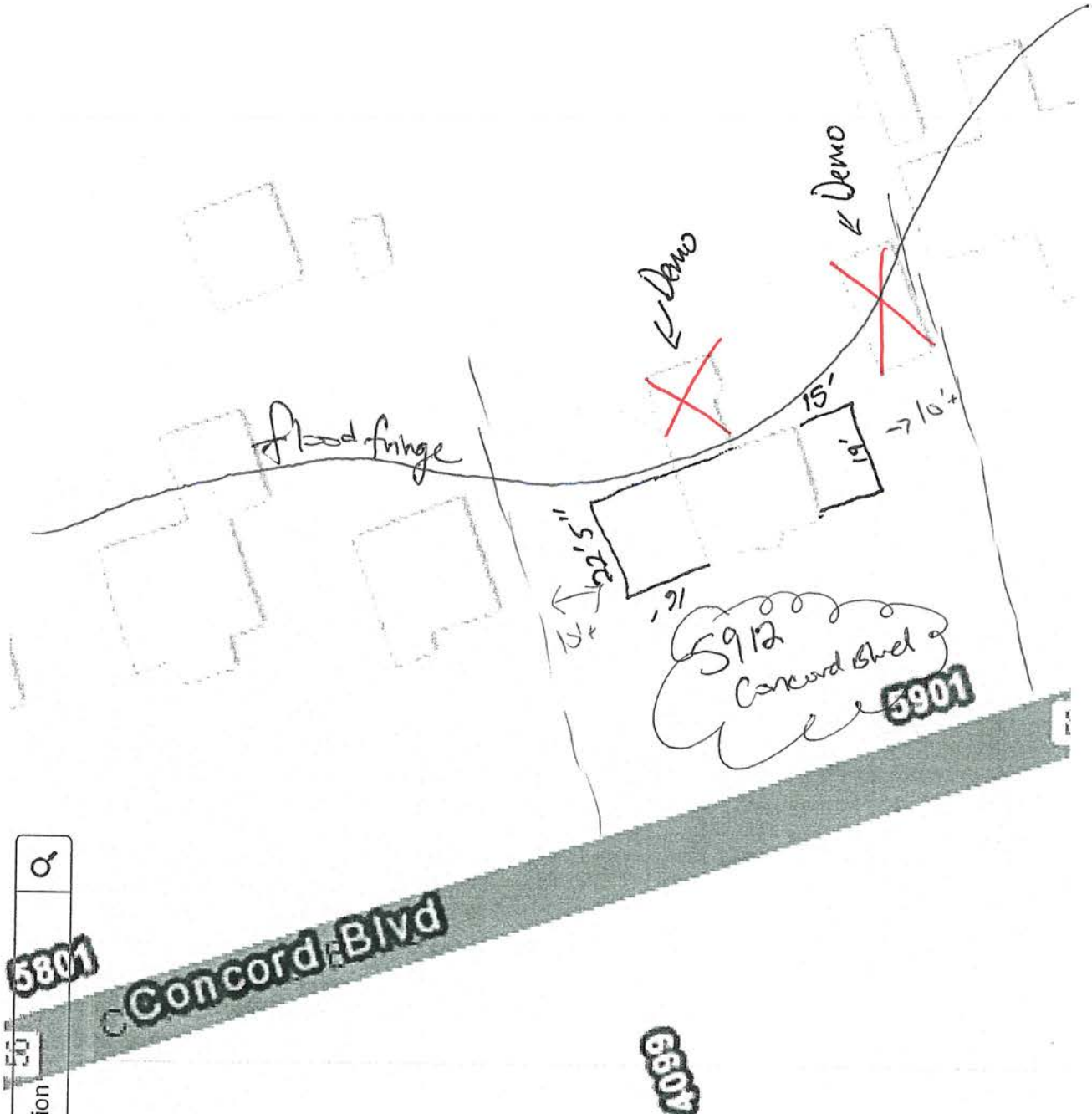
J. L. James Investment Group, LLC
1703 Cope Ave., Suite G, Maplewood, MN 55109
jljamesgroup@outlook.com
651-329-4478

B

Dakota Survey Control & Breakdowns

Search by Section

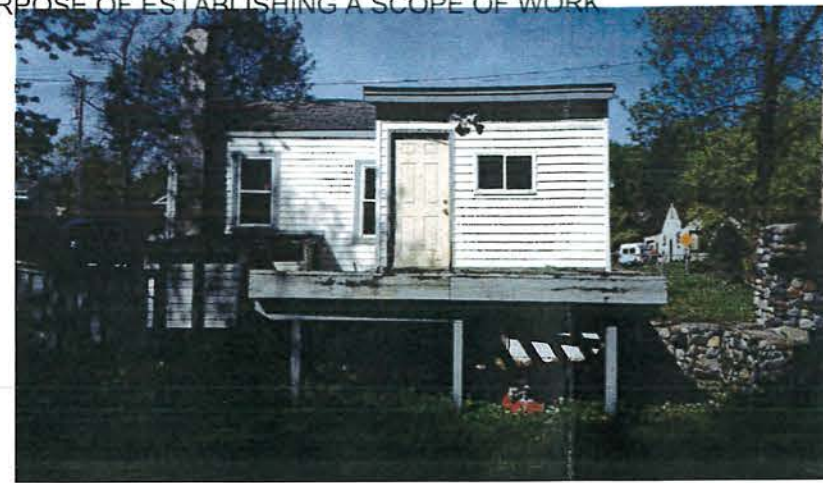
+ -



SEE

0 20 40ft
-93.023 44.864 Degrees

Site Plan C



EXISTING

THIS DOCUMENT IS THE PROPERTY OF
JORDAN JAMES
ANY DUPLICATION OR USE IS STRICTLY
PROHIBITED WITHOUT EXPRESSION OR
WRITING. NO REPRESENTATION OR
WARRANTY IS MADE AS TO THE DESIGN OR
DRAFTING. ALL DIMENSIONS AND
STRUCTURAL DETAILS MUST BE VERIFIED
PRIOR TO CONSTRUCTION.

NAME:
ADDRESS:
5912 CONCORD AVE
INVERGROVE HEIGHTS MN

1703 COPE AVE SUITE G
MAPLEWOOD, MN 55109
BC#T00064
J.L. JAMES — HOMES —

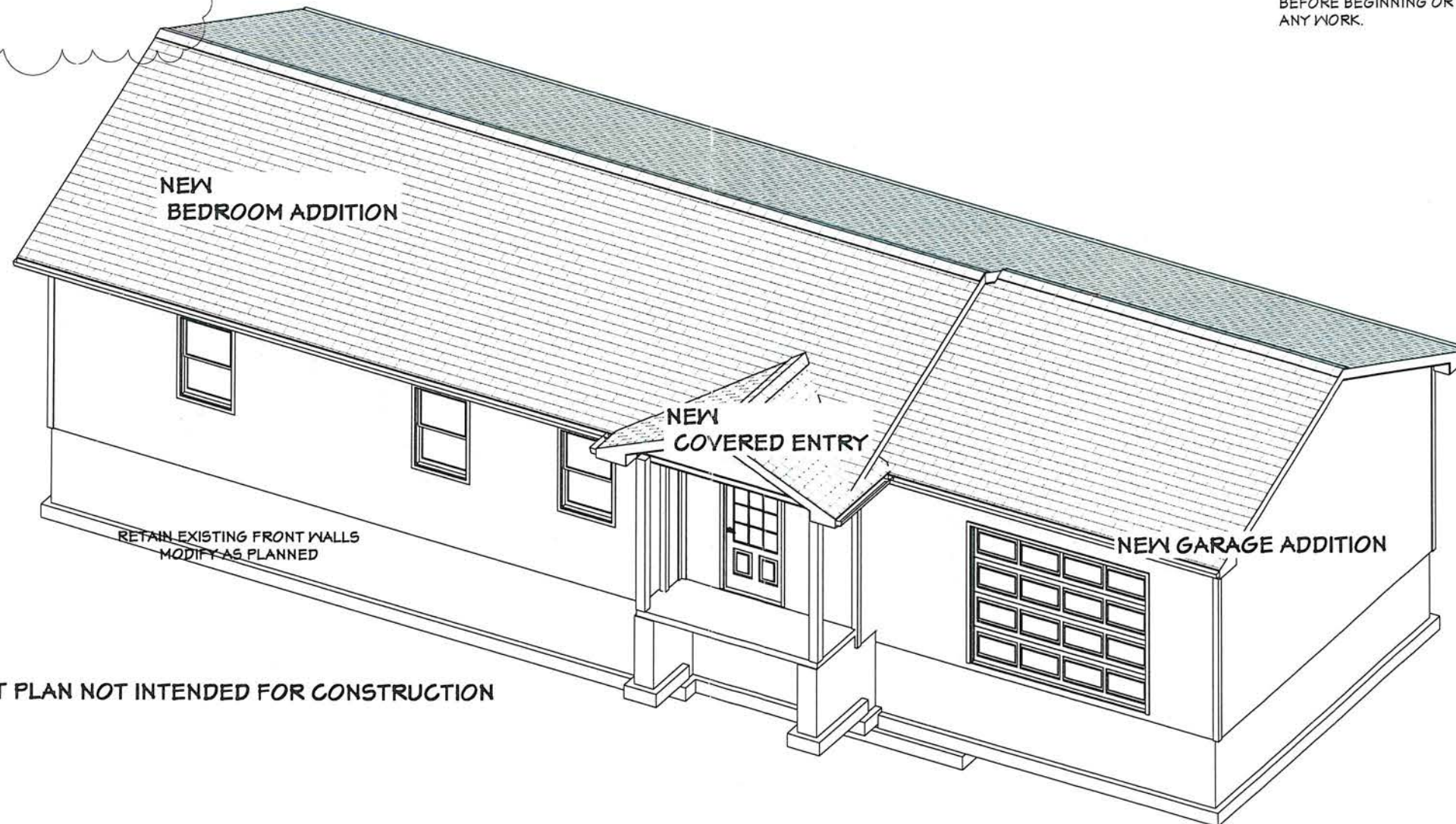
PROJECT SCOPE:
WHOLE HOUSE REMODEL

DRAWN BY:
BOB P.
FILE NAME:
CONCEPT PLAN
DATE: 6/14/2018
JOB NO.
SHEET OF

GENERAL SCOPE OF WORK
ADD 30% SQUARE FOOTAGE TO REAR OF EXISTING HOUSE
REPAIR AND INSTALL NEW FOOTINGS AND CONC. BLOCK TO CODE
NEW FRAMING ON REAR OF EXISTING HOUSE
NEW ROOF- TO INCLUDE TRUSSES, SHEATHING AND ROOFING
NEW ELECTRICAL
NEW PLUMBING
NEW HVAC
NEW VINYL WINDOWS
NEW VINYL SIDING

NOTE:
FINAL GRADE AND LANDSCAPING NOT SHOWN FOR
CLARITY.
FIELD VERIFY ALL DETAILS PRIOR TO CONSTRUCTION.

CONTRACTOR SHALL VERIFY ALL
CONDITIONS AND DIMENSIONS AT THE
JOB SITE AND NOTIFY THE DESIGNER
OF ANY DIMENSIONAL ERRORS,
OMISSIONS OR DISCREPANCIES
BEFORE BEGINNING OR FABRICATING
ANY WORK.



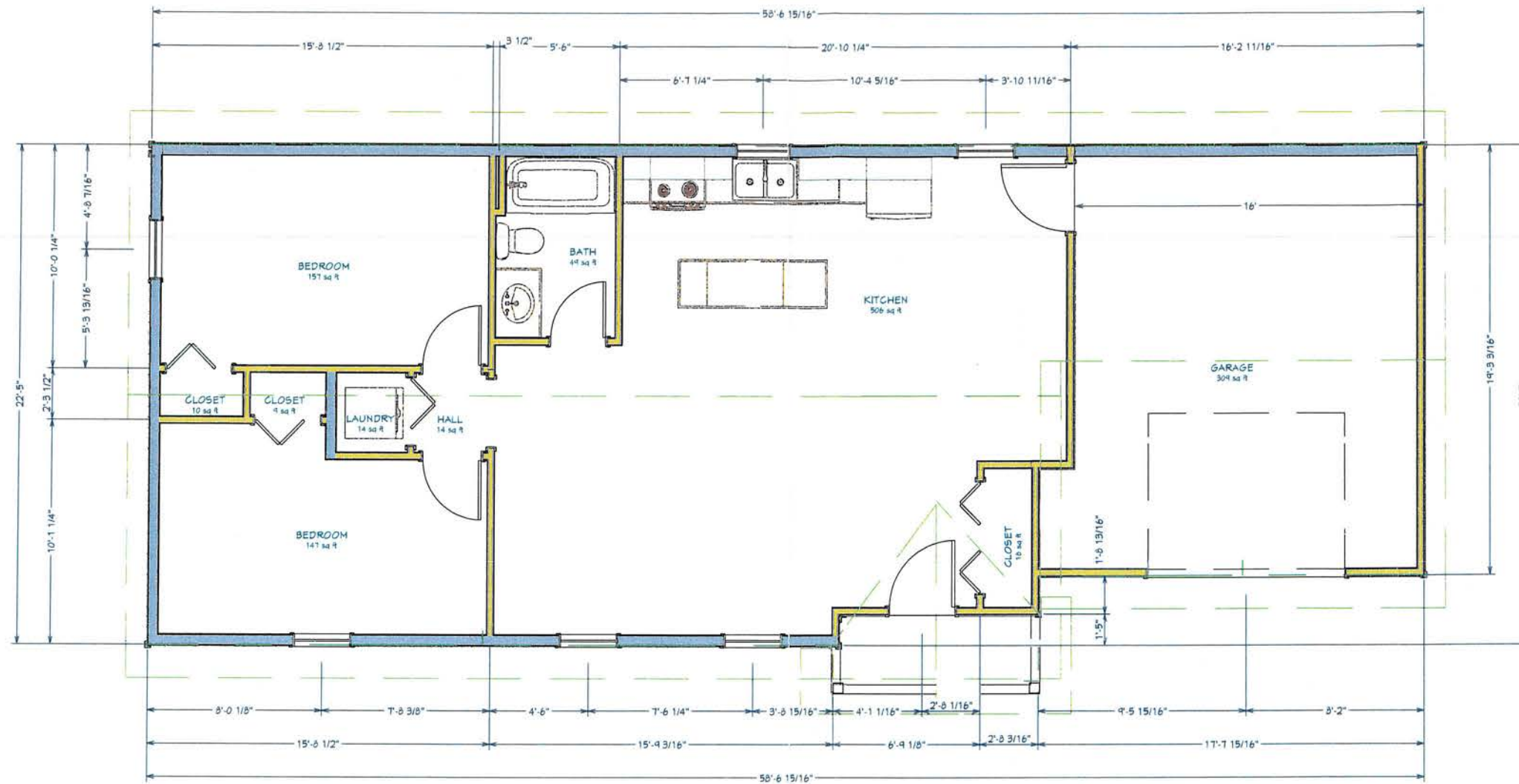
CONCEPT PLAN NOT INTENDED FOR CONSTRUCTION

VERIFY ALL UNDERGROUND UTILITIES PRIOR TO START OF WORK

PROPOSED REMODEL
NOT TO SCALE

D

THIS PLAN IS PRELIMINARY AND NOT INTENDED FOR CONSTRUCTION BUT THE SOLE PURPOSE OF ESTABLISHING A SCOPE OF WORK.



PROPOSED MAIN FLOOR
SCALE: 1/4" = 1'



THIS DOCUMENT IS THE PROPERTY OF
JORDAN JAMES
ANY DUPLICATION OR USE IS STRICTLY
PROHIBITED WITHOUT EXPRESS WRITTEN
CONSENT. NO REPRESENTATION OR
WARRANTY IS MADE AS TO THE DESIGN OR
DRAFTING. ALL DIMENSIONS AND
STRUCTURAL DETAILS MUST BE VERIFIED
PRIOR TO CONSTRUCTION.

NAME:
ADDRESS:
5412 CONCORD AVE
INVERGROVE HEIGHTS MN

1703 COPE AVE SUITE G
MAPLEWOOD, MN 55109
BC#1000064

J.L. JAMES
—HOMES—

PROJECT SCOPE:
WHOLE HOUSE REMODEL

DRAWN BY:
BOB P.
FILE NAME:
CONCEPT PLAN
DATE: 6/14/2018
JOB NO.
SHEET OF

CABINETRY NOTE:
ALL CABINET ELEVATIONS & VIEWS ARE CONCEPTUAL ONLY. PLEASE REFER TO CABINET MFG. OR

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

CONTINUUM CONSTRUCTION – Case No. 18-44PR

Meeting Date: September 10, 2018

Item Type: Regular Agenda

Contact: Allan Hunting 651.450.2554

Prepared by: Allan Hunting, City Planner

Reviewed by: Janice Gundlach, CD Director *JG*

Fiscal/FTE Impact:

☒	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☐	Other

PURPOSE/ACTION REQUESTED

Consider A Resolution relating to a Major Site Plan Review for a building addition on property located at 2925 Buckley Way.

- Requires 3/5th's vote.
- 60-day deadline: September 18, 2018 (first 60-days)

SUMMARY

The applicant is proposing to construct an approximate 3,000 square foot addition to the existing building to accommodate the future growth of the business. Therapy OPS operates a medical therapy clinic for children. They currently have 7 therapists and plan to expand to 16. The addition would be on the back side of the building and would be constructed over the existing parking lot.

ANALYSIS

All performance standards would be met. Since the site is near the old "Rubbish Ranch", additional soil borings have been submitted to verify soil condition for construction. The existing building is constructed over two lots. These lots need to be combined so the building does not straddle a property line.

RECOMMENDATION

Planning Staff: Recommends approval of the Major Site Plan Review with the conditions listed in the attached resolution.

Planning Commission: Also recommends approval of the request with the conditions listed (9-0).

Attachments: Resolution approving the Major Site Plan Review
 Planning Commission Recommendation
 Planning Report.

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. _____

**RESOLUTION APPROVING A MAJOR SITE PLAN APPROVAL FOR A 3,000 square foot
expansion to the existing building for a medical therapy business**

(Continuum Construction)
Case No. 18-44PR

WHEREAS, an application for a Major Site Plan Approval has been submitted for the property located at 2925 Buckley Way and legally described as:

Lots 2 and 3, Block 1, Valley View Addition, Dakota County, Minnesota

WHEREAS, the aforescribed property is zoned B-3, General Business;

WHEREAS, a public hearing concerning the major site plan approval was held before the Inver Grove Heights Planning Commission in accordance with Minnesota Statute, Section 462.357, Subdivision 3 on August 21, 2018;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that a Major Site Plan Approval for a 3,000 square foot building addition is hereby approved with the following conditions:

1. The development shall be in substantial conformance with the following plans on file with the Planning Department except as may be modified by the conditions below.

Site Plan	dated 7/20/18
Grading Plan	dated 7/20/18
Exterior Elevations (3 sheets)	dated 7/18/18

2. Prior to issuance of permits, the final grading and erosion control plans shall be approved by the City Engineer.

3. Prior to issuance of building permits, the two lots shall be combined with applicant submitting the information to the County for recording.
4. Any new parking lot and building lighting on site shall be a down cast "shoe-box" style and the bulb shall not visible from property lines.
5. All plans shall be subject to the review and approval of the Fire Marshal.
6. The applicant shall investigate and conduct any necessary studies to determine if any soil corrective measures may be needed for the building addition. Any work needed would be coordinated during the building permit process.

BE IT FURTHER RESOLVED that the Deputy Clerk is hereby authorized and directed to record a certified copy of this Resolution at the Dakota County Recorder's Office.

Adopted by the City Council of Inver Grove Heights this 10th day of September, 2018.

AYES:

NAYS:

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk

**RECOMMENDATION TO
CITY OF INVER GROVE HEIGHTS**

TO: Mayor and City Council of Inver Grove Heights
FROM: Planning Commission
DATE: August 21, 2018
SUBJECT: **CONTINUUM CONSTRUCTION – CASE NO. 18-44PR**

Reading of Notice

Commissioner Simon read the public hearing notice to consider the request for a major site plan review to add a 3,000 square foot building addition, for the property located at 2925 Buckley Way. 60 notices were mailed.

Presentation of Request

Allan Hunting, City Planner, explained the request as detailed in the report. He advised that the applicant is proposing to add an addition onto the back side of the building over existing parking lot surface. Since the site is near the former Rubbish Ranch, environmental testing will be required to make sure they will not be disturbing the soils. The building lies over two platted lots. A condition of approval requires that the two lots be consolidated into one lot prior to issuance of a building permit. Staff recommends approval of the request.

Commissioner Simon asked for clarification of the dump site location.

Mr. Hunting showed where the dump site was located, stating apparently it carried over a little to the west side of the subject site.

Opening of Public Hearing

Jerry Wendel, Continuum Construction, 15214 Edgewater Circle, Prior Lake, advised he was available to answer any questions.

Chair Maggi asked the applicant if he read and understood the report.

Mr. Wendel replied in the affirmative. He advised that he received the soil boring results this afternoon but had not yet reviewed them. They anticipate receiving the Phase I Study results next week.

Chair Maggi closed the public hearing.

Planning Commission Recommendation

Motion by Commissioner Scales, second by Commissioner Simon, to approve the request for a major site plan review to add a 3,000 square foot building addition, for the property located at 2925 Buckley Way.

Motion carried (9/0). This item goes to the City Council on September 10, 2018.

**PLANNING REPORT
CITY OF INVER GROVE HEIGHTS**

REPORT DATE:	August 17, 2018	CASE NO.: 18-44PR
APPLICANT:	Continuum Construction	
PROPERTY OWNER:	RC Property, LLC	
REQUEST:	Major Site Plan Review	
LOCATION:	2925 Buckley Way	
HEARING DATE:	August 21, 2018	
COMPREHENSIVE PLAN:	CC, Community Commercial	
ZONING:	B-3, General Business	
REVIEWING DIVISIONS:	Planning Engineering	PREPARED BY: Allan Hunting City Planner

BACKGROUND

The applicant is proposing to expand the existing building on the site to accommodate the future growth of the tenant. The building is occupied by Therapy OPS which is a therapy medical clinic focusing on child physical therapy. The applicant indicates that parents typically drop off their child for the average one-hour appointment and pick up when the appointment is over. Therapy OPS currently has 7 therapists. The business would like to expand to approximately 16 therapists. The building is currently approximately 5,000 square feet and the addition would increase side to approximately 8,000 square feet. The addition would be to the back side of the building and would be constructed over existing parking lot surface. There are currently 37 parking spaces. The revised plan shows a total of 27 spaces would be provided.

The application request consists of A Major Site Plan Review for a therapy medical clinic.

SURROUNDING USES

The subject property is surrounded by:

North	Commercial development; zoned B-3; guided CC
East	Commercial development; zoned B-3; guided CC
West	Vacant; zoned B-3; guided CC
South	Vacant; zoned B-3; guided CC

EVALUATION OF REQUEST

Major Site Plan Review

Bulk Standards. The charts below indicate that the proposed development is in compliance with all the required setback and bulk standards for the B-3 zoning district.

Setback/Bulk Standards For the B-3 District			
Standard	Required Standard	Proposed	Status
Front Yard Setback – Building	30 ft	32 ft (existing)	Compliant
Side Yard Setback – Building	10 ft	30 ft	Compliant
Rear Yard Setback – Building	30 ft	120 ft	Compliant
Building Coverage (max)	N/A	N/A	
Building Height	35 ft.	21 ft	Compliant
Impervious Surface (max)	100%	08%	Compliant

Exterior Building Materials. The exterior materials consist of brick and horizontal lap siding to match the existing building. All materials comply with exterior standards.

Access. Access would utilize the existing curb opening on Buckley Way. No changes proposed.

Lighting. The plan does not identify any new lighting proposed.

Parking. With the addition, the existing parking lot would be modified. The applicant is proposing a total of 27 spaces. The existing parking lot contains 37 spaces. The use of the building does not fit any of the categories listed in the zoning ordinance to determine a parking requirement. The use does not fit a general “office” or “medical clinic” definition. The ordinance allows a determination of uses not covered in the ordinance to follow the most similar use or as determined by Council. Since the business operates with primarily drop-off users, there would be ample parking provided.

The standards for off-street parking setbacks are listed below.

Parking Setbacks in B-3 Zoning District			
Setback	Required Standard	Proposed	Status
Front	10 ft	Existing	Compliant
Side	5 ft	Existing	Compliant
Rear	5 ft, 10 ft abutting residential	Existing	Compliant

Signage. No new signage has been identified. Any new signage would require a sign permit.

Mechanical Units. The proposed elevations show mechanical equipment substantially screened with a parapet on top of the roof line. This would comply with code standards.

Grading, Drainage, & Utilities. Engineering has noted that since total land disturbance is under 5,000 square feet, no additional storm water management is required.

Engineering did note that since the site is near the rubbish ranch, environmental testing should be done to determine if any corrective measures might be needed. The applicant has indicated they have ordered a Phase 1 environmental study done to determine any additional steps necessary.

Landscape Standards. Based on the existing landscaping on the lot, no additional landscaping is required with this development.

Combination of lots. The property consists of two lots. When the building was built in the mid 1990's, there was a condition that the two lots must be combined since the building was to be constructed over the property line. There is a letter to the County from staff approving a lot consolidation and that the County should combine into one tax parcel. For what ever reason, this never occurred. A condition of approval should be that the lot consolidation must be completed before a building permit is issued. Staff can write a new letter to the County, but the applicant must submit the letter to the County and pay any required fees or property taxes that are due.

ALTERNATIVES

The Planning Commission has the following alternatives available for the proposed request:

A. Approval If the Planning Commission finds the application acceptable, the Commission should make the following recommendations:

- o Approving the Major Site Plan Review for a therapy medical clinic subject to the following conditions:
 - 1. The development shall be in substantial conformance with the following plans on file with the Planning Department except as may be modified by the conditions below.

Site Plan	dated 7/20/18
Grading Plan	dated 7/20/18
Exterior Elevations (3 sheets)	dated 7/18/18

2. Prior to issuance of permits, the final grading and erosion control plans shall be approved by the City Engineer.
3. Prior to issuance of building permits, the two lots shall be combined with applicant submitting the information to the County for recording.
4. Any new parking lot and building lighting on site shall be a down cast “shoe-box” style and the bulb shall not visible from property lines.
5. All plans shall be subject to the review and approval of the Fire Marshal.
6. The applicant shall investigate and conduct any necessary studies to determine if any soil corrective measures may be needed for the building addition. Any work needed would be coordinated during the building permit process.

B. Denial If the Planning Commission does not favor the request, a recommendation of denial should be forwarded to the City Council. With a recommendation of denial, findings or the basis for the denial should be given.

RECOMMENDATION

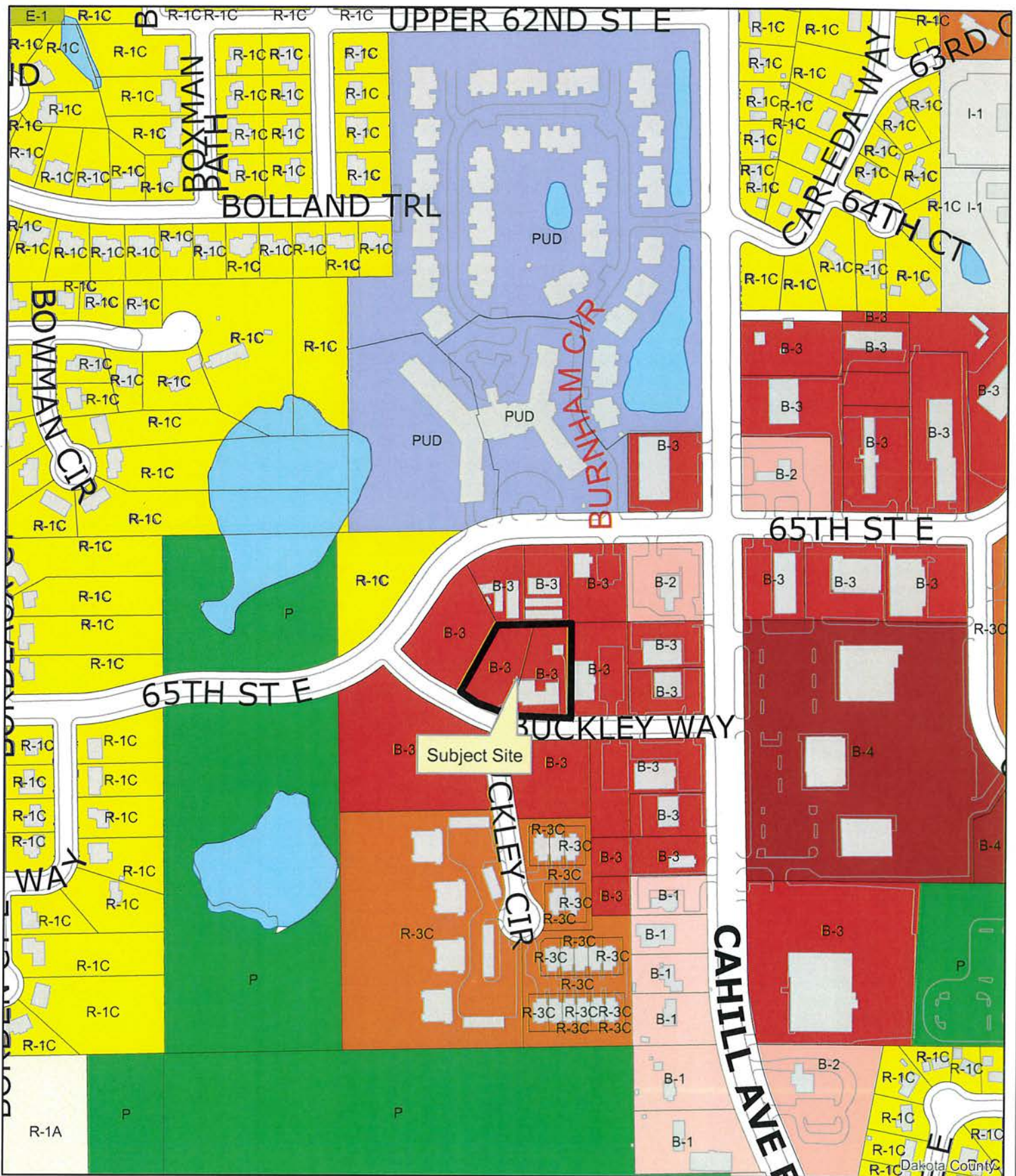
Staff recommends approval of the Major Site Plan Review subject to the listed conditions.

Attachments: Location Map
Applicant Narrative
Site Plan
Grading Plan
Exterior Elevations (3 sheets)



Location Map

Case No. 18-44PR



To: City of Inver Grove Heights

From: Ben Johnson, P.E.
Kimley-Horn

Date: July 20, 2018

Subject: **Therapy Ops Building Addition**
1525 Central Parkway, Eagan, MN

Therapy OPS is mainly a drop-off and pick-up service meaning that most families choose to drop off their child and come back when the session has ended. The average amount of therapy a child will receive in a given visit is an hour so generally the busy times are on the hour, when pick-up and drop-off is happening simultaneously.

Therapy OPS currently has 7 therapists and on average 2 out of 7 families seeing those therapists will stay in the waiting room which means there are generally two client cars in the parking lot at any given time. There are currently 9 full-time employees at Therapy OPS and those employees all park at the rear of the building. So, in total there are generally 11 cars in the parking lot throughout the day.

Therapy OPS expects to eventually employ 16 therapists and 2 contractors. That would work out to 18 total employees and 5 waiting families in a given hour for a total of 23 cars throughout the day.

Should you have any questions or comments, please do not hesitate to contact me at 612-326-9506, or by email at Benjamin.johnson@kimley-horn.com.

Sincerely,



Benjamin R. Johnson, P.E.



July 20, 2018

City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

Re: Major Site Plan review

To Whom It May Concern::

This is a request to expand the building that Therapy OPS occupies at 2925 Buckley Way. The expansion would take the existing building from 5,000 square feet to 8,000 square feet (staying a single story). Features of the expansion would include a second gym for play therapy, 8 additional therapy rooms, a number of specialty therapy rooms and expanded amenities. The expansion would also allow TOPS management to redeploy resources within the building as it's current layout is not ideal for therapy and the continued growth of the clinic will only compound some of the existing layout problems.

Regards,

A handwritten signature in black ink, appearing to read 'J. Wendel'.

Jerry Wendel
President



GRAPHIC SCALE IN FEET

A horizontal graphic scale bar with tick marks at 0, 10, 20, and 40 feet. The bar is divided into alternating black and white segments: a white segment from 0 to 10, a black segment from 10 to 20, and a white segment from 20 to 40.

DATE: 07/20/2018 MN LIC. NO. 53064

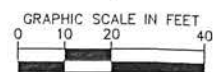
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ADA PATH

IN NO CASE SHALL ACCESSIBLE RAMP SLOPES EXCEED 1 VERTICAL TO 12 HORIZONTAL. IN NO CASE SHALL SIDEWALK CROSS SLOPES EXCEED 2%. IN NO CASE SHALL LONGITUDINAL SIDEWALK SLOPES EXCEED 5%. IN NO CASE SHALL ACCESSIBLE PARKING STALLS OR AISLES EXCEED 2% (1.5% TARGET) IN ALL DIRECTIONS. SIDEWALK ACCESS TO EXTERNAL BUILDING DOORS AND GATES SHALL BE ADA COMPLIANT.

1. ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE CITY OF INVER GROVE HEIGHTS, SPECIFICATIONS AND BUILDING PERMIT REQUIREMENTS.
2. CONTRACTOR TO CALL GOPHER STATE CALL ONE @ <1-800-252-1166> AT LEAST TWO WORKING DAYS PRIOR TO EXCAVATION/CONSTRUCTION FOR UTILITY LOCATIONS.
3. CONTRACTOR TO FIELD VERIFY THE LOCATIONS AND ELEVATIONS OR EXISTING UTILITIES AND TOPOGRAPHIC FEATURES PRIOR TO THE START OF SITE GRADING. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE PROJECT ENGINEER OF ANY DISCREPANCIES OR VARIATIONS.
4. SUBGRADE EXCAVATION SHALL BE BACKFILLED IMMEDIATELY AFTER EXCAVATION TO HELP OFFSET ANY STABILITY PROBLEMS DUE TO WATER SEEPAGE OR STEEP SLOPES. WHEN PLACING NEW SURFACE MATERIAL ADJACENT TO EXISTING PAVEMENT, THE EXCAVATION SHALL BE BACKFILLED PROMPTLY TO AVOID UNDERMINING OF EXISTING PAVEMENT.
5. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL HORIZONTAL AND VERTICAL CONTROL.
6. GRADES SHOWN ARE FINISHED GRADES. CONTRACTOR SHALL ROUGH GRADE TO SUBGRADE ELEVATION AND LEAVE STREET READY FOR SUBBASE.
7. ALL EXCESS MATERIAL, BITUMINOUS SURFACING, CONCRETE ITEMS, ANY ABANDONED UTILITY ITEMS, AND OTHER UNSTABLE MATERIALS SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OF OFF THE CONSTRUCTION SITE.
8. CONTRACTOR IS RESPONSIBLE FOR CONSTRUCTION OF PAVEMENTS AND CURB AND GUTTER WITH SMOOTH UNIFORM SLOPES TO PROVIDE POSITIVE DRAINAGE.
9. ALL SPOT ELEVATIONS/CONTOURS TO BE GUTTER / FLOW LINE UNLESS OTHERWISE NOTED.
10. GRADING FOR ALL SIDEWALKS AND ACCESSIBLE ROUTES INCLUDING CROSSING DRIVEWAYS SHALL CONFORM TO CURRENT ADA STATE/NATIONAL STANDARDS. IN NO CASE SHALL ACCESSIBLE RAMP SLOPES EXCEED 1 VERTICAL TO 12 HORIZONTAL. IN NO CASE SHALL SIDEWALK CROSS SLOPES EXCEED 2%. IN NO CASE SHALL LONGITUDINAL SIDEWALK SLOPES EXCEED 5%. IN NO CASE SHALL ACCESSIBLE PARKING STALLS OR AISLES EXCEED 2% (1 5% TARGET) IN ALL DIRECTIONS. SIDEWALK ACCESS TO ENTRANCE BUILDING DOORS AND GATES SHALL BE ADA COMPLIANT. CONTRACTOR SHALL NOTIFY ENGINEER IMMEDIATELY IF ADA CRITERIA CANNOT BE MET IN ANY LOCATION PRIOR TO PAVING. NO CONTRACTOR CHANGE ORDERS WILL BE ACCEPTED FOR A.D.A COMPLIANCE ISSUES.
11. MAINTAIN A MINIMUM OF 0.5% GUTTER SLOPE TOWARDS LOW POINTS.
12. MAINTAIN A MINIMUM OF 1.25% SLOPE IN BITUMINOUS PAVEMENT AREAS, 0.5% SLOPE IN CONCRETE PAVEMENT AREAS.
13. CONTRACTOR SHALL REVIEW PAVEMENT GRADIENT AND CONSTRUCT "INFALL CURB" WHERE PAVEMENT DRAINS TOWARD GUTTER, AND "OUTFALL" CURB WHERE PAVEMENT DRAINS AWAY FROM GUTTER.



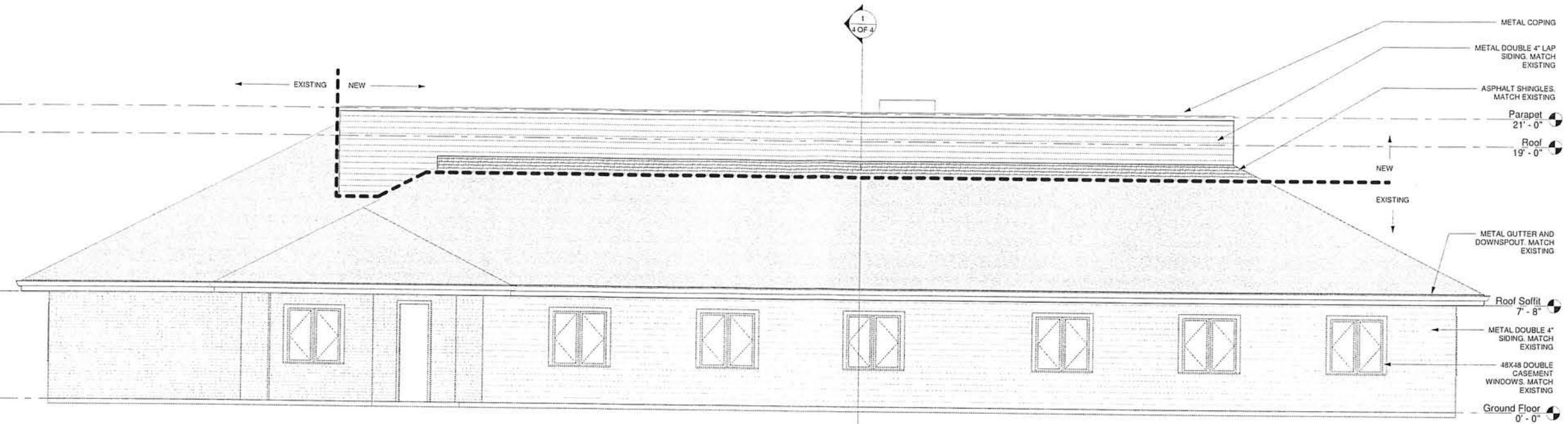
THERAPY OPS
 BUILDING ADDITION
 PREPARED FOR
 CONTINUUM
 CONSTRUCTION, INC.
 INVER GROVE HEIGHTS

SHEET NUMBER
 C500

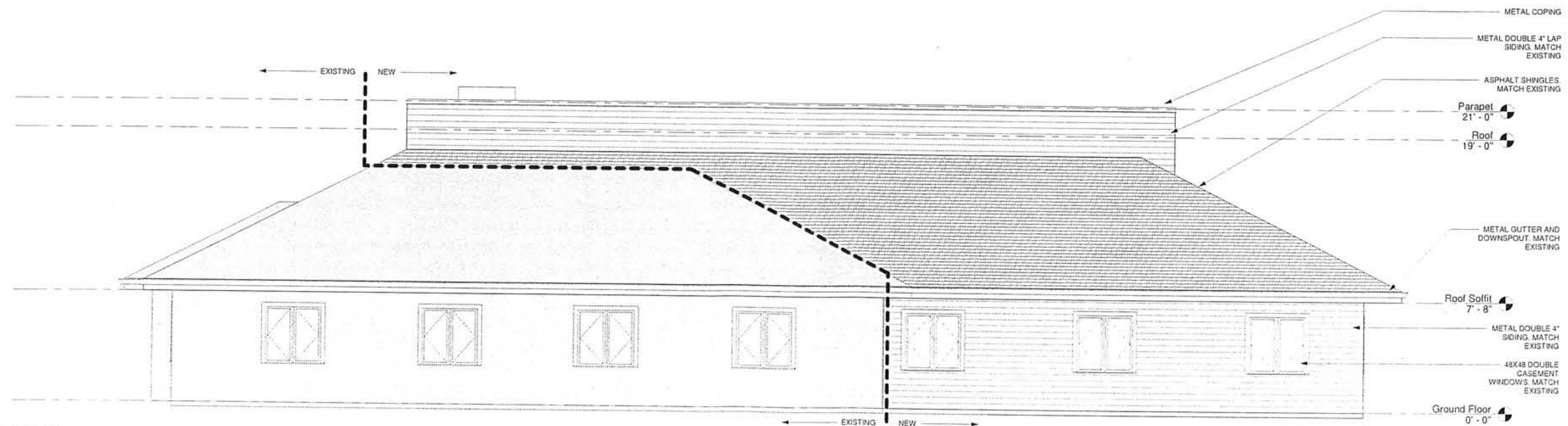
KHA PROJECT	DATE	07/20/2018	I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECTED SUPERVISION THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
	DESIGNED BY	BRJ	
	DRAWN BY	BRJ	
CHECKED BY	BRJ	DATE: 07/20/2018	MIN. LIC. NO. 53984 BENJAMIN R. JOHNSON

Kimley»»Horn
© 2018 KIMLEY-HORN AND ASSOCIATES, INC.
2550 UNIVERSITY AVENUE WEST, SUITE 238N, ST. PAUL, MN 55114
PHONE 651-645-4187
WWW.KIMLEY-HORN.COM

PRELIMINARY NOT FOR CONSTRUCTION



① South Exterior Elevation
1/4" = 1'-0"



2. East Exterior Elevation
1/4" = 1'-0"

**little
box**

Address: 348 East 44th Street
Minneapolis, MN 55409
Phone: 612-604-6314
Email: jnelson@littleboxinc.com

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PRELIMINARY
NOT FOR
CONSTRUCTION

Therapy OPS
Addition

2925 Buckley Way,
Inver Grove
Heights, MN 55076

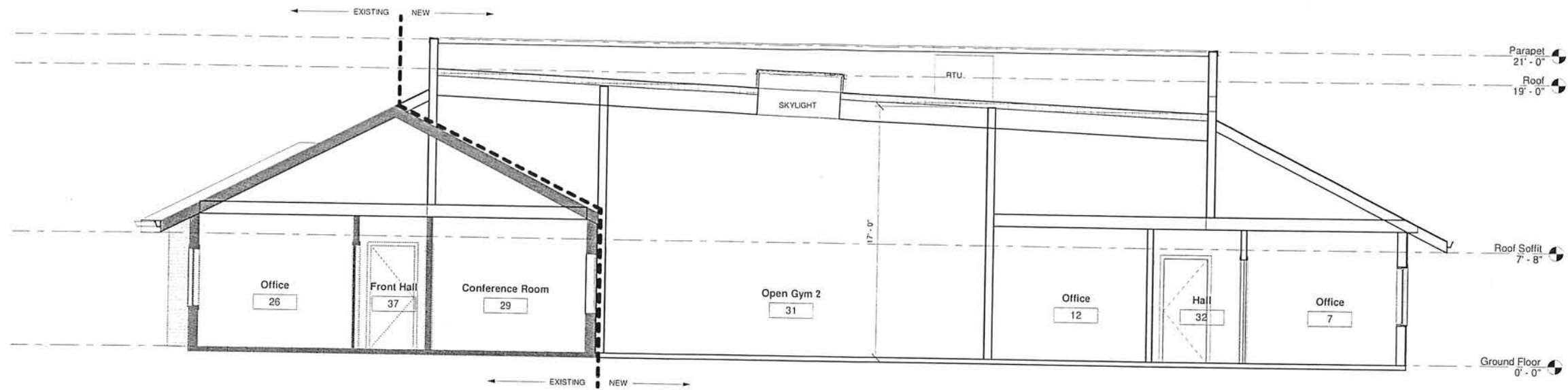
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Exterior Elevations

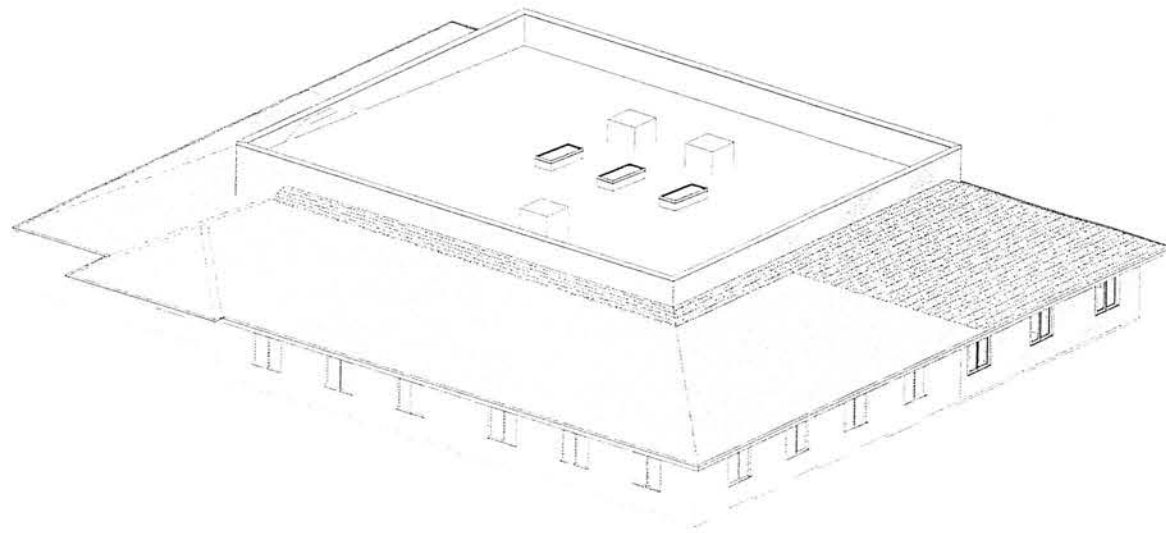
2 OF 4

PRELIMINARY NOT FOR CONSTRUCTION

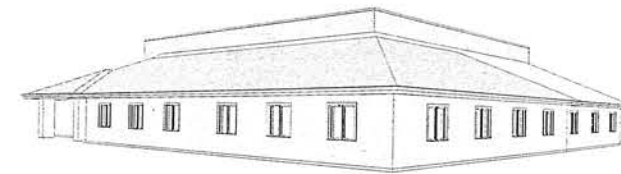
PRELIMINARY NOT FOR CONSTRUCTION



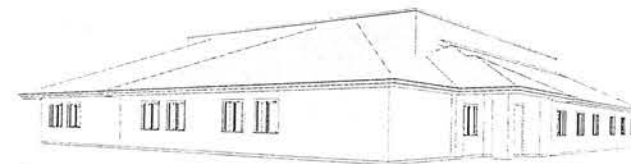
① Section at Middle Looking West
1/4" = 1'-0"



2 Axon from SE



③ View from East Drive



4 View from West Drive

little
box

Address: 348 East 44th Street
Minneapolis, MN 55409
Phone: 612-804-6314
Email: jnelson@littfeboxinc.com

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PRELIMINARY
NOT FOR
CONSTRUCTION

Therapy OPS
Addition

2925 Buckley Way,
Inver Grove
Heights, MN 55076

[illegible]

Views

PRELIMINARY NOT FOR CONSTRUCTION

4 OF 4

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

NORTHERN STATE POWER COMPANY – CASE NO. 18-45SV

Meeting Date: September 10, 2018
 Item Type: Regular
 Contact: Heather Botten 651.450.2569
 Prepared by: Heather Botten, Associate Planner
 Reviewed by: Janice Gundlach, Director

Fiscal/FTE Impact:

☒	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	Other

PURPOSE/ACTION REQUESTED

Consider the following resolutions for property located at 10325/10326 Robert Trail

- a) a **Preliminary and Final Plat** for a one lot subdivision to be known as Wescott Tank Farm
- b) a **Variance** from side yard setback requirements for existing accessory structures.
 - Requires 3/5th's vote.
 - 60-day deadline: September 21, 2018 (first 60- days)

SUMMARY

NSP (dba Xcel Energy) owns a 153-acre property located east of Robert Trail, south of Diffley Road. NSP no longer has a need for two of the existing fuel tanks that are located on the property therefore, they are proposing to subdivide a 14.53-acre parcel of land containing the fuel tanks. There are no additional structures being proposed and access to the property would remain the same. The uses on the property are not changing so the zoning and comprehensive plan designations are consistent with the proposed plat.

A variance is also being requested to allow existing structures to be located within the 30' side yard setback of the newly created lot line. The variances would exist until the buildings are removed from the property. Any structure or addition that would be constructed in the future would have to meet the setback requirements or they would have to apply for a separate variance. The property is unique in that the existing condition of the property, in conjunction with a lack of changes or impacts to the property, is unlike other variance and plat requests. Additionally, to relocate the existing structures is not realistic as there could be an impact to the utility infrastructure beyond this parcel.

Park dedication would be required for the newly created parcel. In this instance, park dedication is by cash contribution at \$5,000 per acre, for a total of \$72,650. Similar to the NSP request in 2016, the applicant is requesting flexibility in the amount of cash contribution to be collected for park dedication fees. Council is asked to determine if flexibility would be allowed. In 2016, Council directed staff to work with the applicant to come to an agreement that would be acceptable for both parties. In that instance, the City Administrator and Park and Recreation Director met with the applicant and negotiated a reduced fee that was ultimately approved by City Council.

Planning Staff: Based on the information provided staff recommends approval of the plat and variance request with the conditions listed in the attached resolutions.

Planning Commission: At the August 21, 2018 public hearing, the Planning Commission recommended approval of the requests with the conditions listed in the attached resolutions (9-0).

Attachments: Plat resolution
 Variance resolution
 Letter from applicant regarding park dedication
 PC recommendation
 Planning staff report

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. _____

**A RESOLUTION APPROVING A FINAL PLAT FOR A ONE LOT SUBDIVISION TO BE
KNOWN AS WESCOTT TANK FARM**

**CASE NO. 18-45SV
Northern States Power Company**

WHEREAS, a final plat application has been submitted to the City for property legally described as:

See Attached

WHEREAS, a public hearing concerning the preliminary plat was held before the Inver Grove Heights Planning Commission in accordance with Minnesota Statutes, Section 462.357, Subdivision 3 on August 21, 2018;

WHEREAS, the plat application conforms with all applicable zoning and subdivision regulations (City Code Title 10 and 11) and other standards applied by the City in the platting of property.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS that, the Final Plat of Wescott Tank Farm is hereby approved subject to the following conditions:

1. The site shall be developed in substantial conformance with the plans on file with the Planning Department except as may be modified by the conditions below.
2. Park Dedication in the form of a cash contribution shall be required for the plat as approved by the City Council. Payment of fee shall be submitted prior to release of the plat for recording.

3. The developer shall meet the conditions outlined in the City Engineers review letters and subsequent correspondence.

Passed this 10th day of September, 2018.

AYES:

NAYS:

ATTEST:

George Tourville, Mayor

Michelle Tesser, City Clerk

KNOW ALL PERSONS BY THESE PRESENTS: That Northern States Power Company, a Minnesota Corporation, fee owners of the following described property, situated in the County of Dakota, State of Minnesota, to wit:

That part of the Northwest Quarter of Section 30, Township 27 North, Range 22 West, Dakota County, Minnesota, described as follows:

Commencing at the northwest corner of said Northwest Quarter; thence South 00 degrees 05 minutes 41 seconds East, along the west line of said Northwest Quarter, a distance of 1255.03 feet; thence North 89 degrees 54 minutes 19 seconds East 225.02 feet to the southeasterly line of the former Chicago, Milwaukee and St. Paul Railroad, being a point hereinafter referred to as Point "A" and the point of beginning; thence South 45 degrees 13 minutes 18 seconds East 413.63 feet; thence South 52 degrees 18 minutes 32 seconds East 204.09 feet; thence North 89 degrees 44 minutes 54 seconds East 108.67 feet; thence North 04 degrees 52 minutes 47 seconds West 488.89 feet; thence North 18 degrees 20 minutes 10 seconds East 145.94 feet; thence North 08 degrees 20 minutes 48 seconds East 53.56 feet; thence North 19 degrees 39 minutes 50 seconds East 41.78 feet; thence North 48 degrees 08 minutes 57 seconds East 39.98 feet; thence South 71 degrees 31 minutes 12 seconds East 91.41 feet; thence South 50 degrees 14 minutes 05 seconds East 133.85 feet; thence South 67 degrees 48 minutes 14 seconds East 14.81 feet; thence easterly 139.58 feet along a 350.00 foot radius tangential curve, concave to the north, and having a central angle of 22 degrees 50 minutes 59 seconds to a point of compound curvature; thence easterly 244.53 feet along a 282.00 foot radius compound curve, concave to the north, and having a central angle of 49 degrees 40 minutes 58 seconds; thence North 61 degrees 01 minute 52 seconds East, tangent to the last described curve, 75.92 feet; thence South 25 degrees 57 minutes 29 seconds East 196.04 feet; thence South 25 degrees 04 minutes 33 seconds East 159.26 feet; thence South 00 degrees 00 minutes 05 seconds East 19.01 feet; thence South 27 degrees 07 minutes 54 seconds East 101.21 feet; thence South 18 degrees 26 minutes 04 seconds West 92.17 feet; thence South 50 degrees 24 minutes 14 seconds West 81.05 feet; thence South 17 degrees 03 minutes 39 seconds West 104.23 feet; thence South 08 degrees 59 minutes 45 seconds East 30.11 feet to the beginning of a non-tangential curve; thence southwesterly 141.62 feet along a 110.00 foot radius non-tangential curve, concave to the northwest, having a central angle of 73 degrees 45 minutes 51 seconds and a chord bearing of South 52 degrees 00 minutes 59 seconds West; thence South 88 degrees 53 minutes 54 seconds West, tangent to the last described curve, 155.10 feet; thence South 71 degrees 49 minutes 25 seconds West 112.55 feet; thence South 88 degrees 53 minutes 27 seconds West 300.10 feet; thence North 71 degrees 10 minutes 48 seconds West 68.64 feet; thence North 84 degrees 28 minutes 53 seconds West 54.33 feet; thence North 52 degrees 18 minutes 32 seconds West 270.40 feet; thence North 45 degrees 13 minutes 18 seconds West 379.09 feet to said southeasterly line of the former Chicago, Milwaukee and St. Paul Railroad; thence northeasterly along said southeasterly line 107.98 feet along a non-tangent 3869.72 foot curve, concave to the west, having a central angle of 1 degree 35 minutes 56 seconds and a chord bearing of North 22 degrees 36 minutes 43 seconds East to the point of beginning.

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. 18-_____

**RESOLUTION APPROVING A VARIANCE FROM THE SIDE YARD SETBACK
REQUIREMENTS FOR EXISTING ACCESSORY STRUCTURES**

CASE NO. 18-45SV

Northern States Power Company

Property located at 10325/10326 Robert Trail and legally described as follows:

See Attached

WHEREAS, an application has been received for a variance to allow existing accessory structures to be located within the 30-foot side yard setback requirement;

WHEREAS, the afore described property is zoned I-2, General Industry;

WHEREAS, a Variance may be granted by the City Council from the strict application of the provisions of the City Code Title 10, Chapter 3-4 and conditions and safeguards imposed in the variance so granted where practical difficulties or particular hardships result from carrying out the strict letter of the regulations of the Zoning Code, as per City Code 10-3-4 D;

WHEREAS, the City of Inver Grove Heights Planning Commission reviewed the request on August 21, 2018 in accordance with City Code Section City Code 10-3-3 C;

WHEREAS, a practical difficulty or uniqueness was found to exist based on the following findings:

- a. The reduced side yard setback allows the property to be used in a reasonable manner and does not appear to have an adverse impact on the neighboring properties.

- b. The request is in harmony with the general purpose and intent of the City Ordinance and is consistent with the Comprehensive Plan.
- c. The property is unique in that the existing physical condition of the property in conjunction with the lack of changes or impacts to the property is unlike other variance and plat requests.
- d. To relocate the existing structures is not realistic as there could be an impact to the utility infrastructure going beyond the property.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that the variance to allow existing structures to be located within the 30-foot side yard setback is hereby approved with the following conditions:

- 1. The site shall be developed in substantial conformance with the plans on file with the Planning Department except as may be modified by the conditions below.
- 2. All plans shall be subject to the review and approval of the City Fire Marshal.
- 3. Any new structures or additions would have to comply with setback requirements or apply for a variance.
- 4. The developer shall meet the conditions outlined in the City Engineers review letters and subsequent correspondence.

BE IT FURTHER RESOLVED that the City Clerk is hereby authorized and directed to record a certified copy of this Resolution at the Dakota County Recorder's Office.

Adopted by the City Council of Inver Grove Heights this 10th day of September, 2018.

George Tourville, Mayor

Ayes:

Nays:

ATTEST:

Michelle Tesser, City Clerk

That part of the Northwest Quarter of Section 30, Township 27 North, Range 22 West, Dakota County, Minnesota, described as follows:

Commencing at the northwest corner of said Northwest Quarter; thence South 00 degrees 05 minutes 41 seconds East, along the west line of said Northwest Quarter, a distance of 1255.03 feet; thence North 89 degrees 54 minutes 19 seconds East 225.02 feet to the southeasterly line of the former Chicago, Milwaukee and St. Paul Railroad, being a point hereinafter referred to as Point "A" and the point of beginning; thence South 45 degrees 13 minutes 18 seconds East 413.63 feet; thence South 52 degrees 18 minutes 32 seconds East 204.09 feet; thence North 89 degrees 44 minutes 54 seconds East 108.67 feet; thence North 04 degrees 52 minutes 47 seconds West 488.89 feet; thence North 18 degrees 20 minutes 10 seconds East 145.94 feet; thence North 08 degrees 20 minutes 48 seconds East 53.56 feet; thence North 19 degrees 39 minutes 50 seconds East 41.78 feet; thence North 48 degrees 08 minutes 57 seconds East 39.98 feet; thence South 71 degrees 31 minutes 12 seconds East 91.41 feet; thence South 50 degrees 14 minutes 05 seconds East 133.85 feet; thence South 67 degrees 48 minutes 14 seconds East 14.81 feet; thence easterly 139.58 feet along a 350.00 foot radius tangential curve, concave to the north, and having a central angle of 22 degrees 50 minutes 59 seconds to a point of compound curvature; thence easterly 214.53 feet along a 282.00 foot radius compound curve, concave to the north, and having a central angle of 49 degrees 40 minutes 58 seconds; thence North 61 degrees 01 minute 52 seconds East, tangent to the last described curve, 75.92 feet; thence South 25 degrees 57 minutes 29 seconds East 196.04 feet; thence South 25 degrees 04 minutes 33 seconds East 159.26 feet; thence South 00 degrees 00 minutes 05 seconds East 19.01 feet; thence South 27 degrees 07 minutes 54 seconds East 101.21 feet; thence South 18 degrees 25 minutes 04 seconds West 92.17 feet; thence South 50 degrees 24 minutes 14 seconds West 81.05 feet; thence South 17 degrees 03 minutes 39 seconds West 104.23 feet; thence South 08 degrees 59 minutes 45 seconds East 30.11 feet to the beginning of a non-tangential curve; thence southwesterly 141.62 feet along a 110.00 foot radius non-tangential curve, concave to the northwest, having a central angle of 73 degrees 45 minutes 51 seconds and a chord bearing of South 52 degrees 00 minutes 59 seconds West; thence South 88 degrees 53 minutes 54 seconds West, tangent to the last described curve, 155.10 feet; thence South 71 degrees 49 minutes 25 seconds West 112.55 feet; thence South 88 degrees 53 minutes 27 seconds West 300.10 feet; thence North 71 degrees 10 minutes 48 seconds West 68.64 feet; thence North 84 degrees 28 minutes 53 seconds West 54.33 feet; thence North 52 degrees 18 minutes 32 seconds West 270.40 feet; thence North 45 degrees 13 minutes 18 seconds West 379.09 feet to said southeasterly line of the former Chicago, Milwaukee and St. Paul Railroad; thence northeasterly along said southeasterly line 107.98 feet along a non-tangent 389.72 foot curve, concave to the west, having a central angle of 1 degree 35 minutes 56 seconds and a chord bearing of North 22 degrees 36 minutes 43 seconds East to the point of beginning.



414 Nicollet Mall 06
Minneapolis, MN 55401

1-800-895-4999
xcelenergy.com

Mayor and City Council
City of Inver Grove Heights, MN
8150 Barbara Lane
Inver Grove Heights, MN

RE: NSP Case No. 16-435V
Preliminary and Final Plat and Variance Request
Inver Hills Tank Farm

Dear Mayor and Council Members,

NSP submitted an application for the Inver Hills Tank Farm for your consideration. The planning report identified the requirement to pay a Park Dedication Fee of \$75,000, which in our opinion seems excessive especially in light of the fact that the use of the property will remain the same and the existing facilities will remain in place. The number of people working at the facility and the number of vehicle trips are unchanged.

The nexus for the proposed plat is the sale of the property to a third party. The buyer plans on continuing with the same use. The existing facilities and the operations of the property will remain the same. For the reason noted above, the proposed plat does not create additional demand for the City's park system. NSP is requesting that the City Council review the proposed Park Dedication Fee and reduce it to an amount that is in line with the proposal at hand.

Thank you for your time and consideration.

Regards,

Brian Sullivan
Siting and Land Rights Agent
P: 612.330.5925 | C: 612.366.0234 | F: 612.329.3096
Email: brian.e.sullivan@xcelenergy.com

**RECOMMENDATION TO
CITY OF INVER GROVE HEIGHTS**

TO: Mayor and City Council of Inver Grove Heights

FROM: Planning Commission

DATE: August 21, 2018

SUBJECT: **NORTHERN STATES POWER COMPANY – CASE NO. 18-45SV**

Reading of Notice

Commissioner Simon read the public hearing notice to consider the request for a preliminary and final plat to subdivide 14.5 acres of the 154-acre site and a variance from the required setbacks for structures from the new property line, for the property located at 10325/10326 South Robert Trail. 32 notices were mailed.

Presentation of Request

Allan Hunting, City Planner, explained the request as detailed in the report. He advised that NSP is proposing to do an internal lot creation around two existing fuel tanks and numerous accessory buildings. No new structures are being requested and no changes are being proposed to the existing access point along Robert Trail. There are at least three small structures within the required 30-foot side yard setback; therefore, the applicant is requesting a variance. Staff recommends approval of the request.

Chair Maggi asked if the internal street was a private road.

Mr. Hunting replied in the affirmative.

Chair Maggi asked for clarification of access.

Mr. Hunting advised that access to the property is not changing. The existing access from Robert Trail will be maintained with a private access agreement between the two parcels.

Chair Maggi asked if there were any rules related to shape when creating a lot within a lot

Mr. Hunting replied there were no restrictions on shape configuration, just lot width, size, etc.

Commissioner Weber asked if their access to the public road would be through another parcel or through the railroad's land.

Mr. Hunting replied that the railroad directly abuts the road so theoretically they are satisfying the requirement.

Opening of Public Hearing

Brian Sullivan, Xcel Energy, 414 Nicollet Mall, Minneapolis, advised he was available to answer any questions.

Chair Maggi asked the applicant if he read and understood the report.

Mr. Sullivan replied in the affirmative. He explained that to gain access to the property, they have created an easement to allow the owner of the other parcel to use their access drive. The proposed pipe stem lot is unusually shaped, which has a lot to do with following existing features and topography (i.e. fire roads, tanks, catch basin, fence line, access drive, etc.).

Commissioner Robertson asked if the remaining portion of the lot would become an outlot.

Mr. Hunting replied that they are creating an internal lot, and the balance would be its own lot.

Chair Maggi closed the public hearing.

Planning Commission Discussion

Commissioner Weber asked if there were any potential setback issues for the buildings on the existing lot.

Mr. Hunting replied that Heather Botten had done the review, but he believed there would be no setback issues regarding the new property line.

Mr. Sullivan advised that the buildings in question were the guard shack and structures housing equipment.

Planning Commission Recommendation

Motion by Commissioner Weber, second by Commissioner Scales, to approve the request for a preliminary and final plat to subdivide 14.5 acres of the 154-acre site and a variance from the required setbacks for structures from the new property line, for the property located at 10325/10326 South Robert Trail, with the practical difficulty as listed in the report.

Motion carried (9/0). This item goes to the City Council on September 10, 2018.

PLANNING REPORT

CITY OF INVER GROVE HEIGHTS

HEARING DATE: August 21, 2018

CASE NO.: 18-45SV

APPLICANT AND PROPERTY OWNER: Northern States Power Company

REQUEST: A preliminary and final plat for a one lot subdivision and side yard setback variances for existing structures

LOCATION: 10325/10326 Robert Trail (Hwy 3)

COMP PLAN: GI, General Industrial

ZONING: I-2, General Industrial

REVIEWING DIVISIONS: Planning
Engineering

PREPARED BY: Heather Botten
Associate Planner



BACKGROUND

NSP (dba Xcel Energy) currently owns a 153-acre parcel in the southwest part of the City along Robert Trail. The applicant is requesting a preliminary and final plat for a one lot subdivision to be 14.53 acres in size. The proposed parcel would include two of the existing large fuel tanks and numerous buildings accessory to these tanks. Due to the location of the proposed lot line, variances are being requested from the side yard setback requirements for the existing structures. No new structures are being requested and no changes are being proposed to the existing access point along Robert Trail.

The specific request consists of the following:

- a) A Preliminary and Final Plat for a one lot subdivision to be known as Wescott Tank Farm
- b) A Variance from the side yard setbacks for the location of the existing structures.

EVALUATION OF THE REQUEST

The following land uses, zoning districts and comprehensive plan designations surround the subject property:

North: Residential; zoned A, Agricultural; guided RDR, Rural Density Residential

East: Residential/NSP; zoned A; guided RDR

West: Eagan/ Hwy 3

South: NSP; zoned I-2; guided Private Open Space

PRELIMINARY/ FINAL PLAT

Zoning and Comprehensive Plan Consistency. The property is zoned I-2, General Industry and guided GI, General Industrial. The uses on the property are not changing. The zoning and comprehensive plan designations are consistent with the proposed plat.

Lots & Blocks.

The plat consists of one lot, 14.53 acres in size; exceeding the minimum lot size requirement of one acre in the I-2 zoning district. The proposed lot is 107 feet in width complying with the minimum width requirement of 100 feet.

Park Dedication. There are no plans for park land in this area of the City; therefore, park dedication would be in the form of a cash contribution. Current cash contribution for the I-2 District is \$5,000 per acre. In this case, the total platted lot area is 14.53 acres in size for a total park dedication fee of \$72,650. This fee is paid at time of plat release for recording.

Access. Access to the property is not changing. The existing access from Robert Trail will be maintained with a private access agreement between the two parcels.

Engineering. Engineering has reviewed the plans and has made some recommendations on conditions that should be added to the approval; these conditions are included in the list of conditions at the end of this report. The final details on the plans would be reviewed and approved by the City Engineer prior to the release of the final plat.

VARIANCE REVIEW

The applicant is requesting a variance to allow existing structures to be located within the 30 foot side yard setback of the newly created lot line.

City Code Title 10, Chapter 3. **Variances**, states that the City Council may grant variances when they are in harmony with the general purposes and intent of the zoning ordinance and consistent with the comprehensive plan and establishes that there are practical difficulties in complying with the official control. In order to grant the requested variances, City Code identifies criteria which are to be considered practical difficulties. The applicant's request is reviewed below against those criteria.

1. *The variance request is in harmony with the general purpose and intent of the city code and consistent with the comprehensive plan.*

The 14.53 acre plat will be surrounded by the remaining 138 acre lot owned by NSP. The request is in harmony with the intent of the city code and comprehensive plan as the lot is being utilized as an industrial lot. The use of the property is not changing and no physical changes to the existing buildings are being proposed.

2. *The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.*

The setback variances would allow the applicant to use the property in a reasonable manner. The structures encroaching within the side yard setback are existing structures and due to the function of the buildings it is not realistic to have them moved. The variances would exist until the buildings are removed from the property. Any new structure would have to comply with setback requirements or apply for a variance.

3. *The plight of the landowner is due to circumstances unique to the property not created by the landowner.*

The property is unique in that the existing physical condition of the property in conjunction with the lack of changes or impacts to the property is unlike other variance and plat requests. To relocate the existing structures is not realistic as there could be an impact to the utility infrastructure going beyond this particular property.

4. *The variance will not alter the essential character of the locality.*

One of the functions of setback requirements is to maintain consistency of structure placement and aesthetic qualities from street and neighboring views. Visually, there are no changes to the proposed property. In this case, the structures encroaching within the setback are from an internal side lot line. The property most directly affected will continue to be NSP.

5. *Economic considerations alone do not constitute an undue hardship.*

Economic considerations do not appear to be a basis for this request.

ALTERNATIVES

The Planning Commission has the following actions available on the following requests:

- A. **Approval.** If the Planning Commission finds the application to be acceptable, the following action should be taken:
- Approval of the **Preliminary and Final Plat** for a one lot subdivision **and Variance** from the side yard setback requirements for existing structures subject to the following conditions:
 1. The site shall be developed in substantial conformance with the plans on file with the Planning Department except as may be modified by the conditions below.

2. Park Dedication in the form of a cash contribution shall be required for the plat as approved by the City Council. Payment of fee shall be submitted prior to release of the plat for recording.
3. All plans shall be subject to the review and approval of the City Fire Marshal.
4. Any new structures or additions would have to comply with setback requirements or apply for a variance.
5. The developer shall meet the conditions outlined in the City Engineers review letters and subsequent correspondence.

B. Denial. If the Planning Commission does not favor the proposed application the above request should be recommended for denial. With a recommendation for denial, findings or the basis for the denial should be given.

RECOMMENDATION

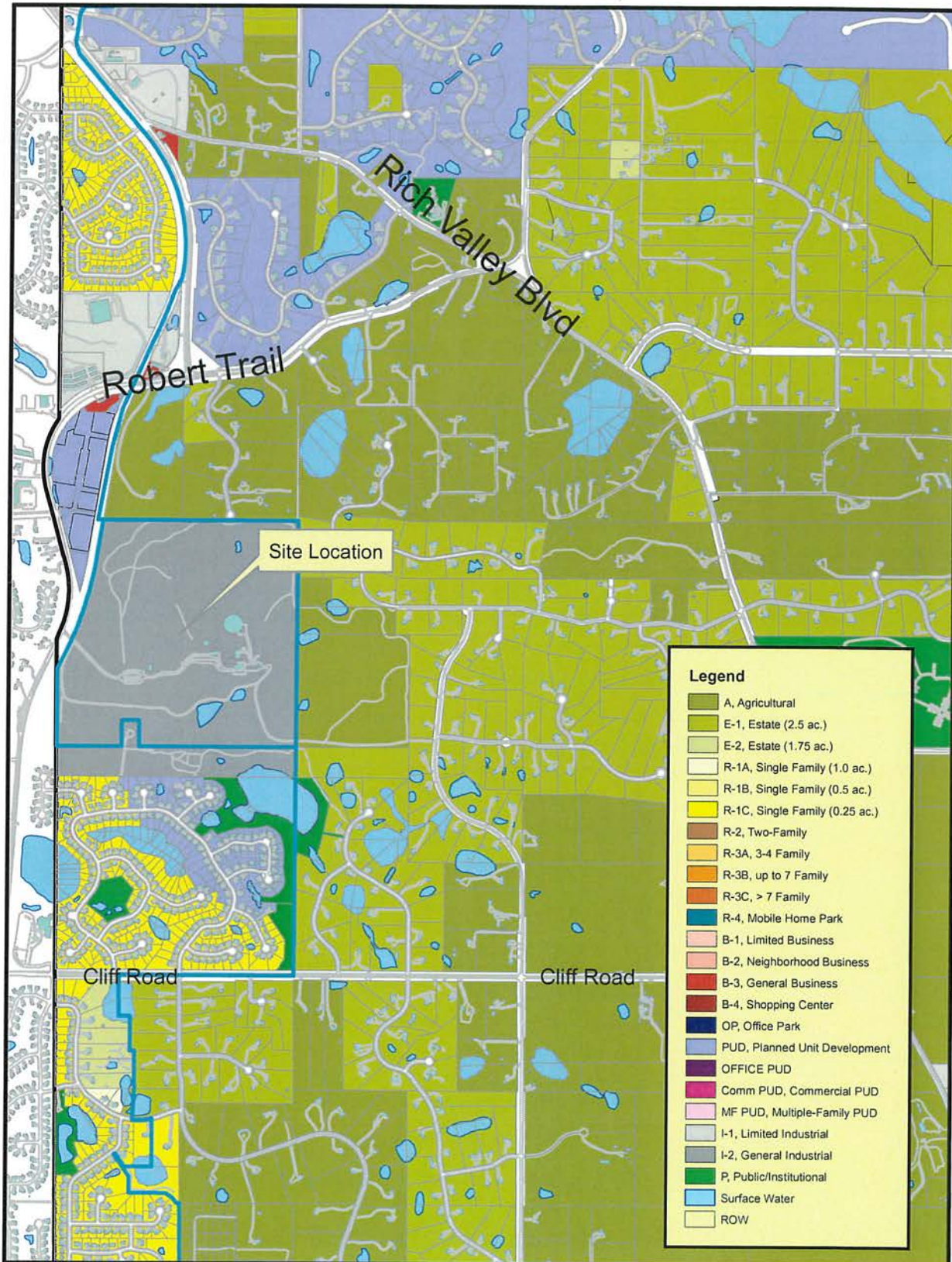
The request to subdivide the property is not out of character for the neighborhood and it is consistent with the comprehensive plan. The reduced side yard setbacks for existing buildings allows the property to be used in a reasonable manner and does not appear to have an adverse impact on the neighboring properties. Staff believes a practical difficulty can be found for the setback variance due to the existing physical conditions of the property and relocating the structures could have an impact to the utility infrastructure beyond this particular property.

Based on the information in the preceding report and the conditions listed in Alternative A, staff recommends approval of the preliminary and final plat and variances from the side yard setbacks for existing structures.

Attachments: Exhibit A: Location Map
Exhibit B: Preliminary Plat
Exhibit C: Final Plat
Exhibit D: Aerial view of new lot within the NSP parcel



Northern States Power Case No. 18-45SV



THIS DRAWING IS NEITHER A LEGALLY RECORDED MAP NOR A SURVEY AND IS NOT INTENDED TO BE USED AS ONE. THIS DRAWING IS A COMPILATION OF RECORDS, INFORMATION AND DATA LOCATED IN VARIOUS CITY, COUNTY AND STATE OFFICES AND OTHER SOURCES AND IS TO BE USED FOR REFERENCE PURPOSES ONLY. THE CITY OF INVER GROVE HEIGHTS IS NOT RESPONSIBLE FOR ANY INACCURACIES HEREIN CONTAINED.

Map produced by the City of Inver Grove Heights GIS Dept.
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Exhibit A
Zoning and Location Map
Map not to scale

PRELIMINARY PLAT OF WESCOTT TANK FARM

OWNER'S NAME AND ADDRESS:

Xcel Energy
414 Nicollet Mall
Minneapolis, MN 55401

SURVEYOR:

Michael E. Cannon, PLS #40035
Xcel Energy
414 Nicollet Mall
Minneapolis, MN 55401

ZONING:

I-2, General Industrial

AREAS:

Proposed Lot 1, Block 1: 14.53 Acres, more or less

SURVEYOR'S CERTIFICATION

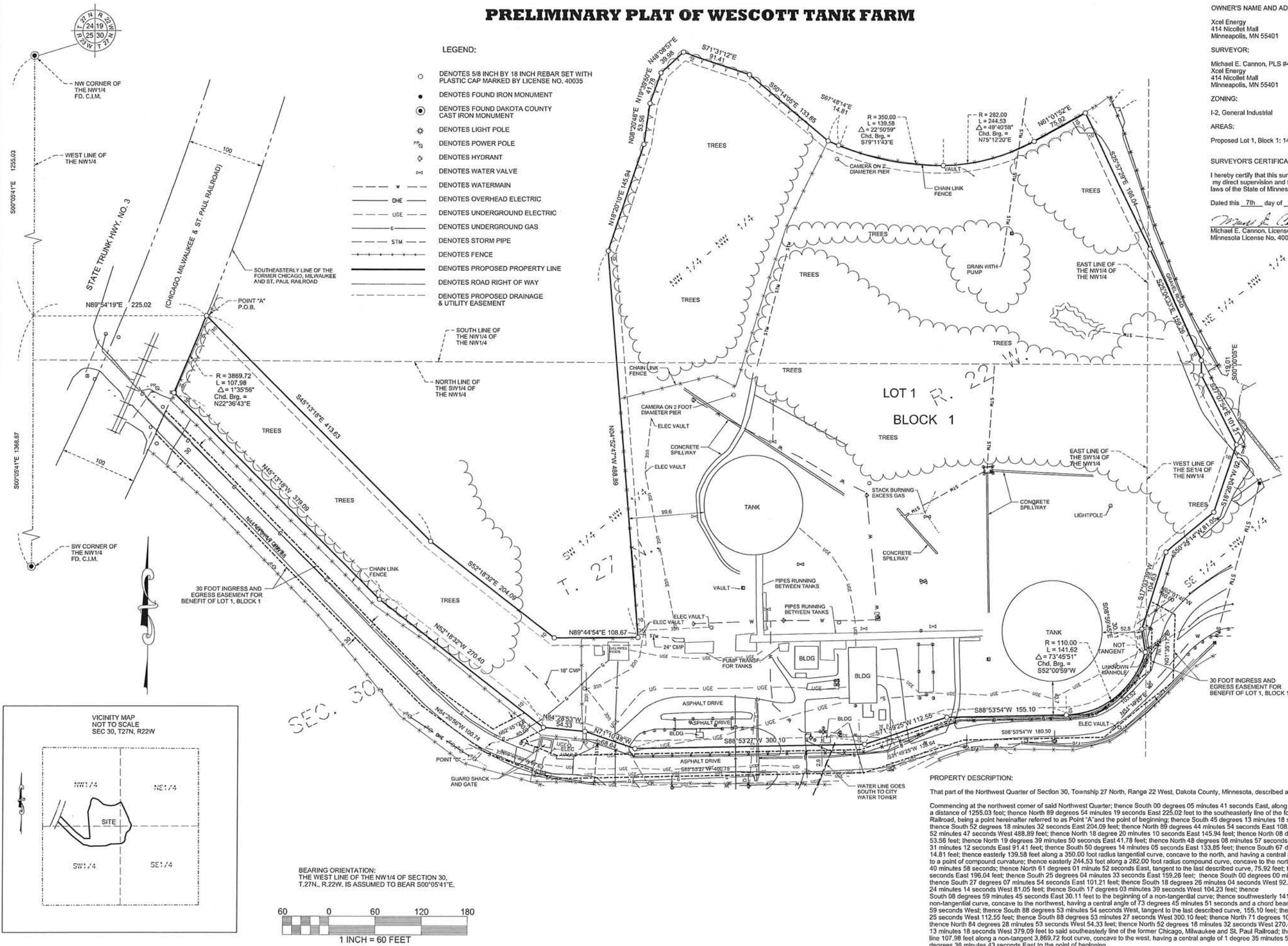
I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Dated this 7th day of August, 2018.

Michael E. Cannon
Michael E. Cannon, Licensed Land Surveyor
Minnesota License No. 40035

LEGEND:

- DENOTES 5/8 INCH BY 18 INCH REBAR SET WITH PLASTIC CAP MARKED BY LICENSE NO. 40035
- DENOTES FOUND IRON MONUMENT
- DENOTES FOUND DAKOTA COUNTY CAST IRON MONUMENT
- ☆ DENOTES LIGHT POLE
- PP DENOTES POWER POLE
- ◇ DENOTES HYDRANT
- ⋈ DENOTES WATER VALVE
- DENOTES WATERMAIN
- DHE — DENOTES OVERHEAD ELECTRIC
- UGE — DENOTES UNDERGROUND ELECTRIC
- G — DENOTES UNDERGROUND GAS
- STM — DENOTES STORM PIPE
- DENOTES FENCE
- DENOTES PROPOSED PROPERTY LINE
- DENOTES ROAD RIGHT OF WAY
- DENOTES PROPOSED DRAINAGE & UTILITY EASEMENT

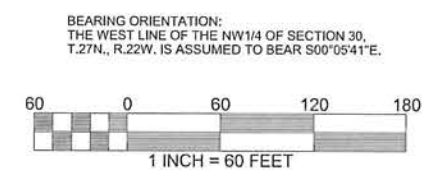
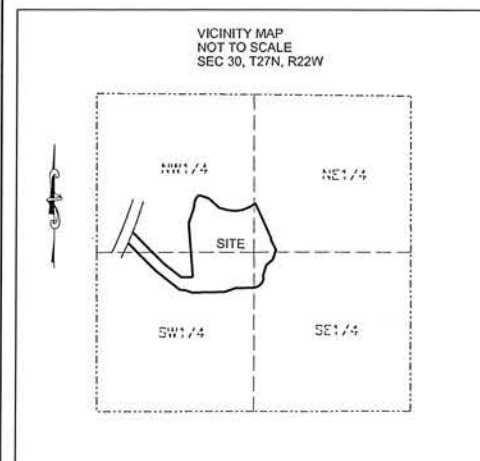
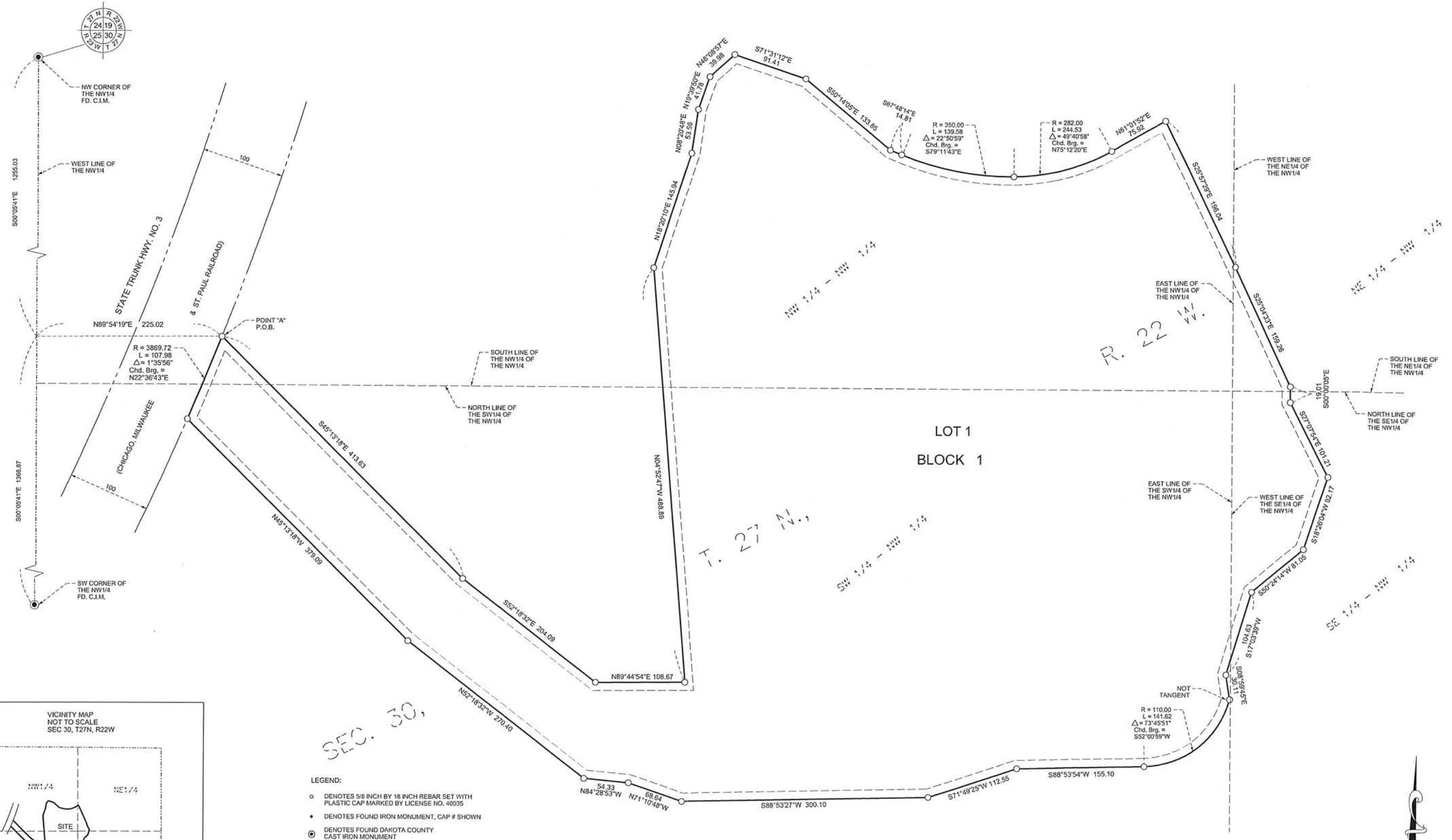


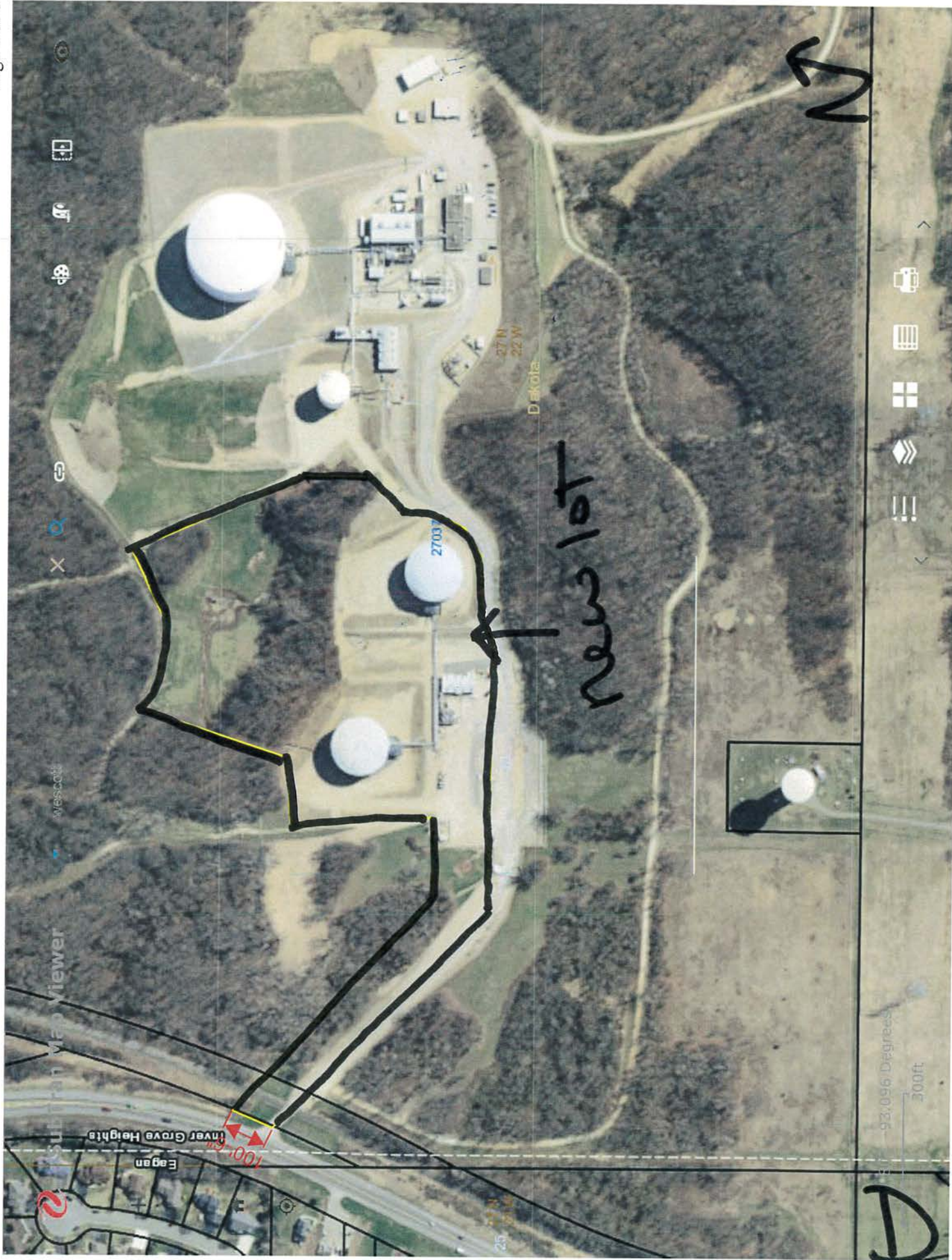
PROPERTY DESCRIPTION:

That part of the Northwest Quarter of Section 30, Township 27 North, Range 22 West, Dakota County, Minnesota, described as follows:

Commencing at the northwest corner of said Northwest Quarter; thence South 00 degrees 05 minutes 41 seconds East, along the west line of said Northwest Quarter, a distance of 1255.03 feet; thence North 89 degrees 54 minutes 19 seconds East 225.02 feet to the southeasterly line of the former Chicago, Milwaukee and St. Paul Railroad, being a point hereinafter referred to as Point "A" and the point of beginning; thence South 45 degrees 13 minutes 18 seconds East 413.63 feet; thence South 52 degrees 18 minutes 32 seconds East 204.09 feet; thence North 89 degrees 44 minutes 54 seconds East 108.67 feet; thence North 04 degrees 52 minutes 47 seconds West 488.89 feet; thence North 18 degrees 20 minutes 10 seconds East 145.94 feet; thence North 08 degrees 20 minutes 48 seconds East 53.58 feet; thence North 19 degrees 39 minutes 50 seconds East 41.78 feet; thence North 48 degrees 08 minutes 57 seconds East 39.98 feet; thence South 71 degrees 31 minutes 12 seconds East 91.41 feet; thence South 50 degrees 14 minutes 05 seconds East 133.85 feet; thence South 67 degrees 48 minutes 14 seconds East 14.81 feet; thence easterly 139.58 feet along a 350.00 foot radius tangential curve, concave to the north, and having a central angle of 22 degrees 50 minutes 59 seconds to a point of compound curvature; thence easterly 244.53 feet along a 282.00 foot radius compound curve, concave to the north, and having a central angle of 49 degrees 40 minutes 58 seconds; thence North 61 degrees 01 minute 52 seconds East, tangent to the last described curve, 75.92 feet; thence South 25 degrees 57 minutes 29 seconds East 196.04 feet; thence South 25 degrees 04 minutes 33 seconds East 159.26 feet; thence South 00 degrees 00 minutes 05 seconds East 19.01 feet; thence South 27 degrees 07 minutes 25 seconds East 101.21 feet; thence South 18 degrees 28 minutes 04 seconds West 92.17 feet; thence South 50 degrees 24 minutes 14 seconds West 81.05 feet; thence South 17 degrees 03 minutes 39 seconds West 104.23 feet; thence South 08 degrees 59 minutes 45 seconds East 30.11 feet to the beginning of a non-tangential curve; thence southwesterly 141.62 feet along a 110.00 foot radius non-tangential curve, concave to the northwest, having a central angle of 73 degrees 45 minutes 51 seconds and a chord bearing of South 52 degrees 00 minutes 59 seconds West; thence South 88 degrees 53 minutes 54 seconds West, tangent to the last described curve, 155.10 feet; thence South 71 degrees 49 minutes 25 seconds West 112.55 feet; thence South 88 degrees 53 minutes 27 seconds West 300.10 feet; thence North 71 degrees 10 minutes 48 seconds West 68.64 feet; thence North 84 degrees 28 minutes 53 seconds West 54.33 feet; thence North 52 degrees 18 minutes 32 seconds West 270.40 feet; thence North 45 degrees 13 minutes 18 seconds West 379.09 feet to said southeasterly line of the former Chicago, Milwaukee and St. Paul Railroad; thence northeasterly along said southeasterly line 107.98 feet along a non-tangent 3,869.72 foot curve, concave to the west, having a central angle of 1 degree 35 minutes 56 seconds and a chord bearing of North 22 degrees 36 minutes 43 seconds East to the point of beginning.

WESCOTT TANK FARM





CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Resolutions Adopting the Proposed Tax Levy for Payable 2019, Adopting the Proposed 2019 Budgets, Adopting the Proposed Watershed Management Taxing District Tax Levy for payable 2019, and Set the Date and Time for the Regularly Scheduled Meeting where the Budget will be Discussed

Meeting Date: September 1, 2018
 Item Type: Regular Agenda
 Contact: Kristi Smith 651-450-2521
 Prepared by: Kristi Smith, Finance Director
 Reviewed by: Joe Lynch, City Administrator

Fiscal/FTE Impact:

☐	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☒	Other – 2019 Budget

PURPOSE/ACTION REQUESTED

To approve resolutions adopting the proposed 2019 budgets and tax levies and set the date and time for the regularly scheduled meeting where the budget will be discussed.

SUMMARY

The City must adopt the proposed 2019 tax levies and preliminary budgets on or before September 28, 2019. The tax levies and the date for the regularly schedule public meeting where the budget will be discussed must be certified to Dakota County by the same date.

The budgets at this time are still proposed and may change during the forthcoming budget meetings and prior to final adoption in December. The tax levies can be reduced, but not increased after the proposed levies have been certified.

- Taxable market values are up 7.4% and net tax capacity is up 6.8% (without new construction increases are 6.42% and 5.83%, respectively).
- In the 2019 Base Budget General Fund Expenditures increased 7.4% from the 2018 amended budget. In the 2019 Base Budget Plus Additions Expenditures increased 10.0% from the 2018 amended budget.
- The proposed 2019 Base Budget Plus Additions results in a 5.75% increase to the tax rate and a 12.46% increase to the tax levy.
- The General Fund budget will no longer rely on a transfer from the Host Community Fund as this is not sustainable long-term.

The Base Plus Additions levy increase proposed is \$2,008,500 which includes:

Base Budget

\$1,176,000	Personnel
448,900	Allocations
<u>233,200</u>	Other
\$1,858,100	Base Budget Levy Increase

Additions

\$91,200	Personnel
206,800	Other
<u>275,000</u>	Transfers (PMP and Park Maintenance)
\$573,000	Additions Expenditure Increase

Other

25,600	Fund Balance Use in 2018 Adopted Budget (Elections)
<u>(448,200)</u>	Reduced by Other Revenue Increases
\$2,008,500	Base Budget Plus Additions Levy Increase

Debt Service

\$602,897	Debt Service Levy Increase
\$2,611,397	Total Levy Increase (Operations and Debt Service)

The first study session regarding the 2019 budget was held on August 6, 2018 and Council heard from departments regarding General Fund additions.

The following exhibits are included: Exhibit A, 2019 Budget Calendar; Exhibit B, Market Value and Net Tax Capacity Comparisons (includes number of parcels per classification); Exhibit C, Proposed Tax Levy; Exhibit D which calculates the estimated tax rate increase (4%, 5.75%, 6%, 6.25% and 6.5%); and Exhibit G which shows the impact to mean, median and business properties under the Base Plus Additions scenario. Also attached are the Summary pages for each of the funds budgeted.

Tax Rate Increase	Levy (Operations & Debt)	Levy Increase
5.75%	\$23,573,794	12.46%
6.00%	\$23,623,674	12.70%
6.25%	\$23,673,621	12.93%
6.50%	\$23,723,568	13.17%

In addition to approving the resolutions for the 2019 proposed budgets and tax levies the Council also needs to determine the time and place of the regularly scheduled meeting at which the budget and levy will be discussed and the final budget and levy determined. This meeting must be held after 6:00 p.m. between November 25 and December 28. The public must be allowed to speak. We are proposing this be done at the regularly scheduled meeting on December 10, 2018.

We will be discussing these budgets at work session meetings between now and the regularly scheduled public meeting where the budget will be discussed.

Staff recommends setting the regularly scheduled meeting where the budget will be discussed as Monday, December 10, 2018 at 7:00 p.m. and approval of the following resolutions:

- Resolution adopting the proposed 2019 budgets
- Resolution adopting the proposed property tax levy for payable 2019
- Resolution adopting the proposed watershed management taxing district tax levy for payable 2019

**CITY OF INVER GROVE HEIGHTS
2019 BUDGET CALENDAR**

May 7, 2018	Budget Work Session Initial discussion, review/revise calendar, establish direction
August 6, 2018	Budget Work Session Introduction of preliminary 2019 General Fund budget Presentations of General Fund requested budget additions
September 4, 2018 (Tuesday)	Budget Work Session Cash balances, fund balances and reserves, Debt Service Handouts - Base Budget Benefited Positions by Department, Base Budget FTE Benefited Positions and Base Budget Hours and FTE Non- Benefited Positions
September 10, 2018	City Council Adopt 2019 Proposed Budgets & Tax Levies
September 28, 2018	Final Date to Certify Proposed Tax Levies & Budgets to Dakota County
October 1, 2018	Budget Work Session Recreation, Community Center, Golf, ADA, EDA and TIF Funds
November 5, 2018	Budget Work Session Water, Sewer, Storm Water, Internal Service Funds, Central Equipment Replacement and CIP
Between 11/10 and 11/24	Dakota County sends out Parcel Specific Notices for Budget Meeting
December 3, 2018	Budget Work Session Final review of 2019 budget and tax levy
December 10, 2018	City Council Truth-in-Taxation Public Hearing Adopt Pay 2019 Final Budgets & Tax Levies
December 28, 2018	Final Date to Certify Final Tax Levies & Budgets to Dakota County

**CITY OF INVER GROVE HEIGHTS
2019 BUDGET**

MARKET VALUE COMPARISON

	2018	%	# Parcels	Preliminary 2019	%	# Parcels	\$ Change	% Change	New Construction	% Change w/o New
Residential	2,643,987,212	74.26%	11,347	2,874,003,355	75.16%	11,343	230,016,143	8.7%	32,927,200	7.45%
Commercial	317,140,200	8.91%	397	283,481,500	7.41%	361	(33,658,700)	-10.6%	842,900	-10.88%
Industrial	90,766,100	2.55%	103	129,145,800	3.38%	128	38,379,700	42.3%	1,492,300	40.64%
Utility	77,403,100	2.17%	40	77,129,800	2.02%	40	(273,300)	-0.4%	0	-0.35%
Agricultural	17,526,145	0.49%	65	17,102,511	0.45%	64	(423,634)	-2.4%	0	-2.42%
Rural Vacant	7,690,400	0.22%	31	9,276,200	0.24%	35	1,585,800	20.6%	0	20.62%
Apartments	349,470,500	9.82%	65	373,240,900	9.76%	65	23,770,400	6.8%	0	6.80%
Railroads	14,667,000	0.41%	5	18,887,500	0.49%	5	4,220,500	28.8%	0	28.78%
	3,518,650,657		12,053	3,782,267,566		12,041	263,616,909	7.5%	35,262,400	6.49%
Personal Prop.	41,555,700	1.17%	34	41,791,100	1.09%	33	235,400	0.6%	0	0.57%
	<u>3,560,206,357</u>	<u>100.00%</u>	<u>12,087</u>	<u>3,824,058,666</u>	<u>100.00%</u>	<u>12,074</u>	<u>263,852,309</u>	<u>7.4%</u>	<u>35,262,400</u>	<u>6.42%</u>

NET TAX CAPACITY COMPARISON

	2018	%	Preliminary 2019	%	\$ Change	% Change	New Construction	% Change w/o New
Residential	26,763,419	63.94%	29,107,330	65.12%	2,343,911	8.8%	357,007	7.42%
Commercial	6,148,647	14.69%	5,492,871	12.29%	(655,776)	-10.7%	16,858	-10.94%
Industrial	1,790,818	4.28%	2,541,370	5.69%	750,552	41.9%	29,846	40.24%
Utility	1,546,562	3.69%	1,541,096	3.45%	(5,466)	-0.4%	0	-0.35%
Agricultural	151,424	0.36%	157,671	0.35%	6,247	4.1%	0	4.13%
Rural Vacant	69,511	0.17%	85,323	0.19%	15,812	22.7%	0	22.75%
Apartments	4,270,211	10.20%	4,569,283	10.22%	299,072	7.0%	0	7.00%
Railroads	293,340	0.70%	377,750	0.85%	84,410	28.8%	0	28.78%
	41,033,932		43,872,694		2,838,762	6.9%	403,711	5.93%
Personal Prop.	823,979	1.97%	828,544	1.85%	4,565	0.6%	0	0.55%
	<u>41,857,911</u>	<u>100.00%</u>	<u>44,701,238</u>	<u>100.00%</u>	<u>2,843,327</u>	<u>6.8%</u>	<u>403,711</u>	<u>5.83%</u>

2019 per Dakota County updated 3/2/18

CITY OF INVER GROVE HEIGHTS
2019 BUDGET
PROPOSED TAX LEVIES

	2016 Adopted	2017 Adopted	2018 Adopted	2019 Base	2019 Additions	2018 Adopted - 2019 Base+Additions	
						\$ Change as Percentage	\$ Change
Operating Levies -							
General Tax Levy (subject to Levy Limit)	15,897,800	16,973,400	19,021,200	20,496,700	533,000 *	10.56%	2,008,500
Subtotal Operating Levies	15,897,800	16,973,400	19,021,200	20,496,700	533,000	10.56%	2,008,500
Debt Levies							
326 MN Armory Bldg Comm.	19,600	-	-	-	-	-	-
City Share of Assessments	235,201	234,058	205,074	213,693	-	4.20%	8,619
362 2014B G.O. Improvements Bonds	122,500	150,000	-	-	-	-	-
(Contribution from Closed Bond Fund for Reduction to 2014B Debt Levy)	-	-	-	-	-	-	-
364 2014B G.O. Improvement Bonds	290,000	445,000	456,482	-	-	-100.00%	(456,482)
(Contribution from Closed Bond Fund for Reduction to 2014B Debt Levy)	-	-	-	-	-	-	-
367 2016A 2009A G.O. Capital Improvement Bonds	674,000	642,800	600,272	616,284	-	2.67%	16,012
(Contribution from Closed Bond Fund for Reduction to 2016A Debt Levy)	(200,000)	(200,000)	(200,000)	-	-	-100.00%	200,000
355 2010B G.O. Improvement Bonds	110,000	195,000	195,000	177,250	-	-9.10%	(17,750)
356 2010C PIR Refunding Bonds	46,942	-	-	-	-	-	-
358 2011A G.O. Improvement Refunding Bonds	123,819	99,200	-	-	-	-	-
365 2015A G.O. Bonds	635,368	634,334	682,482	634,343	-	-7.05%	(48,139)
369 2017B G.O. Bonds	-	-	1,887	262,524	-	13811.28%	260,637
2018A G.O. Capital Improvement Bonds	-	-	-	640,000	-	-	640,000
Subtotal City-wide Debt Levies	2,057,450	2,200,392	1,941,197	2,544,094	-	31.06%	602,897
City-Wide Levies	17,955,250	19,173,792	20,962,397	23,040,794	533,000	12.46%	2,611,397
Tax District Levies						9.91% base only incr., no additions	
357 2010C Storm Water Bonds							
Simley Lake	48,745	72,778	-	-	-	-	-
360 2012A Storm Water Refunding Bonds							
Cuneen Trail/College Trail	18,200	18,200	-	-	-	-	-
421 2001-02 70th Street Recon Cahill Ave to Concord Blvd							
Babcock Trail	-	-	22,230	22,230	-	0.00%	-
South Grove	-	-	41,285	41,285	-	0.00%	-
70th Street	-	-	15,879	15,879	-	0.00%	-
Tax District Levies	66,945	90,978	79,395	79,395	-	0.00%	-
Total	18,022,195	19,264,770	21,041,792	23,120,188	533,000	12.41%	2,611,397
* Levy Limit Amount	N/A		N/A	N/A	N/A		

CITY OF INVER GROVE HEIGHTS
2019 BUDGET
COMPARISON OF 2016, 2017, 2018 ACTUALS, AND 2019 ESTIMATED
CITY TAX CAPACITY RATES

		4.00%	5.75% Base PLUS Additions	6.00%	6.25%	6.50%
		Estimated Tax Levy With Change to Levies of 4.0% Increase to 2018 Tax Rate ESTIMATED PAY PAY 2019	Estimated Tax Levy With Change to Levies Base Budget PLUS Additions ESTIMATED PAY PAY 2019	Estimated Tax Levy With Change to Levies of 6.0% Increase to 2018 Tax Rate ESTIMATED PAY PAY 2019	Estimated Tax Levy With Change to Levies of 6.25% Increase to 2018 Tax Rate ESTIMATED PAY PAY 2019	Estimated Tax Levy With Change to Levies of 6.5% Increase to 2018 Tax Rate ESTIMATED PAY PAY 2019
TOTAL TAX CAPACITY (1)	FINAL PAY 2016	\$37,895,077	\$38,621,959	\$41,857,911	\$44,701,238	\$44,701,238
LESS: TAX INCREMENT (2)	FINAL PAY 2017	(1,824,068)	(1,520,645)	(1,635,215)	(1,635,215)	(1,635,215)
LESS: FISCAL DISPARITIES CONTRIBUTION VALUE (3)	FINAL PAY 2018	(3,798,544)	(4,008,341)	(3,977,498)	(3,977,498)	(3,977,498)
NET CITY TAX CAPACITY	FINAL PAY 2019	\$32,272,465	\$33,092,973	\$36,245,198	\$39,088,525	\$39,088,525
GROSS CITY-WIDE TAX LEVY		\$17,955,250	\$19,173,792	\$20,962,397	\$23,623,674	\$23,723,568
LESS CITY-WIDE FISCAL DISPARITIES DISTRIBUTION (4)		(2,063,774)	(2,259,396)	(2,446,011)	(2,446,011)	(2,446,011)
CITY-WIDE TAX LEVY		\$15,891,476	\$16,914,396	\$18,516,386	\$21,177,663	\$21,277,557
CITY TAX CAPACITY RATE		0.49266	0.51644	0.51112	0.54307	0.54434
RATE INCREASE (DECREASE)		0.01135	0.02378	-0.00532	0.03195	0.03322
PERCENT INCREASE (DECREASE) IN RATE		2.36%	4.83%	-1.03%	6.25%	6.50%
CHANGE FROM 2018 TAX LEVY	Levy Increase Levy Increase Recommended Base Budget Increases New Budget Requests Additional PMP Request Additional Park Maintenance Request Net Debt Service Increase Fund Balance Use and Revenue Increases	10.79% \$2,261,698 1,858,100 298,000 250,000 25,000 602,897 (422,600)	12.46% \$2,611,397 1,858,100 298,000 250,000 25,000 602,897 (422,600)	12.70% \$2,661,277 1,858,100 298,000 250,000 25,000 602,897 (422,600)	12.93% \$2,711,224 1,858,100 298,000 250,000 25,000 602,897 (422,600)	13.17% \$2,761,171 1,858,100 298,000 250,000 25,000 602,897 (422,600)
	Levy Increase Requested Difference	\$2,611,397 (\$349,699)	\$2,611,397 \$0	\$2,611,397 \$49,880	\$2,611,397 \$99,827	\$2,611,397 \$149,774

CITY OF INVER GROVE HEIGHTS

TAX COMPARISON 2018 VS 2019 CITY TAXES ONLY - BASE BUDGET PLUS ADDITIONS

MEAN	
RESIDENTIAL HOMESTEAD VALUE = \$	265,369
2018 TAXABLE MARKET VALUE = \$	249,185
2018	
Tax Capacity -	
1.00% of \$ 249,185 =	2,492
Tax Capacity	2,492
x 2018 Rate	0.51112
2018 City Tax	\$1,273.63
RESIDENTIAL HOMESTEAD VALUE = \$	283,385
6.79% Increase in value	
2019 TAXABLE MARKET VALUE = \$	268,593
2019	
Tax Capacity -	
1.00% \$ 268,593 =	2,686
Tax Capacity	2,686
x Est. 2019 Rate	0.54051
Est. 2019 City Tax	\$1,451.77
Difference	\$178.14
Percent change	13.99%

MEDIAN	
RESIDENTIAL HOMESTEAD VALUE = \$	231,300
2018 TAXABLE MARKET VALUE = \$	213,678
2018	
Tax Capacity -	
1.00% of \$ 213,678 =	2,137
Tax Capacity	2,137
x 2018 Rate	0.51112
2018 City Tax	\$1,092.15
RESIDENTIAL HOMESTEAD VALUE = \$	251,600
8.78% Increase in value	
2019 TAXABLE MARKET VALUE = \$	235,698
2019	
Tax Capacity -	
1.00% of \$ 235,698 =	2,357
Tax Capacity	2,357
x Est. 2019 Rate	0.54051
Est. 2019 City Tax	\$1,273.97
Difference	\$181.82
Percent change	16.65%

BUSINESS VALUE = \$ 586,900	
2018	
Tax Capacity -	
1.5% of 1st \$ 150,000 =	2,250
2.0% of \$ 436,900 =	8,738
Tax Capacity	10,988
Less Fiscal Disparities	(3,992)
	6,996
x 2018 Rate	0.51112
2018 City Tax	\$3,575.68
BUSINESS VALUE = \$ 596,600	
1.65% Increase in value	
2019	
Tax Capacity -	
1.5% of 1st \$ 150,000	2,250
2.0% of \$ 446,600	8,932
Tax Capacity	11,182
Less Fiscal Disparities Est.	(3,992)
	7,190
x Est. 2019 Rate	0.54051
Est. 2019 City Tax	\$3,886.14
Difference	\$310.46
Percent change	8.68%

BUSINESS VALUE = \$ 2,928,200	
2018	
Tax Capacity -	
1.5% of 1st \$ 150,000 =	2,250
2.0% of \$ 2,778,200 =	55,564
Tax Capacity	57,814
Less Fiscal Disparities	(20,997)
	36,817
x 2018 Rate	0.51112
2018 City Tax	\$18,817.84
BUSINESS VALUE = \$ 2,928,200	
0.00% Increase in value	
2019	
Tax Capacity -	
1.5% of 1st \$ 150,000	2,250
2.0% of \$ 2,778,200	55,564
Tax Capacity	57,814
Less Fiscal Disparities Est.	(20,997)
	36,817
x Est. 2019 Rate	0.54051
Est. 2019 City Tax	\$19,899.89
Difference	\$1,082.05
Percent change	5.75%

**City of Inver Grove Heights
General Fund Budget Summary
For Fiscal Year 2019**

Account Description	Actual 2015	Actual 2016	Actual 2017	2018 Adopted Budget	2018 Amended Budget	2019 Base Budget	2019 Requested Additions	2020 Preliminary Budget
GENERAL FUND REVENUES								
TAX REVENUE	15,146,879	15,974,403	17,168,980	19,036,200	19,036,200	20,511,700	533,000	21,704,100
LICENSES AND PERMITS	844,005	1,135,107	1,358,035	1,131,800	1,131,800	1,379,100	-	1,379,100
INTERGOVERNMENTAL	671,940	643,729	659,600	615,700	615,700	731,500	30,000	731,500
CHARGES FOR SERVICES	1,131,891	1,057,688	1,017,800	1,017,800	1,017,800	1,087,200	-	1,108,900
FINES & PENALTIES	120,029	119,855	173,365	140,000	140,000	170,000	-	170,000
MISC. REVENUES	313,776	301,014	359,476	300,800	300,800	346,500	10,000	346,500
OTHER SOURCES	300,000	303,157	200,000	100,000	100,000	-	-	-
TOTAL GENERAL FUND REVENUES	18,528,520	19,534,953	20,937,256	22,342,300	22,342,300	24,226,000	573,000	25,440,100
GENERAL FUND EXPENDITURES								
MAYOR-COUNCIL	154,950	198,052	177,661	179,000	179,000	180,200	-	182,800
ADMINISTRATION	646,537	750,453	796,310	805,400	805,400	839,600	8,500	874,400
ELECTIONS	47	82,828	12,999	96,000	96,000	69,500	-	96,700
COMMUNICATIONS	-	-	-	-	-	171,000	-	178,000
FINANCE	862,104	822,398	863,018	914,500	914,500	966,800	32,200	996,900
COMMUNITY DEVELOPMENT	367,589	401,173	446,242	466,200	466,200	313,900	-	327,600
PLANNING	317,211	338,261	354,481	338,300	338,300	517,300	4,200	538,500
INSPECTIONS	499,374	585,492	746,222	750,600	750,600	903,100	-	942,400
POLICE	6,179,805	6,926,143	7,242,680	7,738,600	7,788,200	8,731,200	74,500	9,087,200
FIRE	2,170,265	2,414,199	2,658,136	2,785,200	2,856,900	2,879,600	143,500	3,008,600
PUBLIC WORKS	231,352	226,646	236,677	248,500	248,500	259,200	-	262,900
ENGINEERING	992,144	919,693	988,881	1,127,900	1,137,200	1,228,600	5,200	1,347,700
STREETS	2,417,053	2,449,159	2,556,421	2,668,400	2,668,400	2,796,700	29,900	2,878,300
STREET LIGHTING	148,743	132,941	176,197	197,200	197,200	197,200	-	201,100
PARKS	1,812,977	1,695,806	1,834,868	2,016,900	2,065,900	2,145,800	-	2,265,100
CONTINGENCY	-	-	-	100,000	100,000	-	-	-
TRANSFERS	992,867	1,902,400	1,303,400	1,935,200	1,935,200	2,026,300	275,000	2,301,900
TOTAL GENERAL FUND EXPENDITURES	17,793,018	19,845,644	20,394,193	22,367,900	22,547,500	24,226,000	573,000	25,490,100
NET REVENUES OVER EXPENDITURES	735,502	(310,691)	543,063	(25,600)	(205,200)	-	-	(50,000)

City of Inver Grove Heights

Proposed 2019 Budget

Recreation Summary

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Department Request	2019 Preliminary Budget	2020 Preliminary Budget
Intergovernmental	665	4,085	0	0	0	0
Charges For Services	211,365	216,795	220,600	224,700	0	229,200
Miscellaneous Revenues	14,493	16,663	14,700	14,700	0	15,000
Other Financing Sources	331,900	359,300	352,100	436,100	0	444,800
Total Revenue	558,422	596,843	587,400	675,500	0	689,000
Personnel	412,646	444,959	432,900	472,800	0	494,500
Prof/Tech Services	42,564	48,331	38,600	76,300	0	77,800
Purch Svcs - Prop/Equip	55,648	54,994	55,700	56,600	0	57,700
Other Purchased Services	21,512	19,713	23,800	22,600	0	23,100
Supplies	54,325	67,626	74,200	85,000	0	86,700
Other Expenses/Expenditures	7,601	6,870	7,200	7,200	0	7,300
Total Expense	594,296	642,492	632,400	720,500	0	747,100
Revenues Over (Under) Expenses			(45,000)	(45,000)	0	(58,100)
Increase (Decrease) In Cash			(45,000)	(45,000)	0	(58,100)

City of Inver Grove Heights

Proposed 2019 Budget

Community Center Summary

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Department Request	2019 Preliminary Budget	2020 Preliminary Budget
Intergovernmental	2,000	4,000	0	0	0	0
Charges For Services	2,234,997	2,235,649	2,355,900	2,406,200	0	2,454,300
Miscellaneous Revenues	145,336	242,896	315,700	321,700	0	328,100
Other Financing Sources	633,277	1,070,056	1,802,200	1,169,500	0	1,585,600
Total Revenue	3,015,611	3,552,601	4,473,800	3,897,400	0	4,368,000
Personnel	1,714,335	1,839,308	1,947,800	2,032,700	0	2,129,200
Prof/Tech Services	14,387	12,588	24,500	23,500	0	24,000
Purch Svcs - Prop/Equip	717,991	828,241	693,200	745,500	0	760,400
Other Purchased Services	86,639	98,951	145,100	140,900	0	143,700
Supplies	202,961	232,730	240,100	236,500	0	241,200
Other Expenses/Expenditures	47,542	38,934	40,600	43,800	0	44,700
Costs Of Sales	0	0	0	0	0	0
Purchases	2,558	1,889	0	0	0	0
Capital Outlay	113,780	530,051	1,382,500	593,500	0	943,800
Other	1,377,358	644,033	0	0	0	0
Total Expense	4,277,553	4,226,725	4,473,800	3,816,400	0	4,287,000
Revenues Over (Under) Expenses			0	81,000	0	81,000
Additional Cash Outlays:						
East Rink Interfund Loan Repayment				68,700	0	68,700
West Rink Interfund Loan Repayment				12,300	0	12,300
Increase (Decrease) In Cash			0	0	0	0

City of Inver Grove Heights

Proposed 2019 Budget

EDA Summary

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Department Request	2019 Preliminary Budget	2020 Preliminary Budget
Intergovernmental	(640,000)	0	0	0	0	0
Miscellaneous Revenues	375	198	200	0	0	0
Other Financing Sources	(1,616,443)	94,100	83,100	75,200	0	76,300
Total Revenue	(2,256,068)	94,298	83,300	75,200	0	76,300
Personnel	16,919	17,756	17,800	17,000	0	17,000
Prof/Tech Services	(227,019)	18,262	88,900	47,000	0	47,900
Purch Svcs - Prop/Equip	(86)	300	400	500	0	500
Other Purchased Services	25,575	7,868	13,400	10,600	0	10,800
Supplies	0	0	100	100	0	100
Total Expense	(184,612)	44,185	120,600	75,200	0	76,300

Revenues Over (Under) Expenses

(37,300) 0 0 0 0

Increase (Decrease) In Cash

(37,300) 0 0 0 0

City of Inver Grove Heights

Storm Water Summary

Proposed 2019 Budget

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Department Request	2019 Preliminary Budget	2020 Preliminary Budget
Charges For Services	320,048	336,774	510,300	525,300	0	537,200
Miscellaneous Revenues	693	2,092	4,000	6,500	0	6,600
Total Revenue	320,741	338,866	514,300	531,800	0	543,800
Personnel	0	0	38,800	44,100	0	46,400
Prof/Tech Services	16,753	18,754	50,000	50,100	0	51,100
Purch Svcs - Prop/Equip	19,947	47,274	294,300	306,200	0	312,300
Other Purchased Services	36,203	39,125	41,900	44,600	0	45,500
Supplies	0	13,585	0	1,300	0	1,300
Other Expenses/Expenditures	457	3,502	89,300	85,500	0	87,200
Capital Outlay	26,229	0	0	0	0	0
Other	0	80,597	0	0	0	0
Total Expense	99,590	202,837	514,300	531,800	0	543,800

Revenues Over (Under) Expenses

0

(0)

0

0

Increase (Decrease) In Cash

0

(0)

0

0

City of Inver Grove Heights

Proposed 2019 Budget

Storm Water - NWA Summary

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Department Request	2019 Preliminary Budget	2020 Preliminary Budget
Miscellaneous Revenues	6,054	7,724	11,300	23,800	0	31,700
Charges For Services	701,137	258,035	581,200	606,300	0	640,600
Special Assessments	1,348	1,270	1,200	0	0	0
Total Revenue	708,538	267,029	593,700	630,100	0	672,300
Other	53,332	29,915	0	0	0	0
Prof/Tech Services	9,943	5,400	0	0	0	0
Other Expenses/Expenditures	136	0	0	0	0	0
Total Expense	63,410	35,315	0	0	0	0
Revenues Over (Under) Expenses			593,700	630,100	0	672,300
Increase (Decrease) In Cash			593,700	630,100	0	672,300

City of Inver Grove Heights

Proposed 2019 Budget

ADA Summary

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Department Request	2019 Preliminary Budget	2020 Preliminary Budget
Miscellaneous Revenues	416	418	0	0	0	0
Other Financing Sources	36,600	41,800	52,000	66,500	0	0
Total Revenue	37,016	42,218	52,000	66,500	0	0
Purch Svcs - Prop/Equip	13,039	281	190,000	66,500	0	0
Total Expense	13,039	281	190,000	66,500	0	0
Revenues Over (Under) Expenses			(138,000)	0	0	0
Increase (Decrease) In Cash			(138,000)	0	0	0

City of Inver Grove Heights

Proposed 2019 Budget

Water Summary

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Department Request	2019 Preliminary Budget	2020 Preliminary Budget
Miscellaneous Revenues	55,221	34,695	30,600	44,000	0	44,900
Special Assessments	5,724	9,110	0	0	0	0
Utility Revenues	2,872,371	3,042,700	3,099,300	3,243,100	0	3,308,000
Other Financing Sources	1,298,655	618,108	0	0	0	0
Total Revenue	4,231,971	3,704,614	3,129,900	3,287,100	0	3,352,900
Personnel	587,886	601,700	709,000	776,600	0	815,900
Prof/Tech Services	94,680	82,940	133,900	115,900	0	118,200
Purch Svcs - Prop/Equip	753,156	837,995	1,110,500	879,200	0	896,800
Other Purchased Services	37,767	36,152	89,800	80,400	0	82,000
Supplies	71,241	110,158	137,900	142,400	0	145,200
Other Expenses/Expenditures	1,187,299	1,220,198	1,219,700	1,300,900	0	1,326,900
Costs Of Sales	7,366	17,289	18,800	0	0	0
Total Expense	2,739,395	2,906,432	3,419,600	3,295,400	0	3,385,000

Revenues Over (Under) Expenses

(289,700) (8,300) 0 (32,100)

Additional Cash Outlays:

OPERATING TRANSFER OUT

202,800 199,100 0 200,400

Increase (Decrease) In Cash

474,700 839,000 0 (232,500)

City of Inver Grove Heights

Proposed 2019 Budget

Water Rev Ref 2012A Summary

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Department Request	2019 Preliminary Budget	2020 Preliminary Budget
Miscellaneous Revenues	1,665	102	0	0	0	0
Other Financing Sources	0	0	0	0	0	0
Total Revenue	1,665	102	0	0	0	0
Prof/Tech Services	2,067	517	0	0	0	0
Debt Service	39,635	32,489	28,500	21,100	0	13,600
Total Expense	41,702	33,006	28,500	21,100	0	13,600
Revenues Over (Under) Expenses:			(28,500)	(21,100)	0	(13,600)
Additional Cash Receipts:						
OPERATING TRANSFERS IN			405,600	398,200	0	400,700
Additional Cash Outlays:						
PRINCIPAL PAYMENTS			370,000	370,000	0	380,000
Increase (Decrease) In Cash			0	0	0	0

City of Inver Grove Heights

Proposed 2019 Budget

Water Connection Fund Summary

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Department Request	2019 Preliminary Budget	2020 Preliminary Budget
Miscellaneous Revenues	329	312	2,300	4,100	0	3,900
Charges For Services	271,380	299,645	168,300	173,900	0	194,000
Special Assessments	236	189	0	0	0	0
Total Revenue	271,945	300,146	170,600	178,000	0	197,900

Revenues Over (Under) Expenses

170,600 178,000 0 197,900

Additional Cash Outlays:

OPERATING TRANSFER OUT

202,800 199,100 0 200,300

Increase (Decrease) In Cash

(32,200) (21,100) 0 (2,400)

City of Inver Grove Heights

Proposed 2019 Budget

Water System Improvem't Summary

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Department Request	2019 Preliminary Budget	2020 Preliminary Budget
Miscellaneous Revenues	22,157	29,849	26,700	26,300	0	18,500
Total Revenue	22,157	29,849	26,700	26,300	0	18,500
Other	635,989	551,752	539,300	652,600	0	910,100
Total Expense	635,989	551,752	539,300	652,600	0	910,100
Revenues Over (Under) Expenses			(512,600)	(626,300)	0	(891,600)
Increase (Decrease) In Cash			(512,600)	(626,300)	0	(891,600)

City of Inver Grove Heights

Proposed 2019 Budget

Water - NWA Summary

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Department Request	2019 Preliminary Budget	2020 Preliminary Budget
Miscellaneous Revenues	16,217	45,836	46,500	15,300	0	20,800
Charges For Services	283,980	326,182	416,400	431,000	0	626,300
Special Assessments	3,956	2,638	1,300	0	0	0
Other Financing Sources	4,837,500	0	0	0	0	0
Total Revenue	5,141,654	374,656	464,200	446,300	0	647,100
Prof/Tech Services	4,659	55	5,000	5,000	0	5,000
Other	1,492,987	1,812,735	0	0	0	0
Total Expense	1,497,646	1,812,790	5,000	5,000	0	5,000

Revenues Over (Under) Expenses

	459,200	441,300	0	642,100
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Additional Cash Receipts:

SPECIAL ASSESSMENTS-PRINCIPAL

	18,800	0	0	0
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Additional Cash Outlays:

CAPITAL OUTLAY

	2,255,100	0	0	0
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Increase (Decrease) In Cash

	(1,777,100)	441,300	0	642,100
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City of Inver Grove Heights

Proposed 2019 Budget

Sewer Summary

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Department Request	2019 Preliminary Budget	2020 Preliminary Budget
Miscellaneous Revenues	49,715	44,748	48,200	63,900	-	65,200
Utility Revenues	3,281,356	3,405,300	3,550,000	2,372,600	-	2,420,100
Other Financing Sources	3,121,394	348,542	-	-	-	-
Total Revenue	6,452,465	3,798,590	3,598,200	2,436,500	-	2,485,300
Personnel	400,240	389,424	433,400	466,000	-	489,400
Prof/Tech Services	393	309	400	400	-	400
Purch Svcs - Prop/Equip	1,984,260	2,424,681	2,332,100	2,368,400	-	2,415,800
Other Purchased Services	28,710	27,347	30,200	30,800	-	31,400
Supplies	26,132	23,891	34,100	37,000	-	37,700
Other Expenses/Expenditures	868,797	929,075	1,016,300	1,023,100	-	1,043,600
Other	3,596,321	9,969	-	-	-	-
Total Expense	6,904,854	3,804,696	3,846,500	3,925,700	-	4,018,300

Revenues Over (Under) Expenses

(248,300) (1,489,200) - (1,533,000)

Additional Cash Outlays:
CAPITAL OUTLAY

44,000 - -

Increase (Decrease) In Cash

474,600 (717,500) - (761,300)

City of Inver Grove Heights
Proposed 2019 Budget

GO Sewer Rev 2010A Summary

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Department Request	2019 Preliminary Budget	2020 Preliminary Budget
Miscellaneous Revenues	0	29,009	0	67,400	0	0
Total Revenue	0	29,009	0	67,400	0	0
Debt Service	211,250	207,558	203,700	100,600	0	0
Total Expense	211,250	207,558	203,700	100,600	0	0
Revenues Over (Under) Expenses:			(203,700)	(33,200)	0	0
Additional Cash Receipts:						
OPERATING TRANSFERS IN			439,000	340,600	0	0
Additional Cash Outlays:						
PRINCIPAL PAYMENTS			230,000	5,735,000	0	0
Increase (Decrease) In Cash			5,300	(5,427,600)	0	0

City of Inver Grove Heights

Proposed 2019 Budget

GO Sewer Rev 2014B Summary

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Department Request	2019 Preliminary Budget	2020 Preliminary Budget
Prof/Tech Services	0	2,680	0	3,000	0	0
Debt Service	127,782	122,168	118,200	111,400	0	104,500
Total Expense	127,782	124,848	118,200	114,400	0	104,500

Revenues Over (Under) Expenses:

(118,200) (114,400) 0 (104,500)

Additional Cash Receipts:

OPERATING TRANSFERS IN

437,500 438,700 0 443,800

Additional Cash Outlays:

PRINCIPAL PAYMENTS

330,000 335,000 0 350,000

Increase (Decrease) In Cash

0 0 0 0

City of Inver Grove Heights

Proposed 2019 Budget

GO Sewer Rev 2015B Summary

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Department Request	2019 Preliminary Budget	2020 Preliminary Budget
Prof/Tech Services	2,250	2,250	3,000	0	0	3,000
Debt Service	147,866	126,958	121,400	112,300	0	102,900
Other	1,951,350	0	0	0	0	0
Total Expense	2,101,466	129,208	124,400	112,300	0	105,900

Revenues Over (Under) Expenses:

(124,400) (112,300) 0 (105,900)

Additional Cash Receipts:
OPERATING TRANSFERS IN

365,300 358,200 0 361,800

Additional Cash Outlays:
PRINCIPAL PAYMENTS

225,000 230,000 0 240,000

Increase (Decrease) In Cash

0 0 0 0

City of Inver Grove Heights

Proposed 2019 Budget

GO Sewer Rev 2017A Summary

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Department Request	2019 Preliminary Budget	2020 Preliminary Budget
Miscellaneous Revenues	0	(8)	0	0	0	0
Total Revenue	0	(8)	0	0	0	0
Prof/Tech Services	0	39,825	0	3,000	0	0
Debt Service	0	205,064	154,800	154,800	0	150,900
Other	0	5,359,111	0	0	0	0
Total Expense	0	5,603,999	154,800	157,800	0	150,900

Revenues Over (Under) Expenses:

(154,800) (157,800) 0 (150,900)

Additional Cash Receipts:
OPERATING TRANSFERS IN

159,800 162,800 0 415,900

Additional Cash Outlays:
PRINCIPAL PAYMENTS

0 0 0 260,000

Increase (Decrease) In Cash

0 0 0 0

City of Inver Grove Heights

Proposed 2019 Budget

Sewer Connection Fund Summary

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Department Request	2019 Preliminary Budget	2020 Preliminary Budget
Miscellaneous Revenues	5,854	7,421	9,200	12,600	0	13,400
Charges For Services	69,395	66,093	53,900	55,800	0	62,000
Special Assessments	7,106	(2,833)	0	0	0	0
Total Revenue	82,354	70,682	63,100	68,400	0	75,400

Revenues Over (Under) Expenses

63,100 68,400 0 75,400

Increase (Decrease) In Cash

63,100 68,400 0 75,400

City of Inver Grove Heights

Proposed 2019 Budget

NWA - Sewer Summary

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Department Request	2019 Preliminary Budget	2020 Preliminary Budget
Miscellaneous Revenues	3,481	17,747	600	0	0	0
Charges For Services	443,141	567,839	693,200	727,800	0	1,069,700
Special Assessments	6,492	4,328	2,200	0	0	0
Utility Revenues	0	55,294	0	47,000	0	57,000
Other Financing Sources	4,643,149	551,752	539,300	652,600	0	910,100
Total Revenue	5,096,264	1,196,960	1,235,300	1,427,400	0	2,036,800

Prof/Tech Services	4,659	55	5,000	5,000	0	5,000
Total Expense	4,659	55	5,000	5,000	0	5,000

Revenues Over (Under) Expenses

	1,230,300	1,422,400	0	2,031,800
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Additional Cash Receipts:

SPECIAL ASSESSMENTS-PRINCIPAL

	30,900	0	0	0
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Additional Cash Outlays:

CAPITAL OUTLAY

	2,234,300	0	0	0
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OPERATING TRANSFER OUT

	1,401,300	1,300,300	0	1,221,500
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Increase (Decrease) In Cash

	(2,374,400)	122,100	0	810,300
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City of Inver Grove Heights

Proposed 2019 Budget

Golf Summary

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Department Request	2019 Preliminary Budget	2020 Preliminary Budget
Charges For Services	1,303,498	1,466,735	1,680,200	1,643,100	0	1,676,000
Miscellaneous Revenues	7,824	4,367	2,800	202,800	0	206,900
Other Financing Sources	100,000	100,000	0	0	0	0
Total Revenue	1,411,322	1,571,102	1,683,000	1,845,900	0	1,882,900
Personnel	796,239	873,027	923,900	1,009,900	0	1,029,700
Prof/Tech Services	3,557	425	800	800	0	800
Purch Svcs - Prop/Equip	77,508	2,281,523	107,200	98,800	0	100,800
Other Purchased Services	44,922	62,955	50,600	52,800	0	53,900
Supplies	178,231	284,031	255,300	236,800	0	241,500
Other Expenses/Expenditures	272,423	254,638	312,400	237,100	0	241,800
Costs Of Sales	115,651	137,927	138,600	147,600	0	150,600
Purchases	(2,516)	(1,260)	0	0	0	0
Debt Service	463	0	0	0	0	0
Other	2,179,528	8,306	0	0	0	0
Total Expense	3,666,006	3,901,573	1,788,800	1,783,800	0	1,819,100
Revenues Over (Under) Expenses			(105,800)	62,100	0	63,800
Additional Cash Receipts:						
INTERFUND LOAN RECEIPT			150,000	385,000	0	0
Additional Cash Outlays						
CAPITAL OUTLAY			150,000	435,000	0	0
INTERFUND LOAN REPAYMENT			162,800	197,100	0	197,100
Increase (Decrease) In Cash			4,200	12,500	0	64,200

City of Inver Grove Heights

Proposed 2019 Budget

Risk Summary

Acct Number	Account Description	2016 Actual	2017 Actual	2018 Amended Budget	2019 Department Request	2019 Preliminary Budget	2020 Preliminary Budget
	Charges For Services	741,400	832,000	952,500	933,100	0	951,300
	Miscellaneous Revenues	191,426	51,115	68,600	50,400	0	51,400
	Revenue Total	932,826	883,115	1,021,100	983,500	0	1,002,700
	Personnel	18,767	17,651	18,400	19,500	0	20,400
	Prof/Tech Services	23,350	41,123	0	0	0	0
	Purch Svcs - Prop/Equip	45,312	39,963	50,000	50,000	0	50,000
	Other Purchased Services	770,194	777,033	902,700	864,000	0	881,300
	Other Expenses/Expenditures	26,393	33,448	50,000	50,000	0	51,000
	Expense Total	884,016	909,219	1,021,100	983,500	0	1,002,700

Revenues Over (Under) Expenses

0 0 0 0 0

Increase (Decrease) In Cash

0 0 0 0 0

City of Inver Grove Heights

Proposed 2019 Budget

Central Equipment Summary

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Department Requested Additions	2019 Preliminary Budget	2020 Preliminary Budget
Charges For Services	2,529,300	2,545,200	2,730,400	2,825,600	0	2,882,100
Miscellaneous Revenues	167,401	165,030	101,300	115,300	0	117,600
Total Revenue	2,696,701	2,710,230	2,831,700	2,940,900	0	2,999,700
Personnel	371,352	333,617	379,300	402,800	0	421,000
Prof/Tech Services	156	158	200	200	0	200
Purch Svcs - Prop/Equip	273,830	373,094	557,200	679,600	0	693,200
Other Purchased Services	8,233	8,149	12,300	11,900	0	12,100
Supplies	246,876	288,793	419,000	423,000	0	431,500
Other Expenses/Expenditures	946,819	1,019,412	1,266,900	730,000	0	744,600
Other	0	229,174	0	0	0	0
Total Expense	1,847,266	2,252,398	2,634,900	2,247,500	0	2,302,600

Revenues Over (Under) Expenses

196,800 693,400 0 697,100

Additional Cash Receipts:

INTERFUND LOAN RECEIPT

162,800 318,100 0 318,100

Additional Cash Outlays:

INTERFUND LOAN DISBURSEMENT

CAPITAL OUTLAY

150,000 385,000 0 0
1,001,100 0 0 0

Increase (Decrease) In Cash

(791,500) 626,500 0 1,015,200

City of Inver Grove Heights

Proposed 2019 Budget

Central Stores Summary

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Department Request	2019 Preliminary Budget	2020 Preliminary Budget
Charges For Services	86,700	82,600	95,000	99,200	0	99,800
Miscellaneous Revenues	4,754	5,695	4,900	6,000	0	6,100
Total Revenue	91,454	88,294	99,900	105,200	0	0
Purch Svcs - Prop/Equip	66,105	75,433	67,400	72,700	0	72,700
Supplies	30,355	29,088	32,500	32,500	0	33,200
Total Expense	96,460	104,521	99,900	105,200	0	0
Revenues Over (Under) Expenses			0	0	0	0
Increase (Decrease) In Cash			0	0	0	0

City of Inver Grove Heights

Proposed 2019 Budget

City Facilities Summary

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Department Request	2019 Preliminary Budget	2020 Preliminary Budget
Charges For Services	360,500	416,900	557,800	657,800	0	639,800
Miscellaneous Revenues	18,459	11,289	10,500	10,300	0	10,500
Total Revenue	378,959	428,189	568,300	668,100	0	650,300
Personnel	86,172	77,584	81,800	86,000	0	90,400
Prof/Tech Services	4,750	3,532	65,100	115,100	0	117,400
Purch Svcs - Prop/Equip	223,890	198,556	347,500	250,300	0	255,300
Other Purchased Services	60,755	57,465	76,400	75,800	0	77,300
Supplies	14,028	16,227	28,200	28,200	0	28,800
Other Expenses/Expenditures	632,941	632,942	629,800	629,800	0	642,400
Other	16,300	20,300	32,300	41,200	0	42,000
Total Expense	1,038,836	1,006,607	1,261,100	1,226,400	0	1,253,600

Revenues Over (Under) Expenses

	(692,800)	(558,300)	0	(603,300)
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Additional Cash Outlays:

CAPITAL OUTLAY	0	60,000	0	15,000
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Increase (Decrease) In Cash

	(63,000)	11,500	0	11,500
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City of Inver Grove Heights

Proposed 2019 Budget

Technology Summary

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Department Request	2019 Preliminary Budget	2019 Amended Budget	2020 Preliminary Budget
Intergovernmental	9,559	0	0	0	0	0	13,200
Charges For Services	896,900	1,117,700	1,152,400	1,269,800	0	0	1,295,200
Miscellaneous Revenues	6,974	44,592	10,000	12,900	0	0	13,200
Total Revenue	913,434	1,162,292	1,162,400	1,282,700	0	0	1,321,600
Personnel	335,379	511,872	452,200	589,200	0	0	627,300
Prof/Tech Services	164,648	145,723	78,100	98,100	0	0	100,100
Purch Svcs - Prop/Equip	2,032	226	29,000	29,000	0	0	29,600
Other Purchased Services	65,052	177,300	157,600	190,500	0	0	194,300
Supplies	132,143	77,284	53,100	49,100	0	0	50,100
Other Expenses/Expenditures	55,715	62,396	27,200	40,500	0	0	41,300
Total Expense	754,968	974,800	797,200	996,400	0	0	1,042,700
Revenues Over (Under) Expenses			365,200	286,300	0	0	278,900
Additional Cash Outlays:							
Capital Outlay			140,600	40,500	0	0	0
Increase (Decrease) In Cash			251,800	286,300	0	0	319,400

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

5.75% tax rate increase

RESOLUTION NO. _____

RESOLUTION ADOPTING THE PROPOSED 2019 BUDGETS

**BE IT RESOLVED, BY THE CITY COUNCIL OF INVER GROVE
HEIGHTS AS FOLLOWS:**

The following proposed funds' expense/expenditure budgets for the City of Inver Grove Heights for fiscal year 2019 are hereby approved:

General Fund	\$24,799,000
Recreation Fund	720,500
Community Center Fund	3,816,400
EDA Fund	75,200
Storm Water Fund	531,800
Storm Water – NWA Fund	0
ADA Fund	66,500
Water Fund	3,295,400
Water Rev Ref 2012A Fund	21,100
Water Connection Fund	0
Water System Improvement Fund	652,600
Water – NWA Fund	5,000
Sewer Fund	3,925,700
GO Sewer Rev 2010A Fund	100,600
GO Sewer Rev 2014B Fund	114,400
GO Sewer Rev 2015B Fund	112,300
GO Sewer Rev 2017A Fund	157,800
Sewer Connection Fund	0
Sewer – NWA Fund	5,000
Golf Course Fund	1,783,800
Risk Management Fund	983,500
Central Equipment Fund	2,247,500
Central Stores Fund	105,200
City Facilities Fund	1,226,400
Technology Fund	996,400

Adopted this 10th day of September, 2018, by the City Council of Inver Grove Heights.

Ayes:

Nays:

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

5.75% tax rate increase

RESOLUTION NO. _____

RESOLUTION ADOPTING THE PROPOSED TAX LEVY FOR PAYABLE 2019

**BE IT RESOLVED, BY THE CITY COUNCIL OF INVER GROVE
HEIGHTS AS FOLLOWS:**

There is a proposed tax levied upon taxable property in the City of Inver Grove Heights payable in 2019 for the following purposes in the following amounts:

General Operating Fund	\$21,029,700
Bond Retirement:	
City Share of Special Assessments	213,693
G.O. Improvement Refunding Bonds, 2014B (Levy of \$51,879 less \$51,879 of funds available)	0
G.O. Capital Improvement Bonds, 2016A	616,284
G.O. Improvement Bonds, 2010B (Levy of \$285,684 less \$108,434 of funds available)	177,250
G.O. Bonds, 2015A	634,343
G.O. Bonds, 2017B	262,524
G.O. Capital Improvement Bonds, 2018A (Anticipated to be issued in late 2018)	640,000
Total Bond Retirement	<u>2,544,094</u>
 Total Levy	 <u>\$23,573,794</u>

Adopted this 10th day of September, 2018, by the City Council of Inver Grove Heights.

Ayes:

Nays:

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. _____

**RESOLUTION ADOPTING THE PROPOSED STORM WATER SPECIAL
TAXING DISTRICT TAX LEVIES FOR PAYABLE 2019**

**BE IT RESOLVED, BY THE CITY COUNCIL OF INVER GROVE HEIGHTS AS
FOLLOWS:**

There is a proposed special property tax levied upon the taxable property within the Storm Water Special Taxing Districts (S.W.S.T.D.) in the City of Inver Grove Heights payable in 2019 for the following purposes in the following amounts:

70 th Street Recon Cahill Ave to Concord Blvd (Project 2001-02)	
Babcock Trail	\$22,230
South Grove	41,285
70 th Street	15,879

Adopted this 10th day of September, 2018, by the City Council of Inver Grove Heights.

Ayes:

Nays:

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACT FOR CITY PROJECT 2014-10 FIRE STATION #2 NEW CONSTRUCTION

Meeting Date: September 10, 2018
 Item Type: Regular
 Contact: Judy Thill, Fire Chief
 Prepared by: Judy Thill, Fire Chief
 Reviewed by: n/a

Fiscal/FTE Impact:

- ☐ None
☐ Amount included in current budget
☐ Budget amendment requested
☐ FTE included in current complement
☐ New FTE requested – N/A
☒ Other

PURPOSE/ACTION REQUESTED: Consider the attached resolution accepting bids and awarding the contract for City Project 2014-10 Fire Station #2 new construction.

SUMMARY

City Project No. 2014-10 was advertised with bids received and publicly read aloud at 2:00 P.M. on September 5, 2018. Five contractors submitted bids. The low base bid was submitted by Jorgenson Construction. Jorgenson Construction also submitted the lowest overall bid that included the three alternates. See table below and attached bid minutes for specific details.

The low base bid by Jorgenson Construction was \$8,194,000, plus 3 alternates of \$471,000. The estimates provided at the Special City Council Meeting on August 3, 2018 showed a base bid of \$7,940,330, plus 3 alternates of \$493,420.

Alternate Bid	Amount
1. Additional support and access needed for building to include roof training	\$155,000
2. Additional square footage added to basement for future public safety training	\$204,000
3. Four bi-fold doors to improve safety, heating/cooling efficiency and response time – four out of 8 doors	\$112,000

If Council were to include all three alternates, that would equate to a total construction cost of \$8,665,000. The total estimated budget which includes construction costs, alternates, utilities, design fees, FF&E, project contingencies, etc. is \$11,886,871. After the Public Hearing on December 11, 2017, Council approved issuance of Capital Improvement Bonds of \$12,500,000 for City Project 2014-10 Fire Station #2 new construction and adopted the Capital Improvement Plan for 2017-2021.

Staff recommends the City Council adopt the attached resolution accepting the bids and awarding the contract for City Project 2014-10 Fire Station #2 in the amount of \$8,194,000, plus an amount to be determined by discussion on the alternates. The project is to be funded by Capital Improvement Bonds.

**CITY OF INVER GROVE HEIGHTS
8150 Barbara Avenue
Inver Grove Heights, MN 55077**

Minutes of Bid Opening on Wednesday, September 5, 2018

**CITY PROJECT 2014-10
FIRE STATION #2 NEW CONSTRUCTION**

Pursuant to an advertisement for bids for City Project No. 2014-10 Fire Station #2 New Construction, an administrative meeting was held on September 5, 2018 for the purpose of bid openings. Bids were opened and read aloud. In attendance were the following:

Joe Lynch, City Administrator
Kristi Smith, Finance Director
Judy Thill, Fire Chief
Eric Bergum Assistant Fire Chief
Abby Hammes, Five Bugles/Wendell Architects
Nickisha Benjamin, Five Bugles/Wendell Architects
Eric Torgerson, CPMI
Representatives from each of the Contractors were present.

Bids were opened and read aloud as demonstrated on the attachment.

The bids have been tabulated and verified as accurate as shown on the attached.

Submitted by:

Joe Lynch, City Administrator

**City Project 2014-10
Fire Station #2 New Construction**

BID TABULATION

Company Name	Base bid	Alternate #1	Alternate #2	Alternate #3	TOTAL
1. Jorgenson Construction	\$8,194,000	\$155,000	\$204,000	\$112,000	\$8,665,000
2. Big D Construction	\$8,597,000	\$106,000	\$155,000	\$110,000	\$8,968,000
3. AVM Construction	\$8,502,300	\$126,700	\$259,300	\$116,300	\$9,004,600
4. Terra General Contractors	\$8,800,000	\$179,000	\$219,000	\$114,000	\$9,312,000
5. Versacon	\$8,955,000	\$192,590	\$233,087	\$114,549	\$9,495,226

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACT FOR CITY PROJECT 2014-10 FIRE STATION #2 NEW CONSTRUCTION IN THE AMOUNT OF \$ _____

RESOLUTION NO. _____

WHEREAS, pursuant to an advertisement for bids for City Project 2014-10 Fire Station #2 New Construction, bids were received, opened, read aloud, and tabulated according to law. The following bids were received complying with the advertisement:

<u>Bidder</u>	<u>Bid Bond</u>	<u>Base Bid</u>	<u>Alternate Total</u>
Jorgenson Construction	Yes	\$8,194,000	\$471,000
Big D Construction	Yes	\$8,597,000	\$371,000
AVM Construction	Yes	\$8,502,300	\$502,300
Terra Construction	Yes	\$8,800,000	\$512,000
Versacon	Yes	\$8,955,000	\$540,226

WHEREAS, Jorgenson Construction is the lowest responsible bidder.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, MINNESOTA:

1. The Mayor and Clerk are hereby authorized and directed to enter into a contract with Jorgenson Construction in the name of the City of Inver Grove Heights, for City Project 2014-10 Fire Station #2 New Construction, according to the plans and specifications therefore approved by the City Council and on file at the office of the City Clerk.
2. Financing for this project is through Capital Improvement Bonds.

Adopted by the City Council of Inver Grove Heights on this 10th day of September 2018.

AYES:

NAYES:

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

CONSIDER Property Exception Requests

Meeting Date: September 10, 2018
 Item Type: Regular
 Contact: Ally Hillstrom
 Prepared by: Ally Hillstrom,
 Environmental Specialist
 Reviewed by: N/A

Fiscal/FTE Impact:

☒	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☐	Other

PURPOSE/ACTION REQUESTED:

Consider the requests for property exceptions to be included in the Bow Hunting Area map for the 2018 Hunting Season.

SUMMARY:

There are five applications for property exceptions. The following items are included in this memorandum:

Applicant One, Robert Murphy: Property located at 8345 Delaney Cir E.

- Application with signatures, Property Exception Request Form
- Parcel ID Page, Parcel ID: 20-75900-01-160
- 1 Non-Property Owner Bow Hunting Request Form and Proof of Proficiency
- Maps indicating the property in question

Applicant Two, Brandon Barth: Property located at 8349 Delaney Cir E.

- Application with signatures, Property Exception Request Form
- Parcel ID Page, Parcel ID: 20-75900-01-170
- 1 Non-Property Owner Bow Hunting Request Form and Proof of Proficiency
- Maps indicating the property in question

Applicant Three, Connie Ishizaki: Property located at 8353 Delaney Cir E.

- Application with signatures, Property Exception Request Form
- Parcel ID Page, Parcel ID: 20-75900-01-180
- 1 Non-Property Owner Bow Hunting Request Form and Proof of Proficiency
- Maps indicating the property in question

Applicant Four, Jack Sabba: Property located at 8357 Delaney Cir E.

- Application with signatures, Property Exception Request Form
- Parcel ID Page, Parcel ID: 20-75900-01-190
- 1 Non-Property Owner Bow Hunting Request Form and Proof of Proficiency
- Maps indicating the property in question

Applicant Five, Robert Illetschko: Property located at 8920 89th Ct E.

- Application with signatures, Property Exception Request Form
- Parcel ID Page, Parcel ID: 20-15200-01-120
- Maps indicating the property in question

RECOMMENDATIONS:

Staff recommends all applicants' requests for exception be denied.

Reasons for Recommending Denial:

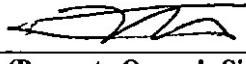
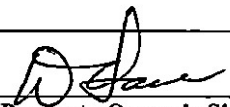
- After interpretation and consideration of buffer and setback area required, requests result in an area that is not safe for anyone to bow hunt.
- It is apparent, based upon interpretation and better understanding of the regulations, there is no reasonable need to hunt in areas that are not already included in the allowed hunting area.

**City of Inver Grove Heights Bow Hunting
2018 Property Exception Request Requirements**

Property owner name(s): Robert Murphy

Property Address where exception is requested: 8345 Delaney Cir

Adjoining or Adjacent Properties: *I agree to allow the above identified property to be used for bow hunting during the 2017 Bow Hunt season. I recognize that this property is outside the permitted area.*

Property Owner:	<u>Jeff Dahn</u> (Printed Name)	 (Property Owner's Signature)
Property Address:	<u>8341 Delaney Cir</u>	
Property Owner:	<u>Brandon BARTH</u> (Printed Name)	 (Property Owner's Signature)
Property Address:	<u>8349 Delaney Cir</u>	
Property Owner:	<u>Connie Ishizaki</u> (Printed Name)	 (Property Owner's Signature)
Property Address:	<u>8353 Delaney Circle</u>	
Property Owner:	<u>JACK SABBA</u> (Printed Name)	 (Property Owner's Signature)
Property Address:	<u>8357 DELANEY CIR</u>	
Property Owner:	<u>DARYL HAUCK</u> (Printed Name)	 (Property Owner's Signature)
Property Address:	<u>8361 Delaney Cir</u>	
Property Owner:	 (Printed Name)	 (Property Owner's Signature)
Property Address:		

Use additional pages if necessary to capture all adjoining and adjacent properties.

**City of Inver Grove Heights Bow Hunting
2018 Property Exception Request Requirements**

Important Information:

Size of Property where exception is requested: 2.51 Acres

If property is not at least 2.5 acres, hunting will be limited to:

Property Owners and Property Tenants, including:

Their spouses

Their Parents

Their Grandparents

Their Children

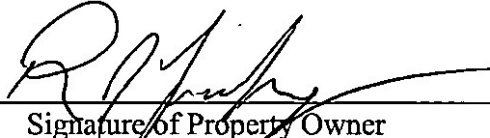
Their Siblings

Their Aunts and Uncles

All other parcels must be greater than 5 acres to allow hunting for others. **You must sign the document below for the application to be considered for property exception.** Approval is not guaranteed. Exception requests will not be heard and approved until September 10, 2018.

In addition to completing all requirements, I agree to follow all city ordinances relating to bow hunting within Inver Grove Heights city limits and State of Minnesota applicable bow hunting laws. My signature below indicates that I will have a Minnesota bow hunting license as required by law. My signature below also indicates that I have read and understand the City of Inver Grove Heights Bow Hunting ordinance. Please check website for updates.

Robert Murphy



8/9/18

Printed Name of Property Owner

Signature of Property Owner

Date

For those persons only, who wish to hunt on someone else's property:

You must register at the Inver Grove Heights Police Department in person and provide proof of proficiency (certificate – see below). There is no cost. You will need written permission (originals only) from the property owners for every hunter within the hunting party. (For example, if there are five in your party, all five are required to register in person and have an original registration/permission form from the property owner and proof of proficiency (certificate.) **Proficiency can be certified** at any local or regional archery range or outdoor sporting goods store. The permission form can be found on the website on the Bow Hunting Ordinance page. **Required Information for each hunter registering to hunt on someone else's property:**

Written permission from property owner

Property address where hunting

Name, Address, Telephone Number

Driver's license

Make, model, year, color, and license plate number of the vehicle which will be used while hunting

Emergency contact information

Days/times you expect to hunt

Proficiency Certificate

**City of Inver Grove Heights Bow Hunting
2018 Property Exception Request Requirements**

Property owner name(s): BRANDON BARTH

Property Address where exception is requested: 8349 Delaney Cir

Adjoining or Adjacent Properties: *I agree to allow the above identified property to be used for bow hunting during the 2018 Bow Hunt season. I recognize that this property is outside the permitted area.*

Property Owner: _____ (Printed Name)	_____ (Property Owner's Signature)
Property Address: _____	
Property Owner: _____ (Printed Name)	_____ (Property Owner's Signature)
Property Address: _____	
Property Owner: _____ (Printed Name)	_____ (Property Owner's Signature)
Property Address: _____	
Property Owner: _____ (Printed Name)	_____ (Property Owner's Signature)
Property Address: _____	
Property Owner: _____ (Printed Name)	_____ (Property Owner's Signature)
Property Address: _____	
Property Owner: _____ (Printed Name)	_____ (Property Owner's Signature)
Property Address: _____	

Use additional pages if necessary to capture all adjoining and adjacent properties.

**City of Inver Grove Heights Bow Hunting
2018 Property Exception Request Requirements**

Important Information:

Size of Property where exception is requested: 2.51 Acres

If property is not at least 2.5 acres, hunting will be limited to:

Property Owners and Property Tenants, including:

Their spouses

Their Parents

Their Grandparents

Their Children

Their Siblings

Their Aunts and Uncles

All other parcels must be greater than 5 acres to allow hunting for others. **You must sign the document below for the application to be considered for property exception.** Approval is not guaranteed. Exception requests will not be heard and approved until September 10, 2018.

In addition to completing all requirements, I agree to follow all city ordinances relating to bow hunting within Inver Grove Heights city limits and State of Minnesota applicable bow hunting laws. My signature below indicates that I will have a Minnesota bow hunting license as required by law. My signature below also indicates that I have read and understand the City of Inver Grove Heights Bow Hunting ordinance. Please check website for updates.

Brandon Barth



8/28/18

Printed Name of Property Owner

Signature of Property Owner

Date

For those persons only, who wish to hunt on someone else's property:

You must register at the Inver Grove Heights Police Department in person and provide proof of proficiency (certificate – see below). There is no cost. You will need written permission (originals only) from the property owners for every hunter within the hunting party. (For example, if there are five in your party, all five are required to register in person and have an original registration/permission form from the property owner and proof of proficiency (certificate.) **Proficiency can be certified** at any local or regional archery range or outdoor sporting goods store. The permission form can be found on the website on the Bow Hunting Ordinance page. Required Information for each hunter registering to hunt on someone else's property:

Written permission from property owner

Property address where hunting

Name, Address, Telephone Number

Driver's license

Make, model, year, color, and license plate number of the vehicle which will be used while hunting

Emergency contact information

Days/times you expect to hunt

Proficiency Certificate

**City of Inver Grove Heights Bow Hunting
2018 Property Exception Request Requirements**

Important Information:

Size of Property where exception is requested: 2.59 Acres

If property is not at least 2.5 acres, hunting will be limited to:

Property Owners and Property Tenants, including:

Their spouses

Their Parents

Their Grandparents

Their Children

Their Siblings

Their Aunts and Uncles

All other parcels must be greater than 5 acres to allow hunting for others. **You must sign the document below for the application to be considered for property exception.** Approval is not guaranteed. Exception requests will not be heard and approved until September 10, 2018.

In addition to completing all requirements, I agree to follow all city ordinances relating to bow hunting within Inver Grove Heights city limits and State of Minnesota applicable bow hunting laws. My signature below indicates that I will have a Minnesota bow hunting license as required by law. My signature below also indicates that I have read and understand the City of Inver Grove Heights Bow Hunting ordinance. Please check website for updates.

<u>Connie Ishizaki</u>	<u></u>	<u>8/28/18</u>
Printed Name of Property Owner	Signature of Property Owner	Date

For those persons only, who wish to hunt on someone else's property:

You must register at the Inver Grove Heights Police Department in person and provide proof of proficiency (certificate – see below). There is no cost. You will need written permission (originals only) from the property owners for every hunter within the hunting party. (For example, if there are five in your party, all five are required to register in person and have an original registration/permission form from the property owner and proof of proficiency (certificate.) **Proficiency can be certified** at any local or regional archery range or outdoor sporting goods store. The permission form can be found on the website on the Bow Hunting Ordinance page. Required Information for each hunter registering to hunt on someone else's property:

Written permission from property owner

Property address where hunting

Name, Address, Telephone Number

Driver's license

Make, model, year, color, and license plate number of the vehicle which will be used while hunting

Emergency contact information

Days/times you expect to hunt

Proficiency Certificate

**City of Inver Grove Heights Bow Hunting
2018 Property Exception Request Requirements**

Property owner name(s): Connie Ishizaki

Property Address where exception is requested: 8353 Delaney Cir

Adjoining or Adjacent Properties: *I agree to allow the above identified property to be used for bow hunting during the 2018 Bow Hunt season. I recognize that this property is outside the permitted area.*

Property Owner: _____ (Printed Name)	_____ (Property Owner's Signature)
Property Address: _____	
Property Owner: _____ (Printed Name)	_____ (Property Owner's Signature)
Property Address: _____	
Property Owner: _____ (Printed Name)	_____ (Property Owner's Signature)
Property Address: _____	
Property Owner: _____ (Printed Name)	_____ (Property Owner's Signature)
Property Address: _____	
Property Owner: _____ (Printed Name)	_____ (Property Owner's Signature)
Property Address: _____	
Property Owner: _____ (Printed Name)	_____ (Property Owner's Signature)
Property Address: _____	

Use additional pages if necessary to capture all adjoining and adjacent properties.

**City of Inver Grove Heights Bow Hunting
2018 Property Exception Request Requirements**

Important Information:

Size of Property where exception is requested: 3.81 Acres

If property is not at least 2.5 acres, hunting will be limited to:

Property Owners and Property Tenants, including:

Their spouses

Their Parents

Their Grandparents

Their Children

Their Siblings

Their Aunts and Uncles

All other parcels must be greater than 5 acres to allow hunting for others. **You must sign the document below for the application to be considered for property exception.** Approval is not guaranteed. Exception requests will not be heard and approved until September 10, 2018.

In addition to completing all requirements, I agree to follow all city ordinances relating to bow hunting within Inver Grove Heights city limits and State of Minnesota applicable bow hunting laws. My signature below indicates that I will have a Minnesota bow hunting license as required by law. My signature below also indicates that I have read and understand the City of Inver Grove Heights Bow Hunting ordinance. Please check website for updates.

Jack Sabbar
Printed Name of Property Owner

[Signature]
Signature of Property Owner

8/28/18
Date

For those persons only, who wish to hunt on someone else's property:

You must register at the Inver Grove Heights Police Department in person and provide proof of proficiency (certificate – see below). There is no cost. You will need written permission (originals only) from the property owners for every hunter within the hunting party. (For example, if there are five in your party, all five are required to register in person and have an original registration/permission form from the property owner and proof of proficiency (certificate.) **Proficiency can be certified** at any local or regional archery range or outdoor sporting goods store. The permission form can be found on the website on the Bow Hunting Ordinance page. **Required Information for each hunter registering to hunt on someone else's property:**

Written permission from property owner

Property address where hunting

Name, Address, Telephone Number

Driver's license

Make, model, year, color, and license plate number of the vehicle which will be used while hunting

Emergency contact information

Days/times you expect to hunt

Proficiency Certificate

**City of Inver Grove Heights Bow Hunting
2018 Property Exception Request Requirements**

Property owner name(s): JACK SABBIA

Property Address where exception is requested: 8357 Delaney Cir

Adjoining or Adjacent Properties: *I agree to allow the above identified property to be used for bow hunting during the 2018 Bow Hunt season. I recognize that this property is outside the permitted area.*

Property Owner: _____ (Printed Name)	_____ (Property Owner's Signature)
Property Address: _____	
Property Owner: _____ (Printed Name)	_____ (Property Owner's Signature)
Property Address: _____	
Property Owner: _____ (Printed Name)	_____ (Property Owner's Signature)
Property Address: _____	
Property Owner: _____ (Printed Name)	_____ (Property Owner's Signature)
Property Address: _____	
Property Owner: _____ (Printed Name)	_____ (Property Owner's Signature)
Property Address: _____	

Use additional pages if necessary to capture all adjoining and adjacent properties.

Property Information Search

FEEDBACK



0 150 300ft

©2018 Dakota County — All Rights Reserved [Disclaimer](#)<https://gis2.co.dakota.mn.us/WAB/PropertyInformationPublic/index.html>

Bow Hunter Information: (Please print clearly!)

Name: _____

Address: _____ City State Zip: _____

Telephone #: (____) _____ Driver's Lic. #: _____ State of Issue: _____

Vehicle Make & Model: _____ Color: _____ Plate#: _____

In the event of an emergency, contact: Heidi Brooks Phone #: (612) 716-5269

Property Owner: Separate and keep this section for your records!

Non-Property Owner Bow Hunter Registration Form

Bow Hunter: Bring the rest of this form to the Inver Grove Heights Police Department.

Bow Hunter Information: (Please print clearly!)

Name: Thomas Brooks

Address: 352 Park Lane City State Zip: St. Paul

Telephone #: (651) 261-8052 Driver's Lic. #: Y525277176112 State of Issue: MIN

Vehicle Make & Model: Ford F150 Color: Stone Plate#: _____

I agree to abide by the rules and regulations of the State of Minnesota and city ordinance, after receiving permission

from the property owner. Thomas Brooks

Hunter Signature

Property Where Hunting Will Take Place Information:

Property Owner Name: Robert Murphy

(Please print clearly)

Address: 8345 Delaney Cir E Telephone #: (651) 270-4734

Dates/Hours When Hunting is Permitted: open - close

I hereby grant permission to hunt on my property

Property Owner Signature: [Signature] Date: 8/9/18

MINNESOTA
DRIVER'S LICENSE
COMMERCIAL

THOMAS JOHN BROOKS
352 PARK LN
SOUTH ST PAUL MN 55075

Date of Birth 04-07-1970
Sex M Eyes BLU
Height 5-11 Weight 185
ISSUED 04-2017 EXPIRES 04-07-2021

1525277176112



2018 Metro Bowhunters Resource Base
Shooting Proficiency Test Certificate

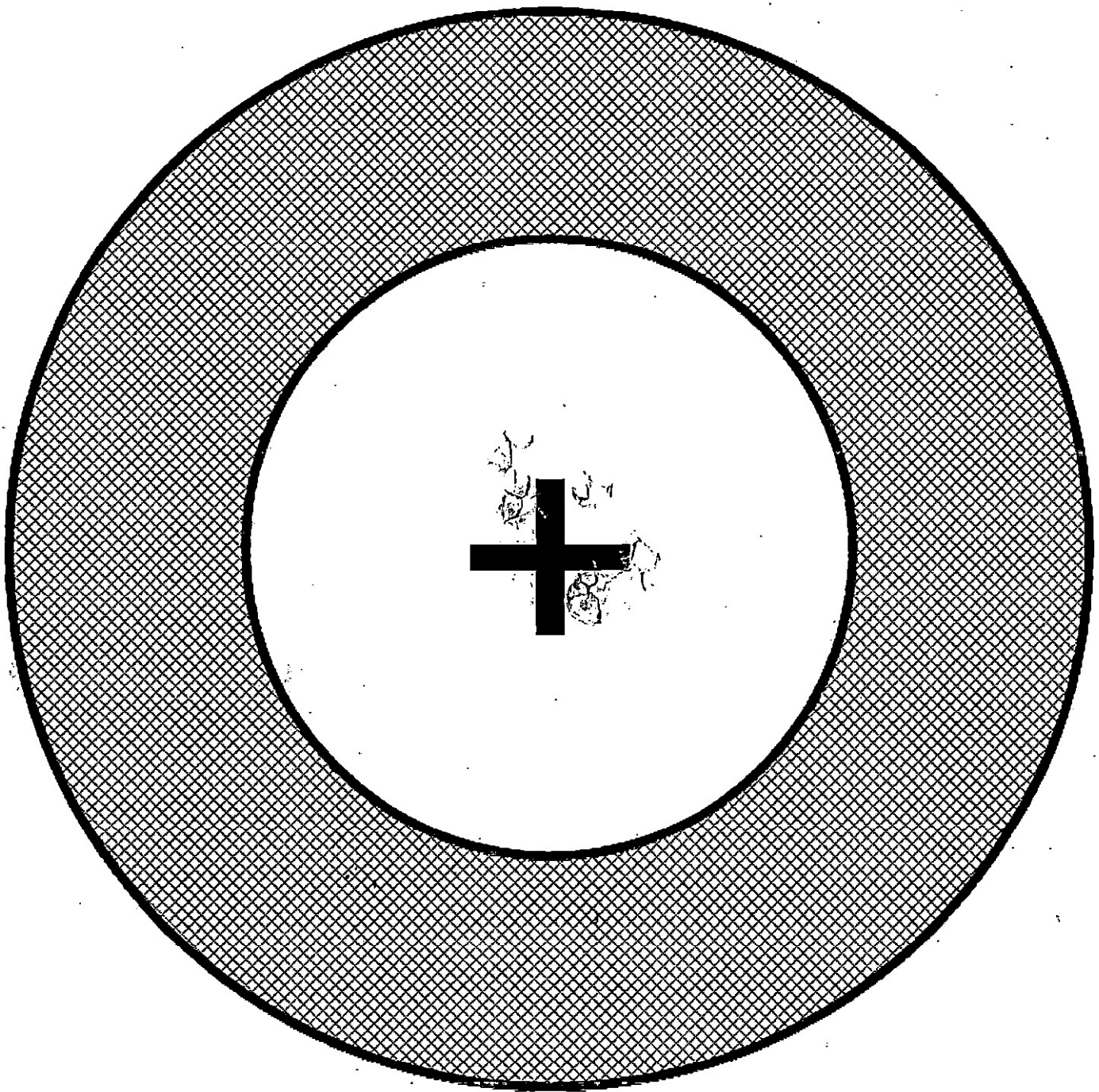
Date: 8-28-18 Qualified For _____
Name: Tam Brooks ☒ MBRB Proficiency
Address: 352 Park Lane ☒ Sharpshooter Qualification
550 MN 55075

(City, State, Zip) _____
Bow type (circle one): Compound Recurve/Longbow _____ Crossbow _____
Draw weight & length (fill in): 68 pounds 30 inches
Sight used (circle one): Yes No Mechanical release used (circle one): Yes No

Write an "X" over the number for a hit.

MBRB Qualification X X X X X (5 of 5 in 7" target at 20 yards)
Sharpshooter Qualification X X X X X (5 of 5 in 4" target at 20 yards)

Test Administrator: [Signature] Archery Shop: Bugsy
Shooter's Signature: Tam Brooks



2018 Metro Bowhunter Resource Base

MBRB Proficiency: 5 of 5 in 7" target at 20 yards

Sharpshooter Qualification: 5 of 5 in 4" target at 20 yards

Property Card	Parcel ID Number 20-75900-01-160
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Owner Information
Fee Owner ROBERT B TSTE MURPHY
Mailing Address 8345 DELANEY CIR E INVER GROVE HEIGHTS MN 55076-3421

Property Address
Address 8345 DELANEY CIR
Municipality INVER GROVE HEIGHTS



Parcel Information			
Last Qualified Sale	06/29/2005	Total Acres	2.51
Sale Value	\$530,000.00	R/W Acres	
Uses	RESIDENTIAL	Water Acres	
		Plat	THE TRAILS
		Lot and Block	16 1
		Tax Description	

2018 Building Characteristics (payable 2019)*					
Building Type	S.FAM.RES	Year Built	1979	Bedrooms	3
Building Style	TWO STORY	Foundation Sq Ft	1,400	Bathrooms	2.50
Frame	WOOD	Above Grade Sq Ft	2,508	Garage Sq Ft	1,706
Multiple Buildings		Finished Sq Ft	3,460	Other Garage	

Miscellaneous Information					
School District	Watershed District	Homestead	Green Acres	Ag Preserve	Open Space
199	LOWER MISSISSIPPI RIVER	FULL HOMESTEAD			

Assessor Valuation		
	Taxable	Estimated
2018 Land Values (payable 2019)	\$218,500.00	\$218,500.00
2018 Building Values (payable 2019)*	\$313,800.00	\$313,800.00
2018 Total Values (payable 2019)*	\$532,300.00	\$532,300.00
2017 Total Values (payable 2018)*	\$524,200.00	\$524,200.00

Property Tax Information		
Net Tax (payable 2018)	Special Assessments (2018)	Total Tax & Assessments (2018)
\$6,639.24	\$0.00	\$6,639.24

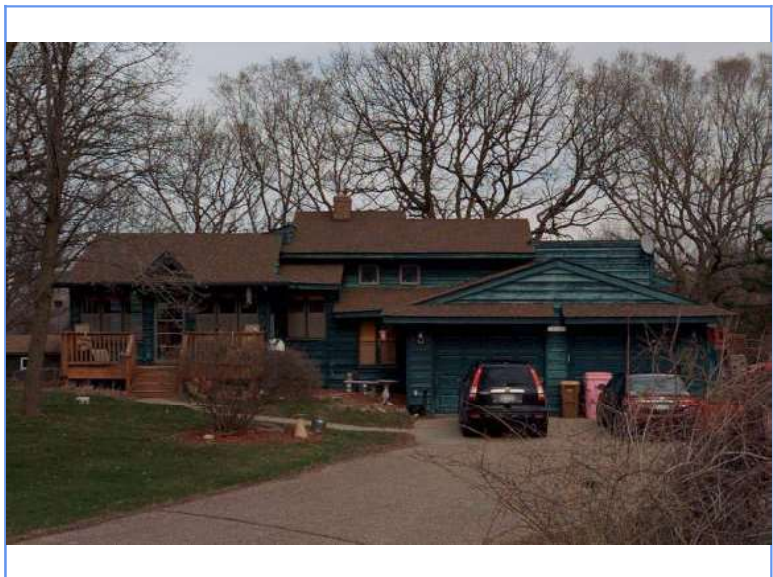
* Manufactured Homes Payable the Same Year as Assessment.

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

Property Card	Parcel ID Number 20-75900-01-170
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Owner Information
Fee Owner BRANDON T BARTH
Mailing Address 8349 DELANEY CIR INVER GROVE HEIGHTS MN 55076-3421

Property Address
Address 8349 DELANEY CIR
Municipality INVER GROVE HEIGHTS



Parcel Information	
Last Qualified Sale	07/01/2002
Sale Value	\$385,000.00
Uses	RESIDENTIAL
Total Acres	2.51
R/W Acres	
Water Acres	
Plat	THE TRAILS
Lot and Block	17 1
Tax Description	

2018 Building Characteristics (payable 2019)*					
Building Type	S.FAM.RES	Year Built	1982	Bedrooms	4
Building Style	ONE STORY	Foundation Sq Ft	1,622	Bathrooms	3.00
Frame	WOOD	Above Grade Sq Ft	1,622	Garage Sq Ft	624
Multiple Buildings		Finished Sq Ft	2,819	Other Garage	

Miscellaneous Information					
School District	Watershed District	Homestead	Green Acres	Ag Preserve	Open Space
199	LOWER MISSISSIPPI RIVER	FULL HOMESTEAD			

Assessor Valuation		
	Taxable	Estimated
2018 Land Values (payable 2019)	\$218,500.00	\$218,500.00
2018 Building Values (payable 2019)*	\$254,100.00	\$254,100.00
2018 Total Values (payable 2019)*	\$472,600.00	\$472,600.00
2017 Total Values (payable 2018)*	\$457,700.00	\$457,700.00

Property Tax Information		
Net Tax (payable 2018)	Special Assessments (2018)	Total Tax & Assessments (2018)
\$5,739.26	\$0.00	\$5,739.26

* Manufactured Homes Payable the Same Year as Assessment.

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

Property Card	Parcel ID Number 20-75900-01-180
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Owner Information
Fee Owner CONNIE M ISHIZAKI
Mailing Address 8353 DELANEY CIR INVER GROVE HEIGHTS MN 55076



Property Address
Address 8353 DELANEY CIR
Municipality INVER GROVE HEIGHTS

Parcel Information	
Last Qualified Sale	07/21/2016
Sale Value	\$385,000.00
Uses	RESIDENTIAL
Total Acres	2.59
R/W Acres	
Water Acres	
Plat	THE TRAILS
Lot and Block	18 1
Tax Description	

2018 Building Characteristics (payable 2019)*					
Building Type	S.FAM.RES	Year Built	1985	Bedrooms	3
Building Style	TWO STORY	Foundation Sq Ft	2,618	Bathrooms	3.50
Frame	WOOD	Above Grade Sq Ft	3,580	Garage Sq Ft	580
Multiple Buildings		Finished Sq Ft	4,364	Other Garage	

Miscellaneous Information					
School District	Watershed District	Homestead	Green Acres	Ag Preserve	Open Space
199	LOWER MISSISSIPPI RIVER	FULL HOMESTEAD			

Assessor Valuation		
	Taxable	Estimated
2018 Land Values (payable 2019)	\$219,500.00	\$219,500.00
2018 Building Values (payable 2019)*	\$279,100.00	\$279,100.00
2018 Total Values (payable 2019)*	\$498,600.00	\$498,600.00
2017 Total Values (payable 2018)*	\$486,100.00	\$486,100.00

Property Tax Information		
Net Tax (payable 2018)	Special Assessments (2018)	Total Tax & Assessments (2018)
\$6,095.40	\$0.00	\$6,095.40

* Manufactured Homes Payable the Same Year as Assessment.

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

Property Card	Parcel ID Number 20-75900-01-190
----------------------	----------------------------------

Owner Information
Fee Owner JACK SABBA
Mailing Address 8357 DELANEY CIR INVER GROVE HEIGHTS MN 55076



Property Address
Address 8357 DELANEY CIR
Municipality INVER GROVE HEIGHTS

Parcel Information			
Last Qualified Sale	06/28/2017	Total Acres	3.81
Sale Value	\$392,500.00	R/W Acres	
Uses	RESIDENTIAL	Water Acres	
		Plat	THE TRAILS
		Lot and Block	19 1
		Tax Description	

2018 Building Characteristics (payable 2019)*					
Building Type	S.FAM.RES	Year Built	1980	Bedrooms	3
Building Style	TWO STORY	Foundation Sq Ft	1,954	Bathrooms	3.00
Frame	WOOD	Above Grade Sq Ft	2,768	Garage Sq Ft	
Multiple Buildings		Finished Sq Ft	3,192	Other Garage	TP TUC GAR

Miscellaneous Information					
School District	Watershed District	Homestead	Green Acres	Ag Preserve	Open Space
199	LOWER MISSISSIPPI RIVER	FULL HOMESTEAD			

Assessor Valuation		
	Taxable	Estimated
2018 Land Values (payable 2019)	\$230,480.00	\$231,300.00
2018 Building Values (payable 2019)*	\$166,209.00	\$166,800.00
2018 Total Values (payable 2019)*	\$396,689.00	\$398,100.00
2017 Total Values (payable 2018)*	\$474,000.00	\$474,000.00

Property Tax Information		
Net Tax (payable 2018)	Special Assessments (2018)	Total Tax & Assessments (2018)
\$5,943.66	\$0.00	\$5,943.66

* Manufactured Homes Payable the Same Year as Assessment.

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

**City of Inver Grove Heights Bow Hunting
2018 Property Exception Request Requirements**

Property owner name(s): Robert Illetschko

Property Address where exception is requested: 8920 89th Ct. E.

Adjoining or Adjacent Properties: *I agree to allow the above identified property to be used for bow hunting during the 2018 Bow Hunt season. I recognize that this property is outside the permitted area.*

Property Owner:	<u>Linda Mueller</u>	<u>Linda Mueller</u>
	(Printed Name)	(Property Owner's Signature)
Property Address:	<u>8950 89th Ct. E. IGH MN 55076</u>	
Property Owner:	<u>JERI LASTOKA</u>	<u>Jeri Lastoka</u>
	(Printed Name)	(Property Owner's Signature)
Property Address:	<u>8915 InverGrove Trl IGH MN 55076</u>	
Property Owner:	<u>CHG Bauer</u>	<u>B. Bauer</u>
	(Printed Name)	(Property Owner's Signature)
Property Address:	<u>8955 InverGrove Trl</u>	
Property Owner:	<u>Arlan Marttila</u>	<u>Arlan Marttila</u>
	(Printed Name)	(Property Owner's Signature)
Property Address:	<u>3960 89th St E, IGH</u>	
Property Owner:		
	(Printed Name)	(Property Owner's Signature)
Property Address:		
Property Owner:		
	(Printed Name)	(Property Owner's Signature)
Property Address:		

Use additional pages if necessary to capture all adjoining and adjacent properties.

City of Inver Grove Heights Bow Hunting 2018 Property Exception Request Requirements

Important Information:

Size of Property where exception is requested: 2.6 Acres

If property is not at least 2.5 acres, hunting will be limited to:

Property Owners and Property Tenants, including:

Their spouses

Their Parents

Their Grandparents

Their Children

Their Siblings

Their Aunts and Uncles

All other parcels must be greater than 5 acres to allow hunting for others. **You must sign the document below for the application to be considered for property exception.** Approval is not guaranteed. Exception requests will not be heard and approved until September 10, 2018.

In addition to completing all requirements, I agree to follow all city ordinances relating to bow hunting within Inver Grove Heights city limits and State of Minnesota applicable bow hunting laws. My signature below indicates that I will have a Minnesota bow hunting license as required by law. My signature below also indicates that I have read and understand the City of Inver Grove Heights Bow Hunting ordinance. Please check website for updates.

Rob Luetschko



8/22/18

Printed Name of Property Owner

Signature of Property Owner

Date

For those persons only, who wish to hunt on someone else's property:

You must register at the Inver Grove Heights Police Department in person and provide proof of proficiency (certificate – see below). There is no cost. You will need written permission (originals only) from the property owners for every hunter within the hunting party. (For example, if there are five in your party, all five are required to register in person and have an original registration/permission form from the property owner and proof of proficiency (certificate.) **Proficiency can be certified** at any local or regional archery range or outdoor sporting goods store. The permission form can be found on the website on the Bow Hunting Ordinance page.

Required Information for each hunter registering to hunt on someone else's property:

Written permission from property owner

Property address where hunting

Name, Address, Telephone Number

Driver's license

Make, model, year, color, and license plate number of the vehicle which will be used while hunting

Emergency contact information

Days/times you expect to hunt

Proficiency Certificate

Property Card	Parcel ID Number 20-15200-01-120
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Owner Information
Fee Owner ROBERT WILLETSCHKO LYNN M ILLETSCHKO
Mailing Address 8920 89TH STREET CT INVER GROVE HEIGHTS MN 55076



Property Address
Address 8920 89TH CT E
Municipality INVER GROVE HEIGHTS

Parcel Information			
Last Qualified Sale	06/18/2004	Total Acres	2.59
Sale Value	\$452,000.00	R/W Acres	
Uses	RESIDENTIAL	Water Acres	
		Plat	BROADMORE PONDS
		Lot and Block	12 1
		Tax Description	

2018 Building Characteristics (payable 2019)*					
Building Type	S.FAM.RES	Year Built	1988	Bedrooms	4
Building Style	SPLIT LEVL	Foundation Sq Ft	1,538	Bathrooms	3.00
Frame	WOOD	Above Grade Sq Ft	1,538	Garage Sq Ft	768
Multiple Buildings		Finished Sq Ft	2,428	Other Garage	

Miscellaneous Information					
School District	Watershed District	Homestead	Green Acres	Ag Preserve	Open Space
199	LOWER MISSISSIPPI RIVER	FULL HOMESTEAD			

Assessor Valuation		
	Taxable	Estimated
2018 Land Values (payable 2019)	\$166,748.00	\$167,200.00
2018 Building Values (payable 2019)*	\$233,865.00	\$234,500.00
2018 Total Values (payable 2019)*	\$400,613.00	\$401,700.00
2017 Total Values (payable 2018)*	\$380,557.00	\$383,300.00

Property Tax Information		
Net Tax (payable 2018)	Special Assessments (2018)	Total Tax & Assessments (2018)
\$4,777.12	\$0.00	\$4,777.12

* Manufactured Homes Payable the Same Year as Assessment.

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.



Ethics, Excellence, Engagement

2018 Bow Hunting Property Exception Requests

Presented and prepared by: Ally Hillstrom, Environmental Specialist

8150 Barbara Avenue, Inver Grove Heights, MN 55077

651-450-2500

www.invergroveheights.org

5 Property Exception Requests:

#1 – Robert Murphy

8345 Delaney Cir

#2 – Brandon Barth

8349 Delaney Cir

#3 – Connie Ishizaki

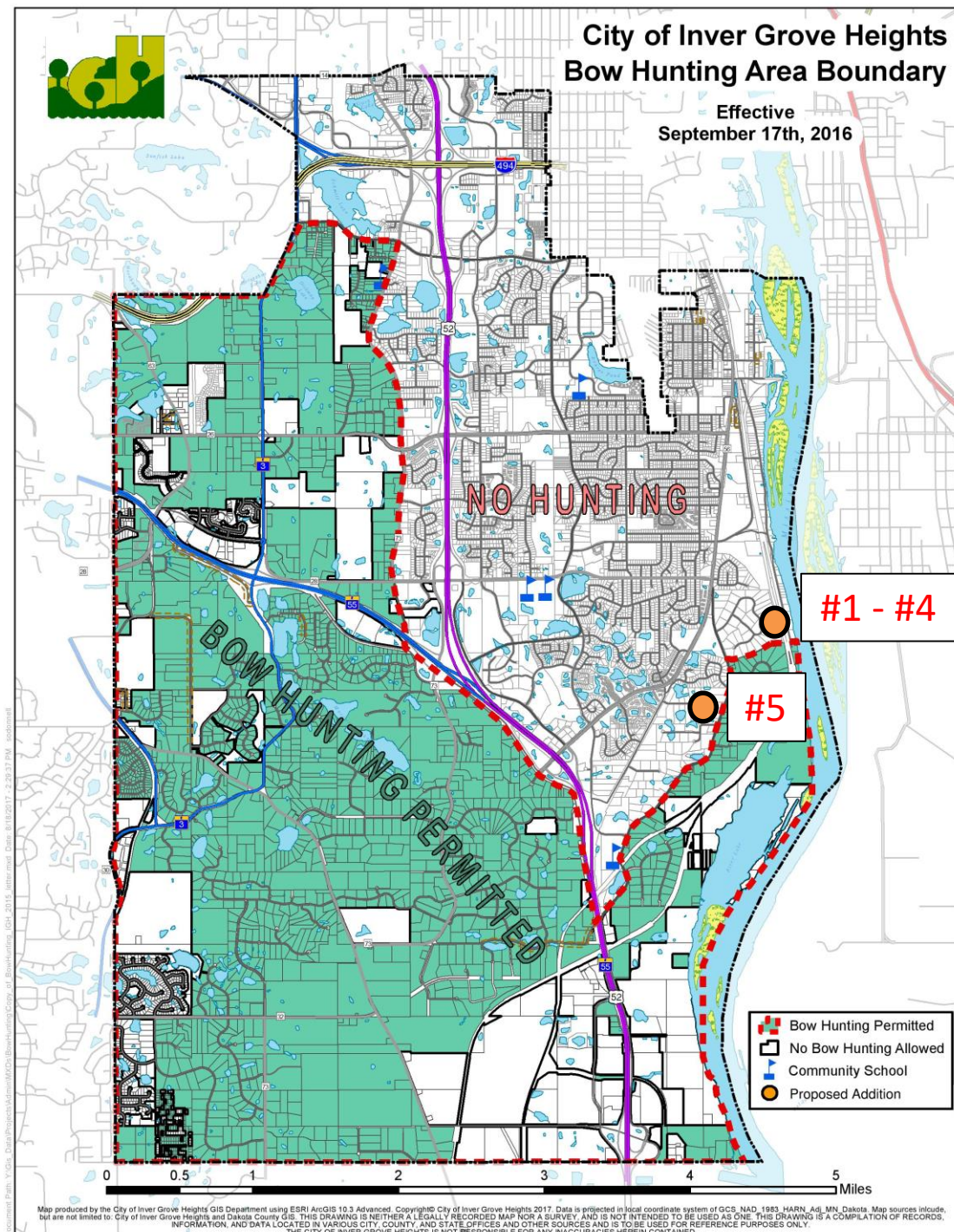
8353 Delaney Cir

#4 – Jack Sabba

8357 Delaney Cir

#5 – Robert Illetschko

8920 89th Ct E



Bow and Arrow Ordinance Review

1. Use of bow and arrows are prohibited except:
 - a: Within permitted map area **OR**
 - b – e: Within an enclosed structure (permitted school grounds or archery range in city park or licensed commercial area)
2. To use bow and arrow in permitted areas, the following conditions must be met:
 - a) Required documents
 - **ALL** bow hunters
 1. Register through PD
 2. Provide hunting license
 - Bow hunting on other's property
 1. Proof of proficiency
 2. Permission from owner
 - b) No hunting within 300 ft of residential or commercial building (unless owner consents)
 - c) No hunting within 200 ft of driveway (unless owner consents)
 - d) No hunting within 200 ft of public street

Bow and Arrow Ordinance Review

2. *Continued*

- e) On individual properties **less than 5 acres**
 - No use of bow and arrow on individual property unless the following applies
- f) On individual properties of **2.5 acres – less than 5 acres**
 - Property owners, tenants, and permitted family members are allowed to bow hunt
 - Others cannot request permission
- g) On contiguous parcels that combine to **5 acres or more**
 - Property owners, tenants, and permitted family members are allowed to bow hunt
 - Others can request permission
- h) On individual parcels of **5 acres or more**
 - Property owners, tenants, and permitted family members are allowed to bow hunt
 - Other can request permission

3) City Clerk will maintain a list of addresses where hunting is not permitted by owner

4) City Council can add parcels to the permitted hunting area. Permission will expire by December 31 of the year the resolution is passed.



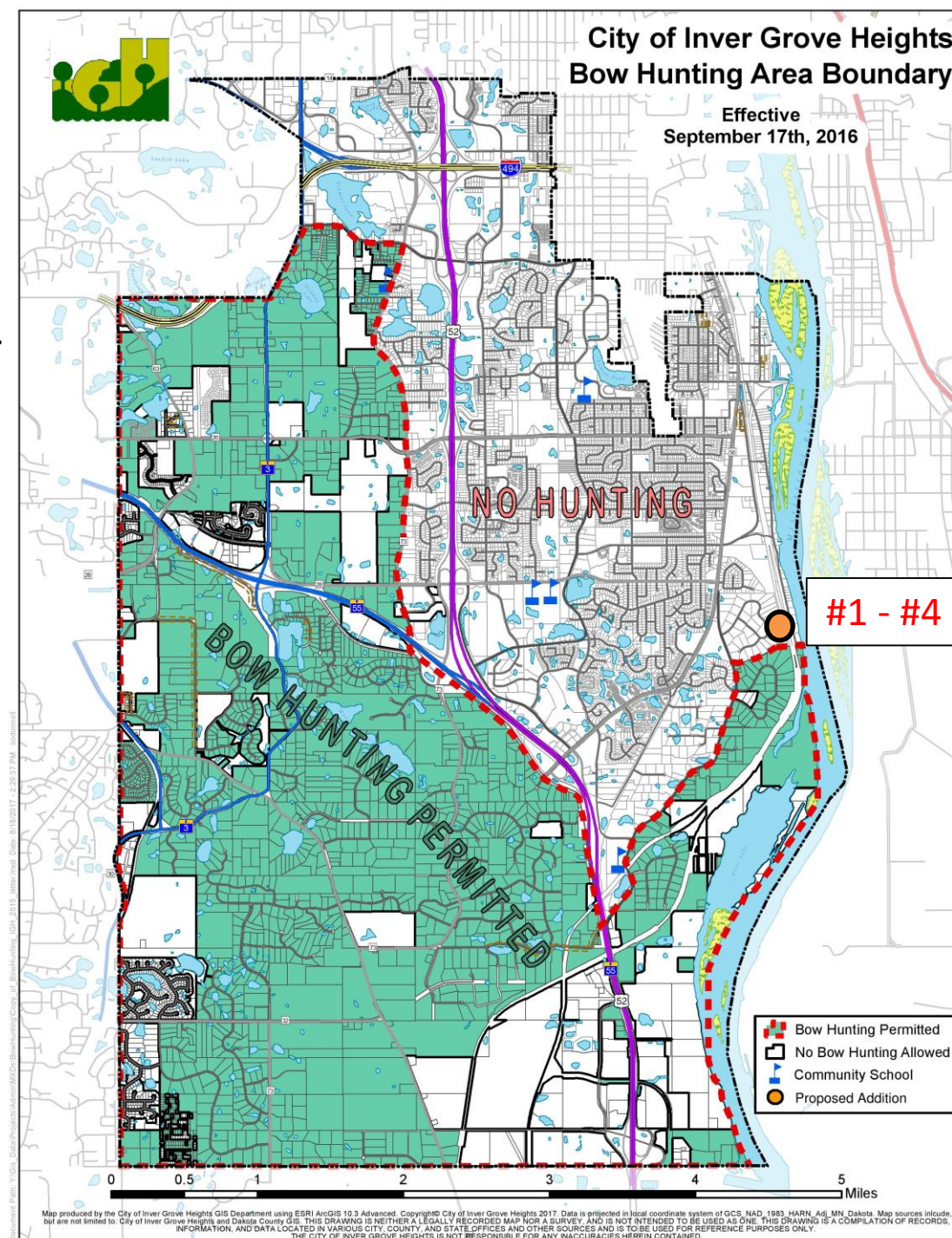
Applicants #1 - #4

#1 – Robert Murphy: 8345 Delaney Cir

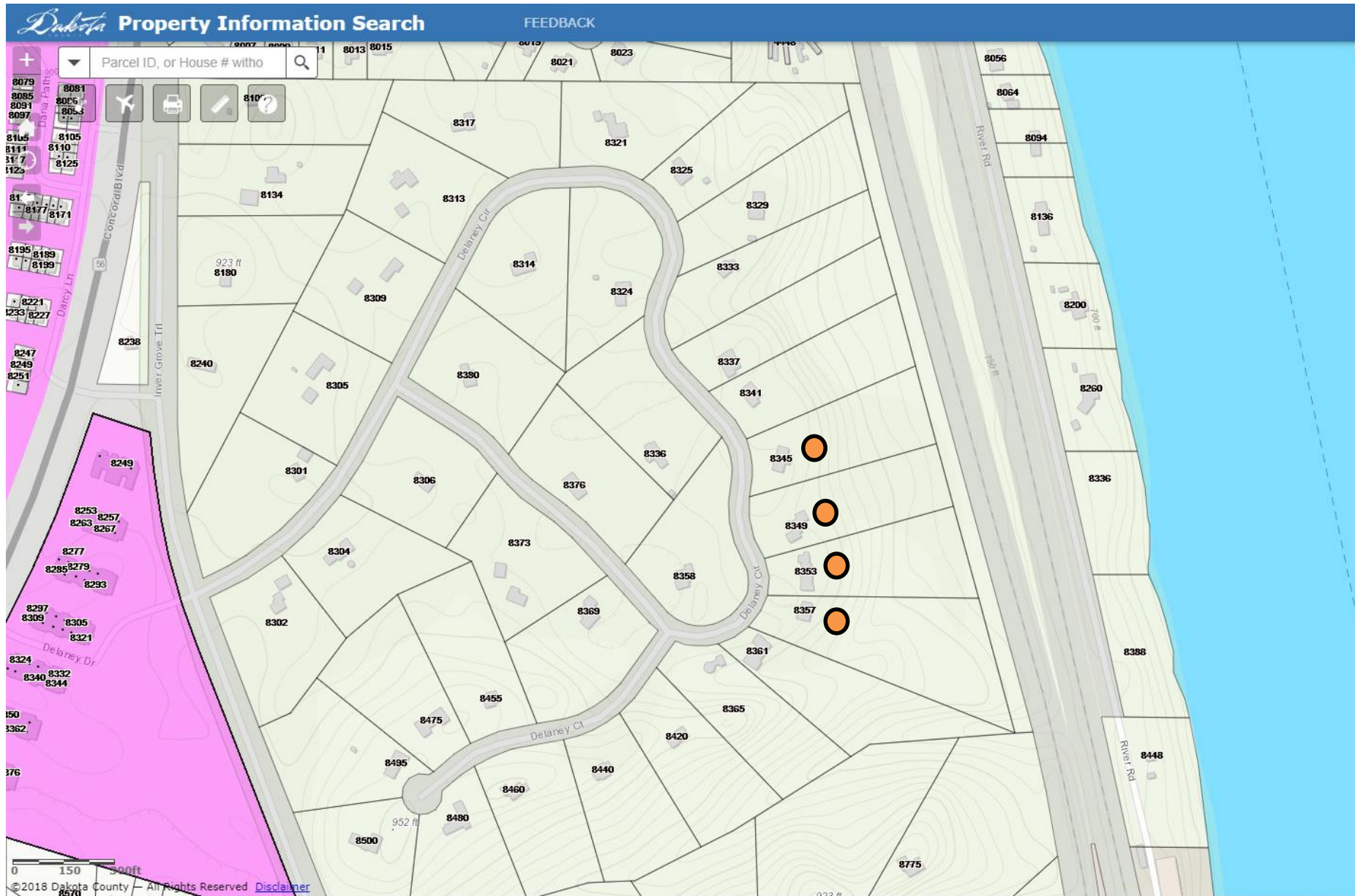
#2 – Brandon Barth: 8349 Delaney Cir

#3 – Connie Ishizaki: 8353 Delaney Cir

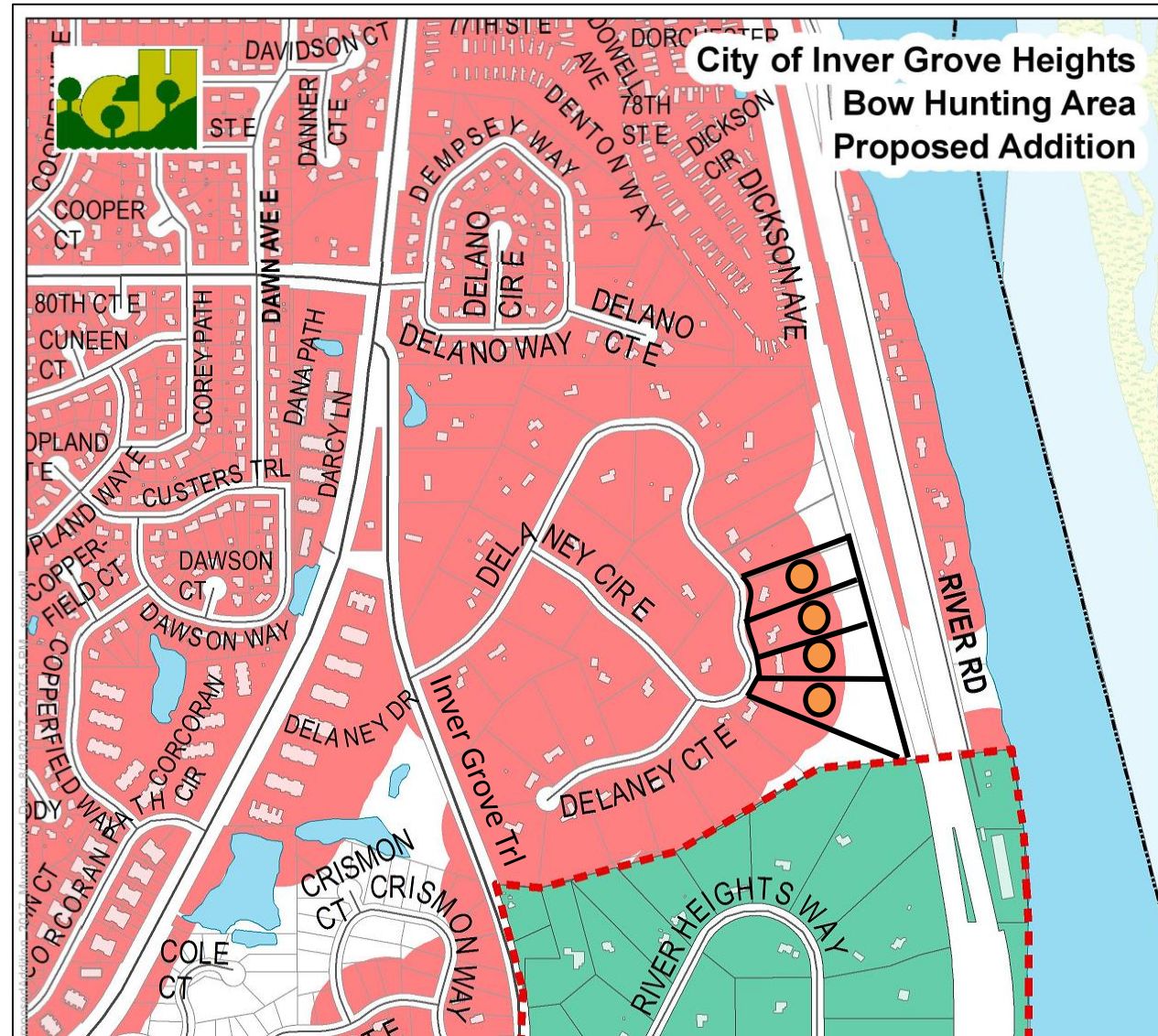
#4 – Jack Sabba: 8357 Delaney Cir



Applicants #1 - #4



Applicants #1 - #4: Building Buffer Map



Ethics, Excellence, Engagement

Applicants #1 - #4: Background

#1 - Robert Murphy – 8345 Delaney Cir

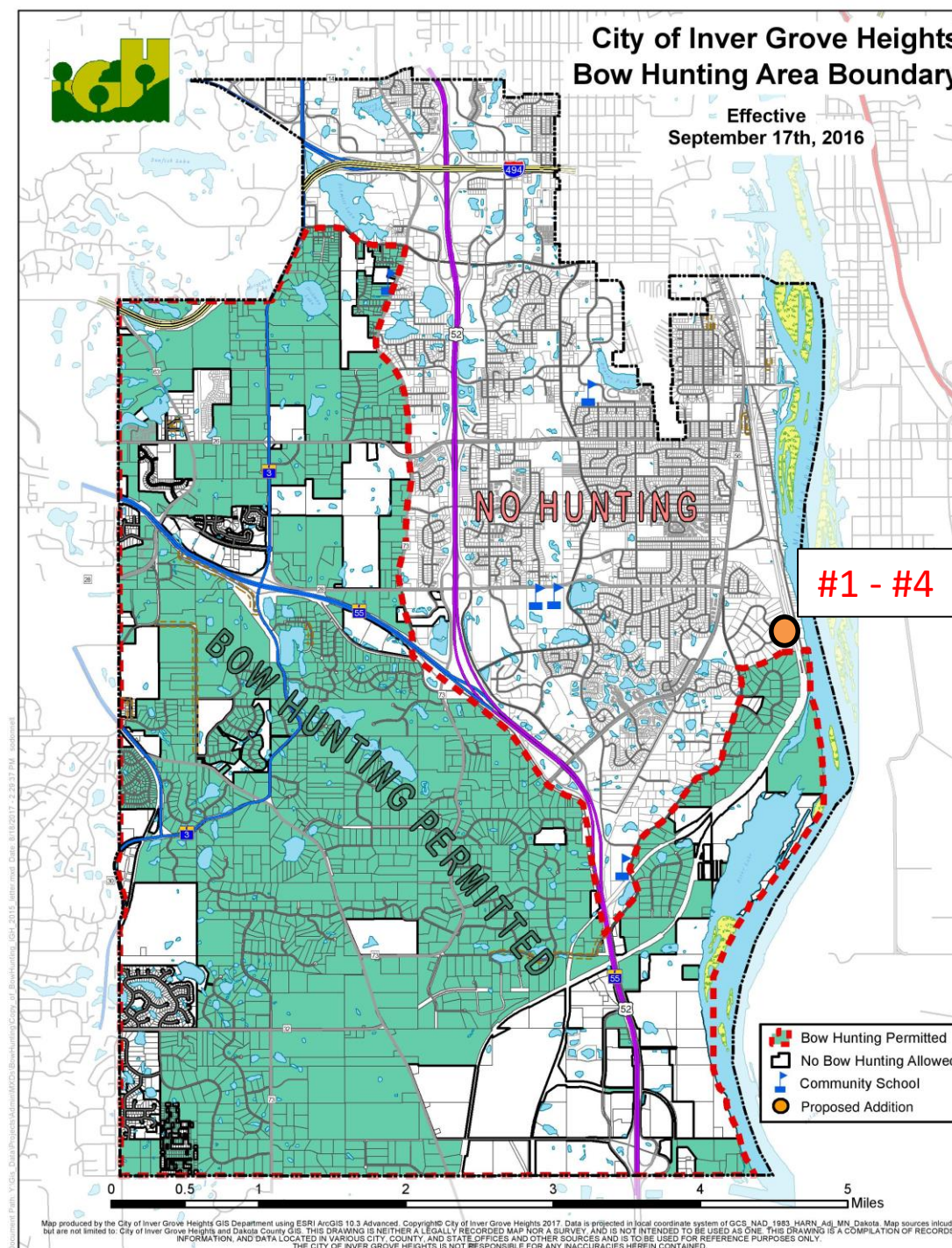
- Approved in 2017
- 2.51 acres
- Approval from all adjacent properties
- One non-property owner application

#2 - Brando Barth – 8349 Delaney Cir;

#3 - Connie Ishizaki – 8353 Delaney Cir;

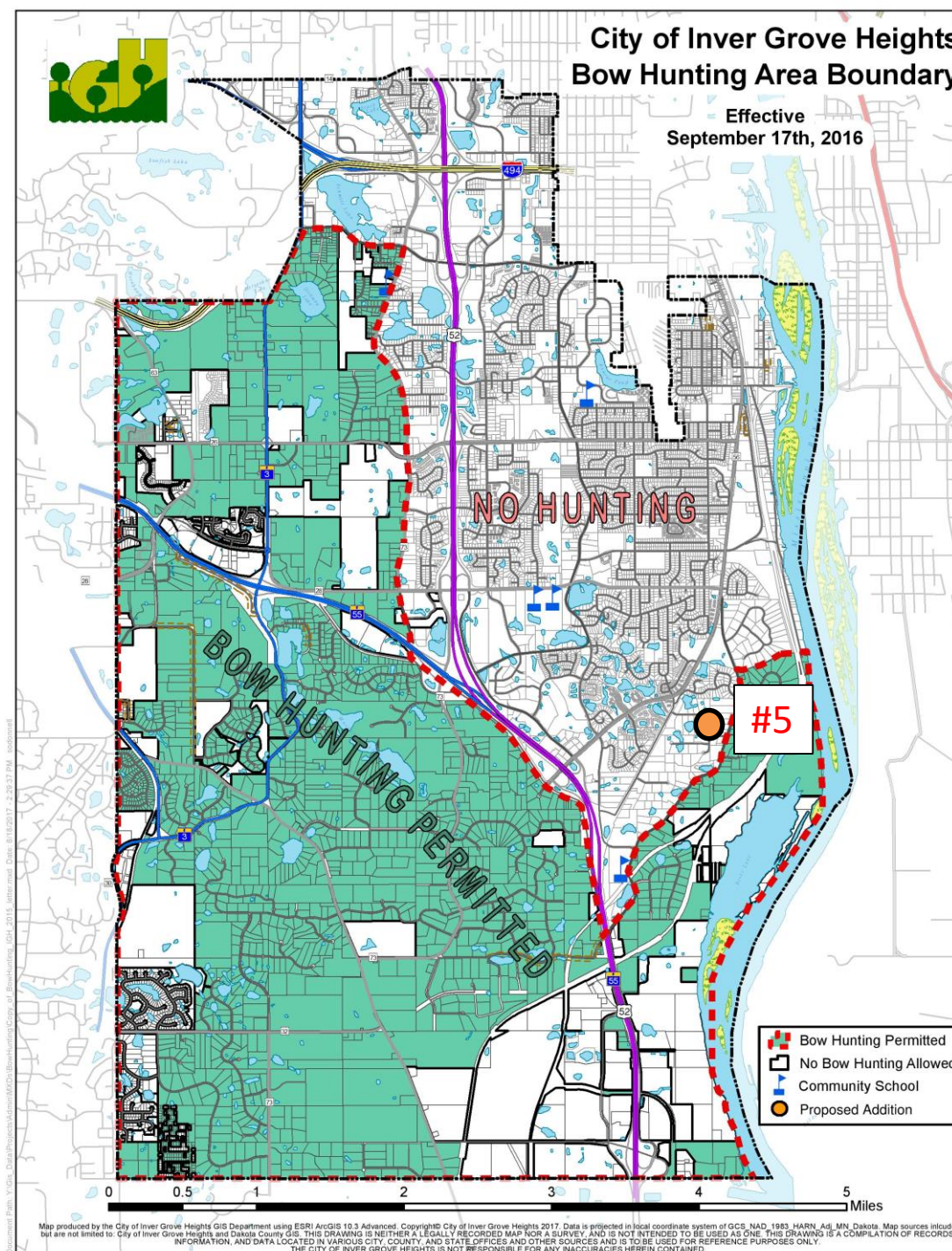
#4 - Jack Sabba – 8357 Delaney Cir

- All first time applicants
- 2.51 – 3.8 acres
- Approval from all adjacent properties
- One non-property owner application

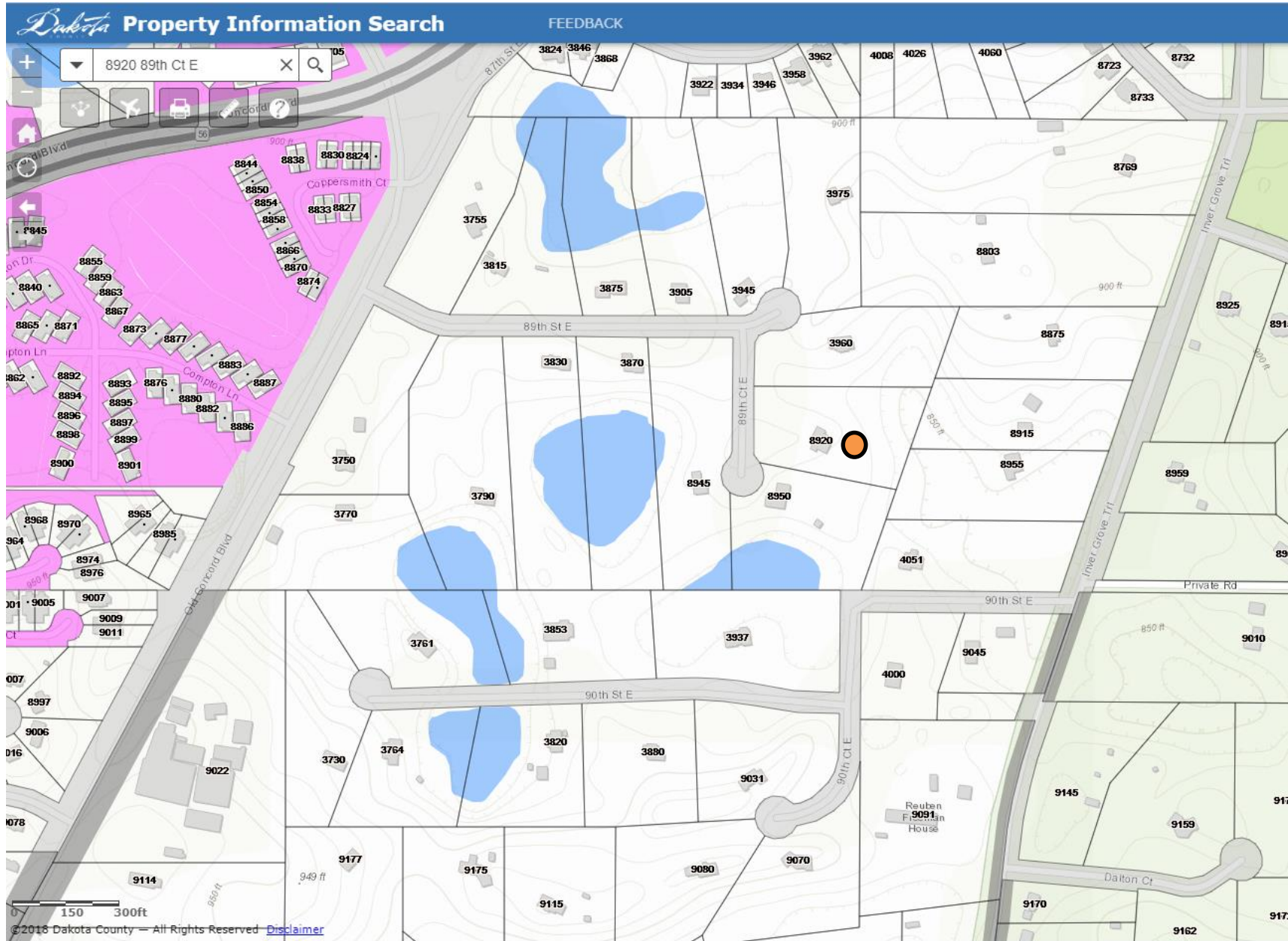


Applicant #5

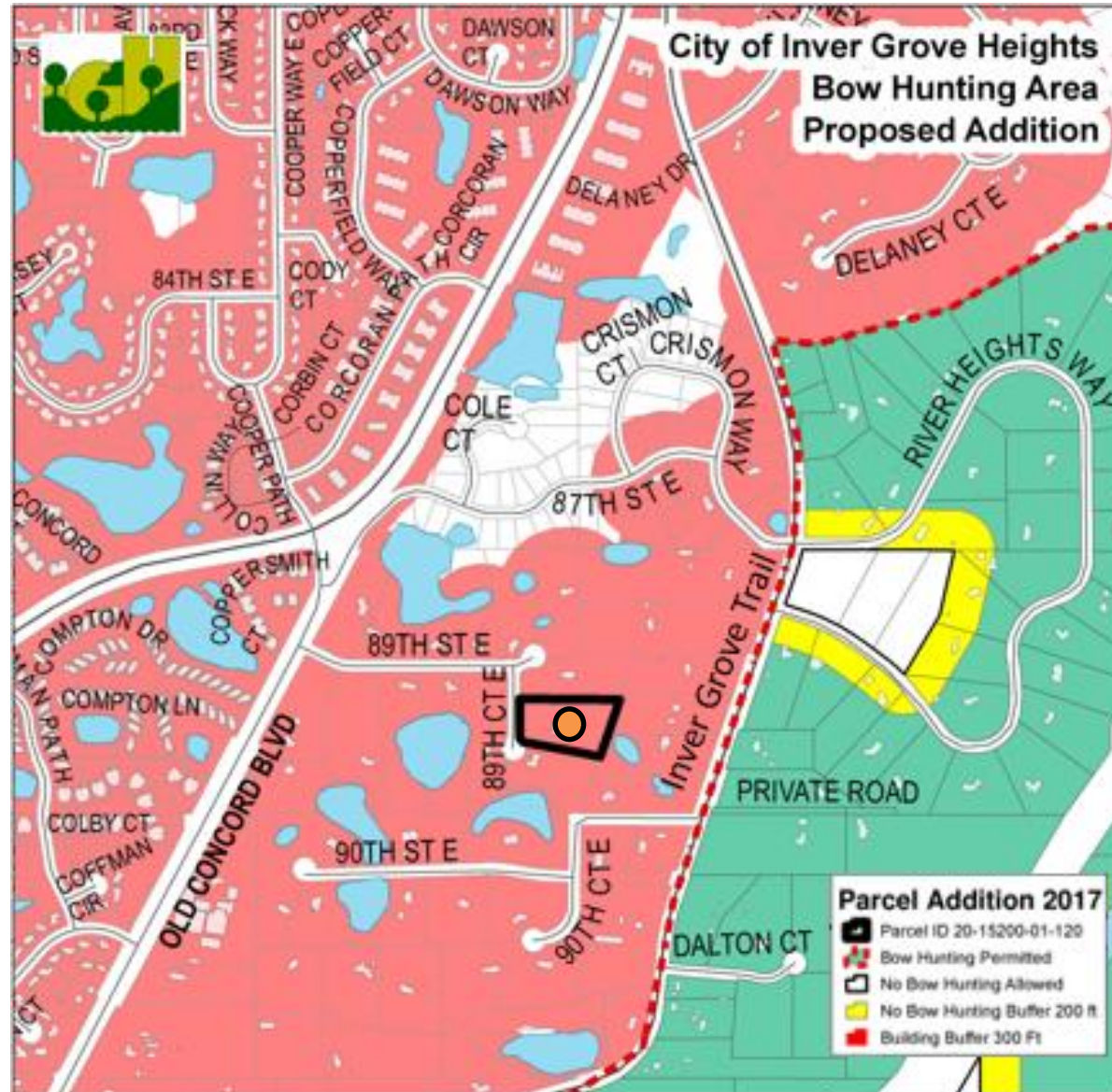
Robert Illetschko
8920 89th Ct E



Applicant #5



Applicant #5: Building Buffer Map



8150 Barbara Ave. Inver Grove Heights, MN 55077 651-
450-2500 www.invergroveheights.org

Applicant #5: Background

Robert Illetschko – 8920 89th Ct E

- Property exception requests approved in 2013-2017
- 2.6 acres
- 4 adjacent properties
 - All approved
- 0 non-property owner hunting requests

