

INVER GROVE HEIGHTS CITY COUNCIL AGENDA

Monday, September 24, 2018

8150 BARBARA AVENUE

7:00 P.M.

1. CALL TO ORDER

2. ROLL CALL

3. PRESENTATIONS

A. CVB Annual Report – Tracy Shimek

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 September 4, 2018 Special Meeting Minutes

ii. Minutes of September 4, 2018 Work Session Meeting Minutes

iii. Minutes of September 10, 2018 City Council Meeting Minutes

B. Resolution Approving Disbursements for Period Ending September 18, 2018

C. Approval of Extension Liquor Permit for Mississippi Pub, 4455 66th Street E.

D. **ADAM FISCHBACH – CASE NO. 18-49V**; Approve a Resolution for a Variance to Allow a Porch addition located 27 feet from Rear Property Line Whereas 30 feet is Required for Property located at 6444 Coryell Court

E. Consider Change Order #3 to Pember Companies Inc. for the Heritage Village Park Dog Park Improvements – Tree Removal

F. Consider Pay Request No 3 – Dasher Board Package – West Rink Renovation Project – City Project 2018-1722

G. Request for Approval of Rental Licenses

H. Consider Approval of the Joint Powers Agreement between the City of Inver Grove Heights and Dakota County for the Pharmaceutical Drug Disposal Program

I. Consider Pay Voucher No. 2 for City Project Nos. 2015-03 – 65th Street Reconstruction, 2017-03 – Watermain Improvements, 65th Street Loop and City Project No. 2017-24 – T.H. 3 Intersection Improvements for 65th Street

J. Consider Pay Voucher No. 4 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

K. Consider Pay Voucher No. 2 for City Project No. 2017-09E – 93rd Street and Abigail Court Area Reconstruction

L. Consider Pay Voucher No. 2 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

M. Consider Resolution Accepting Proposal for Professional Services for Feasibility Study and Final Design for City Project No. 2018-03 – NWA Trunk Watermain Improvements, 65th Street Loop (Phase 4 of 2015-12) from Agate Trail to Future Argenta Trail

- N. Consider a Resolution for Appraiser's Report for Right-of-Way Acquisition for City Project Nos. 2015-03 – 65th Street Reconstruction and 2018-03 – NWA Trunk Watermain Improvements, 65th Street Loop (Phase IV of 2015-12) from Agate Trail to Future Argenta Trail
- O. Consider a Resolution Authorizing Engineering Services for a Feasibility Report and Preliminary Design for City Project No. 2018-15 – 64th Street Outfall Repair
- P. Consider Resolution Accepting Proposal Amendment No. 3 from SRF Consulting Group, Inc. for 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
- Q. Consider Change Order No. 1 for City Project No. 2016-15 – Five Million Gallon Babcock Trail Ground Storage Reservoir Exterior Rehabilitation
- R. Consider a Resolution Receiving the Petition Requesting Street Reconstruction for 55th Street Court and 55th Street and Authorizing the Preparation of a Feasibility Study, City Project No. 2018-09F
- S. Resolution Accepting Professional Engineering Services Proposal from Bolton & Menk, Inc. for City Project No. 2018-09F – 55th Street and 55th Street Court Reconstruction
- T. Consider Third Amendment to Lease – AT & T
- U. Resolution Supporting Recommendation in the June 2018 Dakota County Principal Arterial Study
- V. Consider Hiring Kamish Excavating to Pump and Close the Septic Tank at 9250 Courthouse Blvd
- W. Consider Hiring Carlson Well Drilling, Inc to Seal the Well at 9250 Courthouse Blvd
- X. Personnel Action

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. **CITY OF INVER GROVE HEIGHTS;** Liquor License Alcohol Compliance Check Failures 2018

7. **REGULAR AGENDA:**

I. **POLICE DEPARTMENT:**

A. **CITY OF INVER GROVE HEIGHTS;** Consider a Resolution to Support Response and Case-Handling by the Police Department for Domestic Violence Perpetrated by Police Officers or High-Profile Persons

II. **COMMUNITY DEVELOPMENT:**

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

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



ANNUAL REPORT 2017 DRAFT

Inver Grove Heights CVB

Promoting Inver Grove Heights to tourists and visitors to enhance the community's economic vitality.



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TO OUR STAKEHOLDERS

The Inver Grove Heights CVB complements the economic and community development efforts of the City by attracting visitor spending to the community. The CVB creates and executes a strategic plan to maximize the impact of revenue from lodging tax collected by the community's hotel properties to promote Inver Grove Heights to travelers and tourists. The marketing plan encompasses promotion of the community's amenities, businesses, and events furthering their exposure to a broader audience than they may reach with their own marketing budget. These marketing activities create a comprehensive story that generates awareness of Inver Grove Heights as a worthwhile destination to visit.

Mission

To market and promote Inver Grove Heights to visitors to maintain and stimulate the community's economic vitality.

Vision

To generate measurable lodging tax growth and tourism and hospitality related economic impact for the City of Inver Grove Heights.

Financial Highlights

Since beginning operations in December of 2001, Inver Grove Heights Convention & Visitors Bureau has generated over \$1.3 million in local lodging tax revenue. The CVB experienced modest revenue growth in 2017, which represented the largest amount of revenue in the history of the CVB and exceeded revenue projections by over 20%.

The purpose of the Inver Grove Heights Convention & Visitors Bureau is to market and promote the city as a tourist destination.

2017 Highlights

In 2017 Inver Grove Heights CVB executed a strategic marketing plan focused on optimizing content distribution through digital marketing to reach desired audiences and tell them the story of Inver Grove Heights as a travel destination. The CVB achieved its goals of increasing revenue in the 1st and 4th quarters, added out of home advertising to its strategic portfolio, broadened its advertising footprint to include Manitoba and leveraged co-operative advertising opportunities through Explore Minnesota to increase the buying power of its marketing budget. Working with an event planner and partners from South St. Paul and Eagan the CVB assisted in securing a bid to attract a large-scale ice-skating event to the area in April 2019.

Looking Ahead

As the Board of Directors and staff focus on 2018 and beyond, Inver Grove Heights CVB is excited to expand brand awareness through additional out of home advertising (look for billboards promoting the city on I-94 near Sauk Centre and I-35 near Hinckley), new digital marketing partnerships, and continued leveraging of partnerships through Explore Minnesota and other area destination marketing organizations. We anticipate revenue growth through the addition of a new lodging property in Inver Grove Heights, increased activity from Super Bowl LII and the relocation of Minnesota Viking's training camp. The organization will capitalize on opportunities to increase visitor spending in Inver Grove Heights with the new Vikings' facility adjacent to the city. Arguably, the most exciting development for the CVB will be the launch of a new website in late spring/early summer. The new website will be more visual and enhance the website visitors' experience as they plan their trip to Inver Grove Heights.

A black ink handwritten signature, likely of Jeff Hall, consisting of several fluid, overlapping strokes.

Jeff Hall
Chairman of the Board

A purple ink handwritten signature, likely of Tracy Shimek, featuring a stylized 'T' and 'S'.

Tracy Shimek
Director

FINANCIAL SUMMARY

2017 was a strong year in terms of lodging tax revenue (LTR) for the Inver Grove Heights CVB:

- Achieved goal of generating overall increased LTR in the 1st and 4th quarters
- Strong Q1 growth of 27%.
- Year over year growth was modest at 4%
- 7 out of 12 months experienced increased year over year LTR
- Exceeded revenue projections by 20%

Overall the financial position of the CVB remains solid with a reserve balance that allows exploration of creative new ways to attract visitors, strengthening assets that further the mission of the organization such as the development of a new website, while affording the ability to maintain normal operations should an economic downturn or other financial hardships emerge.



FINANCIAL STATEMENTS

IGH CVB Fund Balance Statement as of 12/31/2017

- Total Assets: \$173,021
- Total Liabilities: \$15,279.14
- Total Beginning Equity \$145,952
- Total Revenue: \$143,518
- Total Expenses: \$131,728
- 2017 Budget Deficit/Surplus \$11,790
- Total Liabilities, Equity and Current Surplus (Deficit) \$173,021

2017 Budget vs. Actual

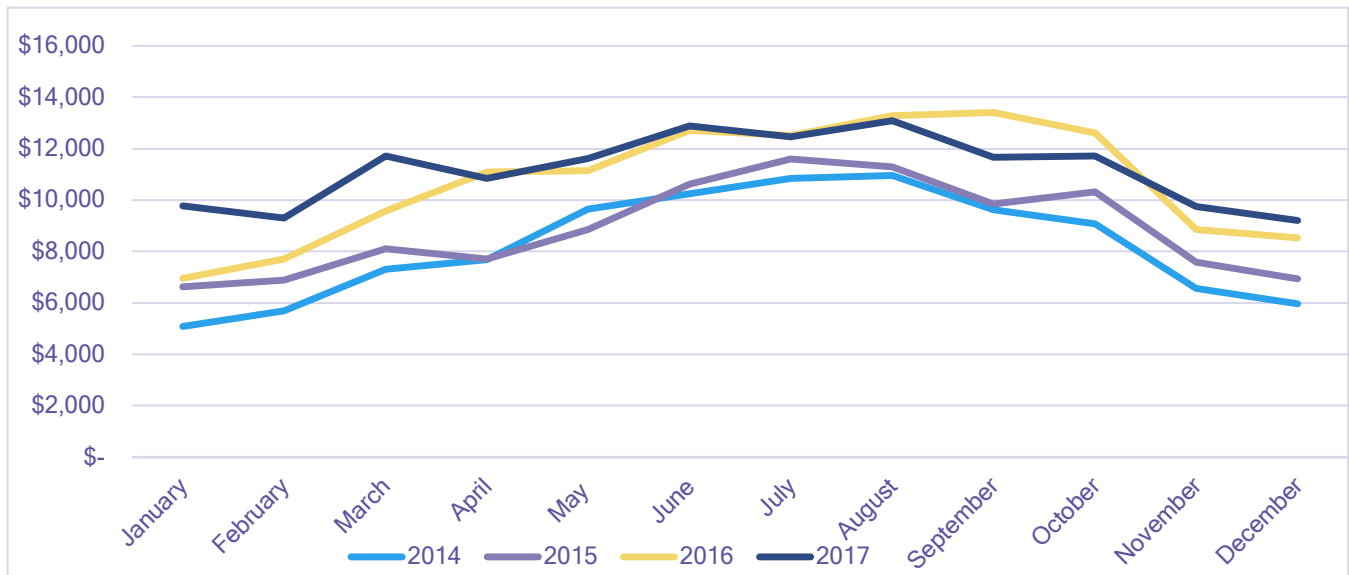
DESCRIPTION	2017 Budget	2017 Actual	2016 Actual
Lodging Tax Revenue Total	\$111,000	\$133,979	\$128,367
Total Revenue (Incl. Grants, misc.)	\$119,100	\$143,518	\$138,526
Total Expenses	\$134,100	\$131,728	\$117,311
CVB Fund Annual Surplus (Deficit) Total	(\$15,000)	\$11,790	\$21,215

Annual Lodging Tax Budget & Annual Lodging Tax Revenue Comparison

DESCRIPTION	2017	2016	2015
Lodging Tax Revenue Generated	\$133,979	\$128,367	\$106,361
Lodging Tax Revenue Budget Projection	\$111,000	\$111,535	\$90,000
Comparison	4.3% over 2016 LTR 20.7% over LTR Budget	20.7% over 2015 LTR 15% over LTR Budget	15.4% over 2014 LTR 18% over LTR Budget
Total LTR 12/2001-12/2017	\$1,362,657		

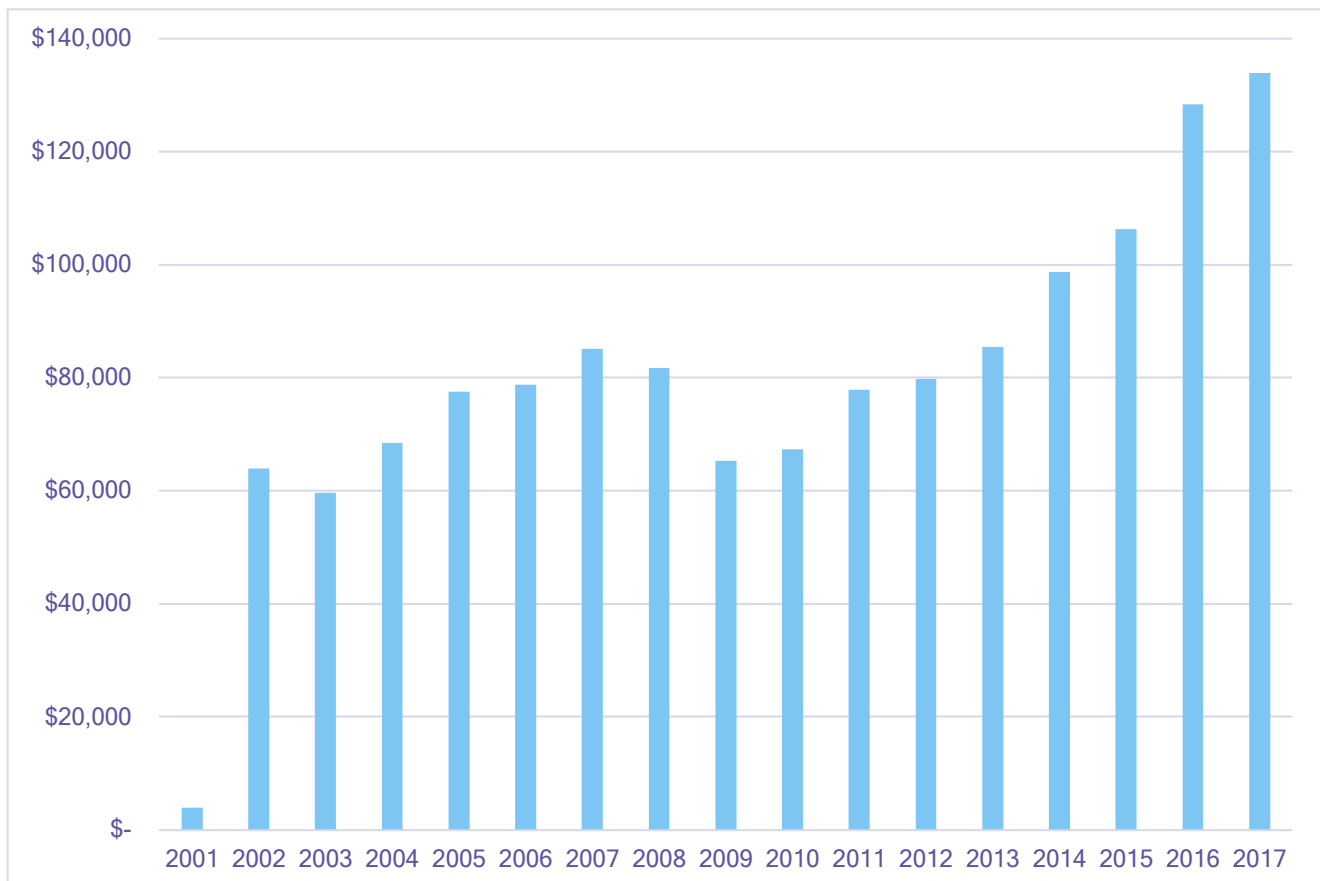
Lodging Tax Revenue by Month

2014-2017



Annual Lodging Tax Revenue

2001-2017



ECONOMIC IMPACT OF TOURISM

Annually travel and tourism in Minnesota generates:¹



Metro Area Impact

172,262 private sector jobs | \$10.2 billion in gross sales | \$669 million in state sales tax

Dakota County

- \$895 million in gross sales
- 18,543 private sector jobs
- \$59 million in state sales tax

Spending by Sector

- Food 24%
- Lodging 21%
- Retail 17%
- Transportation 16%
- Recreation 16%
- Second homes 6%

Dakota County generates the 3rd highest gross sales in tourism spending in the state behind only Hennepin and Ramsey Counties.

Impact of State Tourism Advertising²

- 3.3 million Minnesota trips
- \$383.9 million in additional traveler spending \$36.9 million direct state & local taxes
- 2.3 million additional intended trips in next 12 months
- \$92 to \$1 traveler spending ad ROI
- \$9 to \$1 state & local tax return ad ROI

¹ Data from Explore Minnesota Tourism's *Tourism and the Economy 2018 Fact Sheet*, retrieved from: <http://www.exploreminnesota.com/industry-minnesota/research-reports/researchdetails/?nid=135>

² Impacts of Explore Minnesota's spring/summer 2016 advertising. Longwoods International *Minnesota 2017 Advertising ROI Research Preliminary Results*. Retrieved from <http://www.exploreminnesota.com/industry-minnesota/research-reports/researchdetails/?nid=1660>

ECONOMIC IMPACT OF TOURISM

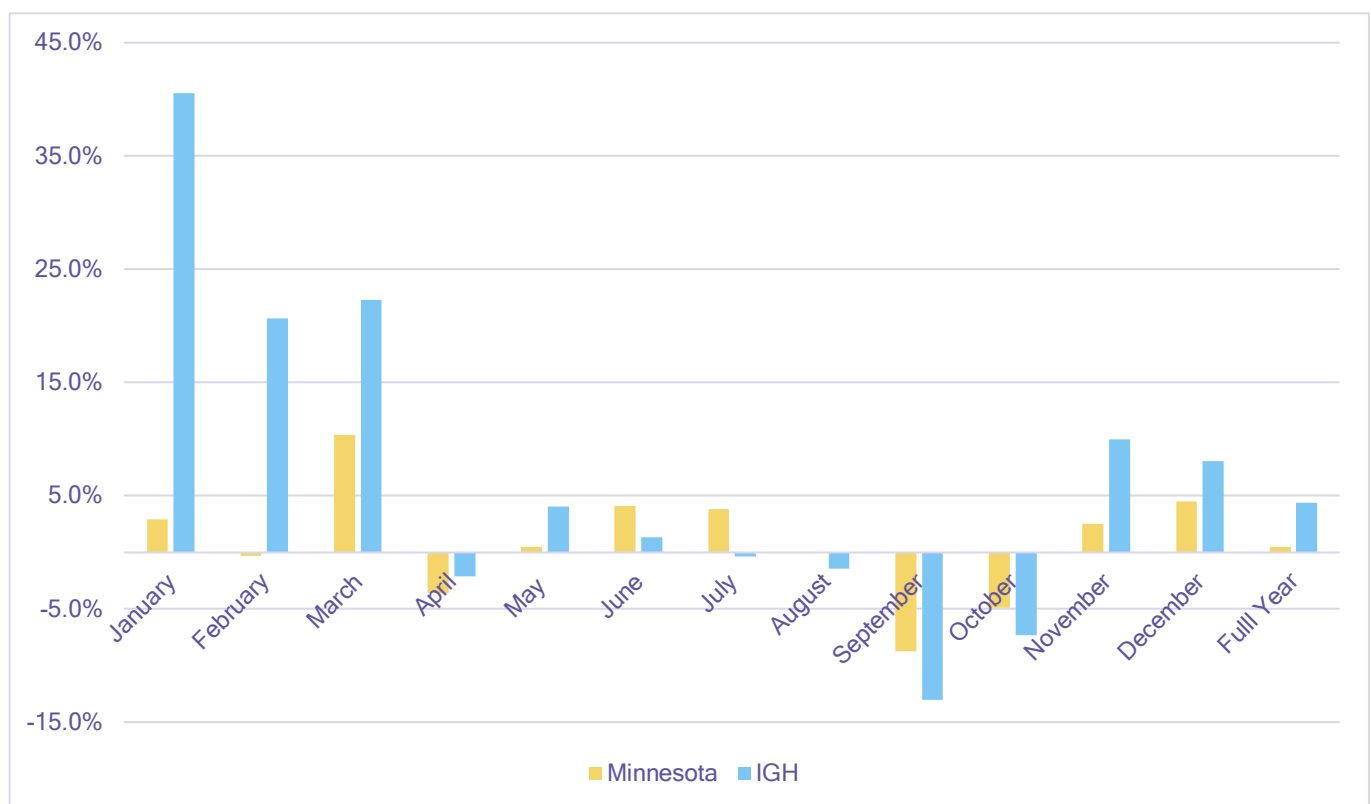
In Inver Grove Heights

In 2017 visitors to Inver Grove Heights generated:

- Nearly \$134,000 in lodging tax revenue
- An estimated \$6.7 million in lodging revenues
- An estimated \$31.9 million in visitor spending in the community³

2017 Annual Lodging Tax Revenue Change⁴

Lodging Industry Performance Inver Grove Heights vs. Minnesota
Percent change in revenue for each month comparing to same month of 2016



³ Estimate based on typical visitor spending of 21% on lodging and 79% in other sectors

⁴ State information: Explore Minnesota's Month-by-Month Lodging Performance for Minnesota. Retrieved from: <http://www.exploreminnesota.com/industry-minnesota/research-reports/researchdetails/?nid=1630>. IGH data based on changes in lodging tax revenue.

2017 MARKETING & ADVERTISING

Marketing Strategy

Strategic marketing and advertising objectives for 2017 included increasing incremental weekend leisure travel in the first and fourth quarters and content enhancement for VisitIGH.com. The marketing campaign included digital display advertising, sweepstakes, print advertisements and social media with a primary demographic target of women age 25-54 and a regional focus including greater Minnesota, Wisconsin, Illinois, North Dakota, South Dakota, Iowa and Winnipeg. Content enhancement included staff generated articles highlighting local and regional activities for Inver Grove Heights and listing of local events on VisitIGH.com.

Digital strategy included native advertising, banner ads, geo-fencing and digital retargeting through a media vendor, AdTaxi a division of Media News Group, parent company of Pioneer Press. The scope of this campaign was enhanced through additional funding from the Explore Minnesota Tourism advertising grant program. Through the Explore Minnesota Metro Committee (MSPVacations.com), the CVB was able to increase its digital exposure through the committee's regionally focused campaign targeting the Dakotas and Iowa, the committee's newly created stand-alone website and through discounted pricing available to committee for digital retargeting through marketing firm Take 5 Media. Additionally, the CVB partnered with the Xcel Energy Center to promote IGH hotels to people attending events at their venue.

In anticipation of the excitement of hosting Super Bowl LII and the Vikings relocating their headquarters to Eagan, the CVB purchased ad space in the 2017 Viking's Yearbook, which was available for sale in newsstands and during Vikings home games at US Bank Stadium. Additional print marketing included advertising in the South Metro Living Guide, River Heights area map and a revamped visitors guide.

Through cooperative advertising opportunities the CVB expanded its marketing tactics to include out of home advertising in Winnipeg to increase brand awareness through digital billboard displays. The CVB also utilized cooperative advertising opportunities to participate in a Facebook sweepstakes promoted through Explore Minnesota and Pioneer Press. Additionally, Explore Minnesota invited IGH CVB to participate in their fall HikeMN sweepstakes promotion. Additional sweepstakes promotions included a State Fair hotel package and a Minnesota Wild vs. Winnipeg Jets hotel package.

Locally, the CVB continued a dasher board sponsorship of Inver Grove Heights Hockey Association, promoting Inver Grove Heights' hotels as 'guest bedrooms' for visitors of local residents. The CVB also provided a sponsorship of the IGH Parks and Recreation Light up the Heights holiday light contest.



Visitors Guide

Printed and distributed 3500 guides through state Travel Information Centers (typically located at rest stops) as well as requests through Explore Minnesota Tourism and VisitIGH.com.

The guide includes listings for local and regional attractions, shopping and an Inver Grove Heights dining guide.

2017 Vikings Yearbook

Half page ad in the 2017 Vikings Yearbook
350,000-400,000 printed

Sold at Vikings home games and newsstands in the region

CLOSER TO THE ACTION...

Located only five minutes away from the home team's new headquarters and practice facilities, and 20 minutes from the new stadium, Inver Grove Heights is closer than you think!

To request your free visitors guide, and learn more about our hotels, restaurants, attractions and events check out www.visitigh.com.

visit igh
Inver Grove Heights CVB
(651) 451-2266 or (800) 584-4281
www.visitigh.com

2017 Creatives

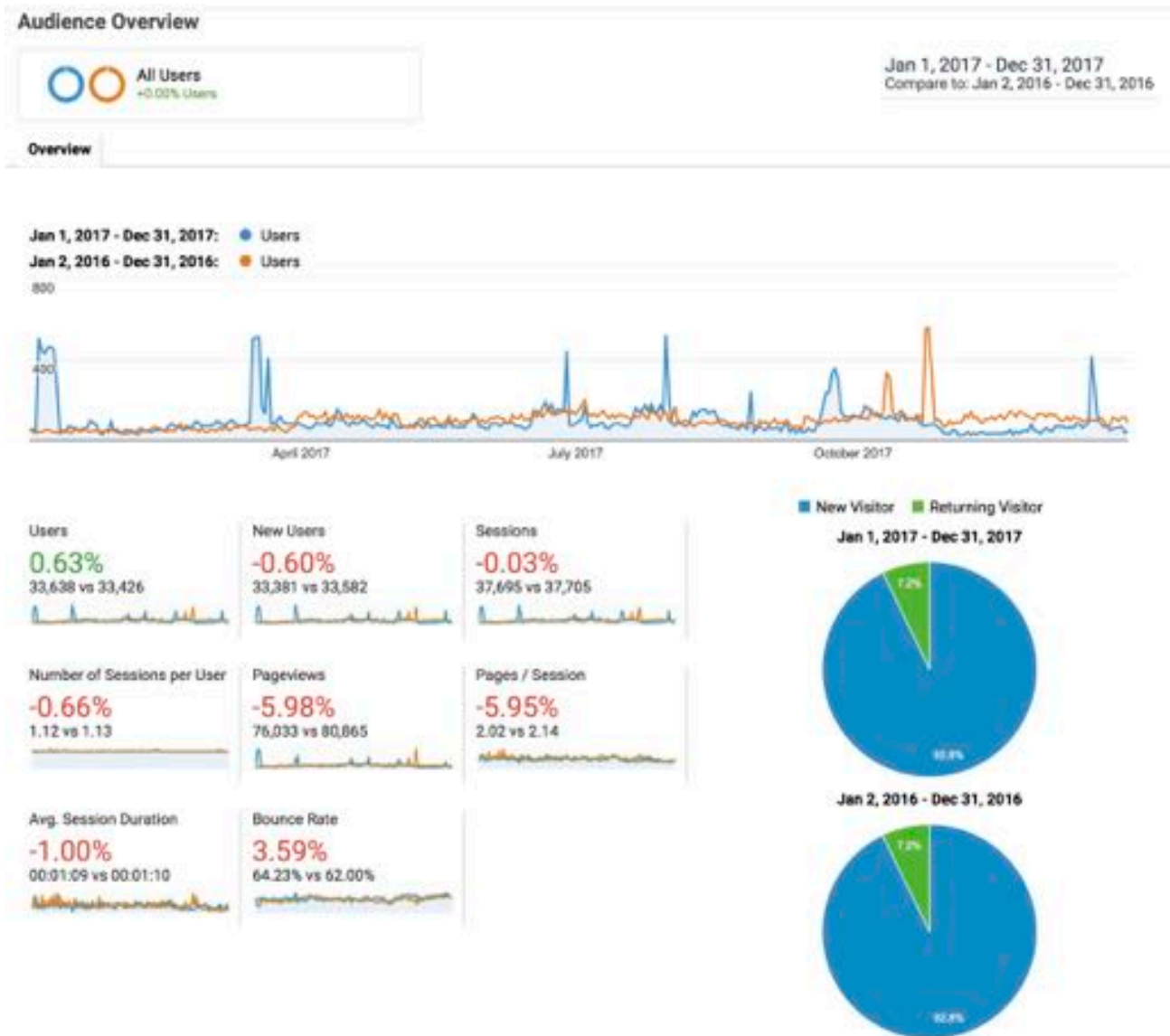


2017 Content Highlights

- Spring Break fun in the Twin Cities & Inver Grove Heights
- Golfing in the Grove
- A Mighty Good Time on the Mighty Mississippi
- 25 Memorial Day Activities in Inver Grove Heights & the Twin Cities
- An Activity a Day Keeps the Boredom Away (June, July & August)
- Plan your 2017 Minnesota State Fair Visit
- Friend-Cation in the Twin Cities & Inver Grove Heights
- Best Spots for Fall Color in Inver Grove Heights
- Unique Holiday Shopping in the Twin Cities & Inver Grove Heights

VisitIGH.com

Website traffic remained relatively unchanged year over year. Spikes in traffic tended to coincide with digital marketing deployments.



2017 Top 10 Visit Pages

1. Twin Cities Area Wineries
2. Zoos & Aquariums in the Twin Cities
3. Great Stay Packages
4. Friend-Cation in the Twin Cities & Inver Grove Heights
5. The Grove
6. Blog
7. Homepage
8. Dining
9. An Activity a Day Keeps the Boredom Away - July
10. Swing Bridge

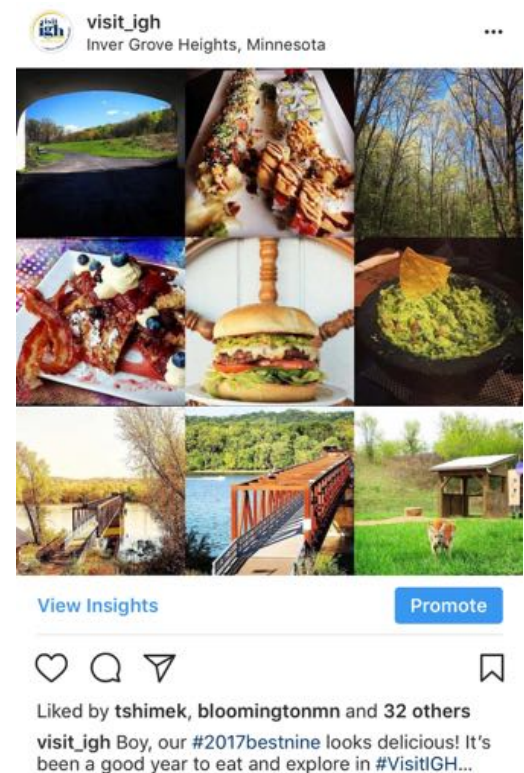
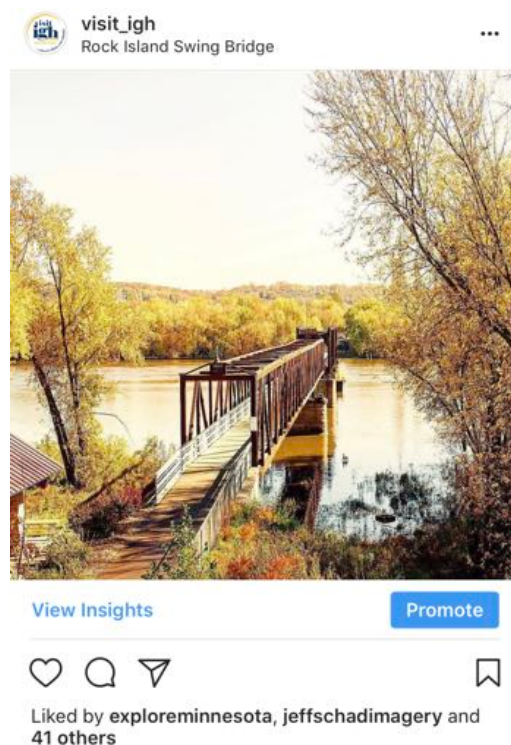
Social Media

VisitIGH focused social media efforts on growing engagement on Facebook and Instagram, with excellent results. Social media strategy included paid and unpaid posts, sweepstakes and promotion of local and regional events.



Facebook: in 2017 page likes increased by 9.4% to 2,620. The most engaging unpaid post received over 6,700 impressions, 534 clicks and 84 reactions. The most engaging paid post received over 18,000 impressions, 1,420 clicks and 154 reactions.

Instagram: Visit_IGH followers have increased by 100% to over 300 followers. #VisitIGH is gaining traction in developing user generated content with over 145 posts tagged with the CVB's hashtag in 2017 (in addition to Visit_IGH's own posts).



LOOKING AHEAD

2018 Goals & Objectives

In 2018 the CVB looks forward to broadening its digital reach through the launch of a new website which will serve to both attract new visitors to the area and as a planning tool for visitors while they are in the area. The CVB's strategic objectives continue to increase weekend leisure travel in the first and fourth quarters through targeted digital advertising campaigns. The CVB works to increase brand awareness throughout the region with out of home advertising and social media campaigns. Additionally, the CVB looks forward to leveraging the community's proximity to the new Minnesota Vikings' headquarters at Twin Cities Orthopedics Performance Center to attract visitors spending at area restaurants, attractions, retail establishments and lodging properties. The CVB looks forward to leveraging partnerships both within the tourism industry, with event planners and community partners to attract new travelers to Inver Grove Heights.

Inver Grove Heights CVB Board of Directors

The Inver Grove Heights CVB Board of Directors includes seven seats representing Inver Grove Heights hotels, local restaurants and businesses, an area attraction and the City of Inver Grove Heights.

- Chairman: Jeff Hall, Holiday Inn Express
- Vice Chair: Don Heikkila, Microtel Inn & Suites
- Treasurer: Joe Harms, Mississippi Pub
- Board Member: Carrie Isaacson, City of Inver Grove Heights
- Board Member: Jodie Miller, Town Square Television
- Board Member: Brett Rose, AmericInn Hotel & Suites
- Board Member: Samantha Sommers, Mall of America
- Director: Tracy Shimek, Inver Grove Heights CVB (non-voting staff member)

Contact Information & Social Media

Inver Grove Heights CVB
5782 Blackshire Path
Inver Grove Heights, MN 55076
651-451-2266 | 800-584-4281
www.VisitIGH.com

#VisitIGH

Instagram: @Visit_IGH
Twitter: @VisitIGH
Facebook: @VisitIGH
YouTube: /VisitIGH
Pinterest: /VisitIGH



**INVER GROVE HEIGHTS CITY COUNCIL WORK SESSION
TUESDAY, SEPTEMBER, 4, 2018 7:00 PM - 8150 BARBARA AVENUE**

A. CALL TO ORDER: The City Council of Inver Grove Heights met in Work Session on Tuesday, September 4, 2018, in the Inver Grove Heights City Hall EOC Room - Downstairs. Mayor George Tourville called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

Roll Call: Present were Mayor Tourville; Councilmembers Bartholomew, Perry, Piekarski Krech, and Hark.

Staff: City Administrator Joe Lynch, Community Development Director Janice Gundlach, Police Chief Paul Schnell, Attorney Angela Amann from LeVander, Gillen, and Miller, Fire Chief Judy Thill, Parks and Recreation Director Eric Carlson, Finance Director Kristi Smith, Public Works Director Scott Thureen, and City Clerk Michelle Tesser.

Absent: City Attorney Tim Kuntz, Recording Clerk Sheri Yourczek.

1) 2019 Budget

City Administrator Joe Lynch stated that Council will be setting the preliminary levy at the City Council meeting taking place on Monday, September 10th. He stated that they would like direction on the dollar amount which would result in tax breaks so that they can move forward with both of those numbers.

Finance Director Kristi Smith referenced their packets and stated that the first handout, 2019 Budgeted Benefitted Positions by Department, is in a slightly different format than in the past. Previously, it only contained positions included in the base budget but now includes information in the budget plus additions. She stated there is a change within the Police Department for the position of Property Evidence Technician. She stated it's in the 2018 budget as a part-time non-benefitted position. She stated that the Fire Inspector position would be new in 2019 but has been removed due to discussions with the budget committee and Fire Captains. She stated that there is one new addition of a Utilities Maintenance Worker under Water/Sewer Utilities, and the technology manager also has a request for a Network Specialist, which would be new in 2019.

She reported that the next handout contains non-benefitted positions that include number of hours, title of the position, department and the name of the fund. She pointed out that there has been a reduction in a temporary Office Support position, which has been moved from a non-benefitted position to a benefitted position.

She stated that there is an updated list of General Fund department requested editions in addition to a proposed budget in its entirety. She commented that they can replace their old budget packets with this new information.

She reported that there are three proposed Resolutions scheduled for the Preliminary Budget approval on the September 10, 2018 City Council meeting. The Resolutions are as follows:

- The first Resolution is the expenditures and the proposed budgets for 2019 for each prepared budget.
- The second Resolution is for the proposed tax levy for the General Fund and the Debt Service Funds.
- The third Resolution is for the Stormwater Special Taxing District Levels.

She continued that the list will not be changed but that anything removed has a strike through it so that the Council knows what the changes are. The total is for \$573,000, which is the base budget with additions.

Councilmember Bartholomew asked about the Pavement Management Plan and if the proposed amount of \$250,000 was adequate. He commented that based off the franchise fees collected they are doing very well at this point. Public Works Director Scott Thureen responded that the amount for the overall systems need will make a huge difference and that the investigation of our streets show that we need this evaluation.

Councilmember Bartholomew asked if the evaluation would help guide the City on the dollar amount. Public Works Director Thureen responded that it would help prioritize and determine the needs.

Councilmember Bartholomew expressed his concern and hesitancy with the franchise fees because they needed to include road improvements. He commented that the Council agreed that \$500,000 would be done annually and continuously. He asked Finance Director Smith if she knew the amount received from the franchise fees. Finance Director Smith responded that they had received the fees and that the amount was just shy of \$500,000.

Public Works Director Thureen stated that once they get that information, they will take a step back and look at the global review of the system. He stated that this information will help slide some projects into other categories. There would be additional costs, but in reality, streets last for 25 to 30 years and that a vast majority will benefit from that life cycle.

Finance Director Smith confirmed that the \$250,000 is an addition to the current amount already set aside for this management piece.

She went over comparables and budgets with additions. She stated that City-wide levies for operating the general tax levy and the debt levy pieces would be a percentage increase of 12.46% to the levy amount, which equates to just over \$2.6 million in net taxes. Tax capacity is 5.51% and the tax levy dollar increase is 5.75%.

City Administrator Lynch clarified that the tax levy rate increase is compounded by taxable market value increases of 8% for 2019. Tax is at 5.75%, and the tax levy is 12.46%.

Finance Director Smith stated that the market value went up 7.4% and that \$2.6 million is the total new increase to the budget.

Councilmember Bartholomew asked for an update on new homes and new businesses. City Administrator Lynch responded that the information comes from the Community Development Department in their monthly update. He stated that he would get that information to them in the future.

Councilmember Bartholomew commented that the information is important for residents to know why they increase taxes.

Mayor Tourville stated that taxes are divided 1/3 by the City, School and County, and even by the Mosquito Control Agency.

Councilmember Bartholomew stated that was an important point made by the Mayor. It's not just the City, but the School District and the County.

Finance Director Smith continued with additional information included in their packets pertaining to Fund Balances and Cash Balances. She stated that the Fund Balance Policy with base budget only is at 40.5% and the base budget plus additions would be just under 40% at 39.5%, assuming there is no surplus or use of funds for 2018. She stated that she does not recommend the use of the fund balance as the percentages do not allow for it, and because the use of the fund balance is not a sustainable long-term source. She stated that as long as they have a surplus at the end of the year that would push them closer to the 40.

Councilmember Hark asked if it affected the Bond rating to be under 40. Finance Director Smith responded that they would have to ask if they would do anything in regards to that. She commented if we are sitting at about a 40 she doesn't recommend doing anything as they are currently sitting at 39.5. If it were to drop lower, the Bond rating would ask what measures are in place to get it back to that point within the policy.

Mayor Tourville stated that the Bond rating is a huge deal and that having a high rating saves taxpayers thousands of dollars.

Finance Director Smith stated that the rating was upgraded in the December 2017 issue and that Standard and Poor provided seven bullet points as to how they based their criteria and designate a ranking. She stated that one of the conversations that we had with Standard and Poor was that we would have a Debt Management Policy in place before going out for another bond issue. Included in the packet is a proposed Debt Management Policy which is based on best practices and that the biggest section has the most impact would be in the last paragraph of the Policy that speaks about self-imposed limitations on the amount of debt. This was regarding whether we want to limit the amount of the levy related to debt. She commented that she has plugged a 15% figure in there as an example, but that the Council can decide what percentage to use. She stated that if they limit it to 15%, assuming the Fire Station moves forward, it would put constraints for future construction and that there could be issues with the Capital Improvement Plan. That could also put constraints on how much debt we would be able to issue in regards to the Public Works Facility, which is also in the Capital Improvement Plan.

Mayor Tourville stated that they would have to have a plan in place to do street infrastructure and the public works building. He commented that it wasn't that we can't do these things, but that we will have to be careful going forward.

Finance Director Smith stated that they would be limited as to how much debt they would be able to issue and still remain in compliance with the Policy.

Mayor Tourville commended the Staff and the City Council and stated that Inver Grove Heights is in the Top 10 as being one of the healthiest Cities in the State of Minnesota.

Councilmember Bartholomew questioned the adjusted debt levy amount and asked what the difference was. Finance Director Smith explained in detail the amount of the net impact on each of the debt issues. The debt levy amount would be \$640,000.

Mayor Tourville commented that it looks like the businesses have received a better tax break than residents. The public can go online and look at this information if interested. Finance Director Smith commented that if the public wanted to look at the information that we are discussing, the mean and median amount for residential value is located on Exhibit G within the packets.

City Administrator Lynch stated that the Commercial property values were not released two years ago in regards to what was occurring within the County.

Councilmember Piekarski Krech commented that she felt that Staff took out additions that were important to the City Council. She questioned the staffing analysis and was concerned with cutting out some of the Fire portions.

Finance Director Smith responded that the Fire Service staffing analysis was something that they had done for the Fire Department. They felt it was in their best interest to show the need for the positions that were requested and look forward to what the staffing structure might be over the next several years.

Councilmember Piekarski Krech suggested they look around and see what is happening in neighboring Communities. She commented that she would rather put money into Staff. She stated that they didn't do a staff analysis for the Police Department and that department was able to make organizational changes. The City also didn't do a staff analysis on other departments for additional positions, including the Communication position. She commented that it is a waste of money.

City Administrator Lynch responded that our neighboring Communities of Eagan and the South Metro have completed a Fire Service analysis. He stated that the direction is where the Fire Service is headed. It's not as much of a staffing analysis but more of a Fire Service analysis. He stated that those studies costs were between \$35,000 to \$50,000.

City Administrator Lynch summarized the budget and stated that a 5.75% amount was the range the Council was interested in exploring, which is a \$68.00 cut from the number that has been proposed. The Resolution tonight reflects the 5.75% increase. He stated that the new budget request initially came in at more than \$900,000 so they spoke with each department head and discussed what cuts could be made to keep the monies near that amount at a percentage of between 3.5% and 5.75%. He stated that \$415,000 for the Fire Station Staff additions would have to be cut out of the budget or the budget would have to be increased to a higher levy amount. He stated that if they wanted to set the levy at a 3.5% rate increase, they would have to find \$450,000 to cut. He stated that they will continue to do budgeting work through November to get to the numbers that the Council is more comfortable with.

Councilmember Bartholomew stated that the base budget plus additions was looking at a tax rate increase of 10.84%. The 5.75% would give them more available dollars.

Councilmember Hark commented that they can come down with the levy but they can't go up.

Councilmember Perry commented that they had just heard from Fire Chief Thill that they are looking for more Fire Fighters and if we don't add the Captains, then they would have to increase the number of required hours that the paid on-call Fire Fighters would have to do. They may have to bump up the number of hours from 28 to possibly 32. She commented that she felt the Captains were a critical piece to the Fire Department and that it would be easier to cut the Police Department's Property Evidence Tech position and the \$50,000 analysis.

Mayor Tourville stated that they need to decide what the levy limit is going to be. He commented that we do not want to red line right now and pit departments against each other. He suggested taking a look at setting the levy limit at 6%. He stated that there are Cities around us that are going to Full-time Fire Departments.

Councilmember Bartholomew asked what the difference would be from 5.75% to 6%.

Councilmember Piekarski Krech suggested that Finance Director Smith run the numbers prior to Monday's Council meeting and give them figures based on the various percentages.

Mayor Tourville suggested percentages such as 4%, 4.75%, 5.5%, 6%, 6.25% and 6.5%. Then they can give them what they need to put into the final document.

Councilmember Bartholomew stated that we need to be at the ceiling before we cut down the budget additions.

Mayor Tourville stated that once that is set they will need to look at the information from the revised addition sheet of items and priorities.

Finance Director Smith was directed to update the Debt Management Policy after the CIP Plan is finalized. She stated that this needed to be done before a Bond is requested. She suggested leaving the Draft as it is for now, then see how the Capital Improvement Plan plays out and what they have for Bond issues and where the levy amount will end up. She commented that as long as this happens before they do the Bond issue it should be fine.

City Administrator Lynch stated that if there are any changes they need to get them to the County by the end of September. He commented that the media issue has been confusing, but that they need to remember what is set on Monday goes into the tax statements that comes out in November by the media.

The Council discussed the budget and the importance of communication and suggested that the message be clear and understandable for everyone.

2. Excessive Consumption of City Services and Noise and Large Assembly Ordinance Review

Police Chief Paul Schnell stated that they will be discussing a concept to an Ordinance regarding the excessive consumption of City services. There are two components to this topic, the first is the concept around excessive consumption and then the draft language of noise and large assembly.

He stated that it becomes an issue of fairness when property owners are paying for the excessive consumption of services. There are a number of properties across the City where there is an inordinate amount of resources invested by Staff across numerous departments. He stated that there is list of properties that they will give more emphasis to. They will coordinate with all departments to get those properties to comply and then enforce and act. He stated that the Gore property is an example of the tremendous amount of time they spend on these challenging cases.

He stated that there are two elements to the excessive consumption concept, the first being the excessive consumption of City services that focuses on issues of inspections. This includes the number of times they have to go out and respond to a complaint, do an inspection, and then afterwards they have to continually re-inspect. He stated that the City Council can decide on the exact number, for example they would have four inspections, including re-inspections, in a 12-month period for a given problem. This would not be related to building a garage, or work on their property from a Permit standpoint. This is for inspections on not maintaining the property related to public health or safety hazards. He stated that if this is put in place and they hit the number four mark, the City departments would begin to track all the time invested into bringing the properties into compliance.

Councilmember Hark asked if they would begin tracking at the fifth complaint. Police Chief Schnell responded that they would start at number five. After four, it would trigger this process in a rolling 12-month period of time instead of a calendar year. This would allow them to be able to track all the costs associated with bringing the property into compliance, and to be able to track and toll the cost which then gets billed to the property owner. If that is not paid, it could be certified back to the County with the collection on their taxes as an assessment.

He stated that the second element would be to compare the information with other departments. These types of properties tend to have high numbers of Police calls, but there are also some cases where there are people who suffer from medical issues that have code and property issues as well. He stated that this Ordinance would create an inspection element for excessive consumption and a user charge for the excessive consumption of Police services. This would not be used for families with children with mental illness or domestic violence related calls, as those do not meet the nuisance requirement that has been established in the city code. It focuses on the owners of the activities that are occurring at the property. He stated that this could also be used for costs associated with larger parties and that it could be tracked and assessed back to the property owner.

He stated that this was just a concept. If this was something that they wanted to pursue further, he could bring back a draft model Ordinance for the City Council to look at and review legally before they begin the process of first reading, second reading, etc.

City Administrator Lynch went over an example of a nuisance property and how the excess consumption inspection would work. For example, they get a complaint about a property, they go to investigate and see a nuisance violation, they notify the owner who has a noted amount of time to address the issue. After a time, they would go out and re-inspect and then perhaps notice that they didn't take care of the problem. He stated that they would go through the Court system to get them to comply and give the owner a chance to clean up. They would have to re-inspect and if it still is not in compliance, they would go back to the Court system. He stated that sometimes they are fined and

sometimes they are not. They go out and re-inspect the property again, etc. He stated that this is just an example of how they can get to the same property multiple times. There are several of these within the system.

Councilmember Hark asked about the fifth, sixth, and seventh instances, and the costs that could be associated with them. He asked how other Cities charge for this. Police Chief Schnell responded that they would have to reflect actual costs. They must have adequate documentation to back-up the assessment costs.

City Administrator Lynch stated that whenever they codify fees, they have to modify the Ordinance and go through the three-reading process. They would like an opportunity in situations like these to not be a part of codification.

Mayor Tourville stated that individual departments need to communicate with each other better and that software should be shared. He commented that this shouldn't be cumbersome. Police Chief Schnell agreed that it needed to be communicated through all departments.

Community Development Director Gundlach discussed the two sections of the noise amendment. The first is expanding upon what a public nuisance is defined as. She stated that there are two sections where this Code is addressed and that the goal is to make those two sections connect and reference each other. She stated that the Ordinance defines noise as a nuisance when it exceeds the requirements from the PCA. She described the differences between the PCA and what is in the current Code. She stated that changing this will clearly define a noisy event that creates a nuisance and has an audible sound above conversational speech at a distance of 50 feet. She stated that they also expanded on domestic power equipment and construction demolition equipment and defined the hours of operation stating that you cannot do those events during the hours of operation as follows:

- 10:00 p.m. – 7:00 a.m. during the week days.
- 9:00 p.m. – 9:00 a.m. during the weekend and Holidays.

Councilmember Piekarski Krech felt those hours could be a problem during the summer as some people are out there early, at 7:00 a.m., cutting the grass. She felt 7:00 a.m. was a reasonable start time.

Mayor Tourville questioned if a lawnmower would be included in the category of equipment.

Community Development Director Gundlach went over the exemptions drafted in the Ordinance stating that City snowplowing equipment would be exempt as well as Police and Fire vehicles responding to emergencies.

City Clerk Michelle Tesser stated that she has received a lot of complaint calls for garbage truck pickup times and for when Solicitors can come door to door. She stated that the times selected for the noise ordinance need to be consistent throughout the city code including garbage pickups and solicitors. She stated that another example that should be addresses is when the city council extends times for contractors. She gave an example of the City Council extending drilling in the northwest area in the past.

Community Development Director Gundlach stated that there was an exception in there for special public infrastructure by authority of the Director of Public Works.

Councilmember Hark asked if there was an exemption for High School Football games.

Community Development Director Gundlach went over a variety of exemptions for different items related to schools and homes, but did not see Football games covered.

City Administrator Lynch stated that it isn't just the high school's events, but that there are other events played at the High School Stadium such as Vixen Football games. He suggested they state sporting events in the document.

Community Development Director Gundlach stated that Police Officers would be the ones who were called to address nuisance calls.

Police Chief Schnell stated that Officers are currently called on noise issues and that there isn't any clarity as to what they can do. He stated that snow removal noise issues would be easier to manage, and that they get less of those complaints as windows are generally closed in winter. Grass cutting is an issue if it's done really early or really late.

Community Development Director Gundlach mentioned that they can change a few items in the Draft she has presented and include athletic events. She stated that they can cross check Ordinances for garbage trucks and solicitors. She asked if they wanted to change the hour of the weekends to be from 9:00 p.m. to 7:00 a.m. Councilmember Piekarski Krech agreed to change the hours on the weekend.

She continued that once they start implementing things they can always change them based on the feedback they receive.

Community Development Director Gundlach discussed large assemblies and stated that they can create unanticipated negative consequences as a result. She stated that Police Chief Schnell assisted in the draft language from other Ordinances and that she put them together into Ordinance format. She stated that these would be Permits that have to be obtained if you are holding an assembly of 200 persons or greater. One exception would be for a large assembly of 50 or greater and you are renting out your property to do it. She stated an example of that point would be that if it is rented for a business, the large gathering lowers the threshold to 50. She commented that within the Ordinance there are different things that they can look at to ensure the general health and safety and to make sure that Police and Fire can get through if and when necessary. She continued that due to the many components that go along with this, the Applicant would receive an Application to fill out that includes a variety of questions that would give the City the information they need so they can make sure the Ordinance is applied correctly. She stated that the City Clerk does not have to process this specifically, but that it would be reviewed cross departmentally for all to collaborate on and then the appropriate department would sign off on them.

Mayor Tourville asked if the Application states that it must be filled out and given to the City within a certain timeframe.

The application must be filled out within 30 days.

City Clerk Tesser asked if this would go before the City Council. Community Development Director Gundlach responded that they do not intend to go before the City Council but Administrative.

Councilmember Hark asked if this would apply to events such as a Black Friday event with 400 people lined up outdoors. Police Chief Schnell responded that there is a commercial element included in this draft.

Councilmember Piekarski Krech questioned graduation parties or family reunions. Police Chief Schnell responded that it would not affect those types of events unless they were held and rented at a place such as a public park. Graduation parties would be if you were to rent your property to hold the event. You can have these events on your own private property, but it applied more for when people advertise.

Mayor Tourville questioned a circumstance, for example, if a person was located in an agriculture zone and wanted to have a commercial party. He asked if Staff would state they cannot have this type of event there. He stated that they cannot allow commercial operations to happen in incorrectly zoned properties. Police Chief Schnell responded that if it isn't zoned for that use, it cannot happen.

Mayor Tourville asked about the turnaround time for someone who applies for a Permit. He questioned if they would have to wait ten days or more to be told they cannot hold the party requested. Police Chief Schnell responded that they would have to tell them that the party they want to have is in an area that isn't zoned for that use. He stated that the Ordinance would allow them to take action for permitted events that are not compliant.

Mayor Tourville stated that a lot of places are asking for Insurance certificates now.

Community Development Director Gundlach responded that question is included on the Application.

Police Chief Schnell referenced an Airbnb property that was used for events within the City and stated that it was an ongoing occurrence. He commented that this Ordinance would address those types of circumstances and help with their ability to shut them down.

City Administrator Lynch stated that the process for this would be to go through a discussion and review these topics, have three readings of the ordinance and then put the code into place after January 1st.

Police Chief Schnell stated that Inver Grove Heights Days and the Best Foundation events are exempted due to the Cities involvement. The School District is also interested in this Ordinance.

Mayor Tourville would like to see Churches included on the list. Police Chief Schnell responded that those would be allowed as well.

The Council will see the Ordinance in final form in the near future.

B. ADJOURN

Motion by Hark second by Perry to adjourn the meeting at approximately 8:06 p.m.

Ayes: 5

Nays: 0 Motion carried.

**INVER GROVE HEIGHTS CITY COUNCIL SPECIAL MEETING
TUESDAY, SEPTEMBER 4, 2018 6:00 PM - 8150 BARBARA AVENUE**

A. CALL TO ORDER: The City Council of Inver Grove Heights met in Special Meeting on Tuesday, September 4, 2018, in the Inver Grove Heights City Hall EOC Room - Downstairs. Mayor George Tourville called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

Roll Call: Present were Mayor Tourville; Councilmembers Bartholomew, Perry, Piekarski Krech, and Hark.

Staff: City Administrator Joe Lynch, Community Development Director Janice Gundlach, Police Chief Paul Schnell, Attorney Angela Amann from LeVander, Gillen, and Miller, Fire Chief Judy Thill, Parks and Recreation Director Eric Carlson, Finance Director Kristi Smith, and City Clerk Michelle Tesser.

Absent: City Attorney Tim Kuntz, Recording Clerk Sheri Yourczek.

1) PROPERTY ACQUISITION OF 1805 60TH STREET EAST

City Administrator Joe Lynch discussed a request for consideration for the purchase of property located at 1805 60th Street East. The memorandum in the packets overviewed items of the property, purchase price, past taxes owed, past utility bills owed, current taxable market value of the land, expected minimum price for the property, i.e. the land. Also included was information on the condition of the structure which is currently not certified for occupancy. He stated that there is also a memorandum from City Attorney Tim Kuntz with a Resolution to authorize the purchase of the property and that Council would need to direct the City Attorney to enter into a Purchase Agreement to purchase this property if the Resolution is approved.

He stated that the City Council received an email on Thursday, August 30th from Mary Brail and that it should be accepted as a part of the record.

He discussed the number of Police and Code Compliance calls they have received for this property. In the past five years they have received 106 Police calls resulting in 32 cases against the property and 88 Code compliance calls. He stated that the property owes \$9,100 in total assessments, some due to the 60th Street reconstruction project, but mostly due to Code compliance costs, i.e. cutting the lawn, picking up trash, and disposing of materials. The Purchase Agreement price would be \$189,000 and Mr. Gore is asking for earnest money of \$10,000 which would be deducted from the amount that the City pays at the time of closing for a total of \$179,000. He stated that of that amount, Mr. Gore would be required to pay the outstanding assessments due, and the outstanding utility bills of \$600.00. The current taxable amount of the land is \$46,116, which would be the minimum price for the property if the City enters into a Purchase Agreement. The property would be sold to the highest bidder for that expected minimum price with a single-family home to be built on the property.

He stated that if there are any legal questions, there is a representative in attendance, Angela Amann, from LeVander, Gillen, and Miller, since City Attorney Kuntz could not be present this evening.

Councilmember Piekarski Krech asked if there is anything they can do or change with the City Code and/or Regulations with properties like this that create problems, costs, and issues. She stated that this owner is benefitting from the City offering them monies for the property and then the owner gets to walk away. She asked how much City money they will have to spend to get rid of these problems since they currently have other similar properties.

City Administrator Joe Lynch responded that the City is coming forward through the Police Chief to ask that the Council consider the adoption of an Ordinance, which the City currently does not have in place, for those properties that generate excess calls with consumptions of City services. They could then deal with those through the City Code. He stated that there is MN Statue 463 that they could go through, but that is for condemnation of property due to public health safety. He stated that the City has not chosen to do that. If it is decided to go through that process, they would still have to pay some value which would be determined by another party. He stated that another

potential option would be to work with them through a continued home ownership, i.e. does the EDA want to make money available for home improvements for addressing Code issues so that houses like this could be brought up to Code. He stated that this property has quite extensive Code issues that have been ongoing, due to those issues, it needs to be torn down.

Councilmember Piekarski Krech stated that she was concerned there would be more and more of these that would take funds from other Departmental needs. She questioned how much City money they can keep expending on these and commented that maybe they could change the Codes in order to deal with ongoing property issues.

City Administrator Lynch stated that from a funding standpoint if the Council decides to proceed, they are recommending that this be taken from the Close Bond Fund, which is a Fund that is a generated fund balance as a result of the requirements in State Law that we have 105% be returned on assessments.

He stated that the property is not condemned but has been certified as not for occupancy. The difference is that condemnation requires a building be taken down. Certified not for occupancy states that the homeowner has the opportunity to make corrections to building Codes or issues in order to be able to continue to stay in the property. He stated that the property owner made some Code adjustments but has not been legally compliant to other issues such as Permits and Inspections.

Councilmember Piekarski Krech asked if they can collect the extra Permit fees that the homeowner has missed.

City Administrator Lynch responded that he did not believe that they could collect those fees. The structure is down to the bare walls as per the Cities direction.

Councilmember Hark commented that he agreed with Councilmember Piekarski Krech's points. He stated that there is a cost to condemnation and costs for the Police calls. He stated that in the abstract it is easy to discuss, but that this is a private ownership on private property. He asked Police Chief Paul Schnell if there are other similar properties that have generated this number of calls in a similar amount of time.

City Administrator Lynch responded that they have recently joined forces with the Police Department, Code Compliance, Building Inspections, and the Fire Department to discuss what they consider problem properties within the City that have generated calls, nuisances, and have Code issues. They will be identifying the top half dozen properties to focus on in the future and will be discussing this further at a future meeting when they have more information.

Police Chief Schnell responded that there have been a lot of calls from a host of Departments. The City has wasted \$100,000 on Staff time and that it takes away other resources from residents when they have to deal with these nuisance properties. He stated that there are other options that can assist with this issue and that those can be discussed later tonight.

Councilmember Piekarski Krech commented that this is an ongoing issue and the second one in the last year. She stated that with these issues continuing, the Police Department, for example, would not get a new Police Officer because we need to buy houses.

Mayor Tourville stated that he looked up information on this subject and in ten years they happened to have had two homes back to back. He agreed that this is an issue they need to deal with.

Councilmember Hark commented that in this situation the owner does not want to comply and that this is a quality of life issue for that neighborhood.

Councilmember Bartholomew stated that the City needs to be proactive and tighten up the City Code. He suggested looking at comparable Cities to see what they are doing regarding these nuisance properties. He commented that this is a cost to surrounding homes and a cost to the City.

Mayor Tourville stated that they currently have legal expenses for this and that those will be escalated and multiplied when looking at condemnation. He stated that the Courts, the City, and the Police have not been able to help in this situation. He commented that this is the best solution for health and welfare. He stated that there were even people living in the home when they were not supposed to be there.

Councilmember Piekarski Krech stated that she wanted to make sure that the owner stays with the agreement and pays everything that he says he is paying to the City. She does not want to expend any further City money.

Mayor Tourville stated that County Records show him as the owner and that it has been owned by several different family members over the years.

City Administrator Lynch stated that they have a Quick Claim Deed signed by the Father, Tom Gore, who has passed away. The Title has been transferred to Brian Gore who is legally the current property owner. He stated that they have a signed Death Certificate for Tom Gore that was given to the City.

He commented that there are other costs that they will have to expend and that they will do this in Phase 1 and Phase 2 with a total cost of \$5,000. There is a demolition cost of \$35,000 and the total cost would be to not exceed \$239,000. He covered other costs associated with the process.

Mayor Tourville stated that the Resolution is to go forward with the purchase of the property.

Paul Anderson, 5917 Asher Avenue discussed the history of the property and how it was built on a pond. He stated that this property has been an eyesore for years and asked that the Council get rid of this problem.

Holly Cain, 1810 60th Street East stated that she lives directly across from the property and commented about the loudness that comes from the location. She commended Staff and the Police Chief on their hard work. She stated that their property value has decreased because of this nuisance property.

Motion by Piekarski Krech second by Perry to accept the email received from Ms. Barr.

Ayes: 5

Nays: 0 Motion carried.

Motion by Piekarski Krech second by Perry to go forward with the approval of the Resolution as stated for Property Acquisition of 1805 60th Street East.

Mayor Tourville asked about how this will work with the Close Bond Fund.

City Administrator Lynch responded that this will be on the Agenda at the City meeting taking place on September 10th. They will need authorization to transfer money from the Close Bond Fund to this project fund to cover those costs. He stated that they do not have an expectation for repayment, but that the City Council can change that. The land sale would be for the minimum price of \$46,116, which would be the minimum price for bid on the property.

Mayor Tourville asked that they look at the precedence for what has been done in the past.

Councilmember Bartholomew agreed that they needed to look at the precedence.

Councilmember Hark asked when the assessment was done on the structure.

City Administrator Lynch responded that it is the 2018 Taxable Market Value.

Ayes: 5

Nays: 0 Motion carried.

B. ADJOURN

Motion by Piekarski Krech second by Hark to adjourn the meeting at 6:32 p.m.

Ayes: 5

Nays: 0 Motion carried.

**INVER GROVE HEIGHTS CITY COUNCIL MEETING
MONDAY, SEPTEMBER 10, 2018- 8150 BARBARA AVENUE**

1. CALL TO ORDER 2. ROLL CALL:

The City Council of Inver Grove Heights met in regular session on Monday, September 10, 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, City Engineer Kaldunski, Community Development Director Gundlach, Finance Director Smith, Fire Chief Thill, Police Chief Paul Schnell, and City Clerk Michelle Tesser.

Absent were: Recording Clerk Yourczek.

Mayor Tourville stated that tomorrow is the 17th Anniversary of September 11th (911). He commented that if you ever have the chance to go to New York to visit Ground Zero, he highly recommends it.

He stated that the 60th Anniversary of the B52 crash that took place in Inver Grove Heights is on September 16th, 1958. The Air Force denied the crash as it took place during the Cold War and that there was one survivor out of eight. He stated that there is a stone and some flags by the Water Tower and that they did a recognition for this several years back.

3. PRESENTATIONS:

There were no Presentations this evening.

4. CONSENT AGENDA:

- A. i. Minutes of August 17, 2018 Special Meeting Minutes.
- ii. Minutes of August 27, 2018 Council Meeting Minutes.
- B. **Resolution 18-180** Approving Disbursements for Period Ending September 5, 2018.
- C. Appointment of Auditors for the Years Ending December 31, 2018 and 2019.
- D. **Resolution 18-181** 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 18-182** 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 18-183** for the Dakota County Drug Task Force.
- M. Personnel Actions.

Councilmember Bartholomew requested pulling Agenda Item 4Ai.

Motion by Bartholomew second by Perry to approve Agenda Items 4B through 4M with the exception of Agenda Item 4Ai.

Ayes: 5

Nays: 0 Motion carried.

Councilmember Bartholomew stated that he pulled Agenda Item 4Ai as he was not in attendance for that meeting and would be abstaining from the vote.

Motion by Piekarski Krech second by Perry to approve Agenda Item 4Ai.

Ayes: 4

Nays: 0

Abstain: 1 (Bartholomew) Motion carried.

5. PUBLIC COMMENT:

Mayor Tourville commented to Public Works Director Scott Thureen that he had two people get in touch with him with questions about Old Concord Street. They wanted to know the schedule and wondered if it was a complete reconstruction, mill and overlay, etc. He commented that they also mentioned that State Statute states that all barricades and shoulders have to be safe and that some of them guarding the ponds are covered with weeds. He asked Director Thureen if he could get back to the City Council with more information.

6. PUBLIC HEARING:

A. Hearing to Consider Ordering Improvements for City Project No. 2017-17 – Dickman Industrial Park Wet Extended Detention Basin. Resolution 18-184.

City Engineer Tom Kaldunski stated that this is a Public Hearing for the construction of a stormwater treatment basin. He displayed a map of the area and stated that the area highlighted in yellow is the watershed that will benefit by having the stormwater treated. He displayed a map of the proposed project location pointing out that it will be located on the east side of the railroad tracks. He stated that the proposed cross section of the pond would be a wet pond with a permanent pool of water and that it would be connected to the Cities storm sewer in the area. He listed the following benefits:

- The primary purpose of the pond is to remove sediment.
- It would limit discharge of runoff pollution and solids to the Mississippi River.
- Treats “first flush” of runoff from impervious surfaces.
- Treats runoff from existing impervious dirt and gravel areas.

He displayed a map depicting the concept of the plan. The project is located on land owned by the City and Xcel Energy. He stated that they have applied for an 80% State Grant from the MPCA, 20% of that would be the Cities cost share and the local share would be from the stormwater utilities funds and other sources. There will be no special assessments. An informational meeting held on August 30th.

Councilmember Bartholomew asked if they have received notification of the Grant, or if they have received the Grant.

City Engineer Kaldunski responded that they would be hearing about that in the month of September. The schedule for construction would take place next year.

Motion by Piekarski Krech second by Perry to close the Public Hearing at 7:11PM.

Ayes: 5

Nays: 0 Motion carried.

Motion by Piekarski Krech second by Perry to approve the Resolution 18-184 Hearing to Consider Ordering Improvements for City Project No. 2017-17 – Dickman Industrial Park Wet Extended Detention Basin.

Ayes: 5

Nays: 0 Motion carried.

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. Resolution 18-185.

Community Development Director Gundlach stated that she is filling in for City Planner Hunting on this item. She stated that the request is for a Variance for property located on the corner of Cleadis Avenue and 83rd Street at 8315 Cleadis Avenue. The Variance is to allow a 48-inch fence in the front yard when 42-inches is normally required. She displayed a diagram of the location of the fence. She stated that Staff has recommended that the Variance criteria are met, the fence is chain link, and that less than half of the side street yard would be impacted by the proposed fence. The Planning Commission recommended approval and Staff is also recommending approval.

Christina Malmgren-Midby, 8315 Cleadis Avenue, stated that they have had five contractors come out and look at the property and based on the concern for the child and dog, all five recommended the 48" fence as a minimum.

Motion by Bartholomew second by Piekarski Krech to approve the request by CHRISTINA MALMGREN-MIDBY; to Consider a Resolution 18-185 relating to a Variance to allow a 48 inch high chain link fence within the front yard for property located at 8315 Cleadis Avenue.

Councilmember Hark stated that he was fine with the request. He asked that Staff look into chain link fencing and the heights of 42" versus 48" as this seems to be a reality that they need to accommodate and is worth checking into further.

Ayes: 5

Nays: 0 Motion carried.

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. Tabled.

Community Development Director Gundlach stated that the Applicant's name is Pete Kamish and the property is located at 4046 60th Street. The request is for a Variance to allow a 1,200 square foot detached garage when 1,000 square feet is the maximum allowed. She displayed an aerial photo and a map of the location. She stated that the Variance criteria have not been met and that it seems based on convenience. She stated that the Planning Commission recommended denial but did include language in their Motion asking that there be a re-evaluation of the maximum building size for accessory structures. Staff also recommends denial. She stated that there is an approval Resolution and a denial Resolution included in the Council packets.

Councilmember Bartholomew asked what the accessory building size was for large lot residential. He commented that he thought there was something for a larger accessory building on a lot 2.5 acres in size.

Community Development Director Gundlach responded that in the R District the maximum size is 1,000 square feet, and that in the E and the A Districts, larger sizes are allowed. She responded that she would have to look up more information in regard to the 2.5-acre lot size.

Councilmember Bartholomew asked about Parcel A and Parcel B and if they were buildable lots. He commented that if they did do a Variance, the lot would get smaller when those parcels are developed. Community Development Director Gundlach responded that she was unsure of the answer to that question but would look up more information on them.

Mayor Tourville suggested that they wait on this topic since the Applicant was not in attendance. Item tabled.

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%. Resolution 18-186.

b) A Variance to expand a non-conforming structure by more than 30%. Resolution 18-187.

Community Development Director Gundlach stated that there are two items for this request. One is for a Conditional Use Permit and the other is for the Variance. The property is currently vacant and located at 5912 Concord Boulevard and is zoned limited industrial. The request is to allow for the expansion of a legal non-conforming structure by 30% of its gross floor area and a Variance to go to 38% on the expansion. She displayed a map of the location and a rough sketch of the proposed property. She stated that the two red "X's" depicted on the diagram would be eliminated from the site and that one is a detached garage and one is a small addition on the rear of the home. She stated that the Applicant would add an attached garage and a home addition. The criteria have been met and fits in the character of the area. She stated that the home predates adoption of local zoning Ordinances and that the requirement was that you can exceed the gross square footage of the home by 30% on a non-conformity. She stated that the expansion is reasonable and that the Planning Commission and Staff recommends approval.

Jordan James, owner of JL James Investment Group, stated that he lives in St. Paul and is the licensed General Contractor for the project. The property was purchased in March and they have worked with the City to decide on what the best use for this project would be. He commented that they wanted to get it out of the flood infringement and plan on remodeling it, flipping it, and then selling it. He stated that adding the addition was the best route to get them the buffer zone they needed to make it a more usable home. He stated that they understand that there were some issues with the land and the flood infringement and that there was an easement that they may have to give back to the City.

Councilmember Hark asked if he was aware of the need for the water retention basin.

Mr. James responded that he was aware of that need and that he would be willing to meet at the site to come up with an area.

Motion by Bartholomew second by Hark to approve J.L. JAMES INVESTMENT GROUP; to 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%. Resolution 18-186.

b) A Variance to expand a non-conforming structure by more than 30%. Resolution 18-187.

Ayes: 5

Nays: 0 Motion carried.

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. Resolution 18-188.

Community Development Director Gundlach stated that the request is for an approval for a major site plan located at 2925 Buckley Way. The Applicant is acting on behalf of the owner. She stated that this would be to allow for a 3,000 square foot expansion to the rear of the existing medical therapy building. The current size of the building is approximately 5,000 square feet. She displayed a diagram of the area and stated that it shows two properties and that the two properties would be combined making up the full property area. The 3,000 square foot addition is being constructed over existing pavement and adequate off-street parking would remain. She stated that all of the site plan criteria have been met. The Planning Commission recommends approval along with the Staff recommended conditions. Staff also recommends approval.

Jerry Wendel, Continuum Construction, 15214 Edgewater Circle, Prior Lake, stated that he is representing the owner, Therapy OPS. The Conditional request to combine the two parcels is currently in process, and he applied for the Permit today. He commented that this was a new small business to the Community that helps small children with speech, physical, and occupational therapy, and that they could use more space.

Motion by Piekarski Krech second by Perry to approve CONTINUUM CONSTRUCTION; to Consider a Resolution 18-188 relating to a Major Site Plan Review to add on to the existing structure for property located at 2925 Buckley Way.

Ayes: 5

Nays: 0 Motion carried.

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. Resolution 18-189.

b) A Variance from side yard setback requirements for existing accessory structures. Resolution 18-190.

Community Development Director Gundlach stated that this request is from Northern States Power Company, which is also the property owner. The property is Zoned I-2 General Industrial and there are two parts to the request. The Applicant needs to secure a Variance for the existing structure. She displayed a property map and an aerial photo of the location and stated that the Preliminary and Final Plat criteria and Variance criteria have been met. She commented that all standards have been met, and that there are no changes in use of the property proposed. They are just carving off the 14.5 acres for sale. She stated that the property will function as it's functioning today. The Planning Commission recommends approval consistent with the Staff recommended conditions and Staff also recommends approval of the request. She noted that the Applicant has requested a reduction in Park Dedication which would be brought back to the Council for approval as a separate action.

Mayor Tourville commented to Community Development Director Gundlach that she uses a different format than what they are used to but that it works out well and that he likes the conclusion. He stated that Ms. Gundlach is new to the City. The Council agreed that the format was good.

Brian Sullivan, Xcel Energy, 414 Nicollet Mall, Minneapolis, commented that he was here to answer questions. He stated that they did something similar to this about a year ago with Inver Hills Tank Farm.

Councilmember Piekarski Krech asked if there will be new employees in the new section. She asked if they will be requiring more Flaring.

Mr. Sullivan responded that there would be employees there as they will have tanks that need refrigeration and cooling equipment so there has to be people there that monitor them. He responded that the Flaring is only done when they move material in or out.

Councilmember Bartholomew stated that any new structures have to meet setbacks and that the Variance was just for the tanks. He stated that anything additional would have to be in the setback.

City Attorney Tim Kuntz asked if NSP has any present intent to further divest itself of anything down there. He questioned who the owner of the tanks would be.

Mr. Sullivan responded that was all they would be divesting at the Westcott Facility. He responded that they were negotiating with Flint Hills right now on the ownership of the tanks.

Motion by Bartholomew second by Perry to approve NORTHERN STATES POWER COMPANY; to 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. Resolution 18-189.

b) A Variance from side yard setback requirements for existing accessory structures. Resolution 18-190.

Ayes: 5

Nays: 0 Motion carried.

II. FINANCE:

F. CITY OF INVER GROVE HEIGHTS; Consider Resolutions 18-191 Adopting the Proposed Tax Levy for Pay 2019, Adopting the Proposed 2019 Budgets Resolution 18-192, Adopting the Proposed Watershed Management Taxing District Tax Levies for Pay 2019 Resolution 18-193, and Set the Date and Time for the Regularly Scheduled Meeting where the Budget will be Discussed.

Finance Director Kristi Smith stated that they are looking to set the Preliminary Budgets and Levies and then set the date and time for the regularly scheduled meeting. She gave the following update:

- Taxable Market Value is up 7.4%
- Net Tax Capacity is up 6.8%. 1% is due to new construction, the rest is valuation increases.
- In 2019 the Base Budget and General Fund expenditures increased 7.4% from the amended budget.
- Base Budget plus Additions expenditures are up 10% from the amended budget.
- The proposed 2019 Base Budget Plus Additions results in a 5.75% increase to the tax rate as the budget is proposed. That results in 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. 2018 would be the final year, with nothing in 2019.

She stated that the Base Budget Plus Additions Levy increase is proposed at \$2,008,500. She provided a breakdown and overview of the figures. She stated that there is a Debt Service Levy increase of \$602,897 for a total Levy increase related to Operations and Debt Service of \$2,611,397.

She stated that they will continue to talk about the budgets at Work Sessions from now until the December approval.

Finance Director Smith stated that included in the packets for public review, Exhibit A is the 2019 Budget Calendar, Exhibit B is the Market Value and Net Tax Capacity Comparisons, Exhibit C is the Proposed Tax Levy, Exhibit D calculates the estimated tax rate increase that was requested at the last Work

Session (4%, 5.75%, 6%, 6.25%, and 6.5%) along with those figures as described. Exhibit G shows the impact to mean, median, and business properties under the Base Plus Additions scenario. She stated that she also included summary pages for each of the budgets in their packets.

She stated that they are looking for approval for the Resolutions and that the Resolution included in their packets is at the 5.75% range. She stated that she did not include the other Resolution percentages in the packet but has those with her if needed. They are also looking to set a meeting that has to be held between November 25th and December 28th after 6:00 p.m. She proposed they hold that meeting on December 10th, which is the regularly scheduled first Council meeting in December.

Councilmember Piekarski Krech thanked her for all her hard work in such a short period of time.

Councilmember Bartholomew stated that they are looking to decide what Levy limit they were going to set. He commented that when they first started, they were looking for a Base Plus Additions with a Levy limit of 10.8% or \$3,628,000. He suggested to consider the Levy limit of 6.5% as it gives them room for negotiation. He commented that he was concerned about infrastructure and public safety, Fire and Police. He thanked her for getting this all together so quickly.

Mayor Tourville commented when looking at the tax rate changes from 5.75% to 6.50%, it wasn't as much as you'd think, but that the Levy number is the number that goes out to the residents. He commented that a 6.50% Budget Addition would still require cuts.

Councilmember Piekarski Krech commented that the reason they need to set it higher is because there are things that they need to seriously discuss more in-depth between now and December in order to decide what is going to be in the budget. She didn't want to constrain too much and push the City backwards when they need to be moving forward. She stated that 6.25% or 6.5% would let them know what they are working down from.

Mayor Tourville commented that he thought they had to go with 6.50%.

Councilmember Hark stated that he would not like to go higher than 6.25% because that kept it under 13%. He felt that they needed to start lower but still have the same discussions about what to remove and what to keep. He commented that it kept them in the 12% Levy increase.

Councilmember Bartholomew agreed with Commissioner's Harks comments and would be fine with 6.25%. He commented that he is driving for good conversations and discussions on what they as Councilmembers think are good additions and reductions.

Councilmember Hark stated that there is going to have to be clear communication about the difference between the Levy increase number and what their final tax rate increase is. He commented that he was comfortable starting lower.

Finance Director Smith stated that if they are looking at the 6.25% tax rate increase, the first Resolution would change the General Fund number. The second Resolution changes the General Fund operating piece, and then the total Levy number would increase also. She stated that the third Resolution in the packet would stay as it is. She stated that they still need to confirm the date for the regularly scheduled meeting where the public has the ability to speak in December.

Motion by Hark second by Bartholomew to approve the Resolution at 6.25% for all three Resolutions to 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 to Set the Date and Time for December 10th for the Regularly Scheduled Meeting where the Budget will be Discussed. Tax Levy Resolution 18-191, 2019 Budget Resolution 18-192. Stormwater District Resolution 18-193.

Ayes: 5

Nays: 0 Motion carried.

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. Resolution 18-194.

Fire Chief Judy Thill stated that they received bids for the Fire Station last week. She went through a brief history stating that in 2011 the City hired DLRKKE Group to conduct a Station location and needs study. The study was to analyze the Inver Grove Heights Fire and EMS response, determine risk, and to propose locations for future a Fire Station. She stated that the representatives met, along with herself and other Staff members, as a part of the study. Due to those discussions, the need for a third Station was confirmed and they identified a location with a recommendation of four separate parcels. In 2014, the City hired Five Bugles Architects and came up with a study and preliminary design for the Station. She stated that the study was completed in 2015 and negotiations began with a landowner, but costs came back too high at the time. In 2016, two other landowners were contacted but neither were interested in having their land appraised. She stated that in 2017 the Council authorized another appraisal and the City closed on that property. Five Bugles was awarded the contract for Architectural and Engineering Services, for final design and construction services. In December 2017 a Public Hearing was held. She stated that in early 2018 the process began to pick up speed as follows:

- January: The City Council updated the site plan, design, and construction schedule.
- February: Proofs and schematic designs were prepared by Five Bugles.
- March: An Open House was held and neighbors to the location were invited to attend.
- April: City Engineering Staff recommended the hiring of SRF Consulting for design and construction engineering services for the utilities.
The City Planning Department recommended a Comprehensive Plan change for land use rezoning, approval of the site plan, and allow for a Variance of the parking lot setback.
- May: SRF and City Engineering Staff held an Open House on the utility project.
A Public Hearing for the utilities was held.
- June: Owners Rep was hired.
Sewer and Water and Fiber contract was awarded to EJM Pipe Services.
- August: Final plans were brought forward to the City Council. Plans were similar to the Preliminary Design completed in 2015 with the following exceptions:
 - o Added more square footage for the decontamination area.
 - o Removed an overhead door to the basement and a driveway and retaining wall leading up to the overhead door to help reduce costs.

She stated that the City Council approved the final plans and authorized to go out for bids.

- September 5th: Bids were received from five firms and included the base bids and three alternatives. The three alternatives are as follows:
 1. Elevated training area that includes additional roof support, pavers to walk on the roof, safety guard rails around the perimeter, stairway leading up to the roof, and footings for the stairway. The area will be used for training.
 2. Additional square footage added to the basement for future training scenarios.
 3. To change four of the overhead doors to bi-fold doors to offer improvements for climate control and safety. She commented that the four bi-fold doors were supposed to be included into the base bid for the front of the Station only. The alternate was supposed to be for the back doors to be changed to bi-fold. She stated that the front door base bid for bi-folds was left off of the specifications before it went out and that the alternate needs to be used so they can put them on the

front. If they would have been included in the base bid it would have increased by the same amount. They propose leaving the back doors as overhead doors.

Fire Chief Thill stated that Jorgenson Construction was the lowest bid with \$8,194,000 for the base bid and was also the lowest bid that included the three alternatives at a cost of \$8,665,000.

Councilmember Piekarski Krech asked if Jorgenson has ever built a Fire Hall and if we felt they had the competency to do that.

Fire Chief Thill responded that she didn't believe they have built a Fire Station before, but that they have done some other public buildings.

Mayor Tourville stated that Jorgenson is listed in multiple states and questioned who they were doing business with. He was asking to see if they are an LLC or a Corporation.

Fire Chief Thill responded that she would have to look at how the bids came in. She commented that they have built Schools and other public buildings.

Councilmember Hark asked about alternative bid number three with the doors and how much time it saves when a call comes in.

Fire Chief Thill responded that it depended, but that part of the time saved was that you were waiting for the door to be fully up.

Steve Gausman, Five Bugles Design, responded that four-fold doors are different than overheads in that they are more expensive, but with emergency response they open in about four seconds as opposed to 30-35 seconds. He stated that while you can see an overhead door go up, you are waiting to see if it goes up all the way. When the doors open to the sides they are always in view. They will last the lifetime of the building and can be engaged with the pull of a cord. He stated that they were worth the additional cost and would pay for itself over time.

Mayor Tourville stated that most Fire Halls have those bid as an alternate due to the costs.

Mr. Gausman stated that the bids came in closely and accurately represented what the current bidding climate was. He stated that they are happy with the bid and recommends approval of all three alternates.

Motion by Piekarski Krech second by Bartholomew to approve to Consider Resolution 18-194 Accepting Bids and Awarding the Contract for City Project 2014-10 Fire Station #2 New Construction including the alternates.

Ayes: 5

Nays: 0 Motion carried.

Fire Chief Thill commented that they appreciate the support the Council has given them.

IV. ADMINISTRATION:

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

City Administrator Lynch stated that Ally Hillstrom, in her last official act as the Administrative Intern, will be the new Environmental Specialist. He commented that tonight she will be speaking about this Agenda Item, but first updated the Council that this item is for a review of Bow Hunting exception requests. He stated that the Council established a map of where they would allow hunting, and not allow hunting, to

take place within the City. He stated that Applicants hunt on their own property or other properties and that they do a review based on these maps.

Administrative Intern Ally Hillstrom presented the 2018 Bow Hunting property exception requests stating that there are five property exception requests with Requests 1-4 located within Delaney Circle. The 5th Application is located within the same area, but within the no hunting zone. She stated that they are asking that their parcels be added to the area to allow hunting.

She reviewed the Bow and Arrow Ordinance stating that the only area that Bow Hunting is permitted in would be the blue area as she depicted on the map, or unless it is in an enclosed structure. She stated that all Bow Hunters within the City must apply and provide their hunting license. If they want to hunt on someone else's property, they must provide proof of proficiency and permission from the owner. She stated that the Ordinance also states that there is no hunting within 300 feet of a residential or commercial property, within 200 feet of a driveway unless the owner permits, and no hunting within 200 feet of a public street. She stated that there is no hunting on properties less than five acres unless the following applies:

- If the property is within the permitted area, 2.5 acres or greater, and the property owners, tenants, or permitted family members are allowed to hunt. Others cannot request to hunt there.
- If there are multiple parcels that are contiguous and add up to five or more acres, the property owners, tenants, or permitted family members can request permission and would be allowed to hunt.
- If an individual parcel is five or more acres then anyone can hunt as long as they have permission from the owner.

She stated that they also keep a list of addresses for those that have requested that bow hunting is not permitted. There are five Applicants that have asked to be added to the permitted area of the map because they are in the no hunting zone. Those Applications expire at the end of Deer Hunting season which is December 31, 2018.

She displayed a map with the locations of the addresses requesting to be added for hunting approval and a building buffer map. She listed the following background information on the Applicants:

1. Robert Murphy, property located at 8345 Delaney Circle E. Applied last year and that Council approved his Application. He has received approval from all adjacent properties to hunt. She stated that one non-property owner, Tom Brooks, has applied to hunt on this property and is in attendance this evening.

She stated that the following three Applications also came in, which is adjacent to the property mentioned previously. They have not submitted a property exception request before but have also received approval from adjacent property owners to be able to hunt on their properties. She commented that Tom Brooks would also like to hunt on these properties and that he has submitted the appropriate forms. The locations are as follows:

2. Brandon Barth, property located at 8349 Delaney Circle E.
3. Connie Ishizaki, property located at 8353 Delaney Circle E.
4. Jack Sabba, property located at 8357 Delaney Circle E.
5. Robert Illetschko, property located at 8920 89th Court E., is also within the no hunting zone and has received approval from all adjacent properties. He has been applying since 2013 and has been granted approval. The property is just over 2.5 acres and he will not have other non-property owners hunting on the property.

She stated that Staff recommends denial on all these Applications based on the safety hazards that the properties pose. The density with buildings and public streets were higher in these areas in accordance to the Ordinance.

Councilmember Perry asked when the maps were established for the hunting and no hunting zones.

Administrative Intern Hillstrom responded that these were updated in 2016, which is reflective of the update of the Ordinance at that time.

Mayor Tourville questioned if they should be dealing with these one at a time or as a group.

Councilmember Hark suggested taking them in groups.

Administrative Intern Hillstrom responded that the first four were submitted as a group, and that Tom Brooks may want to speak on behalf of those parcels as he will be the person hunting on those properties.

Councilmember Hark asked if anything has changed with request number 1, for Robert Murphy, from last year.

Intern Hillstrom responded that everything was the same.

Thomas Brooks, 352 Park Lane, South St. Paul stated that he hunted on the first property last year. This year he has permission from the other parcels listed. He stated that he removed seven deer off that one parcel last year and that the other homeowners asked him to hunt off their property this year to remove more. Four of the deer were donated last year. He stated that he hasn't had problems with any neighbors and that the deer were removed quickly.

Mayor Tourville stated that some of the neighbors in the area are over run with deer and are wondering why they were not included to begin with. He commented that he supported Bow Hunting with people that know what they are doing and that it is good for the neighborhood.

Motion by Bartholomew second by Perry to approve the request to Consider Property Exceptions Request for Bow Hunting on Properties 1, 2, 3, and 4.

Mayor Tourville stated that the Application is run administratively, but that the Police Chief is in the attendance this evening and may want to speak on the matter.

Police Chief Paul Schnell stated that he was briefed on this topic and that he stands behind the area that has been identified. They have concerns about the proximity to the new additional area and would urge the denial of that. He stated that areas 1-4 makes sense and has worked well in the past.

Mayor Tourville suggested that since Officers work within neighborhoods, maybe they could meet with the Applicant so they know each other and the different hunting times so they are all on the same page.

Police Chief Schnell responded that was a great idea, the more communication the better.

Councilmember Piekarski Krech commented that the biggest issue people may have is when a deer is hit by an arrow and is noticed running around with it still in place.

Ayes: 5

Nays: 0 Motion carried.

Rob Illetschko, 8920 89th Court E, stated that he is back for the fifth year for this exception. They have harvested animals safely the last four years.

Mayor Tourville asked how many deer he has harvested.

Mr. Illetschko responded about ten over the course of four years. He commented that there is an absolute need for population reduction.

Motion by Perry second by Hark to approve to Consider Property Exceptions Request for Bow Hunting on the 5th Parcel.

Ayes: 5

Nays: 0 Motion carried.

Councilmember Piekarski Krech asked if we had any statistics about how many people have requested to hunt in the allowed hunting area.

Administrative Intern Hillstrom responded that they have had three Applications.

8. MAYOR & COUNCIL COMMENTS:

Councilmember Piekarski Krech asked if they should revisit the Kamish request on the Agenda.

Community Development Director Gundlach responded that the Council could take action without him present but recommends that it be tabled. If tabled, the first 60 days would expire before the next meeting and that they should note that they intend to take an additional 60 days.

Mayor Tourville agreed to extend the additional 60 days and stated that the property owner should be aware that this will be discussed at the next meeting if he wanted to attend. If not, they will vote accordingly and take action. He asked City Attorney Kuntz if they could do that by direction or if they should make a Motion.

City Attorney Kuntz suggested they make a Motion to table it until the next meeting and then direct the Community Development Director to send out the 60-day extension.

Motion by Piekarski Krech second by Perry to Table this item, extend it 60 days and add it to the next regular City Council meeting for PETE KAMISH; to 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. Tabled.

Councilmember Bartholomew reminded Community Development Director Gundlach to give them the information that they requested earlier in the meeting regarding this Agenda Item. He wanted to get more information on Lots A and B and what the maximum building size was for a 2.5-acre lot.

Community Development Director Gundlach responded that she would email the information out to the Council.

Ayes: 5

Nays: 0 Motion carried.

Councilmember Hark stated that he received an email from Linda Berg at School District 917 which is the school that is moving into the Rainbow Foods Building. They are having an Open House on Monday, September 17th, from 4:00 to 7:00 and stated that everyone is welcome. This would be a good opportunity to see what they have done with the building.

Mayor Tourville stated that he toured the building and was impressed. They have a nice playground that you can see from the Highway.

Councilmember Bartholomew commented that Inver Grove Heights Day was wonderful. He thanked the Staff and volunteers and commented that it was beautiful weather and a nice turnout.

Mayor Tourville stated that one compliment he received was about the Fireworks starting at 8:30. He felt it worked out well for public safety. He commented that new Royalty will be coming in the near future.

9. ADJOURN:

Motion by Perry second by Piekarski Krech to adjourn the meeting at 8:40 p.m.

Ayes: 5

Nays: 0 Motion carried.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: September 24, 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 September 6, 2018 to September 18, 2018.

SUMMARY

Shown below is a listing of the disbursements for the various funds for the period ending September 18, 2018. The detail of these disbursements is attached to this memo.

General & Special Revenue	\$759,800.06
Debt Service & Capital Projects	1,670,273.15
Enterprise & Internal Service	621,356.19
Escrows	15,559.48
Grand Total for All Funds	<u><u>\$3,066,988.88</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 September 6, 2018 to September 18, 2018 and the listing of disbursements requested for approval.

DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _____

**RESOLUTION APPROVING DISBURSEMENTS FOR THE
PERIOD ENDING September 18, 2018**

WHEREAS, a list of disbursements for the period ending September 18, 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	\$759,800.06
Debt Service & Capital Projects	1,670,273.15
Enterprise & Internal Service	621,356.19
Escrows	15,559.48
 Grand Total for All Funds	 <u><u>\$3,066,988.88</u></u>

Adopted by the City Council of Inver Grove Heights this 24th 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 09/06/2018 - 09/18/2018

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AFSCME COUNCIL 5	INV0078204	09/14/2018	UNION DUES (AFSCME FULL SHARE)	101.203.2031000	956.67
AFSCME COUNCIL 5	INV0078205	09/14/2018	UNION DUES (AFSCME FULL SHARE-F	101.203.2031000	73.60
BJORKLUND COMPENSATION CONSULTING, LLC	00003945	09/18/2018	8/28/18	101.41.1100.413.30500	648.00
BLACKTOP PROS, LLC	20-1722	09/11/2018	8/17/18	101.44.6000.451.40046	15,800.00
BOLTON & MENK, INC.	0221810	09/11/2018	X11.114659	101.43.5100.442.30300	2,128.00
CENTRAIRE HEATING & A/C	195621	09/11/2018	35367	101.42.4200.423.40040	380.00
CENTURY LINK	8/19/18 651 455 9072 782	09/11/2018	651 455 9072 782	101.42.4200.423.50020	39.89
CITY OF MINNEAPOLIS RECEIVABLES	400451002217	09/18/2018	612005356	101.42.4000.421.30700	1,303.20
COMCAST	9/5/18	09/18/2018	8772 10 591 0359526	101.42.4200.423.30700	10.53
COMMERCIAL PLUMBING	2018-48177	09/11/2018	RP2018-1071	101.45.0000.3222000	64.00
CRAWFORD DOOR SALES COMPANY	31048	09/11/2018	4373	101.42.4200.423.40040	125.00
CULLIGAN	8/31/18 157-98459100-6	09/18/2018	157-98459100-6	101.42.4200.423.60065	81.90
CULLIGAN	8/31/18 157-98459118-8	09/18/2018	157-98459118-8	101.42.4200.423.60065	81.90
CUSTOM REMODELERS, INC.	2018049064	09/11/2018	BD2018-1973	101.45.0000.3221000	80.00
CZECK LAWN CARE AND SNOW SERVICE	1352	09/18/2018	6/19/18	101.43.5200.443.40046	1,225.00
DAKOTA COMMUNICATIONS CENTER	IG2018-10	09/18/2018	OCTOBER 2018	101.42.4000.421.70502	44,147.50
DAKOTA COMMUNICATIONS CENTER	IG2018-10	09/18/2018	OCTOBER 2018	101.42.4200.423.70502	5,907.50
DAKOTA CTY FINANCIAL SVCS	00031947	09/18/2018	P0001753	101.42.4000.421.70501	1,516.45
DAKOTA CTY FINANCIAL SVCS	00031947	09/18/2018	P0001753	101.42.4200.423.30700	1,703.09
DAKOTA CTY FINANCIAL SVCS	00031947	09/18/2018	P0001753	101.43.5200.443.30700	46.66
DAKOTA ELECTRIC ASSN	8/29/18 51120	09/18/2018	200010011415	101.42.4200.423.40020	69.20
DERMCO-LAVINE CONSTRUCTION CO.	212496	09/18/2018	8/27/18	101.44.6000.451.40047	16,500.00
EFTPS	CM00002125	08/31/2018	MEDICARE WITHHOLDING	101.203.2030500	(2.68)
EFTPS	CM00002126	08/31/2018	SOCIAL SECURITY WITHHOLDING	101.203.2030400	(11.52)
EFTPS	INV0078027	08/31/2018	FEDERAL WITHHOLDING	101.203.2030200	49,443.25
EFTPS	INV0078029	08/31/2018	MEDICARE WITHHOLDING	101.203.2030500	15,189.00
EFTPS	INV0078030	08/31/2018	SOCIAL SECURITY WITHHOLDING	101.203.2030400	45,069.14
EFTPS	INV0078031	08/31/2018	FEDERAL WITHHOLDING	101.203.2030200	3,106.19
EFTPS	INV0078033	08/31/2018	MEDICARE WITHHOLDING	101.203.2030500	401.64
EFTPS	INV0078034	08/31/2018	SOCIAL SECURITY WITHHOLDING	101.203.2030400	1,717.34
EFTPS	INV0078228	09/14/2018	FEDERAL WITHHOLDING	101.203.2030200	46,564.98
EFTPS	INV0078230	09/14/2018	MEDICARE WITHHOLDING	101.203.2030500	14,188.62
EFTPS	INV0078231	09/14/2018	SOCIAL SECURITY WITHHOLDING	101.203.2030400	40,850.50
EMMONS & OLIVIER RESOURCES	000095-0058-4	09/18/2018	000095-0058	101.43.5100.442.30300	97.50
EYEMED	INV0078165	09/11/2018	SEPTEMBER 2018 PREMIUM	101.203.2032700	254.78
FERRELLGAS	1102590287	09/18/2018	7754787	101.43.5200.443.60016	32.60
FIRSTSCRIBE	2477957	09/11/2018	8/1/18	101.43.5100.442.40044	250.00
FITFORCE, INC.	8/30/18	09/11/2018	REGISTRATION - 3 DAY FITFORCE CO	101.42.4000.421.50080	1,485.00
GALLS INC	010577075	09/11/2018	1001727847	101.42.4000.421.60045	3.15
GALLS INC	010584356	09/11/2018	010584356	101.42.4000.421.60065	75.53
GALLS INC	010598172	09/18/2018	1001727847	101.42.4000.421.60045	59.94
GALLS INC	010617790	09/18/2018	1001727847	101.42.4000.421.60045	123.14
GALLS INC	010662202	09/18/2018	1001727847	101.42.4000.421.60045	109.90
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0078011	08/31/2018	HSA ELECTION-FAMILY	101.203.2032500	2,952.01
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0078012	08/31/2018	HSA ELECTION-SINGLE	101.203.2032500	4,437.45
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0078209	09/14/2018	HSA ELECTION-FAMILY	101.203.2032500	2,952.01
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0078210	09/14/2018	HSA ELECTION-SINGLE	101.203.2032500	4,437.45
GENESIS EMPLOYEE BENEFITS, INC	IN1334004	09/18/2018	Payroll	101.41.1100.413.30550	35.55
GENESIS EMPLOYEE BENEFITS, INC	IN1334004	09/18/2018	Payroll	101.41.2000.415.30550	82.40
GENESIS EMPLOYEE BENEFITS, INC	IN1334004	09/18/2018	Payroll	101.42.4000.421.30550	279.35
GENESIS EMPLOYEE BENEFITS, INC	IN1334004	09/18/2018	Payroll	101.42.4200.423.30550	21.50
GENESIS EMPLOYEE BENEFITS, INC	IN1334004	09/18/2018	Payroll	101.43.5000.441.30550	12.75
GENESIS EMPLOYEE BENEFITS, INC	IN1334004	09/18/2018	Payroll	101.43.5100.442.30550	44.80
GENESIS EMPLOYEE BENEFITS, INC	IN1334004	09/18/2018	Payroll	101.43.5200.443.30550	39.00
GENESIS EMPLOYEE BENEFITS, INC	IN1334004	09/18/2018	Payroll	101.44.6000.451.30550	48.51
GENESIS EMPLOYEE BENEFITS, INC	IN1334004	09/18/2018	Payroll	101.45.3000.419.30550	22.34
GENESIS EMPLOYEE BENEFITS, INC	IN1334004	09/18/2018	Payroll	101.45.3200.419.30550	16.45
GENESIS EMPLOYEE BENEFITS, INC	IN1334004	09/18/2018	Payroll	101.45.3300.419.30550	36.50
GERRY'S FIRE & SAFETY INC	59499	09/18/2018	8/22/18	101.42.4200.423.40042	209.50
GERRY'S FIRE & SAFETY INC	59500	09/18/2018	8/22/18	101.42.4200.423.30700	109.50
GERTENS	35393/6	09/11/2018	103566	101.44.6000.451.60065	174.04
HILGERT, BRIAN	9/4/18	09/18/2018	PLANNING FEE REIMBURSEMENT	101.45.0000.3413000	246.00
HOISINGTON KOEGLER GROUP INC.	018-028-3	09/18/2018	018-028	101.44.6000.451.30700	435.00
ICMA RETIREMENT TRUST - 457	INV0078013	08/31/2018	ICMA-AGE <49 %	101.203.2031400	7,210.01
ICMA RETIREMENT TRUST - 457	INV0078014	08/31/2018	ICMA-AGE <49	101.203.2031400	5,126.54
ICMA RETIREMENT TRUST - 457	INV0078015	08/31/2018	ICMA-AGE 50+ %	101.203.2031400	876.33
ICMA RETIREMENT TRUST - 457	INV0078016	08/31/2018	ICMA-AGE 50+	101.203.2031400	6,001.91
ICMA RETIREMENT TRUST - 457	INV0078017	08/31/2018	ICMA (EMPLOYER SHARE ADMIN)	101.203.2031400	88.57
ICMA RETIREMENT TRUST - 457	INV0078025	08/31/2018	ROTH IRA (AGE 49 & UNDER)	101.203.2032400	1,943.07
ICMA RETIREMENT TRUST - 457	INV0078026	08/31/2018	ROTH IRA (AGE 50 & OVER)	101.203.2032400	400.00
ICMA RETIREMENT TRUST - 457	INV0078211	09/14/2018	ICMA-AGE <49 %	101.203.2031400	6,946.42
ICMA RETIREMENT TRUST - 457	INV0078212	09/14/2018	ICMA-AGE <49	101.203.2031400	5,126.54

ICMA RETIREMENT TRUST - 457	INV0078213	09/14/2018	ICMA-AGE 50+ %	101.203.2031400	1,000.68
ICMA RETIREMENT TRUST - 457	INV0078214	09/14/2018	ICMA-AGE 50+	101.203.2031400	5,251.91
ICMA RETIREMENT TRUST - 457	INV0078215	09/14/2018	ICMA (EMPLOYER SHARE ADMIN)	101.203.2031400	88.57
ICMA RETIREMENT TRUST - 457	INV0078225	09/14/2018	ROTH IRA (AGE 49 & UNDER)	101.203.2032400	1,943.07
ICMA RETIREMENT TRUST - 457	INV0078226	09/14/2018	ROTH IRA (AGE 50 & OVER)	101.203.2032400	400.00
ING DIRECT	INV0078035	08/31/2018	MSRS-HCSP	101.203.2032200	35,421.46
INSIGHT EDGE	1545	09/11/2018	8/16/18	101.41.1100.413.30700	750.00
INTOXIMETERS	604949	09/11/2018	C000MNINVO	101.42.4000.421.60065	40.00
IUOE	INV0078216	09/14/2018	UNION DUES IUOE	101.203.2031000	1,183.44
JAEGER, BARBARA	9/10/18	09/18/2018	CITY PROJECT NO. 2015-03	101.45.0000.3413000	246.00
LEAGUE OF MN CITIES	275499	09/11/2018	2018-2019	101.41.1000.413.50070	23,584.00
LELS	INV0078217	09/14/2018	UNION DUES (LELS)	101.203.2031000	1,620.00
LELS SERGEANTS	INV0078227	09/14/2018	UNION DUES (LELS SGT)	101.203.2031000	294.00
LILLIE SUBURBAN NEWSPAPERS	8/31/18 001363	09/18/2018	Advertising/Publishing	101.41.1200.414.50025	93.50
LILLIE SUBURBAN NEWSPAPERS	8/31/18 001363	09/18/2018	Advertising/Publishing	101.41.1200.414.50025	17.25
LILLIE SUBURBAN NEWSPAPERS	8/31/18 001363	09/18/2018	Advertising/Publishing	101.45.3200.419.50025	724.50
LILLIE SUBURBAN NEWSPAPERS	8/31/18 001363	09/18/2018	Advertising/Publishing	101.45.3200.419.50025	37.38
LILLIE SUBURBAN NEWSPAPERS	8/31/18 001363	09/18/2018	Advertising/Publishing	101.45.3200.419.50025	20.13
LOCAL GOVERNMENT INFORMATION SYSTEM (L	45756	09/18/2018	106325	101.42.4000.421.70501	2,087.00
LOCAL GOVERNMENT INFORMATION SYSTEM (L	45765	09/18/2018	111541	101.42.4200.423.30700	137.00
M & J SERVICES, LLC	1887	09/18/2018	8/29/18	101.43.5200.443.40046	690.00
M & J SERVICES, LLC	1889	09/18/2018	8/29/18	101.43.5200.443.40046	2,275.00
M & J SERVICES, LLC	1890	09/18/2018	8/29/18	101.43.5200.443.40046	3,680.00
M & J SERVICES, LLC	1891	09/18/2018	8/29/18	101.43.5200.443.40046	3,360.00
M & J SERVICES, LLC	1893	09/18/2018	9/4/18	101.43.5200.443.40046	125.00
M & J SERVICES, LLC	1894	09/18/2018	9/4/18	101.44.6000.451.30700	1,225.00
M & J SERVICES, LLC	1900	09/18/2018	9/10/18	101.43.5200.443.40046	425.00
MARTIN-MCALLISTER	11931	09/18/2018	INV001	101.41.1100.413.30500	3,000.00
MESSERLI & KRAMER, P.A.	9/5/18	09/18/2018	COURT FILE NO. 62-CV-18-1732	101.203.2031900	1,494.05
METROPOLITAN COUNCIL	AUGUST 2018	09/18/2018	AUGUST 2018	101.41.0000.3414000	(149.10)
MINNESOTA DEPARTMENT OF HUMAN SERVICE	INV0078206	09/14/2018	STEVE HER FEIN/TAXPAYER ID: 41600	101.203.2032100	439.04
MINNESOTA DEPARTMENT OF HUMAN SERVICE	INV0078207	09/14/2018	JOEL JACKSON FEIN/TAXPAYER ID: 4	101.203.2032100	294.18
MINNESOTA DEPARTMENT OF HUMAN SERVICE	INV0078208	09/14/2018	JOHN VERDEJA FEIN/TAXPAYER ID: 4	101.203.2032100	190.49
MN DEPT OF REVENUE	INV0078028	08/31/2018	STATE WITHHOLDING	101.203.2030300	23,636.55
MN DEPT OF REVENUE	INV0078032	08/31/2018	STATE WITHHOLDING	101.203.2030300	1,094.48
MN DEPT OF REVENUE	INV0078218	09/14/2018	LEVY - LETTER ID:L1707410112 - J. CH	101.203.2031900	88.34
MN DEPT OF REVENUE	INV0078229	09/14/2018	STATE WITHHOLDING	101.203.2030300	22,231.89
MN GLOVE & SAFETY, INC.	310282	09/11/2018	CTINVE	101.43.5200.443.60045	81.97
MN LIFE INSURANCE CO	SEPTEMBER 2018	09/11/2018	POLICY #0027324	101.203.2030900	3,437.89
MN LIFE INSURANCE CO	SEPTEMBER 2018	09/11/2018	POLICY #0027324	101.42.4000.421.20620	(20.00)
MN LIFE INSURANCE CO	AUGUST 2018	09/11/2018	POLICY #0027324	101.203.2030900	3,639.07
MN LIFE INSURANCE CO	AUGUST 2018	09/11/2018	POLICY #0027324	101.42.4000.421.20620	10.00
MN MAYOR'S ASSN	ANNUAL DUES 2018	09/11/2018	GEORGE TOURVILLE	101.41.1000.413.50070	30.00
MN NCPERS LIFE INSURANCE	SEPTEMBER 2018	09/11/2018	8/23/18	101.203.2031600	320.00
MOORE MEDICAL LLC	70020551	09/18/2018	22185816	101.42.4200.423.60065	504.55
MTI DISTRIBUTING CO	1186612-00	09/18/2018	91180	101.44.6000.451.60065	344.24
NATURE CALLS, INC.	25871	09/18/2018	JULY 2018	101.44.6000.451.40065	1,980.00
NRG ENERGY INC	0008570374209	09/18/2018	008000127768	101.43.5400.445.40020	1,415.80
NRG ENERGY INC	0008570374209	09/18/2018	008000127768	101.44.6000.451.40020	361.73
NRG ENERGY INC	00085704210	09/18/2018	0080001310189	101.42.4200.423.40020	1,763.27
NRG ENERGY INC	00085704210	09/18/2018	0080001310189	101.44.6000.451.40020	221.62
NRG ENERGY INC	000857074203	09/18/2018	JUNE 2018	101.43.5400.445.40020	1,816.30
NRG ENERGY INC	000857074203	09/18/2018	JUNE 2018	101.44.6000.451.40020	36.09
OKER INVESTMENTS	000055	09/18/2018	000055	101.45.3000.419.30700	273.68
OXYGEN SERVICE COMPANY, INC	03414469	09/18/2018	04394	101.42.4000.421.60065	38.81
PERA	INV0078019	08/31/2018	PERA COORDINATED PLAN	101.203.2030600	39,842.56
PERA	INV0078020	08/31/2018	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	3,064.87
PERA	INV0078021	08/31/2018	PERA DEFINED PLAN	101.203.2030600	69.23
PERA	INV0078022	08/31/2018	EMPLOYER SHARE (PERA DEFINED P	101.203.2030600	69.23
PERA	INV0078023	08/31/2018	PERA POLICE & FIRE PLAN	101.203.2030600	16,654.96
PERA	INV0078024	08/31/2018	EMPLOYER SHARE (POLICE & FIRE PI	101.203.2030600	24,982.43
PERA	INV0078219	09/14/2018	PERA COORDINATED PLAN	101.203.2030600	39,543.54
PERA	INV0078220	09/14/2018	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	3,041.82
PERA	INV0078221	09/14/2018	PERA DEFINED PLAN	101.203.2030600	69.23
PERA	INV0078222	09/14/2018	EMPLOYER SHARE (PERA DEFINED P	101.203.2030600	69.23
PERA	INV0078223	09/14/2018	PERA POLICE & FIRE PLAN	101.203.2030600	16,639.46
PERA	INV0078224	09/14/2018	EMPLOYER SHARE (POLICE & FIRE PI	101.203.2030600	24,959.18
PETTY CASH	9/6/18	09/11/2018	2018 CLEAN UP DAY	101.100.1010400	300.00
PINE BEND PAVING, INC.	18-481	09/18/2018	8/31/18	101.43.5200.443.60016	1,424.26
PLUNKETT'S PEST CONTROL	6033763	09/18/2018	2086226	101.42.4200.423.40040	288.53
PRECISE MRM	IN200-1018001	09/18/2018	000208	101.43.5200.443.30700	37.48
RENEE DUBS ELLENA	18-4713	09/18/2018	SEPT/OCT 2018	101.41.1100.413.50032	795.00
ROAD MACHINERY & SUPPLIES CO	R46223	09/11/2018	INVER001	101.43.5200.443.40050	5,882.85
SOLBERG AGGREGATE CO	20084	09/18/2018	8/21/18	101.43.5200.443.60016	326.80
SPRINT	842483314-201	09/11/2018	Telephone	101.45.3000.419.50020	5.48
STERLING CODIFIERS	21069	09/18/2018	IN0921	101.41.1100.413.30700	835.00
STREICHER'S	I1330869	09/18/2018	285	101.42.4000.421.60065	93.95
THOMSON REUTER - WEST	838821193	09/18/2018	1000197212	101.42.4000.421.30700	236.24
TOTAL CONSTRUCTION & EQUIP.	5815	09/18/2018	8/30/18	101.43.5400.445.40042	335.13
TWIN CITY SAW	A23188	09/18/2018	8/13/18	101.43.5200.443.60040	461.95
TYLER TECHNOLOGIES, INC	025-233753	09/11/2018	41443	101.41.2000.415.40044	438.00
U.S. HEALTHWORKS	0089622-MN	09/18/2018	006745	101.41.1100.413.30500	1,530.00
U.S. HEALTHWORKS	0089897-MN	09/18/2018	006745	101.41.1100.413.30500	165.00

ULI MINNESOTA	2018-2019 DUES	09/11/2018	2018 PROJECT REVIEWS	101.45.3000.419.50070	200.00
UNIFIRST CORPORATION	090 0436313	09/11/2018	1051948	101.43.5200.443.60045	45.99
UNIFIRST CORPORATION	090 0436313	09/11/2018	1051948	101.44.6000.451.60045	30.19
UNIFIRST CORPORATION	090 0437429	09/18/2018	1051948	101.43.5200.443.60045	45.99
UNIFIRST CORPORATION	090 0437429	09/18/2018	1051948	101.44.6000.451.60045	30.19
UNIFIRST CORPORATION	090 0438526	09/18/2018	1051948	101.43.5200.443.60045	45.99
UNIFIRST CORPORATION	090 0438526	09/18/2018	1051948	101.44.6000.451.60045	30.19
UNIFIRST CORPORATION	090 0439646	09/18/2018	1051948	101.43.5200.443.60045	45.99
UNIFIRST CORPORATION	090 0439646	09/18/2018	1051948	101.44.6000.451.60045	30.19
VERIFIED CREDENTIALS, INC.	284109	09/11/2018	00095-0057	101.41.1100.413.30500	905.50
VERIZON WIRELESS	9813383607	09/11/2018	Telephone	101.41.1000.413.50020	175.05
VERIZON WIRELESS	9813383607	09/11/2018	Telephone	101.42.4000.421.50020	803.06
VERIZON WIRELESS	9813383607	09/11/2018	Telephone	101.42.4200.423.50020	701.61
VERIZON WIRELESS	9813383607	09/11/2018	Telephone	101.43.5100.442.50020	257.10
VERIZON WIRELESS	9813383607	09/11/2018	Telephone	101.43.5200.443.50020	395.94
VERIZON WIRELESS	9813383607	09/11/2018	Telephone	101.44.6000.451.50020	342.53
VERIZON WIRELESS	9813383607	09/11/2018	Telephone	101.45.3000.419.50020	770.32
VERIZON WIRELESS	9813383607	09/11/2018	Telephone	101.45.3300.419.50020	249.96
VERIZON WIRELESS	9813434764	09/18/2018	942147853-00001	101.42.4000.421.50020	626.69
WEEDS NATIVE LANDSCAPING AND MAINTENANCE	1272	09/18/2018	9/4/18	101.43.5200.443.40046	1,350.00
Fund: 101 - GENERAL FUND					706,746.31
RIVER HEIGHTS CHAMBER OF COMMERCE	8887	09/18/2018	8/22/18	201.44.1600.465.30700	4,149.42
RIVER HEIGHTS CHAMBER OF COMMERCE	8887	09/18/2018	8/22/18	201.44.1600.465.30700	114.74
RIVER HEIGHTS CHAMBER OF COMMERCE	8887	09/18/2018	8/22/18	201.44.1600.465.40065	250.00
RIVER HEIGHTS CHAMBER OF COMMERCE	8887	09/18/2018	8/22/18	201.44.1600.465.50035	14.07
RIVER HEIGHTS CHAMBER OF COMMERCE	8887	09/18/2018	8/22/18	201.44.1600.465.60010	4.76
ST PAUL ARENA COMPANY, LLC	SPAC0002707	09/18/2018	8/31/18	201.44.1600.465.50025	200.00
STACY ANN BROOKS	165	09/18/2018	8/28/18	201.44.1600.465.50025	175.00
Fund: 201 - C.V.B. FUND					4,907.99
BAKER, ANGELINE	8/22/18	09/18/2018	REFUND- REGISTRATION	204.44.0000.3470000	45.00
DAWN LANNING - HHH RANCH	18-18	09/18/2018	8/22/18	204.44.6100.452.30700	2,660.00
GAVIN-BALLANGER, JOSEPH MARK	9/4/18	09/18/2018	ARCHER SUMMER SESSION 2018	204.44.6100.452.30700	350.00
GENESIS EMPLOYEE BENEFITS, INC	IN1334004	09/18/2018	Payroll	204.44.6100.452.30550	14.40
IGH SENIOR CLUB	8/29/18	09/18/2018	AUGUST 2018	204.227.2271000	255.00
MUSEUS, JOHN	9/17/15	10/07/2015	2015 CONDUCT FEE	204.228.2280100	50.00
MUSEUS, JOHN	8/24/16	08/31/2016	2016 SUMMER CONDUCT FEE	204.228.2280100	50.00
SAVE A LIFE	4870	09/18/2018	9/17/18	204.44.6100.452.30700	169.00
SOUTH ST PAUL ANIMAL HOSPITAL	AUGUST 2018	09/18/2018	AUGUST 2018	204.44.6100.452.30700	870.00
VERIZON WIRELESS	9813383607	09/11/2018	Telephone	204.44.6100.452.50020	51.42
ZAPF, JAMES	8/17/18	09/11/2018	REFUND	204.44.0000.3470000	80.00
Fund: 204 - RECREATION FUND					4,594.82
AEP ONSITE PARTNERS, LLC	419-21144162	09/18/2018	9/7/18	205.44.6200.453.40020	4,563.41
AEP ONSITE PARTNERS, LLC	419-21144162	09/18/2018	9/7/18	205.44.6200.453.40020	4,586.97
BRUCE NELSON PLUMBING AND HEATING SERVICE	77037	09/18/2018	8/7/18	205.44.6200.453.40040	1,147.50
BRUCE NELSON PLUMBING AND HEATING SERVICE	77037	09/18/2018	8/7/18	205.44.6200.453.40040	1,147.50
COLLETTE, COLLEEN	9/6/18	09/18/2018	REFUND - LOW ENROLLMENT	205.44.0000.3493501	69.00
EZ FITNESS SOLUTIONS, LLC	18-0006	09/18/2018	9/5/18	205.44.6200.453.40042	750.00
GARTNER REFRIGERATION & MFG, INC	IP000659	09/18/2018	VETE01	205.44.6200.453.80200	24,579.00
GENESIS EMPLOYEE BENEFITS, INC	IN1334004	09/18/2018	Payroll	205.44.6200.453.30550	12.50
GENESIS EMPLOYEE BENEFITS, INC	IN1334004	09/18/2018	Payroll	205.44.6200.453.30550	12.50
GENESIS EMPLOYEE BENEFITS, INC	IN1334004	09/18/2018	Payroll	205.44.6200.453.30550	11.00
GENESIS EMPLOYEE BENEFITS, INC	IN1334004	09/18/2018	Payroll	205.44.6200.453.30550	40.44
GENESIS EMPLOYEE BENEFITS, INC	IN1334004	09/18/2018	Payroll	205.44.6200.453.30550	3.50
GENESIS EMPLOYEE BENEFITS, INC	IN1334004	09/18/2018	Payroll	205.44.6200.453.30550	2.80
HUEBSCH SERVICES	4145458	09/18/2018	92965	205.44.6200.453.40040	224.61
HUEBSCH SERVICES	4145458	09/18/2018	92965	205.44.6200.453.40040	59.70
LEE, JANETTE	8/20/18	09/11/2018	REFUND - SWIM LESSON	205.44.0000.3493501	84.00
PERFECTION PLUS, INC	1128876	09/18/2018	9/1/18	205.44.6200.453.40040	5,857.50
TRIDISTRICT COMMUNITY ED	9/11/18	09/18/2018	125 WALKING BUTTONS	205.44.6200.453.60065	125.00
VERIZON WIRELESS	9813383607	09/11/2018	Telephone	205.44.6200.453.50020	22.16
VERIZON WIRELESS	9813383607	09/11/2018	Telephone	205.44.6200.453.50020	69.41
VERIZON WIRELESS	9813383607	09/11/2018	Telephone	205.44.6200.453.50020	57.33
VERIZON WIRELESS	9813383607	09/11/2018	Telephone	205.44.6200.453.50020	69.40
WALTMAN, MELISSA	8/27/18	09/18/2018	REFUND - CLASS CANCELLATION	205.44.0000.3493501	54.00
Fund: 205 - COMMUNITY CENTER					43,549.23
GENESIS EMPLOYEE BENEFITS, INC	IN1334004	09/18/2018	Payroll	290.45.3000.419.30550	1.71
Fund: 290 - EDA OPERATING					1.71
M & J SERVICES, LLC	1888	09/18/2018	8/29/18	402.44.6000.451.30700	1,235.00
RIVARD STONE, INC.	86661	09/18/2018	22192	402.44.6000.451.60065	5,087.50
Fund: 402 - PARK ACQ. & DEV. FUND					6,322.50
METROPOLITAN COUNCIL	AUGUST 2018	09/18/2018	AUGUST 2018	404.217.2170000	14,910.00
Fund: 404 - SEWER CONNECTION FUND					14,910.00

COST, PLANNING AND MANAGEMENT INTERNATIONAL	6846	09/11/2018	18362	434.42.4200.423.30700	7,000.00
REHDER & ASSOCIATES INC	6475	09/11/2018	2/14/18	434.42.4200.423.30700	4,625.20
REHDER & ASSOCIATES INC	6505	09/11/2018	3/16/18	434.42.4200.423.30700	4,616.80
WENDEL ADG, LLC	349299	09/18/2018	600801	434.42.4200.423.30200	156,305.20
WENDEL ADG, LLC	349685	09/18/2018	600801	434.42.4200.423.30200	4,506.85
WENDEL ADG, LLC	349809	09/18/2018	600801	434.42.4200.423.30200	13,568.51
Fund: 434 - 2014 IMPROVEMENT FUND					190,622.56
BARR ENGINEERING COMPANY	23191332.00-18	09/11/2018	CITY PROJECT NO. 2016-01	436.73.5900.736.30300	1,571.00
BARR ENGINEERING COMPANY	23191332.00-19	09/11/2018	CITY PROJECT NO. 20126-01	436.73.5900.736.30300	741.30
PEMBER COMPANIES, INC.	PAY REQUEST #1	09/18/2018	HERITAGE VILLAGE DOG PARK	436.44.5900.736.80300	41,683.62
SHORT ELLIOTT HENDRICKSON, INC.	348158	09/18/2018	4340	436.50.5900.736.30300	3,579.85
Fund: 436 - 2016 IMPROVEMENT FUND					47,575.77
BARR ENGINEERING COMPANY	23191381.00-3	09/11/2018	CITY PROJECT NO. 2017-17	437.73.5900.737.30300	8,555.12
BECKER ARENA PRODUCTS, INC.	PAY REQUEST NO. 2	09/11/2018	CITY PROJECT 2017-1722	437.44.5900.737.80200	12,272.18
KIMLEY-HORN & ASSOCIATES, INC.	11603278	09/11/2018	160509033.3	437.44.5900.737.30300	598.90
LILLIE SUBURBAN NEWSPAPERS	8/31/18 001363	09/18/2018	Advertising/Publishing	437.73.5900.737.50025	77.00
MINNESOTA ICE LLC.	PAY REQUEST NO. 1	09/11/2018	CITY PROJECT NO. 2017-1722	437.44.5900.737.80200	261,826.89
STEVENS ENGINEERS INC	11622	09/18/2018	900-18-302	437.44.5900.737.30300	2,821.47
WENCK ASSOCIATES, INC.	11806143	09/18/2018	b3619-0002	437.73.5900.737.30300	1,750.20
Fund: 437 - 2017 IMPROVEMENT FUND					287,901.76
BACON ME CRAZY	8/21/18	09/11/2018	REIMBURSE - FOOD TRUCK	438.43.5500.446.60065	20.00
BOLTON & MENK, INC.	0220508	09/11/2018	T18.116107	438.42.4200.423.30300	2,045.00
EJM PIPE SERVICES	PAY VO. NO. 2	09/18/2018	CITY PROJECT NO. 2018-08	438.42.4200.423.80300	130,525.73
EJM PIPE SERVICES	PAY VO. NO. 2	09/18/2018	CITY PROJECT NO. 2018-08	438.42.4200.423.80300	4,332.00
LILLIE SUBURBAN NEWSPAPERS	8/31/18 001363	09/18/2018	Advertising/Publishing	438.73.5900.738.50025	99.00
LITIN	499705	09/13/2018	INV6000	438.43.5500.446.60065	93.00
SRF CONSULTING GROUP, INC	10970.01-3	09/11/2018	CITY PROJECT NO. 2018-08	438.42.4200.423.30300	19,033.52
Fund: 438 - 2018 IMPROVEMENT FUND					156,148.25
AMERICAN ENGINEERING TESTING, INC.	902453	09/11/2018	INV001	440.74.5900.740.30300	9,280.20
BOLTON & MENK, INC.	0220506	09/11/2018	T18.116599	440.74.5900.740.30300	17,312.50
BRAUN INTERTEC CORPORATION	B140367	09/11/2018	I09213	440.74.5900.740.30300	30,494.65
EVERGREEN LAND SERVICES	00-11944	09/11/2018	4/18/18	440.74.5900.740.30300	240.00
KIMLEY-HORN & ASSOCIATES, INC.	11575786	09/11/2018	160509021.3	440.74.5900.740.30300	17,533.94
KIMLEY-HORN & ASSOCIATES, INC.	11575788	09/11/2018	160509027.3	440.74.5900.740.30300	715.50
MCNAMARA CONTRACTING INC	PAY VO. NO. 4	09/18/2018	CITY PROJECT NO. 2015-09D	440.74.5900.740.80300	579,307.15
PARK CONSTRUCTION COMPANY	PAY VO. NO. 2	09/18/2018	CITY PROJECT NO. 2017-09E	440.74.5900.740.80300	218,281.95
SHORT ELLIOTT HENDRICKSON, INC.	354424	09/11/2018	4340	440.74.5900.740.30300	4,813.39
STATE OF MN - DEPT. OF TRANS.	P00009304	09/11/2018	00000001298	440.74.5900.740.30300	99.49
STATE OF MN - DEPT. OF TRANS.	P00009433	09/11/2018	0000001298	440.74.5900.740.30300	327.83
Fund: 440 - PAVEMENT MANAGEMENT PROJ					878,406.60
BARR ENGINEERING COMPANY	23190328.18-5	09/11/2018	2018 PROJECT REVIEWS	441.74.5900.741.30300	285.00
BARR ENGINEERING COMPANY	23190328.18-6	09/18/2018	2018 PROJECT REVIEWS	441.74.5900.741.30300	938.50
GENESIS EMPLOYEE BENEFITS, INC	IN1334004	09/18/2018	Payroll	441.74.5900.741.30550	3.75
Fund: 441 - STORM WATER MANAGEMENT					1,227.25
DERMCO-LAVINE CONSTRUCTION CO.	212496	09/18/2018	8/27/18	444.74.5900.744.40047	76,450.00
HEINFRIED KOLKMANN	18-052	09/18/2018	JOB#18-021	444.74.5900.744.30700	6,000.00
Fund: 444 - PARK CAPITAL REPLACEMENT					82,450.00
BOLTON & MENK, INC.	0220510	09/11/2018	T18.113208	446.74.5900.746.30300	785.00
EMMONS & OLIVIER RESOURCES	00095-0058-5	09/18/2018	00095-0058	446.74.5900.746.30300	341.25
EVERGREEN LAND SERVICES	00-11986	09/11/2018	8/16/18	446.74.5900.746.30300	560.00
WSB & ASSOCIATES, INC.	0-003599-000-15	09/18/2018	7/1/18-7/31/18	446.74.5900.746.30300	427.50
Fund: 446 - NW AREA					2,113.75
GENESIS EMPLOYEE BENEFITS, INC	IN1334004	09/18/2018	Payroll	451.45.3000.419.30550	3.50
INVER HILLS COMMUNITY BAND	8/21/18	09/11/2018	2018 SUMMER POPS CONCERTS	451.75.5900.751.70600	1,000.00
Fund: 451 - HOST COMMUNITY FUND					1,003.50
EHLERS AND ASSOCIATES, INC.	77958	09/18/2018	9/10/18	453.57.9000.570.30150	240.00
EHLERS AND ASSOCIATES, INC.	77959	09/18/2018	9/10/18	453.57.9000.570.30150	120.00
LILLIE SUBURBAN NEWSPAPERS	8/31/18 001363	09/18/2018	Advertising/Publishing	453.57.9000.570.50025	66.13
Fund: 453 - SE QUADRANT TIF DIST 4-1					426.13
GREEN LIGHTS RECYCLING INC	18-5532	09/11/2018	8/19/18	454.43.5500.446.40025	459.69
JR'S APPLIANCE DISPOSAL	95809	09/11/2018	8/24/18	454.43.5500.446.40025	439.25
LITIN	499705	09/13/2018	INV6000	454.43.5500.446.60065	266.14
Fund: 454 - LANDFILL ABATEMENT					1,165.08
CHAMPION TANK SERVICES	914-1	09/11/2018	8/24/18	501.50.7100.512.40043	19,580.00
CITY OF BLOOMINGTON	1800209	09/18/2018	8/30/18	501.50.7100.512.30700	420.00
CORE & MAIN LP	J350979	09/11/2018	099872	501.50.7100.512.40043	75.00
CORE & MAIN LP	J353080	09/11/2018	099872	501.50.7100.512.40043	1,527.55
GENESIS EMPLOYEE BENEFITS, INC	IN1334004	09/18/2018	Payroll	501.50.7100.512.30550	49.58
GLENN LAWN CARE	1512	09/18/2018	0002	501.50.7100.512.30700	1,040.00
GOPHER STATE ONE-CALL	8080467	09/18/2018	MN00435	501.50.7100.512.30700	920.70
GRAINGER	9875423718	09/11/2018	806460150	501.50.7100.512.40043	49.37
HAWKINS, INC.	4350565	09/11/2018	108816	501.50.7100.512.60019	6,161.91

HAWKINS, INC.	4354750	09/18/2018	108816	501.50.7100.512.60019	658.80
HYDRODESIGNS, INC	0049262-IN	09/11/2018	INVERGR	501.50.7100.512.30700	1,247.25
METROWIDE PLUMBING LLC	9/5/18	09/18/2018	9/5/18	501.50.7100.512.40043	330.00
MIDWEST SAFETY COUNSELORS, INC.	IVC0054915	09/11/2018	8/17/18	501.50.7100.512.50080	141.83
MIDWEST SAFETY COUNSELORS, INC.	IVC41348	09/11/2018	8/27/18	501.50.7100.512.50080	184.00
MIDWEST SAFETY COUNSELORS, INC.	IVC41374	09/18/2018	9/4/18	501.50.7100.512.50080	439.00
NRG ENERGY INC	0008570374209	09/18/2018	008000127768	501.50.7100.512.40020	3,141.59
NRG ENERGY INC	00085704210	09/18/2018	0080001310189	501.50.7100.512.40020	14,900.69
NRG ENERGY INC	000857074203	09/18/2018	JUNE 2018	501.50.7100.512.40020	3,411.19
NRG ENERGY INC	000857074211	09/18/2018	008000132271	501.50.7100.512.40020	8,298.66
OXYGEN SERVICE COMPANY, INC	08192156	09/11/2018	04393	501.50.7100.512.40043	50.45
PIEKARSKI-KRECH, ROSEMARY	9/7/18	09/11/2018	REFUND HYDRANT PERMIT #1809	501.207.2070300	(5.34)
PIEKARSKI-KRECH, ROSEMARY	9/7/18	09/11/2018	REFUND HYDRANT PERMIT #1809	501.50.0000.3813000	(75.00)
SPRINT	842483314-201	09/11/2018	Telephone	501.50.7100.512.50020	69.98
STANTEC CONSULTING SERVICES INC.	1396693	09/11/2018	92607	501.50.7100.512.30300	780.00
TOTAL CONSTRUCTION & EQUIP.	8/31/18	09/18/2018	HYDRANT PERMIT REFUND #1805	501.207.2070300	(36.78)
TOTAL CONSTRUCTION & EQUIP.	8/31/18	09/18/2018	HYDRANT PERMIT REFUND #1805	501.50.0000.3813000	(516.18)
VERIZON WIRELESS	9813383607	09/11/2018	Telephone	501.50.7100.512.50020	304.15
Fund: 501 - WATER UTILITY FUND					63,148.40
GENESIS EMPLOYEE BENEFITS, INC	IN1334004	09/18/2018	Payroll	502.51.7200.514.30550	23.23
METROPOLITAN COUNCIL	0001086988	09/18/2018	5084	502.51.7200.514.40015	158,711.74
NRG ENERGY INC	0008570374209	09/18/2018	008000127768	502.51.7200.514.40020	531.67
NRG ENERGY INC	000857074203	09/18/2018	JUNE 2018	502.51.7200.514.40020	13.45
Fund: 502 - SEWER UTILITY FUND					159,280.09
ADIDAS AMERICA INC.	6174900801-001	09/18/2018	6195563011	503.52.8200.523.76200	2,086.40
ADIDAS AMERICA INC.	6174900802-001	09/18/2018	6195563012	503.52.8200.523.76200	237.20
ADIDAS AMERICA INC.	6174900803-001	09/18/2018	6195225608	503.52.8200.523.76200	765.80
ADIDAS AMERICA INC.	6174903985-001	09/18/2018	6195225608	503.52.8200.523.76200	963.00
ADIDAS AMERICA INC.	6174903986-001	09/18/2018	6195563011	503.52.8200.523.76200	145.20
ADIDAS AMERICA INC.	6174937651-001	09/18/2018	6196275837	503.52.8200.523.76200	46.75
ADIDAS AMERICA INC.	6175061625-001	09/18/2018	6195563011	503.52.8200.523.76200	34.65
ADIDAS AMERICA INC.	617508988-001	09/18/2018	6195225608	503.52.8200.523.76200	37.15
ADIDAS AMERICA INC.	6175095829	09/18/2018	32354000	503.52.8200.523.76200	(955.00)
ADIDAS AMERICA INC.	6175107357	09/18/2018	32354001	503.52.8200.523.76200	(757.50)
ALL STAR PRO GOLF, INC.	INVA4247	09/18/2018	210365	503.52.8000.521.60010	201.82
ARTISAN BEER COMPANY	3285537	09/11/2018	125656	503.52.8300.524.76150	903.00
ARTISAN BEER COMPANY	3287147	09/18/2018	125656	503.52.8300.524.76150	390.00
BREAKTHRU BEVERAGE MINNESOTA	1090900547	09/11/2018	102294	503.52.8300.524.76150	348.90
BREAKTHRU BEVERAGE MINNESOTA	1080851873	09/18/2018	102294	503.52.8300.524.76150	599.19
BREAKTHRU BEVERAGE MINNESOTA	1090903644	09/18/2018	102294	503.52.8300.524.76150	399.50
BREAKTHRU BEVERAGE MINNESOTA	1090906508	09/18/2018	102294	503.52.8300.524.76150	88.00
CALLAWAY GOLF	929499151	09/11/2018	33499	503.52.8200.523.76250	171.28
COCA COLA BOTTLING COMPANY	3607204508	09/11/2018	8/22/18	503.52.8300.524.76100	730.16
COCA COLA BOTTLING COMPANY	3607204564	09/18/2018	8/29/18	503.52.8300.524.76100	948.30
COCA COLA BOTTLING COMPANY	3607204630	09/18/2018	9/12/18	503.52.8300.524.76100	411.68
COLLEGE CITY BEVERAGE	442-0618	09/18/2018	3592	503.52.8300.524.76150	769.50
COVERALL OF THE TWIN CITIES INC	7070254382	09/18/2018	707-2469	503.52.8500.526.40040	1,124.81
DRAFT TECHNOLOGIES	06181804	09/11/2018	6/18/18	503.52.8300.524.40042	55.00
DRAFT TECHNOLOGIES	08271804	09/11/2018	8/27/18	503.52.8300.524.40042	55.00
GENESIS EMPLOYEE BENEFITS, INC	IN1334004	09/18/2018	Payroll	503.52.8000.521.30550	11.00
GENESIS EMPLOYEE BENEFITS, INC	IN1334004	09/18/2018	Payroll	503.52.8500.526.30550	3.50
GENESIS EMPLOYEE BENEFITS, INC	IN1334004	09/18/2018	Payroll	503.52.8600.527.30550	25.50
HEGGIES PIZZA	589749671 B	09/18/2018	C224	503.52.8300.524.76050	23.00
HEGGIES PIZZA	99549867	09/18/2018	C224	503.52.8300.524.76050	38.30
IAN ROBERT MCKIEL	002021	09/18/2018	8/24/18	503.52.8500.526.40040	2,950.00
JJ TAYLOR DIST. COMPANY OF MN	2881728	09/11/2018	00834	503.52.8300.524.76150	673.00
JJ TAYLOR DIST. COMPANY OF MN	2888600	09/18/2018	00834	503.52.8300.524.76150	176.60
JJ TAYLOR DIST. COMPANY OF MN	2888657	09/18/2018	00834	503.52.8300.524.76150	231.20
JOHNSON BROTHERS LIQUOR COMPANY INC.	3290448	09/18/2018	125656	503.52.8300.524.76150	374.00
M. AMUNDSON LLP	264922	09/18/2018	902858	503.52.8300.524.76050	243.80
M. AMUNDSON LLP	265384	09/18/2018	902858	503.52.8300.524.76050	144.35
MANSFIELD OIL COMPANY	20904238	09/18/2018	24129	503.52.8600.527.60021	1,362.38
MANSFIELD OIL COMPANY	20930869	09/18/2018	24129	503.52.8600.527.60021	1,496.45
MANSFIELD OIL COMPANY	20940380	09/18/2018	24129	503.52.8600.527.60021	2,496.24
MANSFIELD OIL COMPANY	20940381	09/18/2018	24129	503.52.8600.527.60021	2,681.49
MTI DISTRIBUTING CO	1181810-01	09/11/2018	402307	503.52.8600.527.40042	216.11
MTI DISTRIBUTING CO	1182657-01	09/11/2018	402307	503.52.8600.527.40042	24.62
MTI DISTRIBUTING CO	1158990-01	09/11/2018	402307	503.52.8600.527.40042	42.81
MTI DISTRIBUTING CO	1185132-00	09/11/2018	402307	503.52.8600.527.40042	492.18
MTI DISTRIBUTING CO	1185990-00	09/11/2018	402307	503.52.8600.527.40042	532.39
MTI DISTRIBUTING CO	1186888-00	09/18/2018	402307	503.52.8600.527.40042	596.70
NRG ENERGY INC	000857074203	09/18/2018	JUNE 2018	503.52.8600.527.40020	94.92
PHILLIPS WINE & SPIRITS	2409096	09/11/2018	125656	503.52.8300.524.76150	138.90
PHILLIPS WINE & SPIRITS	2412952	09/18/2018	125656	503.52.8300.524.76150	59.30
PLAISTED COMPANIES, INC.	18470	09/18/2018	INW1	503.52.8600.527.60020	852.59
R.J.'S GOLF CARTS	11380	09/18/2018	8/26/18	503.52.8400.525.40065	888.00
TWIN CITY SAW	A23195	09/11/2018	494910368	503.52.8600.527.40042	89.96
ULTIMATE EVENTS, INC	77261	09/18/2018	29863	503.52.8500.526.50025	2,533.21
US FOODSERVICE	4953300	09/11/2018	03805983	503.52.8300.524.60065	43.21
US FOODSERVICE	4953300	09/11/2018	03805983	503.52.8300.524.76050	663.43
US FOODSERVICE	4953300	09/11/2018	03805983	503.52.8300.524.76100	172.16

US FOODSERVICE	5134218	09/18/2018	03805983	503.52.8300.524.60065	172.43
US FOODSERVICE	5134218	09/18/2018	03805983	503.52.8300.524.76050	901.99
US FOODSERVICE	5134218	09/18/2018	03805983	503.52.8300.524.76100	151.66
US FOODSERVICE	5246171	09/18/2018	03805983	503.52.8300.524.60065	287.91
US FOODSERVICE	5246171	09/18/2018	03805983	503.52.8300.524.76050	439.88
US FOODSERVICE	5373031	09/18/2018	03805983	503.52.8300.524.60065	266.24
US FOODSERVICE	5373031	09/18/2018	03805983	503.52.8300.524.76050	739.96
VERIZON WIRELESS	9813383607	09/11/2018	Telephone	503.52.8500.526.50020	204.75
WINFIELD SOLUTIONS, LLC	000062658815	09/11/2018	442575	503.52.8600.527.60030	176.34
WINFIELD SOLUTIONS, LLC	000062658816	09/11/2018	442575	503.52.8600.527.60035	234.13
WINFIELD SOLUTIONS, LLC	000062675054	09/11/2018	442575	503.52.8600.527.60030	1,008.55
WINFIELD SOLUTIONS, LLC	000062675056	09/11/2018	442575	503.52.8600.527.60035	70.55
WINFIELD SOLUTIONS, LLC	000062675057	09/11/2018	442575	503.52.8600.527.60035	1,919.27
WINFIELD SOLUTIONS, LLC	000062675059	09/11/2018	442575	503.52.8600.527.60020	922.28
Fund: 503 - INVER WOOD GOLF COURSE					37,667.03
GENESIS EMPLOYEE BENEFITS, INC	IN1334004	09/18/2018	Payroll	602.00.2100.415.30550	2.15
LEAGUE OF MN CITIES INS TRUST	8/27/18 40001322	09/11/2018	40001322	602.00.2100.415.50009	137,214.00
Fund: 602 - RISK MANAGEMENT					137,216.15
ALLSTATE PETERBILT OF SOUTH ST. PAUL	3004179544	09/18/2018	14649	603.00.5300.444.60040	18.09
BOYER TRUCKS - MINNEAPOLIS	204428	09/11/2018	C20394	603.00.5300.444.40041	91.36
CLAREY'S SAFETY EQUIPMENT	178851	09/18/2018	090515	603.00.5300.444.60012	200.90
DENNIS J. WALTER	2166	09/11/2018	8/21/18	603.00.5300.444.40041	225.00
FERRELLGAS	1102396194	09/18/2018	7754787	603.00.5300.444.40041	53.00
FROST INC.	4627	09/18/2018	8/24/18	603.00.5300.444.40041	66.26
GENESIS EMPLOYEE BENEFITS, INC	IN1334004	09/18/2018	Payroll	603.00.5300.444.30550	12.74
GERLACH OUTDOOR POWER EQUIP	159264	09/12/2018	109185	603.00.5300.444.40041	302.74
GERLACH OUTDOOR POWER EQUIP	159316	09/11/2018	109185	603.00.5300.444.40041	33.78
GERLACH OUTDOOR POWER EQUIP	159397	09/11/2018	109185	603.00.5300.444.40041	158.26
HANCO CORPORATION	431372	09/18/2018	332660	603.00.5300.444.60014	124.27
HANCO CORPORATION	432735	09/18/2018	332660	603.00.5300.444.60014	(8.27)
HOSE / CONVEYORS INC	00076348	09/18/2018	CIT300	603.00.5300.444.40041	158.50
INVER GROVE FORD	5257518	09/11/2018	8/21/18	603.00.5300.444.40041	92.40
INVER GROVE FORD	5258212	09/18/2018	9/4/18	603.00.5300.444.40041	342.13
INVER GROVE FORD	5258297	09/18/2018	9/6/18	603.00.5300.444.40041	162.67
INVER GROVE FORD	5258335	09/18/2018	9/6/18	603.00.5300.444.40041	135.30
INVER GROVE FORD	5258362	09/18/2018	9/7/18	603.00.5300.444.40041	287.50
KREMER SERVICES LLC	58211	09/18/2018	58531	603.00.5300.444.40041	134.40
LITTLE FALLS MACHINE INC	352429	09/18/2018	INVER	603.00.5300.444.40041	4,101.68
MACQUEEN EQUIPMENT INC	P01164	09/11/2018	INVER003	603.00.5300.444.40041	14.98
MACQUEEN EQUIPMENT INC	W00440	09/11/2018	INVER003	603.00.5300.444.40041	3,382.99
MACQUEEN EQUIPMENT INC	W00612	09/11/2018	INVER003	603.00.5300.444.40041	192.93
MACQUEEN EQUIPMENT INC	p14686	09/11/2018	INVER002	603.00.5300.444.40041	236.48
MANSFIELD OIL COMPANY	139761	09/18/2018	23866-02-139761	603.140.1450060	7,161.07
METRO JANITORIAL SUPPLY INC	11014861	09/11/2018	8/14/18	603.00.5300.444.40040	395.75
METRO JANITORIAL SUPPLY INC	11014868	09/11/2018	8/28/18	603.00.5300.444.60011	88.93
METRO JANITORIAL SUPPLY INC	11014871	09/18/2018	8/28/18	603.00.5300.444.40041	186.15
METRO JANITORIAL SUPPLY INC	11014870	09/18/2018	8/28/18	603.00.5300.444.60011	42.79
METROWIDE PLUMBING LLC	8/21/18	09/12/2018	8/21/18	603.00.5300.444.40040	350.00
METROWIDE PLUMBING LLC	8/27/18	09/18/2018	8/27/18	603.00.5300.444.40040	248.00
MID CITY SERVICES, INC.	86804	09/18/2018	8/31/18	603.00.5300.444.40065	45.75
MIDWAY FORD	118929	09/18/2018	9/5/18	603.00.5300.444.80700	25,519.73
MTI DISTRIBUTING CO	1183768-00	09/11/2018	91180	603.00.5300.444.40041	1,665.86
NRG ENERGY INC	00085704210	09/18/2018	0080001310189	603.00.5300.444.40020	2,188.77
NUSS TRUCK AND EQUIPMENT	7117758P	09/11/2018	38679B	603.00.5300.444.40041	58.07
NUSS TRUCK AND EQUIPMENT	7120255P	09/11/2018	38679B	603.00.5300.444.40041	496.78
O' REILLY AUTO PARTS	1767-347664	09/11/2018	1578028	603.00.5300.444.60012	28.76
O' REILLY AUTO PARTS	1767-348243	09/11/2018	1578028	603.00.5300.444.60012	6.29
O' REILLY AUTO PARTS	1767-348434	09/11/2018	1578028	603.00.5300.444.40041	8.58
O' REILLY AUTO PARTS	1767-349023	09/11/2018	1578028	603.00.5300.444.40041	1.99
O' REILLY AUTO PARTS	1767-349793	09/18/2018	1578028	603.00.5300.444.40041	173.41
O' REILLY AUTO PARTS	1767-350317	09/18/2018	1578028	603.140.1450050	97.88
O' REILLY AUTO PARTS	1767-350487	09/18/2018	1578028	603.00.5300.444.40041	8.58
O' REILLY AUTO PARTS	1767-350508	09/18/2018	1578028	603.00.5300.444.40041	104.99
O' REILLY AUTO PARTS	1767-351052	09/18/2018	1578028	603.00.5300.444.40041	(34.69)
O' REILLY AUTO PARTS	1767-351838	09/18/2018	1578028	603.00.5300.444.40041	34.65
O' REILLY AUTO PARTS	1767-351948	09/18/2018	1578028	603.00.5300.444.40041	40.35
O' REILLY AUTO PARTS	1767-352183	09/18/2018	1578028	603.00.5300.444.40041	40.30
O' REILLY AUTO PARTS	1767-350566	09/18/2018	1578028	603.00.5300.444.40041	(103.31)
PERFECTION PLUS, INC	1128876	09/18/2018	9/1/18	603.00.5300.444.40040	442.00
POMP'S TIRE SERVICE, INC.	980051700	09/18/2018	4502557	603.00.5300.444.40041	89.00
PUMP AND METER SERVICE INC	85222	09/18/2018	494500	603.00.5300.444.40040	157.36
SOUTH EAST TOWING	210363	09/12/2018	8/13/18	603.00.5300.444.40041	75.00
TOWMASTER TRAILERS INC	407242	09/18/2018	2946	603.00.5300.444.40041	238.54
TOXALERT INTERNATIONAL INC	19758	09/18/2018	9/1/18	603.00.5300.444.40040	232.00
TRUCK UTILITIES, INC.	0328239	09/18/2018	000154	603.00.5300.444.40041	174.00
UNIFIRST CORPORATION	090 0436313	09/11/2018	1051948	603.00.5300.444.40065	113.35
UNIFIRST CORPORATION	090 0436313	09/11/2018	1051948	603.00.5300.444.60045	28.33
UNIFIRST CORPORATION	090 0437429	09/18/2018	1051948	603.00.5300.444.40065	179.17
UNIFIRST CORPORATION	090 0437429	09/18/2018	1051948	603.00.5300.444.60045	32.71
UNIFIRST CORPORATION	090 0438526	09/18/2018	1051948	603.00.5300.444.40065	162.99
UNIFIRST CORPORATION	090 0438526	09/18/2018	1051948	603.00.5300.444.60045	37.79

UNIFIRST CORPORATION	090 0439646	09/18/2018	1051948	603.00.5300.444.40065	169.98
UNIFIRST CORPORATION	090 0439646	09/18/2018	1051948	603.00.5300.444.60045	33.50
VERIZON WIRELESS	9813383607	09/11/2018	Telephone	603.00.5300.444.50020	109.54
WORLD FUEL SERVICES	20204870868-41801	09/11/2018	112741	603.140.1450050	1,382.71
Fund: 603 - CENTRAL EQUIPMENT					53,033.49
US BANCORP EQUIPMENT FINANCE, INC.	365390210	09/18/2018	923425	604.00.2200.416.40050	2,810.50
Fund: 604 - CENTRAL STORES					2,810.50
AEP ONSITE PARTNERS, LLC	419-21144162	09/18/2018	9/7/18	605.00.7500.460.40020	2,442.79
CULLIGAN	8/31/18 157-98503022-8	09/18/2018	157-98503022-8	605.00.7500.460.60011	55.35
GENESIS EMPLOYEE BENEFITS, INC	IN1334004	09/18/2018	Payroll	605.00.7500.460.30550	3.50
HUEBSCH SERVICES	4137244	09/18/2018	100075	605.00.7500.460.40065	118.22
HUEBSCH SERVICES	4145457	09/18/2018	100075	605.00.7500.460.40065	118.22
LONE OAK COMPANIES	76865	09/18/2018	8/29/18	605.00.7500.460.50035	597.45
LONE OAK COMPANIES	79507	09/18/2018	8/30/18	605.00.7500.460.50035	524.37
PERFECTION PLUS, INC	1128876	09/18/2018	9/1/18	605.00.7500.460.40040	4,410.08
TOTAL CONSTRUCTION & EQUIP.	5814	09/18/2018	ws18cl1019	605.00.7500.460.40040	95.75
Fund: 605 - CITY FACILITIES					8,365.73
CDW GOVERNMENT INC	NVL6940	09/18/2018	2394832	606.00.1400.413.60065	271.55
CDW GOVERNMENT INC	NWJ7304	09/18/2018	2394832	606.00.1400.413.60041	21.81
DAKOTA CTY FINANCIAL SVCS	00031749	09/18/2018	P0001753	606.00.1400.413.30700	1,551.33
GENESIS EMPLOYEE BENEFITS, INC	IN1334004	09/18/2018	Payroll	606.00.1400.413.30550	30.05
IDEAL SYSTEM SOLUTIONS, INC.	67381	09/18/2018	8/21/18	606.00.1400.413.60041	8,752.50
WORKS COMPUTING, INC.	30313	09/18/2018	INVER	606.00.1400.413.80610	74,603.78
WORKS COMPUTING, INC.	30314	09/18/2018	INVER	606.00.1400.413.80610	74,603.78
Fund: 606 - TECHNOLOGY FUND					159,834.80
BARR ENGINEERING COMPANY	23190328.16-26	09/11/2018	BRCO BLACKSTONE RIDGE CONSTR	702.229.2296102	291.31
BARR ENGINEERING COMPANY	23190328.17-12	09/11/2018	2017 PROJECT REVIEWS	702.229.2285702	727.75
BARR ENGINEERING COMPANY	23190328.17-12	09/11/2018	2017 PROJECT REVIEWS	702.229.2286102	180.00
BARR ENGINEERING COMPANY	23190328.18-5	09/11/2018	2018 PROJECT REVIEWS	702.229.2306002	243.00
BARR ENGINEERING COMPANY	23190328.18-5	09/11/2018	2018 PROJECT REVIEWS	702.229.2306902	1,096.50
BARR ENGINEERING COMPANY	23190328.16-27	09/11/2018	BRCO BLACKSTONE RIDGE CONSTR	702.229.2296102	523.63
BARR ENGINEERING COMPANY	23190328.17-13	09/11/2018	2017 PROJECT REVIEWS	702.229.2285702	1,689.88
BARR ENGINEERING COMPANY	23190328.18-6	09/18/2018	2018 PROJECT REVIEWS	702.229.2293102	1,511.00
BARR ENGINEERING COMPANY	23190328.18-6	09/18/2018	2018 PROJECT REVIEWS	702.229.2306902	60.00
BOLTON & MENK, INC.	0220509	09/11/2018	T18.116815	702.229.2284602	1,445.00
CULLIGAN	8/31/18 157-98473242-8	09/18/2018	157-98473242-8	702.229.2286300	36.05
EMMONS & OLIVIER RESOURCES	000095-0058-4	09/18/2018	000095-0058	702.229.2284602	3,026.72
EMMONS & OLIVIER RESOURCES	00095-0057-3	09/18/2018	00095-0057	702.229.2287302	332.76
EMMONS & OLIVIER RESOURCES	00095-0058-5	09/18/2018	00095-0058	702.229.2284602	1,371.75
ISD #199	9/17/18	09/18/2018	ESCROW REFUND	702.229.2305502	181.00
LILLIE SUBURBAN NEWSPAPERS	8/31/18 001363	09/18/2018	Advertising/Publishing	702.229.2308602	23.00
LILLIE SUBURBAN NEWSPAPERS	8/31/18 001363	09/18/2018	Advertising/Publishing	702.229.2308702	20.13
PIEKARSKI-KRECH, ROSEMARY	9/7/18	09/11/2018	REFUND HYDRANT PERMIT #1809	702.229.2294300	1,000.00
RAMSEY COUNTY SHERIFF'S DEPT	62CR17859	09/11/2018	DAROL BARNES	702.229.2291000	500.00
TOTAL CONSTRUCTION & EQUIP.	8/31/18	09/18/2018	HYDRANT PERMIT REFUND #1805	702.229.2294300	1,000.00
WASHINGTON COUNTY COURT ADMIN	118917637	09/18/2018	ALLISSA HAUWILLE	702.229.2291000	300.00
Fund: 702 - ESCROW FUND					15,559.48
Grand Total					3,066,988.88

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Approval of Extension Liquor License Permit for Mississippi Pub, 4455 66th Street E.**Meeting Date:** September 24, 2018**Item Type:** Consent Agenda**Contact:** Michelle Tesser, 651-450-2513**Prepared by:** Michelle Tesser, City Clerk**Reviewed by:** Michelle Tesser, City Clerk**Fiscal/FTE Impact:**

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

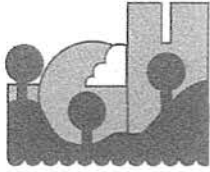
PURPOSE/ACTION REQUESTED:

Consider Request of Mississippi Pub, 4455 66th Street East to extend their existing Liquor License sales area to a designed outdoor area temporarily during the dates of October 5 through October 7, 2018.

SUMMARY:

Joe Harms has made a request to extend the liquor sales area of Mississippi Pub to the parking lot temporarily during the dates of October 5 through October 7, 2018. No alcoholic beverages will be consumed outside of the enclosed area, and colored wristbands will be utilized for age verification purposes. Security personnel will be on-hand throughout the events.

Joe Harms will continue to work with Commander Josh Otis and Fire Marshall Jeff Schadeegg as the event date nears to make sure they meet requirements before and during the proposed outdoor sales along with meeting other safety issues related to the event.



City of Inver Grove Heights

www.ci.inver-grove-heights.mn.us

LIQUOR LICENSE EXTENSION APPLICATION

Business Information:

Name: MISSISSIPPI PUB, INC

Address: 445 S 66th ST E

Business Contact Number: 651 455 4974

Contact Information:

Name (Last): HARMS (First): JOE

Address: 2185 67th ST

City: IGH State: MN Zip Code: 55077

Contact Number: (Business): 651 455 4974 (Cell): 612 701 4923

Event Information:

Date(s) of event: 10-5 to 10-7

Reason for Event: OKTOBERFEST 10-6-18

Insurance: Enclose a copy of your businesses Certificate of Insurance stating your insurance covers the extended area of the premise. ON FILE W/CITY

Event Affiliation:

Is the event affiliated with organization (corporate, community, nonprofit, etc...)?

☐ Yes ☐ No

If yes, please list those affiliation(s): _____

Previous Events:

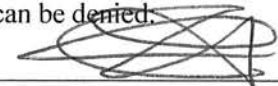
Has the City of Inver Grove Heights approved for this type of event before?

☒ Yes ☐ No

If yes, please provide the date of the previous event:

1. 10-7-17

By signing this application, I have completed this application document and agree the information provided is accurate to the best of my ability. I also understand that the application can be denied.


Applicant's Signature

8-20-18
Date

Temporary Liquor License Extension Oct 5-7 2018

1.
 - A. labeled on site plan
 - B. Easy access to site
 - C. Always maintain lanes for fire safety
 - D. 40' x 100' Tent labeled on site plan
 - E. Sides to tent one way under tent see diagram
 - F. labeled
 - G. N/A
 - H. From buildings
 - I. Labeled
 - J. Labeled
 - K. Noted
2.
 - A. Enclosed
 - B. 2-10pm
 - C. N/A
 - D. Polka Music
 - E. No
 - F. German food served by staff
 - G. Beer and Liq, Wine
 - H. All ages from twin cities approx. 300 people through course of entire event
3. Card and wristband of age adults
4. 2 security on at entrance overseeing event, carding and wristbanding.

5th Annual



Live Polka Music

Authentic German Foods

Hammerschlagen

Variety of Games

& More!

Best Dressed Contest

Variety of Beers & Cocktails

Free Entry - All Ages Welcome

Face Painting 4:00 pm-7:00 pm

Saturday, Oct. 6, 2018
Join Us - 2:00 pm to 10:00 pm



4455 - 66th Street East, Inver Grove Heights, 55076
(651) 455-4975 / www.MississippiPub.com

Certificate of Flame Resistance

This is to certify that the materials described have been flame-retardant treated (or are inherently nonflammable)

Issued By:

Celina Tent, Inc.
5373 State Route 29
Celina, Ohio 45822-9210
www.CelinaTent.com



**MANUFACTURER OF FINISHED TENT
PRODUCTS DESCRIBED HEREIN**



Celina Tent, Inc. certifies that the fabrics used in its tent products are flame resistant. All tent, canopy, structure, and shelter products manufactured and distributed by Celina Tent, Inc. will display a "Tent Identification and Warning label" certifying that it has been made of a flame resistant material.

Tent fabrics have been independently tested to meet or exceed one or more of the following flammability specifications:

NEPA-701	CPAI-84	ASTM D 6413
BS 5438	BS 7837 (1996)	DIN 4102-B1

Certification is hereby made that: The articles described on this Certificate have been treated with flame-retardant approved chemicals and that the application of said chemical was done in conformance with California Fire Marshal Code, and is equal to or exceeds Specification: **NEPA-701**

Method of Application: **IMPREGNATED**

Description of Item Certified: **CLASSIC SERIES POLE TENT**

The Application Of Any Foreign Substantance To The Tent Fabric May Render The Flame Resistant Properties Inneffective.

This item is certified flame resistant or nonflammable, **NOT FIRE PROOF.**

The fabric will burn if left in continuous contact with any flame source.

Open flames should never be used under any tent, canopy, structure, or shelter.



Tent Products Division – Celina Tent, Inc.

Signed: _____

Rev. 20150709

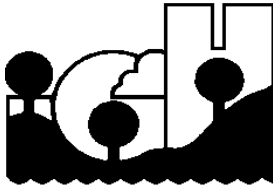
INHERENTLY FLAME RETARDANT FABRIC



CERTIFICATE OF COMPLIANCE AND FLAME RETARDANCE

Meets the requirements of California State Fire Marshall
Code 19 Section 1237.1 Flame Resistance Small Scale Test

This Product has been manufactured for use as a temporary
structure and does not meet any structural code. For safety
purposes, evacuation is strongly recommended if there is
threatening weather, or if there is doubt concerning the safety
of this product. The flame resistance process used will
not be removed by washing. Copies of the original flame
resistance certification for this product can be obtained from



CITY OF INVER GROVE HEIGHTS

MEMORANDUM

TO: City Clerk Michelle Tesser

FROM: Commander J. Otis

SUBJECT: Review of Mississippi Pub Liquor License Extension Application

DATE: September 7, 2018

The Police Department has reviewed Mississippi Pub's liquor license extension application and found Mississippi Pub has met the requirements for the Police Department. The Police Department has no issue for this request to be presented to the City Council for approval.

Reminder for Mississippi Pub, on the first day of their events; October 5, 2018, a Police Department representative will do an inspection before the event start time to make sure the plan Mississippi Pub submitted was followed. If there are issues found they must be corrected before the event starts. If the issues are not corrected, the Police Department will shut the event down until all the issues are corrected. The Police Department will periodically patrol the event as it is occurring to make sure no violations are occurring. If violations are observed during the event, the event may be shut down and/or citations may be issued.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

ADAM FISCHBACH – CASE NO. 18-49V

Meeting Date: September 24, 2018

Item Type: Consent

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

Adopt a Resolution relating to a Variance to allow a porch addition 27 feet from the rear property line whereas 30 feet is required for property located at 6444 Coryell Court.

- Requires a 3/5th's vote.
- 60-day deadline: October 16, 2018 (first 60-days)

SUMMARY

The applicant is requesting a variance from the rear yard setback to allow for the construction of a porch to be located 27 feet from the rear property line whereas 30 feet is required. The proposed porch would utilize existing deck footings and would not be located closer to the property lines than the existing deck. A deck is considered an accessory structure allowing reduced setbacks from property lines, a porch is considered part of the principal structure and shall comply with the same setbacks as a home.

Staff believes the porch addition to be a reasonable use of the property. The request is in harmony with the general purpose of the City Code and intent of the Comprehensive Plan. The property is located in a cul-de-sac, with road frontage along the front and rear property lines. The porch would not be any closer to the property lines than the existing deck and would not have an adverse effect on the neighborhood.

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

Planning Commission: At the September 18, 2018 public hearing, the Planning Commission recommended **approval** of the request with the one condition listed in the attached resolution (6-0).

Attachments: Resolution
PC recommendation
Planning staff report

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

RESOLUTION NO. 18-_____

**RESOLUTION APPROVING A VARIANCE TO ALLOW A PORCH ADDITION TO BE
LOCATED 27 FEET FROM THE REAR PROPERTY LINE WHEREAS 30 FEET IS REQUIRED**

CASE NO. 18-49V
Adam Fischbach

Property located at 6444 Coryelle Court and legally described as follows:

**Lot 2, Block 1, Village Heights 2nd Addition, according to the recorded plat, Dakota County,
Minnesota**

WHEREAS, an application has been received for a variance to allow a portion of a porch to be located within the rear 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 18, 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 three-foot encroachment does not appear to have any adverse impacts on the neighboring properties.
- c. The property is unique in that the shape of the lot is irregular and there is road frontage along the front and rear property lines.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that the variance to allow a porch addition to be located 27-feet from the rear property line is hereby approved subject to the following condition:

- 1. The addition shall be 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 24th 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 18, 2018

SUBJECT: **ADAM FISCHBACH – CASE NO. 18-49V**

Reading of Notice

Commissioner Weber read the public hearing notice to consider the request for a variance to construct a porch addition 27 feet from the rear property line, whereas 30 feet is the required setback, for property located at 6444 Coryell Court. 8 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 porch on top of existing deck footings 27 feet from the rear property line whereas 30 feet is required. Staff thinks the following points provide some rationale for approving the variance: 1) the proposed porch would not be located any closer to the property lines than it currently is, 2) the southern portion of the deck would be closer to the rear property line than the proposed porch, and 3) the proposed porch would have minimal impact to the abutting properties as it would butt up to a road rather than a neighboring property. Staff recommends approval of the request with the practical difficulty as stated.

Chair Maggi asked what the setback would be if this were a traditional back yard with another home behind them.

Mr. Hunting replied it would still be 30 feet.

Opening of Public Hearing

Adam and Julie Fischbach, 6444 Coryell Court, advised they were available to answer any questions.

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

Mr. Fischbach replied in the affirmative.

Chair Maggi closed the public hearing.

Planning Commission Discussion

Commissioner Lissarrague stated he supported the request.

Planning Commission Recommendation

Motion by Commissioner Wippermann, second by Commissioner Kramer, to approve the request for a variance to construct a porch addition 27 feet from the rear property line, whereas 30 feet is the required setback, for property located at 6444 Coryell Court, based on the practical difficulty as stated in the report.

Motion carried (6/0). This item goes to the City Council on September 24, 2018

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 18, 2018

CASE NO.: 18-49V

APPLICANT & PROPERTY OWNER: Adam Fischbach

REQUEST: A variance from the rear yard setback for a porch addition

LOCATION: 6444 Coryell Court

COMP PLAN: LDR, 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 construct a porch on top of existing deck footings 27 feet from the rear property line whereas 30 feet is required. The deck was constructed in 2002, complying with setback and code requirements. A porch is considered part of the principal structure and must comply with the same setbacks as a home whereas a deck is considered an accessory structure allowing reduced setbacks from property lines. The proposed porch would utilize the existing footings from the deck and would not be located any closer to the property lines than the deck. The property is located in a cul-de-sac and has road frontage along the front and rear of the property along with single-family homes located on each side.

SPECIFIC REQUEST

The following specific application is being requested:

- 1) A variance to add a 14' x 19.6' (273 square feet) porch that would be located 27 feet from the rear property line whereas 30 feet is the required setback.

EVALUATION OF REQUEST:

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

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

The proposed porch would be in compliance with all other setbacks, exterior building materials and impervious surface standards. Engineering has reviewed the request and takes no exception to the proposed addition.

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 to encroach into the rear setback 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 porch addition would be consistent with residential use of the neighborhood and would be consistent with the Comprehensive Plan. In respect to the use of the land, impervious surface, side setbacks and other code requirements, the request is in harmony with the provisions in the zoning ordinance.

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

Staff believes the proposed porch to be a reasonable addition to the property. The property currently has a two-tier deck, the porch would be constructed in the place of the existing northerly portion of the deck utilizing the existing footings. The southern portion of the deck would remain and would be closer to the rear property line than the proposed porch.

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

The applicant is proposing to construct the addition over the exact dimensions of the existing deck which would be a three foot encroachment into the required setback. The property is unique in that there are two road frontages on the property along the front and rear property lines. The porch would have minimal impact to the abutting properties as it would be located about 37 feet from the road in the back of the property and about 38 feet from the closest neighboring home.

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

Staff does not believe this variance would 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. The lot has road frontage along the front and the rear of the property. The porch would be located 27 feet from the rear property line, which abuts the right-of-way for Craig Avenue. Additionally, the new living space would be approximately 38 feet from the closest home to the north. Aesthetically, the addition would be partially screened with trees and a fence from the rear property line and would not appear out of the ordinary as the

existing southerly portion of the deck would still be located closer to the property line than the porch addition.

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 the construction of a porch addition 27 feet from the rear property line whereas 30 feet is required subject to the following conditions:

1. The addition 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

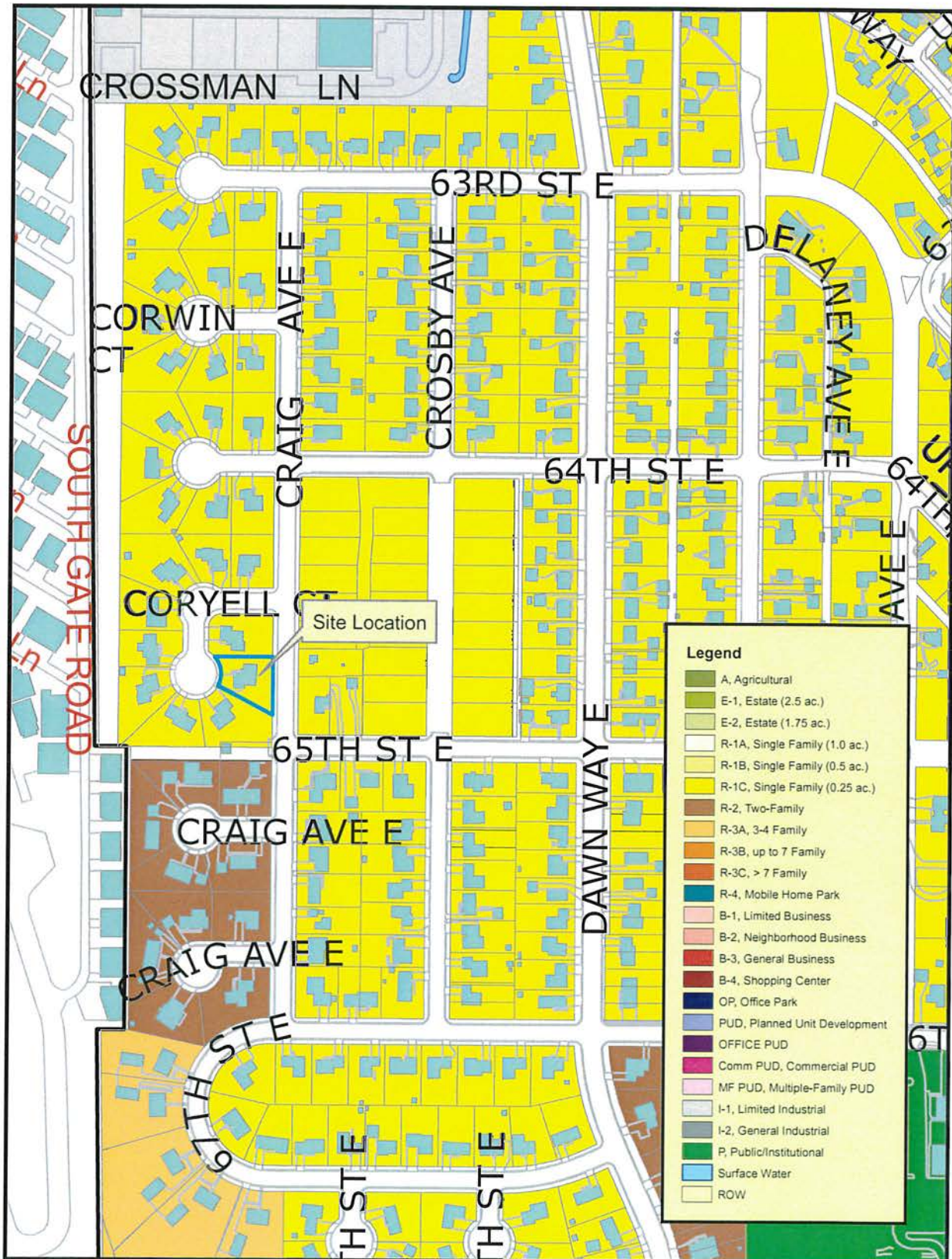
Staff believes the proposed porch addition would not be out of character of the neighborhood and is consistent with the comprehensive plan. The request is a typical improvement for a residential property and the three foot encroachment does not appear to have any adverse impacts on the neighboring properties. A practical difficulty can be found for the rear yard setback due to the fact there are two road frontages on the property along the front and rear property lines and the addition would be located over 30 feet from the road and the closest neighboring home.

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

Attachments: Location Map
 Applicant Narrative
 Survey
 Site Plan



6444 Coryell Court Case No. 18-49V



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

Variance Request for property located at 6444 Coryell Court

Applicant is requesting a variance from the back-yard setback to allow for the construction of a porch to be 27 feet from the back property line whereas 30 feet is required. Porch will be constructed on top of existing deck foundation. The existing deck meets the setbacks for an accessory structure but not for a principle structure.

Applicant house sits on an irregular lot in a cul-de-sac and also has a street to the back yard. There is also an additional 10 foot "right of way" from the street to property line. A practical difficulty exists due to location of house on irregular lot.

The variance does not affect the supply of light and air to adjacent properties as new porch structure will meet adjacent properties setback requirements. Variance is only requested on back property which is towards Craig Avenue.

Construction of the porch will not add to impervious surfaces. The area under the new porch has existing concrete pad/surface from original home construction.

Additional information related to footings:

Inver Grove Heights Chief building inspector was also previously contacted by applicant concerning existing footings and ability to reuse with porch structure. City inspector visited property and inspected footings and this item has since been closed with inspector approving footings and property file being updated.

Certificate of Survey

03/05/2001

prepared for:

LINDER HOMES

Legal Description:

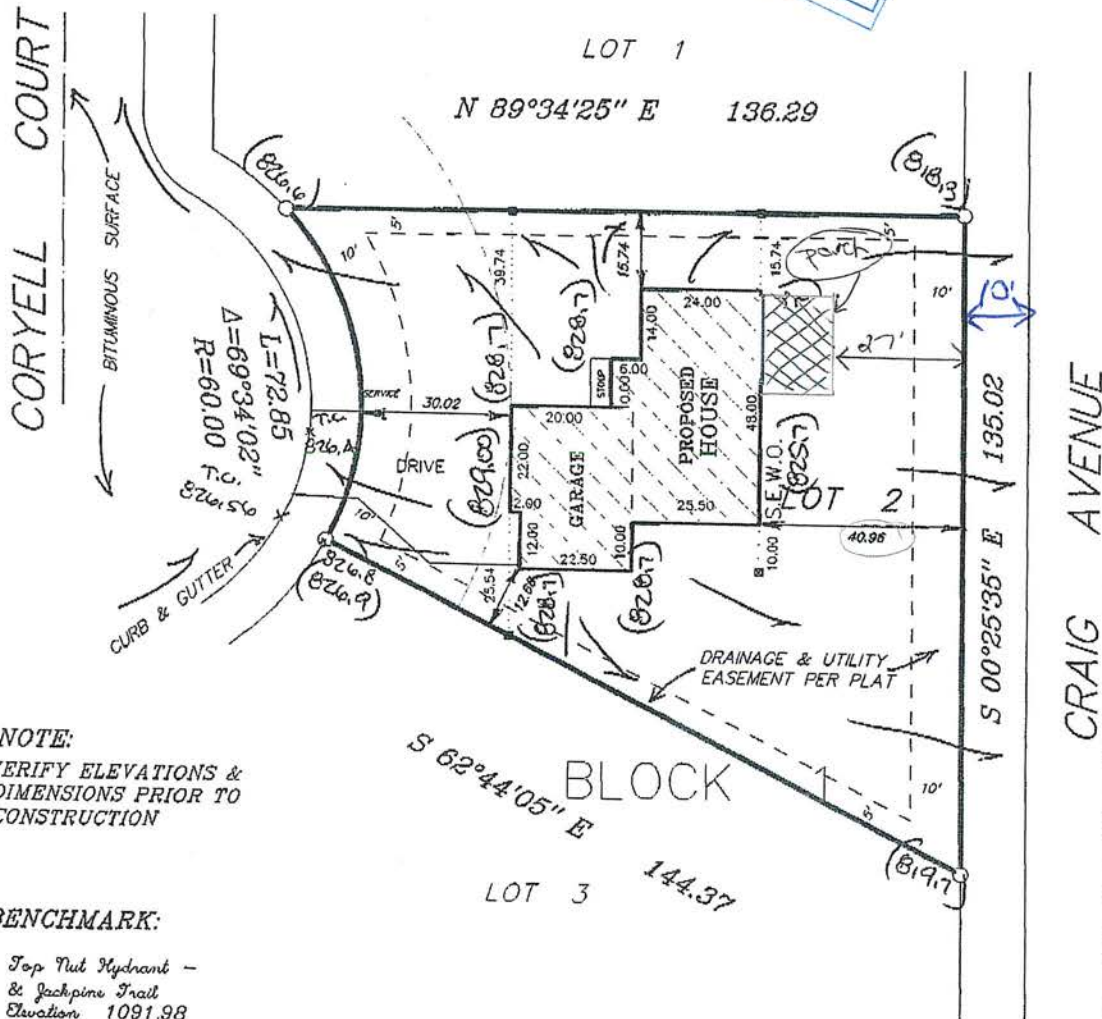
LOT 2, BLOCK 1,
VILLAGE HEIGHTS 2ND ADDITION

according to the recorded plat thereof

DAKOTA COUNTY, MINNESOTA

ADDRESS:
CORYELL COURT
INVER GROVE HEIGHTS

SCALE: 1" = 30'



Westergren & Associates, Inc.

-- LAND SURVEYORS --

13500 ECHO AVENUE LONSDALE, MINNESOTA 55046

PHONE: 507.744.2054 FAX: 507.744.2054

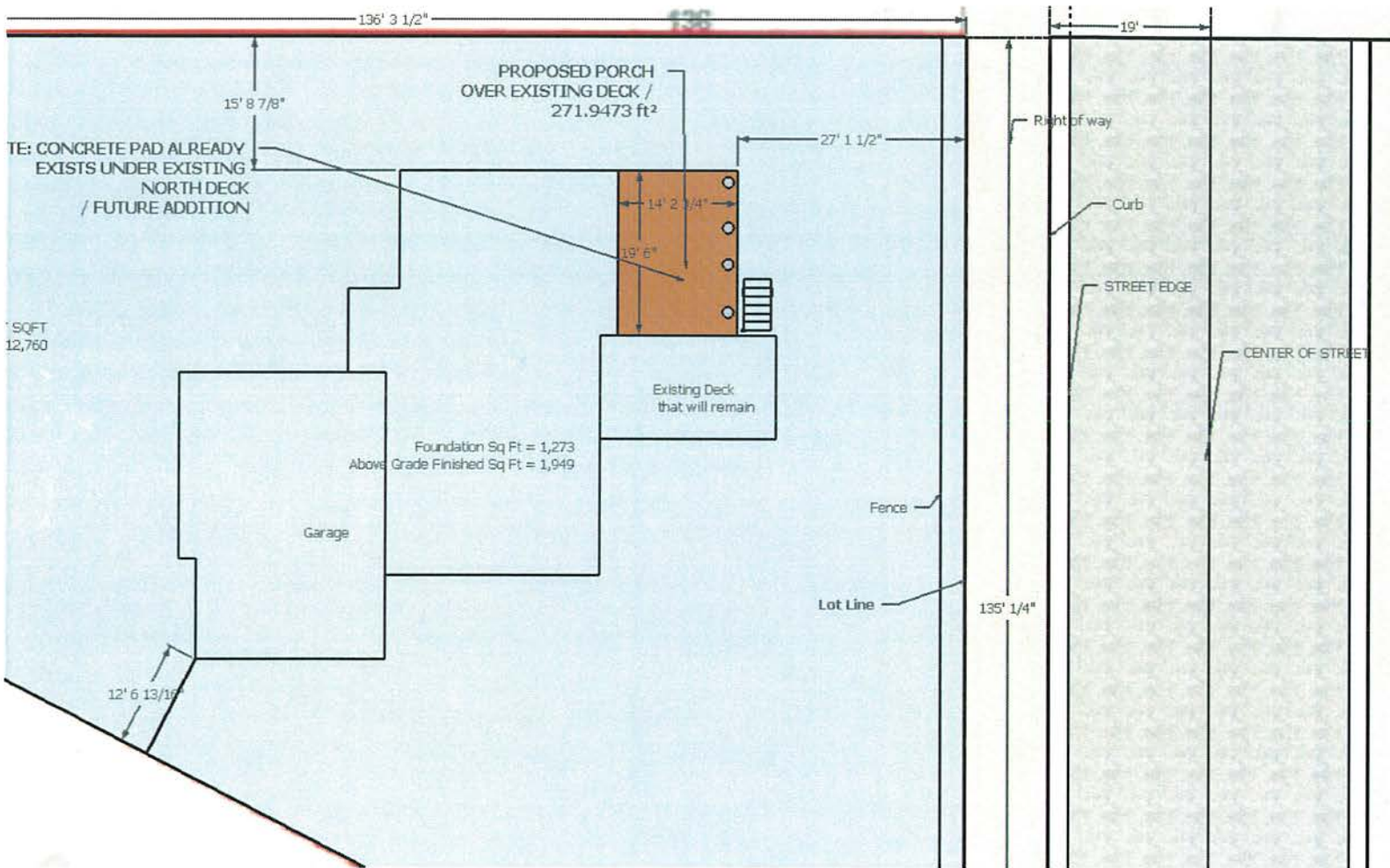
- o Denotes iron monument
- 983.5 x Denotes existing elev.
- (987.0) Denotes proposed elev.
- Denotes Off-Set hub
- = Top of block elev.
- = Top of fin. garage floor
- = Top of basement floor elev.
- Indicates direction of surface drainage

I HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, WAS EXECUTED IN ACCORDANCE WITH THE CURRENT RECOMMENDED PROCEDURES FOR THE PRACTICE OF SURVEYING ADOPTED BY THE MINNESOTA SOCIETY OF PROFESSIONAL SURVEYORS, AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA. THIS CERTIFICATE SHOWS THE LOCATION OF ALL BUILDINGS ATTACHED TO SAID LAND, AND THE LOCATION OF ALL VISIBLE ENDOCHORDMENTS, IF ANY, FROM OR ON SAID LAND. NO LIABILITY IS ASSUMED EXCEPT TO THE CLIENT FOR WHOM THIS SURVEY WAS PREPARED, HIS HEIRS, AND ASSIGNS, AND SAID LIABILITY IS ASSUMED ONLY FOR THE ACTUAL COST OF THIS SURVEY.

Field Book D.C. - G.P.S.
Job NO. J2617

Don R. Westergren

DATED THIS 8TH DAY OF MARCH, 2001.
Minnesota Registration No. 19790



CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Change Order #3 to Pember Companies Inc. for the Heritage Village Park Dog Park Improvements – Tree Removal

Meeting Date: September 24, 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 Change Order #3 to Pember Companies Inc. in the amount of \$53,764.75 for the Heritage Village Park Dog Park and to increase the project contingency budget by \$54,000. 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 #3 is to remove all the trees on the Doffing lots as depicted on the attached map. The work includes tree removal, grubbing, and filling of the cleared-out areas.

With the approval of Phase I of Heritage Village Park (Dog Park), it's time to start thinking about the Phase II improvements to the park.

- The City will have approximately \$1,700,000 to use on Phase II improvements in 2019
- Some of the items that will likely be included are:
 - Parking and the necessary storm water treatment
 - Significantly sized Inclusive Playground Structure (hopefully themed)
 - Site utilities
 - Trails that connect the MRRT to Swing Bridge Park along Doffing Ave and trails within the park itself
 - Landscaping
 - Site amenities (tables, benches, etc.)
 - Shelter/Bathrooms (may need to be a future consideration depending on funding)
 - Professional services

To help prepare the site for the next phase of development it will be necessary to remove all the trees from the site. Many of the trees are non-desirable, near the end of their life, and/or located in a spot where construction will impact the tree. The Parks and Recreation Commission is recommending that we hire Pember Companies Inc. to perform the work.

It is anticipated that a sub-Committee of the Parks and Recreation Commission will work with staff and WSB Inc. to develop a Phase II plan for the entire Commission to review/approve and recommend to the City Council, so we can be under construction in early 2019.

The contract with Pember Companies Inc. is as follows:

Pember Companies	\$843,017
Change Order #1	\$420.75
Change Order #2	\$688.26
Change Order #3	53,764.75
Total	<u>\$897,890.76</u>

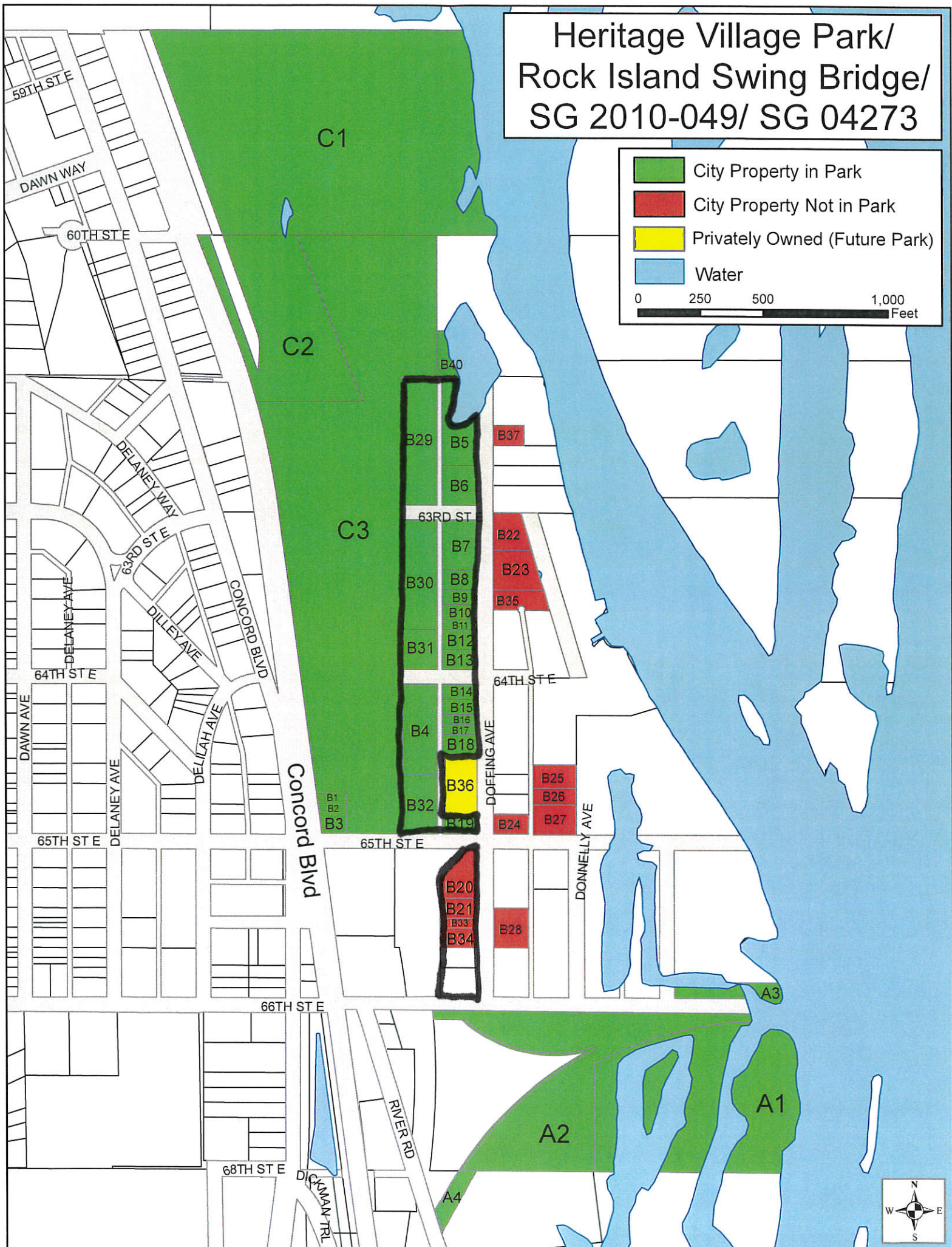
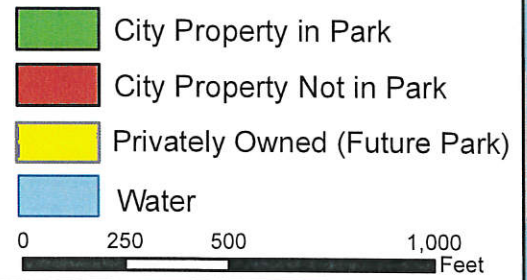
The overall project costs are as follows:

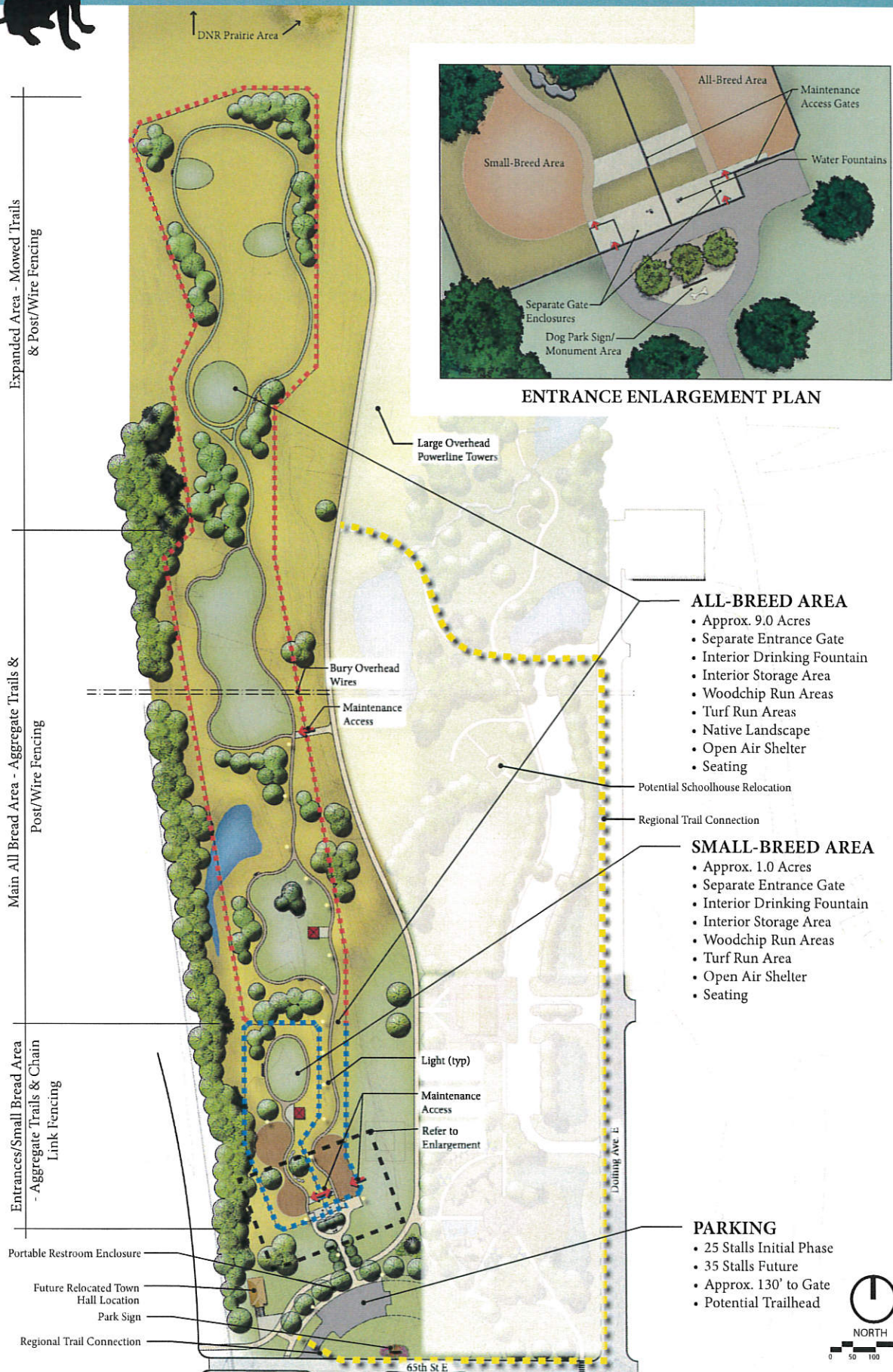
WSB – Preparation of Plans & Specifications	\$55,000	Design and Engineering
Braun Intertec – Environmental Coordination	\$10,000	Environmental Engineering
WSB – Construction Observation and Administration	\$46,800	Construction observation and administration
Construction Contract with Pember Companies Inc.	\$843,017	Dog Park contract
Change Order #1	\$421	Concrete apron
Change Order #2	\$688	Pressure reducing valve
Change Order #3	53,765	Tree removal for Phase II improvements in 2019
10% Construction Contingency	\$136,891	Started at \$84,000, increased by \$54,000 on September 24th
Xcel Energy – Bury Overhead Utility Lines	\$42,108	Xcel bury lines
Century Link – Bury Overhead Utility Line	\$22,096	Century Link bury lines
Total	\$1,210,786	

PHONE: 715-235-0316 FAX:715-235-9006

Dave Webb
Pember Companies, Inc.

Heritage Village Park/ Rock Island Swing Bridge/ SG 2010-049/ SG 04273







City of Inver Grove Heights
Parks and Recreation Department
"Discover the Opportunities"

8055 Barbara Avenue • Inver Grove Heights, MN 55077 • Phone: 651-450-2585 • Fax: 651-450-2490 • www.invergroveheights.org

July 30, 2018

Dear Property Owner

For the last 15+ years the City of Inver Grove Heights has been acquiring property and planning for park improvements for a community park to be known as Heritage Village Park (4321 65th St), the Master Plan is on the back of this letter.

In the coming months, contractors will begin constructing a parking lot, storm water facilities, safety and security lighting, and fencing for a community dog park. Construction is scheduled for August – November 2018 and we expect the dog park to open in December 2018 with Grand Opening events in the spring of 2019.

The City has acquired 4343 65th St and 4301 64th St. and will be removing the buildings and structures over the course of the next few months in preparation for future park improvements west of Doffing Ave. and north of 65th St. that may include additional parking, playground equipment, trail connections, and other park amenities in 2019.

In preparation for the 2019 improvements the City is planning to remove most all of the trees so we can grade and prepare the site for these park improvements. This will be a significant change and we wanted everyone to be aware of it prior to any of the trees being cut down.

We invite you to the following meetings where this work will be discussed:

Date	Time	Meeting	Location
Wednesday, August 8, 2018	4:30pm – 5:30pm	Neighborhood Meeting	Doffing & 64 th St
Wednesday, September 12, 2018	7:00pm	Park Commission Meeting	Inver Grove Heights City Hall – 8105 Barbara Ave
Monday, September 24, 2018	7:00pm	City Council Meeting	Inver Grove Heights City Hall – 8150 Barbara Ave

Should you have any questions or concerns please feel free to contact me at ecarlson@invergroveheights.org or call me at 651-450-2587.

Sincerely,

Eric Carlson
Parks & Recreation Director
City of Inver Grove Heights

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Pay Request No 3- Dasher Board Package – West Rink Floor Project – City Project 2017-1722

Meeting Date: September 24, 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 #3 for the Dasher Board Package for the West Rink Renovation Project to Becker Arena Products Inc. in the amount of \$86,632.68. 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 Becker Arena Products 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 Becker Arena Products is as follows:

Becker Arena Products	\$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	

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

REQUEST FOR APPROVAL OF RENTAL HOUSING LICENSE

Meeting Date: September 24, 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 two (2) 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:

- FRANK FRENCH: 6043 CANDACE AVE; RENTAL TOWNHOME COMPLEX
- KAREN LARSEN: 2111 78TH COURT EAST; FOURPLEX

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 24, 2018
Item Type: Consent Agenda
Contact:
Prepared by: Commander Joshua Otis
(651) 450-2528
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:

Council is asked to approve an amended Joint Powers Agreement between the City of Inver Grove Heights and Dakota County for the pharmaceutical drug disposal program.

SUMMARY:

The City of Inver Grove Heights ("City") and Dakota County ("County") through a Joint Powers Agreement will continue to facilitate the collection and proper disposal of unused, unwanted, or expired pharmaceutical drugs, through the pharmaceutical drug disposal program the City and County have been jointly participating in since 2013.

Enclosed is a copy of the Joint Powers Agreement. You are being asked to pass the Joint Powers Agreement and signature by the Mayor.

**JOINT POWERS AGREEMENT
BETWEEN THE COUNTY OF DAKOTA
THE CITY OF INVER GROVE HEIGHTS
AND
THE DAKOTA COUNTY DRUG TASK FORCE
FOR PHARMACEUTICAL DRUG DISPOSAL PROGRAM**

WHEREAS, Minn. Stat. § 471.59 authorizes local governmental units to jointly or cooperatively exercise any power common to the contracting parties; and

WHEREAS, County of Dakota ("County"), and the City of Inver Grove Heights ("City"), are political subdivisions of the State of Minnesota; and

WHEREAS, the Dakota County Drug Task Force (DCDTF) is a joint powers organization created under Minn. Stat. § 471.59 acting through the Dakota County Drug Task Force Administrative Board;

WHEREAS, the nonmedical use of and disposal of prescription drugs are growing problems in the United States; and

WHEREAS, expired or unwanted prescriptions or over-the-counter medications from households have traditionally been disposed of by flushing them down the toilet or drain which can cause pollution in wastewater and which has been demonstrated to cause adverse effects to fish and other aquatic life; and

WHEREAS, prescription drugs are highly susceptible to diversion, misuse and abuse; and

WHEREAS, according to the 2016 National Survey on Drug Use and Health, more Americans currently abuse prescription drugs than the number of those using cocaine, hallucinogens, and heroin combined; and

WHEREAS, studies show that people who abuse prescription drugs often obtain them from family and friends, including from the home medicine cabinet; and

WHEREAS, medications are also a significant cause of accidental poisoning and death; and

WHEREAS, removing expired or unwanted prescriptions or over-the-counter medications (collectively referred to herein as "pharmaceutical drugs") from the possibility of potential abuse and keeping them out of the environment is an important goal; and

WHEREAS, the City desires to establish a pharmaceutical drug disposal program to facilitate the collection and proper disposal of unused, unwanted, or expired pharmaceutical drugs, including controlled substances ("Program") and the County and DCDTF desire to provide assistance for the Program.

NOW, THEREFORE, in consideration of the mutual promises and benefits that the County, the City, and DCDTF shall derive from this Agreement, the County, the City, and DCDTF hereby enter into this Agreement for the purposes stated herein.

**SECTION 1
PURPOSE**

The purpose of this Agreement is to define the responsibilities and obligations of the County, the City, and DCDTF for the organization and implementation of the Program.

**SECTION 2
PARTIES**

The parties to this Agreement are the County, the City, and DCDTF, collectively referred to as the "Parties".

SECTION 3 TERM

This Agreement shall be effective upon execution by the Parties to this Agreement and shall remain in effect until December 31, 2022, unless earlier terminated by law or according to the provisions of this Agreement.

SECTION 4 COOPERATION

The Parties agree to cooperate and use their reasonable efforts to ensure prompt implementation of the various provisions of this Agreement and to, in good faith, undertake resolution of any dispute in an equitable and timely manner.

SECTION 5 OBLIGATIONS OF THE PARTIES

5.1 RESPONSIBILITIES OF THE PARTIES.

A. Program Approval and Reporting Requirements.

- The County shall obtain any necessary approvals from the Minnesota Pollution Control Agency ("MPCA") for conducting the Program, including obtaining a hazardous waste generator number if necessary.
- In accordance with federal law, the County shall obtain any necessary approvals from the U.S. Drug Enforcement Administration Program ("DEA") for conducting the Program.
- The County shall obtain any necessary approvals from the Minnesota Board of Pharmacy ("MBP") for conducting the Program.
- The County is responsible for generating and filing any necessary reports with the MPCA, the DEA, and the MBP, or with any other local, state, or federal government or agency as required by any applicable law, statute, ordinance, rule or regulation.

B. Drop Box.

- The City may maintain a drop box in a secure location at the City's Police Department. The costs associated with maintaining the drop box shall be the responsibility of the City.
- If requested by the City, the County, through its Communications Department and Sheriff's Office, will provide signage for the drop box consistent with signage provided by the County to other cities participating in the Program.

C. Collection, Monitoring and Transportation to Dakota County Drug Task Force.

- The drop box must be emptied by licensed peace officers employed by the City.
- The City, through the use of its licensed peace officers, is responsible for collecting and packaging pharmaceutical drugs deposited in the drop box. Packaging shall be provided to the City by the County at no cost to the City. The packaging must be of a type that is appropriate for the waste and will be accepted by the incinerator selected by the County pursuant to Section 5.1(E) of this Agreement.
- The costs associated with monitoring the drop box and collecting/packaging/storing the deposited pharmaceutical drugs shall be the responsibility of the City.
- After removing the collected pharmaceutical drugs from the drop box, licensed peace officers of the City's Police Department shall store the collected pharmaceutical drugs in a secure location at the police department until the pharmaceutical drugs are either properly disposed of or transferred to the Dakota County Drug Task Force for disposal.
- The City, through the use of licensed peace officers employed by the City, is responsible for transporting the collected pharmaceutical drugs to the Dakota County Drug Task Force to relinquish the collected pharmaceutical drugs for the purpose of disposal. The City shall be responsible for the costs associated with transportation of the pharmaceuticals to the Dakota County Drug Task Force. Prior to relinquishing possession of the collected pharmaceutical drugs, the City shall record the weight of the pharmaceuticals and the number of containers given to the Dakota County Drug Task Force and shall report this information to the County's liaison.

- The County and the City will develop a mutually agreed upon chain of custody process to document the transfer and disposal of collected pharmaceutical drugs.
- The DCDTF shall store the pharmaceutical drugs until such time as County, through its Sheriff's Office, collects them for transport for disposal at the incineration facility selected by the County.

D. Collection and Disposal of Unacceptable Wastes.

- The following wastes will not be accepted for collection in the drop box: sharps; thermometers; cancer medications (chemotherapy or radioactive pharmaceutical wastes); and medical waste or items contaminated with bodily fluids (e.g., bandaging, empty IV bags, etc.).
- If any such unacceptable wastes or other hazardous material are deposited into the drop box, the City is responsible for managing these wastes by removing them from the drop box and packaging them in appropriate containers.
- The City shall be responsible for delivering the unacceptable waste to the Dakota County Recycling Zone, 3365 Dodd Rd, Eagan, or to another mutually agreed upon location. The County, at County expense, will properly dispose of these unacceptable wastes. Medical waste or items contaminated with bodily fluids (e.g., bandaging, empty IV bags, etc.) will not be accepted at the Dakota County Recycling Zone and the City shall be responsible for the management of any such waste, including the disposal thereof.
- The City shall be responsible for the management of any trash (e.g., cans, bottles, paper bags, etc.) deposited into the drop box, including the disposal thereof.

E. Disposal of Collected Pharmaceutical Drugs.

- The County, through the Dakota County Sheriff's Office, shall be responsible for transporting the pharmaceutical drugs for disposal. The County shall be responsible for the costs associated with transportation of the pharmaceuticals drugs for disposal.
- The final method of disposal will be by incineration at a licensed/permitted incinerator chosen by the County. The County, through its Environmental Resources Department, shall select and execute a contract with the disposal facility for the disposal of the collected pharmaceutical drugs.
- During each calendar year of the term of this Agreement, the County shall pay for the costs of disposing the pharmaceutical drugs at the selected incinerator(s).

F. Training.

- The County, through its Environmental Resources Department and Sheriff's Office, will provide training to City employees on managing pharmaceutical wastes, as agreed to between the Environmental Resources Department, the Sheriff's Office and the City's liaison.

G. Program Promotion and Acknowledgment.

- The City is responsible for local promotion of the Program.
- The County and City shall appropriately acknowledge each other in any promotional materials, signage, reports, publications, notices, and presentations relating to the Program. This section shall survive the expiration or termination of this Agreement.

5.2 COSTS OF EMPLOYEES. In carrying out their respective obligations under this Agreement, each party shall be responsible for payment to their own employees. No party shall be liable to any other party for any remuneration to the other party's employees.

5.3 COMPLIANCE WITH LAWS/STANDARDS. The City, County, and DCDTF shall abide by all federal, state, or local laws, statutes, ordinances, rules and regulations in conducting the Program.

SECTION 6 INDEMNIFICATION

Each party to this Agreement shall be liable for the acts of its officers, employees or agents and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party, its officers, employees or agents. The provisions of the Municipal Tort Claims Act, Minn. Stat. ch. 466 and other applicable laws govern liability of the County, the City, and DCDTF. The provisions of this section shall survive the expiration or termination of this Agreement.

SECTION 7 AUTHORIZED REPRESENTATIVES AND LIAISONS

- 7.1 AUTHORIZED REPRESENTATIVES.** The following named persons are designated the authorized representatives of the Parties for purposes of this Agreement. These persons have authority to bind the party they represent and to consent to modifications, except that the authorized representative shall have only the authority specifically or generally granted by their respective governing boards. Notice required to be provided pursuant to this Agreement shall be provided to the following named persons and addresses unless otherwise stated in this Agreement, or in a modification of this Agreement:

TO THE COUNTY:
Matt Smith, or successor, Manager
County of Dakota
1590 Highway 55
Hastings, MN 55033

TO THE CITY:
George Tourville, or successor, Mayor
8150 Barbara Ave.
Inver Grove Heights, MN 55077

TO THE DCDTF:
Lt. Brian Sturgeon, or successor, Chair
Dakota County Drug Task Force Administrative Board
West St. Paul Police Department
1616 Humboldt Ave.
West St. Paul, MN 55118

In addition, notification to the County regarding termination of this Agreement by the other party shall be provided to the Office of the Dakota County Attorney, Civil Division, 1560 Highway 55, Hastings, Minnesota 55033.

- 7.2 LIAISONS.** To assist the Parties in the day-to-day performance of this Agreement and to ensure compliance and provide ongoing consultation, a liaison from each party shall be designated by each party. The Parties shall keep each other continually informed, in writing, of any change in the designated liaison. At the time of execution of this Agreement, the following persons are the designated liaisons:

County Sheriff Liaison:
Dan Bianconi, or successor
Telephone: (651) 438-4721
Email: Daniel.bianconi@co.dakota.mn.us

City Liaison:
Joshua Otis, or successor, Commander
Telephone: (651) 450-2528
Email: jotis@invergroveheights.org

County Environmental Resources Liaison:
Laura Villa, or successor
Telephone: (952) 891-7548
Email: laura.villa@co.dakota.mn.us

DCDTF Liaison:
Sgt. James Gabriel, or successor
Telephone: (651) 994-6221
Email: james.gabriel@co.dakota.mn.us

SECTION 8 TERMINATION

- 8.1 IN GENERAL.** Any party may terminate this Agreement for cause by giving seven days' written notice or without cause by giving 45 days' written notice, of its intent to terminate, to the other Parties. Such notice to terminate for cause shall specify the circumstances warranting termination of the Agreement. Cause shall mean a material breach of this Agreement and any supplemental agreements or amendments thereto. Notice of Termination shall be made by certified mail or personal delivery to the authorized representative of the other Parties. Termination of this Agreement shall not discharge any liability, responsibility or right of any party, which arises from the performance of or failure to adequately perform the terms of this Agreement prior to the effective date of termination.
- 8.2 TERMINATION FOR LACK OF FUNDING.** Notwithstanding any provision of this Agreement to the contrary, any party may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, Minnesota Agencies, or other funding source, or if funding cannot be continued at a level sufficient to allow payment of the amounts due under this Agreement. Written notice of termination sent by the terminating party to

the other Parties by facsimile is sufficient notice under this section. The terminating party is not obligated to pay for any services that are provided after written notice of termination for lack of funding. No party will be assessed any penalty or damages if the Agreement is terminated due to lack of funding.

SECTION 9 GENERAL PROVISIONS

- 9.1 SUBCONTRACTING.** The Parties shall not enter into any subcontract for the performance of the services contemplated under this Agreement nor assign any interest in the Agreement without prior written consent of all Parties and subject to such conditions and provisions as are deemed necessary. Such consent shall not be unreasonably withheld. The subcontracting or assigning party shall be responsible for the performance of its subcontractors or assignors unless otherwise agreed.
- 9.2 EXCUSED DEFAULT – FORCE MAJEURE.** No party shall be liable to the other Parties for any loss or damage resulting from a delay or failure to perform due to unforeseeable acts or events outside the defaulting party's reasonable control, providing the defaulting party gives notice to the other party as soon as possible. Acts and events may include acts of terrorism, war, fire, flood, epidemic, acts of civil or military authority, and natural disasters.
- 9.3 CONTRACT RIGHTS CUMULATIVE NOT EXCLUSIVE.**
- A. All remedies available to all Parties for breach of this Agreement are cumulative and may be exercised concurrently or separately, and the exercise of any one remedy shall not be deemed an election of such remedy to the exclusion of other remedies. The rights and remedies provided in this Agreement are not exclusive and are in addition to any other rights and remedies provided by law.
 - B. Waiver for any default shall not be deemed to be a waiver of any subsequent default. Waiver of breach of any provision of this Agreement shall not be construed to be modification for the terms of this Agreement unless stated to be such in writing and signed by authorized representatives of the County, the City, and DCDTF.
- 9.4 MODIFICATIONS.** Any alterations, variations, modifications, or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing, signed by the authorized representatives of the County, the City, and DCDTF.
- 9.5 MINNESOTA LAW TO GOVERN.** This Agreement shall be governed by and construed in accordance with the substantive and procedural laws of the State of Minnesota, without giving effect to the principles of conflict of laws. All proceedings related to this Agreement shall be venued in Dakota County, Minnesota. The provisions of this section shall survive the expiration or termination of this Agreement.
- 9.6 MERGER.** This Agreement is the final expression of the agreement of the Parties and the complete and exclusive statement of the terms agreed upon and shall supersede all prior negotiations, understandings, or agreements.
- 9.7 SEVERABILITY.** The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement unless the part or parts that are void, invalid or otherwise unenforceable shall substantially impair the value of the entire Agreement with respect to any party.
- 9.8 WAIVER.** If any party fails to enforce any provision of this Agreement, that failure does not waive the provision or right to enforce it.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date(s) indicated below.

APPROVED AS TO FORM:

/s/Helen R. Brosnahan 6/27/18
Assistant County Attorney/Date
KS-18-98-006
County Board Res. No. 18-324

City Attorney
By: _____
Date: _____

DAKOTA COUNTY

By _____
Matt Smith, Manager
County of Dakota
Date of Signature: _____

CITY OF INVER GROVE HEIGHTS

By _____
_____, Mayor
Date of Signature: _____

By _____
_____, City Clerk
Date of Signature: _____

DAKOTA COUNTY DRUG TASK FORCE

By: _____
Lt. Brian Sturgeon
Chair, Administrative Board
Date of Signature: _____

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Pay Voucher No. 2 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

Meeting Date: September 24, 2018
 Item Type: Consent
 Contact: Thomas J. Kaldunski, 651.450.2572
 Prepared by: Thomas J. Kaldunski, City Engineer
 Reviewed by: Scott D. Thureen, Public Works Director

TJK
 SBT

Fiscal/FTE Impact:	
☐	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☒	Other: Municipal State Aid Funds, NWA Water Fund 511, NWA Storm Water Fund 448

PURPOSE/ACTION REQUESTED

Consider Pay Voucher No. 2 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

SUMMARY

The improvements were ordered as part of the 2018 Capital Improvement Program. The contract was awarded in the amount of \$3,822,211.12 to Max Steininger, Inc. on July 23, 2018.

Pay Voucher No. 2 is for work that occurred through the end of August and includes mobilization, traffic control, erosion control and grading for the 65th Street and T.H. 3 intersection improvements and watermain installation.

I recommend approval of Pay Voucher No. 2, in the amount of \$297,746.63 for work on the 2018 Capital Improvement Program, 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

TJK/me

Attachments: Pay Voucher No. 2

**CITY OF INVER GROVE HEIGHTS
CONSTRUCTION PAY VOUCHER**

ESTIMATE NO: 2 (Two)
DATE: September 24, 2018
PERIOD ENDING: August 31, 2018
PROJECT NO: 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

TO: Max Steininger, Inc.
3080 Lexington Avenue South
Eagan, MN 55121

Original Contract Amount\$3,822,211.12
Total Addition\$0.00
Total Deduction\$0.00
Total Contract Amount.....\$3,822,211.12
Total Value of Work to Date (includes stored materials)..... \$366,369.99
Less Retained (5%)..... \$18,318.50
Less Previous Payment.....\$50,304.86
Total Approved for Payment this Voucher \$297,746.63
Total Payments including this Voucher\$348,051.49

Approvals:

Pursuant to our field observation, I hereby recommend for payment the above state amount for work performed through August 31, 2018.

Signed by: Thomas J. Kaldunski September 24, 2018
Thomas J. Kaldunski, City Engineer Date

Signed by: _____
Max Steininger, Inc. Date

Signed by: _____
George Tourville, Mayor September 24, 2018
Date

Current Construction Cost Breakdown to Date (Internal Use Only, Not for City Council Memo)

City Project 2(2015-03, 2017-03 and 2017-24

Date of Council Action: 9/24/2018

City Project No.	Original Contract Amount	Total Change Orders	Contract Work Completed to Date	Retainage	Current Payment	Previous Payments	Paid to Date	Current Contract Amount
2015-03	\$585,908.23	\$0.00	\$109,516.14	\$5,475.81	\$104,040.33	\$0.00	\$104,040.33	\$585,908.23
2017-03	\$303,870.67	\$0.00	\$25,835.25	\$1,291.76	\$24,543.49	\$0.00	\$24,543.49	\$303,870.67
2017-24	\$2,932,432.22	\$0.00	\$231,018.60	\$11,550.93	\$169,162.81	\$50,304.86	\$219,467.67	\$2,932,432.22
Totals:	\$3,822,211.12	\$0.00	\$366,369.99	\$18,318.50	\$297,746.63	\$50,304.86	\$348,051.49	\$3,822,211.12

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Pay Voucher No. 4 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

Meeting Date: September 24, 2018
 Item Type: Consent
 Contact: Thomas J. Kaldunski, 651.450.2572
 Prepared by: Steve W. Dodge, Assistant City Engineer
 Reviewed by: Scott D. Thureen, Public Works Director

Fiscal/FTE Impact:

☐	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☒	Other: Pavement Management Fund, Special Assessments, Utility Funds, DEED Grants, LRIP – MN State Reconstruction Bonds, State Aid Funds, Street Reconstruction Bonds

PURPOSE/ACTION REQUESTED

Consider Pay Voucher No. 4 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.

SUMMARY

The improvements were ordered as part of the 2018 Pavement Management Program. The contract was awarded in the amount of \$4,189,854.00 to McNamara Contracting, Inc., on March 12, 2018 for the 2018 Pavement Management Program, City Project No. 2015-09D – Broderick Boulevard Reconstruction and City Project No. 2017-21 – VMCC/Golf Course Parking Lots.

Change Order No. 2 added City Projects 2018-08 – Fire Station No. 2 Sewer and Water Improvements and City Project No. 2018-11 – Fire Station No. 2 Fiber Optic Improvements (Schedules F, G, and H), for a revised total contract of \$4,110,400.25.

I recommend approval of Pay Voucher No. 4, in the amount of \$579,307.15 (\$579,307.15 for work on City Project No. 2015-09D – Broderick Boulevard Reconstruction, \$0.00 for work on City Project No. 2017-21 VMCC/Golf Course Parking Lots, \$0.00 for work on City Project No. 2018-08 – Fire Station No. 2 Sewer and Water Improvements, and \$0.00 City Project No. 2018-11 – Fire Station No. 2 Fiber Optic Improvements).

SWD/nh

Attachments: Pay Voucher No. 4

**CITY OF INVER GROVE HEIGHTS
CONSTRUCTION PAY VOUCHER**

ESTIMATE NO: 4 (Four)
DATE: September 24, 2018
PERIOD ENDING: August 31, 2018
CONTRACT: 2018 Pavement Management Program
PROJECT NO: 2015-09D – Broderick Boulevard Reconstruction, 2017-21 – VMCC/Golf Course
Parking Lots, 2018-08 – Fire Station No. 2 Sewer and Water Improvements, and
2018-11 – Fire Station No. 2 Fiber Optic Improvements

TO: McNamara Contracting, Inc.
16700 Chippendale Ave.
Rosemount, MN 55068

Original Contract Amount	\$4,189,854.00
Total Addition (Change Order No. 2)	\$35,275.00
Total Deduction (Change Order No. 1)	(\$114,728.75)
Total Contract Amount.....	\$4,110,400.25
Total Value of Work to Date.....	\$1,974,803.20
Less Retained (5%)	\$98,740.16
Less Previous Payment.....	\$1,296,755.89
Total Approved for Payment this Voucher.....	\$579,307.15
Total Payments including this Voucher	\$1,876,063.04

Approvals:

Pursuant to our field observation, I hereby recommend for payment the above stated amount for work performed through August 31, 2018.

Signed by:		<u>September 24, 2018</u>
	Thomas J. Kaldunski, City Engineer	

Signed by:	_____	_____
	McNamara Contracting, Inc.	Date

Signed by:	_____	<u>September 24, 2018</u>
	George Tourville, Mayor	

PAYMENT DETAIL LIST

Contract: CP 2015-09D, 2018-08, 2018-11
 Owner: City of Inver Grove Heights
 Projects: Broderick Blvd. Reconstruction
 Fire Station No. 2 Sewer and Water Improvements
 Fire Station No. 2 Fiber Optic Improvements
 SAP: 178-124-001

Schedule: A									
Description: CP 2015-09D Street Improvements									
Item No.	Mn/DOT No.	Item Description	Unit	Estimated Quantity	Quantity To-Date	Contract Unit Price	Total Estimated Cost	Total Contract Cost To-Date	
1	2021.501	MOBILIZATION	LUMP SUM	1.00	1.00	\$ 131,000.00	\$ 131,000.00	\$ 131,000.00	
2	2031.602	FIELD OFFICE	EACH	1.00	1.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	
3	2101.501	CLEARING	ACRE	1.00	1.00	\$ 3,150.00	\$ 3,150.00	\$ 3,150.00	
4	2101.502	CLEARING	TREE	19.00	19.00	\$ 105.00	\$ 1,995.00	\$ 1,995.00	
5	2101.506	GRUBBING	ACRE	1.00	1.00	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	
6	2101.507	GRUBBING	TREE	19.00	19.00	\$ 105.00	\$ 1,995.00	\$ 1,995.00	
7	2104.501	REMOVE CURB & GUTTER	LIN FT	12550.00	12,198.00	\$ 3.00	\$ 37,650.00	\$ 36,594.00	
8	2104.503	REMOVE BITUMINOUS WALK	SQ FT	33500.00	37,009.00	\$ 0.25	\$ 8,375.00	\$ 9,252.25	
9	2104.505	REMOVE CONCRETE WALK	SQ YD	1355.00	1,111.00	\$ 6.00	\$ 8,130.00	\$ 6,666.00	
10	2104.505	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	670.00	756.00	\$ 9.00	\$ 6,030.00	\$ 6,804.00	
11	2104.505	REMOVE BITUMINOUS PAVEMENT	SQ YD	40515.00	40,515.00	\$ 1.00	\$ 40,515.00	\$ 40,515.00	
12	2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	2115.00	384.00	\$ 2.00	\$ 4,230.00	\$ 768.00	
13	2104.523	SALVAGE SIGN TYPE C	EACH	61.00	21.00	\$ 37.00	\$ 2,257.00	\$ 777.00	
14	2104.523	SALVAGE SIGN TYPE D	EACH	2.00	1.00	\$ 175.00	\$ 350.00	\$ 175.00	
15	2104.601	PROTECT LIGHTING SYSTEM	LUMP SUM	1.00		\$ 3,700.00	\$ 3,700.00	\$ -	
16	2105.501	COMMON EXCAVATION (P)	CU YD	29758.00	25,067.00	\$ 15.00	\$ 446,370.00	\$ 376,005.00	
17	2105.507	SUBGRADE EXCAVATION (EV)	CU YD	690.00	50.00	\$ 23.00	\$ 15,870.00	\$ 1,150.00	
18	2105.522	SELECT GRANULAR BORROW (CV) (P)	CU YD	19490.00	19,490.00	\$ 13.00	\$ 253,370.00	\$ 253,370.00	
19	2105.543	STABILIZING AGGREGATE	TON	200.00	30.00	\$ 35.00	\$ 7,000.00	\$ 1,050.00	
20	2105.601	DEWATERING	LUMP SUM	1.00		\$ 1.00	\$ 1.00	\$ -	
21	2105.604	GEOTEXTILE FABRIC TYPE V	SQ YD	27500.00	25,607.00	\$ 1.00	\$ 27,500.00	\$ 25,607.00	
22	2112.604	SUBGRADE PREPARATION (P)	SQ YD	16615.00	0.00	\$ 0.50	\$ 8,307.50	\$ -	
23	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	100.00	50.75	\$ 120.00	\$ 12,000.00	\$ 6,090.00	
24	2130.501	WATER	M GALLON	100.00		\$ 35.00	\$ 3,500.00	\$ -	
25	2211.501	AGGREGATE BASE CLASS 5	TON	21010.00	11,817.00	\$ 7.50	\$ 157,575.00	\$ 88,627.50	
26	2221.501	SHOULDER BASE AGGREGATE CLASS 1	TON	200.00		\$ 35.00	\$ 7,000.00	\$ -	
27	2232.604	EDGE MILL BITUMINOUS SURFACE	SQ YD	400.00		\$ 2.50	\$ 1,000.00	\$ -	
28	2301.607	HIGH EARLY STRENGTH CONCRETE	CU YD	100.00	129.00	\$ 15.00	\$ 1,500.00	\$ 1,935.00	
29	2331.603	JOINT ADHESIVE (MASTIC)	LIN FT	19000.00		\$ 0.55	\$ 10,450.00	\$ -	
30	2360.501	TYPE SP 12.5 WEARING COURSE MIX (3.C)	TON	8603.00	2,536.01	\$ 45.00	\$ 387,135.00	\$ 114,120.45	
31	2360.502	TYPE SP 12.5 NON WEAR COURSE MIX (3.C)	TON	5101.00	2,390.61	\$ 45.00	\$ 229,545.00	\$ 107,577.45	
32	2501.602	EXCAVATION SPECIAL (POTHOLE EXISTING UTILITY)	EACH	5.00		\$ 700.00	\$ 3,500.00	\$ -	
33	2502.541	4" PERF PVC PIPE DRAIN	LIN FT	10000.00	9,270.00	\$ 4.00	\$ 40,000.00	\$ 37,080.00	
34	2506.522	ADJUST FRAME & RING CASTING	EACH	7.00		\$ 750.00	\$ 5,250.00	\$ -	
35	2521.501	6" CONCRETE WALK	SQ FT	26920.00	16,275.00	\$ 4.75	\$ 127,870.00	\$ 77,306.25	
36	2521.511	3" BITUMINOUS WALK	SQ FT	70000.00	3,200.00	\$ 1.25	\$ 87,500.00	\$ 4,000.00	
37	2531.501	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	16050.00	8,998.00	\$ 11.25	\$ 180,562.50	\$ 101,227.50	
38	2531.501	CONCRETE CURB & GUTTER DESIGN B624	LIN FT	25.00		\$ 26.60	\$ 665.00	\$ -	
39	2531.502	CONCRETE CURB DESIGN B6	LIN FT	35.00	69.00	\$ 12.20	\$ 427.00	\$ 841.80	
40	2531.507	8" CONCRETE DRIVEWAY PAVEMENT	SQ YD	900.00	539.00	\$ 62.00	\$ 55,800.00	\$ 33,418.00	
41	2531.603	CONCRETE CURB AND GUTTER DESIGN B618 (HAND POUR)	LIN FT	100.00		\$ 22.50	\$ 2,250.00	\$ -	
42	2531.603	CONCRETE CURB & GUTTER DESIGN B618 - TIP OUT	LIN FT	1300.00	1,088.00	\$ 11.50	\$ 14,950.00	\$ 12,512.00	
43	2531.604	8" CONCRETE VALLEY GUTTER	SQ YD	60.00	64.00	\$ 82.00	\$ 4,920.00	\$ 5,248.00	
44	2531.604	6" WING APRON	SQ YD	250.00	149.00	\$ 47.00	\$ 11,750.00	\$ 7,003.00	
45	2531.618	TRUNCATED DOMES	SQ FT	604.00	127.00	\$ 40.00	\$ 24,160.00	\$ 5,080.00	
46	2540.601	LANDSCAPE RESTORATION ALLOWANCE	LUMP SUM	1.00	0.84	\$ 10,000.00	\$ 10,000.00	\$ 8,400.00	
47	2540.603	LANDSCAPE EDGER - STEEL	LIN FT	35.00		\$ 15.00	\$ 525.00	\$ -	
48	2550.602	ADJUST HANDHOLE	EACH	4.00		\$ 700.00	\$ 2,800.00	\$ 2,800.00	
49	2557.501	WIRE FENCE DESIGN 48V-9322	LIN FT	1070.00		\$ 26.00	\$ 27,820.00	\$ -	

50	2563.601	TRAFFIC CONTROL		LUMP SUM	1.00	0.90	\$	20,000.00	\$	20,000.00	\$	18,000.00
51	2563.618	CONSTRUCTION SIGNS-SPECIAL		SO FT	100.00		\$	22.00	\$	2,200.00	\$	-
52	2564.531	SIGN PANELS TYPE SPECIAL		SO FT	24.00		\$	65.00	\$	1,560.00	\$	-
53	2564.531	SIGN PANELS TYPE C		SO FT	604.00		\$	33.00	\$	19,932.00	\$	-
54	2564.537	INSTALL SIGN TYPE C		EACH	1.00		\$	185.00	\$	185.00	\$	-
55	2564.537	INSTALL SIGN TYPE D		EACH	2.00		\$	420.00	\$	840.00	\$	-
56	2564.602	8" PVC SIGN INSTALLATION SLEEVE		EACH	21.00	3.00	\$	57.00	\$	1,197.00	\$	171.00
57	2565.616	REVISE SIGNAL SYSTEM A		SYSTEM	1.00	0.39	\$	21,000.00	\$	21,000.00	\$	8,190.00
58	2565.616	REVISE SIGNAL SYSTEM B		SYSTEM	1.00	0.70	\$	7,700.00	\$	7,700.00	\$	5,390.00
59	2573.502	SILT FENCE, TYPE MS		LIN FT	15000.00		\$	2.00	\$	30,000.00	\$	24,266.00
60	2573.530	STORM DRAIN INLET PROTECTION		EACH	42.00		\$	150.00	\$	6,300.00	\$	8,250.00
61	2573.533	SEDIMENT CONTROL LOG TYPE COMPOST		LIN FT	7500.00	250.00	\$	2.00	\$	15,000.00	\$	500.00
62	2573.535	STABILIZED CONSTRUCTION EXIT		LUMP SUM	1.00		\$	3,500.00	\$	3,500.00	\$	-
63	2573.550	EROSION CONTROL SUPERVISOR		LUMP SUM	1.00	0.90	\$	1,500.00	\$	1,500.00	\$	1,350.00
64	2573.601	STORMWATER MANAGEMENT ALLOWANCE		LUMP SUM	1.00		\$	10,000.00	\$	10,000.00	\$	-
65	2574.525	BOULEVARD TOPSOIL BORROW		CU YD	5000.00		\$	23.00	\$	115,000.00	\$	-
66	2575.511	MULCH MATERIAL TYPE 1		TON	12.00		\$	190.00	\$	2,280.00	\$	-
67	2575.604	EROSION CONTROL BLANKET - FUTERRA F4 NETLESS BLANKET		SO YD	2000.00		\$	2.00	\$	4,000.00	\$	-
68	2575.605	SEED MIXTURE 25-131		ACRE	1.50		\$	1,700.00	\$	2,550.00	\$	-
69	2575.605	RAPID STABILIZATION METHOD 2 MOD		ACRE	0.25		\$	2,100.00	\$	525.00	\$	-
70	2575.605	SEED MIXTURE 35-221		ACRE	1.50		\$	2,800.00	\$	4,200.00	\$	-
71	2575.605	SEED MIXTURE 25-121		ACRE	2.50		\$	1,250.00	\$	3,125.00	\$	-
72	2575.607	LANDSCAPE ROCK		CU YD	10.00		\$	115.00	\$	1,150.00	\$	-
73	2575.608	HYDRAULIC SOIL STABILIZER, TYPE SPECIAL		POUND	21000.00		\$	1.15	\$	24,150.00	\$	-
74	2582.501	PAVT MSGG EPOXY GR IN		SO FT	336.00		\$	18.00	\$	6,048.00	\$	-
75	2582.502	4" SOLID LINE EPOXY GR IN		LIN FT	12300.00		\$	0.45	\$	5,535.00	\$	-
76	2582.502	8" SOLID LINE EPOXY GR IN		LIN FT	350.00		\$	2.50	\$	875.00	\$	-
77	2582.502	12" SOLID LINE EPOXY GR IN		LIN FT	155.00		\$	8.50	\$	1,317.50	\$	-
78	2582.502	8" DOTTED LINE EPOXY GR IN		LIN FT	135.00		\$	3.50	\$	472.50	\$	-
79	2582.502	4" DBLE SOLID LINE EPOXY GR IN		LIN FT	6900.00		\$	0.90	\$	6,210.00	\$	-
80	2582.503	CROSSWALK EPOXY GR IN		SO FT	1212.00		\$	6.50	\$	7,878.00	\$	-

Schedule A Subtotal:

\$ 2,755,080.00 \$ 1,586,857.20

Schedule: B
Description: CP 2015-09D Storm Sewer Improvements

Item No.	Mn/DOT No.	Item Description	Unit	Estimated Quantity	Quantity To-Date	Contract Unit Price	Total Estimated Cost	Total Contract Cost To-Date
1	2104.501	REMOVE SEWER PIPE (STORM)	LIN FT	2110.00	1,908.00	\$ 10.00	\$ 21,100.00	\$ 19,080.00
2	2104.509	REMOVE MANHOLE OR CATCH BASIN	EACH	20.00	18.00	\$ 325.00	\$ 6,500.00	\$ 5,850.00
3	2104.602	SALVAGE CASTING AND RINGS (STORM/SANITARY/WATERMAIN)	EACH	15.00	9.00	\$ 700.00	\$ 10,500.00	\$ 6,300.00
4	2104.602	REMOVE CATCH BASIN TOP SLAB	EACH	3.00	3.00	\$ 150.00	\$ 450.00	\$ 450.00
5	2105.501	COMMON EXCAVATION (P)	CU YD	518.00		\$ 16.25	\$ 8,417.50	\$ -
6	2501.602	15" RC PIPE APRON AND TRASH GUARD	EACH	2.00		\$ 110.00	\$ 220.00	\$ -
7	2502.521	6" PVC PIPE DRAIN	LIN FT	40.00		\$ 28.00	\$ 1,120.00	\$ -
8	2502.541	6" PERF PVC PIPE DRAIN	LIN FT	173.00		\$ 7.00	\$ 1,211.00	\$ -
9	2502.602	VENTED CLEANOUT ASSEMBLY	EACH	1.00		\$ 360.00	\$ 360.00	\$ -
10	2502.602	6" KNIFE VALVE AND BOX	EACH	1.00		\$ 1,300.00	\$ 1,300.00	\$ -
11	2502.602	CORE DRAIN TILE	EACH	1.00	10.00	\$ 425.00	\$ 4,250.00	\$ 4,250.00
12	2503.541	15" RC PIPE SEWER DES 3006 CL V	LIN FT	2287.00	1,181.00	\$ 30.00	\$ 68,610.00	\$ 35,430.00
13	2503.541	18" RC PIPE SEWER DES 3006 CL V	LIN FT	484.00	484.00	\$ 36.50	\$ 17,666.00	\$ 17,666.00
14	2503.541	24" RC PIPE SEWER DES 3006 CL III	LIN FT	155.00	161.00	\$ 44.00	\$ 6,820.00	\$ 7,084.00
15	2503.541	30" RC PIPE SEWER DES 3006 CL III	LIN FT	162.00	162.00	\$ 63.00	\$ 10,206.00	\$ 10,206.00
16	2503.602	CONSTRUCT BULKHEAD	EACH	3.00	7.00	\$ 500.00	\$ 1,500.00	\$ 3,500.00
17	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	9.00	9.00	\$ 1,200.00	\$ 10,800.00	\$ 10,800.00
18	2503.602	CONNECT TO EXISTING STORM SEWER STRUCTURE	EACH	5.00	5.00	\$ 1,000.00	\$ 5,000.00	\$ 5,000.00
19	2506.502	CONST DRAINAGE STRUCTURE DES 48-4020	EACH	21.00	15.00	\$ 2,825.00	\$ 59,325.00	\$ 42,375.00
20	2506.502	CONST DRAINAGE STRUCTURE DES 60-4020	EACH	3.00	3.00	\$ 4,200.00	\$ 12,600.00	\$ 12,600.00
21	2506.502	CONST DRAINAGE STRUCTURE DES 72-4020	EACH	1.00	1.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00
22	2506.502	CONST DRAINAGE STRUCTURE DES 84-4020	EACH	1.00	1.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00
23	2506.502	CONST DRAINAGE STRUCTURE DES 96-4020	EACH	1.00		\$ 7,800.00	\$ 7,800.00	\$ -
24	2506.602	FURNISH & INSTALL NEW RINGS AND CASTING (STORM)	EACH	14.00	3.00	\$ 1,000.00	\$ 14,000.00	\$ 3,000.00
25	2506.602	FURNISH & INSTALL NEW MANHOLE TOP SLAB	EACH	3.00	3.00	\$ 1,225.00	\$ 3,675.00	\$ 3,675.00
26	2506.602	CONST DRAINAGE STRUCTURE DES 2X3' CB	EACH	13.00	9.00	\$ 1,775.00	\$ 23,075.00	\$ 15,975.00
27	2511.501	RANDOM RIPRAP CLASS III	CU YD	10.00		\$ 120.00	\$ 1,200.00	\$ -
28	2511.515	GEOTEXTILE FILTER TYPE IV	CU YD	42.00		\$ 2.50	\$ 105.00	\$ -
29	2574.525	FILTER TOPSOIL BORROW	CU YD	100.00		\$ 37.00	\$ 3,700.00	\$ -
30	2575.605	SEED MIXTURE 33-261	ACRE	0.50		\$ 2,000.00	\$ 1,000.00	\$ -

Schedule B Subtotal: \$ 313,685.50 \$ 218,241.00

Schedule: C
Description: CP 2015-09D Water Main Improvements

Item No.	Mn/DOT No.	Item Description	Unit	Estimated Quantity	Quantity To-Date	Contract Unit Price	Total Estimated Cost	Total Contract Cost To-Date
1	2104.501	REMOVE WATER MAIN	LIN FT	160.00		\$ 9.50	\$ 1,520.00	\$ -
2	2104.523	SALVAGE HYDRANT & VALVE	EACH	11.00	9.00	\$ 750.00	\$ 8,250.00	\$ 6,750.00
3	2104.602	SALVAGE CASTING AND RINGS (STORM/SANITARY/WATERMAIN)	EACH	12.00	10.00	\$ 100.00	\$ 1,200.00	\$ 1,000.00
4	2104.602	REMOVE GATE VALVE AND CAP EXISTING CROSS	EACH	3.00	1.00	\$ 1,600.00	\$ 4,800.00	\$ 1,600.00
5	2504.602	WATERMAIN OFFSET	EACH	2.00	1.00	\$ 17,000.00	\$ 34,000.00	\$ 17,000.00
6	2504.602	FURNISH & INSTALL NEW RINGS AND CASTING (WATERMAIN)	EACH	12.00		\$ 900.00	\$ 10,800.00	\$ -
7	2504.602	HYDRANT AND GATE VALVE	EACH	11.00	12.00	\$ 6,250.00	\$ 68,750.00	\$ 75,000.00
8	2504.602	REMOVE AND REPLACE GATE VALVE BOLTS	EACH	12.00	18.00	\$ 1,500.00	\$ 18,000.00	\$ 27,000.00
9	2504.602	ADJUST CURB STOP	EACH	5.00		\$ 80.00	\$ 400.00	\$ -
10	2504.602	REMOVE AND REPLACE GATE VALVE BOX	EACH	12.00	8.00	\$ 600.00	\$ 7,200.00	\$ 4,800.00
11	2504.602	RECONSTRUCT BUTTERFLY VALVE MANHOLE	EACH	3.00		\$ 3,900.00	\$ 11,700.00	\$ -
12	2504.604	4" POLYSTYRENE INSULATION	SQ YD	100.00		\$ 36.00	\$ 3,600.00	\$ -
13	2504.608	DUCTILE IRON FITTINGS	POUND	1000.00	165.00	\$ 6.00	\$ 6,000.00	\$ 990.00

Schedule C Subtotal: \$ 176,220.00 \$ 134,140.00

Schedule: D						
Description: CP 2015-09D Sanitary Sewer Improvements						
Item No.	Mn/DOT No.	Item Description	Unit	Estimated Quantity	Quantity To-Date	Contract Unit Price
1	2104.602	SALVAGE CASTING AND RINGS (STORM/SANITARY/WATERMAIN)	EACH	17.00	16.00	\$ 100.00
2	2503.602	FURNISH & INSTALL NEW RINGS AND CASTING (SANITARY)	EACH	13.00		\$ 1,000.00
3	2503.602	FURNISH AND INSTALL EXTERNAL MANHOLE CHIMNEY SEAL	EACH	17.00		\$ 150.00
4	2503.602	RECONSTRUCT SANITARY SEWER MANHOLE	EACH	4.00	1.00	\$ 3,000.00
5	2503.602	SANITARY SEWER UMBRELLAS	EACH	17.00		\$ 75.00
Schedule D Subtotal:						\$ 30,525.00
						\$ 4,600.00

Schedule: E						
Description: CP 2015-09D College Trail Berm Reconstruction						
Item No.	Mn/DOT No.	Item Description	Unit	Estimated Quantity	Quantity To-Date	Contract Unit Price
1	2101.502	CLEARING	TREE	2.00		\$ 105.00
2	2101.507	GRUBBING	TREE	2.00		\$ 105.00
3	2104.501	REMOVE PIPE DRAIN	LIN FT	30.00		\$ 13.00
4	2104.509	REMOVE GATE VALVE	EACH	2.00		\$ 800.00
5	2104.602	REMOVE FLARED END SECTION	EACH	1.00		\$ 30.00
6	2104.604	SALVAGE SHOREMAX	SO YD	15.00		\$ 15.00
7	2105.501	COMMON EXCAVATION (P)	CU YD	300.00		\$ 17.00
8	2105.601	SITE GRADING	LUMP SUM	1.00		\$ 7,000.00
9	2411.521	GRANULAR BACKFILL (CV)	CU YD	300.00		\$ 10.00
10	2503.541	24" RC PIPE SEWER DES 3006 CL III	LIN FT	36.00		\$ 60.00
11	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	1.00		\$ 1,225.00
12	2503.602	CONNECT TO EXISTING STORM SEWER STRUCTURE	EACH	1.00		\$ 1,700.00
13	2506.502	CONST DRAINAGE STRUCTURE DES 48-4020	EACH	1.00		\$ 3,600.00
14	2540.604	INSTALL SHOREMAX	SO YD	15.00		\$ 100.00
15	2573.502	SILT FENCE; TYPE MS	LIN FT	65.00		\$ 4.00
16	2575.511	MULCH MATERIAL TYPE 1	TON	0.40		\$ 190.00
17	2575.604	EROSION CONTROL BLANKET - FUTERRA F4 NETLESS BLANKET	SO YD	100.00		\$ 4.50
18	2575.605	SEED MIXTURE 33-261	ACRE	0.10		\$ 2,000.00
19	2575.605	SEED MIXTURE 25-121	ACRE	0.10		\$ 1,200.00
20	2575.608	HYDRAULIC SOIL STABILIZER, TYPE SPECIAL	POUND	700.00		\$ 1.25
Schedule E Subtotal:						\$ 29,931.00
						\$ -

Alternate: 1						
Description: CP 2015-09D 80th Street Crossing						
Item No.	Mn/DOT No.	Item Description	Unit	Estimated Quantity	Quantity To-Date	Contract Unit Price
1	2104.503	REMOVE BITUMINOUS WALK	SO FT	50.00		\$ 8.00
2	2104.505	REMOVE CONCRETE WALK	SO YD	25.00		\$ 24.00
3	2104.505	REMOVE BITUMINOUS PAVEMENT	SO YD	10.00		\$ 45.00
4	2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	50.00		\$ 5.00
5	2104.523	SALVAGE SIGN TYPE C	EACH	2.00		\$ 38.00
6	2211.501	AGGREGATE BASE CLASS 5	TON	10.00		\$ 80.00
7	2360.501	TYPE SP 12.5 WEARING COURSE MIX (3.C)	TON	2.00		\$ 300.00
8	2360.502	TYPE SP 12.5 NON WEAR COURSE MIX (3.C)	TON	1.00		\$ 300.00
9	2521.501	6" CONCRETE WALK	SO FT	100.00		\$ 16.20
10	2521.511	3" BITUMINOUS WALK	SO FT	50.00		\$ 10.00
11	2531.618	TRUNCATED DOMES	SO FT	50.00		\$ 40.00
12	2565.616	REVISE SIGNAL SYSTEM B	SYSTEM	1.00		\$ 13,500.00
13	2582.503	CROSSWALK EPOXY GR IN	SO FT	480.00		\$ 7.00
Alternate 1 Subtotal:						\$ 24,456.00
						\$ -

Schedule:

Description:

F
CP 2018-08 Fire Station No. 2 Water Main Improvements

Item No.	Mn/DOT No.	Item Description	Unit	Estimated Quantity	Quantity To-Date	Contract Unit Price	Total Estimated Cost	Total Contract Cost To-Date
1		FURNISH AND INSTALL 24" X 12" WET TAP	EACH	1.00	1.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
2		12" DIP WATERMAIN CL 52	LIN FT	55.00	55.00	\$ 85.00	\$ 4,675.00	\$ 4,675.00
3		12" WATERMAIN PLUG	EACH	1.00	1.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
4		PARKING LOT AND TURF RESTORATION	LUMP SUM	0.50	0.40	\$ 12,000.00	\$ 6,000.00	\$ 4,800.00

Schedule C Subtotal: \$ 19,175.00 \$ 17,975.00

Schedule:

Description:

G
CP 2018-08 Fire Station No. 2 Sanitary Sewer Improvements

Item No.	Mn/DOT No.	Item Description	Unit	Estimated Quantity	Quantity To-Date	Contract Unit Price	Total Estimated Cost	Total Contract Cost To-Date
1		SANITARY SEWER MANHOLE AND CASTING	EACH	1.00	1.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
2		8" SDR 35 PVC SANITARY SEWER PIPE	LIN FT	10.00	2.00	\$ 95.00	\$ 950.00	\$ 190.00
3		CONNECT TO EXISTING SANITARY SEWER	EACH	1.00	1.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
4		PARKING LOT AND TURF RESTORATION	LUMP SUM	0.50	0.40	\$ 12,000.00	\$ 6,000.00	\$ 4,800.00

Schedule C Subtotal: \$ 14,950.00 \$ 12,990.00

Schedule:

Description:

H
CP 2018-11 Fire Station No. 2 Fiber Optic Improvements

Item No.	Mn/DOT No.	Item Description	Unit	Estimated Quantity	Quantity To-Date	Contract Unit Price	Total Estimated Cost	Total Contract Cost To-Date
1		INSTALL CONDUIT	LIN FT	40.00		\$ 10.00	\$ 400.00	\$ -
2		HANDHOLE/SPLICE BOX COORDINATION	LUMP SUM	1.00		\$ 750.00	\$ 750.00	\$ -

Schedule D Subtotal: \$ 1,150.00 \$ -

COST SUMMARY

Contract: CP 2015-09D, 2018-08, 2018-11
Owner: City of Inver Grove Heights
Project: Broderick Reconstruction
Fire Station No. 2 Sewer and Water Improvements
Fire Station No. 2 Fiber Optic Improvements

Schedule	Description	Total Estimated Cost	Total Contract Cost To-Date
A	CP 2015-09D Street Improvements	\$ 2,755,080.00	\$ 1,586,857.20
B	CP 2015-09D Storm Sewer Improvements	\$ 313,685.50	\$ 218,241.00
C	CP 2015-09D College Trail Berm Reconstruction	\$ 29,931.00	\$ -
D	CP 2015-09D Water Main Improvements	\$ 176,220.00	\$ 134,140.00
E	CP 2015-09D Sanitary Sewer Improvements	\$ 30,525.00	\$ 4,600.00
1	CP 2015-09D 80th Street Crossing	\$ 24,456.00	\$ -
F	CP 2018-08 Fire Station No. 2 Water Main Improvements	\$ 19,175.00	\$ 17,975.00
G	CP 2018-08 Fire Station No. 2 Sanitary Sewer Improvements	\$ 14,950.00	\$ 12,990.00
H	CP 2018-11 Fire Station No. 2 Fiber Optic Improvements	\$ 1,150.00	\$ -
Total Base Cost		\$ 3,329,897.50	\$ 1,943,838.20

Change Order No. 2 (Schedules F, G, and H)

Total Contract Amount	\$ 35,275.00	\$ 30,985.00
Contract Work Completed To Date	\$ 3,365,172.50	\$ 1,974,803.20
Retainage	5.00%	\$ 98,740.16
Previous Payments		\$ 1,296,755.89
Amount Due This Partial Payment #4		\$ 579,307.15

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Pay Voucher No. 2 for City Project No. 2017-09E – 93rd Street and Abigail Court Area Reconstruction

Meeting Date: September 24, 2018
 Item Type: Consent
 Contact: Thomas J. Kaldunski, 651.450.2572
 Prepared by: Steve Dodge, Assistant City Engineer
 Reviewed by: Scott D. Thureen, Public Works Director

Handwritten initials:
 TK (above SWD)
 SWD (next to Prepared by)
 SAT (above Scott D. Thureen)
 SD (below 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: Pavement Management Fund, Special Assessments, Agreements |

PURPOSE/ACTION REQUESTED

Consider Pay Voucher No. 2 for City Project No. 2017-09E – 93rd Street and Abigail Court Area Reconstruction

SUMMARY

The contract was awarded in the amount of \$729,821.54 to Park Construction Company, on May 14, 2018 for City Project No. 2017-09E – 93rd Street and Abigail Court Area Reconstruction

I recommend approval of Pay Voucher No. 2, in the amount of \$218,281.95 for work completed through August 31, 2018 on City Project No. 2017-09E – 93rd Street and Abigail Court Area Reconstruction

SWD/np

Attachments: Pay Voucher No. 2

**CITY OF INVER GROVE HEIGHTS
CONSTRUCTION PAY VOUCHER**

ESTIMATE NO: 2 (Two)
DATE: September 24, 2018
PERIOD ENDING: August 31, 2018
CONTRACT: 2018 Pavement Management Program
PROJECT NO: 2017-09E- 93RD Street and Abigail Court Area Reconstruction

TO: Park Construction Company
1481 81st Ave NE
Minneapolis, MN 55432

Original Contract Amount	\$729,821.54
Total Addition	\$0.00
Total Deduction	(\$0.00)
Total Contract Amount.....	\$729,821.54
Total Value of Work to Date.....	\$394,397.06
Less Retained (5%)	\$19,719.85
Less Previous Payment.....	\$156,395.26
Total Approved for Payment this Voucher.....	\$218,281.95
Total Payments including this Voucher	\$374,677.21

Approvals:

Pursuant to our field observation, I hereby recommend for payment the above stated amount for work performed through August 31, 2018.

Signed by:	<u>Thomas J. Kaldunski, City Engineer</u>	<u>September 24, 2018</u>
Signed by:	<u>Park Construction Company.</u>	<u>Date</u>
Signed by:	<u>George Tourville, Mayor</u>	<u>September 24, 2018</u>



Application for Payment
(Unit Price Contract)
No. 2

Eng. Project No.: INVER 138128

Location: Inver Grove Heights, Minnesota

Contractor Park Construction Company

Contract Date _____

1481 81st Ave. NE

Minneapolis, MN 55432

Contract Amount \$ 729,821.54

Contract for 2018 Pavement Management Program - 93rd Street/Abigail Court Area Reconstruction

Application Date _____

For Period Ending _____

Line No.	Item No.	Item	Unit	Est. Quanti	Quantity to Date	Unit Price	Total Price
STREETS (BID SCHEDULE 1)							
1	2021.5	MOBILIZATION	LS	1	1	\$35,600.00	\$35,600.00
2	2101.5	CLEARING	TREE	74	74	\$80.80	\$5,979.20
3	2101.51	GRUBBING	TREE	74	74	\$50.50	\$3,737.00
4	2104.5	REMOVE CURB AND GUTTER	LF	3446	3446	\$2.65	\$9,131.90
5	2104.51	REMOVE BITUMINOUS DRIVEWAY OR TRAIL PAVEMENT	SY	345	345	\$9.55	\$3,294.75
6	2104.51	REMOVE CONCRETE DRIVEWAY PAVEMENT	SY	41	41	\$12.20	\$500.20
7	2104.52	SALVAGE SIGN TYPE C	EACH	6		\$17.70	
8	2105.5	COMMON EXCAVATION (EV) (P)	CY	6802	6802	\$12.50	\$85,025.00
9	2105.51	SUBGRADE EXCAVATION (EV)	CY	200		\$11.50	
10	2105.52	SELECT GRANULAR BORROW (CV)	CY	4658	4658	\$18.00	\$83,844.00
11	2105.54	STABILIZING AGGREGATE	CY	100		\$42.80	
12	2105.6	GEOTEXTILE FABRIC, TYPE V	SY	6986	6986	\$0.72	\$5,029.92
13	2123.61	STREET SWEEPING (WITH PICKUP BROOM)	hour	20		\$121.00	
14	2130.5	WATER	MGAL	85		\$24.20	
15	2211.5	AGGREGATE BASE (CV) CLASS 5	TON	2340	1134	\$20.60	\$23,360.40
16	2331.6	JOINT ADHESIVE	LF	3516		\$0.53	
17	2331.6	EDGE MILL BITUMINOUS SURFACE	SY	35		\$4.65	
18	2331.6	BITUMINOUS PAVEMENT RECLAMATION (P)	SF	51788	51788	\$0.08	\$4,143.04
19	2357.5	BITUMINOUS TACK COAT	GAL	374		\$1.80	
20	2360.5	TYPE SP 9.5 WEARING COURSE MIX (3,C)	TON	696		\$64.50	

Line No.	Item No.	Item	Unit	Est. Quanti	Quantity to Date	Unit Price	Total Price
21	2360.5	TYPE SP 12.5 NON WEAR COURSE MIX (3,C)	TON	696		\$61.00	
22	2360.5	TYPE SP 9.5 WEARING COURSE MIX (2,E), 6.0" - DRIVEWAY	TON	72		\$159.00	
23	2501.6	EXCAV. SPECIAL (POTHOLE EXISTING UTILITY)	EACH	5		\$180.00	
24	2502.52	4" PERF HDPE PIPE DRAIN WITH CIRCULAR KNIT	LF	3516	3516	\$2.15	\$7,559.40
25	2531.5	CONCRETE CURB AND GUTTER DESIGN B618	LF	3516		\$12.80	
26	2531.5	CONCRETE CURB AND GUTTER (HAND POUR)	LF	200		\$23.30	
27	2531.51	DECORATIVE DRIVEWAY ALLOWANCE	LS	1		\$10,000.00	
28	2531.51	6" CONCRETE DRIVEWAY PAVEMENT	SY	41		\$54.20	
29	2531.6	HIGH EARLY STRENGTH CONCRETE	CY	20		\$138.00	
30	2540.6	MAILBOX MAINTENANCE	LS	1	0.5	\$2,020.00	\$1,010.00
31	2540.6	BOULEVARD LANDSCAPING ALLOWANCE	LS	1		\$10,000.00	
32	2563.6	TRAFFIC CONTROL ALLOWANCE	LS	1		\$10,000.00	
33	2564.53	SIGN PANELS TYPE C	SF	36		\$30.30	
34	2572.13	PRUNE TREES	HR	10	10	\$242.00	\$2,420.00
35	2573.5	SILT FENCE, TYPE MS	LF	2200	519	\$1.95	\$1,012.05
36	2573.53	STORM DRAIN INLET PROTECTION (WIMCO)	EACH	18		\$137.00	
37	2573.53	SEDIMENT CONTROL LOG TYPE COMPOST STABILIZED CONSTRUCTION	LF	100	2506	\$3.30	\$8,269.80
38	2573.54	EXIT	LS	1		\$688.00	
39	2573.55	EROSION CONTROL SUPERVISOR	LS	1		\$954.00	
40	2573.6	STORM WATER MANAGEMENT ALLOWANCE	LS	1	0.74	\$10,000.00	\$7,400.00
41	2573.6	DEWATERING (EXCAVATION)	LS	1		\$569.00	
42	2574.53	BOULEVARD TOPSOIL BORROW (CV)	CY	1300	108	\$42.35	\$4,573.80
43	2575.5	SEEDING (MIX 25-151)	ACRE	1	0.2	\$3,280.00	\$656.00
44	2575.5	SEEDING (MIX 36-211)	ACRE	0.2		\$1,460.00	

Line No.	Item No.	Item	Unit	Est. Quanti	Quantity to Date	Unit Price	Total Price
45	2575.56	FLEXTERRA HYDROMULCH (HYDRAULIC SOIL STAB. TYPE SPECIAL)	LB	4770	200	\$1.25	\$250.00
46	2575.57	RAPID STABILIZATION METHOD 2 MODIFIED	SY	1400		\$1.00	
47	2575.57	EROSION STABILIZATION MAT SHOREMAX W/ SC250	SY	235		\$49.70	
TOTAL - STREETS (BID SCHEDULE 1)							\$292,796.46
STORM SEWER (BID SCHEDULE 2)							
1	2104.5	REMOVE SEWER PIPE (STORM)	LF	88	88	\$11.30	\$994.40
2	2104.5	REMOVE STORM STRUCTURE	EACH	2	2	\$330.00	\$660.00
3	2501.52	12" RC PIPE APRON	EACH	1	1	\$942.00	\$942.00
4	2501.52	24" RC PIPE APRON	EACH	1	1	\$1,590.00	\$1,590.00
5	2501.52	30" RC PIPE APRON	EACH	2	2	\$1,940.00	\$3,880.00
6	2503.54	15" RC PIPE SEWER DES 3006 CL V	LF	272	272	\$36.40	\$9,900.80
7	2503.54	18" RC PIPE SEWER DES 3006 CL V	LF	136	113	\$39.60	\$4,474.80
8	2503.54	24" RC PIPE SEWER DES 3006 CL III	LF	100	100	\$56.90	\$5,690.00
9	2503.54	30" RC PIPE SEWER DES 3006 CL III	LF	104	104	\$64.40	\$6,697.60
10	2503.6	12" HDPE PIPE SEWER	LF	42		\$20.80	
11	2503.6	18" HDPE PIPE SEWER	LF	210	233	\$107.00	\$24,931.00
12	2506.5	CONSTRUCT DRAINAGE STRUCTURE 2' X 3' CB	EACH	3	3	\$1,810.00	\$5,430.00
13	2506.5	CONSTRUCT DRAINAGE STRUCTURE 27" CB	EACH	1	1	\$1,310.00	\$1,310.00
14	2506.5	CONSTRUCT DRAINAGE STRUCTURE DES 48-4020	EACH	9	9	\$2,620.00	\$23,580.00
15	2506.5	CONSTRUCT DRAINAGE STRUCTURE DES 60-4020	EACH	1	1	\$4,380.00	\$4,380.00
16	2506.5	CONSTRUCT DRAINAGE STRUCTURE DES 84-4020	EACH	1	1	\$7,140.00	\$7,140.00
TOTAL - STORM SEWER (BID SCHEDULE 2)							\$101,600.60
RAIN GARDEN (BID SCHEDULE 3)							
1	2411.6	FORD A1 COVER	EACH	3		\$188.00	
2	2502.54	4" PERF HDPE PIPE DRAIN WITH CIRCULAR KNIT FILTER SOCK	LF	160		\$8.65	
3	2502.6	INSTALL 4" PVC PIPE DRAIN CLEANOUT (VENTED)	EACH	2		\$127.00	
4	2504.6	4" KNIFE VALVE AND BOX	EACH	1		\$395.00	

Line No.	Item No.	Item	Unit	Est. Quanti	Quantity to Date	Unit Price	Total Price
5	2540.6	LANDSCAPE EDGER PLASTIC	LF	400		\$3.55	
6	2571.51	PLANTS-SHRUBS-TREES	EACH	537		\$20.10	
7	2571.62	RAIN GARDEN PREPARATION, SAND, MULCH, AND COMPOST BEDDING	SF	3360		\$6.35	
TOTAL - RAIN GARDEN (BID SCHEDULE 3)							<u>\$0.00</u>
Total Contract Amount							<u>\$394,397.06</u>

Line No.	Item No.	Item	Unit	Est. Quanti	Quantity to Date	Unit Price	Total Price
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COST SUMMARY

Contract: CP 2017-09E
Owner: City of Inver Grove Heights
Project: 93rd-Abigail Reconstruction

Schedule	Description	Total Estimated Cost	Total Contract Cost To-Date
1	Street Improvements	\$592,750.84	\$292,796.46
2	Storm Sewer Improvements	\$100,924.00	\$101,600.60
3	Rain Garden Improvements	\$36,146.70	\$0.00

Total Base Cost	\$729,821.54	\$394,397.06
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Total Contract Amount	\$729,821.54	
Contract Work Completed To Date		\$394,397.06
Retainage 5.00%		\$ 19,719.85
Previous Payments		\$156,395.26
Amount Due This Partial Payment #2		\$218,281.95

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Pay Voucher No. 2 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

Meeting Date: September 24, 2018

Item Type: Consent

Contact: Thomas J. Kaldunski, 651-450-2572 *DK*

Prepared by: Steve W. Dodge, Asst. City Engineer *SWD*

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: Fire Station No. 2 Project Funds

PURPOSE/ACTION REQUESTED

Consider Pay Voucher No. 2 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.

SUMMARY

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 are currently under construction. The projects purpose is to extend sanitary sewer, watermain and conduit for fiber optic that will begin at Broderick Blvd, 800 feet north of Concord Blvd, and be extended southwest 800 feet to the expanded MUSA, west of T.H. 52/55, which also includes further extension within the City's recently purchased property to the proposed Fire Station No. 2 building and the adjacent parcel to the south.

I recommend approval of Pay Voucher No. 2, in the amount of \$134,857.73 (\$130,525.73 for work on City Project No. 2018-08 – Fire Station No. 2 Sewer and Water Improvements, \$4,332.00 for work on City Project No. 2018-11 – Conduit for Fire Station No. 2 Fiber Optic Improvements).

SWD/mw

Attachments: Pay Voucher No. 2

**CITY OF INVER GROVE HEIGHTS
CONSTRUCTION PAY VOUCHER**

ESTIMATE NO: 2 (Two)
DATE: September 24, 2018
PERIOD ENDING: August 31, 2018
PROJECT NO: 2018-08 – Fire Station No. 2 Sewer and Water Improvements, 2018-11 – Conduit
for Fire Station No. 2 Fiber Optic Improvements

TO: EJM Pipe Services, Inc.
14461 Lake Drive
Columbus, MN 55025

Original Contract Amount	\$683,979.95
Total Addition (Change Order No. 1)	\$3,898.00
Total Deduction (Change Order No. 1)	\$0.00
Total Contract Amount.....	\$687,877.95
Total Value of Work to Date.....	\$219,994.00
Less Retained (5%)	\$10,999.70
Less Previous Payment.....	\$74,136.57
Total Approved for Payment this Voucher.....	\$134,857.73
Total Payments including this Voucher	\$208,994.30

Approvals:

Pursuant to our field observation, I hereby recommend payment for the above stated amount of work performed through August 31, 2018.

Signed by:	<u>Thomas J. Kaldunski, City Engineer</u>	<u>September 24, 2018</u>
Signed by:	<u>EJM Pipe Services, Inc.</u>	<u>Date</u>
Signed by:	<u>George Tourville, Mayor</u>	<u>September 24, 2018</u>

**BID ABSTRACT
FOR**

**CITY OF INVER GROVE HEIGHTS
2018 CAPITAL IMPROVEMENT PROGRAM
CITY PROJECT NO. 2018-08 FIRE STATION NO. 2 SEWER AND WATER IMPROVEMENTS
CITY PROJECT NO. 2018-11 CONDUIT FOR FIRE STATION NO. 2 FIBER OPTIC IMPROVEMENTS**

Schedule A : STREETS						E J M PIPE SERVICES		PAY ESTIMATE #2 8/31/2018
Item No.	MnDOT No.	Item Description	Unit	Quantity	Unit Price	Amount	Quantity to Date	Total Cost to Date
1	2021.501	MOBILIZATION	LUMP SUM	1	\$ 18,500.00	\$ 18,500.00	1	\$ 18,500.00
2	2101.505	CLEARING	ACRE	0.34	\$ 5,000.00	\$ 1,700.00	0.34	\$ 1,700.00
3	2101.505	GRUBBING	ACRE	0.34	\$ 5,000.00	\$ 1,700.00	0.34	\$ 1,700.00
4	2101.524	CLEARING	TREE	37	\$ 150.00	\$ 5,550.00	37	\$ 5,550.00
5	2101.524	GRUBBING	TREE	37	\$ 150.00	\$ 5,550.00	37	\$ 5,550.00
6	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	839	\$ 3.00	\$ 2,517.00	670	\$ 2,010.00
7	2104.503	REMOVE CURB AND GUTTER	LIN FT	90	\$ 8.00	\$ 720.00	45	\$ 360.00
8	2104.503	SALVAGE PIPE SEWER	LIN FT	45	\$ 12.00	\$ 540.00	256	\$ 3,072.00
9	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	1883	\$ 3.00	\$ 5,649.00	1237	\$ 3,711.00
10	2104.521	SALVAGE FENCE	LIN FT	90	\$ 10.00	\$ 900.00		\$ -
11	2105.522	SELECT GRANULAR BORROW (CV)	CU YD	625	\$ 14.00	\$ 8,750.00	625	\$ 8,750.00
12	2105.602	OBSTRUCTION REMOVAL	EACH	5	\$ 3,000.00	\$ 15,000.00	5	\$ 15,000.00
13	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	5	\$ 150.00	\$ 750.00		\$ -
14	2130.601	WATER USAGE ALLOWANCE	LUMP SUM	1	\$ 5,000.00	\$ 5,000.00		\$ -
15	2211.501	AGGREGATE BASE CLASS 5	TON	881	\$ 16.00	\$ 14,096.00	363	\$ 5,808.00
16	2360.501	TYPE WEARING COURSE MIXTURE (3,B)	TON	208	\$ 71.50	\$ 14,872.00	132	\$ 9,438.00
17	2360.501	TYPE NON-WEAR COURSE MIXTURE (3,B)	TON	213	\$ 71.50	\$ 15,229.50	128	\$ 9,152.00
18	2476.601	WASTE COLLECTION AND DISPOSAL ALLOWANCE	LUMP SUM	1	\$ 5,000.00	\$ 5,000.00		\$ -
19	2501.571	INSTALL PIPE SEWER	LIN FT	45	\$ 20.00	\$ 900.00		\$ -
20	2531.503	CONCRETE CURB AND GUTTER DESIGN B612	LIN FT	90	\$ 45.00	\$ 4,050.00		\$ -
21	2533.503	PORTABLE PRECAST CONCRETE BARRIER DESIGN 8337	LIN FT	1360	\$ 16.00	\$ 21,760.00		\$ -
22	2557.603	INSTALL FENCE	LIN FT	90	\$ 25.00	\$ 2,250.00		\$ -
23	2557.603	CONSTRUCTION FENCE	LIN FT	720	\$ 2.50	\$ 1,800.00		\$ -
24	2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$ 8,450.00	\$ 8,450.00		\$ -
25	2571.524	DECIDUOUS TREE 2.5" CAL B&B	TREE	2	\$ 750.00	\$ 1,500.00		\$ -
26	2573.501	EROSION CONTROL SUPERVISOR	LUMP SUM	1	\$ 1,000.00	\$ 1,000.00		\$ -
27	2573.502	SILT FENCE, TYPE MS	LIN FT	1851	\$ 2.00	\$ 3,702.00	1131	\$ 2,262.00

BID DATE: JUNE 15, 2018 - 9:00 a.m.

BID DATE: JUNE 15, 2018 - 9:00 a.m.					E J M PIPE SERVICES			PAY ESTIMATE #2 8/31/2018		
28	2573.53	INLET PROTECTION	EACH	9	\$	200.00	\$	1,800.00	\$	-
29	2573.533	BIOROLL	LIN FT	304	\$	3.25	\$	988.00	230	\$ 747.50
30	2573.901	STORM WATER MANAGEMENT ALLOWANCE	LUMP SUM	1	\$	10,000.00	\$	10,000.00		\$ -
31	2574.508	FERTILIZER TYPE 3	POUND	43	\$	1.00	\$	43.00		\$ -
32	2575.504	SODDING TYPE SALT TOLERANT	SQ YD	202	\$	16.00	\$	3,232.00		\$ -
33	2575.504	EROSION CONTROL BLANKETS CATEGORY 3	SQ YD	3485	\$	1.50	\$	5,227.50		\$ -
34	2575.505	SEEDING	ACRE	0.72	\$	5,200.00	\$	3,744.00		\$ -
35	2575.508	SEED MIXTURE 25-131	POUND	39	\$	3.25	\$	126.75		\$ -
36	2575.508	SEED MIXTURE 35-241	POUND	20	\$	15.50	\$	310.00		\$ -
37	2575.571	RAPID STABILIZATION METHOD 3	ACRE	0.548	\$	2,400.00	\$	1,315.20		\$ -
38	2582.502	4" SOLID LINE WHITE (PAINT)	LIN FT	1180	\$	2.00	\$	2,360.00		\$ -
39	2231.507	BITUMINOUS PATCHING MIXTURE	CU YD	10	\$	290.00	\$	2,900.00		\$ -
SCHEDULE A SUBTOTAL:					\$	199,481.95			\$	93,310.50

BID DATE: JUNE 15, 2018 - 9:00 a.m.

E J M PIPE SERVICES

PAY ESTIMATE #2 8/31/2018

Schedule B : SANITARY

Item No.	MnDOT No.	Item Description	Unit	Quantity	Unit Price	Amount	Quantity to Date	Total Cost to Date
40	2021.501	MOBILIZATION	LUMP SUM	1	\$ 12,500.00	\$ 12,500.00	1	\$ 12,500.00
41	2451.609	GRANULAR FOUNDATION	TON	70	\$ 27.00	\$ 1,890.00		\$ -
42	2451.609	GRANULAR BACKFILL	CU YD	90	\$ 14.00	\$ 1,260.00		\$ -
43	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	1	\$ 3,000.00	\$ 3,000.00	1	\$ 3,000.00
44	2503.602	BORING PIT (SANITARY)	EACH	1	\$ 10,000.00	\$ 10,000.00	1	\$ 10,000.00
45	2503.603	8" DIP CL 52 (CERAMIC LINED)	LIN FT	27	\$ 50.00	\$ 1,350.00		\$ -
46	2503.603	8" PVC SEWER, SDR 26 (10'-15' DEEP)	LIN FT	629	\$ 28.00	\$ 17,612.00	252	\$ 7,056.00
47	2503.603	8" PVC SEWER, SDR 26 (15'-20' DEEP)	LIN FT	351	\$ 28.00	\$ 9,828.00		\$ -
48	2503.603	8" PVC SEWER, SDR 26 (20'-25' DEEP)	LIN FT	161	\$ 28.00	\$ 4,508.00		\$ -
49	2503.603	30" STEEL CASING PIPE (JACKED)	LIN FT	210	\$ 475.00	\$ 99,750.00	123	\$ 58,425.00
50	2503.603	8" PVC SDR 26 PIPE SEWER (THROUGH CASING)	LIN FT	210	\$ 55.00	\$ 11,550.00		\$ -
51	2506.502	48" DIA. SANITARY MANHOLE	LIN FT	108	\$ 208.00	\$ 22,464.00		\$ -
52	2506.516	CASTING ASSEMBLY (SANITARY)	EACH	7	\$ 650.00	\$ 4,550.00		\$ -
53	2506.603	CONSTRUCT 8" OUTSIDE DROP	LIN FT	12	\$ 390.00	\$ 4,680.00		\$ -
54	2550.602	MARKING POST	EACH	10	\$ 145.00	\$ 1,450.00		\$ -
55	2506.602	EXTERNAL CHIMNEY SEAL	EACH	7	\$ 200.00	\$ 1,400.00	1	\$ 200.00
SCHEDULE B SUBTOTAL:					\$	\$ 207,792.00		\$ 91,181.00

Schedule C : WATERMAIN

Item No.	MnDOT No.	Item Description	Unit	Quantity	Unit Price	Amount	Quantity to Date	Total Cost to Date
56	2021.501	MOBILIZATION	LUMP SUM	1	\$ 12,500.00	\$ 12,500.00	1	\$ 12,500.00
57	2451.609	GRANULAR FOUNDATION	TON	70	\$ 27.00	\$ 1,890.00		\$ -
58	2451.609	GRANULAR BACKFILL	CU YD	90	\$ 14.00	\$ 1,260.00		\$ -
59	2503.602	BORING PIT (WATERMAIN)	EACH	1	\$ 7,500.00	\$ 7,500.00		\$ -
60	2503.608	DUCTILE IRON FITTINGS	POUND	4480	\$ 4.75	\$ 21,280.00	430	\$ 2,042.50
61	2504.502	48" AIR RELIEF MANHOLE	LIN FT	8	\$ 675.00	\$ 5,400.00		\$ -
62	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	1	\$ 2,150.00	\$ 2,150.00	1	\$ 2,150.00
63	2504.602	HYDRANT	EACH	3	\$ 3,750.00	\$ 11,250.00		\$ -
64	2504.602	1.5" CORPORATION STOP	EACH	1	\$ 800.00	\$ 800.00		\$ -
65	2504.602	6" GATE VALVE & BOX	EACH	3	\$ 1,150.00	\$ 3,450.00		\$ -
66	2504.602	10" GATE VALVE & BOX	EACH	1	\$ 2,100.00	\$ 2,100.00		\$ -
67	2504.602	12" GATE VALVE & BOX	EACH	2	\$ 2,600.00	\$ 5,200.00		\$ -
68	2504.603	6" WATERMAIN DUCTILE IRON CL 52	LIN FT	30	\$ 58.00	\$ 1,740.00		\$ -

BID DATE: JUNE 15, 2018 - 9:00 a.m.

PAY ESTIMATE #2 8/31/2018

E J M PIPE SERVICES

69	2504.603	8" WATERMAIN DUCTILE IRON CL 52	LIN FT	96	\$	50.00	\$	4,800.00		\$	-
70	2504.603	10" WATERMAIN DUCTILE IRON CL 52	LIN FT	508	\$	43.00	\$	21,844.00		\$	-
71	2504.603	12" WATERMAIN DUCTILE IRON CL 52	LIN FT	830	\$	50.00	\$	41,500.00	245	\$	12,250.00
72	2504.603	12" DIP WATERMAIN (THROUGH CASING)	LIN FT	200	\$	59.00	\$	11,800.00		\$	-
73	2504.603	30" STEEL CASING PIPE (JACKED)	LIN FT	200	\$	475.00	\$	95,000.00		\$	-
74	2506.516	CASTING ASSEMBLY (WATER)	EACH	1	\$	650.00	\$	650.00		\$	-
SCHEDULE C SUBTOTAL:					\$	252,114.00				\$	28,942.50

Schedule D : CONDUIT FOR FIBER OPTIC

Item No.	MnDOT No.	Item Description	Unit	Quantity	Unit Price	Amount	Quantity to Date	Total Cost to Date
75	2021.501	MOBILIZATION	LS	1	\$ 2,000.00	\$ 2,000.00	1	\$ 2,000.00
76	2545.503	INSTALL 1.5" NON-METALLIC CONDUIT	LIN FT	612	\$ 8.00	\$ 4,896.00		\$ -
77	2545.503	INSTALL 4" NON-METALLIC CONDUIT (DIRECTIONAL BOF	LIN FT	200	\$ 50.00	\$ 10,000.00		\$ -
78	2545.603	INSTALL 1.5" NON-METALLIC CONDUIT (SPECIAL 1)	LIN FT	400	\$ 4.00	\$ 1,600.00		\$ -
79	2545.603	INSTALL 1.5" NON-METALLIC CONDUIT (SPECIAL 2)	LIN FT	1016	\$ 6.00	\$ 6,096.00	760	\$ 4,560.00
SCHEDULE D SUBTOTAL:					\$	24,592.00		\$ 6,560.00

CP NO. 2018-08 FIRE STATION NO. 2 SEWER AND WATER IMPROVEMENTS TOTAL (SCHEDULES A-C):

\$ 659,387.95

CP NO. 2018-11 CONDUIT FOR FIRE STATION NO. 2 FIBER OPTIC IMPROVEMENTS TOTAL (SCHEDULE D):

\$ 24,592.00

CP NO. 2018-08 AND CP2018-11 TOTAL (SCHEDULES A-D):

\$ 683,979.95

BID DATE: JUNE 15, 2018 - 9:00 a.m.

E J M PIPE SERVICES

PAY ESTIMATE #2 8/31/2018

COST SUMMARY

CONTRACT:

OWNER:

PROJECT:

CP 2018-08, 2018-11
CITY OF INVER GROVE HEIGHTS
FIRE STATION NO. 2 SEWER AND WATER IMPROVEMENTS
FIRE STATION NO. 2 FIBER OPTIC IMPROVEMENTS

SCHEDULE

DESCRIPTION

- A CP 2018-08 STREETS
- B CP 2018-08 SANITARY
- C CP 2018-08 WATERMAIN
- D CP 2018-11 CONDUIT FOR FIBER OPTIC

TOTAL ESTIMATED COST	TOTAL CONTRACT COST TO-DATE
\$ 199,481.95	\$ 93,310.50
\$ 207,792.00	\$ 91,181.00
\$ 252,114.00	\$ 28,942.50
\$ 24,592.00	\$ 6,560.00
TOTAL BASE COST	
\$ 683,979.95	\$ 219,994.00
CP 2018-08 CHANGE ORDER #1 (SCHEDULE A-C)	\$ 2,564.00
CP 2018-11 CHANGE ORDER #1(SCHEDULE D)	\$ 1,334.00
TOTAL CONTRACT AMOUNT	\$ 687,877.95
COTRACT WORK COMPLETED TO DATE	\$ 219,994.00
RETAINAGE 5%	\$ 10,999.70
PREVIOUS PAYMENT	\$ 74,136.57
AMOUNT DUE THIS PARTIAL PAYMENT #2	\$ 134,857.73

BID DATE: JUNE 15, 2018 - 9:00 a.m.

E J M PIPE SERVICES

PAY ESTIMATE #2 8/31/2018

CURRENT CONSTRUCTION COST BREAKDOWN TO DATE (INTERNAL USE ONLY, NOT FOR CITY COUNCIL MEMO)									
DATE OF COUNCIL ACTION 9/24/2018									
CITY PROJECT NO.	ORIGINAL CONTRACT AMOUNT	TOTAL CHANGE ORDERS	CONTRACT WORK COMPLETED TO DATE	RETAINAGE	CURRENT PAYMENT	PAID TO DATE	CURRENT CONTRACT AMOUNT		
2018-08	\$ 659,387.95	\$ 2,564.00	\$ 213,434.00	\$ 10,671.70	\$ 130,525.73	\$ 202,762.30	\$ 661,951.95		
2018-11	\$ 24,592.00	\$ 1,334.00	\$ 6,560.00	\$ 328.00	\$ 4,332.00	\$ 6,232.00	\$ 25,926.00		
Total	\$ 683,979.95	\$ 3,898.00	\$ 219,994.00	\$ 10,999.70	\$ 134,857.73	\$ 208,994.30	\$ 687,877.95		

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Resolution Accepting Proposal for Professional Services for Feasibility Study and Final Design for City Project No. 2018-03 – NWA Trunk Watermain Improvements - 65th Street Loop (Phase 4 of 2015-12) from Agate Trail to the Future Argenta Trail Right-of-Way

Meeting Date: September 24, 2018
 Item Type: Consent
 Contact: Thomas J. Kaldunski, 651-450-2572
 Prepared by: Thomas J. Kaldunski, City Engineer
 Reviewed by: Scott D. Thureen, Public Works Director

Fiscal/FTE Impact:

☐	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☒	Other: NWA Water Fund 511

PURPOSE/ACTION REQUESTED

Consider resolution accepting proposal for professional services for feasibility study and final design for City Project No. 2018-03 – NWA Trunk Watermain Improvements - 65th Street Loop (Phase 4 of 2015-12) from Agate Trail to the future Argenta Trail right-of-way.

SUMMARY

On October 26, 2015, City Council ordered the NWA Trunk Watermain Loop (City Project No. 2015-12). On January 9, 2017, Council separated City Project No. 2015-12 into two projects: City Project No. 2017-02 - NWA Trunk Watermain Improvements, 65th Street Loop (Phase 2 of 2015-12) Hwy 3 to Harmon Park and City Project No. 2017-03 - NWA Trunk Watermain Improvements, 65th Street Loop (Phase 3 of 2015-12) Hwy 3 to Blackstone Ridge. City Project No. 2018-03 is phase 4 of 2015-12.

WSB has been the consultant working on City Project Nos. 2015-03, 2017-03, and 2017-24, and WSB is in our engineering consulting pool. Due to their experience and familiarity with these projects, the City requested a proposal for professional services for feasibility study and final design for City Project No 2018-03. These services are to include: project management, feasibility report, easement exhibit and description, and final design for the trunk watermain loop. The estimated cost of these engineering services is \$33,698. The consultant cannot exceed the estimated amount without City approval.

I recommend approval of the resolution authorizing the City to enter into an agreement with WSB in the amount of \$33,698 for professional services for feasibility study and final design for City Project No. 2018-03 – NWA Trunk Watermain Improvements - 65th Street Loop (Phase 4 of 2015-12) from Agate Trail to Alverno Lane.

TJK/kf

Attachments: Resolution
 WSB Proposal

**DAKOTA COUNTY
INVER GROVE HEIGHTS, MINNESOTA**

**CONSIDER RESOLUTION ACCEPTING PROPOSAL FOR PROFESSIONAL SERVICES FOR
FEASIBILITY STUDY AND FINAL DESIGN FOR CITY PROJECT NO. 2018-03 – NWA TRUNK
WATERMAIN IMPROVEMENTS - 65TH STREET LOOP (PHASE 4 OF 2015-12) FROM AGATE TRAIL
TO THE FUTURE ARGENTA TRAIL RIGHT-OF-WAY**

RESOLUTION NO. _____

WHEREAS, on October 26, 2015, City Project No. 2015-12 – NWA Trunk Watermain Improvements - 65th Street Loop (Phase I) Argenta Trail to Babcock Trail was approved; and

WHEREAS, on January 9, 2017 Council separated City Project No. 2015-12 into two projects: City Project No. 2017-02 - NWA Trunk Watermain Improvements, 65th Street Loop (Phase 2 of 2015-12) Hwy 3 to Harmon Park and City Project No. 2017-03 - NWA Trunk Watermain Improvements, 65th Street Loop (Phase 3 of 2015-12) Hwy 3 to Blackstone Ridge.

WHEREAS, City Project No. 2018-03 - NWA Trunk Watermain Improvements - 65th Street Loop (Phase 4 of 2015-12) from Agate Trail to the future Argenta Trail right-of-way is Phase 4 of City Project No. 2015-12.

WHEREAS, WSB is the consulting engineer on City Project No. 2017-03 and 2015-03 and WSB submitted a proposal for professional services for feasibility study and final design in an amount not to exceed \$33,698 for City Project No. 2018-03. The professional engineering services will include project management, feasibility report, easement exhibit and description, and final design.

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

1. The proposal from WSB for professional services for feasibility study and final design in the amount of \$33,698 for City Project No. 2018-03 – NWA Trunk Watermain Improvements – 65th Street Loop (Phase 4 of 2015-12) from Agate Trail to Alverno Lane to the future Argenta Trail right-of-way.
2. Funding for the work will be provided from NWA Water Fund 511.

Adopted by the City Council of Inver Grove Heights this 24th day of September 2018

AYES:

NAYS:

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk



engineering · planning · environmental · construction

701 Xenia Avenue South
Suite 300
Minneapolis, MN 55416
Tel: 763-541-4800
Fax: 763-541-1700

September 14, 2018

Mr. Tom Kaldunski
City Engineer
City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

**Re: Request for Authorization to
Provide Professional Services for Feasibility Study & Final Design
65th Street Trunk Water Main Improvements
Between Agate Trail and Argenta Trail**

Dear Mr. Kaldunski:

This letter is a scope of work for the feasibility study and final Design of the 65th Street trunk water main improvements between Agate Trail and future Argenta Trail (CSAH 63) in the northwest area of the City of Inver Grove Heights.

WSB will work with City staff to further evaluate the feasibility of trunk water main installation in the Northwest Expansion Area.

The scope of work will include the following:

- I. Project Management
- II. Feasibility Report
- III. Easement Exhibit and Description (1 Parcel)
- IV. Final Design

WSB understands the 65th Street Trunk Watermain between Agate Trail and future Argent Trail be included with the 65th Street Improvements Feasibility Report and that it's the first step prior to the City holding a public hearing and ordering the project. We anticipate the feasibility report will be presented at an October council meeting and the public hearing will be held at a November council meeting.

Mr. Tom Kaldunski
September 14, 2018
Page 2

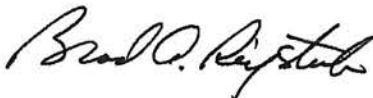
Upon Council acceptance of this proposal, WSB staff will begin to prepare the easements exhibit for the Ace in Hole Parcel and begin the final design of the Trunk Watermain. The final design will be included in the preparation of the plans and specifications for the 65th Street Improvement Project.

This proposal represents our complete understanding of the work needed to complete the feasibility study, easement work and final design as requested. The total cost for the described work above and detailed in the attached work plan is **\$33,698**.

We appreciate the opportunity to share this proposal with you, and look forward to working with the City of Inver Grove Heights on this project. If you agree with the scope of services and proposed fee, please sign in the appropriate space below and return one copy to us. Please contact me at 612-214-7053 or breifsteck@wsbeng.com if you have any questions regarding this proposal. Thank you.

Sincerely,

WSB & Associates, Inc.



Brad A. Reifsteck, PE
Sr. Project Manager

ACCEPTED BY:

City of Inver Grove Heights

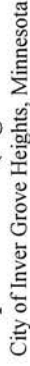
I hereby authorize WSB & Associates, Inc. to complete the work identified above for an hourly not to exceed cost of \$33,698.

Name _____

Title _____

Signature _____

Date _____



and Total All Phases

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider a Resolution for Appraiser's Report for Right-of-Way Acquisition for City Project Nos. 2015-03 – 65th Street Reconstruction, 2018-03 – NWA Trunk Watermain Improvements - 65th Street Loop (Phase IV of 2015-12) from Agate Trail to the Future Argenta Trail

Meeting Date: September 24, 2018
 Item Type: Consent
 Contact: Thomas J. Kaldunski, 651.450.2572
 Prepared by: Thomas J. Kaldunski, City Engineer
 Reviewed by: Scott D. Thureen, Public Works Director

SAT

Fiscal/FTE Impact:

☐	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☒	Other: Municipal State Aid Funds, NWA Water Fund 511, NWA Storm Water Fund 448

PURPOSE/ACTION REQUESTED

Consider a resolution for Appraiser's Report for Right-of-Way Acquisition for City Project Nos. 2015-03 – 65th Street Reconstruction, 2018-03 – NWA Trunk Watermain Improvements - 65th Street Loop (Phase IV of 2015-12) from Agate Trail to the future Argenta Trail.

SUMMARY

Sean Butts Appraisal Services will provide appraisal services on the above-referenced projects. The City has requested Sean Butts Appraisal Services to provide a before and after proposal for the Ace in the Hole property for the purposes of securing the right-of-way for the future 65th Street West associated with the project. The property consists of vacant land currently used for agricultural purposes.

The proposal for the appraisal report from Sean Butts Appraisal Services is in the amount of \$2,500. This proposal is at a lower cost due to previous appraisal work done on 2017-24.

I recommend approval of the resolution authorizing staff to enter into an agreement with Sean Butts Appraisal Services to provide an Appraiser's Report for Right-of-Way Acquisition for City Project Nos. 2015-03 – 65th Street Reconstruction, 2018-03 – NWA Trunk Watermain Improvements - 65th Street Loop (Phase IV of 2015-12) from Agate Trail to the future Argenta Trail.

TJK/kf

Attachment: Resolution
 Proposal

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

RESOLUTION NO. _____

**RESOLUTION FOR APPRAISER'S REPORT FOR RIGHT-OF-WAY ACQUISITION FOR CITY
PROJECT NOS. 2015-03 – 65TH STREET RECONSTRUCTION, 2018-03 – NWA TRUNK
WATERMAIN IMPROVEMENTS - 65TH STREET LOOP (PHASE IV OF 2015-12)**

WHEREAS, an appraisal needs to be completed on property owned by Ace in the Hole for the purpose of securing right-of-way for the future 65th Street West and the trunk watermain; and

WHEREAS, Sean Butts Appraisal Services provided appraisal services on 65th Street in 2017; and

WHEREAS, the City requested and received a proposal from Sean Butts Appraisal Services to complete the appraisal analysis.

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

1. Sean Butts Appraisal Services is hereby awarded the appraiser's service contract in the amount of \$2,500 for a benefit analysis report for City Project Nos. 2015-03 – 65th Street Reconstruction, 2018-03 – NWA Trunk Watermain Improvements - 65th Street Loop (Phase IV of 2015-12).
2. Funding will be from Municipal State Aid Funding and Fund 511.

Adopted by the City Council of Inver Grove Heights this 24th day of September 2018

AYES:

NAYS:

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk



September 19, 2018

Delivered by email: tkaldunski@invergroveheights.org

Tom Kaldunski
City Engineer
City of Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077

RE: Ace in the Hole Property
SEQ of Argenta Trail & I-494
Inver Grove Heights, MN 55077

Dear Mr. Kaldunski,

Thank you for the opportunity to provide a proposal for appraisal services for this project. As I understand, you need a before and after appraisal of the above property for the purposes of securing the right-of-way for the future 65th Street West. The property consists of vacant land currently used for agricultural purposes.

I previously provided a "restricted" format appraisal on this property, effective as of July 27, 2017. The *proposed* appraisal herein would be a current valuation of the property, presented in an Appraisal Report format, in compliance with the reporting requirements of Standards Rule 2 -2 (a) of USPAP).

The fee for this report would be **\$2,500**. This takes into consideration the work already completed for the city in 2017, along with the additional requirements of updating the analysis to the current time frame, and providing a full narrative appraisal report.

Timing of delivery would be four weeks from your authorization to begin. This timeline assumes that all information necessary to complete the appraisal will be available at the commencement of the assignment, and no outside delays are encountered.

Please contact me at your convenience if you have any questions or should require any additional information.

Sincerely,



Sean P. Butts, MAI
Certified General Appraiser
MN License No. 4003334

Sean Butts Appraisal Services
P. O. Box 44514, Eden Prairie, MN 55344
Phone: 651-235-0874 || Email: spbutts@icloud.com

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider a Resolution Authorizing Engineering Services for a Feasibility Report and Preliminary Design for City Project No. 2018-15 – 64th Street Outfall Repair

Meeting Date: September 24, 2018
 Item Type: Consent
 Contact: Thomas J. Kaldunski, 651-450-2572
 Prepared by: Thomas J. Kaldunski, City Engineer
 Reviewed by: Scott D. Thureen, Public Works Director

SK

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 |

PURPOSE/ACTION REQUESTED

Consider a resolution authorizing engineering services for a feasibility report and preliminary design for City Project No. 2018-15 – 64th Street Outfall Repair.

SUMMARY

Pipe televising inspection in 2009 identified structural defects in a portion of the 64th Street storm sewer system extending from the storm sewer outlet at the Mississippi River west approximately 200 feet towards Doffing Avenue. During a June 2017 site visit, Barr Engineering Co. staff observed the presence of voids surrounding the outlet structure, sinkholes developing adjacent to the outlet structure, and settling of the concrete slab over the outlet structure. A July 2017 televising investigation of the storm pipe showed concrete spalling at pipe joints, missing concrete in the lower part of the pipe, and exposed metal reinforcement in the bottom of the pipe.

During 2018, Street Maintenance staff performed temporary repairs by filling voids under the concrete slab with concrete. We need to pursue a long-term solution what would replace the damaged storm sewer pipe and outlet structure with a pipe that is appropriately sized and constructed to convey stormwater from the contributing area to the Mississippi River.

We requested a proposal from Barr Engineering Co. for engineering services for a feasibility study and preliminary design for City Project No. 2018-15. Barr Engineering Co. is familiar with the project and is part of the consulting pool. Barr Engineering Co. submitted a proposal for the engineering services in the amount of \$45,500. The funding for this proposal would come from the City' Stormwater Utility Fund.

Staff is recommending that the City Council approve the attached resolution authorizing engineering services for a feasibility study and preliminary design for City Project No. 2018-15 – 64th Street Outfall Repair per the proposal submitted by Barr Engineering Co.

TJK/kf

Attachments: Resolution
 Proposal

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

**RESOLUTION AUTHORIZING ENGINEERING SERVICES FOR A FEASIBILITY REPORT AND
PRELIMINARY DESIGN FOR CITY PROJECT NO. 2018-15 – 64TH STREET OUTFALL REPAIR FROM
BARR ENGINEERING CO.**

RESOLUTION NO. _____

WHEREAS, City staff has identified structural defects in a portion of the 64th Street storm sewer system extending from the storm sewer outlet at the Mississippi River west approximately 200 feet toward Doffing Avenue; and

WHEREAS, City staff requested, and received, a proposal from Barr Engineering Co. for engineering services for a feasibility report and preliminary design for City Project No. 2018-15 – 64th Street Outfall Repair; and

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

1. The proposal from Barr Engineering Co. is accepted and staff is authorized to enter into a contract in the amount not to exceed \$45,500 for engineering services for a feasibility report and preliminary design for City Project No. 2018-15 – 64th Street Outfall Repair.
2. Project funding is provided through the City's Stormwater Utility Fund.

Adopted by the City Council of Inver Grove Heights, Minnesota this 24th day of September 2018

AYES:

NAYS:

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk



September 5, 2018

Thomas Kaldunski, P.E.
City Engineer
City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

Re: Preliminary Engineering Study for 64th Street Outfall Repair

Dear Mr. Kaldunski:

Thank you for your request for a proposal to provide engineering services for a feasibility analysis and preliminary design of the 64th Street Outfall. Attached for your review is a work order containing our proposed scope of services, budget, and schedule for the project. The Scope is based on your August 28, 2018 meeting with Jim Herbert, Greg Fransen, Steve Dodge and Barry Underdahl. Please contact Greg Fransen (gfransen@barr.com, 952-832-2626), or me (kchandler@barr.com, 952-832-2813), regarding any questions you have regarding the scope of services. If the work order is acceptable please sign and return a copy to us.

Sincerely,

A handwritten signature in black ink that reads "Karen L. Chandler".

Karen Chandler, P.E.
Vice President

A handwritten signature in black ink that reads "Greg Fransen".

Greg Fransen
Water Resource Scientist

**Work Order For:
Preliminary Engineering Study for 64th Street Outfall Repair**

Applicable to Addendum No. 1 and Master Service Agreement Dated June 27, 2012

between

**Barr Engineering Co. (Barr)
4300 MarketPointe Drive, Suite 200
Minneapolis, MN 55435**

**City of Inver Grove Heights (City)
8150 Barbara Avenue
Inver Grove Heights, MN 55077**

Designated Representative:

Karen Chandler

Designated Representative:

Tom Kaldunski

I. Scope Language

Barr will complete a preliminary engineering study that includes reviewing the existing hydrologic and hydraulic model and preparing 30 percent drawings for replacing approximately 200 feet of storm sewer and installing a new manhole structure and outlet structure. Barr will prepare a separate Work Order to include final design and preparation of plans and specifications if desired by the City.

Barr understands that the City identified structural defects in a portion of the 64th Street storm sewer system extending from the storm sewer outlet at the Mississippi River west approximately 200 feet towards Doffing Avenue (Figure 1). During a June 2017 site visit with City staff, Barr observed the presence of voids surrounding the outlet structure, sinkholes developing adjacent to the outlet structure, and settling of the concrete slab over the outlet structure. A July 2017 televising investigation of the storm sewer pipe between Doffing Avenue and the river showed concrete spalling at pipe joints, missing concrete in the lower part of the pipe, and exposed metal reinforcement in the bottom of the pipe. Based on the site visit observations and the televising investigation, Barr provided the City with a memorandum summarizing the condition of the pipe and headwall, and presenting a list of options for the City to address the deteriorating storm sewer infrastructure.

During 2018, the City performed temporary repairs by filling voids under the concrete slab with concrete. Barr understands that the City would like to pursue a long term solution that would replace the damaged storm sewer pipe and outlet structure with a pipe that is appropriately sized and constructed to convey stormwater from the contributing area to the Mississippi River. In addition, Barr understands that the City is in need of a planning level cost estimate for replacing other portions of the 64th Street trunk storm sewer between Concord Avenue and the Mississippi River that may be undersized or in disrepair.

The scope of work includes site characterization, hydraulics analysis, conceptual design, and civil design plan development, and is divided into the following tasks:

1. **Site characterization:** Includes collecting information for the outlet structure and along the existing storm sewer pipe downstream of Doffing Avenue. Barr will use this information to develop AutoCAD Civil3D base files of existing conditions for the site. This task includes the following:
 - a. Locating and reviewing existing information, including topographical data, record drawings, existing site plan, soil borings, utility information, etc.
 - b. Brief site visit with city staff.
 - c. Site survey downstream (east) of Doffing Avenue to collect topography and document the location of storm sewer and other utilities, buildings, outlet structure, and other existing conditions within the project area. We recommend performing the survey following utility clearance for the borings. Barr has included up to a \$2,800 budget for site survey and base map preparation. This task could also be performed by the City.
 - d. Geotechnical investigation, including at least one boring near the outlet structure and four to six geo-probes along the pipe alignment to confirm bedrock elevation. Barr has included up to a \$6,000 budget for a drilling subcontractor. Alternatively, this task could be subcontracted directly by the City.
2. **Hydrologic and hydraulics (H&H) analysis:** We understand the storm sewer system along Concord Boulevard has recently been upgraded and that the City is interested in potential upgrades to the 64th Street storm sewer between Concord Boulevard and the Mississippi River. This task include the following items:
 - a. Review of existing hydrologic and hydraulic (H&H) models provided by the City, if available.
 - b. Develop additional H&H modeling for areas contributing to the 64th Street storm sewer that are not included in the Concord Boulevard H&H model.
 - c. Evaluate up to three new outlet pipes with Atlas 14 precipitation depths and generate a range of design flows (100-yr, 10-yr, and 2-yr, 24-hr design events) for the 64th Street storm sewer.
3. **Conceptual design:** This task includes developing conceptual designs and opinions of probable cost. The task includes the following items:
 - a. Conceptual design for:
 - i. Replacement of 200 feet of storm sewer pipe upstream from the outlet to the Mississippi River.
 - ii. Replacement of the concrete headwall and outlet structure (we assume existing sheetpile is stable and will remain in place).
 - iii. Construction of a new manhole upstream of the existing dike that can also be used for water collection and pumping during Mississippi River high water events.
 - b. A review of gate options.

- c. A "concept level" opinion of probable cost for the above items.
- 4. **Future Storm Sewer Improvements:** Barr will prepare a "planning level" opinion of probable cost for replacing the 64th Street trunk storm sewer between Concord Boulevard and the existing dike near the Mississippi River.
- 5. **Documentation:** Barr will prepare a brief technical memorandum summarizing the H&H analysis, conceptual design and opinions of probable cost. Barr will include a review of likely permitting requirements for the project.
- 6. **Concept drawings:** Upon approval of a conceptual design by City staff, Barr will prepare 30 percent drawings for the approved concept design. Preliminary technical specifications and bidding documents will not be provided at this time. Anticipated drawings include:
 - a. Cover Sheet
 - b. Existing Conditions
 - c. Removals/Demolition
 - d. Site Plan/Storm Sewer Layout and Profile
 - e. Concrete Headwall/Gate and Details
 - f. Concrete Slab and Railings Details

II. Deliverables

Barr will provide the City with the following deliverables:

- 1. A preliminary engineering technical memorandum
- 2. 30 percent drawings in digital PDF format

III. Maximum Compensation and Assumptions ("Service Assumptions") Upon Which Maximum is Based

For the services referenced above, you will pay us for time and expense not to exceed the total in the following table without prior approval, in accordance to the referenced Master Service Agreement. The scope of services assumes the following:

- 1. Site soils and groundwater are not impacted or contaminated.
- 2. City will coordinate with the marina staff, as necessary.
- 3. City will coordinate with applicable owners for site access, as necessary.
- 4. City will provide an existing conditions H & H model for review and potential use in the analysis.
- 5. City will provide available drawings showing utility locations, alignments, grades, available soil borings and storm sewer record plans, as available
- 6. Barr will participate in up to two (2) meetings with City staff. The first meeting will be held following site characterization, geotechnical investigation and the H & H analysis to discuss initial findings and key elements of the conceptual design. A second meeting will be held to present the preliminary concept design and discuss the final concept design and next steps.

The table below shows the anticipated budget breakdown for each of the major project tasks.

Task	Task Description	Anticipated Budget
Preliminary Engineering Study for 64th Street Outfall Repair		
1	Site characterization, survey, geotechnical investigation	\$13,500
2	H&H analysis	\$9,800
3	Conceptual design development	\$8,600
4	Future improvements analysis	\$2,000
5	Documentation	\$4,800
6	Concept drawings (30 percent plans)	\$6,800
Work Order Total		\$45,500

IV. Schedule and Assumptions Upon Which Schedule is Based

The following proposed schedule has been developed assuming authorization by September 25, 2018:

- Site visit – within 10 days of receiving authorization to proceed.
- First design meeting – during the week of October 22, 2018
- Second design meeting – during the week beginning November 12, 2018
- Preliminary design technical memorandum - November 30, 2018
- 30% drawings - December 14, 2018

ACCEPTED AND AGREED TO:

BARR ENGINEERING CO.

City of Inver Grove Heights

By: Karen L. Chandler

By: _____

Title: Vice President

Title: _____

Date: September 5, 2018

Date: _____

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Resolution Accepting Proposal Amendment No. 3 from SRF Consulting Group, Inc. for 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

Meeting Date: September 24, 2018

Item Type: Consent

Contact: Thomas J. Kaldunski, 651-450-2572

Prepared by: Steve W. Dodge, Assistant City Engineer

Reviewed by: Scott D. Thureen, Public Works Director

Fiscal/FTE Impact:

None

Amount included in current budget

Budget amendment requested

FTE included in current complement

New FTE requested – N/A

☒ Other: Fire Station No. 2 Project Funds
PURPOSE/ACTION REQUESTED

Consider resolution accepting proposal Amendment No. 3 from SRF Consulting Group, Inc. for 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.

SUMMARY

On April 5, 2018, Council approved a contract with SRF Consulting Group, Inc. for design and construction engineering services in the amount of \$68,900 to extend lateral sewer and water mains from Broderick Boulevard to the Fire Station No. 2 property. On May 29, 2018, City Council approved Amendment No. 1 adding engineering services for City Project No. 2018-11 in the amount of \$10,800 and Amendment No. 2 adding the feasibility report preparation services for City Project No. 2018-08 in the amount of \$22,700.

SRF Consulting Group, Inc. has submitted Amendment No. 3 for additional work for City Project No. 2018-08 related to parcel costs breakdowns, school property additional survey, construction, parking lot access and coordination work, redesign to bring project outside the MnDOT clear zone area, sanitary sewer boring obstructions, subgrade soil change in conditions, and engineering and survey work related to new directional drill method of construction. Details of the \$41,100 additional engineering and survey consultant services can be found in the attached Amendment No. 3 request from SRF Consulting Group, Inc.

I recommend approval of the resolution authorizing the City to enter into an agreement with SRF Consulting Group, Inc. in the amount of \$41,100 for additional engineering services for City Project No. 2018-08 – Fire Station No. 2 Sewer and Water Improvements and City Project No. 2018-11 – Fiber Optic Improvements. Amendment No. 3 costs are entirely for City Project No. 2018-08.

SWD/kf

Attachments: Resolution
Amendment No. 3

**DAKOTA COUNTY
INVER GROVE HEIGHTS, MINNESOTA**

**RESOLUTION ACCEPTING PROPOSAL AMENDMENT NO. 3 FROM SRF CONSULTING GROUP,
INC. FOR 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**

RESOLUTION NO. _____

WHEREAS, on April 5, 2018, SRF Consulting Group, Inc. submitted a proposal for design and construction engineering services for providing sewer and water main improvements to service the Fire Station No. 2 property and added MUSA area for City Project No. 2018-08; and

WHEREAS, on May 29, 2018, City Council approved Amendment No. 1 for additional engineering services for City Project No. 2018-11 – Fire Station No. 2 Fiber Optic Improvements and Amendment No. 2 for adding a feasibility report for City Project No. 2018-08 – Fire Station No. 2 Sewer and Water Improvements to SRF Consulting Group, Inc.'s proposal; and

WHEREAS, SRF Consulting Group Inc. is in the City's Consultant Pool and familiar with the project as the civil engineering firm selected for the Fire Station No. 2 project.

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

1. Amendment No. 3 dated September 18, 2018 from SRF Consulting Group, Inc. for additional engineering and construction services for City Project No. 2018-08 – Fire Station No. 2 Sewer and Water Improvements in the amount of \$41,100 is hereby approved.
2. Funding for the work will be provided from the Fire Station No. 2 project funds.

Adopted by the City Council of Inver Grove Heights this 24th day of September 2018

AYES:
NAYS:

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk



SRF 10970.01

September 18, 2018

Mr. Scott Thureen – Public Works Director
City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077
651.450.2571
sthureen@invergroveheights.org
<http://www.ci.inver-grove-heights.mn.us>

Subject: **Contract Amendment #3 – Additional Construction Administration
Fire Station No. 2 Sewer and Water Improvements – Inver Grove Heights, MN
City Project No. 2018-08**

Dear Mr. Thureen:

Based on your request, SRF Consulting Group, Inc. (SRF) is pleased to submit this amendment to provide professional services, as described below. This amendment adheres to the terms and conditions per the original contract, noted as **Fire Station No. 2 Sewer and Water Improvements – Inver Grove Heights, MN, Dated 04-04-2018(authorized on 04-09-2018)**.

Amendment

Amendment #3 – Additional Contract Administration

- (\$3,800) - Utility(sewer/water/fiber optic conduit) cost segregation for both City owned parcels for City's financial analysis. City Engineering staff requested breakdown of costs between the two parcels, costs associated with wetland credit purchase for southern parcel, and costs associated with lost stormwater storage associated with development concepts for southern parcel.
- (\$2,400) - Broderick Boulevard / School's parking lot utility connection changes, fiber optic conduit connection not extended(resurvey connection point), and obtain existing additional parking lot survey points of pavement impact corridor, for restoration specifics.
- (\$2,900) - School's parking lot soft subgrade correction assistance. Discussion and direction on additional subgrade excess material hauling off-site. Provided assistance with coordination of roll testing to identify areas of soft spots, coordinated with contractor and American Engineering Testing to determining correction strategy, follow-up on corrective work, and coordination of paving delays and other related work.

www.srfconsulting.com

One Carlson Parkway North, Suite 150 | Minneapolis, MN 55447-4443 | 763.475.0010 Fax: 763.475.2429

An Equal Opportunity Employer

- (\$6,400) - School/property owner coordination with regular schedule and improvement adjustments. Review agreements and provide input on related easements for school/property site, including review of other potential utilities, and construction/access easement area sketches. Updates and communication to school/property owner involving east parking lot soft subgrade delays and completing restoration. Communicating and providing sketches of other parking impacts due to changes in boring under Highway 52/55, temporary construction fence, share staging use, and other miscellaneous items.
- (\$8,800) - Redesign extension of casing/conduits for better long-term access to ends and reduce traffic control impact on the highway, including concept sketches, drawing revisions, survey construction re-staking, and processing related Change Order #1.
- (\$5,800) - Utility redesign adjustments on west side of School's parking lot to address changing salvage/reuse storm sewer to new storm sewer pipe/structure, along with moving sanitary to landscape area(closer to casing) and raising watermain to accommodate. Included concept sketches, drawing revisions, review products, construction staking, and development of Revision #2.
- (\$11,000) - Boring obstructions for sanitary currently total 16, versus 5 allocated in the contract documents. Review contractor logs/document items of additional work. Sanitary boring encountered soft/wet soils under Highway 52/55 median area, creating sink-holes and voids. Provide over-sight and comments on changes in evaluation(additional exploratory drilling/slurry fill) and means and methods to minimize future failure and provide minimal disturbance to the school. Engage and correspond with American Engineering Testing on observation and follow-up soil testing items. Drilling changes from east to west side of the highway. Provide survey construction staking of boring casing locations, plan revisions, and change order/revision processing.

Contract Summary

The overall project contractual summary is as follows:

Amendment #3 – Additional Constr. Admin.	\$ 41,100.00 (CP 2018-08)
Amendment #2 – Feasibility Study and Assist.	\$ 22,700.00 (CP 2018-08)
Amendment #1 – Conduit for Fiber Optic	\$ 10,800.00 (CP 2018-11)
<u>Original Contract (Previous)</u>	<u>\$ 68,900.00 (CP 2018-08)</u>
Total Authorized Amount	\$ 143,500.00 (CP 2018-08/2018-11)

Acceptance

A signed copy of this amendment, mailed or emailed to our office, will serve as acceptance of these additional services.

Please feel free to contact us if you have any questions or need additional information.

Sincerely,

SRF CONSULTING GROUP, INC.



Michael P. McGarvey, PLA, ASLA, LEED AP
Principal



Paul D. Schroeder, PLA, ASLA, LEED AP
Senior Associate/Site Development Leader

MPM/pds

Approved

CITY OF INVER GROVE HEIGHTS

(signature)

Name _____

Title _____

Date _____

This cost proposal is valid for a period of 90 days. SRF reserves the right to adjust its cost estimate after 90 days from the date of this proposal.

H:\Projects\10000\10970\ProjectManagement\Budget Revisions\Util - Amend#3 - Additional Contract Administration\10970.01 SRF Amendment #3 Additional Contract Administration - IGH Fire Station Utilities - Inver Grove Heights - 20180518.docx

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Change Order No. 1 for City Project No. 2016-15 – Five Million Gallon Babcock Trail Ground Storage Reservoir Exterior Rehabilitation

Meeting Date: September 24, 2018
Item Type: Consent
Contact: Scott D. Thureen, 651-450-2571
Prepared by: Scott D. Thureen, Public Works Director
Reviewed by: *SDT*

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 Change Order No. 1 for City Project No. 2016-15 – Five Million Gallon Babcock Trail Ground Storage Reservoir Exterior Rehabilitation.

SUMMARY

The contract for City Project No. 2016-15 was awarded to Elevation Coating, LLC in the amount of \$89,087 on May 14, 2018.

As noted in the attached memo from the Utilities Superintendent, due to continued concrete deterioration since the pre-bid inspection in February of 2017, the number of pop-outs on the exterior surface that need repair has increased. The City's consultant inspected the exterior of the reservoir with the contractor on September 13, 2018 and is recommending approval of the attached change order to cover the cost to repair additional pop-out areas.

I recommend approval of Change Order No. 1 in the amount of \$3,000 for additional work on City Project No. 2016-15. The revised total contract amount would be \$92,087. Funding would come from the Utility Fund 501.50.7100.512.40040.

SDT/kf

Attachments: Memo
Change Order No. 1



MEMORANDUM

TO : Scott Thureen
FROM : Dan Helling
SUBJECT : **Change Order for 5,000,000 Gallon Reservoir**
DATE : September 18, 2018

A change order for \$3,000.00 has been requested by Elevation Coating for additional work to be done on the exterior of the 5,000,000 Gallon Babcock Trail Ground Storage Reservoir before painting is completed. This increase is due to additional concrete pop-out areas needing repair that have been discovered since the original site inspection in February of 2017. Based on a site visit on September 13, 2018 by SEH, Elevation Coating and their subcontractor, it was agreed upon that \$3,000.00 would cover the additional cost for labor, equipment and materials.

The original cost of this project was to be \$89,087.00, with the addition of the \$3,000.00 it will change the final cost to \$92,087.00. The additional funds would be taken from Utility Fund **501.50.7100.512.40040**.



Building a Better World
for All of Us®

CHANGE ORDER

City of Inver Grove Heights

OWNER

2016-15

OWNER'S PROJECT NO.

5,000,000 Gallon Babcock Trail Ground Storage Reservoir Exterior

PROJECT DESCRIPTION

September 17, 2018

DATE

1

CHANGE ORDER NO.

INVER 145471 71.50

SEH FILE NO.

The following changes shall be made to the contract documents:

Description:

Addition of \$3,000 for Concrete Popout Repair (Bid Item 2) based on site visit 9/13/18 by SEH, Elevation Coating, and subcontractor. Quotation received for labor, equipment, and materials

Purpose of Change Order:

Increase in cost for Concrete Popout Repair due to additional popouts from initial site inspection February 2017.

Basis of Cost: ☒ Actual ☐ Estimated

Attachments (list supporting documents)

Change Order request from Elevation Coating and Quotation from Bigelow and Company, Inc

Contract Status

Original Contract

Time

42 Calendar Days

Cost

\$89,087.00

Net Change Prior C.O.'s N/A to N/A

N/A

\$0.00

Change this C.O.

No Change

\$3,000.00

Revised Contract

42 Calendar Days

\$92,087.00

Recommended for Approval: **Short Elliott Hendrickson Inc.** by

Chris Wolfram

Agreed to by Contractor:

Approved for Owner:

BY Elevation Coating, LLC

BY City of Inver Grove Heights

TITLE

Distribution Contractor 2 Owner 1 Project Representative 1

TITLE

SEH Office 1

s:\fj\inver\145471\17-const-svcs\171-mgmt\150-chg-order\change order 1.docx

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider a Resolution Receiving the Petition Requesting Street Reconstruction for 55th Street Court and 55th Street and Authorizing the Preparation of a Feasibility Study, City Project No. 2018-09F

Meeting Date: September 24, 2018
 Item Type: Consent
 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: Pavement Management Fund, Special Assessments

PURPOSE/ACTION REQUESTED

Consider a resolution receiving the petition requesting street reconstruction for 55th Street Court and 55th Street and authorizing the preparation of a feasibility study, City Project No. 2018-09F.

SUMMARY

This action is in response to a petition received from residents along 55th Street Court (see attached petition and area map). They have been in contact with Public Works to express interest in street reconstruction. Eight residents signed the correct petition form dated May 4, 2018. This petition does not meet the Minn. State Statute 429 requirements for a petition-initiated project. A review of the project area indicates that 13 of the 14 property owners in this neighborhood had signed their original form dated March 19, 2018 indicating support of the improvements.

The petition is not sufficient to prepare a feasibility report if it is considered a landowner-initiated project. Therefore, at the conclusion of the future public hearing to consider ordering the project, a 4/5s vote by Council will be required to advance the project as a Council-initiated project.

This project will be reviewed as additional geotechnical analysis for the pavement management program is prepared in the coming months. A project schedule will be developed and shared at a later date.

I recommend passage of the resolution accepting the petition at this time and authorizing the preparation of a feasibility study. The City has requested a proposal from Bolton & Menk, Inc. that will be considered if the project advances. This project would be scheduled to coincide with the Atwater Path reconstruction project.

On May 29, 2018, Council directed staff to provide additional information to the residents. A copy of the September 10, 2018 letter is attached for Council review. Assessments in the range of \$7500 to \$8500 are anticipated for single-family homes. The City has received three letters from residents indicating concerns they have on the project. The City has been called by the owner of the Lake Cove Apartments to discuss the project. The owner has frontage of four lots on 55th Street Court and frontage on 55th Street. The owner indicated he would not object to the project if a reasonable assessment amount is considered. No additional residents have responded to the letter was sent.

TJK/kf

Attachments: Resolution
 Petition
 Map
 Resident letters

**DAKOTA COUNTY
INVER GROVE HEIGHTS, MINNESOTA**

**RESOLUTION RECEIVING PETITION AND AUTHORIZING A FEASIBILITY STUDY FOR
CITY PROJECT NO. 2018-09F – 55TH STREET COURT AND 55TH STREET
RECONSTRUCTION**

RESOLUTION NO. _____

WHEREAS, it is proposed to make improvements and to assess or tax the benefited properties for all or a portion of the cost of said improvement, pursuant to Minnesota Statutes, Section 429.111 to 429.111 (Laws 1953, Chapter 398, as amended) and Section 103B.201 and 103B.251 as follows:

<u>Project No.</u>	<u>Improvements</u>
2018-09F	55 th Street Court and 55 th Street

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

1. The petition is received.
2. The Public Works Director is hereby authorized to seek proposals for professional services to prepare a feasibility report, conduct an assessment benefit analysis, and conduct a geotechnical investigation on the proposed street improvements.
3. The City Attorney is hereby authorized to assist the City Engineer on this project.
4. Project funding is provided through the Pavement Management Fund and special assessments.

Adopted this 24th day of September 2018 by the City Council of Inver Grove Heights, MN

AYES:

NAYS:

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk



City of Inver Grove Heights

www.ci.inver-grove-heights.mn.us

September 10, 2018

Re: 55th Street/55th Street Court Area Reconstruction

Dear Resident/Property Owner:

The City received a petition from residents in the 55th Street/55th Street Court area for street repaving (enclosed). This request was discussed by the City Council at their regularly scheduled meeting on June 25, 2018. City Council tabled the item and directed staff to inform the residents in the area about the petition process and potential assessments.

A City petition form for street improvements was circulated and signed by those in support of the project. For the project to move forward, the owners of at least thirty-five percent of the total street frontage in the project area would need to sign the petition. The City Engineer has received the petition. The petition will be considered at a regularly scheduled Council meeting, at which time the City Council can decide to formally receive the petition and order a feasibility study. A feasibility study outlines estimated project costs, project scope, and the assessments to property owners for the specific project.

Below is a synopsis of recent projects and the assessment amounts for a single-family home.

<u>Project No.</u>	<u>Description of Area</u>	<u>Amount Assessed</u>
2014-09D	College Trail	\$7,000
2015-09E	47 th Street Area	\$6,000
2016-09D	60 th Street Area	\$7,500
2016-09E	Bancroft Way Area	\$6,847
2017-09E	93 rd Street and Abigail Court	\$19,500 (large lots)

It is anticipated that assessments on 55th Street/55th Street Court might be in the \$8,000 to \$8,500 range for single-family homes. Note that each unit of a twinhome is considered a single-family residence for assessment purposes because it has a unique tax parcel identification number with street frontage. The assessment amount varies based on the size of the project, bids received, home values, and lot sizes. Once the project is assessed, residents can pay the assessments in total without interest within 30 days of the date the Council approves the final assessment amount or spread the assessment over a ten-year period with interest. The interest rates have been in the 4 to 5 percent range as determined by the bonding rate at the time.

The residents have indicated support to move forward with the process. An information meeting for residents will be held after a feasibility study is prepared and you will also be invited to a public hearing on the project.

Sincerely,

Thomas J. Kaldunski, P.E.
City Engineer

TJK/kf

Enclosures: Petition Form
Area Map

c: Scott D. Thureen, Public Works Director
Tim Kuntz, City Attorney

8150 Barbara Ave. ■ Inver Grove Heights, MN 55077-3412
Telephone: 651-450-2500 ■ Fax: 651-450-2502

Submitted
6-26-18

Date: 5/4/2018

PETITION FOR LOCAL IMPROVEMENT

CITY OF INVER GROVE HEIGHTS DAKOTA COUNTY, MINNESOTA

We, the undersigned, owners of not less than thirty-five (35) percent in frontage of real property abutting an existing or proposed street, hereby petition for that existing or proposed street, pursuant to Minnesota Statutes, Chapter 429, be improved by the improvement(s) checked below, to wit:

- ☐ Construction of Sanitary Sewer and Necessary Appurtenances
- ☐ Construction of Storm Sewer and Necessary Appurtenances
- ☐ Construction of Water Mains and Necessary Appurtenances
- ☐ Construction of Sidewalks
- ☒ Installation of Curbs and Gutters (Just survey)
- ☐ Installation of Street Lighting
- ☒ Street Improvements (Street improvement type and scope is determined by the feasibility study, if ordered by City Council)
- ☐ Other (Specify): _____

DESCRIPTION OF STREET OR WORK AREA:

55th

Street COURT EAST

Blacktop

Owner Information

1. Kay - Bill Jamison
Name
1918 55th St Ct E IGH 55077
Address/PID No. (If no address, use PID No.)
2. Randolph Reynolds
Name
1916 55th St Ct E IGH 55077
Address/PID No. (If no address, use PID No.)
3. John + Rhonda Norman
Name
1914 55th St Ct E, IGH 55077
Address/PID No. (If no address, use PID No.)
4. Francisco Martinez Breshe
Name
1912 55th St Ct E IGH 55077
Address/PID No. (If no address, use PID No.)

- 612-300-9659
Phone No.
jamisonkay1@gmail.com
Email
- 651-341-0277
Phone No.
RanRey15@gmail.com
Email
- 651.208.5211
Phone No.
rhonda1n60@gmail.com
Email
- 651-706-77-87
Phone No.
KIKO breshe100@gmail.com
Email

Owner Information

5. Kenneth Burton
Name 1910 35th Street Ct. East
Address/PID No. (If no address, use PID No.)

6. Peg (Margaret) Fox
Name 1908 55th St. Ct E, IGH, MN 55077
Address/PID No. (If no address, use PID No.)

7. GALE R. Tipton, JR
Name
1906 55th St. Ct. B.
Address/PID No. (If no address, use PID No.)

8. Lorrie DeTomaso
Name
1906 55th St. Chgo.
Address/PID No. (If no address, use PID No.)

9. _____
Name _____

Address/PID No. (If no address, use PID No.) _____

10. _____
Name _____

Address/PID No. (If no address, use PID No.) _____

11. _____
Name

Address/PID No. (If no address, use PID No.)

12. _____
Name _____

Address/PID No. (If no address, use PID No.) _____

13. _____
Name _____

Address/PID No. (If no address, use PID No.) _____

4. _____
Name _____

Address/PID No. (If no address, use PID No.) _____

5. _____
Name _____

Address/PID No. (If no address, use PID No.) _____

651-308-7633
Phone No.
Kjburts@gmail.com
Email

651-455-5972
Phone No.
mjfox15@comcast.net
Email

GR Tipton @ Ymca. com
Phone No. 651-457-1433
Email

Phone No. 651-457-1433

Phone No. _____

Email _____

Phone No. _____

Email _____

Phone No. _____

Email _____

Phone No. _____

Email _____

Phone No. _____

Email _____

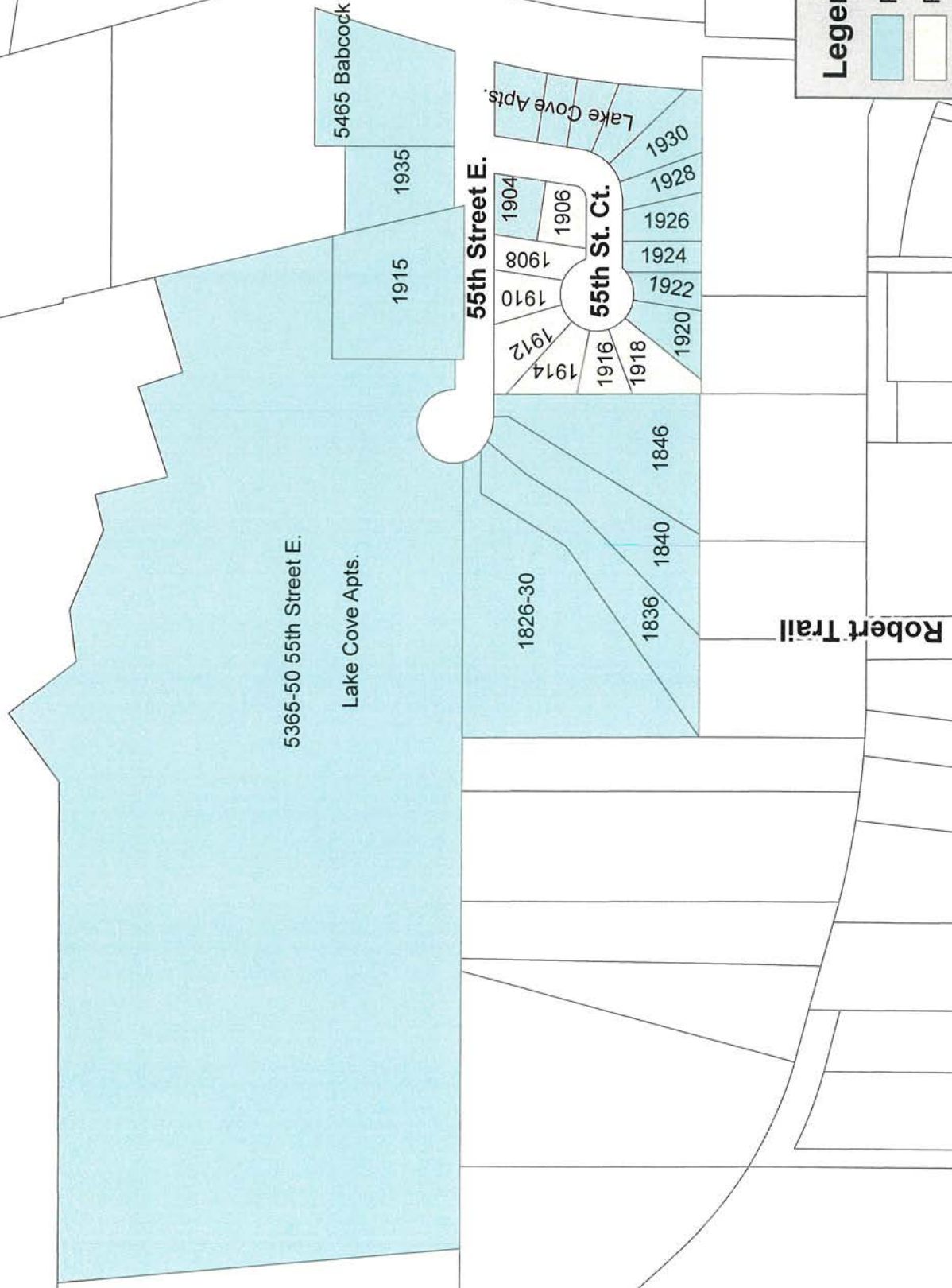
Phone No. _____

Email _____

Phone No. _____

Email _____

City Project No. 2018-09F
55th Street Ct. and 55th Street Reconstruction



5/4/18

Dear Neighbors

I have learned from other residents in Inver Grove that taking your checkbook out will help to put us closer to the head of the line for a new street. I was told in 2012 that our road was to be addressed in 2014. I had great hopes of watching my son learn to rollerblade or ride a skateboard in our neighborhood. As you all know you can't do either of these without using a full box of band-aids. In the spring of 2009 a road crew came through to patch the street and I got to over hear one worker say to the other, where do we start, better yet, where do we stop?? I will sign this petition but I feel my name will only end up in a filing cabinet.

Sean Bagge

5/4/18

Dear neighbors and city I&H
officials.

I will not support this if
there is a tax/fee passed
onto home owners. With a
corner lot we would have a
higher fee/tax. With my
experience 10 plus years ago
in a different city with my
street being re-paved my
curb and gutter fee was
over 8 thousand dollars.
Again on a corner lot.

I am sorry but I do not
support a fee/tax.

Thankyou for
considering an
objection.

Nichole Boehmke
651-253-5369

May 4, 2018

Hi Neighbors.....

Today I ran out to IGH city hall and picked up the petition form for the Street hopefully to be repaved. I met with Tom Kaldunski, City Engineer -and this is what I learned from him.

The "doubles" at the end of 55th street (near Lake Cove) is also submitting a petition and request, I know at least one of these doubles - if not two are owned by the CDA so I'm hoping their maybe some political pull that way. He stated that they need to review "the curbing" as well due to being part of the process. But we would know of their decision. He stated that if the **curbing is done** then there might be an assessment to the homeowners, but sounded not for the blacktop.

He said as soon as he received back he will present to city council, if they clear they will then survey, soil test etc and perhaps next year it could be done possibly but it would not be done this year. He is going to get the "ball" rolling" with our "pre" petition signatures and was impressed that we were 100% so totally looked like a win to him. However he needs their official petition form to formally submit to Council....so one more time for that signature.

Due to some not seeing all notes and signatures from the first I have attached this time please pass to your LEFT. Thanks maybe next year we will have to have a "street party"!

Thanks and truly this time I can say HAPPY SPRING!!! Bill and Kay

Jamison

Mr. Tom Kaldunski
City Hall
8150 Barbara Ave. E
Inver Grove Heights, MN 55077

Dear Mr. Kaldunski,

It has come to my attention that the residents on 55th St. Court East, and those who live in the cul-de-sac at the end of 55th St. E., have put in separate petitions to have their pavement redone. They state that their children are unable to ride their bikes on their cul-de-sacs. While I can sympathize...we were never able to allow our children to ride their bikes on 55th St. E. either, for fear they would be hit by one of the many cars that passes on our street each day.

I had called the city two to three years ago and spoke with someone as to whether we were on the 5-year plan for street repair. At that time, we were not. Our property is one of the two houses on the northside of 55th St. E. (1915 55th St. E.) I expressed my concern at the time I called about the cost to my property. I have a large curb presence for my property. I do realize that streets need to be redone at times over the years, but the reason 55th St. E. may need repair has very little to do with my property.

Lake Cove Apartments, which reside in my backyard, has 486 units. With only one car per unit that would be 486 cars that pass by my house, more than likely, more than once a day. And if they're leaving, they are also coming back. We also have city buses that pass frequently each day. Prior to a year ago, we had semi's and large transportation buses that parked on our street. Last summer, we started having cars from the apartments parking on our street, 7 days a week. I called Lake Cove to ask why their people now parked in front of my house...did they run out of room? She hesitated and then said, "yeah, that's it." I have since been told different things, including that some residents that live on this end of Lake Cove do not want to have to walk to the back parking lot to park. We are no longer able to even use the parking in front of our own house most days. I did talk with Barry Underdahl about it and he did take it to the board, but they rejected giving us "parking by permit only" signs such as South St. Paul has for their residents across from the soccer fields down by Fleming Field. The board said it was either no parking for everyone, or no signs at all. It has become near impossible most days to get out of our driveway because of the cars that block our side of the street. If we do not see a car coming around the corner from either direction, it is very difficult to leave our driveway safely. This has become a larger issue for us since we've already had one accident trying to get out of our driveway, as well as several near hits.

I say all this to draw attention to the fact that my family has little to do with the condition of 55th St. E. I'm not naive that if the city redoes the two cul-de-sacs, that they won't redo our street as well. I was told when I called some time ago, that they did understand the issue with what the apartments contribute to the condition of the road, and they would take a look at it when we became part of the 5-year plan. Probably a better way to look at it is what my house contributes to the condition of the road, which is miniscule.

Since this has come to a head with the petitioners for the cul-de-sacs, I feel I need to start a discussion as well. I wanted to give you a heads up as to what my concerns are, and I will make sure to back this letter up with a phone call to you in the future. To be assessed as a homeowner, for the entire frontage attached to my property, would prevent me from being able to keep my home, but also to not be able to sell it. I appreciate your time and look forward to talking with you in the near future.

Sincerely,

Aindi Schmidt



3/9/18

3.9.18

Hi Neighbors,

Kay Jamison here – 1918 55th St. Ct. E – I have a fairly simple question for you all. Our street is in rough shape and I contacted the city about repaving. Please see their rebuttals that are attached. Some of you may wish to do a petition while others may not – but it sounds like it would be out at least five years. Please let me know if I should pursue a petition form or not. I also think that if and when this does get done we should look at trying to get a price break on all using the same trash hauler. I understand from the City those trucks take the largest toll on our road.

Submitting a Petition

Name	Address	Yes I'm for	No I'm against
Kay + Bill	1918 55 th	X	
Richmond + SATIVA	1920 55 th	X	
Ben + Chellsey	1922 55 th	X	
Chad + Kayla	1924 55 th	X	
Sean + Mary Kaye Bagge	1928 55 th St Court	Yes	
Dan + Rose Hubbard	1930 55 th STREET COURT	Yes	
Nichole Boehmke	1904 55 th St Ct E	X - but only if No curb and gutter	tax cost
Gale + Lorrie Tipton	1906 " " "	X	
Peg (Margaret) Fox	198 55 th St. Ct E.	X	
Kenneth Burton	1910 55 th St. Ct E.	X	
Francis + Marquet	1912 55 th St. Ct E	X	
John + Sherida	1914 55 th St Ct E	X	
Randolph Reynolds	1916 55 th St Ct E	X	
Gale R. Tipton Jr.	1906 55 th St Ct E	X	

Please sign and pass to neighbor on the right.....Thanks Bill and Kay.....And Happy Spring

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Resolution Accepting Professional Engineering Services Proposal from Bolton & Menk, Inc. for City Project No. 2018-09F – 55th Street and 55th Street Court Reconstruction

Meeting Date: September 24, 2018
 Item Type: Consent
 Contact: Thomas J. Kaldunski, 651.450.2572
 Prepared by: Thomas J. Kaldunski, City Engineer
 Reviewed by: Scott D. Thureen, Public Works Director

SST

Fiscal/FTE Impact:

☐	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☒	Other: Pavement Management Fund, Special Assessments

PURPOSE/ACTION REQUESTED

Resolution accepting professional engineering services proposal from Bolton & Menk, Inc. for City Project No. 2018-09F – 55th Street and 55th Street Court Reconstruction.

SUMMARY

In a separate agenda item, the City Council will consider receiving a petition for the reconstruction of 55th Street Court and 55th Street and authorizing preparation of a feasibility study.

A proposal for the preliminary engineering services was requested from Bolton & Menk, Inc., a member of the City's municipal consulting engineer pool. The proposal to complete engineering services on the project in the amount of \$86,973 was reviewed by staff. This proposal includes surveying, feasibility study, design, bidding and construction services.

The Engineering Division recommends that the proposal from Bolton & Menk, Inc. be accepted based on their project approach, their understanding of the project scope of work, the expertise of their project team, the proposed cost of their services and their knowledge of the City's street standards.

Staff recommends that the City Council adopt the resolution accepting the Bolton & Menk, Inc. proposal dated in the amount of \$86,973 for City Project No. 2018-09F – 55th Street and 55th Street Court Reconstruction.

TJK/kf

Attachments: Resolution
 Proposal from Bolton & Menk, Inc.

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

**RESOLUTION RECEIVING PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES FROM
BOLTON & MENK, INC. FOR CITY PROJECT NO. 2018-09F – 55TH STREET AND 55TH STREET
COURT RECONSTRUCTION**

RESOLUTION NO. _____

WHEREAS, the City of Inver Grove Heights received a petition signed by some of the owners of properties seeking improvements to the streets in the 55th Street Court and 55th Street neighborhood; said petition did not meet the Minn. State Statute 429 requirements for a petition-initiated project; and

WHEREAS, at the September 24, 2018 Council meeting the Council ordered the preparation of a feasibility report for City Project No. 2018-09F– 55th Street and 55th Street Court Reconstruction as a Council initiated project; and

WHEREAS, the City requested professional engineering services and received a proposal from a member of its municipal engineering consulting pool for City Project Nos. 2018-09F; and

WHEREAS, the proposal from Bolton & Menk, Inc. provided a strong project approach, a thorough understanding of the required scope of work, presented a project team with the appropriate expertise that has done similar projects in the City and provided a reasonable cost for the proposed services.

NOW, THEREFORE, BE IT RESOLVED that City Council of Inver Grove Heights receives and accepts the proposal from Bolton & Menk, Inc. and authorizes staff to execute an agreement in accordance with the professional engineering services proposal dated in the amount of \$86,973 for the requested work.

Approved by the City Council of Inver Grove Heights this 24th day of September 2018

AYES:

NAYS:

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk



Real People. Real Solutions.

2035 County Road D East
Maplewood, MN 55109-5314

Ph: (651) 704-9970
Fax: (651) 704-9971
Bolton-Menk.com

June 15, 2018

Mr. Tom Kaldunski, P.E.
City Engineer
City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

Re: 55TH Court / 55th Street Reconstruction Project
Professional Services Proposal

Dear Mr. Kaldunski:

The City of Inver Grove Heights has initiated the 55th Court / 55th Street Reconstruction Project in response to a request from the residents that it be included in the City's Capital Improvement Plan. The project was initially considered at the City Council's May 28, 2018 regular meeting.

Bolton & Menk, Inc. has previously been retained by the City to provide professional services on the Atwater Street Reconstruction and Street Lighting Project, City Project No. 2018-09D. The Atwater Project is very similar in size, scope, and schedule to the proposed 55th Court / 55th Street Project. As such, City staff has indicated that the two projects could be combined into one Feasibility Report and one Bid Package. By doing so, considerable savings can be realized in professional services fees, construction costs, as well as City staff time.

We believe you will find outstanding value in our approach to the 55th Court / 55th Street Reconstruction Project for the following reasons:

Streamlined Workflow

Inver Grove Heights staff will benefit from the combination of this project with the Atwater Path project. Communication, project reviews, and general project administration time will be greatly reduced. This will free City staff up to spend time working on their other projects and obligations.

Project Familiarity

The Project Team we have assembled is very familiar with residential street reconstruction projects. We understand the complexities and intricacies of designing a project that will be constructible, cost-effective, and with the least impacts to homeowners. Our understanding of the residential street reconstruction process will ultimately save on City staff time and resources.

A Consultant Who Listens

Our focus on listening to understand and *then* responding keeps your needs front and center. We understand the City has various concerns on this project including pavement age, street widths, parking needs, and construction staging. Our team will provide sound recommendations to create long-lasting and maintainable infrastructure.

Project Schedule

We are committed to following a Project Schedule that meets and exceeds the City's expectations. Through conversations with City staff, we understand the Project Schedule will need to follow standard Minnesota Statute Chapter 429 rules and will be approximately as follows:

Contract Authorization, Order Feasibility Report*	June 26, 2018
Feasibility Report Open House	July 2018
Receive Feasibility Report, Call for Improvement Hearing*	August 13, 2018
Improvement Hearing Open House	August 2018
Improvement Hearing, Order Plans and Specifications*	September 10, 2018
Approve Plans and Specifications, Authorize Bidding*	November 26, 2018
Bid Opening	December 20, 2018
Assessment Hearing Open House	January, 2019
Assessment Hearing, Award Project*	February, 2019
Begin Construction	May, 2019
Substantial Completion	September, 2019

* Denotes Council Action

Thank you, again, for inviting Bolton & Menk to offer you this proposal, as well as your continued consideration of our services to the City of Inver Grove Heights. We look forward to working with you and the City on this project. If you have any questions regarding our proposal, please do not hesitate to call us.

Sincerely,

Bolton & Menk, Inc.



Eric Seaburg, P.E.
Project Manager



Brian Hilgardner, P.E.
Principal

George Tourville
Mayor, City of Inver Grove Heights

Michelle Tesser
City Clerk, City of Inver Grove Heights

DETAILED WORK PLAN

The City of Inver Grove Heights can be assured the Bolton & Menk team will provide outstanding technical deliverables, exceptional leadership in public and stakeholder involvement, and superior project management in a timely and cost-effective manner. The detailed work plan below is outlined by tasks addressing all elements of the 55th Court/55th Street Reconstruction Project.

Many aspects of this project, as outlined in this work plan, will be combined with the Atwater Path project in order to reduce overall project costs and staff involvement time.

Task 1: Topographic Survey

Objective: Create a base map identifying above- and below-ground features in electronic format. This base map will be used as the basis for final design.

Description: Gather pertinent field information on city infrastructure, adjacent buildings, right-of-way, contours, and private small utilities. Underground utility information will be located and described per available as-builts, field markings, and private utility map information facilitated through Gopher State One Call. Manhole reports will also be completed for located manholes and catch basins. Right-of-way and property lines will be illustrated based on found field monumentation and plat information received from the city.

Deliverables: Topographic survey information and a digital copy of the base map

Task 2: Preliminary Design / Feasibility Study

Objective: Develop preliminary layout of desired improvements, preliminary engineer's estimate; identify issues or risks to the project's success requiring greater exploration during final design and communicate these elements to the project stakeholders.

Description: Preliminary design will be performed in coordination with city staff to determine if the project is necessary, feasible, and cost effective. The report will include discussion of existing and proposed on-street parking, street widths, and geometry changes. The feasibility report will also include discussion of potential water quality Best Management Practices. The Feasibility Report for this project will be combined with the Feasibility Report for the Atwater Path project.

Deliverables: City staff will be provided the feasibility study in advance of its required submittal to the city council, at which time staff may comment on the preliminary plans; final feasibility study will be submitted to council with any city comments addressed

Task 3: Design

Subtask 3.1 Existing Plans

Objective: Prepare a base plan for use in final design.

Description: Prepare a base plan identifying locations and elevations of all physical features, right-of-way, and existing profiles in Auto CAD Civil 3D format.

Deliverables: Base plan for review and verification

Subtask 3.2 Final Design

Objective: Complete final design.

Description: Final plans and specifications will be prepared in coordination with city staff. Major design components will include the following:

- Roadway alignment and width
- Profiles and intersection layout with curb and gutter elevations
- Cross-sections at 50-foot intervals, driveways, and critical design locations
- Existing location and elevations of all existing utilities
- Storm sewer analysis; this includes discussions with governing agencies and city staff on the proper stormwater management plan for the developed area
- Integration of Dakota County's 10-step utility coordination process into project design to identify necessary replacement and/or relocation of private utilities (including electric, gas, telephone, cable TV, etc.)
- Work with public works staff to review sanitary sewer for locations of replacements, repairs, or lining
- Work with public works staff to review the condition of the existing watermain and propose improvements as necessary
- Preparation of the Stormwater Pollution Prevention Plan (SWPPP), including plan sheets and specifications
- Preparation of statement of estimated quantities including street, utilities, and miscellaneous construction items, all consistent with the city's Standard Specifications, specifically the city's method of measurement and payment

Deliverables: Final Plans and Specifications

Subtask 3.3 Private Utility Coordination

Objective: Coordinate with private utility stakeholders throughout the project.

Description: Hold private utility coordination meetings during preliminary design, final design, and construction. Adjust designs where appropriate to avoid major utility conflicts. Work with private utility owners to adjust or relocate facilities when necessary.

Deliverables: Not applicable

Subtask 3.4 Contract Documents

Objective: Prepare contract documents based on city standards.

Description: Bolton & Menk will work with city staff to prepare the overall contract documents for bidding and construction purposes. The intent is to combine contract documents with the Atwater Path Reconstruction Project. Shared documents will include the following:

- Plans
- Standard city specifications
- Standard city details
- Special provisions for street and utility construction
- Bidding schedule

Deliverables: Hard copy and electronic copy of final plans and specifications

Subtask 3.5 City Review

Objective: Submit plans to City for review.

Description: Work with city staff to submit multiple copies of plans and specifications for final city staff approval.

Deliverables: Preliminary and final plans at 50%, 95%, and 100% complete stages; statement of estimated quantities; and meeting notes from all design review with city staff

Subtask 3.5 Permit Applications

Objective: Obtain approval on all required permits.

Description: We will prepare permit applications, secure city signature, and submit to governing agencies. Permit fees will be paid for by the city.

Deliverables: Copies of all submitted permits, including cover letters

Subtask 3.6 Opinion of Probable Construction Costs

Objective: Prepare opinion of probable construction cost.

Description: Using past City of Inver Grove Heights bid information, current contractor pricing, overall knowledge of the city, local contractors, and site conditions, we will prepare an opinion of probable construction cost.

Deliverables: Electronic and hard copy of opinion of probable cost

Task 4: Bidding Administration

Subtask 4.1 Advertisement for Bids

Objective: Advertisement for bids.

Description: The Ad for Bid for this project would be combined with the Atwater Path project.

Deliverables: Not applicable

Subtask 4.2 Plan Distribution

Objective: Distribute plans to potential bidders.

Description: The plans for this reconstruction area would be combined with the plans for the Atwater Path reconstruction area.

Deliverables: Electronic and paper copies of plans and specifications.

Subtask 4.3 Bidding Questions

Objective: Answer all bidders' questions.

Description: We will answer all written and verbal questions from potential bidders.

Deliverables: Not applicable

Subtask 4.4 Addenda

Objective: Prepare addenda.

Description: Prepare addenda for distribution.

Deliverables: Bid abstract

Subtask 4.5 Bid Opening and Tabulation

Objective: Assist the city with bid opening.

Description: We will attend the bid opening and tabulate bids. The opening and corresponding tabulation would be combined with the Atwater Path Reconstruction Project.

Deliverables: Bid abstract

Subtask 4.6 Award Recommendation

Objective: Award contract to contractor.

Description: We will prepare the letter of award recommendation. The letter will include both the Atwater Path project and this project.

Deliverables: Letter of Award

Task 5: Meetings/Public Involvement

Subtask 5.1 Project Progress Meetings

Objective: Meet with city staff to discuss project.

Description: Meetings will be held to discuss key issues and determine the appropriate project scope.

Deliverables: Meeting agendas and meeting minutes

Subtask 5.2 Public Informational Meetings (3)

Objective: Engage the public and provide a forum for valuable project discussion.

Description: We will work with city staff to hold public informational meetings and attend neighborhood meetings to identify key project issues and concerns from residents and businesses. This information will be incorporated into the design. Public informational meetings will be held at these project milestones:

- Feasibility Report Consideration
- Improvement Hearing Consideration
- Assessment Hearing Consideration

We have included several key elements in our plan that will be essential in conveying information and building support. We will use high quality graphics to help explain complex elements such as trends and future visions. We believe informational graphics are key to helping non-technical people understand technical issues and the implications of various decisions.

Deliverables: Copies of meeting notes and any necessary project analysis

Task 6: Construction Services

Subtask 6.1 Construction Staking

Objective: Complete necessary construction staking.

Description: Survey crews will complete construction staking on the following features:

- Construction limits
- Grading
- City utilities
- Concrete curb and gutter
- Signage
- Miscellaneous infrastructure features

Deliverables: Construction stakes and documentation of all survey points installed

Subtask 6.2 Record Drawings

Objective: Final record drawings.

Description: We will survey the final improvements and prepare record drawings in electronic format. All final project documents will be conveyed to the city including survey points in a form compatible with AutoCad Civil3D.

Deliverables: Electronic and paper drawings

Detailed Fee Estimate

PROJECT DEVELOPMENT, DESIGN, AND CONSTRUCTION SERVICES

Client: City of Inver Grove Heights Project: 55th Court / 55th Street Reconstruction		Bolton & Menk, Inc.								
Task No.	Work Task Description	Principal In Charge	Project Manager	Design Engineer	Water Resources Engineer	Project Surveyor	Survey Technician	Survey Crew	Total Hours	Total Cost
1.0	Topographic Survey	0	0	0	0	7.5	20	49	76.5	\$9,703
2.0	Preliminary Design and Feasibility Study	10	30	40	5	0	0	0	85	\$10,750
3.0	Design	8	119	209	36	0	0	0	372	\$45,145
4.0	Bidding Administration	0	10	4	0	0	0	0	14	\$1,760
5.0	Meetings and Public Involvement	6	6	4	0	0	0	0	16	\$2,230
6.0	Construction Services*	0	48	0	0	7	11.5	52	118.5	\$15,425
7.0	Project Close-Out	0	8	8	0	0	0	0	16	\$1,960
Total Hours		24	221	265	41	14.5	31.5	101	698	
Average Hourly Rate		\$165.00	\$130.00	\$115.00	\$120.00	\$145.00	\$100.00	\$135.00		
Subtotal		\$3,960	\$28,730	\$30,475	\$4,920	\$2,103	\$3,150	\$13,635		
Total Fee									\$86,973	

*Assumes 4 hours per week project administration for 12 weeks

*Includes Construction Staking

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Third Amendment to Lease – AT&T

Meeting Date: September 24, 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

Consider Third Amendment to Lease – AT&T.

SUMMARY

AT&T executed a lease with the City in 2006 for space on the City's water tower located at 1770 50th Street, upon which AT&T installed six antennas pursuant to a Water Tower Site Lease Agreement. In 2011, AT&T requested permission to install an additional three antennas alongside the six existing antennas on the water tower. The City and AT&T executed a First Amendment to the Water Tower Site Lease Agreement, which permitted the installation of the three additional antennas. Under that First Amendment in 2011, AT&T paid additional rent to the City for the three new antennas.

In 2016, the City and AT&T executed the Second Amendment to the Water Tower Lease Agreement which permitted the installation of three more antennas (for a total of 12 antennas). Under the Second Amendment, AT&T paid additional rent to the City for the three new antennas.

The Second Amendment also includes a provision requiring the City and AT&T to negotiate a new lease using the City's new, revised Water Tower Lease Agreement. After many months of negotiations, the parties reached an impasse concerning the term of the lease and the rent rates. Both parties agreed to a Third Amendment that provides for automatic renewal of the final term of the original lease (that has an expiration date of December 31, 2025), provides a revised rent schedule, modifies the notice requirements and includes a memorandum of lease.

I recommend approval of the Third Amendment.

SDT/kf

Attachment: Third Amendment

Cell Site No.: 1730
Cell Site Name: BABCOCK TRAIL
Fixed Asset No.: 10081757
Market: ND / SD / NE / MN / IA
Address: 1770 50th Street East

**THIRD AMENDMENT TO WATER TOWER SITE LEASE AGREEMENT
(NORTHSIDE WATER TOWER – HIGHWAY 110 – AT&T)**

THIS THIRD AMENDMENT TO WATER TOWER SITE LEASE AGREEMENT (“**Third Amendment**”), dated and effective this 1st day of January, 2018 (the “**Effective Date**”), is by and between the City of Inver Grove Heights, a Minnesota municipal corporation, having a mailing address of 8150 Barbara Avenue, Inver Grove Heights, MN 55077 (hereinafter referred to as “**Landlord**”), and New Cingular Wireless PCS, LLC, a Delaware limited liability company, having a mailing address of 575 Morosgo Drive, Atlanta, GA 30324 (hereinafter referred to as “**Tenant**”).

WHEREAS, Landlord and Tenant entered into a Water Tower Site Lease Agreement dated January 1, 2006, as amended by First Amendment to Water Tower Site Lease Agreement dated December 22, 2011, and as further amended by Second Amendment to Water Tower Site Lease Agreement dated March 9, 2016 (hereinafter, collectively, the “**Lease**”), whereby Landlord leased to Tenant certain Leased Premises, therein described, that are a portion of the property (“**Property**”) located at 1770 50th Street East, Inver Grove Heights, MN; and

WHEREAS, the current term of the Lease will expire on December 31, 2020, and the parties mutually desire to renew the Lease, memorialize such renewal period and modify the Lease in certain other respects, all on the terms and conditions contained herein; and

WHEREAS, Landlord and Tenant desire to amend the Lease to extend the term of the Lease to December 31, 2025; and

WHEREAS, Landlord and Tenant desire to amend the Lease to adjust the rent (as defined below) in conjunction with the modifications to the Lease contained herein; and

WHEREAS, Landlord and Tenant desire to amend the Lease to modify the notice section thereof; and

WHEREAS, Landlord and Tenant, in their mutual interest, wish to amend the Lease as set forth below accordingly.

NOW THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Landlord and Tenant agree that the recitals set forth above are incorporated herein as if set forth in their entirety and further agree as follows:

1. **Extension of Term.** The term of the Lease shall be amended to provide that the current term, which commenced on January 1, 2016, shall expire on December 31, 2020 (“**Current Term**”), and commencing on January 1, 2021, will be automatically renewed, upon the same terms and conditions of the Lease, as amended herein, for one (1) additional five (5) year period running

Cell Site No.: 1730
Cell Site Name: BABCOCK TRAIL
Fixed Asset No.: 10081757
Market: ND / SD / NE / MN / IA
Address: 1770 50th Street East

from January 1, 2021 through December 31, 2025 (hereinafter referred to as an "**Additional Renewal Term**" and such Additional Renewal Term shall be considered a Renewal Term under the Lease), without further action by Tenant unless Tenant notifies Landlord in writing of Tenant's intention not to renew the Lease at least sixty (60) days prior to the expiration of the Current Term. The Current Term and the Additional Renewal Term are collectively referred to as the Term ("**Term**").

2. **Rent.** Notwithstanding any provisions of the Lease, all previous rent schedules from the Lease are deleted in their entirety and replaced with the new rent schedule below. Additionally, Section 6 of the Second Amendment to Water Tower Site Lease Agreement shall be amended to delete the One Hundred Dollar (\$100.00) monthly rent increase. Commencing on January 1, 2018, the rent payable under the Lease shall be Five Thousand One Hundred Twenty-Three and 34/100 Dollars (\$5,123.34) per month (the "**Rent**"). The Rent for the Term shall be as follows and shall be adjusted each calendar year as follows:

Rent Schedule

Calendar Year	Annual Rent	Monthly Rent
2018	\$61,480.08	\$5,123.34
2019	\$64,554.12	\$5,379.51
2020	\$67,781.76	\$5,648.48
If renewed:		
2021	\$71,170.92	\$5,930.91
2022	\$74,729.40	\$6,227.45
2023	\$78,465.84	\$6,538.82
2024	\$82,389.12	\$6,865.76
2025	\$86,508.60	\$7,209.05

Listed rent increases shall occur automatically without notice.

3. **Charges.** All charges payable under the Lease such as utilities and taxes shall be billed by Landlord within one (1) year from the end of the calendar year in which the charges were incurred; any charges beyond such period shall not be billed by Landlord, and shall not be payable by Tenant. The foregoing shall not apply to monthly Rent which is due and payable without a requirement that it be billed by Landlord. The provisions of this subparagraph shall survive the termination or expiration of the Lease.

4. **Acknowledgement.** Landlord acknowledges that: 1) this Third Amendment is entered into of the Landlord's free will and volition; 2) Landlord has read and understands this Third Amendment and the underlying Lease and, prior to execution of this Third Amendment, was free to consult with counsel of its choosing regarding Landlord's decision to enter into this Third Amendment and to have counsel review the terms and conditions of this Third Amendment; 3) Landlord has been advised and is informed that should Landlord not enter into this Third

Cell Site No.: 1730
Cell Site Name: BABCOCK TRAIL
Fixed Asset No.: 10081757
Market: ND / SD / NE / MN / IA
Address: 1770 50th Street East

Amendment, the underlying Lease between Landlord and Tenant, including any termination or non-renewal provision therein, would remain in full force and effect.

5. **Notices.** Section 19 of the Lease is hereby deleted in its entirety and replaced with the following:

“(a) **NOTICES.** All notices, requests, demands and communications hereunder will be given by first class certified or registered mail, return receipt requested, or by a nationally recognized overnight courier, postage prepaid, to be effective when properly sent and received, refused or returned undelivered. Notices will be addressed to the parties as follows:

If to Tenant:

New Cingular Wireless PCS, LLC
Attn: Network Real Estate Administration
Re: Cell Site #: 1730
Cell Site Name: BABCOCK TRAIL (MN); Fixed Asset No.: 10081757
575 Morosgo Drive
Atlanta, GA 30324

With a required copy of the notice sent to the address above to AT&T Legal at:

New Cingular Wireless PCS, LLC
Attn: AT&T Legal Department
Re: Cell Site #: 1730
Cell Site Name: BABCOCK TRAIL (MN); Fixed Asset No: 10081757
208 S. Akard Street
Dallas, Texas, 75202-4206

A copy sent to the Legal Department is an administrative step which alone does not constitute legal notice.

And as to Landlord:

City of Inver Grove Heights
Attn: Director of Public Works
8150 Barbara Ave
Inver Grove Heights, MN 55077

(b) In the event of a change in ownership, transfer or sale of the Property, within ten (10) days of such transfer, Landlord will send the below documents to Tenant. In the event Tenant does not receive such appropriate documents, Tenant shall not be responsible for any failure to pay the current landlord

- (i) New deed to Property
- (ii) New W-9

Cell Site No.: 1730
Cell Site Name: BABCOCK TRAIL
Fixed Asset No.: 10081757
Market: ND / SD / NE / MN / IA
Address: 1770 50th Street East

- (iii) New Payment Direction Form
- (iv) Full contact information for new Landlord including all phone numbers

Either party hereto may change the place for the giving of notice to it by thirty (30) days prior written notice to the other as provided herein."

6. **Memorandum of Lease.** Either party will, at any time upon fifteen (15) days prior written notice from the other, execute, acknowledge and deliver to the other a recordable Memorandum of Lease substantially in the form of the Attachment 1. Either party may record this memorandum at any time, in its absolute discretion.

7. **Other Terms and Conditions Remain.** In the event of any inconsistencies between the Lease and this Third Amendment, the terms of this Third Amendment shall control. Except as expressly set forth in this Third Amendment, the Lease otherwise is unmodified and remains in full force and effect. Each reference in the Lease to itself shall be deemed also to refer to this Third Amendment.

8. **Capitalized Terms.** All capitalized terms used but not defined herein shall have the same meanings as defined in the Lease.

[NO MORE TEXT ON THIS PAGE - SIGNATURES TO FOLLOW ON NEXT PAGE]

Cell Site No.: 1730
Cell Site Name: BABCOCK TRAIL
Fixed Asset No.: 10081757
Market: ND / SD / NE / MN / IA
Address: 1770 50th Street East

IN WITNESS WHEREOF, the parties have caused their properly authorized representatives to execute this Third Amendment on the dates set forth below.

LANDLORD:

City of Inver Grove Heights,
a Minnesota corporation

TENANT:

New Cingular Wireless PCS, LLC,
a Delaware limited liability company

By: AT&T Mobility Corporation
Its: Manager

By: _____
George Tourville, Mayor

By:  _____

Print Name: _____
Name: Michelle Durand
Title: Title: Manager of Real Estate & Construction
Date: 9/6/18
Date: _____

ATTEST

By: _____
Michelle Tesser, City Clerk

Date: _____

[ACKNOWLEDGMENTS APPEAR ON THE NEXT PAGE]

LANDLORD ACKNOWLEDGEMENT

DATED: _____

(Signature of Notary)

(Legibly Print or Stamp Name of Notary)
Notary Public in and for the State of

My appointment expires: _____

Cell Site No.: 1730
Cell Site Name: BABCOCK TRAIL
Fixed Asset No.: 10081757
Market: ND / SD / NE / MN / IA
Address: 1770 50th Street East

TENANT ACKNOWLEDGEMENT

STATE OF Minnesota)
) SS.
COUNTY OF Ramsey)

I certify that I know or have satisfactory evidence that Michael Duward
is the person who appeared before me, and said person acknowledged that he/she signed this
instrument, on oath stated that he/she was authorized to execute the instrument and acknowledged
it as the Rec manager of AT&T Mobility Corporation, the
Manager of **New Cingular Wireless PCS, LLC, a Delaware limited liability company**, to be
the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED: 9/16/2018.

Notary Seal



Kathy Leners
(Signature of Notary)

(Legibly Print or Stamp Name of Notary)
Notary Public in and for the State of

My appointment expires: 1/31/2021

Cell Site No.: 1730
Cell Site Name: BABCOCK TRAIL
Fixed Asset No.: 10081757
Market: ND / SD / NE / MN / IA
Address: 1770 50th Street East

Attachment 1

Memorandum of Lease

PARCEL #: 200321002010

SPACE ABOVE FOR RECORDER'S USE

THIS DOCUMENT WAS DRAFTED BY, and
WHEN RECORDED RETURN TO:

New Cingular Wireless PCS, LLC
c/o Md7, LLC
10590 West Ocean Air Drive, Suite 300
San Diego, CA 92130
Phone Number: (858) 799-7850

Re: Cell Site #: 1730
Cell Site Name: BABCOCK TRAIL (MN)
Fixed Asset Number: 10081757
State: MN
County: Dakota

**MEMORANDUM
OF
LEASE**

This Memorandum of Lease is entered into on this ____ day of _____, 201__, by and between the City of Inver Grove Heights, a Minnesota corporation, having a mailing address at City of Inver Grove Heights, 8150 Barbara Avenue, Inver Grove Heights, MN 55077 (hereinafter referred to as "**Landlord**") and New Cingular Wireless PCS, LLC, a Delaware limited liability company, having a mailing address of 575 Morosgo Drive, Atlanta, GA 30324 (hereinafter referred to as "**Tenant**").

1. Landlord and Tenant (or their predecessors in interest) entered into a certain Water Tower Site Lease Agreement dated January 1, 2006, as amended by that certain First Amendment to Water Tower Site Lease Agreement dated December 22, 2011, as amended by that certain Second Amendment to Water Tower Site Lease Agreement dated March 9, 2016, and as further amended by that certain Third Amendment to Water Tower Site Lease Agreement dated _____, 201__ (hereinafter, collectively, the "**Lease**") for the purpose of installing, operating and maintaining a communications

facility and other improvements at Landlord's real property located in the City of Inver Grove Heights, County of Dakota commonly known as 1770 50th Street East. All of the foregoing are set forth in the Lease.

2. Commencing on January 1, 2021, the Agreement shall extend for one (1) successive five (5) year option to renew.
3. The portion of the land being leased to Tenant (the "**Leased Premises**") is described in **Exhibit 1** annexed hereto.
4. This Memorandum of Lease is not intended to amend or modify and shall not be deemed or construed as amending or modifying, any of the terms, conditions or provisions of the Lease, all of which are hereby ratified and affirmed. In the event of a conflict between the provisions of this Memorandum of Lease and the provisions of the Lease, the provisions of the Lease shall control. The Lease shall be binding upon and inure to the benefit of the parties and their respective heirs, successors, and assigns, subject to the provisions of the Lease.

[NO MORE TEXT ON THIS PAGE - SIGNATURES TO FOLLOW ON NEXT PAGE]

IN WITNESS WHEREOF, the parties have executed this Memorandum of Lease as of the day and year first above written.

LANDLORD:

City of Inver Grove Heights,
a Minnesota corporation

TENANT:

New Cingular Wireless PCS, LLC,
a Delaware limited liability company

By: AT&T Mobility Corporation
Its: Manager

By: 

Print Name: _____

Name: Michelle Durand

Title: _____
Title: Manager of Real Estate & Construction

Date: _____

Date: 9/6/18

By: _____
George Tourville, Mayor

ATTEST

By: _____
Michelle Tesser, City Clerk

Date: _____

[ACKNOWLEDGMENTS APPEAR ON THE NEXT PAGE]

LANDLORD ACKNOWLEDGEMENT

STATE OF _____)
) SS.
COUNTY OF _____)

On this ____ day of _____, 2018, before me a Notary Public within and for said County, personally appeared George Tourville and Michelle Tesser, to me personally known, who being each by me duly sworn, each did say that they are respectively the Mayor and City Clerk of the City of Inver Grove Heights, the municipality named in the foregoing instrument, and that the seal affixed to said instrument was signed and sealed on behalf of said municipality by authority of its City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said municipality.

DATED: _____

Notary Seal

(Signature of Notary)

(Legibly Print or Stamp Name of Notary)
Notary Public in and for the State of

My appointment expires: _____

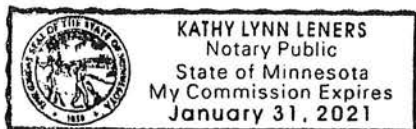
TENANT ACKNOWLEDGEMENT

STATE OF Minnesota)
) SS.
COUNTY OF Ramsey)

I certify that I know or have satisfactory evidence that Michael Durand is the person who appeared before me, and said person acknowledged that he/she signed this instrument, on oath stated that he/she was authorized to execute the instrument and acknowledged it as the Rec manager of AT&T Mobility Corporation, the Manager of **New Cingular Wireless PCS, LLC, a Delaware limited liability company**, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED: 9/6/2018.

Notary Seal



Kathy Leners

(Signature of Notary)

(Legibly Print or Stamp Name of Notary)
Notary Public in and for the State of

My appointment expires: 1/31/2021

Exhibit 1 to Memorandum of Lease

Legal Description

Street Address: 1770 50th Street East, Inver Grove Heights, MN 55077

Parcel #: 200321002010

That certain Leased Premises (and access and utility easements) on a portion of the real property described as follows:

PROPERTY LEGAL DESCRIPTION:

That part of Tract A described below:

Tract A. The west 150 feet of that part of the Northeast Quarter of the Northeast Quarter of Section 32, Township 28 North, Range 22 West, Dakota County, Minnesota, lying northerly of the northerly right of way line of Trunk Highway No. 110 as located and established prior to the filing of Minnesota Department of Transportation Right of Way Plat No. 19-68 in the office of the County Recorder in and for said County;

which lies southerly of a line run parallel with and distant 50 feet southerly of the north line of said Section 32 and northerly of Line 1 described below:

Line 1. From the Northeast Corner of said Section 32, run westerly on the North line thereof on an azimuth of 269 degrees 16 minutes 58 seconds (azimuth oriented to Minnesota State Plane Coordinate System, South Zone) for 1314.37 feet to Right of Way Boundary Corner 0606 as shown on said Plat No. 19-68; thence on an azimuth of 177 degrees 20 minutes 14 seconds along the West line of the Northeast Quarter of the Northeast Quarter of said Section 32, for 250.00 feet to the Right of Way Boundary Corner 0012 on said Plat No. 19-68, which is the point of beginning of Line 1 to be described; thence on an azimuth of 70 degrees 34 minutes 02 seconds along the boundary of said plat for 200 feet and there terminating; containing 0.72 acre, more or less;

Subject to the following restrictions:

No access shall be permitted to Trunk Highway No. 393 renumbered 494 from the lands herein conveyed.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Resolution Supporting Recommendations in the June 2018 Dakota County Principal Arterial Study

Meeting Date: September 24, 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

Consider resolution supporting recommendations in the June 2018 Dakota County Principal Arterial Study.

SUMMARY

Beginning in April 2017, the Public Works Director participated in a Dakota County study of the Principal Arterial (PA) highways in the County. Principal Arterial highways are planned and managed to provide time-efficient and safe travel over long distances for many motorists. They emphasize mobility over access.

The study divided the County into four subareas and considered 21 different highway segments. The following excerpt from the executive summary in the final report explains the study objectives.

"The Study's primary objectives were to evaluate how the above-noted highways are used and the features they exhibit compared with PA highway characteristics. Other objectives included documenting context for the highways and providing guidance to help Dakota County and its partners plan for both regional and local highway system priorities."

"The intent of the study was not to identify corridors that require major infrastructure investment or to prioritize improvement needs, but to identify corridors that will be required to provide a PA function for the public either now or in the future. This will allow Dakota County, MnDOT, and the cities to plan for and manage the corridors and supporting network over time and make appropriate investment to support the PA function at the time they are needed."

"Importantly, the Study does not complete a formal decision-making process for designation of new PA highway segments. But it does provide supporting data and guidance on next steps, including identification of a few segments proposed for near-term PA designation (in the coming months or few years). The Study may also serve as a reference for future discussions of highway jurisdictional roles – county vs. state highways."

"While setting priorities for highway system funding was also not a primary objective, designated PA highways have greater potential for National Highway System (NHS) preservation funding and for other federal and state funding programs."

The highway segments that were studied in Inver Grove Heights included Trunk Highway Nos. 3 and 149 and the realignment of CSAH 63 (Argenta Trail). Public focus group meetings were held in each of the subareas to gather public input on the study.

One of the benefits for the City if the proposed system changes ultimately occur is that, the City's share of any costs on the County's PA system (15%) would be significantly less than its share for a typical County highway (45%). I recommend approval of the attached resolution.

SDT/kf

Attachments: Resolution

Map of Study Conclusions and Recommendations

Dakota County Principal Arterial Study

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION SUPPORTING THE RECOMMENDATIONS IN THE JUNE 2018 DAKOTA
COUNTY PRINCIPAL ARTERIAL STUDY

RESOLUTION NO. _____

WHEREAS, from April 2017 to June 2018, City staff participated in a Dakota County study focused on planning and visioning for selected Dakota County Highways, all of which are not freeways and are not intended to become freeways in the future; and

WHEREAS, the main outcomes of the study are priorities for near-term designation of selected highway segments as new Principal Arterial (PA) highways and identification of other highway segments as future PA highways, as guidance for long-term planning; and

WHEREAS, the study also provides guidance for next steps and serves as a reference for highway system project priorities and cost participation; and

WHEREAS, the study recommends the following highway segments, or future highway segments in Inver Grove Heights be recognized as future PA highways: County Highway 28 from the Eagan border to County Highway 63, County Highway 63 (and future County Highway 63 from County Highway 28 to I-494, and Trunk Highway 149 from Trunk Highway 3 to the Eagan border.

NOW, THEREFORE BE IT RESOLVED that the City of Inver Grove Heights supports the recommendations in the June 2018 Dakota County Principal Arterial Study.

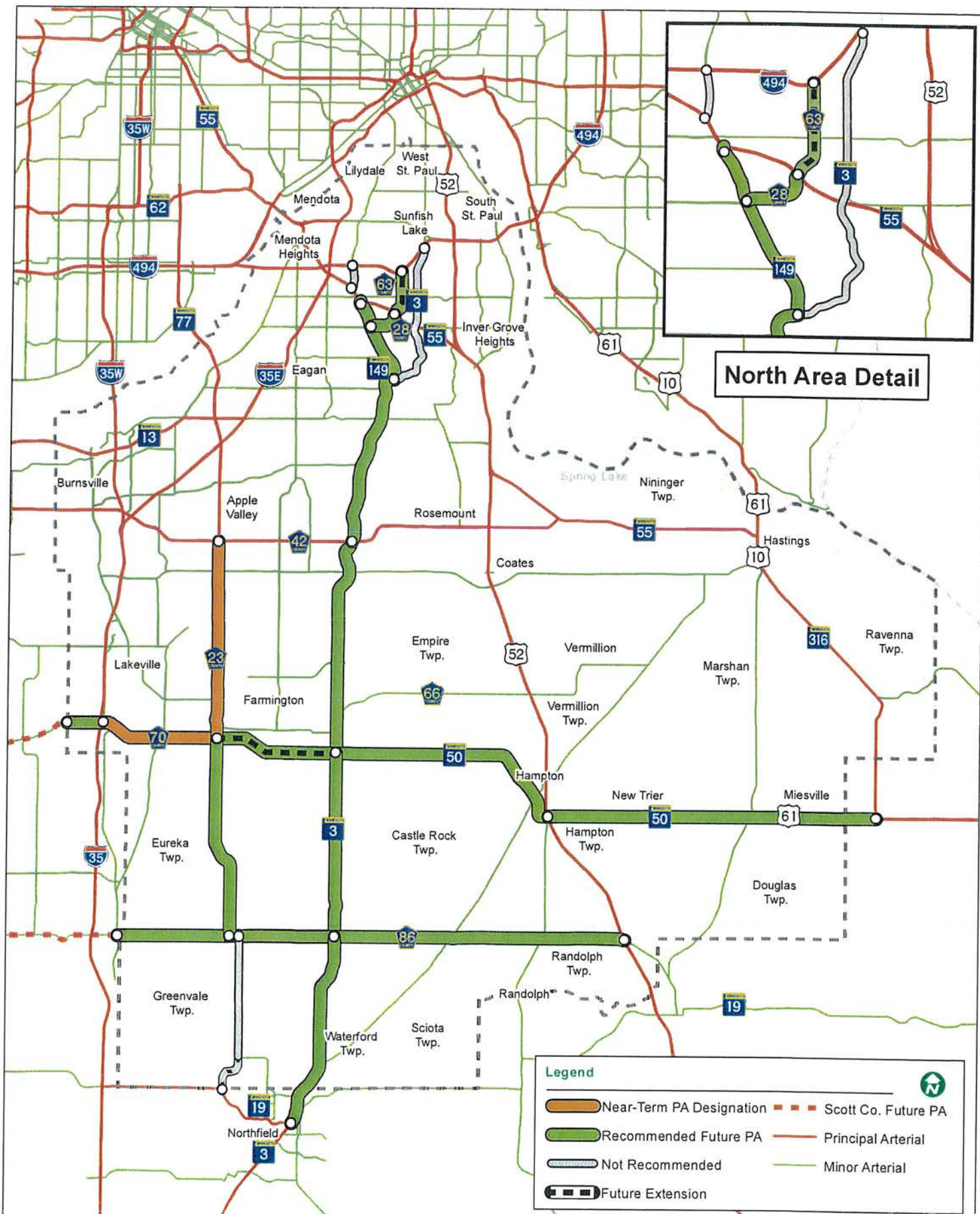
AYES:

NAYS:

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk



Principal Arterial Study

Dakota

BOLTON & MENK

0 5 Miles

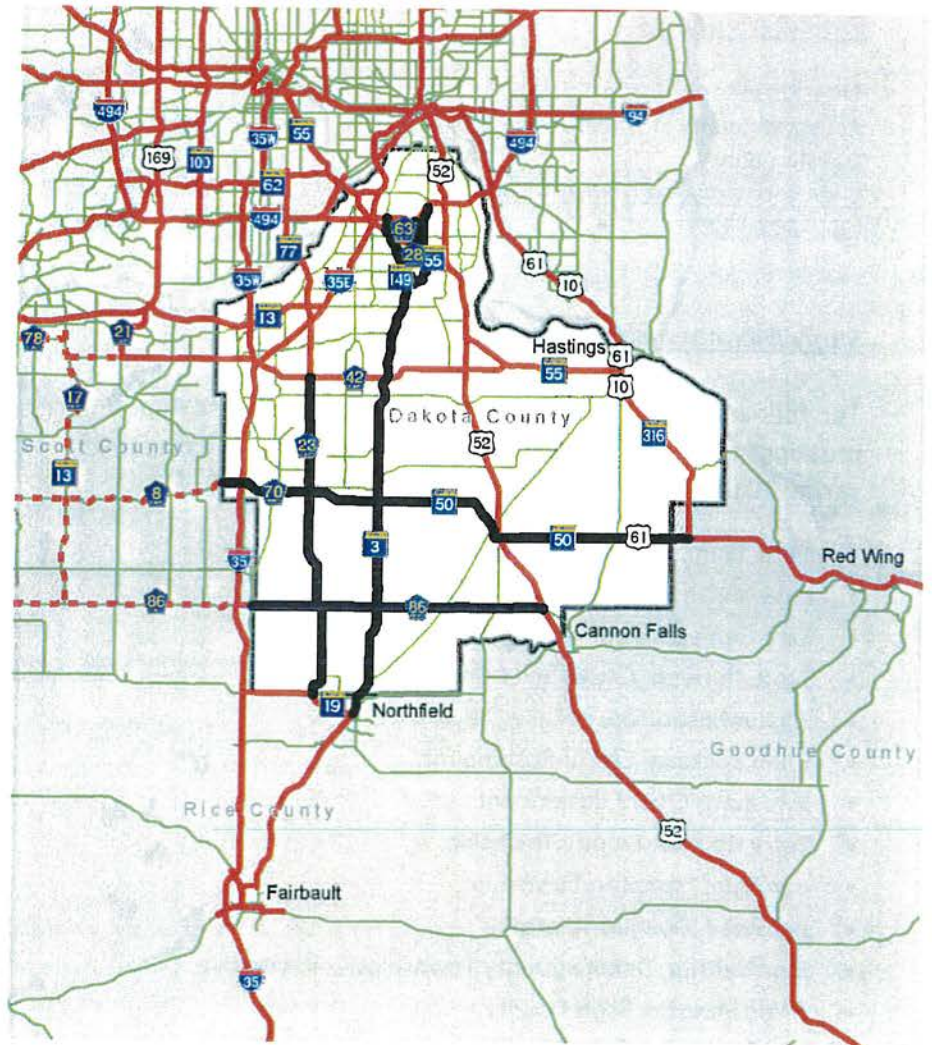
Source: MnDOT, Dakota Co. Met. Council

Study Conclusions & Recommendations

Figure ES-2

Principal Arterial Study

This Final Report provides an Executive Summary, technical background information, and the results of the Study. The Study focused on planning and visioning for selected Dakota County highways, all of which are not freeways and are not intended to become freeways in the future. The main outcomes are priorities for near-term designation of selected segments as new Principal Arterial (PA) highways and identification of other segments as future PA highways, as guidance for long-term planning. The Study also provides guidance for next steps and serves as a reference for highway system project priorities and cost participation.



Final Report

June 2018

Dakota
COUNTY



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& MENK**
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Principal Arterial Study
ACKNOWLEDGEMENTS

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- Katy Gehler, City of Farmington
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- Zach Johnson, City of Lakeville
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- Kyle Klatt, City of Rosemount
- Terry Holmes, Empire Township
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- Angie Stenson, Scott County
- Lisa Freese, Scott County
- Steve Peterson, Metropolitan Council
- David Burns, Metropolitan Council
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Consultant Support

Technical support and staffing to complete the study, under contract with Dakota County, Minnesota, was led by Bolton & Menk, Inc.

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Final Report

Prepared by Bolton & Menk, Inc.

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Appendix

A. Highway Segment Data and Detailed Maps (see index on the appendix cover page)

List of Acronyms

AADT	Annual Average Daily Traffic
CH	County Highway
FHWA	Federal Highway Administration
HCM	Highway Capacity Manual
MN	Minnesota Highway
MnDOT	Minnesota Department of Transportation
PA	Principal Arterial
SMT	Study Management Team
TPP	Transportation Policy Plan
US	US Highway
VMT	Vehicle Miles Traveled

Executive Summary

The transportation system of Dakota County, Minnesota, is built around a framework of Principal Arterial (PA) highways, which are well established to the north – for example, the major river crossings (I-35W, I-35E, I-494, US 52, US 61, MN 77, and MN 55). However, possible gaps in the PA system are apparent to the south and east. **Figure ES-1** illustrates this, showing which highways are existing principal arterials (red lines) with relative 2015 daily traffic volumes on all highways (line weights).

Designated PA highways include freeways and other highways planned and managed to provide time-efficient and safe travel over long distances for many motorists. These “backbone” highways emphasize mobility over access. PA highways help connect the region with the other areas in the state, carry the major portion of trips to/from activity centers, and serve the majority of through movements.

The Dakota County PA Study focused on planning for selected highways, all of which are not freeways and are not intended to become freeways in the future. The key outcomes are priorities for near-term designation of new PA segments and identification of other segments as recommended future PA highways.

The Study focused on planning for selected highways, all of which are not freeways and are not intended to become freeways in the future. The Study provides priorities and recommendations for future principal arterial (PA) highways.

Need for the Study

Dakota County Growth and Principal Arterial Spacing

Dakota County’s highway system has been established to follow the area’s growth and development, which continues. US Census data and State Demographer forecasts indicate the County gained 42,648 residents from 2000 to 2010 (a 12 percent increase). The County’s population, at 398,552 persons in 2010, is expected to exceed 500,000 persons by 2035.

Technical guidance for spacing of PA highways encourages a network spaced logically within the region:

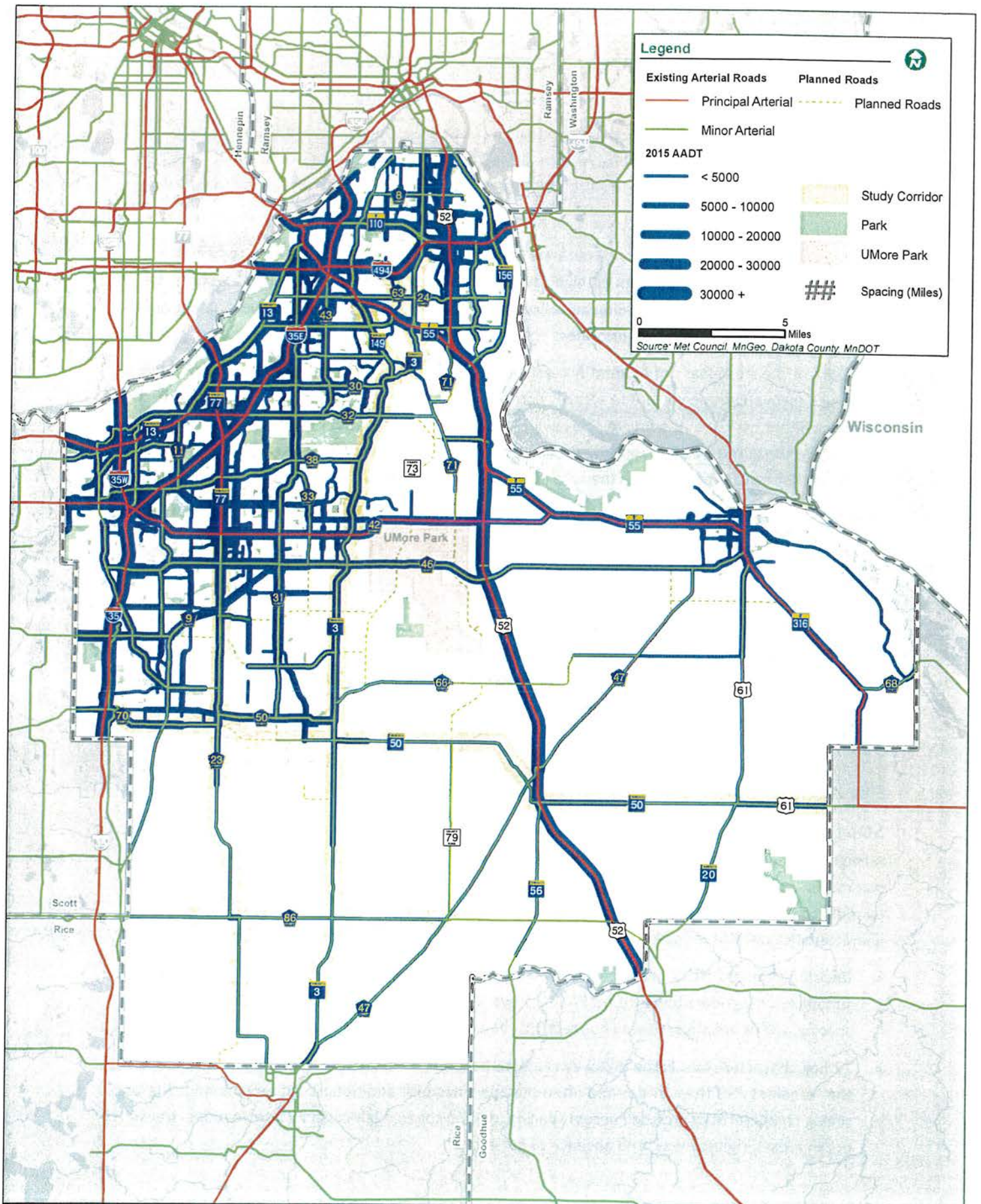
- 2-6 miles apart in developed suburban growth areas
- 6-12 miles apart in rural areas

With reference to Figure ES-1, Dakota County’s existing system includes no east-west PA highways south of County Highway (CH) 42, a distance of about 20 miles. Similarly, the gaps between north-south PAs include 15-20 miles from I-35 to US 52 and about 10 miles from US 52 to MN 316. The PA Study looked at the importance of selected highways based on their potential to fit applicable guidance; specifically:

- | | |
|---|----------------------------------|
| • County Highway 63 (Argenta Trail) | • County Highway 23 (Cedar Ave.) |
| • MN Highway 3 | • County Highway 70 |
| • MN Highway 149 | • MN Highway 50 |
| • County Highway 28 (Yankee Doodle Rd.) | • County Highway 86 |

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Principal Arterial Study

Principal Arterial Corridor Volumes

Figure ES-1



0 5 Miles
Source: MnDOT, Dakota Co, Met. Council

These corridors, highlighted on Figure ES-1, were identified by Dakota County as the best candidates for future PA designation. All of them exhibit good north-south or east-west continuity and provide connections to important destinations. A one-mile segment of CH 28 (Yankee Doodle Road) was also identified as a possible connection in a future PA system based on its links to CH 63 and MN 149.

Study Objectives

The Study's primary objectives were to evaluate how the above-noted highways are used and the features they exhibit compared with PA highway characteristics. Other objectives included documenting context for the highways and providing guidance to help Dakota County and its partners plan for both regional and local highway system priorities.

The intent of the study was not to identify corridors that require major infrastructure investment or to prioritize improvement needs, but to identify corridors that will be required to provide a PA function for the public either now or in the future. This will allow Dakota County, MnDOT, and the cities to plan for and manage the corridors and supporting road network over time and make appropriate investment to support the PA function at the time they are needed.

Importantly, the Study does not complete a formal decision-making process for designation of new PA highway segments. But it does provide supporting data and guidance on next steps, including identification of a few segments proposed for near-term PA designation (in the coming months or few years). The Study may also serve as a reference for future discussions of highway jurisdictional roles—county vs. state highways.

The Study does not complete a formal decision-making process for designation of new PA highway segments. But it does identify a few segments proposed for near-term PA designation (in the coming months or years).

While setting priorities for highway system funding was also not a primary objective, designated PA highways have greater potential for National Highway System (NHS) preservation funding and for other federal and state funding programs.

Study Scope, Process, and Partners

All highways addressed in the Study provide continuity over long distances, serving many trips, commuters, and population or employment destinations. Initially, dozens of parameters were considered based on FHWA, MnDOT, Metropolitan Council, and Dakota County guidance. But certain characteristics were found to be most relevant in building the Study's technical framework:

- **Decision characteristics: Does the highway function like a PA?** Decision characteristics concern the suitability of corridors to be future PA highways. The key decision characteristics included system spacing, traffic volumes, system connectivity, capacity role in system, and role in carrying freight.
- **Timing characteristics: Is the highway ready to be a PA?** Timing characteristics are those affecting the "readiness" of the corridor and often provide a basis for additional corridor planning. The key timing characteristics included access spacing, posted speed, high-capacity intersections, transit (in urban areas), right-of-way, and absence of parking.

Dakota County invited and encouraged participation from a full range of relevant partners, specifically:

- MnDOT
- Metropolitan Council
- Dakota County
- Scott County
- Cities of Apple Valley, Eagan, Farmington, Inver Grove Heights, Lakeville, and Rosemount
- Representatives of the County's 13 townships and rural centers (under 5,000 residents each)

Representatives of these agencies participated in periodic **Study Management Team (SMT)** meetings. The same agencies, as well as other invited stakeholders, were also involved in a series of four subarea outreach meetings, which were held from late November 2017 into January 2018.

Study Results and Conclusions/Recommendations

Figure ES-2 presents the PA Study's overall conclusions and recommendations. The information below briefly notes how Study conclusions and recommendations were reached, including consideration of input from outreach meetings. More details are provided in the full Final Report A.

North Subarea – Eagan, Inver Grove Heights, and Rosemount MN 149, CH 63, CH 28, and MN 3

This is a developed urban part of Dakota County and exhibits some of the highest traffic volumes observed on PA Study highways. Discussions of this area noted close spacing between MN 149, CH 63 (a planned new connection to I-494), and close spacing for MN 3 to the north and constraints from development on MN 3 in downtown Rosemount. Considering these and other unique characteristics, a one-mile segment of CH 28 connecting CH 63 and MN 149 was added to the Study.

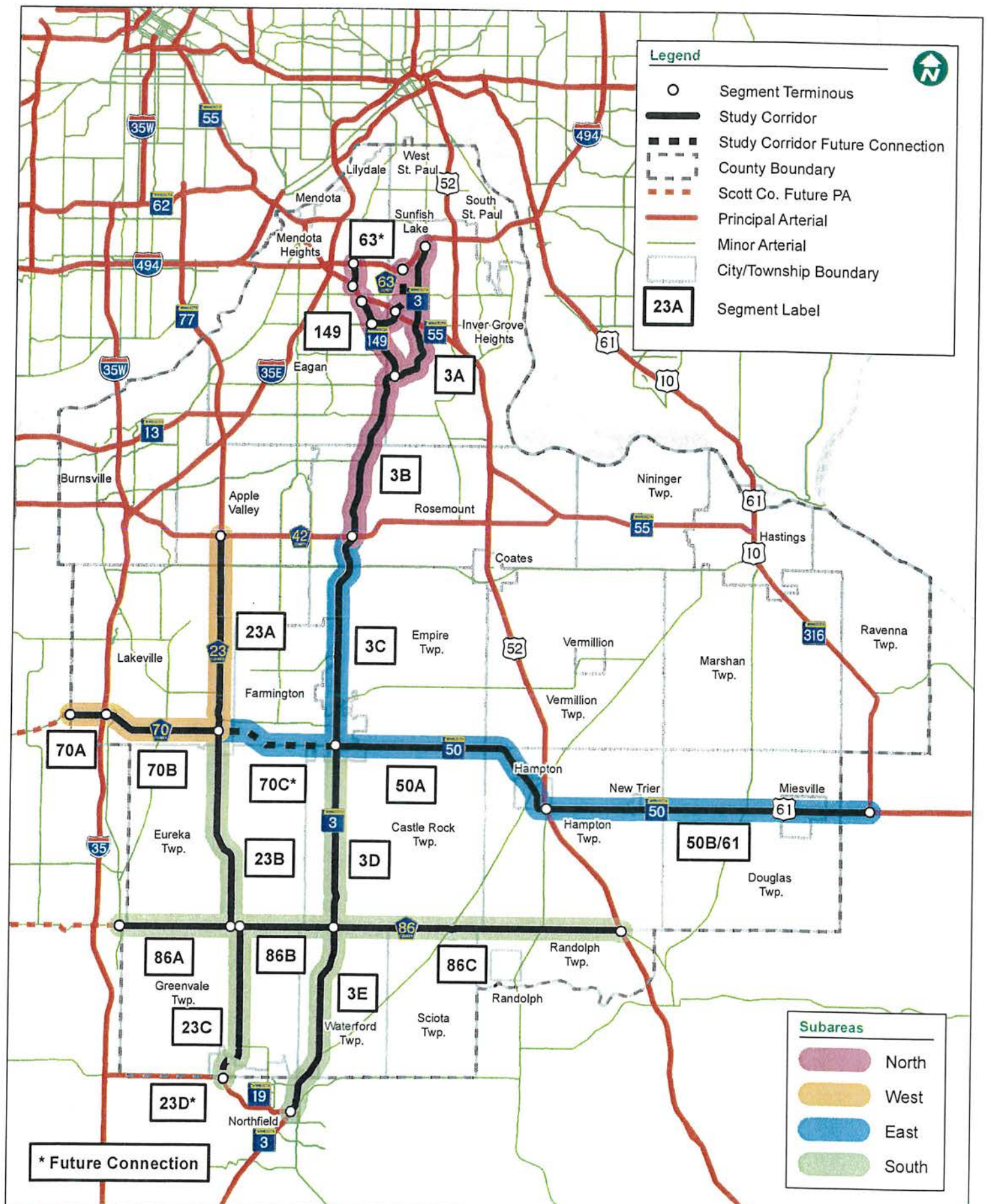
Conclusions. *Because of close spacing and roles in serving future traffic, the northern-most segments of MN 149 and MN 3 are not recommended as future PA highways. All other segments in the North Subarea are recommended as future PA highway routes, but not for near-term designation. CH 63 is noteworthy in the Study as a special case because it is a planned, partially completed, new corridor with right-of-way reserved for a future access-managed arterial connecting to I-494.*

West Subarea – Apple Valley and Lakeville CH 23 and CH 70

Like the North, the West Subarea is mostly developed and exhibits some of the highest traffic volumes observed on PA Study highways. Discussions for this area focused on the current and future roles of CH 23 (north-south) and CH 70 (east-west), including the proposed future eastward extension of CH 70 to Farmington and to MN 50 and US 61 (see more below in the East Subarea section).

Conclusions. *The Study found that CH 23 and CH 70 exhibit regional importance now and in the future; additionally, these links have available rights-of-way, good access spacing/management, and high posted speeds. The two segments, which connect to each other and to I-35 on the west, are recommended for near-term designation as PA highways (Figure ES-2). In the coming months or few years, Dakota County will work with the two cities, as well as the Metropolitan Council and MnDOT, to officially determine a functional classification change. The one other segment in the West Subarea (CH 70 west of I-35) is recommended as a future PA highway route, but not for near-term designation.*

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East Subarea – Farmington, Hampton, and Rural Townships to East CH 70 (Future Connection), MN 3, MN 50, and US 61

The East Subarea has important connections to the North and West Subareas via MN 3 and the future connection to CH 70. Transitional land use is an important characteristic, with both urban and rural areas observed. As noted for the West Subarea above, the future regional importance of the CH 70 – CH 50 - MN 50 - US 61 corridor is also a consideration to the east. The Study noted the need to manage highway access and mobility through the small but growing communities to the east – Hampton, New Trier, and Miesville.

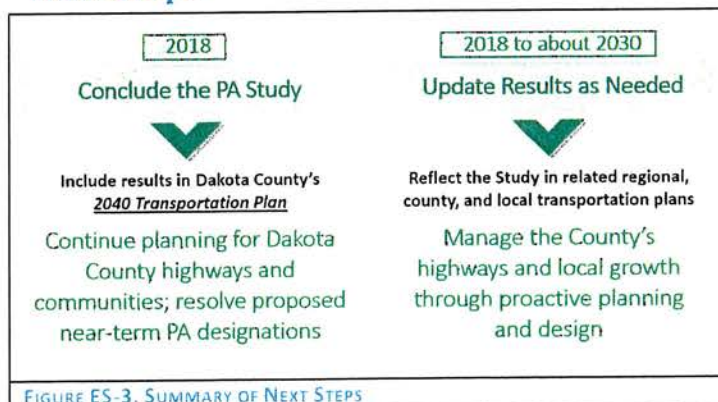
Conclusions. *The East Subarea’s highway segments reflect PA characteristics and all are recommended as future PA highway routes, but not for near-term designation. As noted for both the West and East Subareas, the regional importance of this multi-jurisdictional corridor for future mobility, and planning for future demands, should be considered in future studies.*

South Subarea – Southern Lakeville/Farmington and Rural Townships to South CH 23, MN 3, and CH 86

The South Subarea is rural, but includes future growth areas. With few local traffic generators, the highways in the South are often used for through trips and provide important connections to jobs and commerce. The system issues for this subarea include connectivity to the north, to I-35, to Northfield, and to Rochester via US 52, an existing PA. Discussions of this subarea noted that CH 86 has some limited rights-of-way and no interchange with I-35. The close spacing of parallel segments of MN 3 and CH 23 was also noted.

Conclusions. *The segments in the South Subarea typically fit the characteristics of PA highways. However, the spacing is close between the southern-most portions of CH 23 and MN 3, and relative importance in connecting to Northfield is an issue as noted above. Therefore, MN 3 is recommended as a future PA segment connecting to Northfield; CH 23 south of CH 86 is not recommended as a future PA. All other segments of CH 23, MN 3, and CH 86 are recommended as future PA highway routes, but not for near-term designation based on timing/readiness issues.*

Next Steps



The Dakota County PA Study concludes with the above-noted conclusions and recommendations, including the proposed near-term official designation of CH 70 east of I-35 and CH 23 north of CH 70 as PA highways (West Subarea). **Figure ES-3** summarizes next steps, which will include noting recommendations in the County’s 2040 Transportation Plan. The proposed near-

term designations will be formally addressed in the coming months or years with the Metropolitan Council and MnDOT. This Study’s results, which include several recommendations to manage all of the recommended future PA highways, will be updated periodically and reflected in transportation plans.

1 Introduction and Need for Study

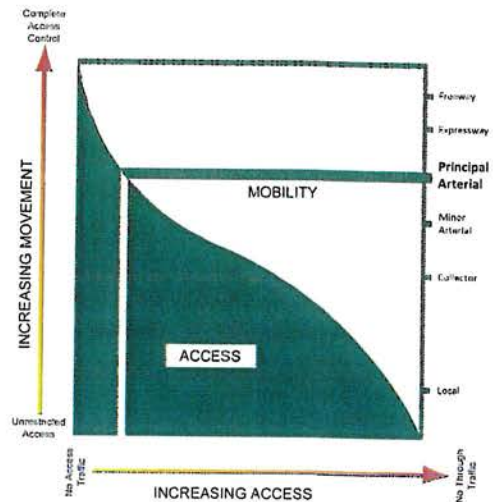
The transportation system of Dakota County, Minnesota, is built around a framework of Principal Arterial (PA) highways, which are well established to the north – for example, the major river crossings (I-35W, I-35E, I-494, US 52, US 61, MN 77, and MN 55).

However, possible gaps in the PA system are apparent to the south and east.

Designated PA highways include freeways and other highways planned and managed to provide time-efficient and safe travel over long distances for many motorists. These “backbone” highways emphasize mobility over access, as illustrated in the chart noting functional classifications.

In the functional classification framework, PA highways:

- Connect the region with the other areas in the state or connect metro centers to regional business concentrations (Dakota County, 2012; 2030 *Transportation Plan*).
- Carry the major portion of trips entering and leaving an activity center, as well as the majority of through movements (FHWA, 2013; *Functional Class Concepts, Criteria and Procedures*).



The Dakota County PA Study addressed the need to establish sustainable and locally supported visions along corridors which could be candidates for designation as new PA highways. The Study focused on planning for selected highways, all of which are not freeways and are not intended to become freeways in the future. The key outcomes are priorities for near-term designation of new PA segments and identification of other segments as recommended future PA highways.

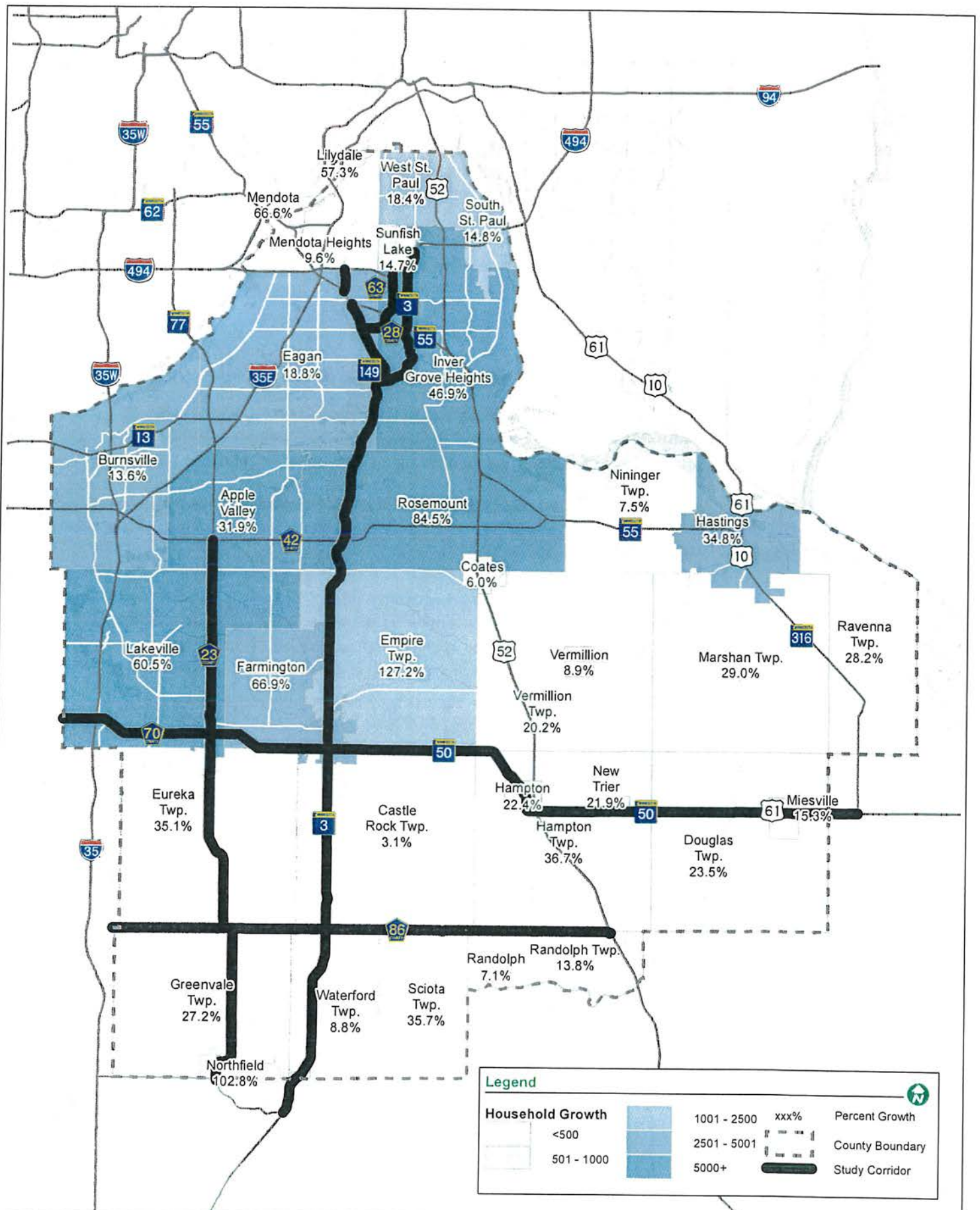
The Study focused on planning for selected highways, all of which are not freeways and are not intended to become freeways in the future. The Study provides priorities and recommendations for future principal arterial (PA) highways.

1.1 Dakota County Growth and Principal Arterial Spacing

Dakota County's highway system has been established to follow the area's growth and development. **Figure 1** illustrates this growth pattern, both historically (since 2010) and forecasted. Not surprisingly, the County's greatest levels of growth are seen within the major suburbs, with moderate growth occurring in townships to the south and east. Forecasts indicate that strong growth will continue, even without proactive efforts to review the highway network. US Census data and State Demographer forecasts indicate the County gained 42,648 residents from 2000 to 2010 (a 12 percent increase). The County's population, at 398,552 persons in 2010, is expected to exceed 500,000 persons by 2035.

The County's historic and forecasted population growth rate exceeds one percent per year and is also reflected in increased employment, economic activity, and travel demand. As Dakota County grows, the

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Principal Arterial Study

2010-2040 Household Growth

Figure 1



0 5 Miles
Source: Met Council, Dakota County

highway network should be planned to provide for efficient and safe trips. **Figure 2** provides a regional perspective, showing Dakota County's position in the region relative to other existing PA highways and future PA highways identified by Scott County. Figure 2 also emphasizes the study corridors selected for analysis in the PA Study, based on system spacing and other observations. The eight "study corridor" highways show are:

- County Highway 63 (Argenta Trail)
- MN Highway 3
- MN Highway 149
- County Highway 28 (Yankee Doodle Rd.)
- County Highway 23 (Cedar Ave.)
- County Highway 70
- MN Highway 50 / US 61
- County Highway 86

These corridors were identified by Dakota County as the best candidates for possible PA designation considering travel patterns, the service to destinations provided by each route, and desirable highway system spacing. **Figure 3** illustrates the current travel demand pattern, including existing principal arterials (red lines) with relative 2015 daily traffic volumes on all highways (line weights).

Technical guidance for spacing of PA highways encourages a network spaced logically within the region:

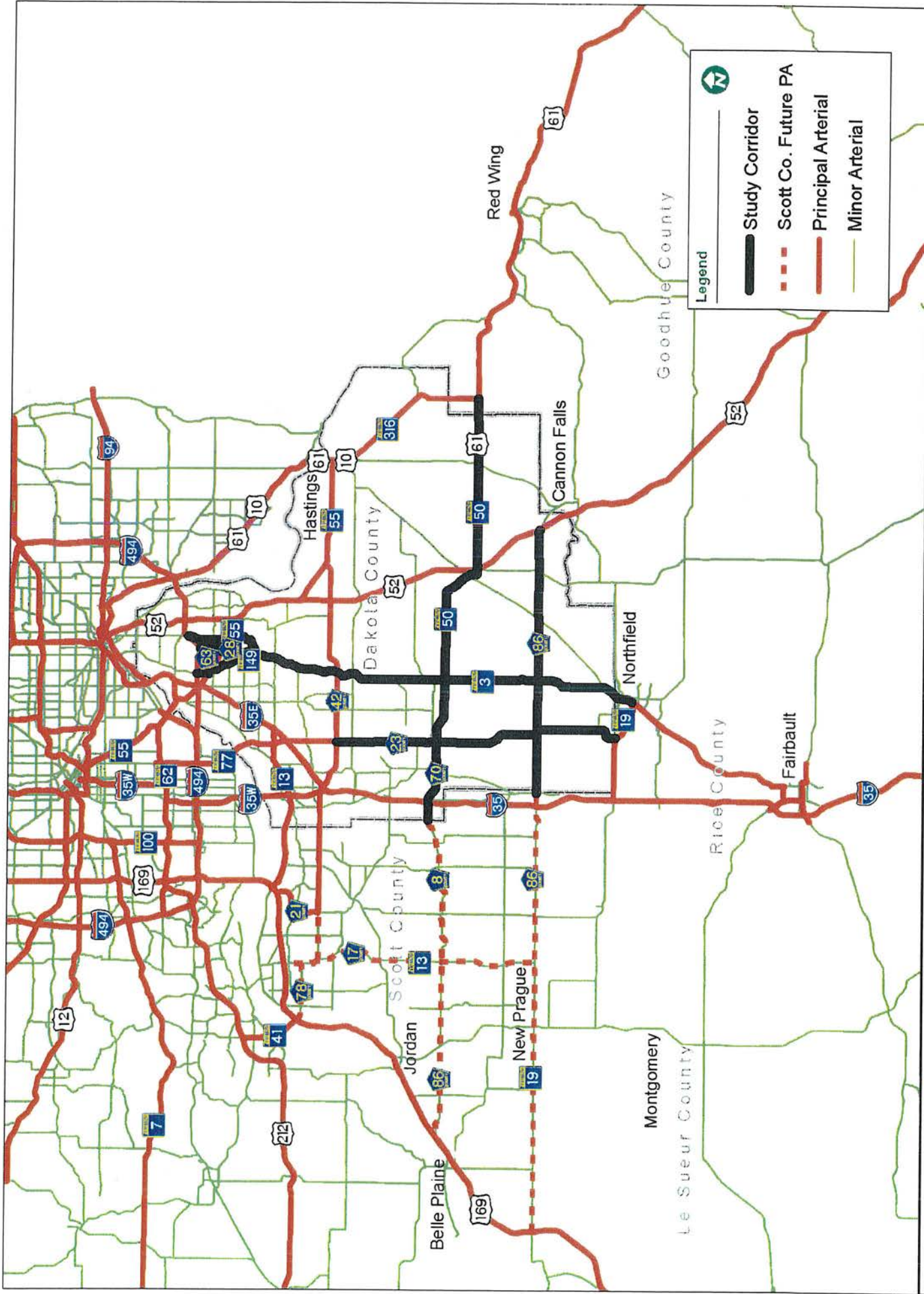
- 2-6 miles apart in developed suburban growth areas
- 6-12 miles apart in rural areas

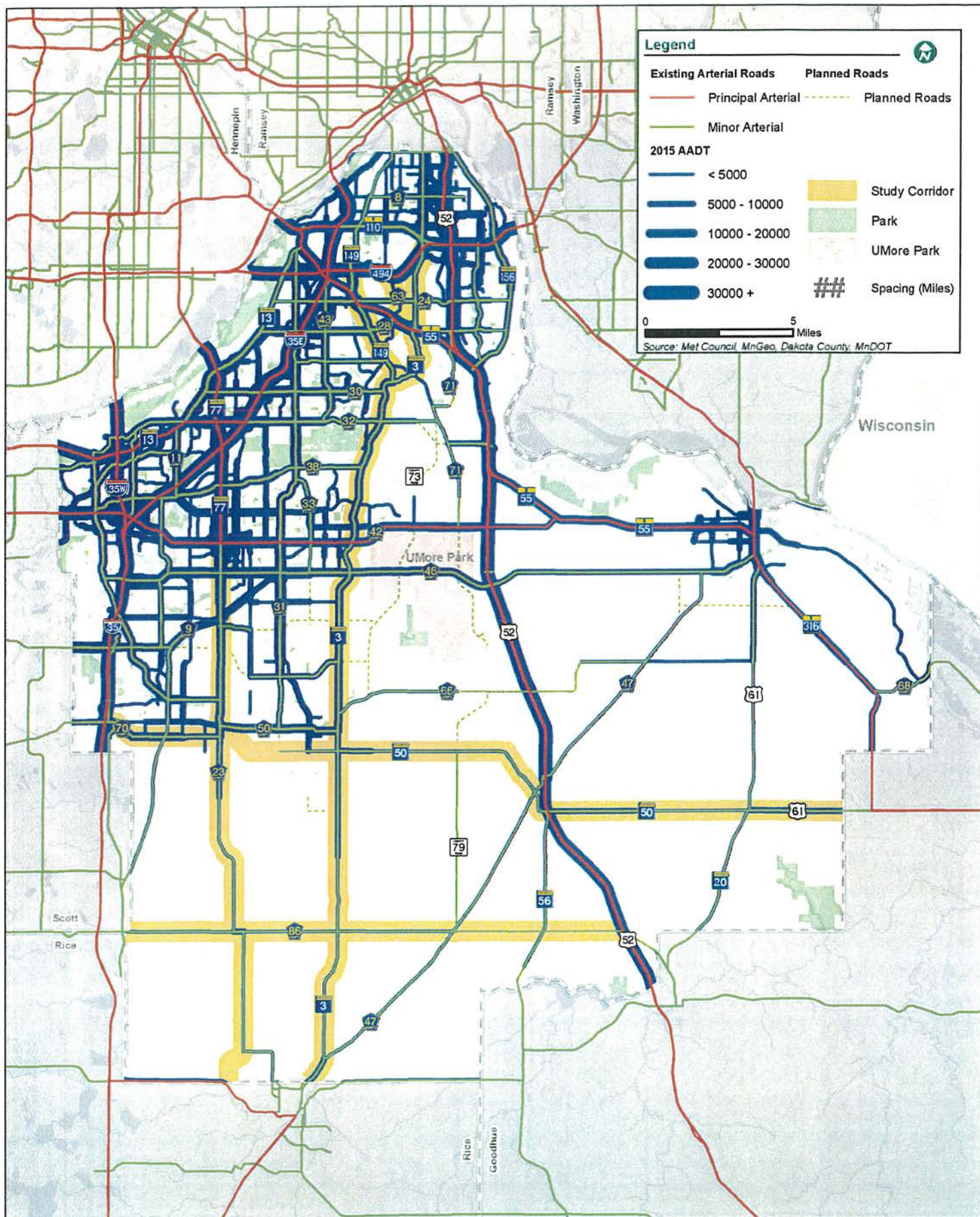
With reference to **Figure 4**, Dakota County's existing system includes no east-west PAs south of County Highway (CH) 42, a distance of about 20 miles. Similarly, the gaps between north-south PAs include 15-20 miles from I-35 to US 52 and about 10 miles from US 52 to MN 316. Even in the more rural parts of the County, these gaps may exceed desirable spacing – especially considering these are future growth areas.

All of the study corridor highways have roles in providing good north-south or east-west continuity and provide connections to important destinations. Additionally, the one-mile segment of CH 28 (Yankee Doodle Road) was also identified as a possible PA connection based on its links to CH 63 and MN 149.

1.2 Study Objectives

The Study's primary objectives were to evaluate how the above-noted highways are used and the features they exhibit compared with PA highway characteristics. As described in more detail below, PA characteristics were identified based on guidance from the Federal Highway Administration (FHWA), Dakota County, and the Metropolitan Council. Other objectives for the Study included documenting context for the highways and providing guidance to help Dakota County and its partners plan for both





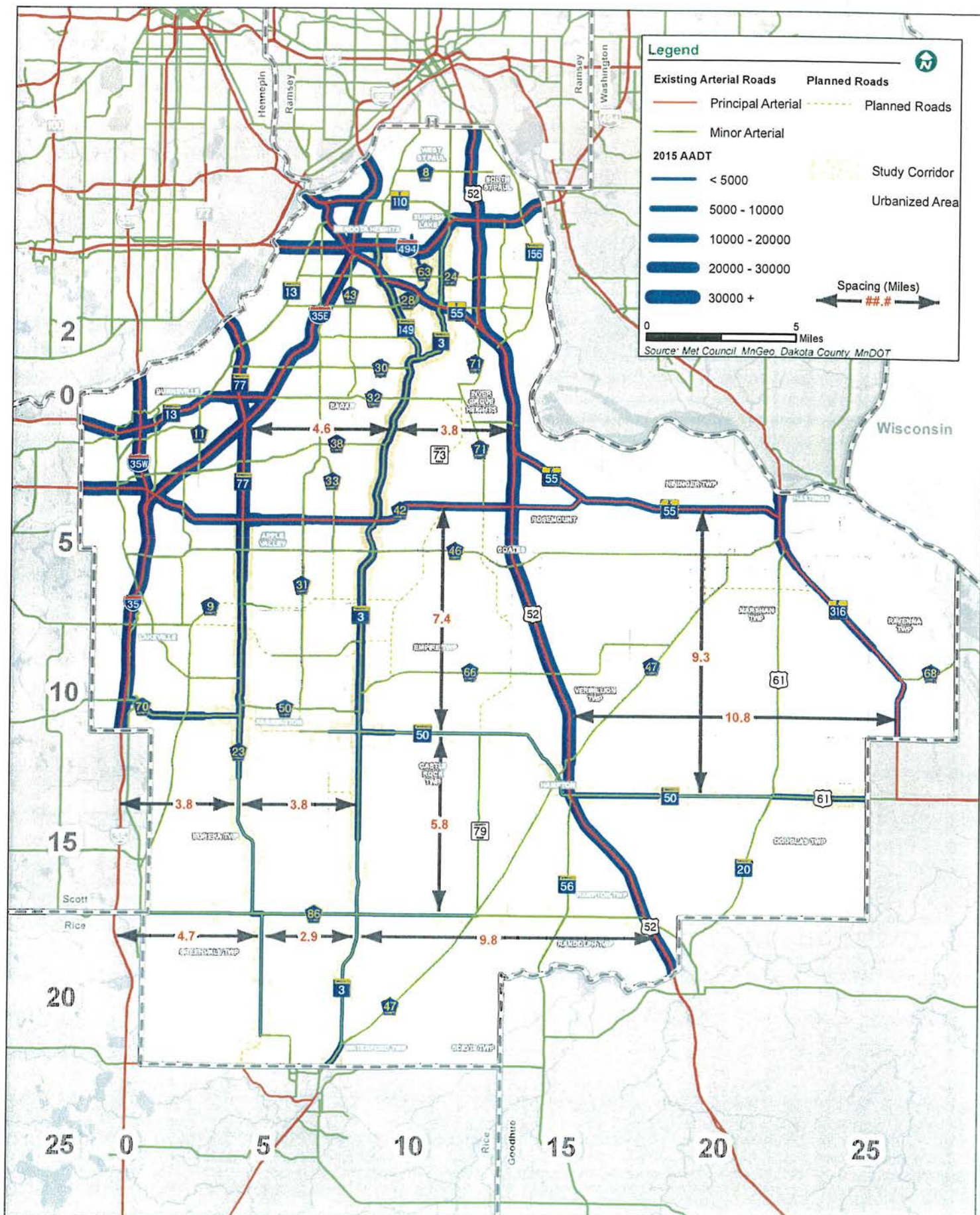
Principal Arterial Study

Arterial System & Corridor Volumes

Figure 3



0 5 Miles
Source: MnDOT, Dakota Co, Met. Council



Principal Arterial Study



0 5 Miles
Source: MnDOT, Dakota Co. Met. Council

Existing Principal Arterials, Study Corridors, and System Spacing

Figure 4

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regional and local highway system priorities. Perhaps most important, completing this Study will help prevent the consequences of not planning ahead, as listed in the text box.

Of course, growth will continue, even without proactive planning, as evident in new development along the highways addressed in this Study. But with a coordinated plan, the highway system is more likely to be designed to meet mobility and safety objectives for Dakota County's many developing areas.

Possible Consequences of Not Planning Ahead

If more principal arterials are not considered, the County's highway system might fail to support future needs. The possible outcomes include:

- An incomplete highway network
- Increasing traffic on highways not designed for needs
- Poor mobility; inefficient transportation system
- Likely increase in safety problems
- Unclear priorities for highway improvement projects and funding

The intent of the study was not to identify corridors that require major infrastructure investment or to prioritize improvement needs, but to identify corridors that will be required to provide a PA function for the public either now or in the future. This will allow Dakota County, MnDOT, and the cities to plan for and manage the corridors and supporting road network over time and make appropriate investment to support the PA function at the time they are needed.

Importantly, the Study does not complete a formal decision-making process for designation of new PA highway segments. But it does provide supporting data and guidance on next steps, including identification of a few segments proposed for formal review and near-term PA designation (in the coming months or years). The Study's full Final Report serves as a reference for discussions of highway jurisdictional roles—considering local governments, Dakota County, the Minnesota Department of Transportation (MnDOT), and the Metropolitan Council. In this context, the Study provides information about the possible regional importance of several highway segments.

While setting priorities for highway system funding was not a primary study objective, designated PA highways have greater potential for National Highway System (NHS) preservation funding and for other federal and state funding programs. Additionally, Study results may provide guidance for highway system project priorities and cost participation.

The Study does not complete a formal decision-making process for designation of new PA highway segments. But it does identify a few segments proposed for formal review and near-term PA designation (in the coming months or years).

2 Study Scope and Process

2.1 Principal Arterial Characteristics

The Study's process began by identifying the major Dakota County highways to be evaluated, as noted above. All of these highways provide continuity over long distances, serving many trips, commuters, and population or employment destinations. The methodology for the Study then considered dozens of parameters based on FHWA, MnDOT, Metropolitan Council, and Dakota County guidance.

2.1.1 Review of Applicable Guidance – PA Characteristics

Table 1 provides a complete list of characteristics to consider when looking at possible PA designations (non-freeway), based on the cited FHWA, Metropolitan Council, and Dakota County guidance. For each measure, the corridor and segments generally either meet the characteristic or not. In researching the guidance, the Study found PA characteristics could be described in two groups:

- **Decision characteristics** are those that most directly affect the suitability of corridors or segments to be future PA highways. These characteristics help establish if the highway is located well within the system and serves travelers in a manner consistent with a PA.
- **Timing characteristics** are those affecting the ease in which the corridor or corridor segments can be planned for, and adapted, to serve a PA function over time. These characteristics establish the “readiness” of the highway and could provide a basis for additional corridor planning.

Both decision and timing characteristics were considered important decision-making factors; however, some characteristics proved more important to differentiate between highway characteristics than others. Therefore, Table 1 notes which characteristics are considered “Key Factors” for this Study’s corridor- and segment-level analyses.

2.1.2 Key PA Characteristics Used for the Study

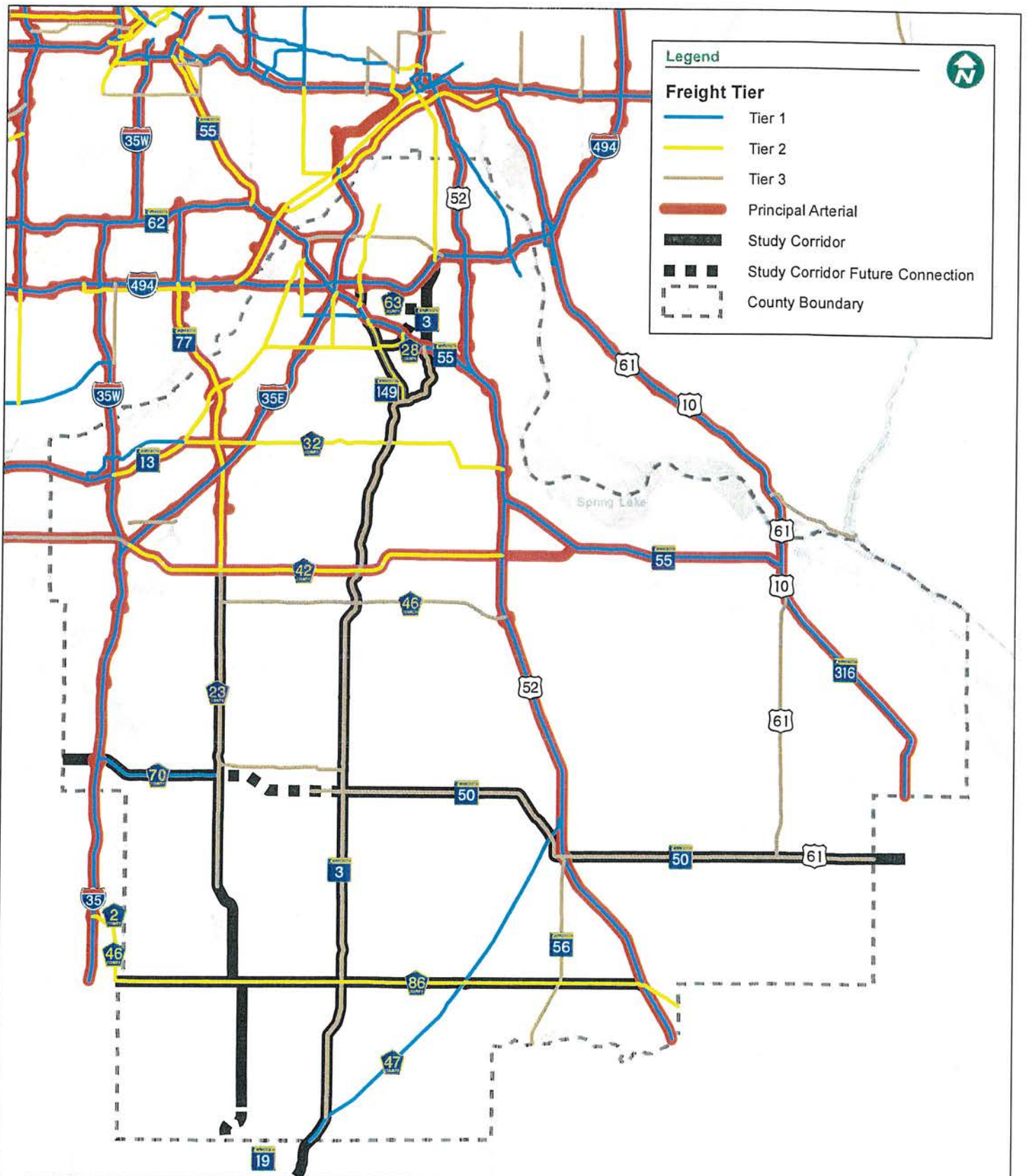
As noted under “Comments” in Table 1, the Study approach considered applicable guidance and the reasons why some characteristics were identified as key factors for corridor-level comparisons and why others were not. For example, some characteristics are based on high-level guidance only or will provide similar results for all corridors and, therefore, were not key factors for analysis of segments.

As listed in **Table 2** below, the Study’s framework for analysis and comparison of highway segments focused on a selected range of decision and timing characteristics. This focus helped to make the analysis more clear.

2.1.3 Additional Characteristics Observed for Dakota County Highways

With the guidance in Tables 1 and 2 as a reference, this Study also found that Dakota County highways sometimes have characteristics or context which suggest additional inputs and details toward findings and recommendations. For example, these factors were observed:

- **Land Use and the Presence of Transit** – Dakota County has a number of public transit corridors with regularly scheduled service. The presence of scheduled transit service on was considered as noted in Tables 1 and 2. However, a lack of scheduled transit service in the rural parts of the County is expected and is thus not considered a relevant characteristic on rural highway segments.
- **Freight Connections** – While many highways are used by trucks, the Metropolitan Council’s 2017 *Regional Truck Highway Corridor Study* provided an objective means to check designations for existing routes. **Figure 5** shows that most of study corridors are included as priority truck routes within the Metropolitan Council’s 3-tier scoring structure.



Source: Metropolitan Council, Regional Truck Highway Corridor Study, 2017

The Freight Tier is a weighted score for prioritizing regional truck highway corridors. Corridors were evaluated based on truck volume, truck percentage, proximity to freight clusters, and proximity to regional freight terminals.

Principal Arterial Study



0 5 Miles
Source: Met Council, Dakota County

Freight Network Overview

Figure 5

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Table 1. Characteristics to Consider for Future Principal Arterial Designation

PA Characteristic	Guidance	Affects	Key Factor?	Comments
System Spacing	Urban: 2-3 miles, Rural: 6-12 miles	Decision	✓	An approximate fit to system spacing guidance is sufficient
Typical Volume	ADT, Urban: 15,000 to 100,000+, Rural: 2,500 to 25,000+	Decision	✓	The corridor and segment analyses for this Study note the combined importance of volumes and connections
System Connections	Connects to Interstate freeways, other principal arterials, selected A-Minor Arterials	Decision	✓	
System Capacity	Highest traffic volume corridors, higher existing volume in comparison to parallel corridors (within the spacing)	Decision	✓	Comparison to volumes of parallel study corridors
Freight Connections	Connect to regional job concentrations and freight terminals; connects to freight centers	Decision	✓	Freight tier assigned in the Met Council's <i>Twin Cities Regional Truck Corridors Study</i>
Access Spacing	Urban: Full access public street intersections at ½ mile or greater; Rural: Full access public street intersections at 1 mile or greater, Number of full access public street intersections per mile	Timing	✓	Access management problems may reduce feasibility of corridor as a PA
Intersections	Presence of grade-separated or high-capacity at-grade intersections	Timing	✓	Considered in context with volumes and connections
Transit	Preferential treatment for regularly scheduled transit, or bus lanes/priority (a "transit corridor") in urban segments (not applicable for rural segments)	Timing	✓	Scheduled transit routes imply a high demand for travel (not applicable for rural segments)
Right-of-Way	100 to 300 feet of highway right-of-way width (highway easements are sometimes observed)	Timing	✓	Limited right-of-way may reduce segment feasibility as a PA; study also considers setbacks/constraints
Parking	None (on-street parking not allowed)	Timing	✓	Parking is rarely allowed, but is noteworthy when it is
Operations	Speed, Urban: 40-65 mph, Rural: Legal Limit (State Statute), typically 55 mph	Timing	✓	Low-speed zones may reduce segment feasibility as a PA
System Mileage	Urban: 4-9% of system; Rural: 2-6% of system (define "system" as Dakota County's system)	Decision		High-level guidance only (not a corridor-level factor)
City Connections	Connects the adjacent cities along route, serve major activity centers, connect cities (>25,000 population in rural areas)	Decision		Similar for all study corridors
Regional Connections	Longest trip demands, serves long trip lengths (consider length of corridor)	Decision		Similar for all study corridors
Travel Shed	High proportion of travel on fewest miles (compares vehicle miles of travel, or VMT, of corridor to parallel route VMT)	Decision		Similar for all study corridors (use volume comparison)
Community Continuity	Provides continuity through cities	Decision		Similar for all study corridors
Employment Connections	Serves demand between central business district and outlying residential areas (i.e., connects residential communities to freeways that then connect into Minneapolis/St. Paul)	Decision		Similar for all study corridors (connections to other PAs and major highways are noted)
PA Continuity	Continuous route with no dead ends, connects to existing or proposed Principal Arterials on each end (system design factor)	Decision		Similar for all study corridors (system requirement)
Access Control	Presence of medians	Timing		Not a key factor by itself when comparing corridor segments
Bikes and Pedestrians	Presence of adjacent trails or sidewalks, no bike lanes	Timing		Not a key factor by itself when comparing corridor segments

Characteristics based on: FHWA, *Highway Functional Classification Concepts, Criteria, and Procedures* (2013); Metropolitan Council 2040 Transportation Policy Plan; and Dakota County Access Guidelines

<u>Decision Characteristics</u> <i>Should the highway be a future PA?</i>	<u>Timing Characteristics</u> <i>Is the highway ready to be a PA?</i>
• System spacing – highway location in relation to existing PAs • Traffic volume – serves relatively large volumes and greater demands than parallel routes • System Connections and Capacity Role – connected to existing PAs; serves more traffic than parallel highways • Freight Connections – Is the highway a “truck route”?	• Access spacing –intersections at least ½ mile apart • Posted Speed – posted for 40 mph or faster • Major Intersections –connects to high-capacity intersections or interchanges • Transit – serves scheduled transit service (urbanized areas only) • Right-of-Way – space to accommodate possible long-term highway improvements • Parking – Is parking observed; is it prohibited? (Parking is discouraged on PAs.)

TABLE 2. FRAMEWORK FOR ANALYSIS OF HIGHWAY SEGMENTS

- **Highway Right-of-Way and Spatial Constraints** – There are several Dakota County highway segments that do not have public rights-of-way established, but instead are reserved by highway easements. A highway easement is not a major concern by itself. However, some segments include combinations of incomplete right-of-way, narrow easements, or constraints from railroads, numerous nearby buildings/structures and many access points. Combinations of such factors are known to present capacity and safety challenges, perhaps limiting the readiness of a highway segment for designation as a PA. Highway segments that offered established rights-of-way and few spatial constraints were considered stronger from a timing or “readiness” perspective.
- **Possible New Routings or Connections** – Some of the corridors/segments included in the Study (CH 63, CH 70, MN 50, CH 86, and CH 23) include proposed, as-yet incomplete, connections or possible new connections. Such segments may be less ready for PA designation and might also affect the readiness of adjacent segments. The Study team also added the one-mile segment of CH 28 (Yankee Doodle Rd.) as a connector between CH 63 and MN 149. The combined segments form a north-south corridor with CH 28 as a lateral connection.

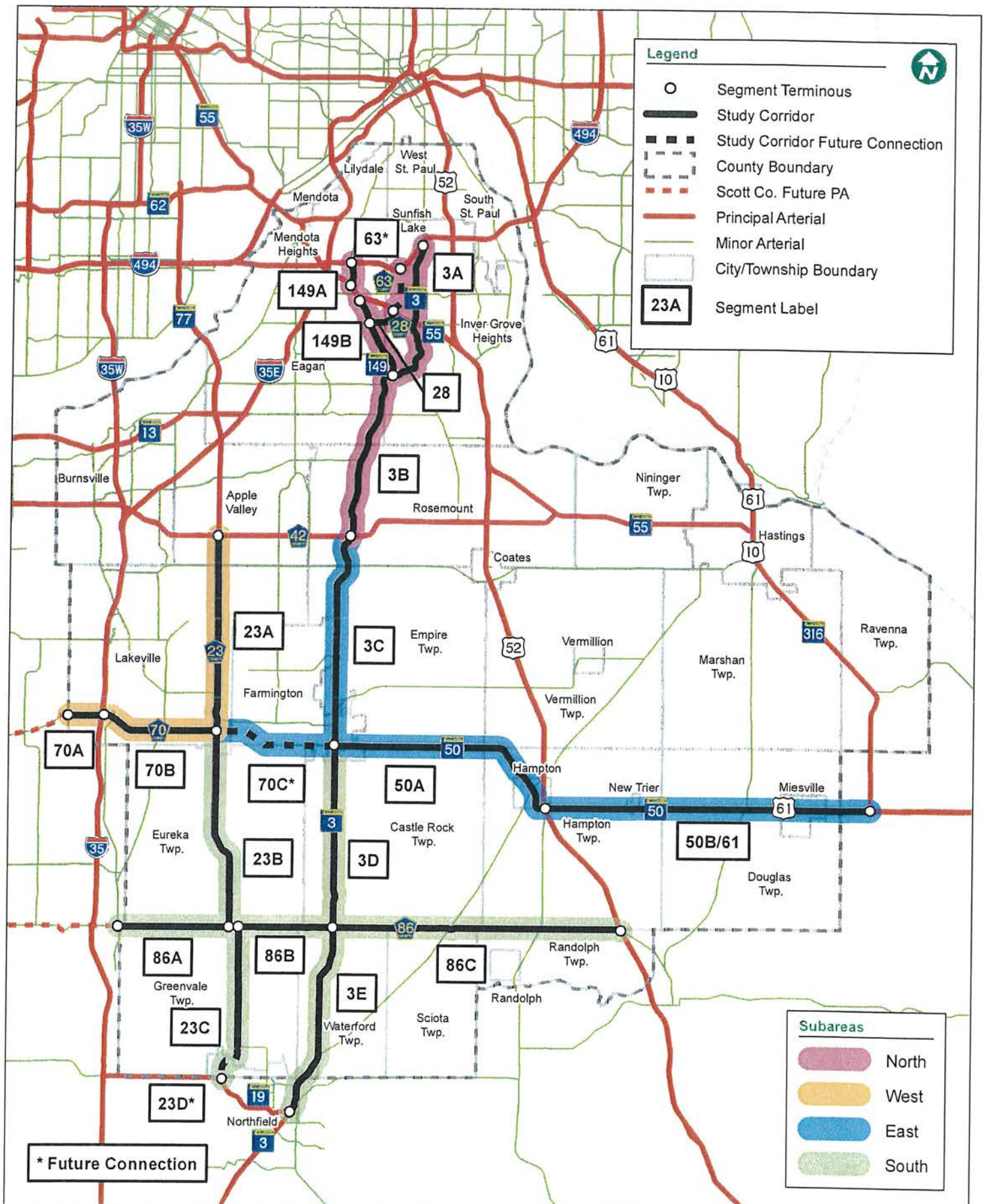
2.2 Input from Regional and Local Partners

In completing the Study, Dakota County invited and encouraged participation from a full range of relevant partners, specifically:

- MnDOT
- Metropolitan Council
- Dakota County
- Scott County
- Cities of Apple Valley, Eagan, Farmington, Inver Grove Heights, Lakeville, and Rosemount
- Representatives of the County’s 13 townships and rural centers (under 5,000 residents each)

Representatives of these agencies participated in periodic **Study Management Team (SMT) meetings**. The same agencies, as well as other invited stakeholders, were also involved in a series of four subarea outreach meetings, held from late November 2017 into January 2018.

The Study included periodic meetings with a management committee and a series of four subarea outreach meetings.



Principal Arterial Study

Dakota



0 5 Miles
Source: MnDOT, Dakota Co. Met. Council

Corridor Segments and Subareas

Figure 6

Subarea	Segment	Setting	ready to be PA?)				Timing Total
			1. System Spacing	Transit	10. Right-of-Way	11. No Observed Parking +Posted	
North	3A	Urban		✓	✓✓	✓	6/6
	3B		✓	✓	Dtown Rosemount	✓✓	3/6
	63 ^U		✓	anned) ^E	✓✓	✓	6/6
	28 ^U		✓		✓✓	✓	5/6
	149A			✓	✓✓	✓	5/6
	149B		✓	✓	✓✓	✓	5/6
West	23A	Urban	✓	✓	✓✓	✓✓	6/6
	70A		✓		✓	✓	5/6
	70B		✓		✓	✓	5/6
East	70C ^U	Urban	✓	on, Timing Uncertain) ^F			1/6
	3C		✓		✓	✓	5/6
	50A	Rural	✓	na ^U	Hampton	✓	3/5
	50B/61		✓	na ^U	New Trier, Miesville	✓✓	3/5
South	3D	Rural	✓	na ^U	✓✓	✓	4/5
	3E		✓	na ^U	✓✓	✓	4/5
	23B		✓	na ^U	✓✓	✓	3/5
	23C		✓	na ^U	✓	✓	3/5
	23D ^U		✓	on, Timing Uncertain) ^F			1/5
	86A		✓	na ^U	✓	✓	3/5
	86B		✓	na ^U	Castle Rock	✓	1/5
	86C		✓	na ^U	✓✓	✓	4/5

Qualification Guideline Notes:

- 1. System Spacing:** Average spacing from considered segme
- 2. Typical Volume:** Qualifies if existing or future AADT's fall bthan the considered segment, the higher-volume link is noted.
- 3. System Connections:** Qualifies if considered segment conuding a new alignment. Much of the needed
- 4. System Capacity Role:** Qualifies if considered segment ha y as a connecting link for CH 63 and MN 149.
- 5. Freight Connections:** Qualifies if segment is assigned a fri, additional studies and right-of-way acquisition.
- 6. Access Spacing:** Number of full/primary public street inters4. Future freight and transit connections
- 7. Posted Speed:** Qualifies if posted speed limits within the se
- 8. Intersections:** The segment connects to a grade separatedonnections. Segment 70C is expected to meet
- 9. Transit:** Public transit routes are currently present on the se, g for both is contingent on local development.
- 10. Right-of-Way:** Qualifies if existing ROW (or easement) is te timing characteristics considered).
- 11. No Observed Parking+Posted:** Qualifies if parking is not



June-2018

Principal Arterial Study

Table 3
Subarea and Segment Analysis Summary
by Principal Arterial Key Characteristics

2.3 Study Segments and Dakota County Subareas

Figure 6 and **Table 3** summarize the PA Study's full analysis, based on the PA decision and timing characteristics considered for 21 highway segments. The segments are grouped into four subareas (North, West, East, and South) to provide perspective on land use and travel characteristics. More details about the data considered for each segment, along with maps focused on features in each segment, are provided in **Appendix A – Highway Segment Data and Detailed Maps**.

3 Study Analysis and Results by Subarea

This section provides summaries of the Study's results by subarea (North, West, East, and South). Each summary statement highlights the important observations, including input received at referenced subarea meetings, along with the conclusions and recommendations. **Figure 7** provides an overall introduction and summary to the conclusions and recommendations.

3.1 North Subarea

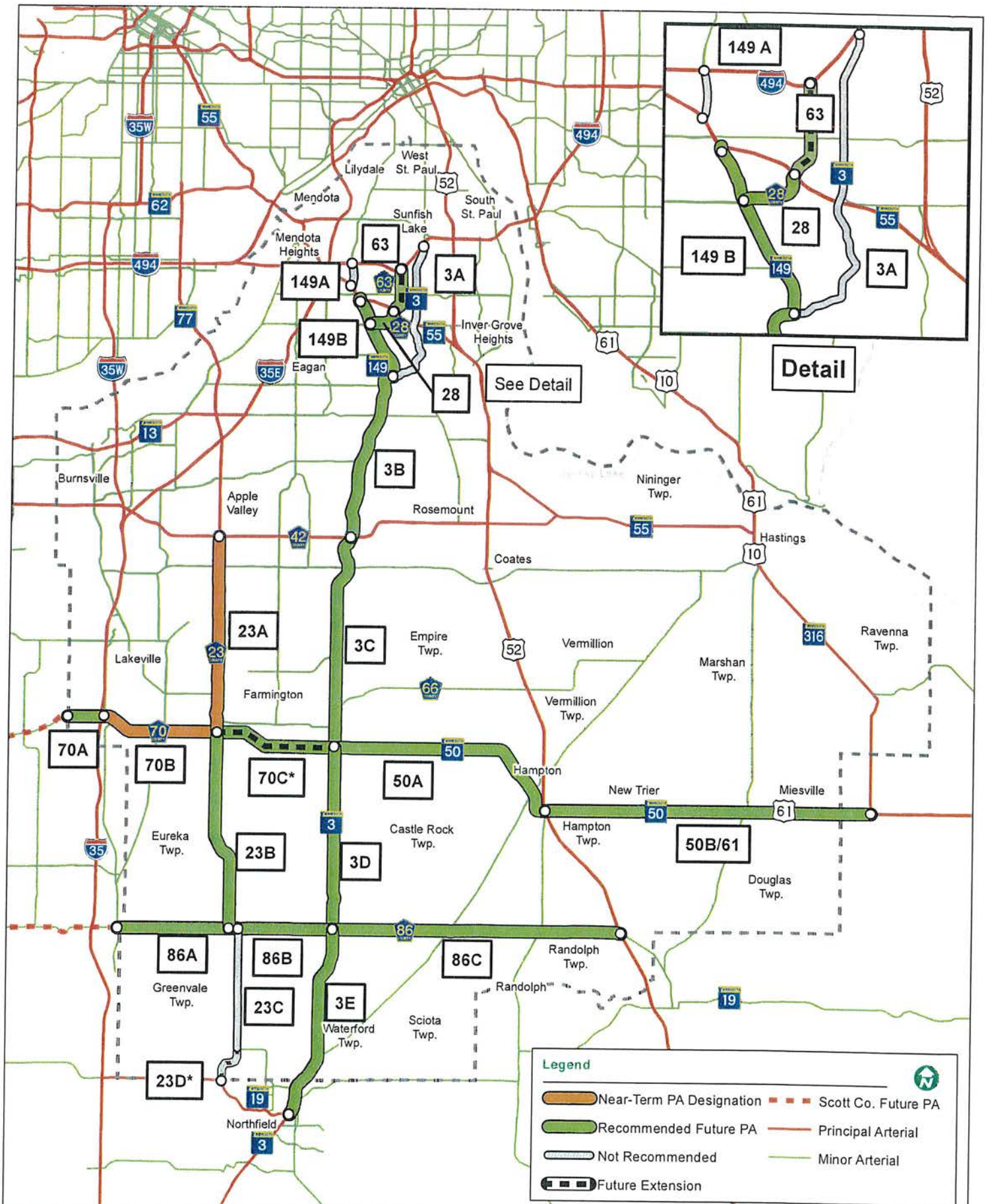
3.1.1 Observations and Input Received

The North Subarea is a developed urban part of Dakota County and exhibits some of the highest traffic volumes observed on PA Study highways. The system issues for this subarea focused primarily on roles of north-south highways, including a future extension and connection on new alignment for CH 63 from I-494 to MN 55.

The North Subarea Focus Group meeting was held on January 4, 2018. Comments, discussion, and analysis noted:

- Concerns about the characteristics of MN 3 (Study Segment 3A) which is mostly residential and includes curves which limit sight distance. Segment 3A is also not a designated truck route.
- The spacing between Study Segments 63 and 3A is roughly a half mile – too close for spacing guidance between two PA highways.
- Segment 3B, while constrained through Rosemount's downtown, is an important north-south travel corridor in central Dakota County, connecting to St. Paul/Minneapolis to the north and to Farmington and Northfield to the south.
- The MN 149 Segment has importance as both a through route and as a route providing service to major employment and freight businesses (even while lacking designation as a freight corridor by the Metropolitan Council).
- The one-mile segment of CH 28 connecting CH 63 and MN 149 is included as a possible future PA because of its potential role in a future north-south PA system corridor.

Intentionally Blank



Principal Arterial Study

Dakota

BOLTON & MENK

0 5 Miles

Source: MnDOT, Dakota Co. Met. Council

Study Conclusions & Recommendations

Figure 7

3.1.2 Conclusions and Recommendations for the North Subarea

The segments in this subarea fit the characteristics of PA highways. However, the spacing is too close between future CH 63 and Segment 3A to recommend both as future PA segments. The CH 63 segment

***NORTH SUBAREA CONCLUSIONS:** Segment 3A (MN 3 from I-494 to MN 149) is not recommended as a future PA. Other segments (CH 63, CH 28, MN 149, and MN 3 from MN 149 to CH 42) are recommended as future PA highways, but not for near-term designation.*

is forecast to serve more traffic, currently has dedicated right-of-way, and will provide design characteristics appropriate for a PA. Therefore, Segment 3A is not recommended as a future PA; all other segments in the North Subarea are recommended as future PA highway routes, but not for near-term designation.

Segment 3B exhibits the above-noted constraints in Rosemount's downtown. CH 28 is a possible connection along a future north-south PA corridor; its role in a future PA system will be confirmed through future designations.

3.2 West Subarea

3.2.1 Observations and Input Received

Similar to the North, the West Subarea is generally a developed urban part of Dakota County and exhibits some of the highest traffic volumes observed on PA Study highways. In fact, CH 23 carries more traffic in the West Subarea than any other segments in the Study. The system issues for the West include the roles of CH 23 (north-south) and CH 70 (east-west). The mobility roles and connections provided by these two highways, which intersect in Lakeville's Airlake Industrial Park area, are important factors in the overall PA Study because of the regional connections they provide. CH 70 is also planned to provide a future connection to Farmington, and via CH 74 (Ash Street) to MN 50 and US 61 (see more below in the East Subarea section).

The West Subarea Focus Group meeting was held on January 8, 2018. Comments, discussion, and analysis noted:

- The meeting included representatives of Dakota County and local governments (Apple Valley and Lakeville) as well as developers. This led to discussions of land development issues, including the need to create a suitable system of local roadways along Study segments as development fills in.
- Dakota County and the communities closely involved in the West Subarea will need to engage on supporting studies, including the extension of CH 70 east to Farmington.
- The CH 70 - MN 50 - US 61 corridor presents a number of highway jurisdictions and, with completion of the proposed future connection to Farmington and to US 52, the regional importance of this corridor should be considered. This corridor includes connections to Lakeville's Airlake airport and industrial park, to US 52, US 61, and to Scott County to the west (where Scott County Highway 8 has also been identified as a future PA).
- Similarly, it is noted that CH 23 transitions to the north to MN 77, an existing PA.

- Discussions noted the need for continued studies to address the design of CH 70, including the extension east to Farmington (joining CH 74 or Ash Street).
- CH 31, or Pilot Knob Road, was discussed as a locally important north-south corridor. This roadway has volumes in some segments that are comparable to parallel volumes on CH 23; however, unlike CH 23 or MN 3, it does not provide continuity south of Farmington and is not proposed to do so.

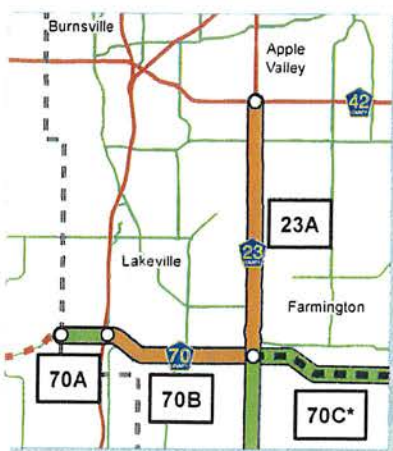
3.2.2 Conclusions and Recommendations for the West Subarea

The segments in this subarea fit the characteristics of PA highways. Additionally, CH 23 and CH 70 in the West Subarea both exhibit reasonable available rights-of-way, good access spacing/management, and high posted speeds. In fact, Segment 23A is a 4-lane divided roadway for its entirety. The lands surrounding the two highways are established high-growth areas, with current growth and development evident as well as major commercial and freight uses (Airlake Industrial Park). Therefore, there is short-term risk of development patterns that conflict with PA highway characteristics. Considering these observations, Study objectives, and connectivity to existing PA segments to the north (MN 77 and CH 42) and west (I-35), Segments 23A and 70B are recommended for near-term PA designation. These are the only two segments in the PA Study recommended for near-term designation. The only other segment in the West Subarea, Segment 70A west of I-35 is recommended as a future PA highway route, but not for near-term designation.

WEST SUBAREA CONCLUSIONS: CH 23 from CH 42 to CH 70 and CH 70 from I-35 to CH 23 are recommended for near-term PA designation (the only two with this recommendation in the Study). CH 70 west of I-35 is recommended as a future PA, but not for near-term designation.

3.2.3 West Subarea Functional Class Change Recommendation and Process

The process for accomplishing a functional classification change warrants attention for the above-referenced segments of CH 23 and CH 70 (23A and 70B). As noted, these are the only two links recommended in the Study for near-term designation as PA highways, and they were identified based



on characteristics that strongly reflect existing and future roles in the system. These two segments also fit together in a future PA system because they intersect to complete a new stage for the overall system. Specifically, PA highways should interconnect; and this recommendation would add both north-south and east-west links to the system, connecting at a common point.

While the timeframe to formally complete the recommended designation of these segments as PA highways is not certain, the process is laid out by MnDOT and the Metropolitan Council. See applicable guidance at:

www.dot.state.mn.us/roadway/data/functional_class.html

As noted in the detailed guidance for a functional class change process, MnDOT has the primary responsibility for developing and updating the statewide highway functional classifications (23 CFR §470.105). However, the change process will begin by Dakota County completing and submitting a

"Functional Classification Change Request" form to the Metropolitan Council. The referenced federal regulation requires MnDOT's cooperation with local officials in developing and updating the functional classification and the Transportation Advisory Board (TAB) typically reviews change requests.

3.3 East Subarea

3.3.1 Observations and Input Received

The East Subarea has important connections to the North and West Subareas via MN 3 to the north and the future connection to CH 70 to the west. Transitional land use is an important characteristic of the area, with both urban and rural areas observed. Traffic volumes reflect this transition, as they vary widely in segments. The system issues for the East include the connections to the fully urbanized parts of Dakota County (north and west as noted above) and the regional connections to communities in bordering counties such as Northfield (south) and Red Wing (east). As discussed for the West Subarea above, CH 70 is planned along a future connection linking Farmington to Lakeville and to I-35 more directly than provided by existing CH 50. Therefore, the regional importance of the CH 70 - CH 50 - MN 50 - US 61 corridor is also a consideration to the east.

EAST SUBAREA CONCLUSIONS: All segments are recommended as future PA highways, but not for near-term designation. These include MN 3 from CH 42 south to MN 50, the future connection of CH 70 from CH 23 to MN 3, and MN 50/US 61.

The East Subarea Focus Group meeting was held on November 30, 2017. Comments, discussion, and analysis noted:

- Similar to the discussion noted above for the West Subarea, participants asked about CH 31 (Pilot Knob Road). While this roadway exhibits some relatively high volumes, it does not provide continuity south of Farmington and is not proposed to do so.
- The need for continued studies involving Lakeville and Farmington, in part to address the proposed design for the CH 70 extension, connecting to MN 50 in Farmington via CH 74 (Ash Street).
- The need to manage highway access and mobility through the small but growing communities to the east – Hampton, New Trier, and Miesville.
- The Focus Group discussed traffic counts and noted the 2030 forecast volumes for MN 50 east of Hampton (Segment 50B/61) suggested a reduction in travel demand versus counts in 2014 and 2015. MnDOT's counts are updated every three years and Dakota County typically updates counts semi-annually; forecasts are now also getting updated. The low growth forecast for MN 50 out to 2030 was partially based on limitations of the regional travel model at the edges of the metro area, as well as need for updates. For purposes of this study, the 2030 forecast volumes to the east will suggest a flat forecast as a placeholder rather than a future reduction (Appendix A).

3.3.2 Conclusions and Recommendations for the East Subarea

The segments in this subarea fit the characteristics of PA highways and all are recommended as future PA highway routes, but not for near-term designation. The segments include MN 3 from CH 42 south to MN 50, the future connection of CH 70 from CH 23 to MN 3, and MN 50/US 61 extending east to the

county line. As noted for both the West and East Subareas, the regional importance of this multi-jurisdictional corridor should be considered in future studies.

3.4 South Subarea

3.4.1 Observations and Input Received

***SOUTH SUBAREA CONCLUSIONS:** CH 23 from CH 86 to MN 19 in Northfield is not recommended as a future PA route. All other segments (CH 23 north of CH 86, MN 3, and CH 86) are recommended as future PA highways, but not for near-term designation.*

The South Subarea is rural, but includes future growth areas. With limited local traffic generators, the highways in the South are often used for through trips and provide important connections to jobs and commerce. The system issues for this subarea include connectivity to the West and East Subareas (noted above), to I-35, to

existing PA segments in Northfield, and to Rochester via US 52, an existing PA.

The South Subarea Focus Group meeting was held on December 13, 2017. Comments, discussion, and analysis noted:

- The southern-most segments of CH 23 (Segments 23C and 23D) are spaced closely with the parallel segment of MN 3, Segment 3E (the highways are 3 miles apart or less). This compares to guidance for rural-area spacing of 6-12 miles.
- The Metropolitan Council includes MN 3 within its freight tiers, including Segment 3E (see Figure 5, above). The parallel Segments 23C and 23D are not identified as designated truck routes.
- Participants discussed observations of lower forecast volumes on the above-noted segments of CH 23 vs. the parallel segment of MN 3 and also noted:
 - MN 3 currently serves as the more direct and primary north-south route through Northfield.
 - There are potential challenges with the future connection proposed for CH 23 into Northfield (Study Segment 23D). Land uses in the area proposed for the future connection include a solar farm and land owners may not be supportive.
- CH 86 is a locally important east-west corridor, connecting to US 52 to the east and to Scott County destinations and I-35 to the west (it is noted as a future Scott County PA). However, CH 86 has right-of-way constraints in Castle Rock and lacks a direct connection to I-35. An interchange with I-35 has been proposed for the CH 86 overpass location; but this is a long-term concept and no serious studies have been undertaken.

3.4.2 Conclusions and Recommendations for the South Subarea

The segments in this subarea typically fit the characteristics of PA highways. However, the spacing is close between the southern-most portions of CH 23 and MN 3, and relative importance in connecting to Northfield is an issue as noted above. The MN 3 corridor provides a more direct alignment using all existing roadway and will carry greater forecast volumes. Given the comparisons noted, and the

are recommended as future PA highway routes, but not for near-term designation.

4 Study Conclusions and Next Steps

This Study concludes with the above-noted subarea recommendations, including the proposed near-term official designation of CH 70 east of I-35 and CH 23 north of CH 70 as PA highways (West Subarea). **Figure 8** summarizes next steps, which will include noting recommendations in the County's 2040 Transportation Plan. Other elements of future highway system management are outlined below.

4.1 Near-Term PA Segment Designations

The proposed near-term designations will be formally addressed in the coming months or years with the Metropolitan Council and MnDOT. This Study's results will also be updated over roughly the next 10-12 years and will be reflected in transportation plans and through proactive management of the County's system.

As detailed in Section 3.2.3 above, two segments of CH 23 and CH 70 (23A and 70B) are recommended in the Study for near-term

designation as PA highways. Applicable guidance for changes to functional class is available at this MnDOT web page: www.dot.state.mn.us/roadway/data/functional_class.html

Actions to resolve the proposed new designations will include Dakota County completing and submitting a "Functional Classification Change Request" form to the Metropolitan Council and review by the Transportation Advisory Board (TAB). See Section 3.2.3 for more information.

4.2 Management of Future PA Highways; Benefits

Most of the highway segments evaluated in this Study have characteristics suggesting potential to become PA highways in the future. However, timing characteristics are often not strong enough to justify near-term designations. For example, in the North Subarea, there are complexities with multiple routes and the need to complete design and construction of CH 63. Other planning to add future connections (for example, the CH 70 extension) and to address constrained rights-of-way will be needed to address the readiness and sequence for additional designations. See Appendix A for more details on such planning needs, by segment.

4.2.1 Arterial Access Management, Local Planning, and PA Cost Participation

As growth and development occurs along the corridors, cities and townships can be proactive to:

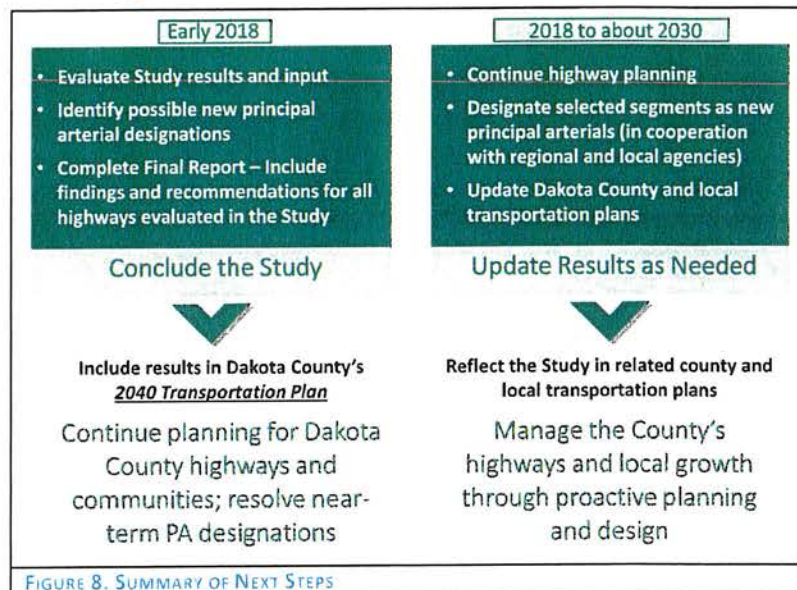
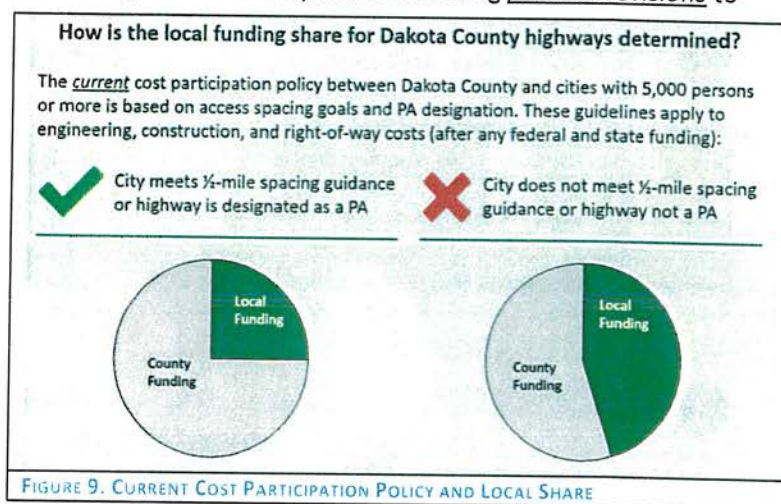


FIGURE 8. SUMMARY OF NEXT STEPS

- Reflect highway system plans in local plans
- Support and facilitate access management and right-of-way goals for future PA highways

Attention to access management is important to provide safe and efficient arterials and develop well-planned roadways and communities, regardless of cost participation policies. But additionally, Dakota County's cost participation policy for cities with 5,000 persons or more is based on access spacing goals and PA designation. As illustrated in **Figure 9**, the County's current policy limits local cost participation to 25 percent when an arterial is managed to limit full access to ½-mile spacing or if the arterial is a designated PA highway. As this study concluded, Dakota County was considering possible revisions to this policy (as part of the 2040 Transportation Plan) which could further reduce a city's cost participation if the arterial is a currently designated PA highway or a future PA based on this Study.

In townships and cities with less than 5,000 in population, funding for Dakota County and Trunk Highway projects is provided primarily through federal, state, and county sources.

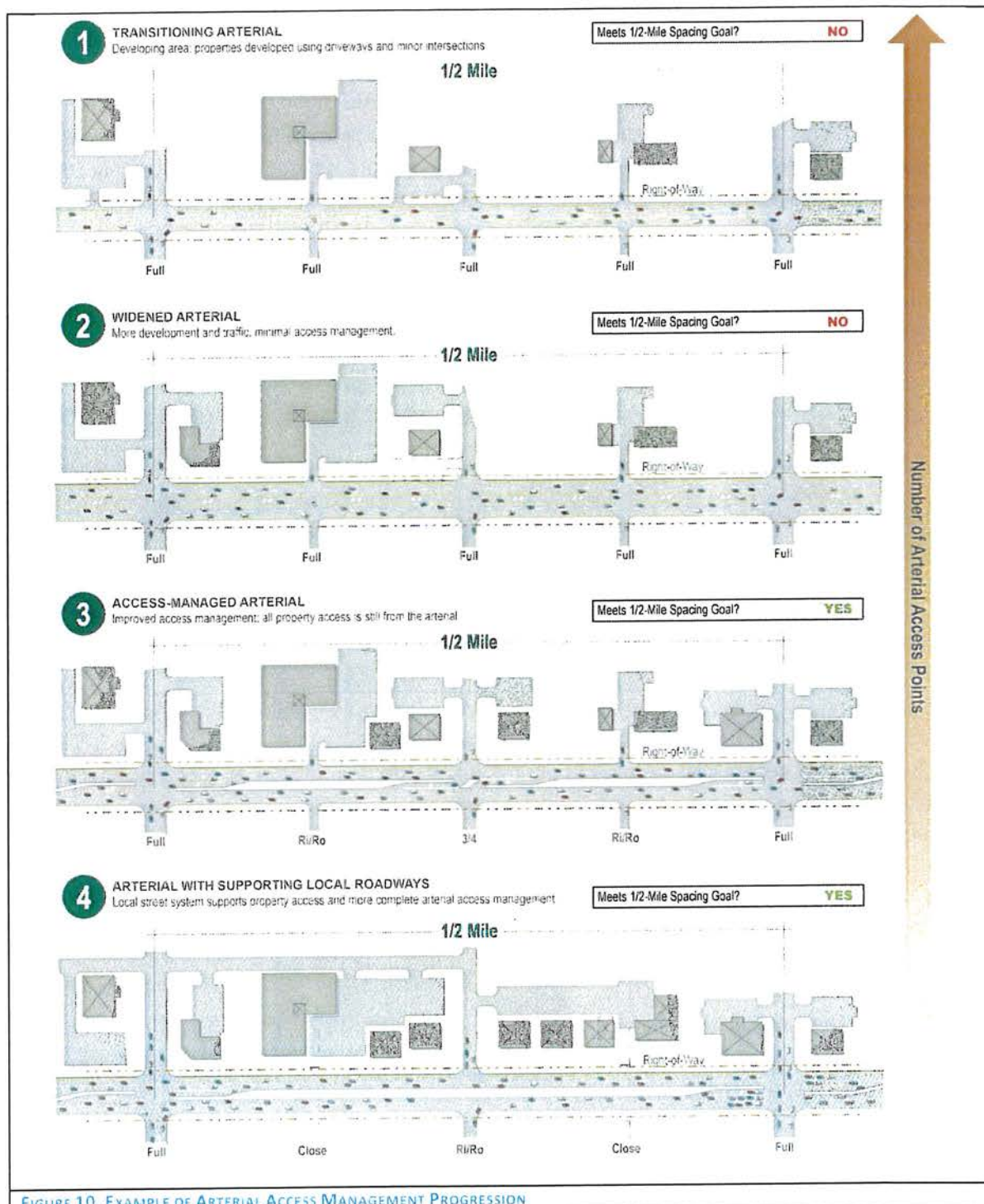


4.2.2 Arterial Access Management in Growing Communities

Figure 10 provides four general illustrations of how growth may occur in relation to access management measures on a multi-lane arterial. In Dakota County growth areas, roadway design and access management on future PA highways should consider the potential to maintain ½-mile full-access spacing to provide safety and mobility benefits as well as conformance with County guidance.

Cooperative planning among local jurisdictions, Dakota County, and MnDOT is the recommended best practice. As shown, development-driven adjustments to access on existing and future PA highways should be planned based on the ½-mile full-access spacing guidance. Additionally, parallel local roadways designed to support the arterial should be considered as part of the planning process (Figure 10, illustration no. 4).

Cooperative planning and design for existing and future PA highways should follow access-spacing guidance and consider parallel local roadways to support the arterial.



4.2.3 Study Benefits for Regional and Local Planning

This Study provides a long-range perspective for Dakota County's arterial highway system, with two segments on CH 23 and CH 70 proposed for near-term designation as PA highways (Section 3.2.3). Because of this, the benefits of the Study are to:

- Clarify Dakota County's perspectives on which arterial highways have importance both regionally and locally.
- Inform regional transportation planning intent, as Dakota County's conclusions can be reflected in the Metropolitan Council's Transportation Policy Plan (TPP) and in long-range MnDOT plans.
- Provide information about each of the arterials addressed herein as background for future highway corridor and design studies.

As noted in Section 1, the Study does not complete a formal decision-making process for designation of new PA highway segments. Nor does the Study set priorities for highway system funding. However, it does provide supporting data and guidance for the next formal steps (selected PA designations); and it may serve as guidance for highway system project priorities and cost participation.

4.2.4 Review of Dakota County's Next Steps

With reference to the details above (including Section 3.2.3), Dakota County's next steps include:

- Complete and submit a "*Functional Classification Change Request*" form and supporting information to the Metropolitan Council, requesting portions of CH 23 and CH 70 (segments 23A and 70B) be classified as PA highways.
- Working with local officials (including the Cities of Apple Valley and Lakeville), support the Met Council and MnDOT functional classification change review and determination process.
- Include the results of this Study in its 2040 Transportation Plan.
- Communicate with stakeholders about the benefits of corridor management on the future PA highways, including potential for reduced shares of local government cost participation for highway improvement projects.
- Use this Study to guide additional planning actions and priorities. For example:
 - Provide continued leadership, technical assistance, guidance, and input to corridor planning for future PA highways and to address other Dakota County highway system issues (refer to the analysis by segment in Table 3 and Appendix A).
 - Encourage cities and townships to plan for future PA highways, including planning for access management and right-of-way goals in constrained areas.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: September 24, 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 hiring Kamish Excavating to pump and close the septic tank at 9250 Courthouse Blvd.

SUMMARY

With the anticipated demolition of the house located on the fire station property at 9250 Courthouse Blvd, the septic system needs to be pumped and closed. Two quotes were received: Kamish Excavating of South St. Paul for \$1,950 and Progressive Construction of Hastings for \$3,250.

Based on quotes received for pumping and closing the septic tank, staff recommends hiring Kamish Excavating. All work will be completed in accordance with City Code and the appropriate State of Minnesota Pollution Control Agency form will be completed and submitted.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: September 24, 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 hiring Carlson Well Drilling, Inc. to seal the well at 9250 Courthouse Blvd.

SUMMARY

With the anticipated demolition of the house located on the fire station property at 9250 Courthouse Blvd, the well will need to be closed and sealed. Two quotes were received: Kimmes Bauer Well Drilling, Inc. for \$2,324 and Carlson Well Drilling for \$1,637. Both companies are from Hastings and both are State of Minnesota licensed well contractors.

Based on the quotes received for well sealing, staff recommends hiring Carlson Well Drilling, Inc. for \$1,637. All work will be completed in accordance with City Code and Dakota County Requirements. A well sealing grant application was submitted to Dakota County Environmental Resources for consideration of reimbursable funds to help pay the cost of sealing the well. Notice was received that this grant will be awarded.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

PERSONNEL ACTIONS

Meeting Date: September 24, 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:

Parks-Recreation-VMCC

Jilk, Heather, Fitness Worker/Instructor/Trainer
 Waska, Joseph, Lifeguard

Resignation/Terminations:

All Aquatics employees are students and returned to school:

Anaya, Nicole, Lifeguard
 Sweet, Ethan, Lifeguard
 Mansour, Joseph, Lifeguard
 Toomey, Jordyn, Lifeguard
 Sweeney, Jackson, Lifeguard
 Schoen, Louis, Lifeguard
 Leeder, Katherine, Lifeguard
 Schultz, Brittany, Lifeguard
 Bencker, Matthew, Lifeguard
 Kurr, Laura, Lifeguard
 Piper, Nicholas, Lifeguard
 Kinkade, Westley, Lifeguard
 Anderson, Tanner, Lifeguard
 Kuefler, Erika, Lifeguard

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Liquor License Alcohol Compliance Check Failures 2018

Meeting Date: September 24, 2018

Item Type: Public Hearing

Prepared by: Michelle Tesser, City Clerk

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: Per Inver Grove Heights Ordinance 4-1-19 Civil Penalties and Sanctions shall be imposed by the City Council for a violation of MN Statute 340A.503 Subd.2 of selling alcohol to a minor.

SUMMARY:

On July 16, 2018, police conducted an alcohol compliance check, two current liquor license holders failed. Those violators include AMC Theatre and Arbor Pointe Liquor.

On July 25, 2018, police conducted additional alcohol compliance checks and one current liquor license holder failed. The violator was 123 Pasta.

The City Clerk published the notice of public hearing in the South-West Review local paper on September 9, 2018. All violators received notification by certified mail of the violation with the hearing date and were contacted via email.

The liquor license provided the police department with proof of alcohol training certification from the server who failed the compliance check except 123 Pasta. 123 Pasta stated that the server had not completed the mandatory alcohol training course. As part of the initial business filing, the City Clerk discusses the importance of training all servers with the alcohol compliance check training course and the importance of having the certificates on file in case of a compliance check failure. It is also required annually in the renewal process that the liquor license holder provide the names and dates of alcohol training completion. Per City Code Section 4-1D-9G, liquor licensees shall submit this information about all persons who currently serve or sell alcoholic beverages. Per filing instructions, liquor license holders are responsible for the alcohol training certificate retention.

According to City ordinance, 4-1-19 (Civil Penalties and Sanctions), the City Council shall impose civil penalties for violations. Based on city records, this is the first violation for AMC Theatre and 123 Pasta. Based on city records, this is the second violation in five years for Arbor Pointe Liquor. The first violation was in August 2015.

- The first violation is \$750.00 civil penalty.
- The second violation is \$1,000 civil penalty AND one day license suspension.

The Council may impose penalties exceeding those stated in the section at their sole discretion.

The City Code section, 4-1-19 is attached.

4-1-19: CIVIL PENALTIES AND SANCTIONS:

A. Civil Sanctions Imposed: Upon a finding by the council that a licensee has committed any of the following violations:

1. Sold alcoholic beverages to another retail licensee for the purpose of resale;
2. Purchased alcoholic beverages from another retail licensee for the purpose of resale;
3. Conducted or permitted the conduct of gambling on the licensed premises in violation of the law;
4. Failed to remove or dispose of alcoholic beverages when ordered by the chief of police to do so under Minnesota statutes section 340A.508, subdivision 3;
5. Failed to comply with an applicable statute, rule, or ordinance relating to alcoholic beverages; or
6. Failed to comply with any provisions of this chapter, the council may revoke the license, suspend the license for up to sixty (60) days, impose a civil penalty of up to two thousand dollars (\$2,000.00) for each violation, or impose any combination of these sanctions. If the council imposes a suspension, the council shall set the dates relating to the suspension.

B. Minimum Penalties: The following are the minimum penalties that the council shall impose upon a licensee for a violation listed in subsection A of this section. Based upon the nature, type, severity and circumstances of the violation, the council may impose penalties exceeding those stated in this subsection. The determination whether to impose penalties above the minimum penalties and the level and order of the penalties above the minimum penalties will be at the sole discretion of the council.

1. First violation within the last five (5) years: Seven hundred fifty dollar (\$750.00) civil penalty.
2. Second violation within the last five (5) years: One thousand dollar (\$1,000.00) civil penalty and a one day license suspension.
3. Third violation within the last five (5) years: Two thousand dollar (\$2,000.00) civil penalty and a three (3) day license suspension.
4. More than three (3) violations in the last five (5) years: Two thousand dollar (\$2,000.00) civil penalty and a suspension of more than three (3) days or the council shall revoke the license.

C. Hearing And Notice: The licensee shall be granted a hearing upon at least ten (10) days' notice before revocation or suspension is ordered by the council. For purposes of this subsection, "notice" shall mean written notice served upon the licensee personally or by leaving the same at the licensee's usual place of abode with some person of suitable age and discretion then residing therein or by leaving the same at the licensed premises with the person in charge thereof. The notice shall state the time and place of the hearing and shall state the nature of charges against the licensee. No suspension or revocation shall take effect until the licensee has been afforded an opportunity for a hearing

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: September 24, 2018
 Item Type: Regular
 Contact: Chief Schnell, 651-450-2526
 Prepared by: Chief Paul Schnell
 Reviewed by: Chief 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

Consider a resolution of support for the establishment and implementation of an Inver Grove Heights Police Department response and case-handling policy for reported incidents of domestic violence perpetrated by police officers or high-profile persons.

SUMMARY

October is National Domestic Violence Awareness Month; a time when we give to added attention and focus to the issue of domestic and family violence. Domestic and family violence is often unseen, yet most people can name a person who has been the victim of the crime. Just since in June 1, 2018, in the City of Inver Grove Heights our police officers have responded to **more than 100 domestic calls for service**, which does not include all domestic violence-related crimes, such as violation of orders for protection.

In early 2018, a group of Inver Grove Heights Police personnel came before the Council to report on our 2018 policing plan, and domestic violence was one of our stated priorities. Since that time, as a department, we have:

- Stepped our internal training of officers on domestic violence response.
- Provided victim services familiarization training through our partnership with 360 Communities, the domestic violence advocacy program serving Inver Grove Heights and other Dakota County Communities.
- Increased collaboration with and between officers and the 360 Communities advocate co-located within the Inver Grove Heights Police Department.
- Taken an increased leadership role in the Dakota County Coordinated Response Team's effort to identify best practices around gun surrender in qualifying domestic assault cases (The police chief, investigative commander, and city prosecutor, Bridget McCauley Nason, are all actively involved in this workgroup).
- Conducted proactive visits to the homes of women and children who have "orders for protection" to ensure that batterers are in compliance with these court orders.

While all the above efforts serve to demonstrate the department's commitment to effective practice, we recognize that public trust in our department demands that we provide a consistent response to the crime of domestic violence no matter who the batterer may be. Nothing has the greater potential to undermine public trust than differential treatment of batterers because they happen to be a police officer, public official, or other high-profile person.

To ensure consistency and publicly demonstrate our commitment to effective response, the department will publish a policy providing direction and clarity to the members of the Inver

Grove Heights Police Department on the expected response to and handling of cases domestic and family violence cases perpetrated by police officers and high-profile persons. The new policy will become effective on October 1, 2018, the start of National Domestic Violence Awareness Month 2018. The policy is in keeping with the best practice recommendations of the International Association of Chiefs of Police (IACP) and is integrated into the Minnesota developed and adopted "Blueprint for Safety."

As the elected leaders of this City's government, we seek your approval of the attached resolution supporting of the development and implementation of this police department policy.

Attachments: Resolution of Support
Draft police department policy

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

**A RESOLUTION OF SUPPORT FOR THE ESTABLISHMENT AND IMPLEMENTATION OF AN INVER GROVE HEIGHTS
POLICE DEPARTMENT RESPONSE AND CASE-HANDLING POLICY FOR REPORTED INCIDENTS OF DOMESTIC
VIOLENCE PERPETRATED BY POLICE OFFICERS OR HIGH-PROFILE PERSONS**

WHEREAS, October is National Domestic Violence Awareness Month; and

WHEREAS, local law enforcement plays key role in the criminal justice system's overall effectiveness in responding to domestic violence; and

WHEREAS, the challenges in the response to domestic violence by police agencies becomes even greater when police officers, other criminal justice professionals, or high-profile persons, such as community leaders, elected officials, or sports figures are implicated; and

WHEREAS, consistency in the response to domestic violence regardless of professional role, status, or community profile is a matter of public trust and police legitimacy; and

WHEREAS, the International Association of Chiefs of Police prepared model "best practices" response policies that includes provisions for response to domestic violence perpetrated by police officers or high-profile persons; and

WHEREAS, it is appropriate and important that we take an affirmative stand that the crime of domestic and family violence cannot and will not be tolerated in our City.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Inver Grove Heights, Minnesota that:

1. We support the Inver Grove Heights Police Department's effort to develop and implement policies related to the response to domestic violence perpetrated by police officers, public officials, or high-profile persons; and
2. We urge our fellow citizens to join with us, our police department, and domestic violence advocacy program, 360 Communities, to support the development and implementation of effective strategies to prevent domestic and family violence and to support those victimized by this horrific crime.

Adopted, this ____ day of _____, 2018

George Tourville, Mayor

Attest:

Michelle Tesser, City Clerk

Inver Grove Heights Police Policy Manual

Subject:

Domestic Violence by Police Officers/High-Profile Persons



Effective:

October 1, 2018

Policy Number:

18-05.02

Replaced Policy Number:

Page:

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| V. Prevention and Training | |

I. PURPOSE:

This policy recognizes no profession is immune from committing domestic violence against their intimate partners. The purpose of this policy is to establish procedures for handling acts of domestic violence committed by police officers or High Profile Persons and for implementing prevention strategies. This policy will provide police executives, officers, and all department employees guidance in addressing incidents where one (or more) party to a reported domestic violence incident is an employee, whether sworn or civilian, of any rank in any department or is a High Profile Person (HPP) such as an elected or appointed government official, sports or media figure, business executive, etc.

II. POLICY:

This policy offers a comprehensive, pro-active approach to domestic violence by police department employees and HPP with an emphasis on victim safety. It delineates a position of zero tolerance by the department. It is imperative to the integrity of the profession of policing and the sense of trust communities have in their local law enforcement agencies that leaders, through the adoption of clear policies, make a definitive statement that domestic violence will not be tolerated.

Federal law prohibits police officers convicted of qualifying misdemeanor domestic violence crimes from possessing firearms. Officers found guilty of a qualifying domestic violence crime through criminal proceedings shall be terminated.

III. DEFINITIONS:

Administrative Orders: An order from the Chief of Police directing the accused officer to refrain from specified conduct toward or contact with a particular person, and specify no threats, harassment, or physical duress of the victim or any witness including victim or witness tampering or intimidation shall occur. The order will advise the accused officer that failure to comply with the order will constitute independent grounds for disciplinary action, and may result in termination, regardless of the outcome of the underlying investigation.

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Domestic violence: refers to an act or pattern of violence perpetrated by an individual upon his or her intimate partner not done in defense of self or others, including but not limited to the following:

1. Bodily injury or threat of imminent bodily injury.
2. Sexual battery.
3. Physical restraint.
4. Property crime directed at the victim.
5. Stalking.
6. Violation of a court order of protection or similar injunction.
7. Death threats or death.

Intimate partner: is any person who meets one or more of the following criteria:

1. Is or was legally married to the police officer/HPP.
2. Has a child in common with the police officer/HPP.
3. Has or had a dating relationship with the police officer/HPP.
4. Is specified as an intimate partner by state law.
5. Is cohabitating or has cohabitated romantically with the police officer/HPP.

Nolo Contendere: A plea where the accused neither admits or denies their responsibility but will accept the prosecuting attorney's recommendations for punishment associated with the crime.

Protection order: refers to any injunction or other order issued by a court, including criminal or civil orders of protection, regardless of form, content, length, layout, or name (such as stay away, restraining, criminal, and emergency or temporary protection orders or injunctions), issued for the purpose of preventing the following:

1. Violent or threatening acts against another person.
2. Stalking or harassment of another person.
3. Contact or communication with another person.
4. Physical proximity to another person.

IV. **PROCEDURES:**

While prioritizing the safety of victims, this policy is designed to address prevention through hiring and training practices, provide direction to supervisors for intervention when warning signs of domestic violence are evident, institutionalize a structured response to reported incidents of domestic violence involving officers and offer direction for conducting the subsequent administrative and criminal investigations. Components of the policy include: Prevention and Training, Early Warning and Intervention, Incident

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Response Protocols, Victim Safety, and Protection Post-Incident Administrative and Criminal Decisions.

V. PREVENTION AND TRAINING:

The department will adhere to a zero-tolerance policy towards police officer domestic violence and will not tolerate violations of the policy. The department will provide ongoing training to every officer on domestic violence and the zero-tolerance policy throughout all phases of the police officer's career.

A. Prevention Through Collaboration

1. Through ongoing partnerships with local victim advocacy organizations, the department shall develop domestic violence curricula and train officers in order to enhance the officers'/agency's response to victims.
2. The department shall provide local domestic violence victim advocacy organizations copies of all domestic violence training curricula, protocols and policies for review and possible revision.

B. Training Topics

1. All officers shall receive comprehensive mandatory instruction covering the following topics:
 - a) Understanding domestic violence.
2. Departmental domestic violence
 - a) Response protocol.
 - b) Warning signs of domestic violence by officers.
 - c) Victim safety.
 - d) Federal domestic violence laws.
3. Ongoing Training
 - a) The department will use a variety of training techniques including in-service, roll-call, FTO, ride-along, and training bulletins to regularly reinforce standards of effective response protocol.
4. Program Evaluation
 - a) To enhance the effectiveness of the training, the department may work with internal or external organizations to evaluate the training and its impact.

VI. EARLY WARNING AND INTERVENTION:

A. Pre-Hire Screening and Investigation

1. The department will conduct thorough background investigations of all potential new employees using address history, driver's record, and protection order databases.

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2. All candidates will be asked if they have engaged in or been investigated for domestic violence and asked about any past arrests, suspended sentences, diversion programs, convictions, and protection orders related to elder abuse, child abuse, sexual assault, stalking, or domestic violence.
 3. Those candidates with a history of perpetrating violence (to include: elder abuse, child abuse, sexual assault, stalking, or domestic violence) will be screened out at in the hiring process.
 4. Candidates shall be clearly informed of the department's position of zero tolerance concerning domestic violence by officers.
- B. Post Conditional Offer of Employment
1. The psychological screening of all viable candidates will focus on indicators of abusive tendencies in their background.
 2. The department will strongly consider a no-hire decision in the case of a candidate with tendencies indicative of abusive behavior.
- C. Post-Hire Intervention
1. When new officers are hired, the department shall reach out to their intimate partners/family members to introduce this policy and other relevant department policies.
 2. The department may engage in periodic outreach to officers and their intimate partners/family members with information on this policy, the point of contact within the department and referrals for local support services.
- D. Department Responsibilities
1. The department will review the records of all employees to determine whether convictions for qualifying misdemeanor crimes of domestic violence (MCDV) or valid protection orders exist.
 - a) If an employee is found to have a MCDV or is the subject of a qualifying protection order, department legal counsel and/or city/county attorney shall be consulted immediately regarding continued employment or duty assignment.
 2. The department will, either in response to observed warning signs or at the request of an officer, intimate partner, or other family member, provide non-punitive avenues of assistance before an act of domestic violence occurs.
 3. The department will inform officers at the request of the officer of the procedure for seeking confidential referrals, either internally or externally, to confidential counseling services.
 4. A disclosure on the part of any officer, intimate partner or family member to any member of the department that an officer has personally engaged in domestic violence will be treated as an admission or report of a crime and shall be investigated both administratively and criminally.

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E. Supervisor Responsibilities

1. Supervisors shall be cognizant of and document any pattern of abusive behavior potentially indicative of domestic violence including but not limited to the following:
 - a) Aggressiveness
 - (1) Excessive and/or increased use of force on the job.
 - (2) Stalking and inappropriate surveillance activities.
 - (3) Unusually high incidences of physical altercations and verbal disputes.
 - (4) Citizen and fellow officer complaints of unwarranted aggression and verbal abuse.
 - (5) Inappropriate treatment of animals.
 - (6) On-duty or off-duty officer injuries.
 - b) Domestic violence-related issues
 - (1) Monitoring and controlling any family member or intimate partner through such means as excessive phone calling.
 - (2) Stalking any intimate partner or family member.
 - (3) Discrediting and/or disparaging an intimate partner.
 - c) Deteriorating work performance
 - (1) Tardiness.
 - (2) Excessive absences.
 - (3) Alcohol and drug abuse.
2. When the supervisor notes a pattern of problematic behavior (as detailed above), the supervisor shall:
 - a) Address the behaviors through a review or other contact with the officer and document all contacts.
 - b) Forward written reports capturing the behaviors to the Chief of Police or designee in a timely manner to determine discipline as warranted.
 - c) Prepare and submit to the Chief of Police or designee a written request for a psychological exam/ counseling by a psychologist/psychiatrist who is knowledgeable about domestic violence.
 - d) When warranted, request the chief order an officer to seek assistance from a certified program for batterers, and if such a program is not available, a counselor knowledgeable about domestic violence.

F. Police Officer Responsibilities

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1. Officers are encouraged to take personal responsibility in seeking confidential referrals and assistance from the department to prevent a problem from escalating to the level of criminal conduct against an intimate partner.
2. Officers who engage in the following actions will be subject to severe discipline up to and including dismissal:
 - a) Failure to report knowledge of abuse or violence involving a fellow officer.
 - b) Failure to cooperate with the investigation of a police officer domestic violence case (except in the case where that officer is the victim).
 - c) Interference with cases involving themselves or fellow officers.
 - d) Intimidation/coercion of witnesses or victims (i.e., surveillance, harassment, stalking, threatening, or falsely reporting).
3. Officers who learn they are the subject of a criminal investigation, regardless of jurisdiction, are required to immediately make a report to their supervisors and provide notice of the court dates, times, appearances, and proceedings. Failure to do so may result in severe discipline up to and including dismissal.
4. Officers who learn they are the subject of any protective order proceeding, whether or not the order is issued and regardless of jurisdiction, shall immediately notify their supervisor and provide a copy of the order, if issued. If subject to a qualifying protection order, the officer shall surrender all firearms unless department policy allows for possession of the primary service weapon. Failure to do so may result in severe discipline up to and including dismissal.

VII. INCIDENT RESPONSE PROTOCOLS:

A. Department-wide response

1. The department shall accept, document, and preserve all calls or reports, including those made anonymously, regarding officer/HPP domestic violence as on-the-record information.
 - a) All reports of possible criminal activity implicating police officers/HPP in domestic violence shall be documented in accordance with the policies governing the handling of reports of domestic violence involving civilians.
 - b) The on-scene supervisor shall forward a copy of the report alleging domestic violence by the officer to the Chief of Police or designee.
 - c) All such incident reports shall be made available by the department to the victim without cost.

B. Patrol Response

1. Upon arrival on the scene of a domestic violence call or incident involving a police officer, the primary patrol unit shall immediately notify dispatch and request a supervisor of higher rank than the involved officer report to the scene, regardless of the involved officer's jurisdiction.
2. The responding officers shall perform the following actions:

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- a) Obtain needed medical assistance
- b) Address the immediate safety of all parties involved
- c) Secure the scene and preserve evidence
- d) Note all excited utterances, admissions and/or incriminating statements
- e) Make an arrest if probable cause exists

C. On-Scene Supervisor Response

1. A supervisor of higher rank shall report to the scene of all police officer/HPP domestic violence incidents including a police officer, regardless of the involved officer's jurisdiction.
2. The on-scene supervisor shall assume command and ensure that the crime scene is secured and that all evidence is collected. Photographic and/or video documentation of the parties involved and scene shall be recorded where such resources are available.
3. The on-scene supervisor shall inquire as to the safety of all children present at the time of the incident and all children in the household. As appropriate and necessary, the children should be interviewed separately from other parties.
4. In cases where probable cause exists, the on-scene supervisor shall ensure an arrest of the accused officer/HPP is made.
5. If the accused officer/HPP has left the scene and there is probable cause for an arrest, the on-scene supervisor shall make reasonable efforts to locate and arrest the accused officer/HPP, by issuing a KOPS Alert within the preceding 72 hours, exclusive of the day probable cause was established. If there is no arrest occurs within the 72 hours, an arrest warrant should be sought if appropriate.
6. Whenever an officer/HPP is involved domestic violence call not resulting in an arrest, the on-scene supervisor shall explain in a written report.
7. In the event that the victim has left the scene, the on-scene supervisor shall make every effort to follow through on the investigation and attempt to locate the victim.
8. Arrest of both parties involved in a domestic violence incident is to be avoided. The on-scene supervisor shall ensure that a thorough investigation is conducted and an arrest of the predominant aggressor is made in accordance with state law.
9. Whenever an officer is arrested, the on-scene supervisor shall relieve the accused officer of all service weapons regardless of whether the officer is a member of the responding department.
10. The on-scene supervisor where allowable under federal, state, or local ordinances, will coordinate that all other firearms owned or at the disposal of the accused officer/HPP shall be seized for safety reasons.

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11. The on-scene supervisor shall inquire whether the victim wants any firearms removed from the home for safekeeping by the department and make arrangements as necessary.
12. The on-scene supervisor shall ensure the victim is informed of the following:
 - a) The judicial process and victim rights.
 - b) The department's policy on police officer domestic violence, procedures and cross-jurisdictional responsibilities as they apply.
 - c) The standard of probable cause for arrest.
 - d) Procedures for obtaining protective orders.
 - e) Victim compensation.
 - f) The availability of an on-scene advocate.
 - g) The availability of confidential transportation to a location that can provide improved victim safety.
 - h) Community resources and local domestic violence victim service.
 - i) The option to remove firearms for safekeeping.
13. The on-scene supervisor shall notify the Chief of Police or designee and the accused officer's immediate supervisor as soon as possible. In the event that the officer is from another jurisdiction, at the direction of the Chief of Police, the supervisor shall ensure that the accused officer's Chief of Police or designee are notified. All notifications, and attempts to notify, shall be fully documented.

D. Additional Critical Considerations

1. When responding to a domestic violence complaint involving a police officer from another jurisdiction, all responding officers, investigators, and supervisors shall follow the same procedures that are to be followed in responding to a domestic violence complaint involving an officer from their own department.
2. In the event that the reported incident involves the highest ranking member of the department, the supervisor shall immediately notify the city administrator.
3. In responding to domestic violence incidents where the victim is a police officer/HPP, standard domestic violence response and investigation procedures should be followed.
4. In responding to domestic violence incidents where the parties involved are both police officers, standard domestic violence response and investigation procedures should be followed. After probable cause and dominant aggressor are determined, an arrest should be made and all service weapons of the accused officer seized.

E. Department Follow-Up

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1. In a timely manner, the Chief of Police or designee shall ensure that all officers who responded to a police officer domestic violence call are debriefed. The debriefing shall include the following:
 - a) A review of department confidentiality guidelines.
 - b) A direct order prohibiting discussion of the incident outside of the official inquiry.
 - c) A clear delineation of assignments.
2. Follow-up investigators shall proactively seek out information on existing protective orders and, if found, shall enforce them and any applicable state and federal firearms laws and determine whether the officer violated department policy by failing to report the protective order.
3. Arrest warrants charging police officers with domestic violence and protective orders issued at a later time shall be served by no fewer than two officers with at least one being of senior rank to the officer being served. In cases where firearms have not previously been seized, firearms shall be seized if allowed by the department and decisions about service weapons will be made.
4. In the event the protection order expires or the victim asks that it be discontinued, the department shall still conduct a thorough administrative investigation.
5. Following the reported incident, the department shall designate a member of the command staff to perform the following duties:
 - a) Conduct a danger assessment of the accused officer to determine the potential for further violence and inform the victim of the possibility of danger regardless of the outcome of the assessment.
 - b) Act as a principal point of contact to keep the victim apprised of all developments.
 - c) Ensure that safety planning and danger assessment is made available to the victim.
 - d) Report the findings of the danger assessment to the chief who will make decisions concerning appropriate sanctions, administrative actions, and referrals for the accused officer.

VIII. VICTIM SAFETY AND PROTECTION:

- A. Departments will work with local victim advocacy organizations to connect victims and their children with appropriate services.
- B. The designated principal contact for the victim, shall inform the victim of confidentiality policies and their limitations, and ensure that confidentiality is maintained throughout the case.
- C. The designated principal contact shall assist the victim and children in safety planning and caution the victim to be alert to stalking activities.

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- D. All officers shall be aware of possible victim/witness intimidation or coercion and the increased danger when the victim leaves an abusive partner. If an officer suspects intimidation or coercion of the victim/witness is occurring, the officer shall prepare a written report to be delivered immediately to the investigator in charge of the case through the chain of command.
 1. In order to determine whether the victim/witness is being intimidated or coerced, the investigator in charge shall seek out secondary sources of information.
 2. Given the possibility that a victim will recant or choose not to participate in court proceedings, supplemental evidence shall be sought out and preserved.

IX. POST INCIDENT ADMINISTRATIVE AND CRIMINAL DECISIONS:

- A. The department will conduct separate administrative and criminal investigations of alleged incidents of police officer domestic violence in a manner that maintains the integrity of both investigations and promotes zero tolerance. Regardless of the outcome of the criminal case, the department shall uphold all administrative decisions. If the facts of the case indicate that domestic violence has occurred or any department policies have been violated, administrative action shall be taken independent of any criminal proceedings as soon as practicable. The department will adhere to and observe all necessary protocols to ensure an accused officer's departmental and legal rights are upheld during the administrative and criminal investigations.
 1. Administrative Investigations and Decisions: The responsibility to complete the administrative investigation of a police officer domestic violence incident shall rest with the Internal Affairs Division of the department. The Chief of Police may ask an outside law enforcement agency to conduct the administrative investigation.
 - a) Regardless of whether an arrest was made on scene, the investigating official shall conduct an independent, comprehensive administrative investigation.
 - b) Where sufficient information/evidence exists, the department shall take immediate administrative action against the accused officer that may include removal of badge and service weapons, reassignment, sanctions, suspension, or termination.
 - c) When an investigation of an incident uncovers officers who had knowledge of violence on the part of another officer but failed to notify the department or engaged in actions intended to interfere with the investigation, the department shall investigate those officers and take disciplinary action and criminally charge as warranted.
 - d) The chief shall determine whether and when the accused officer should be issued an administrative order of protection.
 - e) If administrative policies and/or administrative orders of protection are violated or sufficient concern exists regarding a violation, the department shall

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initiate an independent administrative investigation, and take disciplinary action up to and including dismissal.

- f) In determining the proper course of administrative action, a department shall consider factors including the level of danger an officer poses as indicated by the outcome of the danger assessment of the officer, the officer's history of compliance with departmental rules, prior written or verbal threats, history of aggressive behaviors, and existence of an alcohol or substance abuse problem.
 - g) If the accused officer is assigned enforcement duties while the administrative and/ or criminal investigations are under way, those duties should not include response to domestic violence calls.
 - h) If the department determines through an administrative investigation that the officer violated department policy, regardless of whether the officer plead nolo contendere in response to criminal charges, the department may employ the full range of administrative sanctions. Any officer determined through an administrative investigation to have committed domestic violence shall be terminated from the department.
2. Criminal Investigations and Decisions The responsibility to complete a criminal investigation of an incident of police officer domestic violence shall rest with the criminal investigations unit. The Chief of Police or designee may ask an outside law enforcement agency to conduct the criminal investigation.
- a) The investigating official shall conduct criminal investigations as would be the case for any other criminal violation.
 - b) In accordance with the officer's and victim's privacy rights, the investigating official or agency shall conduct sufficient audio recorded interviews of family members, friends, neighbors, colleagues, and others who may have information regarding criminal charges.
 - c) Even though an initial report may already exist concerning a police officer, reports of any subsequent or additional criminal or non-criminal incidents, which may include fellow officers engaging in surveillance or intimidation of the victim, shall be documented in separate incident reports, assigned a case number, cross-referenced with the original case number and investigated thoroughly.
 - d) The department will completely investigate the charges and where warranted seek prosecution even in cases where the victim recants.
 - e) The department will establish a liaison to work with the prosecuting attorney for each case. This liaison shall present all the information to the prosecuting attorney for action and ask that decisions about the adjudication of the case be made in a timely manner.
 - f) As with any other case for criminal prosecution, the investigating officer shall request filing of court papers/complaints.

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- g) Any officer convicted through criminal proceedings of a domestic violence crime shall be terminated from the department.

3. Termination Procedures

- a) Upon the decision to terminate an officer, the chief shall do the following in accordance with department policy and state law:
 - (1) Notify the officer, in writing, of the effective date of termination.
 - (2) Inform the officer of available support services, to include counseling.
 - (3) Ensure that the victim is notified in a timely manner and offered available assistance, to include safety planning.
 - (4) Notify the state licensing body within 30 days and inform them of the reason for termination.
- b) Federal law prohibits anyone convicted of a misdemeanor domestic violence crime from possessing firearms. The department shall ensure compliance with federal law.

DRAFT

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

PETE KAMISH - Case No. 18-47V

Meeting Date: September 24, 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 (tabled from September 10).

- Requires a 3/5th's vote.
- 60-day deadline: October 6, 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.

Council tabled action as the applicant was not in attendance. Staff contacted the applicant and they apologized for not being at the meeting as they mixed up the dates of the council meeting.

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 24th 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 24th 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.

Recommendation to City Council

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

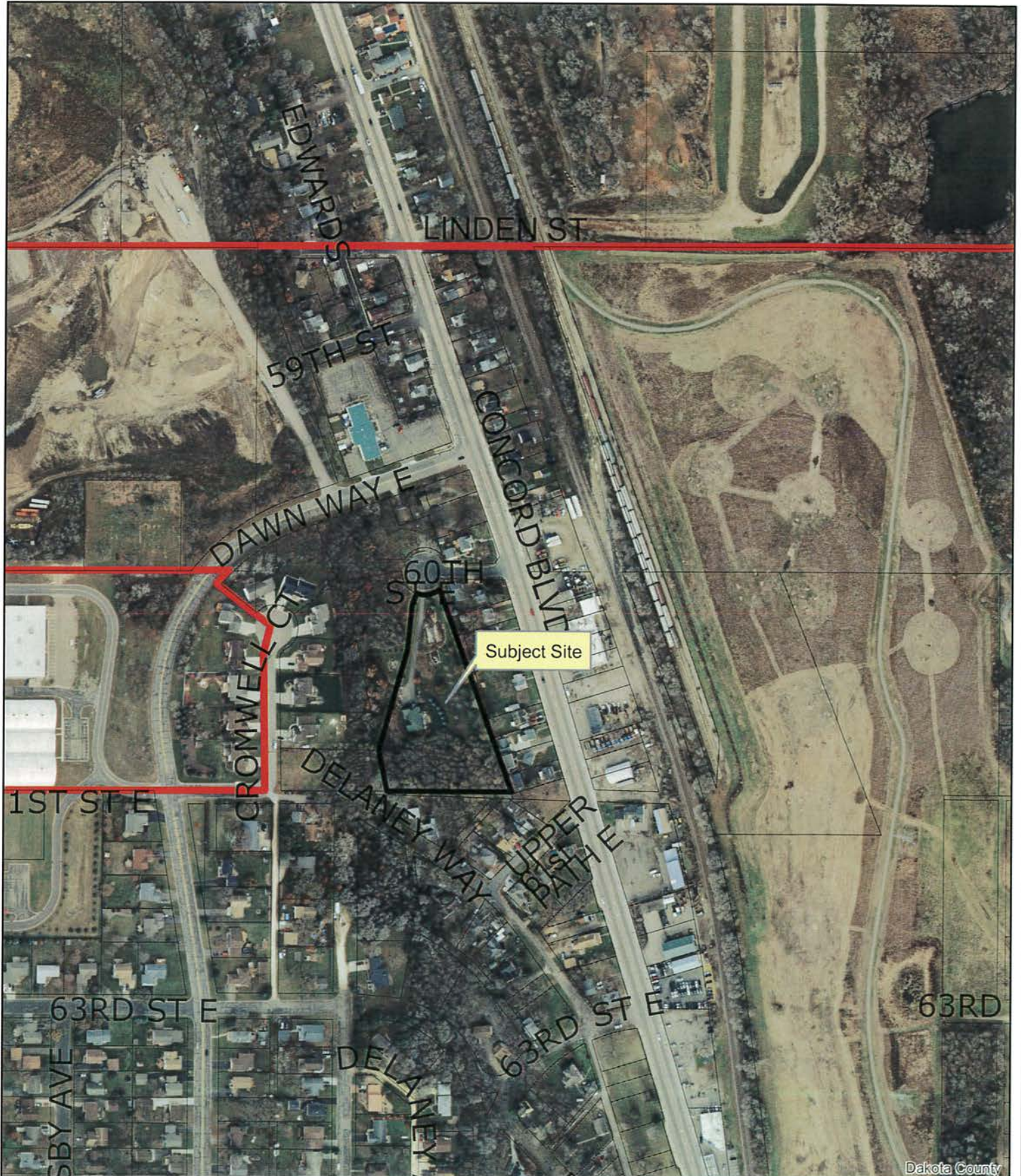
Since over the years, Council has not changed the allowed size of accessory structures in the urban areas when they allowed increases in the rural areas, staff considers this to be the direction for the City to limit size of accessory structures. Staff does not believe there is sufficient rationale to 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

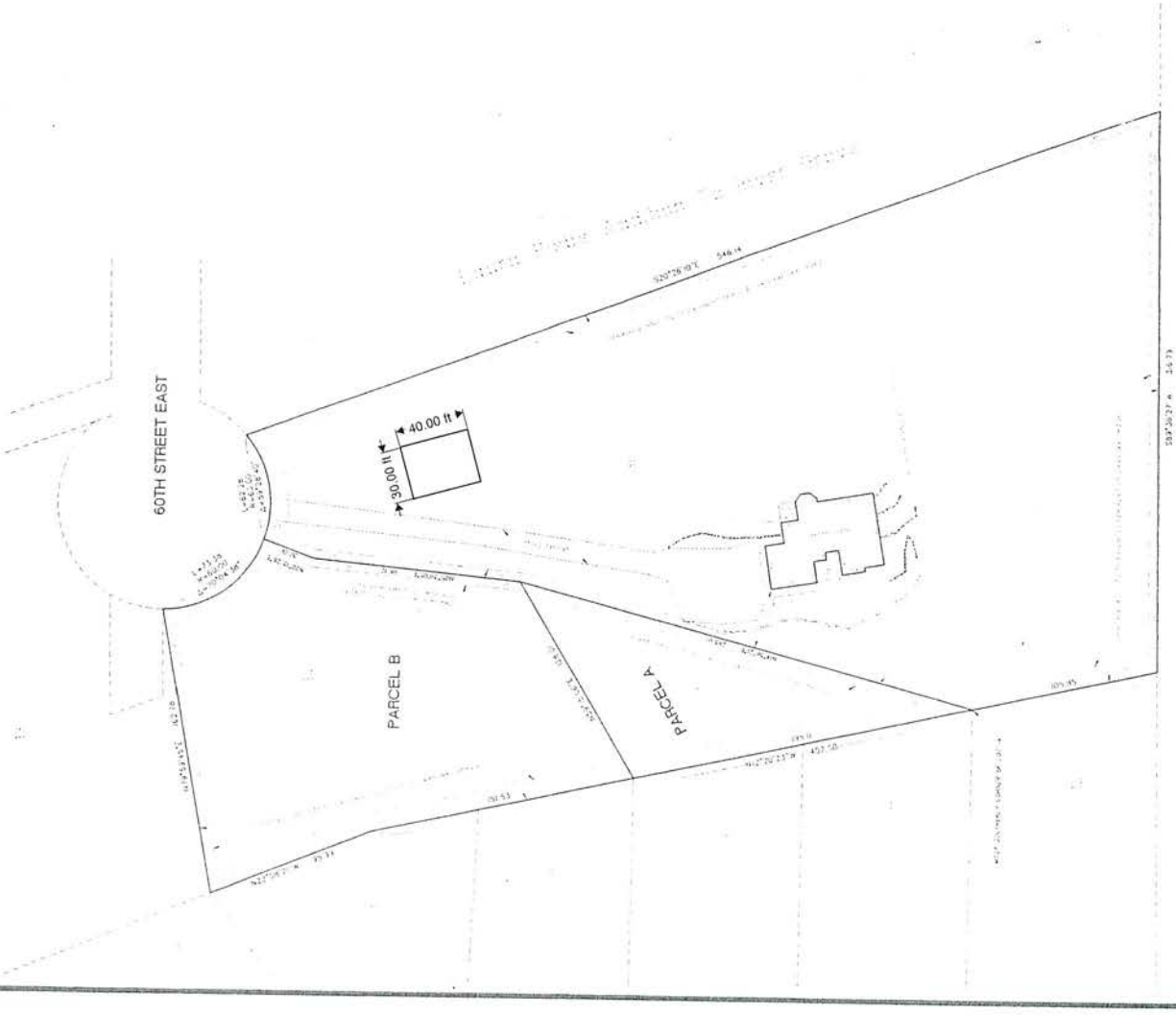


Request for Variance

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.



A. EXISTING PARCELS

NORTHWEST PARCEL
 Lot 14, Block 1, DAWN WAY RIDGE, according to the recorded plat located on file in the office of the Registrar of Titles, Dakota County, Minnesota.

SOUTHEAST PARCEL

Lot 15, Block 1, DAWN WAY RIDGE, according to the recorded plat located on file in the office of the Registrar of Titles, Dakota County, Minnesota.

B. PROPOSED PARCELS

PARCEL A

June 1, 2008
 (Transfer from the Corner of Lot 14 to the Corner of Lot 15)
 That part of Lot 14, Block 1, DAWN WAY RIDGE, according to the recorded plat located on file in the office of the Registrar of Titles, Dakota County, Minnesota, 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 55 degrees 15 minutes 06 seconds East, 128.01 feet, to the southeasterly line of said Lot 14, and thence terminating.

PARCEL B

June 1, 2008
 (Balance of Lot 14, Left After Transfer of Part to Lot 15)
 That part of Lot 14, Block 1, DAWN WAY RIDGE, according to the recorded plat located on file in the office of the Registrar of Titles, Dakota County, Minnesota, lying northerly 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 55 degrees 15 minutes 06 seconds East, 128.01 feet, to the southeasterly line of said Lot 14, and thence terminating.

FINAL SOUTHEAST PROPERTY (Pete Kamish & wife)

June 1, 2008
 (Lot 15, Block 1, DAWN WAY RIDGE, according to the recorded plat located on file in the office of the Registrar of Titles, Dakota County, Minnesota, together with that part of Lot 14, 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 55 degrees 15 minutes 06 seconds East, 128.01 feet, to the southeasterly line of said Lot 14, and thence terminating.

EXISTING AREAS

Lot 14 = 44,706 square feet = 1.03 acres
 Lot 15 = 152,833 square feet = 3.50 acres

FINAL AREAS

Southeast Property (Lot 15 and Parcel A) = 114,578 square feet = 2.63 acres
 Parcel B = 22,857 square feet = 0.53 acres



Project Name:
 Lot 14 & Lot 15,
 Block 1,
 DAWN WAY RIDGE

Project Location:
 River Grove Heights, Minnesota
 Jim Kamish
 Multi-Site, Commercial Street
 River Grove Heights, Minnesota, 55354

Project Owner:
LOUGHER ASSOCIATES
 10000 University Avenue, Suite 200
 Minneapolis, Minnesota 55425
 Phone: (612) 338-1111
 Fax: (612) 338-1112
 Email: info@lougher.com

Project Description:
 This is a plat of a portion of the land described in the recorded plat located on file in the office of the Registrar of Titles, Dakota County, Minnesota, for the purpose of creating two parcels of land, Parcel A and Parcel B, out of Lot 14, Block 1, DAWN WAY RIDGE, according to the recorded plat located on file in the office of the Registrar of Titles, Dakota County, Minnesota.

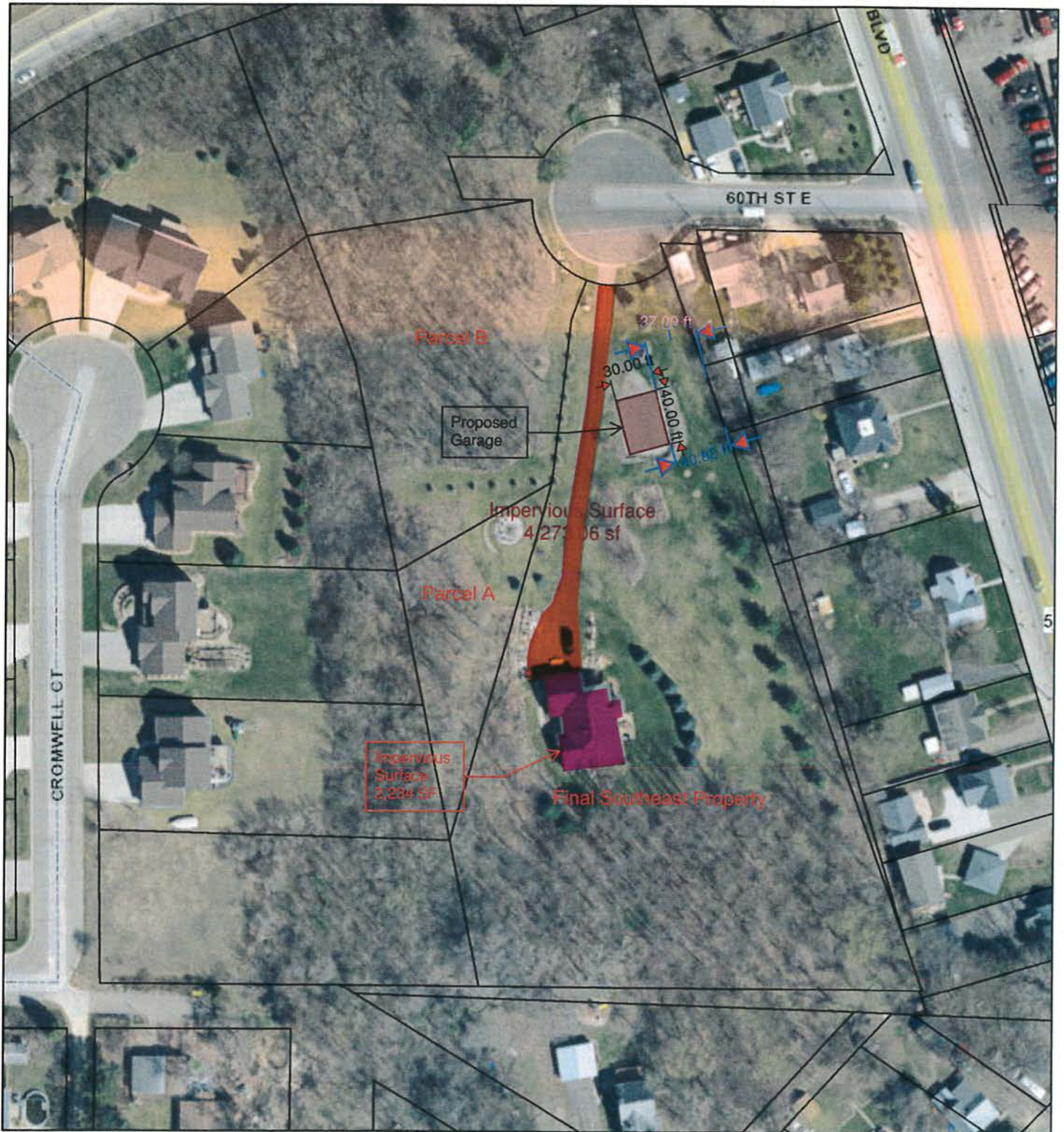
Project Number:
 04-765A

Project Status:
 This is a plat of a portion of the land described in the recorded plat located on file in the office of the Registrar of Titles, Dakota County, Minnesota, for the purpose of creating two parcels of land, Parcel A and Parcel B, out of Lot 14, Block 1, DAWN WAY RIDGE, according to the recorded plat located on file in the office of the Registrar of Titles, Dakota County, Minnesota.

Project Title:
**PROPOSED
 ADMINISTRATIVE
 LOT LINE ADJUSTMENT**

Project Number:
 04-765A

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

