

INVER GROVE HEIGHTS CITY COUNCIL AGENDA

Monday, January 14, 2019

8150 BARBARA AVENUE

7:00 P.M.

1. CALL TO ORDER

2. ROLL CALL

3. PRESENTATIONS

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

- A. i. Minutes of December 3, 2018 City Council Work Session Minutes
ii. Minutes of December 10, 2018 City Council Meeting Minutes
- B. Resolution Approving Disbursements for Period Ending January 8, 2019
- C. Consider Approving 2019 Official Depositories
- D. Consider Approving 2019 Acting Mayor
- E. Consider Approving the Council Delegates to Dakota County Communications Center Board
- F. Consider Approving Representatives to Northern Dakota County Cable Communications Commission (NDC4)
- G. Consider Approving 2019 Deputy Weed Inspector Brian Swoboda
- H. Consider Approving 2019 City's Official Newspaper for Publication
- I. Resolution Authorizing Electronic Fund Transfers for 2019
- J. Consider Approval of O & M Supervisor Job Description
- K. Consider Approval of Water Heater Replacement for the VMCC
- L. Consider Pay Request #5 to Pember Companies Inc. for the Heritage Village Park Dog Park Improvements
- M. Consider Approval of 2019 Sentence to Serve Contract
- N. Accept Final 2018 Donations & Grants for Various Parks and Recreation Programs
- O. Consider Approval of American with Disabilities Policies
- P. Consider Joint Powers Agreement between Dakota and Rice Law Enforcement Agencies for the continued service of South Metro SWAT (F.K.A. Dakota County Mutual Aid Assistance Group (MAAG) team)
- Q. Accept Final 2018 Donations to Police Department Programs
- R. Accept Final 2018 Donations to Fire and Police Department
- S. Adopt a Resolution Approving Additional Expenses Related to a Demolition Contract for 6639 Concord Ave
- T. Adopt a Resolution Authorizing Submittal of an Application for 2019 Community Development Block Grant Funds

- U.** Request Approval of Pay Application #1 for \$611,800.00 and Pay Application #2 for \$737,675.00 to Jorgenson Construction for Project 2014-10 Fire Station #2 New Construction
- V.** Consider Change Order No. 6 and Pay Voucher No. 10 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
- W.** Consider Pay Voucher No. 1 for City Project No. 2018-13 – Public Works Maintenance Facility HVAC Improvements
- X.** Consider Pay Voucher No. 7 for City Project No. 2016-09D – 60th Street Area Reconstruction, City Project No. 2016-10 – 60th Street Area Utility Improvements, and City Project No. 2015-12 (Phase 1) – NWA Trunk Watermain Improvements, 65th Street Loop (Argenta Trail to Babcock Trail)
- Y.** Consider Change Order Nos. 1, 2 and 3 and Pay Voucher No. 5 for City Project Nos. 2017-03 – Watermain Improvements (65th Street Loop) and 2017-24 – T.H. 3 Intersection Improvements for 65th Street
- Z.** Consider Pay Voucher No. 4 for City Project No. 2017-09E – 93rd Street and Abigail Court Area Reconstruction
- AA.** Consider Pay Voucher No. 9 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
- BB.** Consider Change Order No. 5 and Pay Voucher No. 6 for City Project No. 2018-08 – Fire Station No. 2 Sewer and Water Improvements and Conduit for City Project No. 2018-11 – Fire Station No. 2 Fiber Optic Improvements
- CC.** Consider Resolution Accepting Additional Construction Engineering and Survey Services IPO No. 21E and 21F from Kimley-Horn & Associates, Inc. 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 Fire No. 2 Fiber Optic Improvements
- DD.** Consider Resolution Accepting Proposal Amendment No. 4 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

- EE. Consider Resolution Accepting Proposal for Storm Water Review Services from Barr Engineering Co. for Industrial Equities Site 2 at Outlot C, Gene Worrells Church Acres
- FF. Consider Resolution Accepting Professional Services Proposal for Development Reviews from Bolton & Menk
- GG. Consider Resolution Accepting Professional Services Proposal for Development Reviews from Kimley-Horn & Associates, Inc.
- HH. Approve Purchase of GPS Surveying Equipment
- II. Approve Purchase of Capital Equipment
- JJ. Approval of Rental Licenses
- KK. Approve Compensation Plan Adjustments and Collective Bargaining Agreement Terms for 2019 and 2020
- LL. 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. Public Hearing to Consider Resolution Ordering Project, Accepting Addendum No. 1 to the Feasibility Report, Approving Plans and Specifications, and Authorizing Advertisement for Bids for the 2019 Pavement Management Program, City Project No. 2018-09F – 55th Street Court/55th Street Reconstruction

B. Public Hearing to Consider Resolution Ordering Project, Accepting Addendum No. 1 to the Feasibility Report, Approving Plans and Specifications, and Authorizing Advertisement for Bids for the 2019 Pavement Management Program, City Project No. 2018-09D – Atwater Path Reconstruction

C. Public Hearing to Consider Resolution Ordering Project, Approving Plans and Specifications, and Authorizing Advertisement for Bids for City Project No. 2015-03 (65th Street Roadway and Drainage Improvements) and City Project No. 2018-03 (65th Street Trunk Watermain Improvements)

7. **REGULAR AGENDA:**

COMMUNITY DEVELOPMENT:

- A. SHAWN BRIGGS; Consider the following resolutions for property located at 9725 South Robert Trail:

- a) a Resolution relating to a Conditional Use Permit for mini-storage with outdoor storage.
- b) a Resolution relating to a Variance from fence height and landscape standards.

- B. CITY OF INVER GROVE HEIGHTS; Consider a Resolution relating to a Preliminary Plat and Final Plat for the plat of McGoarty Park 1st Addition. Property located on west side of Blaine Avenue, south of Upper 55th Street.

ADMINISTRATION:

- C. Consider Approving NDC4's Recommendation to Preliminarily Deny Comcast's Formal Franchise Renewal
- D. Consider First Reading of Ordinance Amending Inver Grove Heights City Code Title 4, Chapter 1, Sections 4, 5 ,6, and 14 to Permit the Issuance of On-Sale Brew Pub Liquor Licenses and Off-Sale Brew Pub Malt Liquor Licenses
- E. Designate Council Representative for Inver Grove Heights Local Issues meetings
- F. Designate Council Representative for Progress Plus meetings

PARKS AND RECREATION

- G. Consider First Reading of Ordinance Changes Related to Dog Licensing, Dog Leashes, Dangerous Dogs

8. MAYOR & COUNCIL COMMENTS:

9. EXECUTIVE SESSION:

- A. Pursuant to attorney-client privilege and pursuant to Minn. Stat. § 13D.05, Subd. 3(b) a closed Executive Session to discuss the lawsuit of City of Inver Grove Heights vs. GS Truck & Trailer Repair LLC and GS Transport Express LLC.
- B. Pursuant to Minn. Stat. § 13D.05, Subd. 3(a) a closed Executive Session to discuss a performance evaluation of City Administrator Joe Lynch.

10. ADJOURN:

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

**INVER GROVE HEIGHTS CITY COUNCIL WORK SESSION
MONDAY, DECEMBER 3, 2018 6:00 PM - 8150 BARBARA AVENUE**

A. CALL TO ORDER: The City Council of Inver Grove Heights met in Work Session on Monday, December 3, 2018, in the Inver Grove Heights Council Chambers. 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, City Attorney Tim Kuntz, Finance Director Kristi Smith, Public Works Director Scott Thureen, Assistant City Engineer Steve Dodge, City Planner Allan Hunting, Community Development Director Janice Gundlach, Parks and Recreation Director Eric Carlson, and City Clerk Michelle Tesser.

1) 2019 BUDGET

Finance Director Kristi Smith gave the following update:

- There are no changes to revenues or expenditures. The County changed the tax rate from the previous 4.04%, to 4.57%.
- Additional information was requested at the November Work Session about the Technology Budget and is included in a memo covering dues, licenses, subscriptions, conferences and seminars.
- Ms. Smith went over the resolutions that the Council would approve for the budget, levies and stormwater special taxing district levies.
- She stated that to date she has received six phone calls from residents and three emails inquiring about the budget and the impacts to property owners. All questions have been answered. She stated that there may be some residents in attendance at the next council meeting to speak on the topic.
- There will be a power point presentation and a draft copy of the Capital Improvement Plan. The format has changed from previous years to look more like the Financial Management Plan.
- She asked that they discuss the Debt Management Policy and whether they want to continue with the imposed limitation set by the Council.

Finance Director Smith responded that the information she sends to the County is based on the dollar amount that the City would like to levy. When you send the dollar amount, you are covered and have the room as opposed to setting a tax rate and then finding out the dollars have changed. Councilmember Bartholomew commented that the valuations decreased, and the fiscal disparity increased. Finance Director Smith commented that if you wanted to set that tax rate at a specific rate the Council would have to make cuts to the budget.

Councilmember Bartholomew asked when the licenses and subscriptions were due, the timeframe and if they were existing or new licenses and subscriptions. Finance Director Smith responded that they would occur in 2019 with some licenses covering multiple years. These are all existing software and programs that are used. Councilmember Bartholomew asked about the increases in licenses. City Administrator Lynch responded that there are four licenses and have different versions due to the operations of each desktop. Mayor Tourville asked if they have any licenses reserve for additional people. City Administrator Lynch responded in the affirmative, that is why we are requesting four.

Mayor Tourville asked about update comparisons for business and residential and if they were with the new numbers from the County. Finance Director Smith responded that those valuations did not change, the only change was with the tax rate. Councilmember Piekarski Krech commented that they were still less than what was sent out by the County. Finance Director Smith responded that it was reduced by approximately \$400,000 as compared to the preliminary levy. The 2019 numbers shown are based on that preliminary levy adoption.

Mayor Tourville asked the council if they wanted to have additional discussions. Councilmember Bartholomew responded that he was comfortable with the dollar amount. Councilmember Piekarski Krech asked what would have

to be cut to bring it back to 4.04%. City Administrator Lynch responded that approximately \$200,000 dollars from the budget would have to be cut.

Jessica Cook, Ehlers, presented on the Capital Improvement Plan. The plan is a rolling five-year plan of the City's Capital and includes requests from Staff and combines with the General Fund and budget. It measures the tax impact on the Community with the budget plus all of the Capital projects. She gave a power point presentation with the following information:

Staff CIP Requests total \$75,480,641 over the next five years (2019-2023) and includes the following:

- Parks: \$7,844,255
- Emerald Ash Borer: \$109,186
- Pavement Management: \$19,273,000
- City Facilities: \$23,083,000
- Golf Course: \$485,600
- Collector Streets: \$20,394,000

This includes the \$12.9 million dollars for the Fire Station in 2019.

Ms. Cook stated that with the total amount plus the assumed 5% increase in the General Fund, there needs to be an increase in the annual levy for the next six years. She displayed a graph depicting the median home value of \$251,600 and the tax impacts assuming the market value goes up 2.5% annually. The average annual tax increase is 7.8% on the median valued home.

Ms. Cook offered an example of what was causing the increase in the 2019 levy stating that the largest portion is General Fund expenditures. The next is the fire station debt, pavement management and parks. Councilmember Bartholomew asked if they are reducing the debt levy as it goes forward. Ms. Cook responded that they are taking that into consideration as there is a small variation in debt from year to year. There is not another bond issue that will drop off for the next five years and any debt that is added will get stacked onto the existing debt. Councilmember Bartholomew asked if there will be a higher levy for the Fire Station because it is the first year. Ms. Cook responded the average annual debt service would be approximately \$900,000 per year. The first-year levy is \$640,000, in 2020 there will be an increase of 20% going forward for the 20-year bond issue. Mayor Tourville asked when that would take effect. Ms. Cook responded February 1, 2020.

Ms. Cook listed that the following assumptions are in the plan:

- Non-tax revenues increase 2-3% annually.
- Expenses increase at 3-5% annually. (5% assumed for General Fund).
- All capital projects are funded as requested by department heads. (\$75.5 million total).
- Fund balances:
 - o General Fund Balance is maintained at 40% of the expenditures per policy.
 - o City will need additional levy to maintain 40% over time.
- Median Home Value is \$251,600.
- Growth:
 - o Assumes tax base grows at 2.5% annually.
 - o 70 new homes per year.
- Does not include the northwest area utility extensions.
- Use of Bonding:
 - o Bonds are issued when the cash balance is not sufficient.
 - o Repaid with a debt levy.
 - o Property taxes increase.

Mayor Tourville asked for an estimated timeframe for when the levy needs to increase in order to cover the 40%. Ms. Cook responded that was in 2020 assuming all projects come in as estimated, on the timeline, and if you maintain conservative budgeting.

Mayor Tourville stated that in looking at pavement management and collector streets at \$39 million, he asked if there are streets and projects that go along with that dollar amount and asked for additional information. Public Works Director Thureen agreed with the amount that estimated amount.

Councilmember Bartholomew asked if they are taking into account revenue from the franchise fees. Ms. Cook responded yes. She stated that with the Pavement Management Fund, she pulled out the major road projects which average between \$1.2 and \$4.4 million. There is \$500,000 per year for cracksealing and sealcoating and \$250,000 per year for park trails and parking lots. Councilmember Bartholomew asked if there is an assessed factor included or if it was just the City portion. Ms. Cook responded that it is total cost.

Ms. Cook stated that the average pavement management cost would be \$3.175 million per year with program funding as follows:

- Franchise Fees (\$1 Million per year)
- Special Assessments
- Minnesota State Aid
- Property Taxes
 - *\$1,500,000 in 2019
 - *Increase \$250,000 per year
- No bonding required

Councilmember Bartholomew questioned the \$250,000 per year increase on property taxes and asked if they had \$500,000 a year to commit to pavement management. Ms. Cook displayed a graph and responded that Page 11 includes information on transfers for pavement management. Those were highlighted in yellow and is planned on \$1,432,000 net transfers in 2019 and in 2020 it will go up to \$1,750,000. It is property taxes levied in the General Fund and transferred to the Pavement Management Fund which goes up \$250,000 per year to keep pace with inflation and the scale of the projects. Councilmember Bartholomew asked if we were on a \$500,000 per year increase. Finance Director Smith responded that the information displayed was based on the preliminary levy which had increased, but in the recent budget it was removed. Ms. Smith stated that for the 2020 budget there is a \$500,000 increase for pavement management. Councilmember Bartholomew commented that it was supposed to be \$500,000 each year but for this year it was lowered to \$250,000. Ms. Cook stated that if it was increased to \$500,000 there would be a higher tax impact, this could get more done or you could take that \$250,000 difference and direct it to other needs.

Councilmember Bartholomew commented that the city still has franchise fees but would still commit an amount to the General Levy. City Administrator Lynch responded in the affirmative and stated that it was a commitment of \$1 million dollars plus a commitment on an annual basis of \$500,000 from taxes to try and build up the amount that was needed. It should generate more than \$1 million if they can get more users on the system.

Mayor Tourville asked if there were major projects that have slated dates. He commented that the information could go out with the caveat that it is up to the neighborhood to approve. He stated that he received a lot of inquiries about Dawn Way, which is one of the largest projects on the list. Public Works Director Thureen responded that they could get that information out assuming the CIP is approved.

Ms. Cook stated that the Local Improvement Fund, the fund where the collector streets are financed, has over \$20 million dollars of projects which averages approximately \$5 million dollars per year. She stated that the funding sources include State Aid and special assessments. The remainder is bonded and paid for with property taxes. She

stated that they have timed the bonding, so they can group the projects together to be as efficient as possible. This means they will be running a negative fund balance, but it will be refined over time.

Mayor Tourville asked if this plan has \$250,000 in it for pavement management. Ms. Cook responded that in 2020 it has \$1,750,000, increasing by \$250,000 per year. By 2021, it will be \$2 million. She commented that in answering the question about the annual increase in funding and if it should be \$500,000 versus \$250,000, they were well above both of those numbers in terms of a baseline. Councilmember Bartholomew stated he wanted to stick with the adopted policy and stated that if the council deviates from the policy there should be a good reason.

Ms. Cook stated that with the collector streets, they don't have a franchise fee and less special assessments, so they are more reliant and don't have a commitment in the budget from property taxes. She filled in the gap with debt, and commented that if they issue that debt, they will figure out the property tax impact. By 2024, it would end up at \$882,000 per year which equals about \$55.00 per median valued home.

Mayor Tourville asked what the increase to the property value of the median valued home will be over time. Ms. Cook responded that they are adding 2.5% per year. She commented that the 7.8% increase in taxes per year includes the market value increase of 2.5% per year.

Councilmember Hark commented that he would be conservative on the assumptions and wouldn't assume 2.5%. He agreed with Councilmember Piekarski Krech and urged the assumptions to be made on the most conservative numbers possible. Councilmember Bartholomew asked if they used 2.5% in the past. Ms. Cook responded in the affirmative. Ms. Cook stated in looking at the last ten years, growth may have exceeded 2.5% but it hasn't been a straight-line. She commented that it was a good approach to be conservative in the growth assumptions.

Ms. Cook discussed the following related to the Cities Facilities Fund which is another large driver of costs on Capital:

- Bonds issuance for the Fire Station: \$12.9 million
- Maintenance Facility Expansion planned for 2022
 - o \$9,613,000 current cost estimate
 - o Future financing required with tax impact in 2023
- Debt for facilities paid with property taxes
 - o Estimated \$928,000 per year for Fire Station
 - o Estimated \$900,000 per year for maintenance facility
 - o Total of \$1,828,000 per year in annual taxes needed for City facilities by 2023

Ms. Cook discussed Parks, the Golf Course, and the Community Center with the following information:

- New Park development requests exceed expected Park Dedication Fees
- Projects have been delayed matching anticipated revenues
- Golf Course owes interfund loan of approximately \$2.1 million dollars
 - o Balance reduces by about \$124,000 per year
 - o 17 year pay-back
- Community Center supported by the Host Community Fund
 - o Negative fund balance of \$1.56 million dollars reduces by about \$160,000 per year
 - o 10 years to achieve positive fund balance

Mayor Tourville asked if there was any benefit to paying more to the Golf Course or the Community Center. Ms. Cook responded that based on the annual performances of both it would be one of the first places to direct excess. Councilmember Bartholomew asked if there was a negative cash balance at the Golf Course. Finance Director Smith responded that it is not a negative cash balance, but a negative fund balance. There is a loan to be repaid

over time. She stated that if there is a surplus, she has had discussions with Parks and Recreation Director Carlson about what they maintain as a cash balance at the Golf Course before they move forward and repay that loan quicker. She stated that all of the internal loans are set at zero percent interest.

Finance Director Smith stated that the roof repayment is a capital improvement for energy savings that was done about three years ago. The operations are funded on an annual basis on the Community Center with a strict transfer with no intent to repay.

Ms. Cook displayed a graph that shows how the levy is divided:

- Red is the General Fund, which is a straight 5% increase plus any additional levy needed to maintain the 40% General Fund balance reserve.
- Light green is the existing debt levy which is static.
- Purple is parks.
- Orange is Pavement Management which grows over time.
- Blue is the new debt for the fire station that will be added in 2019.
- Maroon is the debt issued for the collector streets which begins in 2022.
- Green is for the maintenance facility in 2023.
- More local improvement streets in 2024.

Ms. Cook discussed items needing Council Direction/Consensus and the General Fund Balance Reserve Percentage. The plan achieves a balance of 40% of expenditures per policy. Councilmember Hark asked if the fund balance percentage was a statutory requirement or if it was best practices to stay within a range. Ms. Cook responded that there is no statutory requirement. There are property taxes twice a year, in July and December. The fund balance is measured at the end of the year, and you want cash there to get you through to July which is the practical reality. She stated that there are two sets of best practices, the Minnesota Office of the State Auditor is between 40% and 50%, and the National GFOA, which does not lay out a percentage as nationally Cities are reliant on sales tax versus property taxes, so they have best practices about cash flow without a specific percentage.

Ms. Cook discussed another policy for Council Direction/Consensus with the Debt Levy as a percentage of Next Year's Expenditures. It has a 15% target to be exceeded in 2024 and is a factor in future bond rating evaluations. She stated that they recommend setting a 15% target and that they may consider adjusting it in 2023. She stated that this is what S&P looks at and is a measure of your future flexibility. The more you have committed of your annual levy to outstanding debt, the less flexibility you have in making operational decisions or in adding other capital projects. The lower this is kept, the more financial flexibility you have as a City. She commented that based off last years conversation they spoke about a 12% target. She responded that they are hitting that with the Fire Station, but if there is anything else to add, the percentage will increase to more than 12%.

Mayor Tourville questioned the future facility needs and if there were any brick and mortar needs in the Cities plan. City Administrator Lynch responded that they do not have one. He stated that they don't know what service demands will be in the next ten years in the northwest area, but they may need to build a fourth Fire Station to help service that area more efficiently.

Ms. Cook stated that a question would be an \$111.00 per year increase on a median valued home. If that is okay, this plan works. She stated that they did discuss putting more into pavement management and reduce growth estimates. Councilmember Bartholomew commented that they get creative with budgets and reduce expenses, which is a challenge for the Council. City Administrator Lynch stated that increase is what it would take annually in the next five years to achieve \$75 million-dollar CIP Projects. Ms. Cook agreed it was for the CIP and the 5% increase in the operating budget. Councilmember Bartholomew asked about the General Fund summary and noticed there was not an increase in franchise fee assumptions. He asked why that was listed as zero. Ms. Cook responded that it was a conservative assumption. Councilmember Bartholomew commented that he was fine with leaving it as zero but felt there would be some type of increase factor. Councilmember Piekarski Krech commented

that she was unsure wages and finances were going to increase enough and that they could create a situation that would drive people out of their homes. She commented that this doesn't include any changes that could be made with the School Districts. Ms. Cook responded that it was a 7.8% increase per year which is more than wage increased and inflation adjustments. Mayor Tourville commented that the average single-family home is not sitting at \$251,000. The average median could be \$130 to \$145 for a single-family home. Ms. Cook responded that was correct, they would be paying more than \$111.00.

Ms. Cook discussed Council Direction/Consensus for Othering Funding Options as follows:

- If Council views the future levy increases as too high they could pursue other revenue options:
 - o Increase storm water utility
 - o Add special sales tax legislation
 - o Increase the special assessments on projects
 - o Designate current funds on hand to meet 40% General Fund balance target (ex: equipment fund)

Councilmember Piekarski Krech commented about the stormwater utility fee and stated that people that have the \$251,000 market value home would still be paying the same amount of money unless the tax code changes. Storm water utility cannot be written off as a tax deduction, a portion of property taxes can.

Ms. Cook stated that when they say their fund balance should be 40% of the next year's expenditures, they are only measuring the General Fund balance. There are 40 funds, many of them capital funds, which are studied as a part of this plan. Those include, Host Community, Closed Bond, Central Equipment, and City Facilities, that also have cash balances. She commented that if you wanted to designate a portion of one of those funds toward the 40% requirement it would reduce what you would have to levy for the General Fund. It would lower the overall cash balance as a City but it wouldn't threaten the bond rating.

Councilmember Piekarski Krech asked if doing that reduces the amount of funds for other designated projects. Ms. Cook stated in the affirmative. Mayor Tourville commented that a few have been adjusted over the years. Finance Director Smith responded that is one of the purposes of the cash flow pages for the Host Community Fund and the Closed Bond Fund in the quarterly reports so you are aware of what is available for other uses, and in the future. Councilmember Hark commented that this is not sustainable and doesn't solve any problems.

Finance Director Smith stated that with the interfund loans with the Community Center and the Golf Course, she looked at the cash balances in the Central Equipment Fund, which is where they borrowed money with the full intent to repay. Long term, they do have the money available for future vehicle replacement. She stated that when using Host Community dollars, they take those funds in a one time use with no intent to repay.

Mayor Tourville commented that when the \$111 goes to \$108 and you add \$30 in storm water, the bottom line looks like a larger increase.

Ms. Cook stated that we are left with the expense side. If they can pair down the 5% increase in the operating budget over time, that could have an impact. She commented that looking at capital projects, delaying or reducing would also have an impact.

Ms. Cook discussed the Council Direction/Consensus on Prioritizing Projects. She stated the council should consider delaying street projects or the maintenance facility. Councilmember Bartholomew suggested they consider delaying as a strategy. Mayor Tourville commented that they could delay the build of the maintenance facility or delay the street projects to build the maintenance facility. He commented that more discussions are needed.

Ms. Cook stated that the 70 units of residential increase is a placeholder that represents all growth and includes apartments, commercial, and residential.

Councilmember Piekarski Krech asked if they had a choice with collector streets. Public Works Director Thureen responded that any County project is entered into with a Joint Powers Agreement. He stated that with 117th Street, he felt \$7 million was a conservative figure as it was slightly less than it was estimated to cost if we were to do it alone with two lanes and center left turn lanes. He commented that if the County gets involved and it ends up being a four-lane road, the road would be on the County's highway system and the Cities portion would drop from 45% to 25%. Mr. Thureen commented that the figure would be lower, and assessments would be involved. He referenced the following improvements:

- 70th Street/Eagan/Trunk Highway 3 has State bonding money.
- 70th at Highway 3 for the roundabout, would use State Aid funds and utility funds.
- 65th Street is a combination of State Aid and some assessments.
- 80th Street. Held in the last years of the CIP and will be development driven, but is being kept as a placeholder. He commented that it is unlikely in the next five years.
- Argenta Project, would be the last of the bonding money.

Mayor Tourville suggested that with the information they have and the information they were given tonight, this topic should be discussed further.

Ms. Cook commented that an approach they could take would be to work backwards. She commented, just for a figure example, a \$75.00 annual increase, or a 5% annual increase in taxes. That says how much capacity that leaves to do projects and they can size the projects into that capacity. Councilmember Bartholomew asked what the plan percentage was. Ms. Cook responded that it was a 7.8% annual tax increase. Mayor Tourville commented that he wasn't prepared to make suggestions and changes. He stated that there is a new Councilmember coming on in 2019 and this discussion should take that into consideration. He suggested that as more information becomes available, they can study it further. Councilmember Piekarski Krech commented that we must get started because the 2019 bonds payments begin in 2020. Councilmember Bartholomew suggested that they get a better look at the major projects, pavement improvement, and maintenance facility. Changes to those projects could drop the annual increase. Councilmember Piekarski Krech commented that we know what is coming in 2019 and agreed on the need of a lower rate.

City Administrator Lynch summarized what the Council is requesting: 7.8% total, 5% General Fund, 2.8% Capital Improvements. He commented that one number to look at would be limiting that amount of the CIP portion, to less than 2.8%. Another approach is that approximately 65% of that is General Fund and 35% is Capital Improvements. He stated that with the changes suggested this evening, they would add \$500k in the PMP instead of \$250k. He commented that they hold the taxable market value to a 0% increase instead of 2.5%. Then look at \$80.00, \$90.00, and \$100.00, and what they can afford at each of those price points. He stated that leaves them with two areas, one is operational with a budgeted, not actual, amount of 5%, leaving 2.8% for Capital Improvements. That percentage could be brought down. He commented that they would list the changes and get it back in front of the Council. He stated that they would like to get this adopted before the end of the year. Mayor Tourville asked what the benefit was to adopt this before the end of 2019. City Administrator Lynch responded that it is about future planning and dollars. Councilmember Bartholomew asked if this would be on the Council Agenda on December 10th. City Administrator Lynch responded that doesn't have to be the case. Ms. Cook stated that the time constraint has to do with the local improvement fund. Pavement management has the cash for projects, but there are collector street projects scheduled to begin in 2019 and staff would need guidance about whether or not to proceed with those projects.

Ms. Cook agreed with the suggestion to make the changes discussed with the assumptions. The various tax increase levels would give them something to go off of. Councilmember Bartholomew asked if they would be able to see it later in the week. Ms. Cook agreed to get that information to them in that timeframe.

Mayor Tourville commented that the trial residential they keep track of, with differences from \$135 to \$167, one was 10% and the other was 13%, adds up. Ms. Cook stated that after you get a look at what hitting those targets means from a project perspective, Staff would have direction and see if that is workable. Mayor Tourville commented that he can't support \$111.00 for a median valued home. He asked if they should look at \$50.00, \$75.00, and \$100.00 and how it affects the projects. He asked if that decision has to be a part of what is taking place on December 10th, as he did not feel they were given enough time. City Administrator Lynch responded that 65% of that number is determined annually, based on operating costs, and is General Fund driven. 35% is the number that is up for question. Ms. Cook stated that in looking at the proposed levy increase for 2019, of the \$165.00 which is higher than average, \$105.00 is the General Fund and \$65.00 is related to Capital. Councilmember Bartholomew commented that the number they are looking at is a 2.8% capital improvement increase. He commented that they could say they are comfortable with 1.5% and see what it comes back at. Councilmember Piekarski Krech asked if they should decrease the General Fund by 1%. Mayor Tourville stated that if they are going to look at having flexibility with street projects, this item could be passed on December 10th with the ability to continue into January and February and attain more information to work with the figures. Councilmember Bartholomew agreed with Councilmember Piekarski Krech's suggestion of the 4% General assumption and 1.5% Capital Improvement assumption. Ms. Cook wanted to clarify the request and commented that a \$50.00 increase would be no additional Capital and would be some cut to the General Fund below 5%. Mayor Tourville responded that \$50.00 didn't seem to be on the table. Ms. Cook responded that 80, 90, and 100 seemed to be more realistic to them and that she would work with those figures. Mayor Tourville commented that they have the \$111 figures, they could examine \$100 and maybe even \$80.

Finance Director Smith referenced comments about 15% of the levy related to the debt and where the plan currently sits now. She asked if the Council wanted to discuss the Debt Management Policy and if they wanted to include that segment and at what percentage, or if they wanted to wait for more information on the Capital Improvement Plan at the meeting and bring this forward at that point. Councilmember Bartholomew stated that he would be comfortable with more information. Councilmember Piekarski Krech commented that they would have to say they did not want to go over 15%. Finance Director Smith responded that they could say from a bond rating perspective, if we are concerned with going over that percentage in the future, they are better off not putting that into the plan. S&P would rather see them not have a plan rather than have a plan and not comply with it. Mayor Tourville suggested staff return with more information.

2) 2040 COMPREHENSIVE PLAN UPDATE

Brad Scheib, Hoisington Koepler, stated that they have been working on the Comprehensive Plan since 2017. They have presented to the City Council numerous times and have gone through a process to update the plan to include engagement from the Community. He commented that the Draft of the plan was presented five months ago and was distributed to the Agencies for the required review process.

He stated that a Public Hearing was held with the Planning Commission last month along with an Open House prior to the meeting start. One issue that came up during the Public Hearing was the issue of "Pinkville", which is the area in the southwest part of the City. He displayed maps of the area and stated that the area of Pinkville is currently guided as open space or Park. In speaking with the Park and Recreation Commission, they don't see the area as a future park. He stated that it is a 70-acre parcel with some large lot residential and then some urban density served through an agreement with the City of Eagan. He went over the map and recommended re-guiding it to rural residential and disposing of it as City property. He commented that property owners did not like that idea, and like it as open space. He stated that because any development would require assembly of land and re-platting, there would be a lot of work required for anything to happen there. He commented that rather than guide it as park and open space, which implies that the City preserve it as a park or passive open space, that also implies they acquire the rest of the parcels. He stated that to address the concerns of the neighborhood there is a small area planning

process that has to happen to speak about strategies with the possibility of bringing in a developer who can protect some areas and realize a development pattern to give value to the properties there. The challenge is there are a lot of property owners, estates, and trusts in the area. He commented that this would give direction, so a development team could move forward and would also help with the concerns of the neighborhood. He stated that the neighborhood wants it kept as a passive park, and the Planning Commission recommends keeping it as rural residential and moving forward with a study.

He stated that they would add a paragraph in the text of the document and describe the change area and add an implementation strategy that says in the near term they would do a Master Plan or study to figure out what the process was for getting rid of it. This includes the neighbors in the planning process. He stated that there were also pages that spoke of the key land use changes in the northwest area as well as information on the financial implications and redevelopment notes.

Mr. Scheib stated that the Resolution included in the packets is what they would like the Council to act on at the next meeting. He commented that it can be a Consent Agenda item and if approved, will be formally moved on to the Met Council, which needs to submit the plan document by the end of the year. He stated that they have received comments from adjacent jurisdictions and are still waiting to hear from a few. Then they will make the formal submission as long as the Resolution is approved. Councilmember Bartholomew asked if the Draft Comp Plan was on the Website. Mr. Scheib responded that it is. He stated that nothing they have received from the other agencies required substantial policy changes. Councilmember Piekarski Krech suggested they conduct a study.

3) UPPER 55TH STREET RECONSTRUCTION

Public Works Director Scott Thureen stated that seven or eight years ago, Council instructed Staff to do something about the following locations:

- College Trail between Cahill and Broderick.
- Broderick.
- Upper 55th between Babcock Trail and Highway 3.

He stated that two of the three are complete. SRF was hired to do a traffic study to look for cross sections and to move forward with feasibility. They looked at alignment options as they are trying to rebuild it in the existing right of way.

Assistant City Engineer Steve Dodge stated that SRF Project Manager, Steve Miller, is also in attendance to answer any technical questions. The presentation began with the following information:

- Project location is from Trunk Highway 3 to Babcock Trail.
- Two-lane rural roadway with narrow shoulders, ditches, and a 66' right of way. Posted no parking.
- No pedestrian ways.
- 29 residential front facing properties, 2 commercial properties, and 5 neighborhood intersections.
- Direct surface runoff of storm water to Schmidt Lake; approximately 84-acre local watershed without storm water pretreatment.
- Current pavement condition is beyond service life and cost-effective maintenance.

He stated that there was a traffic study done in 2016 with the following:

- Traffic counts, capacity analysis, and forecasting.
- Currently traffic volume is 5800 ADT. Year 2040 expected traffic volumes between 6,300 to 6,900 ADT.
- Evaluated 3-lane (shared center left turn lane) option versus 4-lane option.
- Conclusion recommended a 3-lane section with pedestrian trail for pedestrian safety.
- Trail gap study recommends trail connectivity Trunk Highway 3 to Babcock Trail.

He stated that the recommendation from the study looks into the possibility of traffic lights, but that is suggested for 2040. Councilmember Piekarski Krech asked if they wanted to put three sets of lights that close together. Assistant City Engineer Dodge responded that this is a long way out and things could change before then. She asked if they could have four lanes in this location. He responded that they did not need to go with four lanes. Three lanes would be acceptable to move the traffic. Councilmember Piekarski Krech asked if the study included looking at the impact of the area and driving the road. She said she could not visualize the property available to do that. Assistant City Engineer Dodge responded that they looked at turning movements at the intersections and said that the traffic study did not look at that feasibility portion of it. From a conceptual standpoint, Staff and SRF looked at that as they are two different processes. They looked at lane right of way and commented that acquisition impacts would be substantial and not feasible due to the established neighborhood. He stated that three lanes would help the narrow corridor and meet the guidelines of the traffic study. Three lanes would be the best option moving forward. He stated that the next step would be to have an Open House for the public and receive feedback.

He displayed a map and stated the following concept layout:

- \$4.8 million-dollar project. One million would be utilities and water main with some sewer. Storm sewer costs, and then \$3 million dollars would be the road re-construction and acquisitions that go along with it.
- 38' – 3 lane urban road
- 8' trail
- No parking

Three Alignment Alternatives:

- Path on north side (Alternative A shift to the North)
- Path on south side (Alternative B centered on ROW or Alternative C)

Divided into three segments:

- East 1800' (Asher to Babcock)
- Central 900' (West of Asher)
- West 1400' (Trunk Highway 3 to the East)

He stated that the East Segment would be as follows:

- Centered on ROW.
- Driveway impact by trail side.
- Temporary construction easements.
- Babcock Trail pedestrian connectivity.
- Provide concrete median in the center left turn lane. Pedestrian area.

Mayor Tourville suggested they focus on three lanes versus four lanes due to costs. Assistant City Engineer Dodge agreed and responded that the main discussion would be on the three lanes.

Councilmember Hark asked about the map displayed and the blue area. Assistant City Engineer Dodge responded that the green area is the temporary construction easement acquisition. The other area is a potential pond improvement area for storm water pond. Mayor Tourville asked where the trail was represented. Assistant City Engineer Dodge responded that is the red-lined area located on the north side.

Assistant City Engineer Dodge discussed the Central Segment as follows:

- Asher Avenue to Annette Avenue.
- Alignment shift towards City park.
- Provides parking at Salem Church (200'). Also provides access to the Lake.
- Limits impacts to Schmidt Lake.

Councilmember Bartholomew asked about the acquisition of park property and if there is anything that prohibits us from acquiring it. He asked how we got the park and if there were any stipulations. Public Works Director Thureen responded that he would check on that, but didn't believe funds were raised for that.

Assistant City Engineer Dodge displayed a map and discussed the westerly section and the alternates as follows:

Alternate A:

- Aligns south edge of proposed roadway along south edge of existing roadway with trail on north side.
- Requires additional right-of-way on the north side.
- Minimal impacts to the south side residential properties.

Mayor Tourville stated that the south side has a swale in front of the property. He asked if they are going to get rid of that and look at water management and curb. Assistant City Engineer Dodge responded that the proposed road would be an urban road with curb and gutter on each side. There would be a six-foot boulevard and an eight-foot trail on one side of the road. They hope to get rid of most of the ditches, if possible. Mayor Tourville stated that they need to make sure the water issue is addressed as the lake has come right up to the road at times. Assistant City Engineer Dodge responded that as a part of the improvements, the City would look into the matter of ponding and mitigate the water quality and improve the volume and quality of water going into Schmidt Lake.

Mayor Tourville asked if there were any streets from Robert Street to Babcock that need attention, or were beyond life because there could be a coordination issue with other streets. Public Works Director Thureen responded that all of them are, but that it becomes a question of funding. Mayor Tourville asked if there was a benefit in looking at the other streets. He suggested expanding the discussion of this project to include some of the other streets. Public Works Director Thureen responded that they don't have a schedule to move forward with this issue as he hasn't figured out a way to fund it yet in the next five years. He stated that this is on the State Aid system, but he has that Aid spoken for through 2022 with projects that are in queue. He commented that until he can identify funding, he doesn't recommend taking the next step to process plans and specs. Mayor Tourville suggested they let the entire area know what is going on and the funding limitations to do the other areas. Assistant City Engineer Dodge responded with an example of Broderick and how that developed over time stating that you need to start the process to develop a plan. It took a couple of years, but they were able to find funding. He agreed with Public Works Director Thureen that we start the process of putting the feasibility report together to identify the needs and then figure out where the funding will come from.

Assistant City Engineer Dodge commented on the trail being on the north or south side and the pros and cons. With the trail on the north side, it connects to a sidewalk on Robert Trail that goes to the north. No trail goes to the South. It connects to the businesses and the multi-family housing on the north. He stated having the trail on the lake side and Church side would be an amenity. At each intersection they have the ability to put a concrete median that provides shorter distance for pedestrian crossing making it more feasible for those that want to go to the park or the school. The County did a study on Babcock Trail that recommends a potential sidewalk on the west side of Babcock Trail heading north and another trail on the east side of Babcock Trail heading north. He stated that a trail on the north would provide the best connectivity. There are no plans for trails going south on Babcock due to the ditches.

He continued with the presentation and the following Alternates:

Alternate B:

- Mirror image of Alternate A with trail on south side, aligned on existing pavement edge.
- Requires additional right of way on north side.
- Minimal impacts to the south side residential properties.

Alternate C:

- Aligns the north curb line of proposed roadway with the approximate edge of the north existing roadway to avoid right of way impacts to parcels on both sides.
- Trail along the south side.
- No additional roadway easement required.

Mayor Tourville commented that there were a couple of group homes in the west section that they may not be able to assess. He suggested that they may want to check on the properties to see if everyone can be assessed.

Assistant City Engineer Dodge asked the Council if there was an Alternate that should not be presented, or if they should present all three and receive feedback. He stated that Alternate C would be the least cost option because they would be staying in the right of way, but not pinning everything at the south edge taking more of the right-of-way. Councilmember Bartholomew asked what the most expensive option was. Assistant City Engineer Dodge responded that it would be Alternate A. The easement acquisitions would be fully identified when they go through the full feasibility study. He commented that they have started a draft feasibility study but need to get the alignment locked down better so when they get into the feasibility study, they can get the costs associated with it. Mayor Tourville commented that they could take a look at the difference of having the trail on the north or south so the neighborhood could see and weigh in. Assistant City Engineer Dodge responded that they can show the impacts to each parcel when they meet with the residents.

Mayor Tourville asked if there were problems with the fire hydrants in the past. Public Works Director Thureen responded that those issues were taken care of. He stated that part of the project would include doing utility work.

Overview of the Utilities of the project are as follows:

Sanitary:

- 1970's 8" clay
- Good condition

Watermain:

- 1970's 8" CIP
- History of breaks
- Existing 20" DIP TH3
- Existing 16" CIP Babcock Trail
- Propose to replace with Trunk Watermain Loop (study)

Storm Sewer:

- Existing 1970's ditch and culvert system
- Proposed storm sewer system
 - New storm pipe
 - New pond storage
 - New water quality

Mayor Tourville asked if they have done core drilling on Upper 55th. Assistant City Engineer Dodge responded that they have done a geotechnical study and found that it is very poor soil.

Assistant City Engineer Dodge stated that the Next Steps would be:

- Public Informational Meeting (alignment)
- Council Selection of Alignment Alternative
- Public Information Meeting (feasibility and preliminary assess)
- Council Adopt Final Feasibility Report
- Preliminary Design*
- Final Design and Right of Way Acquisition*

*Dependent on Funding

Mayor Tourville asked about a schedule. Assistant City Engineer Dodge responded that they did not have a schedule yet, but are open to whenever they would like the first public meeting to take place. Councilmember

Piekarski Krech commented that they didn't have the money to do it yet but could have the informational meeting between now and next summer. Mayor Tourville suggested holding the meetings over the winter months. Assistant City Engineer Dodge stated that himself and Public Works Director Thureen have been receiving phone calls on this item and meeting in the spring or summer would be best with the Staffing schedule. Councilmember Hark stated that they need to be clear with the neighborhood about what the timeframe is and where they are with the process.

4) PARKS AND RECREATION ORGANIZATIONAL STRUCTURE

Parks and Recreation Director Eric Carlson stated that they have recently had two members of their Department resign to take other job opportunities. The positions were for the Recreation Superintendent and a Recreation Coordinator. He stated that they spoke with Staff from the Recreation Department and the Community Center to see if there is anything that can be done differently. He commented that the feedback received stated the need to continue to have a Recreation Superintendent to coordinate all of the recreation programs, facilities in the system, and to provide time to Staff to provide leadership for all programs and partnerships in the Community. He stated that they also heard that the Operations Staff would benefit from someone who had skills and knowledge in mechanical systems, HVAC, pool system, and refrigeration system. This is something they didn't have before the departure of the employees. He stated that being able to continue with senior programming has been positive and they have the Agreement with the School District that provides funding for the staff position.

He stated that they are asking the Council to discuss and review the following positions:

- Recreation Superintendent is responsible for the Cities programming activities.
- Operations and Maintenance Supervisor would be responsible for the operations and maintenance of the Community Center.
- Part-time Recreational Specialist would assist the Superintendents and other Recreational Coordinators in providing programs to the Community.

He displayed an Organizational Chart for the Council to view that highlighted the proposed positions. He stated that the proposed organizational structure would not require any budget amendments for 2019. Over a ten-year period, the structure would be slightly more expensive as it would take approximately ten years for all the incumbents to reach the top of the pay scale. The ten year cost would be about \$54,000 more expensive than it is today.

Councilmember Piekarski Krech asked if they are adding a new position and commented that they would be losing in the recreation programming, to gain a position in maintenance. Parks and Recreation Director Carlson responded that they would be going from 2 FTE's to 2 ½ FTE's, adding the ½ FTE. He responded that the Recreation Superintendent had been spread thin between VMCC Operations, Guest Services, and Programming. The new position wouldn't be spread as thin and could spend more time on recreation and programming functions. He stated that Tracy supervised the Operations Staff and the Guest Service Supervisor and he himself supervised the Maintenance Staff. Under the proposed plan the Guest Services Supervisor and Operations and Maintenance Supervisor would report to him. The Maintenance and Operations Staff would report to the new individual. The new Superintendent would have just programming responsibilities. He stated that based on the revised job description, the new Recreation Superintendent would be graded one spot lower than what it had been previously graded going from a 21 to a 20. The Operations and Maintenance Supervisor would be at an 18 with the part-time Recreation Specialist position working 20 hours a week at 11. Previously, the Recreation Coordinator was at 16.

Mayor Tourville commented that if they replaced the positions they had the pay would be the same, but they would have more people to supervise. Parks and Recreation Director Carlson responded that they would remain status quo without changes. If they remain the same, they may not be able to find a candidate that could handle Recreation, the Community Center, and the Operations functions. Mr. Carlson stated that based off of staff's feedback, their recommendations are for the changes in positions.

City Administrator Lynch asked if this changes the relationship or contractual obligation with the School District. Parks and Recreation Director Carlson responded that it does not change the contractual obligations. He stated that

they receive an average of \$48,000 a year from the School District for the position. Councilmember Piekarski Krech asked if that was already included as part of the salary. Parks and Recreation Director Carlson responded that it was included. If we don't continue with the programming, we would lose the money. He stated that in 2019 there would not be any budget amendments, but over a 10-year period it will be more expensive with this structure if they work to step 10. If they leave after five years, we start over at the bottom. Councilmember Piekarski Krech asked for the salary ranges. He displayed a graph with the salary range and stated they do not included benefits. Councilmember Piekarski Krech commented that they would not be saving money if they have to hire someone at the top of the salary range. She asked what the financial impact was for the next two or three years. Parks and Recreation Director Carlson responded that there would not be a financial impact in 2019. In 2020, it would be approximately \$5,000 to \$8,000 more expensive if they are hired at the bottom of the scale.

Councilmember Bartholomew asked for further justification on the new positions. Mr. Carlson stated that they are taking some of the responsibilities that the Recreation Superintendent had and concentrating on programming. Hiring a part-time Recreation Specialist versus a Coordinator saves the city money. He stated that they would redirect the money towards an Operations and Maintenance Supervisor because currently, staff doesn't have a Supervisor that can provide them with the mentoring and leadership needed to make sure the buildings are operating efficiently. That Supervisor can find ways to improve vendors and contracts, manage energy use, and save money operationally. He stated that they do not have anyone actively managing how they use energy to know if it is working or not. They are trying to re-direct dollars to a piece of the operation that staff felt needed the most attention. Parks and Recreation Director Carlson stated that the compensation consultant scored the position at a 18.

City Administrator Lynch stated that several years ago they had a Community Center Manager position that dealt with the arena and the operations. They eliminated that position as well as other positions at the VMCC and because of that, tasks had to be redirected. Parks and Recreation Director Carlson agreed and stated that they also had an Operations and Maintenance Supervisor but due to the economy and someone leaving, they didn't fill it at the time. Councilmember Piekarski Krech asked if that person held licenses and did more than just supervise. She commented that this job description seemed more like a desk job, where she would prefer someone to pitch in and help get things done. Parks and Recreation Director Carlson responded that this person would do more than sit and manage.

Mayor Tourville clarified that they were looking for the Council to sign off so they can draft the job descriptions. Parks and Recreation Director Carlson responded that if they are comfortable with the plan, he would bring it before the Council for formal approval on December 10th. If not, he would take the feedback received and draft a different plan. Mayor Tourville commented that it was a step forward. Councilmember Bartholomew stated that he has some concerns and wanted more clarity with the hands-on work and responsibility of the position. He commented that he wanted to be certain that the ongoing cost is going to be what is reflected in the memo. He was also concerned with the ½ time position and commented that sometimes the ½ evolves into a full-time position. Parks and Recreation Director Carlson responded that he would make the change to the maintenance position and then give more clarity to the costs.

Director Carlson stated that he would make some adjustments to the job description of the Operations and Maintenance Supervisor to make sure that the person is going to be doing some hands-on work, better define the budget implications of the proposed changes, and outline the costs savings of the Operations and Maintenance Supervisor position. He commented that the information may be approved on December 10th.

5) 2019 DRAFT LEGISLATIVE ISSUES

City Administrator Lynch stated that they meet with their Legislative contingents and lobbying individuals annually to make proposals on bonding efforts. He stated that the first page consists of local initiatives. The second page is about the bonding efforts. They are seeking modification to the previous legislation on the Argenta Trail language. He stated that they are extending it to apply to the segment between Argenta Trail and Trunk Highway 3 on 70th Street. They are also pursuing retroactive sales tax exemption return on the Fire Station. Legislation last year was vetoed. He stated that the Contractor is keeping track and providing them with receipts as there is the potential to save approximately up to \$300,000. He commented that he wanted information from the Council on whether they agree, or do not agree, and to give him feedback on issues or items they would like to see changed so it can be included on the Agenda for Monday. He stated they will have the representatives here from the League of MN Cities, Municipal Legislative Commission, and the Association of Metropolitan Municipalities in front of the City Council at the meeting on the 14th prior to the regular session. They will meet with them and hear their perspectives on what will happen at the session and what impact that might have on the City of Inver Grove Heights. Councilmember Hark suggested they talk about preemption statutes. He stated that Metro Cities had different proposals about how the City can go through the budgeting process. He would like to let the State know that we are interested in local control. He stated that the City should go on record that we are about local control, fiscally responsible, and that we are the closest level of Government to the people and that we should be respected. He felt it should be memorialized if that is what is agreed upon.

Mayor Tourville stated that Metro Cities and the League of Minnesota Cities has documentation that we will get approved by the League of Minnesota Cities Board soon.

Mayor Tourville asked if they were going to talk about 117th Street along with the County. City Administrator Lynch responded that they have yet to meet with the County. Mayor Tourville commented that they need to talk about the development that was going to happen. City Administrator Lynch commented that he would wait and not bring it before the Council on Monday. They would wait until they have the conversation with the County about 117th and see if anything comes out of that meeting to incorporate into the Legislative Agenda and adopt it in January.

Mayor Tourville stated that they are not asking for more money on Argenta and 70th. They need to have the bill straightened out. City Administrator Lynch responded that was correct so it can be applied to the segment between Argenta and Trunk Highway 3.

B. ADJOURN:

Motion by Hark second by Bartholomew to adjourn the meeting at 9:27 p.m.

Ayes: 5

Nays: 0 Motion carried.

Minutes prepared by Recording Clerk Sheri Yourczek.

**INVER GROVE HEIGHTS CITY COUNCIL MEETING
MONDAY, DECEMBER 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, December 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, Finance Director Smith, Public Works Director Thureen, Community Development Director Gundlach, City Planner Hunting, Parks and Recreation Director Carlson, Police Chief Schnell, and City Clerk Tesser.

3. PRESENTATIONS:

A. Presentation of Certificate of Achievement for Excellence in Financial Reporting.

Finance Director Smith stated that she has the Certificate of Achievement for Excellence in Financial Reporting that is awarded to the City from the Government Finance Officers Association of the United States and Canada (GFOA) for the Comprehensive Annual Financial Report (CAFR) that was presented to the Council in May. She stated that the Certificate is the highest form of recognition in the area of Governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a Government and its management. This report has been judged by an impartial panel to meet the high standards of the program, including demonstrating a constructive "spirit of disclosure" to communicate its financial story and motivate potential users and groups to read the CAFR. She stated that the GFOA is a major professional association servicing the needs of over 19,000 appointed and elected local, State, and Provincial-level Government Officials and other finance practitioners. It provides top quality publications, training programs, services, and products, designed to enhance the skills and performance of those responsible for Government Finance Policy and Management. The Association is headquartered in Chicago, IL, with offices in Washington, D.C. She stated that this is the 31st consecutive year that the City has received the award.

She commented that she would like to thank the Finance Department Staff and all other City Staff that has provided input into the Audit and preparation of the CAFR. The CAFR can be found on the City Website or at the front desk. She stated that she has also included the Award for Financial Reporting Achievement that she received.

Mayor Tourville congratulated the Finance Department, employees, and Department heads.

Mayor Tourville congratulated Paul Hark for being on the Inver Grove Heights City Council and for his work with the citizens, businesses, and people of the area.

Councilmember Hark thanked everyone and said that he has enjoyed every minute of the last four years on the City Council. He thanked Staff and those that work for the Department heads and commented that this is a very well-run City thanks to the expertise of Staff.

4. CONSENT AGENDA:

A. i. Minutes of November 13, 2018 City Council Meeting Minutes.

ii. Minutes of November 26, 2018 City Council Meeting Minutes.

B. Resolution 18-250 Approving Disbursements for Period Ending December 5, 2018.

C. Consider Approval of 2019 Polling Location Designations. **Resolution 18-251.**

D. Authorize an Increase in the Fire Relief Association Retirement Benefit.

E. Consider Pay Request #4 to Pember Companies Inc. for the Heritage Village Park Dog Park Improvements.

F. Request for Approval of Rental Housing License.

- G.** Consider a **Resolution 18-252** Authorizing the Submittal of the 2040 Comprehensive Plan to the Metropolitan Council.
- H.** Consider an Agreement relating to Removal of the Existing Home on Property located at 10371 Inver Grove Trail.
- I.** Approve Additional Official Depository for 2018.
- J.** Consider **Resolution 18-253** Adopting the Fourth Generation Inver Grove Heights' Water Resources Management Plan (WRMP).
- K.** Consider a **Resolution 18-254** Authorizing the Mayor and City Clerk to Sign the Minnesota Public Facilities Authority Real Property Declaration for Project No. MPFA-PSIG-G008-FY2018 (City Project No. 2016-01) Dated August 28, 2017.
- L.** Consider a **Resolution 18-255** Receiving Feasibility Report and Scheduling a Public Hearing for City Project No. 2018-09D – Atwater Path Reconstruction and Street Lighting.
- M.** Consider a **Resolution 18-256** Receiving Feasibility Report and Scheduling a Public Hearing for City Project No. 2018-09F – 55th Street Court and 55th Street Reconstruction.
- N.** **Resolution 18-257** Receiving Feasibility Study and Scheduling Public Hearing for City Project No. 2015-03 (65th Street Roadway and Drainage Improvements) and City Project No. 2018-03 (65th Street Trunk Watermain Improvements).
- O.** Approve 2019 Advisory Commission Meeting Schedule.
- P.** Approve 2019 City Council Meeting Schedule.
- Q.** Consider Amending the Contract, dated November 13, 2017, Between the City and Five Bugles Design (Wendel), to Include an Amendment of Professional Services for Additional Stormwater and Utility Services for Project 2014-10 Fire Station #2 New Construction.
- R.** Consider Awarding the Replacement of the Carpeting at Fire Station #1 to Empire Today for the Amount of \$9,785.
- S.** Request Approval of the Authorized Change Order #1 for \$2,556.00 to Revise Footing Steps and Foundation Wall to Accommodate the Depth of Sanitary Sewer and Exterior Sanitary Structure for Project 2014-10 Fire Station #2 New Construction.
- T.** Consider Approval of 2019 Fee Schedule Changes – Police Department.
- U.** Consider Final Compensating Change Order No. 2, Engineer's Final Report, and **Resolution 18-258** Accepting Work for City Project No. 2018-04 - Arbor Pointe PUD Shared Street Light System Improvements for Street Light Removal (Phase 1) and Boulevard Restoration (Phase 3).
- V.** Consider Pay Voucher No. 5 for City Project No. 2018-08 Fire Station No. 2 Sewer and Water Improvements and Conduit for City Project No. 2018-11 Fire Station No. 2 Fiber Optic Improvements.
- W.** Personnel Action.

Public Works Director Thureen requested pulling Agenda Item 4L.

Ron Sieloff, 11681 Aileron Court stated that he lives near Pinkville and was unsure if he wanted Agenda Item 4G removed from the Consent Agenda. He stated that he was unaware of the Public Hearing that took place on the 3rd but had a few things he wanted to discuss.

Mayor Tourville pulled Agenda Item 4G.

Motion by Bartholomew second by Hark to approve the Consent Agenda with the exception of Agenda Items 4G and 4L.

Ayes: 5

Nays: 0 Motion carried.

Ron Sieloff, 11681 Aileron Court, discussed Agenda Item 4G and stated that he was at the Planning Commission meeting and heard the Motion made at the meeting was to not rezone the property to low density use before a study was done. He commented that the Resolution does not authorize the City to sell the lots. He understood there will be a Motion to have an abbreviated study to look at the transportation access. He commented that was the best way for the neighbors to intervene.

Mayor Tourville suggested that Mr. Sieloff exchange contact information with Community Development Director Gundlach or City Planner Hunting. He commented that there was not a way to get in or out of the lots, and no utilities. He commented that they realize the property needs further study.

Mr. Sieloff stated that his lot is adjacent to a 60-foot access point off the cul de sac. They have park space behind their property. He commented that any road would go right by their house and that wasn't something they wanted.

City Planner Hunting stated that Council action this evening is to allow the Comp Plan to be submitted to Met Council. They are not approving the Comp Plan. That item will be coming back to the Council in March or April. He stated that the plan is to change the Comp Plan to low density residential with the action item that a small area study be done.

Motion by Piekarski Krech second by Perry to approve Agenda Item 4G to Consider a Resolution 18-252 Authorizing the Submittal of the 2040 Comprehensive Plan to the Metropolitan Council.

Ayes: 5

Nays: 0 Motion carried.

Public Works Director Thureen spoke about Agenda Item 4L stating this item asks Council to consider a Resolution Receiving Feasibility Study and for scheduling a Public Hearing on January 14, 2019. He stated that Staff received another petition from 17 of the 22 residences that have access on Atwater asking for the project to be rescoped. The petition is in front of the Council as a handout and needs to be received. He stated that they have begun the process of cost estimating the revised scope and will have that ready for the meeting with the neighborhood on January 2nd with further discussion at the Public Hearing on January 14th.

Mayor Tourville stated that they are not voting on this item tonight as changes have been made and further information is needed. He commented that he has received calls and emails regarding costs, but those figures have not been determined yet. Notices will be mailed out to the neighborhood with meeting dates.

The Petition was handed to City Clerk Tesser.

Motion by Piekarski Krech second by Perry to receive the Petition.

Ayes: 5

Nays: 0 Motion carried.

Councilmember Piekarski Krech stated that the feasibility study showed the actions shown in the report. She asked if they need to do a new feasibility study to look at changing that. She commented that it was a protected water area and mill and overlay may not be an option.

Public Works Director Thureen responded that they could have an amended feasibility in advance of the Public Hearing. He stated that they will address all of those issues.

Iraj Fard, 1620 Atwater Path, stated that the neighborhood asked to have it resurfaced. The City comes out yearly and what they do is worse than the year before. He does not agree with the project. Mayor Tourville responded that not everyone in the area agreed with what would take place. Some wanted a discussion about street lights. He commented that they need look at those items and costs and get further information.

Loel Lowary, 1680 Atwater Path, stated that they wanted a new street with new blacktop. It keeps getting patched and looks bad. He commented that they came up with a Petition to put in a new street and it

came back with different items like sump pump hook-ups and street lights they don't want. He commented that there is an easement that carries a pipe from the street down to the lake next to his home that doesn't have a catch basin. He felt it needed a catch basin as it's in bad shape and dangerous. He stated that they only wanted a new street, but he wouldn't mind a new curb. He commented that the street was supposed to be in for 20 years and it will be 40 years old next year.

Motion by Piekarski Krech second by Bartholomew to approve Agenda Item 4L to Consider a Resolution 18-255 Receiving Feasibility Report and Scheduling a Public Hearing for City Project No. 2018-09D – Atwater Path Reconstruction and Street Lighting.

Ayes: 5

Nays: 0 Motion carried.

5. PUBLIC COMMENT:

Kelly Kayser, 1953 59th Court East, asked about two street projects, Atwater and 55th Street Court, which had No Parking per City policy stated in the feasibility schedules. She commented that Staff was supposed to formulate a policy to be discussed by the Council and she couldn't find that information and wanted to know when the policy took effect.

Public Works Director Thureen responded that he would discuss this with Public Safety and get back to her.

Alyson Roth, 8418 College Trail, asked why 123 Pasta closed.

Mayor Tourville responded that it was not City initiated. He commented that they did receive a liquor violation for serving a minor. He stated that there is another restaurant coming into the current space.

Ms. Roth stated that she had heard rumors that 123 Pasta closed because of a large number of onerous Code violations and regulations. She was disappointed to hear that and commented that it is sad to drive around the City and see a number of closed store fronts. This City has great green space, excellent location, and awesome people. It looks like a stagnant City and in decline. She asked what the City is doing about that. She commented that her and her husband moved here 13 years ago and the City seems to have moved in a direction that was different than what they came here for. She asked what the plans were for growth and revitalization, similarly to that in Eagan. She commented that this area needs to have balance with business development. She asked what they were doing with the closed storefronts and their future and where is the accountability on those topics.

Mayor Tourville stated that Lakeville Brewing is coming in 2019 where Ruby Tuesday's was. He stated that a lot of closures were chain stores that closed multiple locations, not just here.

Councilmember Bartholomew suggested that Ms. Roth get in touch with the Community Development Director to hear more about what the Council and the Chamber of Commerce is working on. He stated that any of the Councilmembers would be happy to speak with her as well via email or phone.

Community Development Director Gundlach commented that she would give her contact information to Ms. Roth.

Councilmember Piekarski Krech suggested supporting the businesses that are in town. She commented that we have hundreds of businesses in this City that are not in storefronts, but are run in homes.

Damon Roth, 8418 College Trail, stated that that he agreed with his wife's comments. He also had concerns about the roads in this City and felt that they are worse than any other City that he travels through for work. He asked what the plan of action was to get the streets of the City caught up so that

people moving into the newer parts of Inver Grove stay here versus going to Eagan. He asked who is accountable for these items if there isn't a change.

Mayor Tourville responded that item was discussed a lot during Elections. He stated that people comment that we should have as many restaurants as Eagan and Woodbury, who have higher populations. He has heard from those that leave the larger Cities and go to smaller. He commented that they could do a Forum in 2019 that allows people to come in with suggestions. He stated that the one question they hear a lot is why the Council doesn't allow people to go into the vacant storefronts by Target. He responded that the Council doesn't own them and does not have control over them.

Mr. Roth asked to see the plan of action to bring businesses here and how residents could see that information. He asked what the City is doing to make the area more attractive to businesses.

Councilmember Hark stated that he was on the Planning Commission at the same time with Mr. Roth. He stated that the Pavement Management Plan is a plan to address this. He commented that we instituted a franchise fee that would add one million dollars in addition to the Pavement Management Plan. He stated that we don't own the businesses and that shopping online is a factor. They are doing some small area studies going forward.

Mayor Tourville stated that as a part of the 2019 Budget, they are looking at what roads they can do within the next three to five years.

Councilmember Bartholomew stated that the Council is accountable. He encouraged him to contact anyone on the Council regarding this topic. He stated that he would be willing to discuss several topics such as the EDA and what it going on with the empty storefronts.

Councilmember Piekarski Krech stated that you could get your neighbors together and when proposals come forward, come and support them.

Mayor Tourville stated that we need to work together with the businesses and the people. Retail is suffering due to online ordering.

6. PUBLIC HEARING:

A. Conduct a Public Hearing and Consider Approval of Renewal Applications for Liquor Licenses for the 2019 Calendar Year.

City Clerk Tesser stated that this is to consider the renewal applications for liquor licenses for the 2019 calendar year. The Public Hearing was noticed in the paper on November 25th. Each renewal application was accompanied with the necessary licenses, fees, and liability insurance certificates. She stated that each licensee gives her an alcohol server training list with information on the employees and who serves and sells alcohol. They have to be trained every 24 months. The Bierstube has scheduled their alcohol training for December 15th. They asked that we allow them to still receive the renewal for their license even though they were unable to give her the alcohol training server list. She stated that all background investigations were approved by the Police Department.

Councilmember Piekarski Krech asked City Attorney Kuntz if they can make the Bierstube's approval for their 2019 license contingent on them getting the information to the City Clerk after the 15th.

City Attorney Kuntz responded yes.

Motion by Piekarski Krech second by Perry to close the Public Hearing at 7:44PM

Ayes: 5

Nays: 0

Motion carried.

Motion by Piekarski Krech second by Hark to approve to Conduct a Public Hearing and Consider Approval of Renewal Applications for Liquor Licenses for the 2019 Calendar Year with the stipulation on the Bierstube that they have to get their server training information in to the City Clerk before 12/25/18.

Ayes: 5

Nays: 0 Motion carried.

B. Conduct Public Hearing to Consider the Approval of the Pawn America LLC dba Pawn America Application for the Renewal of a Pawnbroker's License for the Premises located at 5300 S. Robert Trail.

City Clerk Tesser stated that this item comes up for renewal annually. Background checks and everything provided was normal. She stated that she provided the newspaper with the Public Hearing notice and the properties surrounding the property located at 5300 South Robert Trail.

Motion by Piekarski Krech second by Perry to close the Public Hearing at 7:47PM.

Ayes: 5

Nays: 0 Motion carried.

Motion by Hark second by Perry to Consider the Approval of the Pawn America LLC dba Pawn America Application for the Renewal of a Pawnbroker's License for the Premises located at 5300 S. Robert Trail.

Ayes: 5

Nays: 0 Motion carried.

7. REGULAR AGENDA:

FINANCE:

A. Adopt the 2019 Tax Levies and Budgets, Resolution Adopting the Final 2019 Budget, Resolution Adopting the Final Tax Levies for the Year 2018, Collectible in 2019, Resolution Adopting the Storm Water Special Taxing District Levies for the Year 2018, Collectible in 2019. Budget Resolution 18-259. Tax Levies Resolution 18-260. Special Taxing District Resolution 18-261.

Finance Director Smith stated that booklets are also available for the Truth and Taxation hearing, which is similar to having a presentation. She began the presentation for the 2019 Tax Levies and Budgets as follows:

- Preliminary Levies and Budgets were approved on September 10, 2018.
- Dakota County mailed the 2019 proposed property tax notices the week of November 13, 2018.
- December 10, 2018
 - o Presentation of final budget
 - o Public must be allowed to speak
 - o Adoption of final budgets and levies
- Final Budgets and Levies must be certified to Dakota County on or before December 28, 2018.

She displayed the 2019 Expenditure Budgets for the Council to view that included General, Special Revenue, and Capital Projects Funds. The General Fund includes General Government, Public Safety, Public Works, Parks, Community Development, and some transfers. Recreation, the Community Center, and EDA are all Special Revenue Funds. Two Storm Water Funds and ADA are Capital Project Funds.

She listed the 2019 Expense Budget for the Enterprise Funds stating that there are three funds. Water, Sewer, and the Golf Course. The total of all of those is approximately \$45 million. She displayed the 2019 Tax Levies for the Council to view stating that total City-wide tax levy dollars are up 10.82% as compared to 2018 Budget and what that does to the City tax rate of .53449, which is an increase of the tax rate of 4.57%. Stormwater taxing districts will have the same debt amounts for ten years and we are in the second year of those. She stated that new this year is the Net Tax Capacity, Net Tax Levy, and Inflationary Increase Comparisons which was also displayed on a color graph.

Finance Director Smith continued with the 2019 General Fund Revenues stating a total of \$24,456,500. The largest piece being \$20.7 million which is property taxes that make up 85% of the General Fund Revenues. Licenses and Permits are \$1.4 million, which is 6%. Intergovernmental Revenues is \$760,000. Charges for Services is 4%. Fines, Penalties, and Miscellaneous make up the remaining 2%.

She displayed a graph of the 2019 General Fund Expenditures with a total of \$24,456,500. The largest portion is Public Safety for Police and Fire with \$11.9 million. Public Works is \$4,471,000. Parks is \$2.1 million. General Government is \$2.2 million. Community Development is at \$1.7 million, and \$2 million for transfers out to Pavement Management, Park Capital Replacement, and to fund the EDA.

She stated that Staff has been working hard to reduce General Fund reliance on other funds. In 2012, they relied on \$1.8 million in monies from other funds to balance out that budget. She stated that for the 2019 budget they are no longer relying on any other funds to support the General Fund.

Finance Director Smith discussed the impact on Mean and Median Residential Properties and stated that for the mean property it is an estimated increase of \$162.00 for the City portion of taxes only, which is an increase of just under 13%. The valuation increased about 6.8%. Median property valuation increase is about 8.8% and the City portion equals \$168.00 or a 15.35% increase. She stated that they also have impacts on actual business properties within the City. The lower valued property increased in value 1.65%, which is an impact on the City portion of taxes of \$267.00, an increase of 7.5%. The business valued at over \$2.9 billion did not see a change in valuation, the percentage change is 4.57% and the impact to them on the City portion of taxes is \$860.00.

She stated that she has received several emails and phone calls with questions and has spoken to several people. She stated that one email is included in the packets. Several were unhappy with the amount of increases, several were aware of the decrease of the levy amount by \$440,000. Some wanted to know where the monies were going, which are Fire related items, staffing, Fire Fighters, and the debt service on Fire Station #2. She stated that the public is allowed to speak this evening. She requested Council approval of the three Resolutions at the end of the discussion.

Councilmember Bartholomew commented that the current services to personnel was an increase of \$1,187,000. We are asking for a \$2,268,000 increase and the \$1,187,000 was contractual, \$250,000 and \$230,000 for other services that were contracted. A large portion is already committed.

Finance Director Smith responded that the \$1.6 million is to maintain and continue with current operations.

Councilmember Bartholomew commented that when talking about additions they are over and above what we are obligated to pay for. He commented that this is a type of "wish list" that has been brought down to \$423,000. He commented that the rationale is very evident.

Mayor Tourville stated that at the September's council meeting the preliminary budget was approved at the tax rate of 6.25%. The rate was brought down to 4.57%. He commented that some people came to the meeting before it began and asked why the City raised the values of their homes. He stated that property valuations are set by the County Assessor. He stated that every three years the County takes a look at a City, and this year it was the City of Inver Grove Heights.

Kelly Kayser, 1953 59th Court East, asked that at the September meeting when the preliminary numbers were presented, she thought there were conversations about reducing the amount from the General Levy going to pavement management and wanted to know the difference from 2018 to 2019 not including the franchise fees.

Finance Director Smith responded that the preliminary budget included funds for pavement management, which have been removed. Funds that were in there in 2018, will remain in 2019. In 2018, it was increased to \$1,250,000. Ms. Smith stated this does not include franchise fees.

Motion by Bartholomew second by Perry to approve to Adopt the 2019 Tax Levies and Budgets, Resolution 18-259 Adopting the Final 2019 Budget, Resolution 18-260 Adopting the Final Tax Levies for the Year 2018, Collectible in 2019, Resolution 18-261 Adopting the Storm Water Special Taxing District Levies for the Year 2018, Collectible in 2019.

Ayes: 5

Nays: 0 Motion carried.

B. Approval of the 2019-2023 Capital Improvement Plan.

Finance Director Smith stated that several changes have been made to the Capital Improvement Plan since the Work Session meeting. Those changes are as follows:

- Directed to reduce the market value increases. Previously it was 2.5% per year. It has been taken down to 0%.
- Reduce the General Fund increases from 5% to 4%.
- She stated that she spoke with Jessica Cook from Ehlers and they included the budget as it was proposed at the Work Session because the previous Capital Improvement Plan included what was adopted in September, which also had changes.
- She stated that as they went through the Capital Improvement Plan at the Work Session, it was noticed that they missed some State bonding dollars in the local improvement projects. That was an additional \$2.5 million dollars of additional revenue that they could anticipate.
- A change in funding. The transfer from the General Fund to pavement management. The CIP showed \$250,000 in additional funding per year for the next five years. It has been increased to \$500,000 per year for the next five years.

She stated that they did not change any of the Capital project costs and they did not shift those projects in any of those years. She stated that as a result, Ehlers has calculated an average annual tax increase to a median valued home of \$95.00 or 7.5% over the five-year Capital Improvement Plan.

Jessica Cook, Ehlers, stated that last week the Council reviewed the projections and the reaction was that the tax impacts were too high. She stated that Staff CIP Requests (from the December 3 Work Session) totaled \$75,480,641 which includes \$12.9 million dollars for the Fire Station in 2019.

She stated that the impacts from the Work Session a week ago with the average annual tax increase impact between 2019 and 2023 was \$111.00 or 8.52%. This takes into account the 2019 Budget decision that has already been made, so this would affect years 2020 to 2023 and beyond. She stated that for 2020 to 2024, the \$111.00 goes down to \$95.00. She stated that they made the changes and it brought the \$165 increase down to \$145. The average annual tax increase for 2019 to 2023 to \$95.00 or 7.45% or for years 2020 to 2024 to be \$76.00 or 5.48% depending on which time period they look at.

She stated the following under New Assumptions:

- Additional bonding dollars that they were unaware of that was available for local improvement or collector streets added in.

- Budget adopted tonight was used instead of the one from September.
- General Fund increase was modified from 5% to 4%.
- Prior pavement management plan has \$250,000 of new money each year. Now it is going up in \$500,000 increments.

She stated that they are using a home value of \$251,000. General Fund expenditures is the biggest driver, with the second being the Fire Station debt. She questioned if the \$76.00 average increase was workable, or if they needed to look further. If they need to look further, they need to look at capital projects and look into the funding probability. She commented that they came up with a formula, that if they want to reduce the average tax increase by \$10.00 per year, you would have to cut \$1 million dollars of capital out each year 2020 to 2023. Total of \$4 million dollars over that time period. She stated that if the council wanted to do that, they would have to prioritize projects, consider delaying projects, and provide direction to Staff on priority projects.

Ms. Cook discussed Major Capital Improvements to the Pavement Management Fund and displayed a chart listing projects. The average annual expenditure is over \$4,000,000. \$500,000 per year for cracksealing and sealcoating. \$250,000 per year for park trails and parking lots. She stated that for Major Capital Improvements for the Local Improvement Fund (Collector Streets) the average annual expenditure is \$4,078,000. She displayed a list of project locations and amounts. Many are joint projects with the County or State.

She discussed the City Facilities Fund (Fire Station and Maintenance Facility) as follows:

- Bonds issued in December for \$12.9 million Fire Station
- Maintenance Facility Expansion planned for 2022
 - \$9,613,000 current cost estimate
 - Future financing required with tax impact 2023
- Debt for facilities paid with property taxes
 - Estimated \$928,000 per year for Fire Station
 - Estimated \$900,000 per year for Maintenance Facility
 - Total of \$1,828,000 per year in annual taxes needed for City facilities by 2023

Major Parks Capital Improvements:

- | | | |
|---|----------------|----------------|
| • North Valley/South Valley Picnic Shelter: | \$1,000,000 | Year 2020 |
| • Playground Equipment: | \$110,000/year | Yearly average |
| • Court Repair: | \$132,000/year | Yearly average |

She stated that the last item looked at debt levy as a percentage of next year's expenditures. The target was recommended to set it at 15%. The revised plan brings the tax impact down but still has the debt levy exceeding 15% by 2023. Debt burden is still a potential issue under the new plan.

She stated that the next steps would be to get Council feedback and determine if there is a need to do additional prioritization of projects. If that is the case, they would determine what some of those prioritizations would be so they could put them into a final plan. Once they have that information, they would come back with a Debt Management Policy.

Councilmember Bartholomew asked about the 15.3% and if they are considering the revenue coming in to this formula from the closed bond fund and if it was calculated into this.

Ms. Cook responded that this is the debt levy as a percent of the General Fund Expenditures. The General Fund has weaned its way off of support of the Closed Bond Fund for the debt levy. There are no other funds coming in to offset that.

Councilmember Bartholomew asked Finance Director Smith if they put money into the closed bond fund. He asked if there were ways to get that down to 15%.

Finance Director Smith responded that they did in 2018. It steps down to zero in 2019.

Mayor Tourville commented that local street projects need to continue because they are behind. A lot of local streets are subsidized and he felt it was important to continue on the schedule. He commented that we are required to help on some State and County projects to pay our share. For example, the roundabout at 70th and Robert Street scheduled for next year. That is a State Highway and County Road, but the City has a large bill to pay as a part of that project. He stated that projects back in September showed at 19% to 20%, and the 15.3% is getting them close to the guideline.

Councilmember Bartholomew asked if the \$7 million for 117th Street was a realistic number and if it could be lowered.

Public Works Director Thureen responded that they will be having meetings with County Staff soon to discuss 117th Street and the number shown is a conservative number. He stated that the County made changes to the Cost Share policy, which is a benefit to Inver Grove Heights now and in the future. He stated that a long-term vision is that it is a County Road. The policy change would reduce the Cities share from 45% to 25%.

Councilmember Bartholomew commented that they could keep it under 15% when they get to the actual numbers for that period. He asked if approved at 15.3% if it would affect the rating.

Ms. Cook responded that in the policy, which is what the rating agency will look at, if you did not put a number, but say it will be evaluated as a part of the Capital Improvement Plan every year. This was to be sure that the debt burden is manageable. They look at debt burden as compared to reserves and liquidity. She stated that they could put language in there that states available resources to pay for the debt. And have a policy target stating that we are striving for 15% and that if we get it at 15.3%, we haven't violated a written policy and it should not affect the rating.

Councilmember Bartholomew agreed with the statement and asked if they could come up with the verbiage to put into the plan.

Mayor Tourville agreed. He stated that with no bonding money from the State and the new policy from the County, the \$7 million could be affected. This allows them to approach the 15% and be attainable.

Councilmember Piekarski Krech commented that this is a plan and not written in stone. She stated that she is comfortable with it.

Mayor Tourville commented that the estimates for residential and commercial development were conservative.

Finance Director Smith responded that the number included proposes the 70 new home construction. That also includes commercial industrial development and residential.

Councilmember Piekarski Krech asked if Ms. Cook could also include the appropriate verbiage about maintaining the viability. She commented that our agreement is that we want to maintain 15% or lower.

Finance Director Smith responded that she would bring back the Debt Management Policy at the first meeting in January with different language.

Motion by Piekarski Krech second by Bartholomew to approve the 2019-2023 Capital Improvement Plan.

Ayes: 5

Nays: 0 Motion carried.

C. Resolution 18-262 Awarding the Sale of General Obligation Capital Improvement Plan Bonds, Series 2018A, in the Original Aggregate Principal Amount of \$10,000,000; Fixing Their Form and Specifications; Directing Their Execution and Delivery; and Providing for Their Payment AND Resolution 18-263 Awarding the Sale of General Obligation Capital Improvement Plan Bonds, Series 2019A, in the Original Aggregate Principal Amount of \$2,500,000; Fixing their Form and Specifications; Directing Their Execution and Delivery; and Providing for Their Payment.

Finance Director Smith stated that last week they had their bond rating with Standard and Poor's and they affirmed the double-A-plus rating. She stated that they went out for sale to help finance Fire Station #2. In November, they broke apart the issuance to maintain bank qualified status. This is with issuing under \$10 million in 2018 and issuing the remaining \$2.5 million in 2019.

Jessica Cook, Ehlers, stated that today was a great marketing day for municipal bonds. The Bonds are competitively sold to get the best interest rate available in the market. She stated that the 2018A Bond issue received nine bids. The smaller Bond issue 2019A, received seven bids. She stated that part of that is because the City had the rating affirmed at double-A-plus with a stable outlook. She commented that S&P does not foresee a reason that will change in the near future.

She highlighted the following elements from the rating report:

- We are part of the Metropolitan area.
- There is strong management with good financial policies and practices.
- There is strong budgetary performance with operating surpluses in the General Fund.
- There is very strong budget flexibility with an available fund balance equal to 49% of operating expenditures.
- Very strong liquidity.

One area that is not strong is the City's debt burden.

She stated that the 2018A issue had a large premium. That means the Underwriter pays more for the Bonds and gives a higher coupon rate. She stated that the premium was so large they had to downsize from \$10 million to \$9,785,000. The interest rate for a 20-year term was 3.15% and we estimated it would be 3.74%, which is .6% less than the original estimates. She stated that for the 2019A Bond there was a smaller premium. The interest rates were at 3.23%, which was .53% less than their original estimates.

She stated that the Fire Station is estimated to cost \$12.9 million. Under MN Statute, they were limited to \$12.5 million power on the Bonds. There is a rule that states you can exceed \$12.5 million by 2%. They were able to issue \$12.75 million in Bonds, with the total payment not exceeding the estimates. She stated that means the City has to come up with less cash for the Fire Station, leaving cash available for other projects. She stated that there were two Resolutions because there are two Bond issuances.

Motion by Bartholomew second by Piekarski Krech to approve Resolution 18-262 Awarding the Sale of General Obligation Capital Improvement Plan Bonds, Series 2018A, in the Original Aggregate Principal Amount of \$10,000,000; Fixing Their Form and Specifications; Directing Their Execution and Delivery; and Providing for Their Payment AND Resolution 18-263 Awarding the Sale of General Obligation Capital Improvement Plan Bonds, Series 2019A, in the Original Aggregate Principal Amount of \$2,500,000; Fixing their Form and Specifications; Directing Their Execution and Delivery; and Providing for Their Payment.

Ayes: 5

Nays: 0 Motion carried.

The Resolutions and Bond documents were signed by Mayor Tourville and City Clerk Tesser.

D. Consider Third Reading of an Ordinance Amending City Code Title 3, Chapter 4, Sections 3-4-2-2 and 3-4-2-3 and 10-3-8 Adjusting Development Fees for 2019. #1359

Finance Director Smith stated that they had the First Reading for this item in October, the Second Reading with Public Hearing in November, and tonight is the Third and Final Reading. There are Ordinance changes that will be published with fees taking effect January 1, 2019. She stated that the amounts were the same in all three Readings and that various fees are increased from 3% to 5%. This information was published in the paper, put on the website, and sent to the Chamber. The Chamber's response was formally accepted at the Public Hearing.

Motion by Hark second by Perry to approve to Consider Third Reading of an Ordinance Amending City Code Title 3, Chapter 4, Sections 3-4-2-2 and 3-4-2-3 and 10-3-8 Adjusting Development Fees for 2019. #1359

Ayes: 5

Nays: 0 Motion carried.

ADMINISTRATION:

E. CITY OF INVER GROVE HEIGHTS; Consider Third Reading of an Ordinance Amending Title 4 Chapter 7 Gambling. Ordinance No. 1360

City Attorney Kuntz stated that this is the Third Reading of the Gambling Ordinance and has three issues for the Council to address as follows:

1. The current Ordinance allows an organization to have only two premises permits. The revised Ordinance would take the cap off of that and allow an unlimited number of premises permits in the City.
2. The current Ordinance allows only one premise permit per on sale liquor establishment. The Ordinance under consideration would allow two premises permits per liquor establishment.
3. Whether the City should impose a requirement that 10% of net profits from lawful gambling in the City, by the Organization, at the premises, be paid to the City for placement in a special fund. The ability to spend from that fund is limited by the Statute for specific reasons as set forth in the Statute and set forth in the memo that he has forwarded to the City Council.

He commented that he believed the issue relating to when reports are due and in trying to define the net profits have been taken care of by changes since the First Reading.

Mayor Tourville stated that he spoke with several people about the 10% and doesn't feel he can support it because it hurts some of the organizations that are giving 100% to the City. He stated that the State doesn't like taking the tax and giving it back to a tax supported group within a City. For example, Police or Fire, which are already supported by taxes.

Councilmember Piekarski Krech commented that her reason for supporting the 10% was in asking what benefit the City receives by allowing gambling at multiple locations. She questioned what the City gets back from it. She stated that they spoke of using the funds for the new Police K-9 program or Fire training. She commented that the Fire Auxiliary fundraises to try to support the items that the City doesn't have. She commented that she personally doesn't think they should have gambling in Inver Grove Heights, but felt this would ameliorate some of the negative effects of it.

City Attorney Kuntz referenced the Statute on the second page of the memo that states:

The funds must be distributed by the City for:

1. Charitable contributions as defined by the Statute (listed in the memo).
2. Police, Fire, and other emergency or public safety related services, equipment, and training, excluding pension obligations.

Councilmember Hark stated that he has been against the 10% through all three Readings. He said the City has no business with that percentage, and that it hurts smaller organizations versus the larger ones. This would be more administrative work for Staff. He stated that when he goes in and purchases pull tabs for a certain organization, such as soccer, he wants to know that money is going to that organization and that the City Council is not going to redistribute that to another organization.

Councilmember Piekarski Krech asked about the organizations that are not Inver Grove organizations. She commented that state-wide organizations are taking money out of the City. She asked what benefit we get from that, and what benefit our local organizations get from that.

Councilmember Bartholomew stated that he has been against the 10%. All organizations in the City have high ratings from the MN Gambling board. He commented that if some of the money doesn't get back to the City, we can have discussions with those license holders and tell them that we need the help. He commented that a lot of money stays in the City, such as the AmVets. If the 10% tax had been in place, the amount they gave last year would have been decreased. He stated that if we do not like gambling here, we could get rid of gambling. He commented that he is opposed to the 10% tax but comfortable with the other amendments in the Ordinance.

Councilmember Perry stated that she agrees with everything except taking the 10%. She agreed with Councilmember Bartholomew that they could speak with those particular organizations that are not necessarily giving money back to the City.

Gabriel Rojas Cardona, President of the Inver Grove Heights Heat Soccer Association, 9716 Benjamin Trail, stated that the 10% percent would hurt their organization. 100% of what they make goes back into the local Community. He stated that in their case, a benefit is that the funds go toward sports. He commented that he would prefer putting the money toward items that benefit the Community the most. The Soccer Organization also contributes to other things within the Community such as partnering with Parks and Recreation and helping with financial improvements to soccer fields. He stated that the 10% would have equated to about 1/3 of the money put toward helping local players and it would decrease by about 30%. He stated that on behalf of the Soccer Club, not to impose the 10%.

He commented about multiple licenses per location and stated that you are incentivizing the wrong behavior. He stated that looking at years ahead they would be out of business as a local non-profit Community Organization because they would be pushed out. He suggested to hold off and look at how they keep the money in the local Community and incentivize the right behavior between the organizations.

Dave Simons, President of the South St. Paul Youth Hockey Association, has charitable gambling at B52's as their one site in Inver Grove. They are a small organization and are opposed to this. He commented that an email was sent to the Council, and read a portion stating that the South St. Paul Youth Association has come to the following conclusions:

- A 10% tax would hurt more organizations than it helps.
- Charitable gambling is a heavily taxed and regulated avenue of fundraising.
- SSP Youth Hockey operates charitable gambling to help off set the costs for their ice program. - They work hard to make hockey more affordable.
- They fundraise for the future of their Communities children, which gives kids the opportunity to do something they may not have the means to do.
- Builds strong partnerships with other Communities.

- IGH and SSP Hockey Associations have collaborated to benefit both communities children to give the most level of play possible.
- Active kids have civic pride and do not have time to vandalize.
- It is their goal to make hockey free to any child in South St. Paul within the next ten years and a 10% tax would be detrimental to this goal.

He stated that as a sign of goodwill and to benefit the SSP Youth Hockey Association, IGH Youth Hockey Association, B52's, and the City of Inver Grove Heights, South St. Paul Youth Hockey will commit to contribute a portion of their profit of charitable gambling from their site at B52's to help pay for ice at Veteran's Memorial Community Center. It is their hopes that doing this will increase sales at B52's assuming more people would dine and spend money on charitable gambling with the knowledge that they will be helping the Inver Grove Heights Hockey Association, and that other organizations would follow suit. He asked that they not impose a new tax on the SSP Youth Hockey Association, but develop a new relationship to improve opportunities for children in both Communities. He estimated that the 10% would result in a loss of about \$5,000 per year. He stated that their goal in working with the South St. Paul Education Foundation, is to raise \$2.1 million dollars so that hockey would be free for every kid. This could also include outfitting kids with equipment and helping other Communities do the same with their programs.

Mayor Tourville wanted to clarify where the contribution would go. Not for the ice at the Veteran's Memorial Center, but for Youth Hockey.

Mr. Simons responded that it would go toward Youth Hockey. He responded that they do not have any issues with joint partnerships and that it is up to the site.

Keri Myran, 7944 Conroy Way, has been with the Heat Soccer Association for 20 years. She stated that herself, and her children, have been very active with Heat Soccer and the Parks and Recreation Soccer programs over the years. She commented that she is representing about 300 soccer kids a year in the Heat Soccer Association. Charitable gambling allows them to directly impact each child. The fee to play soccer is \$300 lower than in Woodbury and Eagan. She commented that if they are approached by a parent that can't afford to have their child play, they will find a way to allow them to play without charging a fee and help with uniform costs. She commented that they spend a large portion of the budget back to Inver Grove Heights for outdoor field time, indoor field time, time at the Armory, and use the facilities 12 months a year. The 10% increase may leave kids unable to play soccer. She stated that she hopes the Council will not support the 10%.

She commented about multiple licenses at a location and stated that their gaming group has a small group of people that volunteer at one location. For them to get an additional location would require a lot of time and effort from the volunteers. The Associations do not have the resources the larger scale fundraisers do, and as a result of that, it forces out smaller groups. She commented that the City doesn't have a restriction that they need to be from Inver Grove Heights, but other Cities do. She encouraged the Council to think about how the larger organizations would be able to get into multiple locations compared to a smaller organization that have volunteers.

Councilmember Bartholomew asked City Attorney Kuntz if they received notification that South St. Paul does not has a closed gambling policy.

City Attorney Kuntz responded that they contacted the South St. Paul City Clerk who reviewed the Ordinance and confirmed that they do not restrict their gambling policy to just local organizations.

Councilmember Bartholomew commented that the establishment owner determines who they want for gambling. If they want to have two organizations, they can choose who.

Mr. Gabriel Rojas Cardona stated that while surrounding Cities may not have a restrictive Ordinance, when they go to get the Permit, that is when they are stopped and not approved.

John Wayne Barker, 4768 Hauge Circle, Eagan, MN 55122, is the CEO of Merrick Inc., a non-local gambling organization which operates two sites in Inver Grove Heights. He stated that there may be an error under Process Item "B". The first sentence states "Application, any organization seeking to obtain a premise permit from the Board". He commented that should possibly state "from the Council". He asked for clarification about if the days were business days or calendar days.

He stated that Merrick does not have any comment or feeling regarding the 10%. He commented that there was no way they could compete with an all-volunteer organization when it comes to one premise permit versus two. They have costs they can't match and he felt that gives those organizations a competitive edge. He stated that charitable gambling organizations are meeting the different needs for the owner. There have to be more bars and liquor establishments than the current ones that have them. He commented that one of the benefits to the City is that these operations can be a make or break for the business owner. If the owner feels gambling brings in more traffic, that benefits the City and the Community. He stated that he supports the idea of multiple premise permits as well as an unlimited number of permits for organizations.

James Grob, 1323 Sibley Memorial Highway, Mendota, MN 55150, stated that he runs the American Veterans (AmVets) at Drkulas. He stated that he was not opposed to the 10%, but was concerned about the charities that they are giving the money to. He commented that he helps Veterans both in and out of the Community. He agreed that the establishment chooses which organizations they work with.

Councilmember Piekarski Krech commented that he has several sites state wide and asked if he pools the money. She asked if the money that is made in Inver Grove Heights is spent here.

Mr. Grob responded that the Accountant he uses breaks down what they make in each City and they set goals with each. Any overage would go into other organizations to help Veterans. He responded that the 10% can only affect that City and can't affect the pool of money.

Councilmember Bartholomew commented that he reviewed Mr. Grob's files and that the documents state funds from Drkulas seem to land back in Inver Grove Heights. He commended him on the report.

Mayor Tourville asked City Administrator Lynch if the memo has been shared, and if there was a problem with sharing the conversation that was done with the Accounting Firm.

City Administrator Lynch responded that he spoke with the Accountant on the phone.

Mr. Grob responded that he was open with everything that they do.

Mayor Tourville stated that there were some questions at the Second Hearing about the net. It is a clarifier in the last paragraph of the memo and stated that they can send Mr. Grob a copy of that.

City Attorney Kuntz responded to a reference made regarding the verbiage for an application for a Permit from the Board and suggested that it should read from "the City". He responded that the only entity that issues the premises permit is the State. The Gambling Board. What the City does is approves the issuance by the State of the issuance of the Permit. No changes will be made because it has been confirmed that the wording there now is correct.

City Clerk Tesser stated that day of the week would not matter due to the 10%.

Diane Rasmussen, 3343 78th Street East, manages the Spartan End Zone Club at the Bierstube and Mississippi Pub. They are a small organization with minimal sites. The Spartan End Zone Club is a local

football organization. They are limited how they can grow as other Cities won't take them in because they are not local. She is trying to figure out how to grow the organization. She commented that kids in organized sports do better in school and are better citizens, which is their goal. She stated that they have given to other organizations within the City, they have helped baseball, wrestling and purchasing equipment for the weight room at the High School. She stated that she is ok with whatever the City decides. To be able to have more than two premises permits within the City would be helpful. She commented that having more than one premise permit per site is up to the bar owner to decide.

City Attorney Kuntz responded that the current Ordinance states that an organization can only be at two locations within the City. The way the Ordinance is now, a liquor establishment can only have one organization at that establishment. The new Ordinance states that the establishment could have two organizations. The new Ordinance provides that an organization can have multiple or unlimited locations within the City.

Mayor Tourville commented that there are other liquor establishments within the City, those that want them, have them and those that don't, do not.

Councilmember Bartholomew asked to remove the 10% requirement language from the Ordinance.

City Attorney Kuntz responded that the 10% requirement is found in proposed Section 4-7-14 and referenced in the reporting Section 4-7-15 and can be easily extracted out.

Motion by Bartholomew second by Hark to approve to Consider Third Reading of an Ordinance Amending Title 4 Chapter 7 Gambling without the 10% Tax in the Ordinance. #1360

Mayor Tourville stated that there is another organization, South St. Paul Lions, that has said they will do a better job reaching out to Inver Grove Heights in 2019. They give to South St. Paul organizations, but will look at doing a better job.

Councilmember Piekarski Krech stated that she noticed the local sports organizations are using their money in the City. South St. Paul Hockey says they are going to try, but we don't have a guarantee. She asked where we benefit from allowing this to happen and commented that with this Ordinance, we are allowing it to happen in more places. She stated that her biggest concern was what the benefit is to the City, to the organizations that are not in Inver Grove and not supporting here.

Councilmember Bartholomew agreed with Councilmember Piekarski Krech that there are a couple of organizations that are not giving it back in Inver Grove Heights but are in the Trade Area. The 10% would penalize the groups that are giving a lot of money back to the City. He agrees that South St. Paul's organizations should re-evaluate and to get money back into the City of Inver Grove Heights.

City Clerk Tesser commented that Merrick wanted another premises permit so they will have three gambling premise permits.

Councilmember Bartholomew stated that if they do not see the money coming in, they can revisit the 10% in another year.

Ayes: 4

Nays: 1 (Piekarski Krech) Motion carried.

Mayor Tourville stated that they will get the information out to the Gambling Managers for a start date of January 1st.

COMMUNITY DEVELOPMENT:**F. Consideration of a Resolution adopting a modification to the Tax Increment Financing Plan for Tax Increment Financing District No. 4-1. Resolution 18-264.**

Community Development Director Gundlach stated that this Resolution asks to adopt a modification to Tax Increment Financing Plan for TIF District 4-1. The modification declares that the City plans to take advantage of the 10% pooling option for affordable housing. She stated that this district was certified in 1992 and will stop collecting tax increment at the end of next year. The district provided assistance for several projects in the northeast corner of Highway 52 and Upper 55th Street. Debt obligations have been met, there were two bonds, and two pay as you go notes. The excess TIF through the end of next year would be about \$3.7 million.

She discussed the following Modification Analysis:

- Minnesota Statutes 469.1763 sub 2(d) allows up to 10% of the collected increment to be used to assist affordable housing outside the district (referred to as pooling).
- The City must elect to do this within the adopted TIF plan, before providing the assistance.
- Purpose of the modification is to make this election.
- The originally adopted budget does not change.

She discussed other options as follows:

- What else could the excess TIF be used for:
 - Development & redevelopment activities in district.
 - Decertify the district and return the excess increment for distribution to taxing jurisdictions (City estimated to receive 43% of the funds) this 43% could be spent at the Council's discretion.
 - Affordable housing pooling.
- City can leverage greater benefit to the Community by creating needed housing & assist to offset extra-ordinary development costs.

She stated that Staff recommends Council adopt the Resolution. It approves the modification to the TIF plan for TIF District No. 4-1.

Mayor Tourville stated that the lift station is needed and will be used for future development in the area.

Community Development Director Gundlach stated that this action is just to modify the plan.

Councilmember Bartholomew asked how certain they were that they can use it for this purpose.

Community Development Director Gundlach responded that they have been working with Ehlers, the Attorneys, Scenic Hills and are certain they can use the excess increment for their specific project. She noted that with this modification there would be additional funds that could assist additional affordable housing projects if materialized.

Joel Larson, Scenic Hills, stood by for questions.

Councilmember Hark asked how the loan is secured.

Community Development Director Gundlach stated that she could discuss the next item before taking action on this item since the two have similar information and would answer that question.

G. Consideration of a Resolution and authorization to execute a Tax Increment Financing Development Agreement with Dignicare Properties of Inver Grove Heights, LLC. Resolution 18-265.

Community Development Director Gundlach stated that this item is to adopt a Resolution and authorize to execute a Tax Increment Financing development agreement with Dignicare properties.

She listed the following information about the request and background:

- Authorize a TIF Development Agreement, providing a loan to Dignicare Properties.
- Dignicare Properties – Developer building the 32-unit senior care facility within the Scenic Hills development.
- Agreement provides a loan to offset costs associated with Northwest Area development fees and construction of a lift station.
- Loan source is excess increment from District No. 4-1.
- Developer approached City Staff in early September regarding the need to secure additional equity for their construction financing.
- If Applicant commits to reserving 20% of the units (7) to persons at 50% AMI, assistance source could be District No. 4-1 increment (under pooling allowance). 7 of 32 would have to be reserved for those making 50% of the area median income. Then they would have to hold the rent at an amount not to exceed 30% of what they make.
- Rent restrictions are also required.
- Applicant agrees to the reservation of seven units to meet the affordability rules.

She stated the following Agreement Analysis:

- Loan = \$1.5 million.
- Funds will not be paid out until lift-station is installed to the specifications of the City Engineer & accepted by the City Engineer.
- Development fees will not be reduced.
- Loan consists of a 20-year amortization schedule with balloon payment in year 5, interest-only for 18 months, then 5% interest thereafter.
- Payments are made semi-annually.
- Applicant must annually report on seven affordable units.
- Loan secured by 2nd mortgage (subordinate to 1st mortgage).
- Applicant agrees to a Minimum Assessment Agreement with project valuation of \$4,320,000.
- Applicant agrees to not be delinquent in payment of property taxes.

She stated that the action would be the Resolution to approve the modified TIF Plan, the Resolution authorizing the TIF development agreement and then execution of the TIF Development Agreement.

Councilmember Piekarski Krech commented that Presbyterian Homes stated that they couldn't do affordable housing because those units would not be comparable to the others. She asked if these units would be the same and have the same amenities.

Mr. Larson, Scenic Hills, responded that they would all be the same units. He stated that they would build a 32-unit, high acuity assisted living with memory care. The initial building has a second component for memory care which is also secured. They accept 20% to 25% elderly waiver, which is a State paid program for people who run out of money while staying there. He stated that they Staff between 22 and 25 full-time employees. It runs 24/7 and is a high care facility. He stated that they have other locations in Vadnais Heights and Roseville and two under construction. This location would have adjacent villa lots.

Motion by Piekarski Krech second by Bartholomew to approve Consideration of a Resolution 18-264 adopting a modification to the Tax Increment Financing Plan for Tax Increment Financing District No. 4-1. Consideration of a Resolution 18-265 and authorization to execute a Tax

Increment Financing Development Agreement with Dignicare Properties of Inver Grove Heights, LLC.**Ayes: 5****Nays: 0 Motion carried.****PARKS AND RECREATION:****H. Discuss Potential Changes to Ordinances Related to Dogs.**

Parks and Recreation Director Carlson stated that in October and November the Council discussed potential changes to the Dog Ordinances. Those items were tabled. He stated that two issues that they are seeking clarifications on were related to dog leashes and licensing. Under dog leashes, from a Police Departments perspective, they are recommending that dog handlers be in contact with their dog on a leash or a retractable leash that does not exceed 10 feet in length unless the dog is on the owner's property or in the owner's vehicle. The exception would be a dog off leash at the Heritage Village Dog Park.

Dog licensing had the three following options:

1. Licensing.
2. No licensing.
3. Requiring vaccinations without licensing.

He asked the Council to provide direction. The appropriate changes will be made to the Ordinances for the three Readings. He stated that for any scenario under licensing, he recommends that anyone that purchases a pass to the dog park show proof of vaccination at the time they purchase the pass, so they know the dog has proper vaccinations.

Councilmember Piekarski Krech suggested they go with no licensing if they can put something in the Ordinance that states that dogs in the City of Inver Grove Heights must have current rabies vaccinations and if they are picked up there is a fine that can be levied. She stated that she has no problem with dog tags that include address information and the dog is returned to the owner, but felt a fine or citation needs to be levied for a dog running loose. She agreed that dogs need to be leashed off property.

Councilmember Bartholomew stated that he liked required vaccinations and to word the Ordinance accordingly. He agreed to have dogs on a leash for safety and protection for both animals and owners.

Councilmember Perry agreed with both Councilmembers comments.

Councilmember Hark stated that there has to be a penalty for a dog without a vaccination. He thought it should be a criminal penalty since it's a health issue.

Mayor Tourville agreed with the need for a leash. He commented that if they are not required to be licensed, they need to determine what the fine would be. If there isn't proof of vaccination, and the dog is taken to the pound, they will be charged. He suggested they have a separate discussion about the dog park. The two large issues, the leash and the vaccination, they can work through and give direction.

Parks and Recreation Director Carlson clarified what the Council was requesting and stated that Staff amend Ordinances and bring back a First Reading that would require a dog must be on a leash that is ten feet in length or less. Modify language that would require dogs to be vaccinated but not licensed.

Mayor Tourville asked City Attorney Kuntz if he could look into what they can do regarding a penalty. He asked if they have the legal right to vaccinate a dog, and how soon they could be vaccinated

Police Chief Schnell stated that when a dog is impounded today, they are required to provide proof of vaccination or the dog cannot be released. The City has an impound fee that is paid on each dog, the fee schedule had the amount at \$35.00 on the Consent Agenda. He stated that they raised the cost because a number of dogs go unclaimed and the City picks up the cost of those. The cost for unclaimed dogs was \$2,000 in 2018. He stated that there has been an increase in the number of citations. He approved of the leash direction as it will help the number of dangerous dog situations.

Parks and Recreation Director Carlson stated that anyone that wants to go to the dog park has to purchase an annual pass. In order to get a tag, the owner needs to provide proof their dog has been vaccinated, they receive the tag, and need to display the tag while at the dog park.

Mayor Tourville asked if the person would display a pass, where an animal would be easier to identify.

Parks and Recreation Director Carlson responded that they will make sure that people using the dog park have proof that they paid for a pass. Someone may use the park without paying, it is not policed.

Councilmember Hark commented that there is a fine for a loose dog. He commented that they would also have an additional fine, or some type of penalty for the lack of vaccination.

Mayor Tourville commented that they would have the fine, the bill of the stay, and the vaccination.

Police Chief Schnell asked if the Council would consider adding a provision in the Ordinance that addresses if they were to find someone using the dog park without the permit, so it can become an enforceable action.

Councilmember Piekarski Krech asked if that could be a part of the dog park rules.

Police Chief Schnell responded that it could be a part of the Ordinance.

Mayor Tourville commented if they use it when they don't have a pass, they should pay a premium.

Amy Hunting, 2645 96th Street East, agreed about the need for the dog leash. She suggested a change to the reference of the length of the leash. She stated that her retractable leash is 16 feet long. She looked at various sites online at the lengths of retractable leashes and found the standard length to be 16 feet. 10 feet in length were very difficult to find. She commented that most people have the standard size in her neighborhood, but you can get them longer. She commented that changing the leash length would be similar to three out of the four Cities she looked at for comparison. She questioned how that would be enforceable without measuring. She commented that they should get rid of dog licensing. Most dog owners have collars with names and are vaccinated. She agreed with a fine for those that don't vaccinate. She commented that she brought up City Code 5-4-5 on Seizure and Impoundment, Section C, the following was crossed out "If an owner is unknown, at City Hall and the Police Department there would be a posting with a dog description and where impounded that would be up for a minimum of seven days". She suggested that should not be taken out and should still be done.

Mayor Tourville stated that he had just checked Amazon and agreed there were varying lengths of leashes.

Ms. Hunting asked how they enforce the length of the leash as it seems difficult to enforce.

Mayor Tourville commented that he would compromise on the length to 16 feet.

Councilmember Piekarski Krech asked how they decided on the ten-foot length.

Parks and Recreation Director Carlson responded that he met with Deputy Chief Folmar and that was a number that was chosen. Whether it was 10' or 16', they need the length, so it can be measured.

Damon Roth, 8418 College Trail, agreed with getting rid of licensing and making sure dogs are vaccinated. He stated that he doesn't agree with the leash law. He has trained his dog to be on voice command. He asked if there could be a provision about electronic collars. He commented that he would never take his dog to a dog park but does take his dog to open fields.

Mayor Tourville stated that they received a lot of emails with concerns about loose dogs in the parks/trails. He commented that maybe they could word it that they don't allow them to travel the trails with a shock collar on.

Councilmember Piekarski Krech commented that a dog with an electronic collar could still get out too far and if another dog comes along, there is still the same problem. The leash law makes it so that the dog is within so many feet of the handler.

Parks and Recreation Director Carlson stated that introducing the shock collar defeats the purpose of trying to enforce the dog on a leash.

Police Chief Schnell agreed with Director Carlson and that it becomes challenging. One of their biggest complaints is about dogs on open fields in the parks. He stated that there is one park they have responded to at least two dozen times in the last several months. When they get there the person is gone. He understood the concerns about training a dog, but it does become an issue in some of the parks.

Mayor Tourville asked if there were a couple of parks that could fulfill the need for open space. Some won't use a dog park. He asked Parks and Recreation Director Carlson to look into open space at the parks option and commented that he didn't have a problem with a 16-foot leash.

Parks and Recreation Director Carlson stated that they will change the Ordinance amendments and discuss how to allow dogs to be off leash outside of the dog park in a safe manner.

Ms. Hunting asked if there were any parks that have areas that are fenced in that someone could rent for that purpose.

Councilmember Piekarski Krech responded that they don't allow animals on the fields.

Mayor Tourville commented that athletic fields are not a good place for dogs to run free. A lot of complaints are occurring at those places.

Ms. Hunting commented that when she lived in Rosemount, they used to be able to go to a hockey rink that was just grass. She asked if we had something like that here, where the dog could be contained but could still have a place to run.

Allison Roth, 8418 College Trail stated they are not asking for their dog to be able to run freely off-leash. They are asking to consider e-collar as an option. She stated a term called "collar wise" that when the e-collar is placed on their hunting dog he becomes very aware of what is to be expected of him. They have a high degree of control over the behavior of that dog. She asks that they consider the e-collar as an alternative. The collar is bright and visible.

Mayor Tourville commented that the city parks don't have for grounds for training. He asked Parks and Recreation Director Carlson if he could look into different options.

I. Consider Approval of Parks and Recreation Department Organizational Structure.

Parks and Recreation Director Carlson stated that at the December Work Study Session they spoke of changes to the Parks and Recreation Department Organizational structure. Changes were suggested to the proposed Operations and Maintenance Supervisor position and that the individual would be responsible for some hands-on work and to review the licensure and/or certification requirements the role may have. He stated that those changes have been made. This is for consideration of a Recreation Superintendent, Operations and Maintenance Supervisor, and part-time Recreation Specialist.

Mayor Tourville stated that he can support the Recreation Superintendent and the part-time Recreational Specialist. He felt there should be more discussion around the Operations and Maintenance Supervisor. He commented that the maintenance person during the day becomes a Supervisor, and maybe shouldn't fall under Director Carlson. He suggested the City should share in the operations and maintenance of items and make it a shared position. He was concerned that the person isn't sitting at a desk, they are able to learn different things.

Councilmember Piekarski Krech stated that they need to get moving on facilities management. She commented that we do not need a supervisor in each building or each area.

Councilmember Bartholomew commented that he envisions this position as a Supervisor of all buildings and to be able to go in them and work.

Mayor Tourville agreed with the Recreation Superintendent and the part-time Recreation Specialist job descriptions.

Councilmember Bartholomew stated that he did not agree with the part-time position. He commented that he does not want to add any more part-time FTE's and feels the current Staff could do that position.

Mayor Tourville asked if they did not have the part-time position, if it would affect the agreement with the School District.

Parks and Recreation Director Carlson responded that they are suggesting one of the Coordinators be part-time. Instead of a 16 on the pay scale, they would make them an 11. In total, they recommend adding a ½ FTE. They currently have a Recreation Superintendent, three Recreation Coordinator's, an Aquatics Coordinator, and a Fitness Coordinator. The suggestion is to have a Recreation Supervisor, two Coordinators and a Recreation Specialist.

He described the responsibilities and stated that when they took on the responsibilities of the Senior's Program through Community Education and added a Coordinator. A portion of the position was paid for by the agreement they have with the School District. That added a third Coordinator. He stated that they are still doing the Senior's coordinating and that it would be done by one of the existing Coordinators. He commented that to be able to do all the programs that we have done, and the revenue that the four positions generate is approximately \$500,000 in program revenue, plus they are getting \$48,000 to help pay for the positions and provide the programming.

Councilmember Piekarski Krech asked what a 40-hour person does with community gardens and the farmer's market, as they seem to be one-time events. She commented that she can't see this being a full-time job as they seem seasonal and mostly take place in the summer months.

Parks and Recreation Director Carlson responded that coordination still has to take place for the Farmer's Market and all of the other programs. They have to manage, supervise, and schedule. He responded that they have Holiday in the Heights, Basketball, and Volleyball in the winter. This weekend they had Breakfast with Santa, Skate with Santa, and the Candy Cane Hunt. The Recreation Staff was involved to make sure those programs were successful.

Mayor Tourville commented that they also coordinate the Swim Teams. He suggested they look at the Operations and Maintenance position and take it out of Parks and Recreation and make it belong to the City of Inver Grove and all of the buildings.

Councilmember Bartholomew commented that he was still unsure about the part-time position.

Parks and Recreation Director Carlson responded that if they did not have the part-time Recreation Specialist position, they would not be able to offer all of the programs the Community has been used to. They would have to cut back on programming and some of the revenue would not be generated.

City Administrator Lynch stated that from a cost perspective there are three Recreation Coordinator's at approximately \$40.00 per hour equal to approximately \$80,000 in salary annually. Two of them work with all of the programming from the City and the other does the Senior Programming. He stated that the proposal tonight decreases that to two full-time FTE's at \$40.00 per hour and adds a \$20.00 per hour part-time Specialist. He stated that you could set aside the Facilities Operations separate and apart from the VMCC, which they think is a good move, and be more of a working position. The overall costs would be cost neutral.

Councilmember Bartholomew commented that he felt they could get more work out of less people. There is always room for efficiencies.

Parks and Recreation Director Carlson stated that the challenge is that the Staff is hourly and can't work more than 40 hours before they get time and a half. They have a certain capacity unless we are willing to pay them overtime.

He stated that based off discussions, they broaden the Maintenance and Operations Supervisor to be more than a VMCC person, but a City-wide facilities person. They ran the scenario by the Compensation Consultant, and the compensation would not change. He commented that they could add the City Hall, Public Works Building, Water Treatment Plant, and the three Fire Stations to the job description, and the job would still pay the same. He stated that as it is outlined, it requires a two-year AA Degree, seven years of experience, and licensure or certification in boilers and experience with those types of mechanical systems.

Mayor Tourville suggested looking at the part-time Recreation and full-time Recreation Superintendent positions and then have more discussion around the Operations and Maintenance position and that job description.

Motion by Tourville second by Hark to approve the positions of Recreation Superintendent and Recreation Specialist.

Ayes: 5

Nays: 0 Motion carried.

Parks and Recreation Director Carlson clarified that the Council wanted him to adjust the job description for the Operations and Maintenance Supervisor position to include all City facilities and make sure that the minimum qualifications would be appropriate for the person to fill that type of role.

Councilmember Piekarski Krech asked if they what they are considering facilities maintenance, or are they still looking for someone to come in and do the facilities maintenance.

Parks and Recreation Carlson responded that they have vendors doing facilities maintenance, but nobody coordinating that effort. He stated that they have a proposal from a company to help us get on top of facilities maintenance and provide training to staff. This could be a combination of having the

Maintenance Supervisor work with existing staff to do actual work and operate building and work with the Company to operate as efficiently as possible. This could also help the Capital Improvement Plan.

He stated that they currently have the money to hire the Operations and Maintenance Supervisor in the VMCC Budget. He commented that if the Council is comfortable, they will make those budget modifications beginning in 2020. It is difficult to change allocations at this time as the budget has already been approved.

Councilmember Piekarski Krech asked about future budget impacts.

Parks and Recreation Director Carlson responded that he will outline the financial ramifications in January along with modifications to the job description. He stated that they will post the positions for the Recreation Superintendent and Recreation Specialist next week and work on scheduling interviews in January and February. They will bring candidates to the Council for consideration in March.

8. Consider Approval of Steve Her's Separation Agreement with the City of Inver Grove Heights.

City Administrator Lynch stated that the Council has two documents from Scott Lepak, from Barna, Guzy, and Steffen, who is our Personnel Attorney. The City Council took action in October to terminate Officer Her. Direction was given to Staff to continue communications and negotiations with Mr. Her and/or legal representatives based on discussions had as a result of the termination. He stated that our Attorney's information provides background and lays out information about the potential agreement. The second document is the separation agreement between the City of Inver Grove Heights and Steve Her. This outlines specifically the terms and conditions for settlement of all and any claims against the City. He stated that there is a payment made by the City in 2018 for \$20,000, and a payment in 2019 for \$25,000 and Mr. Her offers to resign, so it would be a resignation rather than a termination. The rescission and revocation period are noted on Page 3 of the document. He stated that there is seven days for age discrimination and 15 days for MN Human Rights Act Revocation period. We would wait those days in which Mr. Her would have to reconsider the agreement. He stated that once those dates pass, they would ask him to sign an agreement to release the City from any claims in the future for those payments. If that doesn't occur before the end of the year, the payment to be made in 2018 would have to be made in 2019 making those two payments in that year. He stated that they would prefer that not to take place. He stated that they recommend acceptance of the separation agreement and direct the Mayor and City Administrator to sign on behalf of the City.

Mayor Tourville stated that in reading the email, the second payment would have to be made by January 31st. He would like to have that date added.

City Attorney Kuntz stated that he didn't draft the document, but it is dated January 2019. He stated adding the date gives them the flexibility of 30 days.

Motion by Bartholomew second by Hark to approve Consider Approval of Steve Her's Separation Agreement with the City of Inver Grove Heights.

Ayes: 5

Nays: 0 Motion carried.

9. MAYOR & COUNCIL COMMENTS:

10. EXECUTIVE SESSION:

- 1. Pursuant to Minn. Stat. § 13D.05, Subd. 2(b), a closed executive session for preliminary consideration of allegations against City Administrator Joe Lynch.**
- 2. Hearing to consider imposition of discipline with respect to allegations against City Administrator Joe Lynch.**

City Attorney Kuntz stated this is for an executive session which would be a closed-door session pursuant to Minn. Stat. § 13D.05, Subd. 2(b), which allows the City Council to go into executive closed-door session for preliminary consideration of allegations against an employee of the City. In this instance the allegations are against the City Administrator. The Council is asked to make preliminary consideration of those allegations in the closed-door session. They ask the Council to make a Motion to move to a closed-door session pursuant to the Statute that was cited for the reasons indicated. The intention is to come out of that session and return to the public open session. He stated that if any action is taken or if the Council decides to recess the meeting to another date, they would return to the public session after consideration of the allegations. He asked the Council to make a Motion at this time for that purpose.

Motion by Piekarski Krech second by Perry to move to a closed-door session at 11:15 p.m. to discuss the following:

- 1. Pursuant to Minn. Stat. § 13D.05, Subd. 2(b), a closed executive session for preliminary consideration of allegations against City Administrator Joe Lynch.**
- 2. Hearing to consider imposition of discipline with respect to allegations against City Administrator Joe Lynch.**

Ayes: 5

Nays: 0 Motion carried.

11. ADJOURN:

Motion by Piekarski Krech second by Bartholomew to move to recess at 2:30 a.m. on Tuesday, December 11th, 2018, and continue the regular meeting of December 10, 2018 to 4:00 p.m. on Monday, December 17, 2018 at the City Hall.

Ayes: 4

Nays: 0

Absent: Perry Motion carried.

Minutes prepared by Recording Clerk Sheri Yourczek.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: January 14, 2019
 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 December 6, 2018 to January 8, 2019.

SUMMARY

Shown below is a listing of the disbursements for the various funds for the period ending January 8, 2019. The detail of these disbursements is attached to this memo.

General & Special Revenue	\$1,433,287.66
Debt Service & Capital Projects	1,193,881.06
Enterprise & Internal Service	371,086.92
Escrows	766,457.57
Grand Total for All Funds	<u><u>\$3,764,713.21</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 December 6, 2018 to January 8, 2019 and the listing of disbursements requested for approval.

DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _____

**RESOLUTION APPROVING DISBURSEMENTS FOR THE
PERIOD ENDING January 8, 2019**

WHEREAS, a list of disbursements for the period ending January 8, 2019 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	\$1,433,287.66
Debt Service & Capital Projects	1,193,881.06
Enterprise & Internal Service	371,086.92
Escrows	766,457.57
 Grand Total for All Funds	 <u><u>\$3,764,713.21</u></u>

Adopted by the City Council of Inver Grove Heights this 14th day of January, 2019.

Ayes:

Nays:

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk



City of Inver Grove Heights

Expense Approval Report

By Fund

Payment Dates 12/06/2018 - 01/08/2019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AFSCME COUNCIL 5	INV0081359	12/07/2018	UNION DUES (AFSCME FULL SHARE)	101.203.2031000	883.08
AFSCME COUNCIL 5	INV0081360	12/07/2018	UNION DUES (AFSCME FULL SHARE-PT)	101.203.2031000	92.00
AFSCME COUNCIL 5	INV0082229	12/21/2018	UNION DUES (AFSCME FULL SHARE)	101.203.2031000	907.61
AFSCME COUNCIL 5	INV0082230	12/21/2018	UNION DUES (AFSCME FULL SHARE-PT)	101.203.2031000	92.00
AFSCME COUNCIL 5	INV0082728	01/04/2019	UNION DUES (AFSCME FULL SHARE)	101.203.2031000	928.33
AFSCME COUNCIL 5	INV0082729	01/04/2019	UNION DUES (AFSCME FULL SHARE-PT)	101.203.2031000	75.28
ALLINA HEALTH	313872365	12/28/2018	80003208	101.42.4000.421.30700	65.00
AMERICAN PLANNING ASSOCIATION	099679-181007	12/31/2018	099679	101.45.3200.419.50070	11.00
ASPEN MILLS	227380	12/18/2018	550771	101.42.4200.423.60045	53.91
BARNA, GUZY, & STEFFEN LTD	195916	12/28/2018	11/30/18	101.41.1100.413.30430	497.70
BARR ENGINEERING COMPANY	23190218.00-269	12/11/2018	7/14/18-8/10/18	101.45.3200.419.30600	478.50
BARR ENGINEERING COMPANY	23190218.00-273	12/31/2018	12/28/18	101.45.3200.419.30600	240.50
BUREAU OF CRIMINAL APPREHENSION	00000520966	01/08/2019	0000012981	101.42.4000.421.40044	390.00
CENTRAIRE HEATING & A/C	196807	12/18/2018	35367	101.42.4200.423.40040	490.00
CENTURY LINK	12/19/18 651 455 9072 782	12/31/2018	651 455 9072 782	101.42.4200.423.50020	40.03
CHADER BUSINESS EQUIPMENT	IN16300	12/28/2018	IG00	101.42.4000.421.30700	220.00
CITIZEN OBSERVER LLC	8790-852787	01/08/2019	12/11/18	101.42.4000.421.70501	3,900.00
CITY OF SAINT PAUL	IN00032912	12/28/2018	2997	101.42.4000.421.50070	360.00
CLAREY'S SAFETY EQUIPMENT	180182	12/18/2018	090515	101.43.5200.443.60045	204.00
COLLINS ELECTRICAL CONST.	1832948.01	12/28/2018	12/14/18	101.43.5200.443.40046	183.75
COMCAST	12/5/18 8772 10 591 0359526	12/18/2018	8772 10 591 0359526	101.42.4200.423.60065	10.53
COVERTTRACK GROUP INC	9771	01/08/2019	2019 RENEWAL SUBSCRIPTION	101.42.4000.421.50070	600.00
CRIME STOPPERS OF MINNESOTA	2019 INVOICE	01/08/2019	LAW ENFORCEMENT PARTNERSHIP 2019	101.42.4000.421.50070	150.00
CULLIGAN	11/30/18 157-98459100-6	12/18/2018	157-98459100-5	101.42.4200.423.60065	73.95
CULLIGAN	11/30/18 157-98459118-8	12/18/2018	157-98459118-8	101.42.4200.423.60065	53.75
CZECK LAWN CARE AND SNOW SERVICE	1406	12/28/2018	1406	101.44.6000.451.30700	1,450.00
DAJ ENTERPRISES LLC	2105	12/28/2018	12/10/18	101.44.6000.451.60030	6,812.35
DAKOTA COUNTY TECHNICAL COLLEGE	00163562	12/31/2018	12/21/18	101.43.5200.443.50080	460.00
DAKOTA CTY FINANCIAL SVCS	00033168	12/18/2018	P0001753	101.42.4000.421.70501	1,516.45
DAKOTA CTY FINANCIAL SVCS	00033168	12/18/2018	P0001753	101.42.4200.423.30700	1,703.09
DAKOTA CTY FINANCIAL SVCS	00033168	12/18/2018	P0001753	101.43.5200.443.30700	46.66
DAKOTA CTY PROP TAXATION & RECORDS	12/4/18	12/18/2018	P580494, 580545, 580548	101.45.3200.419.50025	230.00
DAKOTA ELECTRIC ASSN	246837-9 12/18	12/21/2018	Electric	101.44.6000.451.40020	329.72
DAKOTA ELECTRIC ASSN	250165-8 12/18	12/21/2018	Electric	101.44.6000.451.40020	181.23
DAKOTA ELECTRIC ASSN	393563-2 12/18	12/21/2018	Electric	101.44.6000.451.40020	256.64
DAKOTA ELECTRIC ASSN	426713-4 12/18	12/21/2018	Electric	101.43.5400.445.40020	43.92
DAKOTA ELECTRIC ASSN	443054-2 12/18	12/21/2018	Electric	101.44.6000.451.40020	17.00
DAKOTA ELECTRIC ASSN	109394-7 12/18	12/21/2018	Electric	101.43.5400.445.40020	1,185.37
EARL F ANDERSEN INC	0119230-IN	12/28/2018	0004094	101.43.5200.443.60016	317.35
EFTPS	CM0002240	12/07/2018	FEDERAL WITHHOLDING	101.203.2030200	(189.02)
EFTPS	CM0002242	12/07/2018	MEDICARE WITHHOLDING	101.203.2030500	(46.28)
EFTPS	CM0002243	12/07/2018	SOCIAL SECURITY WITHHOLDING	101.203.2030400	(197.90)
EFTPS	INV0081381	12/07/2018	FEDERAL WITHHOLDING	101.203.2030200	46,424.60
EFTPS	INV0081383	12/07/2018	MEDICARE WITHHOLDING	101.203.2030500	14,030.86
EFTPS	INV0081384	12/07/2018	SOCIAL SECURITY WITHHOLDING	101.203.2030400	38,911.40
EFTPS	INV0081386	12/07/2018	FEDERAL WITHHOLDING	101.203.2030200	994.15
EFTPS	INV0081388	12/07/2018	MEDICARE WITHHOLDING	101.203.2030500	393.00
EFTPS	INV0081389	12/07/2018	SOCIAL SECURITY WITHHOLDING	101.203.2030400	1,680.40
EFTPS	INV0081548	12/12/2018	FEDERAL WITHHOLDING	101.203.2030200	613.68
EFTPS	INV0081550	12/12/2018	MEDICARE WITHHOLDING	101.203.2030500	517.18
EFTPS	INV0081551	12/12/2018	SOCIAL SECURITY WITHHOLDING	101.203.2030400	360.16
EFTPS	INV0082248	12/21/2018	FEDERAL WITHHOLDING	101.203.2030200	46,129.96
EFTPS	INV0082250	12/21/2018	MEDICARE WITHHOLDING	101.203.2030500	14,549.52
EFTPS	INV0082251	12/21/2018	SOCIAL SECURITY WITHHOLDING	101.203.2030400	42,540.80
EFTPS	INV0082252	12/21/2018	FEDERAL WITHHOLDING	101.203.2030200	1,967.50
EFTPS	INV0082254	12/21/2018	MEDICARE WITHHOLDING	101.203.2030500	249.26
EFTPS	INV0082255	12/21/2018	SOCIAL SECURITY WITHHOLDING	101.203.2030400	1,065.76
EFTPS	INV0082751	01/04/2019	FEDERAL WITHHOLDING	101.203.2030200	45,626.79
EFTPS	INV0082753	01/04/2019	MEDICARE WITHHOLDING	101.203.2030500	13,694.18
EFTPS	INV0082754	01/04/2019	SOCIAL SECURITY WITHHOLDING	101.203.2030400	38,611.00
EFTPS	INV0082755	01/04/2019	FEDERAL WITHHOLDING	101.203.2030200	1,764.89
EFTPS	INV0082757	01/04/2019	MEDICARE WITHHOLDING	101.203.2030500	988.88
EFTPS	INV0082758	01/04/2019	SOCIAL SECURITY WITHHOLDING	101.203.2030400	1,311.30
EFTPS	INV0082759	01/04/2019	FEDERAL WITHHOLDING	101.203.2030200	13,976.88
EFTPS	INV0082761	01/04/2019	MEDICARE WITHHOLDING	101.203.2030500	1,305.00
EMERGENCY RESPONSE SOLUTIONS	12232	12/28/2018	12/19/18	101.42.4200.423.60040	4,220.65
EMERGENCY RESPONSE SOLUTIONS	12233	12/28/2018	12/19/18	101.42.4200.423.60040	675.36
EMERGENCY RESPONSE SOLUTIONS	12235	12/28/2018	12/19/18	101.42.4200.423.60045	4,889.28
EMERGENCY RESPONSE SOLUTIONS	12227	12/31/2018	12/19/18	101.42.4200.423.40042	60.66
EMMONS & OLIVIER RESOURCES	00095-0058-7	12/11/2018	00095-0058	101.43.5100.442.30300	215.50
EYEMED	163712919	12/18/2018	DECEMBER 2018	101.203.2032700	255.25
FIRST IMPRESSION GROUP, THE	86318	12/31/2018	3022	101.44.6000.451.50025	584.24
FIRSTSCRIBE	2478925	12/11/2018	11/1/18	101.43.5100.442.40044	250.00
FORCE AMERICA, INC.	IN001-1296960	12/28/2018	366100	101.43.5200.443.30700	362.25
GALLS INC	011393886	12/18/2018	1002151449	101.42.4200.423.60045	179.96
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0081363	12/07/2018	HSA ELECTION-FAMILY	101.203.2032500	3,712.01
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0081364	12/07/2018	HSA ELECTION-SINGLE	101.203.2032500	4,557.45
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0082233	12/21/2018	HSA ELECTION-FAMILY	101.203.2032500	2,951.45
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0082234	12/21/2018	HSA ELECTION-SINGLE	101.203.2032500	4,470.58

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0082732	01/04/2019	HSA ELECTION-FAMILY	101.203.2032500	3,373.18
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0082733	01/04/2019	HSA ELECTION-SINGLE	101.203.2032500	4,609.05
GENESIS EMPLOYEE BENEFITS, INC	IN1413023	12/28/2018	Payroll	101.41.1100.413.30550	39.52
GENESIS EMPLOYEE BENEFITS, INC	IN1413023	12/28/2018	Payroll	101.41.2000.415.30550	84.69
GENESIS EMPLOYEE BENEFITS, INC	IN1413023	12/28/2018	Payroll	101.42.4000.421.30550	275.28
GENESIS EMPLOYEE BENEFITS, INC	IN1413023	12/28/2018	Payroll	101.42.4200.423.30550	21.50
GENESIS EMPLOYEE BENEFITS, INC	IN1413023	12/28/2018	Payroll	101.43.5000.441.30550	12.75
GENESIS EMPLOYEE BENEFITS, INC	IN1413023	12/28/2018	Payroll	101.43.5100.442.30550	52.77
GENESIS EMPLOYEE BENEFITS, INC	IN1413023	12/28/2018	Payroll	101.43.5200.443.30550	39.00
GENESIS EMPLOYEE BENEFITS, INC	IN1413023	12/28/2018	Payroll	101.44.6000.451.30550	48.86
GENESIS EMPLOYEE BENEFITS, INC	IN1413023	12/28/2018	Payroll	101.45.3000.419.30550	10.15
GENESIS EMPLOYEE BENEFITS, INC	IN1413023	12/28/2018	Payroll	101.45.3200.419.30550	16.92
GENESIS EMPLOYEE BENEFITS, INC	IN1413023	12/28/2018	Payroll	101.45.3300.419.30550	36.50
GENESIS EMPLOYEE BENEFITS, INC	IN1414126	12/28/2018	11/1/18-11/30/18	101.42.4000.421.30550	40.00
GENESIS EMPLOYEE BENEFITS, INC	IN415743	12/31/2018	11/1/18-11/30/18	101.42.4000.421.30550	42.29
GERRY'S FIRE & SAFETY INC	60120	12/18/2018	11/28/18	101.42.4200.423.40042	140.00
GLS COMPANIES	165573	12/31/2018	232631	101.41.1100.413.50032	2,590.00
GOODPOINTE TECHNOLOGY, INC.	3845	12/11/2018	2018 PCI PAVEMENT CONDITION SURVEYS	101.43.5100.442.40044	10,584.00
GOODPOINTE TECHNOLOGY, INC.	3546	12/11/2018	11/6/18	101.43.5100.442.40044	6,273.00
GREAT PLAINS FIRE	5114	12/18/2018	12/4/18	101.42.4200.423.60040	505.00
GUY LEDMAN	100112	12/18/2018	12/12/18	101.42.4200.423.30700	629.76
HOME ENERGY CENTER	2018-50317	12/28/2018	2018-50317	101.45.0000.3224000	64.00
IAPE	M19-C548358	01/08/2019	2019 MEMBERSHIP RENEWAL	101.42.4000.421.50070	50.00
ICMA RETIREMENT TRUST - 457	INV0081358	12/07/2018	457 - ROTH AGE 50+	101.203.2031400	100.00
ICMA RETIREMENT TRUST - 457	INV0081365	12/07/2018	ICMA-AGE <49 %	101.203.2031400	7,370.23
ICMA RETIREMENT TRUST - 457	INV0081366	12/07/2018	ICMA-AGE <49	101.203.2031400	5,176.54
ICMA RETIREMENT TRUST - 457	INV0081367	12/07/2018	ICMA-AGE 50+ %	101.203.2031400	456.28
ICMA RETIREMENT TRUST - 457	INV0081368	12/07/2018	ICMA-AGE 50+	101.203.2031400	5,401.91
ICMA RETIREMENT TRUST - 457	INV0081369	12/07/2018	ICMA (EMPLOYER SHARE ADMIN)	101.203.2031400	88.57
ICMA RETIREMENT TRUST - 457	INV0081378	12/07/2018	ROTH IRA (AGE 49 & UNDER)	101.203.2032400	2,053.07
ICMA RETIREMENT TRUST - 457	INV0081379	12/07/2018	ROTH IRA (AGE 50 & OVER)	101.203.2032400	400.00
ICMA RETIREMENT TRUST - 457	INV0081385	12/07/2018	ICMA-AGE <49	101.203.2031400	6,711.50
ICMA RETIREMENT TRUST - 457	INV0081543	12/12/2018	ICMA-AGE <49 %	101.203.2031400	200.14
ICMA RETIREMENT TRUST - 457	INV0082228	12/21/2018	457 - ROTH AGE 50+	101.203.2031400	100.00
ICMA RETIREMENT TRUST - 457	INV0082235	12/21/2018	ICMA-AGE <49 %	101.203.2031400	6,518.78
ICMA RETIREMENT TRUST - 457	INV0082236	12/21/2018	ICMA-AGE <49	101.203.2031400	4,465.00
ICMA RETIREMENT TRUST - 457	INV0082237	12/21/2018	ICMA-AGE 50+ %	101.203.2031400	468.78
ICMA RETIREMENT TRUST - 457	INV0082238	12/21/2018	ICMA-AGE 50+	101.203.2031400	5,401.91
ICMA RETIREMENT TRUST - 457	INV0082239	12/21/2018	ICMA (EMPLOYER SHARE ADMIN)	101.203.2031400	88.57
ICMA RETIREMENT TRUST - 457	INV0082246	12/21/2018	ROTH IRA (AGE 49 & UNDER)	101.203.2032400	2,053.03
ICMA RETIREMENT TRUST - 457	INV0082247	12/21/2018	ROTH IRA (AGE 50 & OVER)	101.203.2032400	400.00
ICMA RETIREMENT TRUST - 457	INV0082727	01/04/2019	457 - ROTH AGE 50+	101.203.2031400	100.00
ICMA RETIREMENT TRUST - 457	INV0082734	01/04/2019	ICMA-AGE <49 %	101.203.2031400	7,418.92
ICMA RETIREMENT TRUST - 457	INV0082735	01/04/2019	ICMA-AGE <49	101.203.2031400	4,485.00
ICMA RETIREMENT TRUST - 457	INV0082736	01/04/2019	ICMA-AGE 50+ %	101.203.2031400	458.93
ICMA RETIREMENT TRUST - 457	INV0082737	01/04/2019	ICMA-AGE 50+	101.203.2031400	5,514.79
ICMA RETIREMENT TRUST - 457	INV0082738	01/04/2019	ICMA (EMPLOYER SHARE ADMIN)	101.203.2031400	88.57
ICMA RETIREMENT TRUST - 457	INV0082747	01/04/2019	ROTH IRA (AGE 49 & UNDER)	101.203.2032400	2,052.29
ICMA RETIREMENT TRUST - 457	INV0082748	01/04/2019	ROTH IRA (AGE 50 & OVER)	101.203.2032400	500.00
ICMA RETIREMENT TRUST - 457	INV0082749	01/04/2019	ROTH-AGE <49 %	101.203.2032400	114.37
IGH FIRE RELIEF ASSN	2019 CONTRIBUTIONS	01/08/2019	2019 FIREFIGHTERS RELIEF ASSOC.	101.42.4200.423.20510	82,775.00
ING DIRECT	INV0081390	12/07/2018	MSRS-HCSP	101.203.2032200	29,369.99
ING DIRECT	INV0081867	12/14/2018	MSRS-HCSP	101.203.2032200	107,552.83
ING DIRECT	INV0082256	12/21/2018	MSRS-HCSP	101.203.2032200	1,014.49
INNOVATIVE OFFICE SOLUTIONS	SUM-043924	12/18/2018	S28777	101.41.1100.413.60070	239.92
INNOVATIVE OFFICE SOLUTIONS	SUM-043924	12/18/2018	S28777	101.45.3300.419.60040	52.13
ITL PATCH COMPANY, INC.	50333	12/18/2018	18-5803	101.42.4000.421.50030	481.00
IUOE	INV0081370	12/07/2018	UNION DUES IUOE	101.203.2031000	1,044.42
IUOE	INV0082739	01/04/2019	UNION DUES IUOE	101.203.2031000	1,044.42
KENISON, TERRI	NOVEMBER 2018	12/18/2018	NOVEMBER 2018	101.42.4200.423.30700	850.00
K-TECH SPECIALTY COATINGS INC	201811-K0091	12/18/2018	414029	101.43.5200.443.60016	2,381.28
K-TECH SPECIALTY COATINGS INC	201811-K0137	12/28/2018	414029	101.43.5200.443.60016	2,282.86
LANGUAGE LINE SERVICES	4458511	12/18/2018	9020909043	101.42.4000.421.50020	143.65
LAURENTINA DEJONG	2078	12/18/2018	12/4/18	101.44.6000.451.30700	1,039.50
LEAGUE OF MN CITIES	283020	12/28/2018	10/8/18	101.41.1000.413.50080	75.00
LELS	INV0081371	12/07/2018	UNION DUES (LELS)	101.203.2031000	1,566.00
LELS	INV0082740	01/04/2019	UNION DUES (LELS)	101.203.2031000	1,624.00
LELS SERGEANTS	INV0081380	12/07/2018	UNION DUES (LELS SGT)	101.203.2031000	294.00
LELS SERGEANTS	INV0082750	01/04/2019	UNION DUES (LELS SGT)	101.203.2031000	306.00
LEVANDER, GILLEN & MILLER P.A.	10/31/18 92000E	12/11/2018	92000E	101.42.4000.421.30410	18,466.96
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 AT&T Wireless	10/31/2018	Legal	101.43.5000.441.30420	16.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 Community De	10/31/2018	Legal	101.45.3000.419.30420	280.43
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 Council Meetir	10/31/2018	Legal	101.41.1000.413.30401	240.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 Edgar Garage	10/31/2018	Legal	101.43.5100.442.30420	66.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 Engineering	10/31/2018	Legal	101.43.5100.442.30420	2,543.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 Impr Proj - 87	10/31/2018	Legal	101.43.5100.442.30420	85.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 Mayor/CC	10/31/2018	Legal	101.41.1000.413.30420	12,809.99
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 Parks	10/31/2018	Legal	101.44.6000.451.30420	180.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 Planning	10/31/2018	Legal	101.45.3200.419.30420	266.50
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 Police	10/31/2018	Legal	101.42.4000.421.30420	64.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 Public Works	10/31/2018	Legal	101.43.5000.441.30420	539.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 Wakota Stora	10/31/2018	Legal	101.43.5100.442.30420	66.00
LEVANDER, GILLEN & MILLER P.A.	11/30/18 92000E	12/18/2018	92000E	101.42.4000.421.30410	18,371.57
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 Anthony Scale	12/18/2018	Legal	101.45.3200.419.30420	94.00
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 Community De	12/18/2018	Legal	101.45.3000.419.30420	207.00
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 Council Meetir	12/18/2018	Legal	101.41.1000.413.30401	120.00
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 Edgar Garage	12/18/2018	Legal	101.43.5100.442.30420	44.00
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 Engineering	12/18/2018	Legal	101.43.5100.442.30420	1,306.00
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 Mayor/CC	12/18/2018	Legal	101.41.1000.413.30420	4,923.60

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 Parks	12/18/2018	Legal	101.44.6000.451.30420	24.00
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 Police	12/18/2018	Legal	101.42.4000.421.30420	16.00
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 Public Works	12/18/2018	Legal	101.43.5000.441.30420	183.50
LOCAL GOVERNMENT INFORMATION SYSTEM	43210	12/11/2018	106325	101.42.4000.421.70501	2,087.00
LOCAL GOVERNMENT INFORMATION SYSTEM	46219	12/18/2018	111541	101.42.4200.423.30700	137.00
LONE OAK GRAPHICS INC	39491	12/31/2018	8150	101.41.1000.413.60065	30.44
LONE OAK GRAPHICS INC	39491	12/31/2018	8150	101.41.1100.413.60065	30.44
LONE OAK GRAPHICS INC	39491	12/31/2018	8150	101.45.3300.419.60065	30.44
M & J SERVICES, LLC	1935	12/28/2018	11/12/18	101.43.5200.443.40046	2,975.00
M & J SERVICES, LLC	1940	12/11/2018	11/26/18	101.43.5200.443.40046	1,530.00
M & J SERVICES, LLC	1941	12/11/2018	11/26/18	101.43.5200.443.40046	2,720.00
MADISON NATIONAL LIFE INSURANCE COMPAI	1325517	01/04/2019	GROUP #012439 JANUARY 2019	101.203.2031700	2,907.35
MADISON NATIONAL LIFE INSURANCE COMPAI	1325517	01/04/2019	GROUP #012439 JANUARY 2019	101.42.4000.421.20630	(43.20)
MATTHEW D HENNING	1529	12/31/2018	12/30/18	101.43.5200.443.60016	59.00
MATTHEW D HENNING	1529	12/31/2018	12/30/18	101.44.6000.451.40040	46.25
MESSERLI & KRAMER, P.A.	12/18/18	12/28/2018	62-CV-18-2664-BRAVO	101.203.2031900	1,023.93
METROPOLITAN COUNCIL	11/1/18	12/11/2018	NOVEMBER 2018	101.41.0000.3414000	(248.50)
METROPOLITAN COUNCIL	DECEMBER 2018	12/31/2018	DECEMBER 2018	101.41.0000.3414000	(99.40)
MIDWEST AQUA CARE, INC.	20899	12/31/2018	12/17/18	101.44.6000.451.60065	352.70
MINNEAPOLIS OXYGEN CO.	00034454	12/18/2018	01910	101.42.4200.423.30700	69.30
MINNEAPOLIS OXYGEN CO.	00034455	12/18/2018	01915	101.42.4200.423.30700	69.30
MINNESOTA DEPARTMENT OF HUMAN SERVIC	INV0081361	12/07/2018	JOEL JACKSON FEIN/TAXPAYER ID: 4160052	101.203.2032100	294.18
MINNESOTA DEPARTMENT OF HUMAN SERVIC	INV0081362	12/07/2018	JOHN VERDEJA FEIN/TAXPAYER ID: 4160052	101.203.2032100	158.74
MINNESOTA DEPARTMENT OF HUMAN SERVIC	INV0082231	12/21/2018	JOEL JACKSON FEIN/TAXPAYER ID: 4160052	101.203.2032100	294.18
MINNESOTA DEPARTMENT OF HUMAN SERVIC	INV0082232	12/21/2018	JOHN VERDEJA FEIN/TAXPAYER ID: 4160052	101.203.2032100	158.74
MINNESOTA DEPARTMENT OF HUMAN SERVIC	INV0082730	01/04/2019	JOEL JACKSON FEIN/TAXPAYER ID: 4160052	101.203.2032100	294.18
MINNESOTA DEPARTMENT OF HUMAN SERVIC	INV0082731	01/04/2019	JOHN VERDEJA FEIN/TAXPAYER ID: 4160052	101.203.2032100	158.74
MN CHIEFS OF POLICE ASSOCIATION	8636	01/08/2019	2019 MEMBERSHIP RENEWALS	101.42.4000.421.50070	157.00
MN DEPT OF REVENUE	CM0002241	12/07/2018	STATE WITHHOLDING	101.203.2030300	(105.20)
MN DEPT OF REVENUE	INV0081382	12/07/2018	STATE WITHHOLDING	101.203.2030300	22,103.84
MN DEPT OF REVENUE	INV0081387	12/07/2018	STATE WITHHOLDING	101.203.2030300	375.43
MN DEPT OF REVENUE	INV0081549	12/12/2018	STATE WITHHOLDING	101.203.2030300	392.34
MN DEPT OF REVENUE	Nov 2018	12/21/2018	Taxes	101.207.2070300	67.25
MN DEPT OF REVENUE	Nov 2018	12/21/2018	Taxes	101.207.2070300	1.00
MN DEPT OF REVENUE	INV0082249	12/21/2018	STATE WITHHOLDING	101.203.2030300	22,267.43
MN DEPT OF REVENUE	INV0082253	12/21/2018	STATE WITHHOLDING	101.203.2030300	655.77
MN DEPT OF REVENUE	INV0082752	01/04/2019	STATE WITHHOLDING	101.203.2030300	21,752.86
MN DEPT OF REVENUE	INV0082756	01/04/2019	STATE WITHHOLDING	101.203.2030300	897.98
MN DEPT OF REVENUE	INV0082760	01/04/2019	STATE WITHHOLDING	101.203.2030300	4,075.63
MN GLOVE & SAFETY, INC.	312259	12/18/2018	CTINVE	101.43.5200.443.60045	149.98
MN GLOVE & SAFETY, INC.	312823	12/28/2018	CTINVE	101.43.5200.443.60045	143.45
MN GLOVE & SAFETY, INC.	312973	12/28/2018	CTINVE	101.43.5200.443.60045	79.99
MN GLOVE & SAFETY, INC.	312995	12/28/2018	CTINVE	101.43.5200.443.60045	99.98
MN GLOVE & SAFETY, INC.	313347	12/31/2018	CTINVE	101.43.5200.443.60045	92.94
MN NCPERS LIFE INSURANCE	JANUARY 2019	01/08/2019	JANUARY 2019 PREMIUM	101.203.2031600	320.00
MN STATE FIRE CHIEFS ASSOCIATION	300005376	12/28/2018	12/14/18	101.42.4200.423.50070	542.00
MTI DISTRIBUTING CO	1195661-00	12/11/2018	91180	101.44.6000.451.40047	2,529.78
MUNICIPAL EMERGENCY SERVICES, INC.	IN1292564	12/31/2018	12/19/18	101.42.4200.423.60040	1,311.77
NATURE CALLS, INC.	26010	12/11/2018	OCTOBER 2018	101.44.6000.451.40065	1,155.00
NATURE CALLS, INC.	26044	12/28/2018	NOVEMBER 2018	101.44.6000.451.40065	348.00
NEWMAN SIGNS INC	TRFINV007764	12/18/2018	INV-03-001	101.43.5200.443.60016	2,015.18
NRG ENERGY INC	000857246785	12/28/2018	008000127767	101.43.5400.445.40020	1,242.00
NRG ENERGY INC	000857246785	12/28/2018	008000127767	101.44.6000.451.40020	24.68
NRG ENERGY INC	000857246791	12/28/2018	008000127768	101.43.5400.445.40020	968.13
NRG ENERGY INC	000857246791	12/28/2018	008000127768	101.44.6000.451.40020	247.35
NRG ENERGY INC	000857246792	12/28/2018	008000130189	101.42.4200.423.40020	764.96
NRG ENERGY INC	000857246792	12/28/2018	008000130189	101.44.6000.451.40020	95.11
O' REILLY AUTO PARTS	1767-353415	12/31/2018	1578028	101.42.4200.423.40041	324.50
OCCUPATIONAL HEALTH CENTERS OF MINNE	102894208	12/28/2018	N26-1351004654	101.43.5200.443.30700	135.00
OXYGEN SERVICE COMPANY, INC	03422242	12/18/2018	04394	101.42.4000.421.60065	37.56
PERA	CM0002238	12/07/2018	PERA COORDINATED PLAN	101.203.2030600	(207.48)
PERA	CM0002239	12/07/2018	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	(15.96)
PERA	INV0081372	12/07/2018	PERA COORDINATED PLAN	101.203.2030600	40,282.32
PERA	INV0081373	12/07/2018	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	3,098.67
PERA	INV0081374	12/07/2018	PERA DEFINED PLAN	101.203.2030600	69.23
PERA	INV0081375	12/07/2018	EMPLOYER SHARE (PERA DEFINED PLAN)	101.203.2030600	69.23
PERA	INV0081376	12/07/2018	PERA POLICE & FIRE PLAN	101.203.2030600	16,748.42
PERA	INV0081377	12/07/2018	EMPLOYER SHARE (POLICE & FIRE PLAN)	101.203.2030600	25,122.68
PERA	INV0081544	12/12/2018	PERA COORDINATED PLAN	101.203.2030600	377.62
PERA	INV0081545	12/12/2018	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	29.05
PERA	INV0081546	12/12/2018	PERA POLICE & FIRE PLAN	101.203.2030600	1,523.63
PERA	INV0081547	12/12/2018	EMPLOYER SHARE (POLICE & FIRE PLAN)	101.203.2030600	2,285.42
PERA	INV0082240	12/21/2018	PERA COORDINATED PLAN	101.203.2030600	39,650.66
PERA	INV0082241	12/21/2018	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	3,050.10
PERA	INV0082242	12/21/2018	PERA DEFINED PLAN	101.203.2030600	69.23
PERA	INV0082243	12/21/2018	EMPLOYER SHARE (PERA DEFINED PLAN)	101.203.2030600	69.23
PERA	INV0082244	12/21/2018	PERA POLICE & FIRE PLAN	101.203.2030600	15,335.93
PERA	INV0082245	12/21/2018	EMPLOYER SHARE (POLICE & FIRE PLAN)	101.203.2030600	23,003.92
PERA	INV0082741	01/04/2019	PERA COORDINATED PLAN	101.203.2030600	38,638.50
PERA	INV0082742	01/04/2019	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	2,972.25
PERA	INV0082743	01/04/2019	PERA DEFINED PLAN	101.203.2030600	69.23
PERA	INV0082744	01/04/2019	EMPLOYER SHARE (PERA DEFINED PLAN)	101.203.2030600	69.23
PERA	INV0082745	01/04/2019	PERA POLICE & FIRE PLAN	101.203.2030600	17,433.84
PERA	INV0082746	01/04/2019	EMPLOYER SHARE (POLICE & FIRE PLAN)	101.203.2030600	26,150.79
PERFORMANCE PLUS LLC	525ILF	12/18/2018	12/4/18	101.42.4200.423.30700	4,212.00
PERFORMANCE PLUS LLC	5255LF	12/18/2018	12/7/18	101.42.4200.423.30700	81.00
PERFORMANCE PLUS LLC	5265LF	12/28/2018	12/12/18	101.42.4200.423.30700	81.00
PERFORMANCE PLUS LLC	5278LF	12/31/2018	12/26/18	101.42.4200.423.30700	81.00
PETTY CASH	12/17/18	12/18/2018	PETTY CASH REQUEST	101.41.1100.413.50075	34.62

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PETTY CASH	12/17/18	12/18/2018	PETTY CASH REQUEST	101.45.3300.419.50080	18.28
PETTY CASH	12/17/18	12/18/2018	PETTY CASH REQUEST	101.45.3300.419.50080	16.77
PETTY CASH	12/17/18	12/18/2018	PETTY CASH REQUEST	101.45.3300.419.50080	11.42
PETTY CASH - POLICE	12/28/18	12/28/2018	PETTY CASH REQUEST	101.42.4000.421.50030	40.00
PETTY CASH-WF PURCHASE CARD FEES	JANET SHEFCHIK WF OOP 11	12/14/2018	Wells Fargo Out of Pocket Reimbursements	101.41.1100.413.60018	15.96
PETTY CASH-WF PURCHASE CARD FEES	JANET SHEFCHIK WF OOP 11	12/14/2018	Wells Fargo Out of Pocket Reimbursements	101.41.1100.413.60018	52.08
PETTY CASH-WF PURCHASE CARD FEES	KIM FOX WF OOP 11/18	12/14/2018	Wells Fargo Out of Pocket Reimbursements	101.45.3000.419.50075	71.50
PETTY CASH-WF PURCHASE CARD FEES	KRISTI SMITH WF OOP 11/18	12/14/2018	Wells Fargo Out of Pocket Reimbursements	101.41.2000.415.50070	101.50
PETTY CASH-WF PURCHASE CARD FEES	RYAN ROSE WF OOP 11/18	12/14/2018	Wells Fargo Out of Pocket Reimbursements	101.42.4000.421.60013	52.90
PETTY CASH-WF PURCHASE CARD FEES	RYAN ROSE WF OOP 11/18	12/14/2018	Wells Fargo Out of Pocket Reimbursements	101.42.4000.421.60013	64.59
PETTY CASH-WF PURCHASE CARD FEES	NOVEMBER 2018	12/11/2018	PETTY CASH WF PURCHASE FEES	101.41.2000.415.70440	141.62
PLUNKETT'S PEST CONTROL	6127868	12/18/2018	9129294	101.42.4200.423.30700	277.44
PRECISE MRM	IN200-1019000	12/18/2018	000208	101.43.5200.443.30700	68.47
RCM SPECIALTIES, INC.	6855	12/18/2018	11/26/18	101.43.5200.443.40046	6,650.00
RCM SPECIALTIES, INC.	6877	12/31/2018	12/24/18	101.43.5200.443.40046	3,325.00
RENEE DUBS ELLENA	18-4756	01/04/2019	JANUARY/FEBRUARY 2019	101.41.1100.413.50032	785.00
RICK BEISE	100	12/11/2018	11/22/18	101.42.4000.421.60013	375.00
SAND CREEK GROUP LTD	96698	12/28/2018	12/5/18	101.42.4200.423.30700	2,225.00
SHORT ELLIOTT HENDRICKSON, INC.	358376	12/11/2018	4340	101.43.5100.442.30300	1,151.69
SOLBERG AGGREGATE CO	20290	12/18/2018	10/17/18	101.43.5200.443.60016	362.70
SOUTH ST PAUL ANIMAL HOSPITAL	NOVEMBER 2018	12/18/2018	NOVEMBER 2018	101.42.4000.421.50070	1,964.97
STERLING CODIFIERS	21541	12/31/2018	1/1/18	101.41.1100.413.50070	500.00
STREAMLINE DESIGN INC	38772	12/31/2018	12/28/18	101.42.4200.423.60045	398.00
STREAMLINE DESIGN INC	38785	12/31/2018	12/28/18	101.42.4200.423.60065	915.50
STREAMLINE DESIGN INC	38786	12/31/2018	12/28/18	101.42.4200.423.60065	1,755.00
THOMAS MICHAEL ESCH	12182018	12/28/2018	12/28/18	101.41.1100.413.30700	200.00
THOMSON REUTER - WEST	839339667	12/18/2018	1000197212	101.42.4000.421.30700	236.24
TOTAL CONSTRUCTION & EQUIP.	8592	12/31/2018	WS18CI1026	101.43.5200.443.40046	317.25
TRACKER PRODUCTS LLC	TPINV-002027	01/08/2019	ANNUAL SAFE PROFESSIONAL	101.42.4000.421.60065	2,470.00
TRANSLANGUAGES LLC	181134	12/18/2018	11/30/18	101.42.4000.421.50020	202.89
TYLER TECHNOLOGIES, INC	025-241767	12/11/2018	41443	101.41.2000.415.40044	438.00
TYLER TECHNOLOGIES, INC	025-245093	01/08/2019	41443	101.41.2000.415.40044	438.00
TYLER TECHNOLOGIES, INC	41443	01/08/2019	41443	101.41.2000.415.40044	35,021.40
UNIFIRST CORPORATION	090 0452129	12/18/2018	1051948	101.43.5200.443.60045	47.84
UNIFIRST CORPORATION	090 0452129	12/18/2018	1051948	101.44.6000.451.60045	30.19
UNIFIRST CORPORATION	090 0453296	12/28/2018	1051948	101.43.5200.443.60045	38.51
UNIFIRST CORPORATION	090 0453296	12/28/2018	1051948	101.44.6000.451.60045	30.19
UNIFIRST CORPORATION	090 0454445	12/28/2018	1051948	101.43.5200.443.60045	45.99
UNIFIRST CORPORATION	090 0454445	12/28/2018	1051948	101.44.6000.451.60045	30.19
UNIFIRST CORPORATION	090 0455618	12/28/2018	1051948	101.43.5200.443.60045	45.99
UNIFIRST CORPORATION	090 0455618	12/28/2018	1051948	101.44.6000.451.60045	30.19
UNIFIRST CORPORATION	090 0456776	12/31/2018	1051948	101.43.5200.443.60045	45.99
UNIFIRST CORPORATION	090 0456776	12/31/2018	1051948	101.44.6000.451.60045	30.19
UNITED STATES TREASURY	12/26/18	12/28/2018	ANDREW BRAVO LEVY PROCEEDS	101.203.2031900	125.00
UPS	000027914A468	12/18/2018	27914A	101.43.5200.443.60016	4.01
US POSTMASTER - EAGAN	JANUARY-FEBRUARY 2019	12/31/2018	INSIGHTS NEWSLETTER JAN-FEB 2019	101.41.1100.413.50035	2,500.00
VERIFIED CREDENTIALS, INC.	286454	12/28/2018	10/31/18	101.41.1100.413.30700	55.00
VERIFIED CREDENTIALS, INC.	287617	12/11/2018	11/30/18	101.41.1100.413.30500	281.75
VERIFIED CREDENTIALS, INC.	288705	12/31/2018	12/31/18	101.41.1100.413.30500	305.50
VERIZON WIRELESS	9819010245	12/28/2018	Telephone	101.41.1000.413.50020	630.23
VERIZON WIRELESS	9819010245	12/28/2018	Telephone	101.42.4000.421.50020	838.96
VERIZON WIRELESS	9819010245	12/28/2018	Telephone	101.42.4200.423.50020	705.91
VERIZON WIRELESS	9819010245	12/28/2018	Telephone	101.43.5100.442.50020	366.92
VERIZON WIRELESS	9819010245	12/28/2018	Telephone	101.43.5200.443.50020	398.29
VERIZON WIRELESS	9819010245	12/28/2018	Telephone	101.44.6000.451.50020	322.84
VERIZON WIRELESS	9819010245	12/28/2018	Telephone	101.45.3000.419.50020	35.01
VERIZON WIRELESS	9819010245	12/28/2018	Telephone	101.45.3300.419.50020	251.16
VERIZON WIRELESS	9819010245CR	12/28/2018	Telephone	101.41.1300.413.50020	(47.07)
VERIZON WIRELESS	9819062382	12/18/2018	942147853-00001	101.42.4000.421.50020	670.14
VERIZON WIRELESS	9820991614	12/31/2018	942147853-00001	101.42.4000.421.50020	89.60
VERWAY, MIKE	12/3/18	12/11/2018	MAILBOX REPLACEMENT	101.43.5200.443.60016	68.55
WEBBER RECREATIONAL DESIGN, INC.	895	12/31/2018	10/22/18	101.44.6000.451.40047	337.50
WELLS FARGO CREDIT CARD ACH	Dept Of Natural Resour WF 11/	12/11/2018	Wells Fargo Purchase Cards	101.44.6000.451.50070	431.29
WELLS FARGO CREDIT CARD ACH	Eb 2018 Nami Minnesot WF 11/	12/11/2018	Wells Fargo Purchase Cards	101.42.4000.421.50080	65.39
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us M87d03gz1 WF	12/11/2018	Wells Fargo Purchase Cards	101.43.5100.442.60040	42.62
WELLS FARGO CREDIT CARD ACH	Nfpa Natl Fire Protect WF 11/18	12/11/2018	Wells Fargo Purchase Cards	101.42.4200.423.50070	1,575.00
WELLS FARGO CREDIT CARD ACH	Tractor-Supply-Co #019 WF 11/	12/11/2018	Wells Fargo Purchase Cards	101.43.5200.443.60016	87.95
WELLS FARGO CREDIT CARD ACH	Amazon.Com M82dr0x32 WF 1:	12/11/2018	Wells Fargo Purchase Cards	101.43.5100.442.60040	195.87
WELLS FARGO CREDIT CARD ACH	Minnesota Glove & Safe WF 11/	12/11/2018	Wells Fargo Purchase Cards	101.44.6000.451.60045	285.96
WELLS FARGO CREDIT CARD ACH	Supershuttle-Execucart WF 11/	12/11/2018	Wells Fargo Purchase Cards	101.42.4200.423.50065	28.20
WELLS FARGO CREDIT CARD ACH	Asknet Cyberlink Shop WF 11/	12/11/2018	Wells Fargo Purchase Cards	101.42.4200.423.60065	139.99
WELLS FARGO CREDIT CARD ACH	Dakota Awards And Engr WF 11/	12/11/2018	Wells Fargo Purchase Cards	101.42.4200.423.30700	1,021.00
WELLS FARGO CREDIT CARD ACH	Newman Signs Inc WF 11/18	12/11/2018	Wells Fargo Purchase Cards	101.44.6000.451.60065	819.42
WELLS FARGO CREDIT CARD ACH	Culligan Water Of Igh WF 11/18	12/11/2018	Wells Fargo Purchase Cards	101.44.6000.451.40050	9.55
WELLS FARGO CREDIT CARD ACH	Ltg Power Equipment WF 11/18	12/11/2018	Wells Fargo Purchase Cards	101.44.6000.451.60040	614.40
WELLS FARGO CREDIT CARD ACH	Prairie Moon WF 11/18	12/11/2018	Wells Fargo Purchase Cards	101.44.6000.451.60065	770.00
WELLS FARGO CREDIT CARD ACH	Sherwin Williams 70309 WF 11/	12/11/2018	Wells Fargo Purchase Cards	101.44.6000.451.60016	509.85
WELLS FARGO CREDIT CARD ACH	Tessman Company Saint WF 11/	12/11/2018	Wells Fargo Purchase Cards	101.44.6000.451.60030	580.00
WELLS FARGO CREDIT CARD ACH	Winfield Solutions Eco WF 11/1	12/11/2018	Wells Fargo Purchase Cards	101.44.6000.451.60035	3,775.15
WELLS FARGO CREDIT CARD ACH	The Corner S WF 11/18	12/11/2018	Wells Fargo Purchase Cards	101.44.6000.451.60040	46.00
WELLS FARGO CREDIT CARD ACH	Hilton Clearwater Beac WF 11/	12/11/2018	Wells Fargo Purchase Cards	101.42.4200.423.50075	12.72
WELLS FARGO CREDIT CARD ACH	National Society Of Pr WF 11/1	12/11/2018	Wells Fargo Purchase Cards	101.43.5000.441.50070	299.00
WELLS FARGO CREDIT CARD ACH	Personalization Mall WF 11/18	12/11/2018	Wells Fargo Purchase Cards	101.41.1100.413.50075	710.85
WELLS FARGO CREDIT CARD ACH	Supershuttle-Execucart WF 11/	12/11/2018	Wells Fargo Purchase Cards	101.42.4200.423.50065	(28.20)
WELLS FARGO CREDIT CARD ACH	Aed Superstore WF 11/18	12/11/2018	Wells Fargo Purchase Cards	101.42.4000.421.60065	273.17
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us M800y0dg2 WF	12/11/2018	Wells Fargo Purchase Cards	101.44.6000.451.60016	8.99
WELLS FARGO CREDIT CARD ACH	Impark00200167u WF 11/18	12/11/2018	Wells Fargo Purchase Cards	101.42.4200.423.50065	20.00
WELLS FARGO CREDIT CARD ACH	Aed Superstore WF 11/18 CR	12/11/2018	Wells Fargo Purchase Cards	101.42.4000.421.60065	(18.17)
WELLS FARGO CREDIT CARD ACH	Secretary Of State WF 11/18	12/11/2018	Wells Fargo Purchase Cards	101.42.4000.421.50030	120.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WELLS FARGO CREDIT CARD ACH	Secretary Of State WF 11/18	12/11/2018	Wells Fargo Purchase Cards	101.42.4000.421.50030	120.00
WELLS FARGO CREDIT CARD ACH	Tractor Supply Co #550 WF 11/	12/11/2018	Wells Fargo Purchase Cards	101.43.5200.443.60016	74.99
WELLS FARGO CREDIT CARD ACH	Akomadogpro WF 11/18	12/11/2018	Wells Fargo Purchase Cards	101.42.4000.421.60013	119.95
WELLS FARGO CREDIT CARD ACH	Allina Health System W WF 11/	12/11/2018	Wells Fargo Purchase Cards	101.42.4200.423.30700	480.00
WELLS FARGO CREDIT CARD ACH	Amer Assoc Notarieswe WF 11/	12/11/2018	Wells Fargo Purchase Cards	101.42.4000.421.50030	27.90
WELLS FARGO CREDIT CARD ACH	Funeral Flowers/Gifts WF 11/18	12/11/2018	Wells Fargo Purchase Cards	101.42.4000.421.50030	96.62
WELLS FARGO CREDIT CARD ACH	Minnesota Chiefs Of Po WF 11/	12/11/2018	Wells Fargo Purchase Cards	101.42.4000.421.50030	56.90
WELLS FARGO CREDIT CARD ACH	Nna Services Llc WF 11/18	12/11/2018	Wells Fargo Purchase Cards	101.42.4000.421.50030	63.50
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WF 11/	12/11/2018	Wells Fargo Purchase Cards	101.42.4200.423.60065	25.96
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WF 11/	12/11/2018	Wells Fargo Purchase Cards	101.43.5100.442.60040	113.70
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WF 11/	12/11/2018	Wells Fargo Purchase Cards	101.43.5200.443.60016	24.60
WELLS FARGO CREDIT CARD ACH	Clean N Press WF 11/18	12/11/2018	Wells Fargo Purchase Cards	101.42.4200.423.30700	33.30
WELLS FARGO CREDIT CARD ACH	Vistapr Vistaprint.Com WF 11/1	12/11/2018	Wells Fargo Purchase Cards	101.41.1000.413.50030	24.09
WELLS FARGO CREDIT CARD ACH	Vistapr Vistaprint.Com WF 11/1	12/11/2018	Wells Fargo Purchase Cards	101.42.4000.421.50030	25.98
WELLS FARGO CREDIT CARD ACH	Mnspe WF 11/18	12/11/2018	Wells Fargo Purchase Cards	101.43.5100.442.50070	230.00
WELLS FARGO CREDIT CARD ACH	Buca Di Beppo-St Paul WF 11/1	12/11/2018	Wells Fargo Purchase Cards	101.41.1100.413.50075	1,434.28
WELLS FARGO CREDIT CARD ACH	Rayallen.Com Jdog.C WF 11/	12/11/2018	Wells Fargo Purchase Cards	101.42.4000.421.60013	824.99
WELLS FARGO CREDIT CARD ACH	Rayallen.Com Jdog.C WF 11/	12/11/2018	Wells Fargo Purchase Cards	101.42.4000.421.60013	1,299.99
WELLS FARGO CREDIT CARD ACH	Innovative Office Solu WF 11/18	12/11/2018	Wells Fargo Purchase Cards	101.42.4000.421.40044	473.46
WELLS FARGO CREDIT CARD ACH	Samsclub.Com WF 11/18	12/11/2018	Wells Fargo Purchase Cards	101.42.4000.421.40044	499.00
WELLS FARGO CREDIT CARD ACH	At&T Bill Payment WF 11/18	12/11/2018	Wells Fargo Purchase Cards	101.43.5100.442.50020	33.55
WELLS FARGO CREDIT CARD ACH	Batteries Plus - #0030 WF 11/1	12/11/2018	Wells Fargo Purchase Cards	101.42.4200.423.40042	12.99
WELLS FARGO CREDIT CARD ACH	Mn Recreation And Park WF 11/	12/11/2018	Wells Fargo Purchase Cards	101.44.6000.451.50080	39.00
WELLS FARGO CREDIT CARD ACH	Blue Card Command WF 11/18	12/11/2018	Wells Fargo Purchase Cards	101.42.4200.423.30700	4,500.00
WELLS FARGO CREDIT CARD ACH	Inver Grove Heights Ac WF 11/	12/11/2018	Wells Fargo Purchase Cards	101.42.4200.423.60065	56.44
WELLS FARGO CREDIT CARD ACH	Inver Grove Heights Ac WF 11/	12/11/2018	Wells Fargo Purchase Cards	101.43.5200.443.60016	23.66
WELLS FARGO CREDIT CARD ACH	Inver Grove Heights Ac WF 11/	12/11/2018	Wells Fargo Purchase Cards	101.44.6000.451.60012	4.15
WELLS FARGO CREDIT CARD ACH	Inver Grove Heights Ac WF 11/	12/11/2018	Wells Fargo Purchase Cards	101.44.6000.451.60012	30.51
WELLS FARGO CREDIT CARD ACH	Active911 Inc WF 11/18	12/11/2018	Wells Fargo Purchase Cards	101.42.4200.423.50070	675.00
WELLS FARGO CREDIT CARD ACH	Centurylink/Speedpay WF 11/18	12/11/2018	Wells Fargo Purchase Cards	101.44.6000.451.50020	74.94
WELLS FARGO CREDIT CARD ACH	Centurylink/Speedpay WF 11/18	12/11/2018	Wells Fargo Purchase Cards	101.44.6000.451.50020	84.93
WELLS FARGO CREDIT CARD ACH	Centurylink/Speedpay WF 11/18	12/11/2018	Wells Fargo Purchase Cards	101.44.6000.451.50020	95.70
WELLS FARGO CREDIT CARD ACH	Centurylink/Speedpay WF 11/18	12/11/2018	Wells Fargo Purchase Cards	101.44.6000.451.50020	224.82
WELLS FARGO CREDIT CARD ACH	Icon Enterprises Inc WF 11/18	12/11/2018	Wells Fargo Purchase Cards	101.41.1300.413.50080	625.00
WELLS FARGO CREDIT CARD ACH	U Of M Contlearning WF 11/18	12/11/2018	Wells Fargo Purchase Cards	101.43.5000.441.50080	255.00
WELLS FARGO CREDIT CARD ACH	U Of M Contlearning WF 11/18	12/11/2018	Wells Fargo Purchase Cards	101.43.5100.442.50080	120.00
WELLS FARGO CREDIT CARD ACH	U Of M Contlearning WF 11/18	12/11/2018	Wells Fargo Purchase Cards	101.45.3300.419.50080	2,565.00
WELLS FARGO CREDIT CARD ACH	Bca Training Education WF 11/1	12/11/2018	Wells Fargo Purchase Cards	101.42.4000.421.50080	150.00
WELLS FARGO CREDIT CARD ACH	Bca Training Education WF 11/1	12/11/2018	Wells Fargo Purchase Cards	101.42.4000.421.50080	75.00
WELLS FARGO CREDIT CARD ACH	Bca Training Education WF 11/1	12/11/2018	Wells Fargo Purchase Cards	101.42.4000.421.50080	75.00
XCEL ENERGY	614236232	12/28/2018	51-0012452762-3	101.43.5400.445.30700	6,916.00
XCEL ENERGY	617987919	12/31/2018	Gas & Electric	101.43.5200.443.40020	75.66
XCEL ENERGY	617987919	12/31/2018	Gas & Electric	101.43.5400.445.40020	9,531.72
XCEL ENERGY	618275161	12/31/2018	Gas & Electric	101.43.5400.445.40020	4.39
XCEL ENERGY	618275163	12/31/2018	Gas & Electric	101.44.6000.451.40010	548.81
XCEL ENERGY	618275163 CR	12/31/2018	Gas & Electric	101.44.6000.451.40020	(842.82)
XCEL ENERGY	618340100	12/31/2018	Gas & Electric	101.42.4000.421.40042	43.30
ZEE MEDICAL SERVICE	54114643	12/18/2018	12/7/18	101.42.4000.421.60065	251.55

Fund: 101 - GENERAL FUND

1,247,346.84

ENSEMBLE CREATIVE & MARKETING	IGHI20418	12/28/2018	OCT/NOV 2018	201.44.1600.465.50025	4,780.00
LIME VALLEY ADVERTISING, INC.	18691	12/11/2018	10/25/18	201.44.1600.465.50025	100.00
LIME VALLEY ADVERTISING, INC.	18691.01	12/28/2018	11/26/18	201.44.1600.465.50025	100.00
RIVER HEIGHTS CHAMBER OF COMMERCE	9766	12/28/2018	NOVEMBER 2018	201.44.1600.465.30700	2,000.00
RIVER HEIGHTS CHAMBER OF COMMERCE	9766	12/28/2018	NOVEMBER 2018	201.44.1600.465.40065	250.00
RIVER HEIGHTS CHAMBER OF COMMERCE	9765	12/31/2018	8150	201.44.1600.465.30700	2,300.00
RIVER HEIGHTS CHAMBER OF COMMERCE	9765	12/31/2018	8150	201.44.1600.465.40065	250.00
ST PAUL ARENA COMPANY, LLC	SPAC0002759	12/28/2018	NOVEMBER 2018	201.44.1600.465.50025	200.00
STACY ANN BROOKS	183	12/28/2018	NOVEMBER BLOG POSTS	201.44.1600.465.50025	175.00
STACY ANN BROOKS	203	01/04/2019	JANUARY BLOG POSTS	201.44.1600.465.50025	175.00
STAR TRIBUNE MEDIA COMPANY LLC	I00276685-10152018	12/11/2018	1000361111	201.44.1600.465.50025	3,000.00
STAR TRIBUNE MEDIA COMPANY LLC	I00280277-11152018	12/28/2018	0000280277-07	201.44.1600.465.50025	5,000.00
TOUR MINNESOTA ASSOCIATION	2019 MEMBERSHIP	12/31/2018	2019 TMA MEMBERSHIP INVOICE	201.44.1600.465.50070	375.00
TOWN SQUARE TELEVISION	2018-245B	12/31/2018	2018-245B	201.44.1600.465.50025	675.00
WELLS FARGO CREDIT CARD ACH	Google Gsuite_Visitig WF 11/1	12/11/2018	Wells Fargo Purchase Cards	201.44.1600.465.50025	10.00
WELLS FARGO CREDIT CARD ACH	Google Ads8715259637 WF 11	12/11/2018	Wells Fargo Purchase Cards	201.44.1600.465.50025	44.61

Fund: 201 - C.V.B. FUND

19,434.61

BJORKLUND COMPENSATION CONSULTING, LI	00003977	12/11/2018	11/16/18	204.44.6100.452.30700	290.00
CLIMB THEATRE	022074	12/18/2018	6/8/18	204.44.6100.452.30700	375.00
FIRST IMPRESSION GROUP, THE	86318	12/31/2018	3022	204.44.6100.452.50030	4,601.09
FIRST IMPRESSION GROUP, THE	86318	12/31/2018	3022	204.44.6100.452.50035	3.51
GENESIS EMPLOYEE BENEFITS, INC	IN1413023	12/28/2018	Payroll	204.44.6100.452.30550	15.27
IGH SENIOR CLUB	12/3/18	12/18/2018	SENIOR CLUB MEMBERSHIPS NOVEMBER 20	204.227.2271000	416.00
JESSICA SHORT	2018 FALL DANCE	12/18/2018	2018 FALL	204.44.6100.452.30700	704.00
LONE OAK GRAPHICS INC	39491	12/31/2018	8150	204.44.6100.452.60065	27.38
MADISON NATIONAL LIFE INSURANCE COMPAN	1325517	01/04/2019	GROUP #012439 JANUARY 2019	204.44.6100.452.20630	44.03
MAYER ARTS INC	3120	12/31/2018	12/2/18	204.44.6100.452.30700	192.00
MN DEPT OF REVENUE	Nov 2018	12/21/2018	Taxes	204.207.2070300	335.78
REVOLUTIONARY SPORTS, LLC	IGHT PR 2018-2	12/28/2018	FALL CLASSES	204.44.6100.452.30700	716.80
SKYLINE VILLAGE	12/4/18	12/18/2018	REFUND - DAMAGE DEPOSIT	204.207.2070300	3.33
SKYLINE VILLAGE	12/4/18	12/18/2018	REFUND - DAMAGE DEPOSIT	204.44.0000.3471000	46.67
SOUTH ST PAUL ANIMAL HOSPITAL	9/18/18 225309	12/18/2018	CREDIT FOR CK#225309	204.44.6100.452.30700	(870.00)
VERIZON WIRELESS	9819010245	12/28/2018	Telephone	204.44.6100.452.50020	52.93

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WELLS FARGO CREDIT CARD ACH	Int In Amazing Athlet WF 11/18	12/11/2018	Wells Fargo Purchase Cards	204.44.6100.452.30700	780.00
WELLS FARGO CREDIT CARD ACH	Soccer Shots Minneapol WF 11/18	12/11/2018	Wells Fargo Purchase Cards	204.44.6100.452.30700	2,442.00
WELLS FARGO CREDIT CARD ACH	Sp Complete Game Pro WF 11/18	12/11/2018	Wells Fargo Purchase Cards	204.44.6100.452.30700	701.25
WELLS FARGO CREDIT CARD ACH	Taho Sportswear Fridle WF 11/18	12/11/2018	Wells Fargo Purchase Cards	204.44.6100.452.60045	342.65
WELLS FARGO CREDIT CARD ACH	Taho Sportswear Fridle WF 11/18	12/11/2018	Wells Fargo Purchase Cards	204.44.6100.452.60045	361.40
Fund: 204 - RECREATION FUND					11,581.09
AEP ONSITE PARTNERS, LLC	419-21154436	12/18/2018	11/6/18	205.44.6200.453.40020	2,509.27
AEP ONSITE PARTNERS, LLC	419-21154436	12/18/2018	11/6/18	205.44.6200.453.40020	2,444.00
AEP ONSITE PARTNERS, LLC	419-21159568	12/18/2018	12/26/18	205.44.6200.453.40020	1,205.04
AEP ONSITE PARTNERS, LLC	419-21159568	12/18/2018	12/26/18	205.44.6200.453.40020	1,369.55
BAKER, JOSEPH	11/28/18	12/11/2018	REFUND LOW ENROLLMENT	205.44.0000.3493501	45.00
BJORKLUND COMPENSATION CONSULTING, LI 00003977	11/28/18	12/11/2018	11/16/18	205.44.6200.453.30700	72.50
BJORKLUND COMPENSATION CONSULTING, LI 00003977	11/28/18	12/11/2018	11/16/18	205.44.6200.453.30700	72.50
BJORKLUND COMPENSATION CONSULTING, LI 00003984	11/28/18	12/18/2018	12/7/18	205.44.6200.453.30700	72.50
BJORKLUND COMPENSATION CONSULTING, LI 00003984	11/28/18	12/18/2018	12/7/18	205.44.6200.453.30700	72.50
BYRNE, LINDA	11/28/18	12/11/2018	REFUND LOW ENROLLMENT	205.44.0000.3493501	25.00
COURTNEY INDUSTRIAL BATTERY, INC.	0298449	12/28/2018	12/10/18	205.44.6200.453.40042	1,078.33
COURTNEY INDUSTRIAL BATTERY, INC.	0298559	12/31/2018	12/17/18	205.44.6200.453.40042	100.16
EZ FITNESS SOLUTIONS, LLC	18-0007	12/31/2018	10/29/18	205.44.6200.453.40042	447.63
EZ FITNESS SOLUTIONS, LLC	18-0008	12/31/2018	12/24/18	205.44.6200.453.40042	750.00
EZ FITNESS SOLUTIONS, LLC	18-0009	12/31/2018	12/30/18	205.44.6200.453.40042	640.00
FIRST IMPRESSION GROUP, THE	86797-P	12/28/2018	4363	205.44.6200.453.50035	1,000.00
FIRST IMPRESSION GROUP, THE	86797-P	12/28/2018	4363	205.44.6200.453.50035	538.87
FIRST IMPRESSION GROUP, THE	86318	12/31/2018	3022	205.44.6200.453.50030	6,644.67
FIRST IMPRESSION GROUP, THE	86318	12/31/2018	3022	205.44.6200.453.50035	3.51
GENESIS EMPLOYEE BENEFITS, INC	IN1413023	12/28/2018	Payroll	205.44.6200.453.30550	47.66
GENESIS EMPLOYEE BENEFITS, INC	IN1413023	12/28/2018	Payroll	205.44.6200.453.30550	12.50
GENESIS EMPLOYEE BENEFITS, INC	IN1413023	12/28/2018	Payroll	205.44.6200.453.30550	3.50
GENESIS EMPLOYEE BENEFITS, INC	IN1413023	12/28/2018	Payroll	205.44.6200.453.30550	2.80
GENESIS EMPLOYEE BENEFITS, INC	IN1413023	12/28/2018	Payroll	205.44.6200.453.30550	12.50
GENESIS EMPLOYEE BENEFITS, INC	IN1413023	12/28/2018	Payroll	205.44.6200.453.30550	11.00
HUEBSCH SERVICES	4194586	12/18/2018	92965	205.44.6200.453.40040	67.70
HUEBSCH SERVICES	4194586	12/18/2018	92965	205.44.6200.453.40040	270.78
IND SCHOOL DISTRICT 197 DAKOTA CITY	12/6/18	12/18/2018	OCTAGON HOUSE TRIP	205.44.6200.453.50090	1,036.00
INNOVATIVE OFFICE SOLUTIONS	SUM-043924	12/18/2018	S28777	205.44.6200.453.60040	114.73
KIM THOMAS	2021	12/31/2018	12/22/18	205.44.6200.453.30700	584.00
LANDSCAPE STRUCTURES INC.	13167	12/18/2018	11/14/17	205.44.6200.453.80800	19,000.00
LONE OAK GRAPHICS INC	39491	12/31/2018	8150	205.44.6200.453.60065	3.05
MATTHEW D HENNING	1529	12/31/2018	12/30/18	205.44.6200.453.40040	124.50
MATTHEW D HENNING	1529	12/31/2018	12/30/18	205.44.6200.453.40040	124.50
MEDICINE LAKE TOURS	12/6/18	12/18/2018	12/6/18	205.44.6200.453.50090	1,081.00
MILLER'S ELECTRIC	671	12/18/2018	12/4/18	205.44.6200.453.40040	1,111.00
MN DEPT OF REVENUE	Nov 2018	12/21/2018	Taxes	205.207.2070300	7,000.85
NAC MECHANICAL & ELECTRICAL SERVICE	155236	12/31/2018	8712-1	205.44.6200.453.80200	24,036.00
NALIPINSKI, PATTY	12/27/18	12/31/2018	CLASS REFUND	205.44.0000.3493501	25.00
PERFECTION PLUS, INC	1128983	12/11/2018	OCTOBER 2018	205.44.6200.453.40040	5,857.50
PETTY CASH-WF PURCHASE CARD FEES	AMY CRARY WF OOP 11/18	12/14/2018	Wells Fargo Out of Pocket Reimbursements	205.44.6200.453.60065	14.41
PETTY CASH-WF PURCHASE CARD FEES	LISA LAMEY WF OOP 11/18	12/14/2018	Wells Fargo Out of Pocket Reimbursements	205.44.6200.453.60065	23.00
PETTY CASH-WF PURCHASE CARD FEES	LISA LAMEY WF OOP 11/18	12/14/2018	Wells Fargo Out of Pocket Reimbursements	205.44.6200.453.60065	23.50
PETTY CASH-WF PURCHASE CARD FEES	RICK ROACH WF OOP 11/18	12/14/2018	Wells Fargo Out of Pocket Reimbursements	205.44.6200.453.50065	4.91
PETTY CASH-WF PURCHASE CARD FEES	RICK ROACH WF OOP 11/18	12/14/2018	Wells Fargo Out of Pocket Reimbursements	205.44.6200.453.50065	3.27
PETTY CASH-WF PURCHASE CARD FEES	RICK ROACH WF OOP 11/18	12/14/2018	Wells Fargo Out of Pocket Reimbursements	205.44.6200.453.50065	3.27
PETTY CASH-WF PURCHASE CARD FEES	RICK ROACH WF OOP 11/18	12/14/2018	Wells Fargo Out of Pocket Reimbursements	205.44.6200.453.50065	4.91
PETTY CASH-WF PURCHASE CARD FEES	RICK ROACH WF OOP 11/18	12/14/2018	Wells Fargo Out of Pocket Reimbursements	205.44.6200.453.50065	4.91
PETTY CASH-WF PURCHASE CARD FEES	RICK ROACH WF OOP 11/18	12/14/2018	Wells Fargo Out of Pocket Reimbursements	205.44.6200.453.50065	6.54
PETTY CASH-WF PURCHASE CARD FEES	RICK ROACH WF OOP 11/18	12/14/2018	Wells Fargo Out of Pocket Reimbursements	205.44.6200.453.50065	23.98
REZA H. NEJAD	283	12/11/2018	10/29/18	205.44.6200.453.30700	476.00
SOLBERG, CHRIS	11/28/18	12/11/2018	REFUND LOW ENROLLMENT	205.44.0000.3493501	25.00
VERIZON WIRELESS	9819010245	12/28/2018	Telephone	205.44.6200.453.50020	22.22
VERIZON WIRELESS	9819010245	12/28/2018	Telephone	205.44.6200.453.50020	57.31
VERIZON WIRELESS	9819010245	12/28/2018	Telephone	205.44.6200.453.50020	68.73
VERIZON WIRELESS	9819010245	12/28/2018	Telephone	205.44.6200.453.50020	68.74
WELLS FARGO CREDIT CARD ACH	River Valley Athletic WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60040	130.00
WELLS FARGO CREDIT CARD ACH	Facebok 7zc8fnewp2 WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.50025	42.28
WELLS FARGO CREDIT CARD ACH	Horizonpool WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60016	788.74
WELLS FARGO CREDIT CARD ACH	Sams Club #4738 WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60065	145.11
WELLS FARGO CREDIT CARD ACH	Cub Foods, Inc. WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60065	44.01
WELLS FARGO CREDIT CARD ACH	Displays2go WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60065	289.18
WELLS FARGO CREDIT CARD ACH	Adobe Id Creative Cld WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.50070	149.95
WELLS FARGO CREDIT CARD ACH	Samsclub #4738 WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60065	20.64
WELLS FARGO CREDIT CARD ACH	Cub Foods, Inc. WF 11/18 CR	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60065	(14.32)
WELLS FARGO CREDIT CARD ACH	Samsclub #4738 WF 11/18 CR	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60065	(79.15)
WELLS FARGO CREDIT CARD ACH	Crestline 00 Of 00 WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60065	(39.31)
WELLS FARGO CREDIT CARD ACH	Culligan Water Of Igh WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60016	269.84
WELLS FARGO CREDIT CARD ACH	Culligan Water Of Igh WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60016	67.46
WELLS FARGO CREDIT CARD ACH	Fox Tracks, Inc WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.50030	94.66
WELLS FARGO CREDIT CARD ACH	Hamernick Decorating C WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.30700	140.00
WELLS FARGO CREDIT CARD ACH	Sherwin Williams 70309 WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60016	221.98
WELLS FARGO CREDIT CARD ACH	Sherwin Williams 70309 WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60016	21.56
WELLS FARGO CREDIT CARD ACH	United Laboratories In WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60011	634.12
WELLS FARGO CREDIT CARD ACH	Apec WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60016	902.46
WELLS FARGO CREDIT CARD ACH	Apec WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60016	271.28
WELLS FARGO CREDIT CARD ACH	Gartner Refrigeratio WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.40040	3,750.00
WELLS FARGO CREDIT CARD ACH	Gartner Refrigeratio WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.40040	3,660.00
WELLS FARGO CREDIT CARD ACH	Sp Superior Sauna WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.40040	1,843.90
WELLS FARGO CREDIT CARD ACH	Sp Superior Sauna WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60016	73.15
WELLS FARGO CREDIT CARD ACH	4imprint WF 11/18 CR	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60065	(49.66)
WELLS FARGO CREDIT CARD ACH	Aim Electro WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.40040	445.78

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WELLS FARGO CREDIT CARD ACH	Olsen Fire Protection WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.40040	264.22
WELLS FARGO CREDIT CARD ACH	Olsen Fire Protection WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.40040	264.23
WELLS FARGO CREDIT CARD ACH	Comcast Cable Comm WF 11/1	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.50070	191.13
WELLS FARGO CREDIT CARD ACH	Restaurant Discount Wa WF 11/	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60065	73.23
WELLS FARGO CREDIT CARD ACH	The Home Depot 2843 WF 11/1	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60040	46.70
WELLS FARGO CREDIT CARD ACH	The Home Depot 2843 WF 11/1	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60040	46.70
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WF 11/	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60012	3.66
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WF 11/	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60012	3.65
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WF 11/	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60016	8.30
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WF 11/	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60040	44.97
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WF 11/	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60040	14.97
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WF 11/	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60040	9.44
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WF 11/	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60040	14.97
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WF 11/	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60040	13.12
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WF 11/	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60040	12.99
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WF 11/	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60040	9.45
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WF 11/	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60040	12.98
WELLS FARGO CREDIT CARD ACH	Target 00025197 WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60065	60.00
WELLS FARGO CREDIT CARD ACH	Zumba Fitness WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.50070	35.00
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us M068s0342 WF	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60065	459.54
WELLS FARGO CREDIT CARD ACH	Inver Grove Heights Ac WF 11/	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60016	41.98
WELLS FARGO CREDIT CARD ACH	Inver Grove Heights Ac WF 11/	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60016	16.98
WELLS FARGO CREDIT CARD ACH	Inver Grove Heights Ac WF 11/	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60016	15.96
WELLS FARGO CREDIT CARD ACH	Inver Grove Heights Ac WF 11/	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60040	89.98
WELLS FARGO CREDIT CARD ACH	Inver Grove Heights Ac WF 11/	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60040	13.18
WELLS FARGO CREDIT CARD ACH	Inver Grove Heights Ac WF 11/	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60065	11.17
WELLS FARGO CREDIT CARD ACH	Inver Grove Heights Ac WF 11/	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60065	2.60
WELLS FARGO CREDIT CARD ACH	Department Of Labor An WF 11/	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.40040	100.00
WELLS FARGO CREDIT CARD ACH	Department Of Labor An WF 11/	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.50070	20.00
WELLS FARGO CREDIT CARD ACH	Electronic Communicati WF 11/	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.40040	172.50
WELLS FARGO CREDIT CARD ACH	Electronic Communicati WF 11/	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.40040	172.50
WELLS FARGO CREDIT CARD ACH	Grainger WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60011	268.65
WELLS FARGO CREDIT CARD ACH	Grainger WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60011	268.65
WELLS FARGO CREDIT CARD ACH	Grainger WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60012	5.33
WELLS FARGO CREDIT CARD ACH	Grainger WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60012	5.33
WELLS FARGO CREDIT CARD ACH	Grainger WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60012	6.25
WELLS FARGO CREDIT CARD ACH	Grainger WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60012	6.25
WELLS FARGO CREDIT CARD ACH	Grainger WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60016	96.00
WELLS FARGO CREDIT CARD ACH	Grainger WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60016	94.04
WELLS FARGO CREDIT CARD ACH	Grainger WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60016	94.04
WELLS FARGO CREDIT CARD ACH	Grainger WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60016	96.00
WELLS FARGO CREDIT CARD ACH	Hillyard Inc Minneapol WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60011	264.58
WELLS FARGO CREDIT CARD ACH	Hillyard Inc Minneapol WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60011	264.59
WELLS FARGO CREDIT CARD ACH	Hillyard Inc Minneapol WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60011	429.03
WELLS FARGO CREDIT CARD ACH	Hillyard Inc Minneapol WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60011	429.04
WELLS FARGO CREDIT CARD ACH	Hillyard Inc Minneapol WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60011	561.61
WELLS FARGO CREDIT CARD ACH	Hillyard Inc Minneapol WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60011	561.62
WELLS FARGO CREDIT CARD ACH	Minvalco Inc - Mnpls WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.40040	365.00
WELLS FARGO CREDIT CARD ACH	Nac Mechanical & Elect WF 11/	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.40040	2,780.79
WELLS FARGO CREDIT CARD ACH	Nac Mechanical & Elect WF 11/	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.40040	2,971.48
WELLS FARGO CREDIT CARD ACH	Parkink WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60065	230.45
WELLS FARGO CREDIT CARD ACH	R&R Specialties Of Wis WF 11/	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.40042	37.50
WELLS FARGO CREDIT CARD ACH	R&R Specialties Of Wis WF 11/	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.40042	127.50
WELLS FARGO CREDIT CARD ACH	Scp Distributors - 265 WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60016	110.74
WELLS FARGO CREDIT CARD ACH	Signarama Burnsville WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60065	348.00
WELLS FARGO CREDIT CARD ACH	Sq Sq Custom Christm WF 11/	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.30700	1,235.00
WELLS FARGO CREDIT CARD ACH	The Forum WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.50030	320.00
WELLS FARGO CREDIT CARD ACH	The First Impression G WF 11/1	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.50030	1,240.00
WELLS FARGO CREDIT CARD ACH	The First Impression G WF 11/1	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.50030	1,050.00
WELLS FARGO CREDIT CARD ACH	The First Impression G WF 11/1	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.50035	78.65
WELLS FARGO CREDIT CARD ACH	Uline Ship Supplies WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60065	1,775.03
WELLS FARGO CREDIT CARD ACH	Uline Ship Supplies WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60065	415.17
WELLS FARGO CREDIT CARD ACH	Uline Ship Supplies WF 11/18	12/11/2018	Wells Fargo Purchase Cards	205.44.6200.453.60065	59.00
XCEL ENERGY	618275163	12/31/2018	Gas & Electric	205.44.6200.453.40010	8,294.17
XCEL ENERGY	618275163	12/31/2018	Gas & Electric	205.44.6200.453.40020	9,596.56
XCEL ENERGY	618275163	12/31/2018	Gas & Electric	205.44.6200.453.40020	10,156.16
XCEL ENERGY	619216789	12/31/2018	Gas & Electric	205.44.6200.453.40010	3,755.00
Fund: 205 - COMMUNITY CENTER					144,915.27
GENESIS EMPLOYEE BENEFITS, INC	IN1413023	12/28/2018	Payroll	290.45.3000.419.30550	0.35
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 EDA	12/18/2018	Legal	290.45.3000.419.30420	216.00
PROGRESS PLUS	284	01/08/2019	2019 MEMBERSHIP	290.45.3000.419.30700	7,000.00
SRF CONSULTING GROUP, INC	11702.00-2	12/11/2018	10/31/18	290.45.3000.419.30700	1,446.12
Fund: 290 - EDA OPERATING					8,662.47
EVERGREEN LAND SERVICES	00-11899	12/31/2018	6940 6950 DIXIE AVENUE	291.45.3000.419.30700	1,347.38
Fund: 291 - EDA ACQUISITIONS					1,347.38
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 Heritage Park	10/31/2018	Legal	402.44.6000.451.30420	127.50
Fund: 402 - PARK ACQ. & DEV. FUND					127.50
METROPOLITAN COUNCIL	11/1/18	12/11/2018	NOVEMBER 2018	404.217.2170000	24,850.00
METROPOLITAN COUNCIL	12/27/18	12/28/2018	PAST DUE SAC	404.43.0000.3432000	39,760.00
METROPOLITAN COUNCIL	DECEMBER 2018	12/31/2018	DECEMBER 2018	404.43.0000.3432000	9,940.00
Fund: 404 - SEWER CONNECTION FUND					74,550.00
CARL BOLANDER & SONS CO	44256	12/18/2018	178210	425.72.5900.725.30700	10,000.00
Fund: 425 - 2005 IMPROVEMENT FUND					10,000.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BRKW APPRAISALS, INC.	7875	12/11/2018	12/4/18	434.42.4200.423.30700	3,000.00
COST, PLANNING AND MANAGEMENT INTERN/	7048	12/28/2018	18208	434.42.4200.423.30700	2,010.10
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 Fire Station Nr	10/31/2018	Legal	434.42.4200.423.30420	2,724.00
Fund: 434 - 2014 IMPROVEMENT FUND					7,734.10
BARR ENGINEERING COMPANY	23191332.00-20	12/11/2018	CITY PROJECT 2016-01	436.73.5900.736.30300	204.00
ELEVATION COATING, LLC	FINAL PAY VO. NO. 1	12/18/2018	CITY PROJECT NO. 2016-15	436.50.5900.736.40040	92,087.00
HOISINGTON KOEGLER GROUP INC.	016-062-18	12/31/2018	016-062	436.73.5900.736.30700	715.00
HOISINGTON KOEGLER GROUP INC.	016-062-19	12/31/2018	11/11/18	436.73.5900.736.30700	2,625.00
PARK CONSTRUCTION COMPANY	PAY VO. NO. 7	12/31/2018	CITY PROJECT NO. 2016-09D, 2016-10, 2015-1	436.73.5900.736.80300	179.95
PEMBER COMPANIES, INC.	PAY REQUEST #4	12/11/2018	HERITAGE VILLAGE DOG PARK	436.44.5900.736.80300	191,516.94
PEMBER COMPANIES, INC.	PAY REQUEST #5	12/28/2018	HERITAGE VILLAGE DOG PARK	436.44.5900.736.80300	30,260.82
SHORT ELLIOTT HENDRICKSON, INC.	360447	12/18/2018	4340	436.50.5900.736.30300	215.26
Fund: 436 - 2016 IMPROVEMENT FUND					317,803.97
BARR ENGINEERING COMPANY	231913811.00-6	12/11/2018	CITY PROJECT 2017-17	437.73.5900.737.30300	2,171.50
BRIAN J. TAURINSKAS	12/9/18	12/18/2018	HERITAGE PARK - HAY PARCEL	437.44.5900.737.30700	419.62
CHADWICK APPRAISALS, LLC	12/9/18	12/18/2018	HERITAGE PARK- HAY PARCEL	437.44.5900.737.30700	455.59
KIMLEY-HORN & ASSOCIATES, INC.	12237640	12/11/2018	160509033.3	437.44.5900.737.30300	16,779.77
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 Heritage Park	10/31/2018	Legal	437.44.5900.737.30420	864.50
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 Heritage Park	12/18/2018	Legal	437.44.5900.737.30420	828.00
SAMPAIR COMPANIES, INC.	12/9/18	12/18/2018	HERITAGE PARK - HAY PARCEL	437.44.5900.737.30700	441.42
STEVENS ENGINEERS INC	11733	12/18/2018	900-18-302	437.44.5900.737.30300	338.91
WELLS FARGO CREDIT CARD ACH	Braun Intertec Corp WF 11/18	12/11/2018	Wells Fargo Purchase Cards	437.44.5900.737.30700	1,145.00
WSB & ASSOCIATES, INC.	R-011626-000-10	12/31/2018	HVP DOG PARK DEVELOPMENT	437.44.5900.737.30700	3,967.00
WSB & ASSOCIATES, INC.	R-011626-000-8	12/31/2018	HVP DOG PARK DEVELOPMENT	437.44.5900.737.30700	11,733.25
WSB & ASSOCIATES, INC.	R-013050-000-2	12/31/2018	HVP PHASE 2 DEVELOPMENT	437.44.5900.737.30700	8,009.25
Fund: 437 - 2017 IMPROVEMENT FUND					47,153.81
BARR ENGINEERING COMPANY	23191399.00-1	12/18/2018	10/31/18	438.73.5900.738.30300	573.00
BARR ENGINEERING COMPANY	23191399.00-2	12/18/2018	11/26/18	438.73.5900.738.30300	8,358.65
EJM PIPE SERVICES	12/10/18	12/18/2018	CITY PROJECT NO. 2018-08	438.42.4200.423.80300	95,440.01
EJM PIPE SERVICES	PAY VO. NO. 5 & 6	12/31/2018	CITY PROJECT NO. 2018-08 2018-11	438.42.4200.423.80300	4,309.20
EJM PIPE SERVICES	PAY VO. NO. 5 & 6	12/31/2018	CITY PROJECT NO. 2018-08 2018-11	438.42.4200.423.80300	31,868.32
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 #1805-Impr Pr	10/31/2018	Legal	438.73.5900.738.30420	59.50
SRF CONSULTING GROUP, INC	10970.01-5	12/11/2018	CITY PROJECT NO. 2018-08	438.42.4200.423.30300	10,587.33
SRF CONSULTING GROUP, INC	10970.02-5	12/11/2018	CITY PROJECT NO. 2018-11	438.42.4200.423.30300	257.06
SRF CONSULTING GROUP, INC	10970.01-6	12/11/2018	CITY PROJECT NO. 2018-08	438.42.4200.423.30300	8,985.88
SRF CONSULTING GROUP, INC	10970.02-6	12/11/2018	CITY PROJECT NO. 2018-11	438.42.4200.423.30300	257.06
STREET FLEET	431808	12/18/2018	17498	438.73.5900.738.50035	30.39
THE PRESTWICK GROUP, INC.	DP/131616	12/31/2018	12/20/18	438.43.5500.446.60065	2,296.60
WELLS FARGO CREDIT CARD ACH	Busch Systems Internat WF 11/	12/11/2018	Wells Fargo Purchase Cards	438.43.5500.446.60065	48.47
WELLS FARGO CREDIT CARD ACH	Cross Border Trans Fee WF 11/	12/11/2018	Wells Fargo Purchase Cards	438.43.5500.446.60065	0.48
WELLS FARGO CREDIT CARD ACH	Cub Foods #1639 WF 11/18	12/11/2018	Wells Fargo Purchase Cards	438.43.5500.446.60065	18.96
WELLS FARGO CREDIT CARD ACH	Target 00001008 WF 11/18	12/11/2018	Wells Fargo Purchase Cards	438.43.5500.446.60065	19.99
WELLS FARGO CREDIT CARD ACH	Anypromo Inc WF 11/18 CR	12/11/2018	Wells Fargo Purchase Cards	438.43.5500.446.60065	(9.48)
Fund: 438 - 2018 IMPROVEMENT FUND					163,101.42
AMERICAN ENGINEERING TESTING, INC.	903865	12/11/2018	inv001	440.74.5900.740.30340	13,988.65
AMERICAN ENGINEERING TESTING, INC.	904203	12/11/2018	11/25/2018	440.74.5900.740.30340	2,860.10
AMERICAN ENGINEERING TESTING, INC.	904204	12/11/2018	inv001	440.74.5900.740.30340	1,555.50
BOLTON & MENK, INC.	0224478	12/11/2018	10/23/2018	440.74.5900.740.30300	1,700.00
BRAUN INTERTEC CORPORATION	B149388	12/11/2018	IO9213	440.74.5900.740.30340	2,155.25
FRIEDGES LANDSCAPING, INC.	350517	12/11/2018	9/29/17	440.74.5900.740.30300	2,340.00
KIMLEY-HORN & ASSOCIATES, INC.	12237635	12/11/2018	160509021.3	440.74.5900.740.30300	11,911.73
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 #1809D Impr f	10/31/2018	Legal	440.74.5900.740.30420	582.50
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 #1809D Impr f	12/18/2018	Legal	440.74.5900.740.30420	260.50
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 55th Street Co	12/18/2018	Legal	440.74.5900.740.30420	276.50
MCMAMARA CONTRACTING INC	PAY VO. NO. 9	12/31/2018	CITY PROJECT NO. 2015-09D, 2017-21, 2018-0	440.74.5900.740.80300	52,373.08
PARK CONSTRUCTION COMPANY	PAY VO. NO. 4	12/31/2018	CITY PROJECT NO. 2017-09E	440.74.5900.740.80300	24,822.82
PARK CONSTRUCTION COMPANY	PAY VO. NO. 7	12/31/2018	CITY PROJECT NO. 2016-09D, 2016-10, 2015-1	440.74.5900.740.80300	2,998.29
SRF CONSULTING GROUP, INC	09278.00-18	12/11/2018	UPPER 55TH STREET PROJECT	440.74.5900.740.30300	273.42
Fund: 440 - PAVEMENT MANAGEMENT PROJ					118,098.34
GENESIS EMPLOYEE BENEFITS, INC	IN1413023	12/28/2018	Payroll	441.74.5900.741.30550	3.75
XCEL ENERGY	617987919 CR	12/31/2018	Gas & Electric	441.74.5900.741.40020	(222.40)
Fund: 441 - STORM WATER MANAGEMENT					(218.65)
EXPERT TREE AND SERVICE AND SCIENCE	8785	12/18/2018	11/14/18	443.74.5900.743.40047	7,150.00
Fund: 443 - TREE PRESERVATION FUND					7,150.00
EMMONS & OLIVIER RESOURCES	00095-0058-7	12/11/2018	00095-0058	446.74.5900.746.30300	567.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 #1503-65th St	10/31/2018	Legal	446.74.5900.746.30420	2,471.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 #1513-Impr Pr	10/31/2018	Legal	446.74.5900.746.30420	310.50
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 #1724 65th & I	10/31/2018	Legal	446.74.5900.746.30420	321.00
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 #1503-65th St	12/18/2018	Legal	446.74.5900.746.30420	7,550.00
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 #1513-Impr Pr	12/18/2018	Legal	446.74.5900.746.30420	459.00
MAX STEININGER, INC.	CHANGE ORDERS NO. 1-3	12/31/2018	CITY PROJECT NO. 2017-03 2017-24	446.74.5900.746.80300	3,813.48
MAX STEININGER, INC.	CHANGE ORDERS NO. 1-3	12/31/2018	CITY PROJECT NO. 2017-03 2017-24	446.74.5900.746.80300	359,916.61
PARK CONSTRUCTION COMPANY	PAY VO. NO. 7	12/31/2018	CITY PROJECT NO. 2016-09D, 2016-10, 2015-1	446.74.5900.746.80300	148.24
SEAN PATRICK BUTTS	7707.1	12/11/2018	10/26/18	446.74.5900.746.30700	2,500.00
WENCK ASSOCIATES, INC.	11807670	12/11/2018	B3619-0008	446.74.5900.746.30300	967.24
WSB & ASSOCIATES, INC.	0-001702-260-8	12/11/2018	11/29/18	446.74.5900.746.30300	3,466.00
WSB & ASSOCIATES, INC.	0-001702-260-8	12/11/2018	11/29/18	446.74.5900.746.30300	464.00
WSB & ASSOCIATES, INC.	0-001702-260-8	12/11/2018	11/29/18	446.74.5900.746.30300	426.00
WSB & ASSOCIATES, INC.	0-001702-270-10	12/11/2018	11/29/18	446.74.5900.746.30300	294.00
WSB & ASSOCIATES, INC.	R-012429-000-5	12/28/2018	12/13/18	446.74.5900.746.30300	37,979.00
WSB & ASSOCIATES, INC.	0-001702-260-9	12/31/2018	12/27/18	446.74.5900.746.30300	294.00
Fund: 446 - NW AREA					421,947.07

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
EVERGREEN LAND SERVICES	00-12044	12/28/2018	12/6/18	449.45.3000.419.30700	800.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 Acq. of Gore F	10/31/2018	Legal	449.45.3000.419.30420	316.00
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 Acq. of Gore F	12/18/2018	Legal	449.45.3000.419.30420	1,548.00
Fund: 449 - COMMUNITY PROPERTY					2,664.00
SAVATREE	5869872	12/18/2018	1522249	450.75.5900.750.40047	20,426.00
Fund: 450 - COMMUNITY PROJECTS FUND					20,426.00
BARR ENGINEERING COMPANY	23190218.00-269	12/11/2018	7/14/18-8/10/18	451.75.5900.751.30700	1,404.00
BARR ENGINEERING COMPANY	23190218.00-273	12/28/2018	12/28/18	451.75.5900.751.30700	936.00
GENESIS EMPLOYEE BENEFITS, INC	IN1413023	12/28/2018	Payroll	451.45.3000.419.30550	3.50
JOEL CARLSON	JANUARY 2019	01/04/2019	JANUARY 2019	451.75.5900.751.30700	1,000.00
Fund: 451 - HOST COMMUNITY FUND					3,343.50
CENTRAL LANDSCAPING	12/11/18	12/18/2018	REFUND HYDRANT PERMIT #1811	501.207.2070300	(37.95)
CENTRAL LANDSCAPING	12/11/18	12/18/2018	REFUND HYDRANT PERMIT #1811	501.50.0000.3813000	(532.66)
CITY OF BLOOMINGTON	1800321	12/18/2018	12/5/18	501.50.7100.512.30700	420.00
CORE & MAIN LP	J827099	12/18/2018	099872	501.50.7100.512.75500	4,472.31
CORE & MAIN LP	J881664	12/18/2018	099872	501.50.7100.512.40043	320.45
CORE & MAIN LP	J881681	12/31/2018	099872	501.50.7100.512.40043	276.53
DALCO CORPORATION	3389306	12/18/2018	1/0001020261	501.50.7100.512.60011	139.02
ELECTRIC FIRE & SECURITY	12840	12/18/2018	CIT800	501.50.7100.512.40040	659.75
FIRST SUPPLY LLC	1809981-00	12/28/2018	91125691	501.50.7100.512.60016	11.04
FIRST SUPPLY LLC	1809986-00	12/28/2018	91125691	501.50.7100.512.60016	15.54
FIRST SUPPLY LLC	1809989-00	12/28/2018	91125691	501.50.7100.512.60016	13.60
GENESIS EMPLOYEE BENEFITS, INC	IN1413023	12/28/2018	Payroll	501.50.7100.512.30550	38.28
GOPHER STATE ONE-CALL	8110470	12/18/2018	mn00435	501.50.7100.512.30700	423.90
GRAINGER	9037442812	12/28/2018	806460150	501.50.7100.512.40040	400.85
HAWKINS, INC.	4402023	12/18/2018	108816	501.50.7100.512.60019	639.80
HAWKINS, INC.	4402811	12/18/2018	108816	501.50.7100.512.60019	3,423.30
HYDRODESIGNS, INC	0050318-IN	12/18/2018	8449-000	501.50.7100.512.30700	1,247.25
HYDRODESIGNS, INC	0050674-IN	12/31/2018	INVERGR	501.50.7100.512.30700	1,247.25
INNOVATIVE OFFICE SOLUTIONS	SUM-043924	12/18/2018	S28777	501.50.7100.512.60016	24.14
K.K. SPECIALIZED SERVICES, INC.	11/9/18	12/18/2018	11/9/18	501.50.7100.512.40046	18,266.50
MADISON NATIONAL LIFE INSURANCE COMPAI	1325517	01/04/2019	GROUP #012439 JANUARY 2019	501.50.7100.512.20630	(58.86)
MATTHEW D HENNING	1529	12/31/2018	12/30/18	501.50.7100.512.60016	81.50
MAX STEININGER, INC.	12/11/18	12/18/2018	REFUND HYDRANT PERMIT #1815	501.207.2070300	(34.99)
MAX STEININGER, INC.	12/11/18	12/18/2018	REFUND HYDRANT PERMIT #1815	501.50.0000.3813000	(491.03)
MN DEPT OF REVENUE	Nov 2018	12/21/2018	Taxes	501.207.2070200	1,616.37
MN GLOVE & SAFETY, INC.	312911	12/18/2018	CTINVE	501.50.7100.512.60045	39.99
NRG ENERGY INC	000857246785	12/28/2018	008000127767	501.50.7100.512.40020	2,353.09
NRG ENERGY INC	000857246791	12/28/2018	008000127768	501.50.7100.512.40020	2,148.24
NRG ENERGY INC	000857246792	12/28/2018	008000130189	501.50.7100.512.40020	5,039.20
NRG ENERGY INC	000857246793	12/28/2018	008000132271	501.50.7100.512.40020	5,637.86
OTIS ELEVATOR COMPANY	CL65002119	01/04/2019	1/1/19-12/31/19	501.50.7100.512.30700	1,254.18
SARJU IGH, LLC	12/11/18	12/18/2018	HYDRANT PERMIT #1814	501.207.2070300	(14.94)
SARJU IGH, LLC	12/11/18	12/18/2018	HYDRANT PERMIT #1814	501.50.0000.3813000	(209.64)
SHERWIN-WILLIAMS	4153-0	12/18/2018	6682-5453-5	501.50.7100.512.60016	301.45
SHERWIN-WILLIAMS	4681-0	12/31/2018	6682-5453-5	501.50.7100.512.60016	56.76
SHORT ELLIOTT HENDRICKSON, INC.	361064	12/31/2018	4340	501.50.7100.512.30300	1,551.33
STANTEC CONSULTING SERVICES INC.	1447128	12/31/2018	92607	501.50.7100.512.30300	3,342.00
TEAM LABORATORY CHEMICAL CORP	INV0014144	12/18/2018	231940	501.50.7100.512.60016	91.00
TODD DOUGLAS EDINGER - RMR SERVICES LL	2018751	12/31/2018	OCTOBER 2018	501.50.7100.512.30700	1,726.52
TODD DOUGLAS EDINGER - RMR SERVICES LL	2018752	12/31/2018	NOVEMBER 2018	501.50.7100.512.30700	1,530.00
TODD DOUGLAS EDINGER - RMR SERVICES LL	2018753	12/31/2018	DECEMBER 2018	501.50.7100.512.30700	1,558.56
VALLEY-RICH CO, INC	26287	12/18/2018	R180645 11/15	501.50.7100.512.40046	4,770.90
VALLEY-RICH CO, INC	26417	12/28/2018	IGH	501.50.7100.512.40046	5,387.80
VERIZON WIRELESS	9819010245	12/28/2018	Telephone	501.50.7100.512.50020	388.86
WATER CONSERVATION SERVICES INC	9092	12/31/2018	12/21/18	501.50.7100.512.40043	294.08
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WF 11/	12/11/2018	Wells Fargo Purchase Cards	501.50.7100.512.60011	37.60
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WF 11/	12/11/2018	Wells Fargo Purchase Cards	501.50.7100.512.60016	26.21
WELLS FARGO CREDIT CARD ACH	Inver Grove Heights Ac WF 11/	12/11/2018	Wells Fargo Purchase Cards	501.50.7100.512.60016	17.58
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us M08qn9g71 WF	12/11/2018	Wells Fargo Purchase Cards	501.50.7100.512.50020	19.48
Fund: 501 - WATER UTILITY FUND					69,930.00
AUTOMATIC SYSTEMS CO.	32995	12/18/2018	INVE01	502.51.7200.514.40043	309.81
AUTOMATIC SYSTEMS CO.	33012S	12/28/2018	INVE01	502.51.7200.514.40043	1,554.20
CLAREY'S SAFETY EQUIPMENT	180183	12/18/2018	090515	502.51.7200.514.60045	222.50
GENESIS EMPLOYEE BENEFITS, INC	IN1413023	12/28/2018	Payroll	502.51.7200.514.30550	20.98
NRG ENERGY INC	000857246785	12/28/2018	008000127767	502.51.7200.514.40020	9.20
NRG ENERGY INC	000857246791	12/28/2018	008000127768	502.51.7200.514.40020	363.56
SEXTON COMPANY, THE	61077	12/18/2018	4115	502.51.7200.514.60045	96.00
TEAM LABORATORY CHEMICAL CORP	INV0013972	12/18/2018	231940	502.51.7200.514.60016	1,668.50
Fund: 502 - SEWER UTILITY FUND					4,244.75
ARTHUR J GALLAGHER RISK	2847163	12/31/2018	INVEGRO-03	503.52.8500.526.50014	1,549.72
BERGERSON-CASWELL INC	26593	12/11/2018	INVERWOO	503.52.8600.527.60008	2,012.50
DAKOTA ELECTRIC ASSN	201360-5 12/18	12/21/2018	Electric	503.52.8600.527.40020	263.62
ESCAPE FIRE PROTECTION LLC	25839	12/31/2018	12/11/18	503.52.8500.526.40040	375.00
GENESIS EMPLOYEE BENEFITS, INC	IN1413023	12/28/2018	Payroll	503.52.8000.521.30550	11.00
GENESIS EMPLOYEE BENEFITS, INC	IN1413023	12/28/2018	Payroll	503.52.8500.526.30550	3.50
GENESIS EMPLOYEE BENEFITS, INC	IN1413023	12/28/2018	Payroll	503.52.8600.527.30550	25.50
MADISON NATIONAL LIFE INSURANCE COMPAI	1325517	01/04/2019	GROUP #012439 JANUARY 2019	503.52.8000.521.20630	18.46
MN DEPT OF REVENUE	Nov 2018	12/21/2018	Taxes	503.207.2070300	439.96
NAPA OF INVER GROVE HEIGHTS	5762-109895	12/11/2018	4165	503.52.8600.527.40042	265.65
NAPA OF INVER GROVE HEIGHTS	5762-110154	12/11/2018	4165	503.52.8600.527.40042	24.68
NAPA OF INVER GROVE HEIGHTS	5762-110348	12/11/2018	4165	503.52.8600.527.40042	82.08
NRG ENERGY INC	000857246785	12/28/2018	008000127767	503.52.8600.527.40020	64.91
PHILLIPS WINE & SPIRITS	2435616	12/18/2018	125656	503.52.8300.524.76150	79.60
TDS METROCOM	11/13/18 651 457 3667	12/11/2018	651 457 3667	503.52.8500.526.50020	106.77

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
TDS METROCOM	12/13/18 651 457 3667	12/31/2018	651 457 3667	503.52.8500.526.50020	20.16
TWIN CITY SAW	A23327	12/11/2018	11/19/18	503.52.8600.527.40042	29.00
VERIZON WIRELESS	9819010245	12/28/2018	Telephone	503.52.8500.526.50020	206.50
WELLS FARGO CREDIT CARD ACH	Aldi 72058 WF 11/18	12/11/2018	Wells Fargo Purchase Cards	503.52.8300.524.76050	5.67
WELLS FARGO CREDIT CARD ACH	Adobe Acropro Subs WF 11/18	12/11/2018	Wells Fargo Purchase Cards	503.52.8500.526.60042	16.06
WELLS FARGO CREDIT CARD ACH	Cutter & Buck Inc WF 11/18	12/11/2018	Wells Fargo Purchase Cards	503.52.8200.523.76200	41.76
WELLS FARGO CREDIT CARD ACH	Minnesota Golf Associa WF 11/18	12/11/2018	Wells Fargo Purchase Cards	503.52.8000.521.70250	50.00
WELLS FARGO CREDIT CARD ACH	Shamrock Group WF 11/18	12/11/2018	Wells Fargo Purchase Cards	503.52.8300.524.76100	12.86
WELLS FARGO CREDIT CARD ACH	Ufirst Laundry Svcs WF 11/18	12/11/2018	Wells Fargo Purchase Cards	503.52.8600.527.60045	221.70
WELLS FARGO CREDIT CARD ACH	Puffy Cream Donuts WF 11/18	12/11/2018	Wells Fargo Purchase Cards	503.52.8300.524.76050	75.00
WELLS FARGO CREDIT CARD ACH	Inver Grove Heights Ac WF 11/18	12/11/2018	Wells Fargo Purchase Cards	503.52.8300.524.60065	18.82
WELLS FARGO CREDIT CARD ACH	Aramark Minneapolis Oc WF 11/18	12/11/2018	Wells Fargo Purchase Cards	503.52.8300.524.40042	100.16
WELLS FARGO CREDIT CARD ACH	Aramark Minneapolis Oc WF 11/18	12/11/2018	Wells Fargo Purchase Cards	503.52.8300.524.76100	80.85
XCEL ENERGY	617055207	12/31/2018	Gas & Electric	503.52.8500.526.40010	107.30
XCEL ENERGY	617055207	12/31/2018	Gas & Electric	503.52.8500.526.40020	626.55
XCEL ENERGY	617055207	12/31/2018	Gas & Electric	503.52.8600.527.40010	395.46
XCEL ENERGY	617055207	12/31/2018	Gas & Electric	503.52.8600.527.40020	484.73
Fund: 503 - INVER WOOD GOLF COURSE					7,815.53
CRAWFORD DOOR SALES COMPANY	32169	12/18/2018	IN30652	602.00.2100.415.40048	3,493.00
GENESIS EMPLOYEE BENEFITS, INC	IN1413023	12/28/2018	Payroll	602.00.2100.415.30550	2.21
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 Rauschnot Zor	10/31/2018	Legal	602.00.2100.415.30420	4,993.40
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 Rauschnot Zor	12/18/2018	Legal	602.00.2100.415.30420	13,832.32
POMP'S TIRE SERVICE, INC.	980054953	12/28/2018	4502557	602.00.2100.415.40048	498.50
Fund: 602 - RISK MANAGEMENT					22,819.43
CENTENNIAL GLASS	I00008475	12/18/2018	11/19/18	603.00.5300.444.40041	310.00
EHLERS AND ASSOCIATES, INC.	78766	12/11/2018	11/12/18	603.00.5300.444.70600	600.00
EHLERS AND ASSOCIATES, INC.	78866	12/18/2018	12/10/18	603.00.5300.444.70600	4,211.25
ELECTRIC FIRE & SECURITY	12674	12/28/2018	CIT800	603.00.5300.444.40040	632.50
EMERGENCY APPARATUS MAINTENANCE	102087	12/28/2018	11/29/18	603.00.5300.444.40041	2,568.92
EMERGENCY AUTOMOTIVE TECHNOLOGIES	DL111518-24	12/18/2018	11/20/18	603.140.1450050	122.98
ENVIRONMENTAL EQUIPMENT & SERVICES, IN	14782 B	12/31/2018	10/15/18	603.00.5300.444.40041	1,334.30
ENVIRONMENTAL EQUIPMENT & SERVICES, IN	14793 B	12/31/2018	10/17/18	603.00.5300.444.40041	16.00
FACTORY MOTOR PARTS COMPANY	1-5799595	12/31/2018	10799	603.00.5300.444.40041	459.24
FERRELLGAS	1103636087	12/18/2018	7754787	603.00.5300.444.60012	53.00
FERRELLGAS	RNT7592283	12/28/2018	7754787	603.00.5300.444.40041	12.00
FORCE AMERICA, INC.	IN001-1297376	12/28/2018	12/6/18	603.00.5300.444.40041	386.14
GENESIS EMPLOYEE BENEFITS, INC	IN1413023	12/28/2018	Payroll	603.00.5300.444.30550	12.74
HEALTHEAST VEHICLE SERVICES	25303	12/18/2018	11/2/18	603.00.5300.444.80700	434.91
HOSE / CONVEYORS INC	00077682	12/18/2018	CIT300	603.00.5300.444.40041	39.08
HOSE / CONVEYORS INC	00078004	12/28/2018	CIT300	603.00.5300.444.40041	322.08
HOTSY EQUIPMENT OF MINNESOTA	61451	12/18/2018	47429	603.00.5300.444.60011	395.00
INVER GROVE FORD	5262208	12/18/2018	11/26/18	603.00.5300.444.40041	57.55
INVER GROVE FORD	5262491	12/28/2018	12/3/18	603.00.5300.444.40041	111.84
INVER GROVE FORD	6274561/1	12/28/2018	12/6/18	603.00.5300.444.40041	493.78
I-STATE TRUCK CENTER	C242560952:01	12/31/2018	13468	603.00.5300.444.40041	25.15
KIMBALL MIDWEST	6763614	12/18/2018	222006	603.00.5300.444.40041	119.90
KIMBALL MIDWEST	6785981	12/28/2018	222006	603.00.5300.444.60012	359.03
LAURENTINA DEJONG	2078	12/18/2018	12/4/18	603.00.5300.444.30700	753.00
MACQUEEN EMERGENCY GROUP	P01366	12/31/2018	INVER003	603.00.5300.444.40041	343.47
MACQUEEN EMERGENCY GROUP	W00621	12/31/2018	INVER003	603.00.5300.444.40041	381.44
MANSFIELD OIL COMPANY	271053	12/28/2018	23866-02-271053	603.140.1450060	10,287.75
MANSFIELD OIL COMPANY	271062	12/28/2018	23866-02-271062	603.140.1450060	5,956.21
MANSFIELD OIL COMPANY	274248	12/28/2018	23866-02-274248	603.140.1450060	179.07
MATTHEW D HENNING	1529	12/31/2018	12/30/18	603.00.5300.444.40042	267.75
METRO JANITORIAL SUPPLY INC	11014952	12/31/2018	12/6/18	603.00.5300.444.60012	469.53
METRO JANITORIAL SUPPLY INC	11014957	12/31/2018	12/19/18	603.00.5300.444.60012	185.81
METRO JANITORIAL SUPPLY INC	11014958	12/31/2018	12/19/18	603.00.5300.444.40065	194.32
MID CITY SERVICES, INC.	93557	12/28/2018	12/7/18	603.00.5300.444.40065	48.00
MID CITY SERVICES, INC.	93757	12/31/2018	12/21/18	603.00.5300.444.40065	48.00
MIDWAY FORD	119744	12/28/2018	11/2/18	603.00.5300.444.80700	28,661.48
MN DEPT OF REVENUE	12/21/18	12/21/2018	NOVEMBER 2018 PETRO TAX	603.00.5300.444.60021	530.39
MN LOCKS	101098506	12/31/2018	12/19/18	603.00.5300.444.40040	299.04
MN SUPPLY CO	Y86391 C	12/11/2018	FINAL CORRECTION	603.00.5300.444.60014	1,053.14
MOTOROLA	16028082	12/31/2018	1000632209 0001	603.00.5300.444.80700	8,805.00
NORTH AMERICAN TRAILER SALES	0304136649	12/18/2018	10095	603.00.5300.444.60012	24.66
NORTH AMERICAN TRAILER SALES	0304137078	12/28/2018	10095	603.00.5300.444.40041	80.36
NORTH AMERICAN TRAILER SALES	0304137219	12/28/2018	10095	603.00.5300.444.40041	20.66
NORTH AMERICAN TRAILER SALES	0304137257	12/28/2018	10095	603.140.1450050	102.90
NRG ENERGY INC	000857246792	12/28/2018	008000130189	603.00.5300.444.40020	939.20
NUSS TRUCK AND EQUIPMENT	4011896	12/18/2018	38679B	603.00.5300.444.40041	2,522.02
NUSS TRUCK AND EQUIPMENT	4011794	12/18/2018	38679B	603.00.5300.444.40041	323.33
NUSS TRUCK AND EQUIPMENT	4574809P	12/18/2018	38679B	603.140.1450050	248.91
NUSS TRUCK AND EQUIPMENT	4577048P	12/28/2018	38679B	603.00.5300.444.40041	359.07
NUSS TRUCK AND EQUIPMENT	16249	12/31/2018	12/14/18	603.00.5300.444.80700	67,777.32
O' REILLY AUTO PARTS	1767-366758	12/11/2018	1578028	603.00.5300.444.40041	10.99
O' REILLY AUTO PARTS	1767-367109	12/11/2018	1578028	603.140.1450050	10.63
O' REILLY AUTO PARTS	1767-367110	12/11/2018	1578028	603.140.1450050	42.52
O' REILLY AUTO PARTS	1767-367114	12/11/2018	1578028	603.140.1450050	88.40
O' REILLY AUTO PARTS	1767-367159	12/11/2018	1578028	603.00.5300.444.60012	9.80
O' REILLY AUTO PARTS	1767-367956	12/11/2018	1578028	603.140.1450050	45.12
O' REILLY AUTO PARTS	1767-368114	12/11/2018	1578028	603.140.1450050	48.97
O' REILLY AUTO PARTS	1767-368129	12/11/2018	1578028	603.00.5300.444.40041	19.98
O' REILLY AUTO PARTS	1767-368454	12/28/2018	1578028	603.00.5300.444.60012	8.08
O' REILLY AUTO PARTS	1767-368621	12/28/2018	1578028	603.140.1450050	19.18
O' REILLY AUTO PARTS	1767-369089	12/28/2018	1578028	603.00.5300.444.40041	86.59
O' REILLY AUTO PARTS	1767-369113	12/28/2018	1578028	603.00.5300.444.60012	23.96
O' REILLY AUTO PARTS	1767-369300	12/28/2018	1578028	603.00.5300.444.40041	8.99

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
O' REILLY AUTO PARTS	1767-369621	12/28/2018	1578028	603.00.5300.444.60012	7.19
O' REILLY AUTO PARTS	1767-369779	12/28/2018	1578028	603.140.1450050	10.72
O' REILLY AUTO PARTS	1767-370197	12/28/2018	1578028	603.00.5300.444.60012	16.99
O' REILLY AUTO PARTS	1767-370198	12/28/2018	1578028	603.00.5300.444.60012	7.20
O' REILLY AUTO PARTS	1767-0370368	12/28/2018	1578028	603.00.5300.444.40041	39.69
O' REILLY AUTO PARTS	1767-370361	12/28/2018	1578028	603.140.1450050	51.59
O' REILLY AUTO PARTS	1767-370363	12/28/2018	1578028	603.00.5300.444.40041	9.54
O' REILLY AUTO PARTS	1767-370425	12/28/2018	1578028	603.00.5300.444.60012	4.49
O' REILLY AUTO PARTS	1767-370428	12/28/2018	1578028	603.00.5300.444.60012	7.99
O' REILLY AUTO PARTS	1767-370591	12/28/2018	1578028	603.00.5300.444.40041	46.01
O' REILLY AUTO PARTS	1767-309064	12/31/2018	1578028	603.00.5300.444.40041	49.98
O' REILLY AUTO PARTS	1767-312661	12/31/2018	1578028	603.00.5300.444.60012	14.49
O' REILLY AUTO PARTS	1767-341975	12/31/2018	1578028	603.00.5300.444.40041	16.29
O' REILLY AUTO PARTS	1767-346446	12/31/2018	1578028	603.00.5300.444.40041	11.90
O' REILLY AUTO PARTS	1767-347611	12/31/2018	1578028	603.00.5300.444.60012	2.87
O' REILLY AUTO PARTS	1767-366265	12/31/2018	1578028	603.00.5300.444.40041	17.90
O' REILLY AUTO PARTS	1767-371315	12/31/2018	1578028	603.00.5300.444.40041	24.97
O' REILLY AUTO PARTS	1767-372398	12/31/2018	157808	603.00.5300.444.40041	64.53
O' REILLY AUTO PARTS	1767-372511	12/31/2018	1578028	603.00.5300.444.40041	65.55
O' REILLY AUTO PARTS	1767-372512	12/31/2018	1578028	603.140.1450050	62.24
O' REILLY AUTO PARTS	1767-372577	12/31/2018	1578028	603.00.5300.444.40041	7.16
O' REILLY AUTO PARTS	1767-372702	12/31/2018	1578028	603.00.5300.444.40041	14.65
O' REILLY AUTO PARTS	1767-372710	12/31/2018	1578028	603.140.1450050	30.57
O' REILLY AUTO PARTS	1767-373724	12/31/2018	1578028	603.00.5300.444.40041	6.98
P.Q.L. INC.	26103144	12/31/2018	459287 M	603.00.5300.444.40040	385.48
PERFECTION PLUS, INC	1128983	12/11/2018	OCTOBER 2018	603.00.5300.444.40040	442.00
POMP'S TIRE SERVICE, INC.	980054329	12/28/2018	4502557	603.00.5300.444.40041	480.00
POMP'S TIRE SERVICE, INC.	980054498	12/18/2018	4502557	603.00.5300.444.40041	41.00
POMP'S TIRE SERVICE, INC.	980054792	12/28/2018	4502557	603.00.5300.444.40041	45.00
POMP'S TIRE SERVICE, INC.	980055012	12/28/2018	4502557	603.00.5300.444.60014	1,891.00
POMP'S TIRE SERVICE, INC.	980054570	12/28/2018	4502557	603.00.5300.444.60014	(120.00)
POMP'S TIRE SERVICE, INC.	980055275	12/31/2018	4502557	603.00.5300.444.40041	518.56
PUMP AND METER SERVICE INC	29920-1	12/18/2018	494500	603.00.5300.444.40040	158.27
RDO EQUIPMENT COMPANY	P50923	12/28/2018	2556007	603.00.5300.444.40041	609.27
RDO EQUIPMENT COMPANY	P51095	12/28/2018	2556007	603.00.5300.444.40041	226.44
ROSEMOUNT SAW & TOOL CORP	268411	12/28/2018	8206	603.00.5300.444.40041	50.00
SHOWROOM AUTO CARE	11107	12/28/2018	12/4/18	603.00.5300.444.40041	199.95
SNAP-ON INDUSTRIAL	ARV/38041970	12/18/2018	11/21/18	603.00.5300.444.60040	766.98
SNAP-ON INDUSTRIAL	ARV/37968236	12/31/2018	11/14/18	603.00.5300.444.60040	880.86
SNAP-ON INDUSTRIAL	ARV/86968465	12/31/2018	12/18/18	603.00.5300.444.60040	(383.49)
SPLIT ROCK MANAGEMENT, INC.	63272	12/18/2018	11/30/18	603.00.5300.444.40040	1,110.00
SYN-TECH SYSTEMS	180826	12/28/2018	INVGRO	603.00.5300.444.40042	1,275.00
TITAN MACHINERY	11829058	12/28/2018	6239910	603.00.5300.444.40041	1,396.92
TOWMASTER TRAILERS INC	410137	12/18/2018	2946	603.00.5300.444.40041	178.24
TOWMASTER TRAILERS INC	410613	12/28/2018	2946	603.00.5300.444.40041	302.43
TRENCHERS PLUS, INC.	IT94546	12/28/2018	R03634	603.00.5300.444.40041	365.40
UNIFIRST CORPORATION	090 0452129	12/18/2018	1051948	603.00.5300.444.40065	169.98
UNIFIRST CORPORATION	090 0452129	12/18/2018	1051948	603.00.5300.444.60045	33.50
UNIFIRST CORPORATION	090 0453296	12/28/2018	1051948	603.00.5300.444.40065	169.98
UNIFIRST CORPORATION	090 0453296	12/28/2018	1051948	603.00.5300.444.60045	33.50
UNIFIRST CORPORATION	090 0454445	12/28/2018	1051948	603.00.5300.444.40065	169.98
UNIFIRST CORPORATION	090 0454445	12/28/2018	1051948	603.00.5300.444.60045	33.50
UNIFIRST CORPORATION	090 0455618	12/28/2018	1051948	603.00.5300.444.40065	171.88
UNIFIRST CORPORATION	090 0455618	12/28/2018	1051948	603.00.5300.444.60045	33.50
UNIFIRST CORPORATION	090 0456776	12/31/2018	1051948	603.00.5300.444.40065	169.98
UNIFIRST CORPORATION	090 0456776	12/31/2018	1051948	603.00.5300.444.60045	33.50
VERIZON WIRELESS	9819010245	12/28/2018	Telephone	603.00.5300.444.50020	111.27
WELLS FARGO CREDIT CARD ACH	Tractor-Supply-Co #019 WF 11/	12/11/2018	Wells Fargo Purchase Cards	603.00.5300.444.60040	34.98
WELLS FARGO CREDIT CARD ACH	Toppers And More WF 11/18	12/11/2018	Wells Fargo Purchase Cards	603.00.5300.444.80700	3,748.28
WORLD FUEL SERVICES	46008511490-41801	12/18/2018	112741	603.00.5300.444.40041	132.60
WORLD FUEL SERVICES	56380515462-41801	12/31/2018	112741	603.00.5300.444.40041	132.60
WORLD FUEL SERVICES	56805796787-41801	12/31/2018	112741	603.140.1450050	1,448.11
XCEL ENERGY	617987919	12/31/2018	Gas & Electric	603.00.5300.444.40010	897.16
XCEL ENERGY	617987919	12/31/2018	Gas & Electric	603.00.5300.444.40020	389.60
ZIEGLER INC	PC002025389	12/28/2018	4069900	603.00.5300.444.40041	188.63
ZIEGLER INC	PC002026391	12/28/2018	4069900	603.00.5300.444.40041	214.16
ZIEGLER INC	SW000213645	12/31/2018	4069900	603.00.5300.444.40041	786.01
Fund: 603 - CENTRAL EQUIPMENT					164,875.93
INNOVATIVE OFFICE SOLUTIONS	SUM-043924	12/18/2018	S28777	604.00.2200.416.60005	510.83
INNOVATIVE OFFICE SOLUTIONS	SUM-043924	12/18/2018	S28777	604.00.2200.416.60010	511.18
JACKSON HIRSH INC	1000955	12/28/2018	8803159	604.00.2200.416.60010	109.72
US BANK EQUIPMENT FINANCE, INC.	372133298	12/11/2018	923425	604.00.2200.416.40050	2,555.00
WELLS FARGO CREDIT CARD ACH	Coordinated Business WF 11/18	12/11/2018	Wells Fargo Purchase Cards	604.00.2200.416.40050	4,391.66
Fund: 604 - CENTRAL STORES					8,078.39
AEP ONSITE PARTNERS, LLC	419-21154436	12/18/2018	11/6/18	605.00.7500.460.40020	1,348.71
AEP ONSITE PARTNERS, LLC	419-21159568	12/18/2018	12/26/18	605.00.7500.460.40020	750.18
CULLIGAN	11/30/18 157-98503022-8	12/28/2018	157-98503022-8	605.00.7500.460.60011	72.50
GENESIS EMPLOYEE BENEFITS, INC	IN1413023	12/28/2018	Payroll	605.00.7500.460.30550	3.50
HUEBSCH SERVICES	4194585	12/18/2018	100075	605.00.7500.460.40065	120.52
HUEBSCH SERVICES	4202616	12/31/2018	100075	605.00.7500.460.40065	120.52
LAURENTINA DEJONG	2078	12/18/2018	12/4/18	605.00.7500.460.30700	1,032.50
LONE OAK COMPANIES	11/30/18	12/18/2018	11/30/18	605.00.7500.460.50035	1,457.00
LONE OAK COMPANIES	80507	12/28/2018	11/30/18	605.00.7500.460.50035	358.90
LONE OAK COMPANIES	12/21/18	12/28/2018	UTILITY BILLING POSTAGE	605.00.7500.460.50035	1,175.00
METROWIDE PLUMBING LLC	11/7/18	12/18/2018	11/7/18	605.00.7500.460.40040	3,289.00
METROWIDE PLUMBING LLC	11/19/18	12/18/2018	11/19/18	605.00.7500.460.40040	853.50
METROWIDE PLUMBING LLC	11/27/18	12/18/2018	11/27/18	605.00.7500.460.40040	3,600.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
NEOPOST USA INC	12/7/18	12/11/2018	POSTAGE	605.00.7500.460.50035	6,019.50
PERFECTION PLUS, INC	1128983	12/11/2018	OCTOBER 2018	605.00.7500.460.40040	4,512.08
SEACOLE	12/7/18	12/28/2018	INV105	605.00.7500.460.60016	3,971.00
TOTAL CONSTRUCTION & EQUIP.	8353	12/28/2018	WS18CI1026	605.00.7500.460.40040	105.75
TRACY B. HANSEN	12/18/18	12/28/2018	12/18/18	605.00.7500.460.40040	10,350.00
WELLS FARGO CREDIT CARD ACH	Mei Total Elevator Sol WF 11/18	12/11/2018	Wells Fargo Purchase Cards	605.00.7500.460.40040	257.52
WELLS FARGO CREDIT CARD ACH	The Home Depot #2801 WF 11/	12/11/2018	Wells Fargo Purchase Cards	605.00.7500.460.60016	16.11
WELLS FARGO CREDIT CARD ACH	The Home Depot #2801 WF 11/	12/11/2018	Wells Fargo Purchase Cards	605.00.7500.460.60040	22.98
WELLS FARGO CREDIT CARD ACH	Crawford Door Sales Co WF 11/	12/11/2018	Wells Fargo Purchase Cards	605.00.7500.460.40040	651.25
WELLS FARGO CREDIT CARD ACH	Kendell Doors & Hardwa WF 11/	12/11/2018	Wells Fargo Purchase Cards	605.00.7500.460.60016	375.00
WELLS FARGO CREDIT CARD ACH	Horwitz WF 11/18	12/11/2018	Wells Fargo Purchase Cards	605.00.7500.460.40040	1,391.45
WELLS FARGO CREDIT CARD ACH	Hillyard Inc Minneapol WF 11/18	12/11/2018	Wells Fargo Purchase Cards	605.00.7500.460.60011	165.10
WELLS FARGO CREDIT CARD ACH	Spok Inc WF 11/18	12/11/2018	Wells Fargo Purchase Cards	605.00.7500.460.40065	4.58
XCEL ENERGY	618275161	12/31/2018	Gas & Electric	605.00.7500.460.40020	6,675.27
Fund: 605 - CITY FACILITIES					48,699.42
CDW GOVERNMENT INC	MXV2609	12/28/2018	2394832	606.00.1400.413.60041	592.16
CDW GOVERNMENT INC	QGF8153	12/28/2018	2394832	606.00.1400.413.60041	388.78
CDW GOVERNMENT INC	QJX3416	12/28/2018	2394832	606.00.1400.413.60041	972.41
CDW GOVERNMENT INC	QKW3996	12/31/2018	2394832	606.00.1400.413.60041	895.49
CDW GOVERNMENT INC	WKP4519	12/31/2018	2394832	606.00.1400.413.60041	221.51
ENTERTAINMENT DESIGN GROUP, LLC	900	12/11/2018	10/10/18	606.00.1400.413.30700	975.00
ENTERTAINMENT DESIGN GROUP, LLC	900	12/11/2018	10/10/18	606.00.1400.413.60041	4,115.00
ENTERTAINMENT DESIGN GROUP, LLC	901	12/11/2018	10/1018	606.00.1400.413.60041	10,450.00
GENESIS EMPLOYEE BENEFITS, INC	IN1413023	12/28/2018	Payroll	606.00.1400.413.30550	30.52
IDEAL SYSTEM SOLUTIONS, INC.	68557	12/11/2018	11/26/18	606.00.1400.413.50070	1,398.00
LVC COMPANIES, INC.	SIL-76788	12/11/2018	9/25/18	606.00.1400.413.50070	1,680.00
LVC COMPANIES, INC.	SIL-77582	12/11/2018	11/19/18	606.00.1400.413.30700	6,000.00
MN DEPT OF REVENUE	Nov 2018	12/21/2018	Taxes	606.00.1400.413.40044	0.67
MN DEPT OF REVENUE	Nov 2018	12/21/2018	Taxes	606.00.1400.413.50030	0.10
MN DEPT OF REVENUE	Nov 2018	12/21/2018	Taxes	606.00.1400.413.60041	59.46
MN DEPT OF REVENUE	Nov 2018	12/21/2018	Taxes	606.00.1400.413.60065	0.56
OFFICE OF MN. IT SERVICES	DV18110486	12/28/2018	200B00171	606.00.1400.413.50070	310.00
PETTY CASH-WF PURCHASE CARD FEES	SCOTT O'DONNELL WF OOP	12/14/2018	Wells Fargo Out of Pocket Reimbursements	606.00.1400.413.50065	11.99
PETTY CASH-WF PURCHASE CARD FEES	SCOTT O'DONNELL WF OOP	12/14/2018	Wells Fargo Out of Pocket Reimbursements	606.00.1400.413.50065	168.95
STRATEGIC CUSTOM SOLUTIONS, INC.	IGH11301801	12/11/2018	11/30/18	606.00.1400.413.30700	4,660.00
TDS METROCOM	11/13/18 651 457 7490 B	12/11/2018	651 457 7490	606.00.1400.413.50020	174.50
TDS METROCOM	12/13/18 651 457 7490	12/31/2018	651 457 7490	606.00.1400.413.50020	174.50
WELLS FARGO CREDIT CARD ACH	Gts Educational Events WF 11/18	12/11/2018	Wells Fargo Purchase Cards	606.00.1400.413.50080	1,590.00
WELLS FARGO CREDIT CARD ACH	Us Internet Corp WF 11/18	12/11/2018	Wells Fargo Purchase Cards	606.00.1400.413.30700	220.00
WELLS FARGO CREDIT CARD ACH	Nli Sharefile WF 11/18	12/11/2018	Wells Fargo Purchase Cards	606.00.1400.413.50070	2,635.20
WELLS FARGO CREDIT CARD ACH	Batteries Plus - #0030 WF 11/18	12/11/2018	Wells Fargo Purchase Cards	606.00.1400.413.60015	159.92
WELLS FARGO CREDIT CARD ACH	Allstream WF 11/18	12/11/2018	Wells Fargo Purchase Cards	606.00.1400.413.50020	1,136.80
WELLS FARGO CREDIT CARD ACH	Allstream WF 11/18	12/11/2018	Wells Fargo Purchase Cards	606.00.1400.413.50020	1,393.01
WELLS FARGO CREDIT CARD ACH	Allstream WF 11/18	12/11/2018	Wells Fargo Purchase Cards	606.00.1400.413.50020	1,144.69
WELLS FARGO CREDIT CARD ACH	Icon Enterprises Inc WF 11/18	12/11/2018	Wells Fargo Purchase Cards	606.00.1400.413.30700	3,024.87
WELLS FARGO CREDIT CARD ACH	Icon Enterprises Inc WF 11/18	12/11/2018	Wells Fargo Purchase Cards	606.00.1400.413.50070	39.38
Fund: 606 - TECHNOLOGY FUND					44,623.47
BARR ENGINEERING COMPANY	23190218.00-269	12/11/2018	7/14/18-8/10/18	702.229.2293002	1,548.00
BARR ENGINEERING COMPANY	23190328.16-29	12/11/2018	City Escrow Acc	702.229.2296102	362.00
BARR ENGINEERING COMPANY	23190328.17-15	12/11/2018	2017 Project Reviews	702.229.2285702	1,158.88
BARR ENGINEERING COMPANY	23190328.17-15	12/11/2018	2017 Project Reviews	702.229.2303502	360.00
BARR ENGINEERING COMPANY	23190328.18-8	12/11/2018	2018 Project Reviews	702.229.2308902	74.50
BARR ENGINEERING COMPANY	23190328.18-8	12/11/2018	2018 Project Reviews	702.229.2309302	588.00
BARR ENGINEERING COMPANY	23190328.17-16 B	12/11/2018	2017 Project Reviews	702.229.2285702	508.68
BARR ENGINEERING COMPANY	23190328.17-16 B	12/11/2018	2017 Project Reviews	702.229.2303502	276.00
BARR ENGINEERING COMPANY	23190328.18-9	12/11/2018	2018 Project Reviews	702.229.2306802	222.50
BARR ENGINEERING COMPANY	23190328.18-9	12/11/2018	2018 Project Reviews	702.229.2308902	745.00
CENTRAL LANDSCAPING	12/11/18	12/18/2018	REFUND HYDRANT PERMIT #1811	702.229.2294300	1,000.00
CULLIGAN	11/30/18 157-98473242-8	12/28/2018	157-98473242-8	702.229.2286300	44.15
DOOCY, RAY	HOLIDAY LIGHTS 2018	12/31/2018	HONORABLE MENTION HOLIDAY LIGHTS CONTEST	702.229.2307200	25.00
EHLERS AND ASSOCIATES, INC.	78878	12/18/2018	12/10/18	702.229.2309402	1,920.00
EHLERS AND ASSOCIATES, INC.	78879	12/18/2018	12/10/18	702.229.2309402	1,740.00
EMMONS & OLIVIER RESOURCES	00095-0058-6	12/18/2018	00095-0058	702.229.2306602	29.50
HANNON, MEGAN	12/11/18	12/18/2018	ESCROW REDUCTION 6818 ARGENTA TRAIL	702.229.2307702	9,000.00
HANNON, MEGAN	12/11/18 B	12/18/2018	ESCROW RELEASE 6818 ARGENTA TRAIL	702.229.2306202	1,285.00
INDUSTRIAL EQUITIES LLP	11/21/18	12/11/2018	IRREVOCABLE LETTER OF CREDIT	702.229.2308802	701,100.00
KAYSER, KELLY	2ND PLACE HOLIDAY LIGHTS	12/31/2018	2ND PLACE HOLIDAY LIGHTS CONTEST	702.229.2307200	100.00
LABORE, CHERYL	2018 1ST PLACE	12/31/2018	1ST PLACE HOLIDAY LIGHTS CONTEST	702.229.2307200	150.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 Forfeiture- Do	10/31/2018	Legal	702.229.2291000	24.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 Forfeiture- Mic	10/31/2018	Legal	702.229.2291000	72.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 Forfeiture-Mur	10/31/2018	Legal	702.229.2291000	280.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 AvilesSW Fac	10/31/2018	Legal	702.229.2296801	182.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 Blackstone Vis	10/31/2018	Legal	702.229.2282202	136.50
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 Casey's Gene	10/31/2018	Legal	702.229.2306002	590.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 Forfeiture- Dei	10/31/2018	Legal	702.229.2291000	12.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 Forfeiture- Jef	10/31/2018	Legal	702.229.2291000	36.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 Forfeiture-Jaci	10/31/2018	Legal	702.229.2291000	1,380.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 Forfeiture-Neil	10/31/2018	Legal	702.229.2291000	96.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 Forfeiture-Ter	10/31/2018	Legal	702.229.2291000	280.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 Holiday Gas S	10/31/2018	Legal	702.229.2293402	1,496.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 Industrial Equip	10/31/2018	Legal	702.229.2298702	160.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 McDaniels Aut	10/31/2018	Legal	702.229.2293102	516.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 Neumann Enc	10/31/2018	Legal	702.229.2309502	182.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 Police-Forfeitu	10/31/2018	Legal	702.229.2291000	232.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 Robert Curve	10/31/2018	Legal	702.229.2285901	795.00
LEVANDER, GILLEN & MILLER P.A.	81000E 10/31/18 Wescott Tank	10/31/2018	Legal	702.229.2308602	231.00
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 Casey's Gene	12/18/2018	Legal	702.229.2306002	165.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 Forfeiture- Cai	12/18/2018	Legal	702.229.2291000	24.00
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 Forfeiture- Do	12/18/2018	Legal	702.229.2291000	40.00
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 Forfeiture- Jef	12/18/2018	Legal	702.229.2291000	428.00
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 Forfeiture- Me	12/18/2018	Legal	702.229.2291000	380.00
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 Forfeiture- Mic	12/18/2018	Legal	702.229.2291000	200.00
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 Forfeiture- Sar	12/18/2018	Legal	702.229.2291000	64.00
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 Forfeiture- Ste	12/18/2018	Legal	702.229.2291000	148.00
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 Forfeiture- Vic	12/18/2018	Legal	702.229.2291000	112.00
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 Forfeiture-Cha	12/18/2018	Legal	702.229.2291000	8.00
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 Forfeiture-Kat	12/18/2018	Legal	702.229.2291000	56.00
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 Forfeiture-Mur	12/18/2018	Legal	702.229.2291000	124.00
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 Forfeiture-Rya	12/18/2018	Legal	702.229.2291000	8.00
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 Forfeiture-Sha	12/18/2018	Legal	702.229.2291000	8.00
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 Forfeiture-Ter	12/18/2018	Legal	702.229.2291000	44.00
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 Holiday Gas S	12/18/2018	Legal	702.229.2293402	1,864.00
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 Kamish Exc. F	12/18/2018	Legal	702.229.2283801	55.00
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 McDaniels Aut	12/18/2018	Legal	702.229.2293102	91.50
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 Police-Forfeitu	12/18/2018	Legal	702.229.2291000	864.00
LEVANDER, GILLEN & MILLER P.A.	81000E 11/30/18 Robert Curve	12/18/2018	Legal	702.229.2285901	204.00
LILLIE SUBURBAN NEWSPAPERS	11/30/18 001363	11/30/2018	Advertising/Publishing	702.229.2282802	23.00
LILLIE SUBURBAN NEWSPAPERS	11/30/18 001363	11/30/2018	Advertising/Publishing	702.229.2309302	23.00
MAX STEININGER, INC.	12/11/18	12/18/2018	REFUND HYDRANT PERMIT #1815	702.229.2294300	1,000.00
PREMIER TITLE INSURANCE AGENCY, INC.	12/3/18	12/11/2018	ESCROW RELEASE - CROSBY HEIGHTS	702.229.2296702	16,074.85
RADANT, DANIEL	3RD PLACE HOLIDAY LIGHTS	12/31/2018	3RD PLACE HOLIDAY LIGHTS CONTEST	702.229.2307200	50.00
RAMSEY COUNTY SHERIFF'S DEPT	62CR16319	12/18/2018	GUOLA ABDULLAHI	702.229.2291000	500.00
SAFETY SIGNS	183906	12/11/2018	11/1/18	702.229.2285702	7,830.00
SAFETY SIGNS	183906E	12/11/2018	11/1/18	702.229.2306802	760.00
SARJU IGH, LLC	12/11/18	12/18/2018	HYDRANT PERMIT #1814	702.229.2294300	1,000.00
SCOTT OR SHERRI NEUMANN	12/21/18	12/28/2018	ESCROW RELEASE 7107 BLAKE PATH	702.229.2309502	318.00
SHORT ELLIOTT HENDRICKSON, INC.	361064	12/31/2018	4340	702.229.2298602	312.19
STEARNS COUNTY SHERIFF'S OFFICE	CR189560	12/18/2018	ADELMAN, TROY STEVEN	702.229.2291000	300.00
TERRY, SHANNON	12/6/18	12/18/2018	ESCROW RELEASE - 9165 COURTHOUSE BL	702.229.2304502	263.00
TOTAL CONSTRUCTION & EQUIP.	1/3/18	01/08/2019	ESCROW RELEASE 10118 ADAM AVE	702.229.2306902	701.85
WELLS FARGO CREDIT CARD ACH	Sams Club #4738 WF 11/18	12/11/2018	Wells Fargo Purchase Cards	702.229.2307200	319.24
WELLS FARGO CREDIT CARD ACH	Paypal Party Unit WF 11/18	12/11/2018	Wells Fargo Purchase Cards	702.229.2307200	514.80
WELLS FARGO CREDIT CARD ACH	Samsclub #4736 WF 11/18	12/11/2018	Wells Fargo Purchase Cards	702.229.2307200	361.81
WELLS FARGO CREDIT CARD ACH	Target 00025197 WF 11/18	12/11/2018	Wells Fargo Purchase Cards	702.229.2307200	280.89
WELLS FARGO CREDIT CARD ACH	Fun Jumps Entertainmen WF 11	12/11/2018	Wells Fargo Purchase Cards	702.229.2307200	290.00
WELLS FARGO CREDIT CARD ACH	Denny'S 5th Ave Bakery WF 11	12/11/2018	Wells Fargo Purchase Cards	702.229.2307200	142.80
WELLS FARGO CREDIT CARD ACH	Party City 1153 WF 11/18	12/11/2018	Wells Fargo Purchase Cards	702.229.2307200	110.31
WELLS FARGO CREDIT CARD ACH	Wal-Mart #1786 WF 11/18	12/11/2018	Wells Fargo Purchase Cards	702.229.2307200	36.67
WELLS FARGO CREDIT CARD ACH	Best Buy Mht 00010553 WF 11	12/11/2018	Wells Fargo Purchase Cards	702.229.2307200	48.97
WELLS FARGO CREDIT CARD ACH	Int In Budget Sign Sh WF 11/18	12/11/2018	Wells Fargo Purchase Cards	702.229.2307200	96.00
WELLS FARGO CREDIT CARD ACH	Sq Sq Custom Christm WF 11	12/11/2018	Wells Fargo Purchase Cards	702.229.2307200	1,235.00
WELLS FARGO CREDIT CARD ACH	Cub Foods Wsp WF 11/18	12/11/2018	Wells Fargo Purchase Cards	702.229.2307200	39.98
Fund: 702 - ESCROW FUND					766,457.57
Grand Total					3,764,713.21

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Approve Official Depositories for 2019

Meeting Date: January 14, 2019
Item Type: Regular
Contact: Kristi Smith 651-450-2521
Prepared by: Kristi Smith, Finance Director
Reviewed by: N/A

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Approve official depositories for 2019.

SUMMARY

City Council annually designated banks, brokers and dealers which will be used during the calendar year.

The following institutions have been designated in the past and the City has been satisfied with their services: Bremer Bank, N.A.; Wells Fargo Bank, N.A.; RBC Capital Markets, LLC; Wells Fargo Securities LLC; Morgan Stanley Smith Barney LLC; Stifel Nicolaus & Co., Inc.; and Moreton Capital Markets, LLC.

I recommend that the Council approve the official depositories listed above.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Appoint Acting Mayor for 2019

Meeting Date: January 14, 2019
 Item Type: Consent
 Contact: 651-450-2513
 Prepared by: Michelle Tesser, City Clerk
 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 appointing a Councilmember to serve as Acting Mayor for 2019.

SUMMARY:

The Acting Mayor presides over Council meetings at which the Mayor is absent. The Council designates Councilmember Piekarski Krech to serve in that capacity of the Acting Mayor for the entire year.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

2019 BOARD APPOINTMENTS – DAKOTA COMMUNICATIONS CENTER

Meeting Date: January 14, 2019
 Item Type: Consent
 Contact: 651-450-2513
 Prepared by: Michelle Tesser
 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:

Appoint Director and Alternate Director to the Dakota Communications Center Board of Directors for two year terms.

SUMMARY:

In accordance with DCC by-laws, Directors and Alternate Directors are appointed for two year terms. Inver Grove Heights is required to appoint a named elected official to serve as a Director and to designate another named elected official to serve as an Alternate.

The Council designates the Director for the City as Mayor Tourville and theAlternate Director as Councilmember Kara Perry Quarterly board meetings are held on the third Thursday of the designated month at 8:00 am in the DCC Training Room.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

NORTHERN DAKOTA COUNTY CABLE COMMUNICATIONS COMMISSION

Meeting Date: January 14, 2019
Item Type: Consent
Contact: 651-450-2513
Prepared by: Michelle Tesser
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:

Appoint representatives to the Northern Dakota County Cable Communications Commission (NDC4) for a two year term, running January 2019 through January 2021.

SUMMARY:

Per our Amended Joint Powers Agreement, each member city appoints two representatives to NDC4. One of these representatives must be a council member, and the other can be any qualified voter residing within the City.

The Council designates Mayor Tourville as the council representative and Mr. Richard Jackson as the current citizen representative.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Appoint Deputy Weed Inspector for 2019

Meeting Date: January 14, 2019
Item Type: Consent
Contact: 651-450-2513
Prepared by: Michelle Tesser, City Clerk
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:

Appoint City Employee Brian Swoboda to serve as Deputy Weed Inspector for 2019.

SUMMARY:

Pursuant to State Statutes the Mayor retains the official title of Weed Inspector and may appoint a Deputy Weed Inspector for enforcement purposes. The Council designates Brian Swoboda, Parks Superintendent as the Deputy Weed Inspector.

CITY OF INVER GROVE HEIGHTS**REQUEST FOR COUNCIL ACTION****DESIGNATE OFFICIAL NEWSPAPER FOR 2019**

Meeting Date: January 14, 2019
 Item Type: Regular
 Contact: 651-450-2513
 Prepared by: Michelle Tesser, City Clerk
 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 designation of the official newspaper serving Inver Grove Heights for 2019.

SUMMARY:

The City Council designates the official city newspaper for publication of legal notices annually. The South-West Review is the current official newspaper. It is a one weekly issue "free" paper.

The Pioneer Press has submitted a bid to be the city's official designated paper. Their circulation for Sunday full run is 202,580, the every day circulation of Dakota County is 41,356. The Inver Grove Heights circulation is 6,233. The Pioneer Press proposed rate for one-time publication is \$6.00 per column inch. The rate for each additional publication is \$5.50 per column inch.

The Star Tribune submitted a bid to be the city's official designated paper. Their circulation of Dakota County is 31,971. The Inver Grove Heights circulation is 1,447. If we designate Star Tribune as the official newspaper the rate is 1.31 per line.

The South-West Review submitted a request to be considered as the City's official newspaper for 2018. Their circulation for Dakota County is 5,000. The Inver Grove Heights circulation is 2,995. The South-West Review's proposed rate for one-time publication is \$5.75 per column inch. The rate for each additional publication is \$5.25 per column inch.

It's staffs recommendation to consider designating the South-West Review as the City's official newspaper for 2019 in order to stay within the expectations of the community on official publications and maintain continuity.

Lillie Suburban Newspapers, Inc.

2515 E. Seventh Avenue
North St. Paul, MN 55109
(651) 777-8800

December 3, 2018

Michelle Tesser, City Clerk
City of Inver Grove Heights
8150 Barbara Avenue East
Inver Grove Heights MN 55075

Dear Ms. Tesser:

Thank you for the opportunity to bid on public notice publication services for the City of Inver Grove Heights. Lillie Suburban Newspapers has been serving the needs of the Inver Grove Heights area for 40 years, and is pleased to provide ongoing coverage of city government and school issues and community events.

Lillie Suburban Newspapers is the oldest weekly newspaper company serving the St. Paul area. It was founded in 1938 by the late T. R. Lillie and continues the family tradition of publishing award-winning community newspapers in the St. Paul suburbs.

It is our sincere desire to provide the best possible local news coverage in the Inver Grove Heights area. Our experienced news staff provides readers with a well-balanced, lively and informative product each week. We realize that Inver Grove Heights area residents look to the *South-West Review* as one of their primary sources of information about city activities and meetings, and we will continue to publish the city's press releases and photos.

The *South-West Review* has the official designation of the neighboring communities and school districts.

3 P.M. Wednesday is the deadline each week for submitting public notices to our office. Public notices should be directed to Legal Department, Lillie Suburban Newspapers, 2515 E. Seventh Ave., North St. Paul, MN 55109. Our fax number is 651-777-8288. Notices may also be sent via e-mail to:

legals@lillienews.com

Legal publication rates for minutes, advertisements for bids and other notices are as follows:

\$5.75 per column inch for a one-time publication
\$5.25 per column inch for each additional publication

Thank you for considering the *South-West Review* as the official legal newspaper for the City of Inver Grove Heights for 2019. If you have any further questions, don't hesitate to contact us.

Sincerely,



Ted H. Lillie
Publisher



Ramsey County Review • Maplewood Review • Oakdale-Lake Elmo Review • Review Perspectives
New Brighton Bulletin • Shoreview Bulletin • St. Anthony Bulletin • South-West Review
Roseville-Little Canada Review • Woodbury-South Maplewood Review • East Side Review

From: [Wescome, Ryan](#)
To: [Wescome, Ryan](#)
Subject: Inquiry RE 2019 legal publication bid.
Date: Thursday, November 15, 2018 3:00:36 PM
Attachments: [image001.png](#)

Hello,

I wanted to reach out in regards to the process surrounding the 2019 legal publication bidding. I am mainly curious of the following:

Are you currently in a contract or working solely with another publisher?

If yes, when does the contract end?

When is the due date to have a bid submitted?

When is the meeting to decide on the bid?

Is there a formal document needed or is what below sufficient?

If we are the sole publisher of the legal notices for your city, the rate drops to only \$1.31 per line. This rate is comparable to \$11.79 per 9 line column inch but unlike other publications you only pay for the lines you use. Our typical open rate for legal is \$5.61 per line.

Please call or email me directly if you have any questions or would like any more information.

You can find more information on this update below:

- Expand your reach and visibility
- All notices are published online at Star Tribune.com at no extra charge
- Stop paying for unused white space and start paying by the line instead of the column inch
- No need to wait, run any day of the week with our daily publications
- Notarized affidavits are provided for each noticed published

Full Run Circulation:

Monday	140,910
Tuesday	140,910
Wednesday	178,840
Thursday	178,840
Friday	178,840
Saturday	135,560
Sunday	399,120

*All notices will be published full run

Deadlines:

Two days prior to first publication date at 4pm CST

◦ Publication Date	Deadline
Monday	Friday 4pm
Tuesday	Friday 4pm
Wednesday	Monday 4pm
Thursday	Tuesday 4pm
Friday	Wednesday 4pm
Saturday	Thursday 4pm
Sunday	Friday 4pm

Proofs of Notice

- Will be emailed within 24 hours of receipt.

Affidavits:

- Affidavits 24-48 business hours after last publication date

Billing:

- Notices are billed on last run date.

Contact to Place Notices:

- Ryan.wescome@startribune.com

Account Coordinator: Ryan Wescome 612-673-4166 Ryan.wescome@startribune.com

Ryan will be your regular contact. Hours: 8 am -4:30 pm.

Account Executive: Daniel Weicker 612-673-4231 Daniel.Weicker@startribune.com

Sales Manager: Michelle Ladyzhynsky 612-673-4507 Michelle.Ladyzhynsky@startribune.com

Sincerely,

Ryan Wescome

Sales Representative

(612) 673-4166

Star Tribune Building | 650 3rd Ave S, Suite #1300 | Minneapolis, MN | 55488



From: [Emily](#)
To: [Emily Kunz](#)
Subject: 2019 Legal Notice Publications
Date: Tuesday, November 20, 2018 9:53:56 AM

Hello!

We would love to partner with you in 2019 on your public notice publications.

The Saint Paul Pioneer Press is a Daily Newspaper located in Saint Paul, MN, primarily serving Ramsey, Dakota, Washington, and Anoka counties and Western Wisconsin.

Our Legal Publication rates for all notices is as follows:

\$6.00 per column inch for a one-time publication

\$5.50 per column inch for each additional publication

Our circulation for Sunday full run is 202,580. All notices will be published full run.

Deadline to submit a notice is 12pm the day prior to the day you'd like your notice to run.

Friday at 12pm is the deadline to submit a notice running on Saturday, Sunday, or Monday.

All legal notices can be emailed to Emily Kunz

at ekunz@pioneerpress.com AND legals@pioneerpress.com.

Thank you for considering the Saint Paul Pioneer Press as your official legal newspaper for 2019. Please let me know if you need any additional information.

Thank you,

Emily Kunz

ST. PAUL PIONEER PRESS/TWINCITIES.COM

phone 651.228.5328 • fax 651.228.5308 • mobile 651.335.8442

10 River Park Plaza • St. Paul, MN 55107

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Resolution Authorizing Electronic Fund Transfers for 2019

Meeting Date: January 14, 2019
 Item Type: Consent
 Contact: Kristi Smith 651-450-2521
 Prepared by: Kristi Smith, Finance Director
 Reviewed by: N/A

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Resolution Authorizing Electronic Fund Transfers for 2019

SUMMARY

State Statute 471.38 Subds. 3 and 3a authorizes electronic fund transfers under certain conditions. Electronic fund transfer is the process of value exchange via mechanical means without the use of checks, drafts or other similar negotiable instruments. The City utilizes electronic fund transfers in addition to checks for payment purposes of payroll, investments, contributions to pension or retirement fund; vendor payments (select vendors only at this time) and bond principal, bond interest and fiscal agent service charges. The Finance Director or designee(s) shall be responsible for making such payments. All payments, regardless of payment method, shall be included in the list of disbursements reviewed by Council.

State Statute 471.38 Subd. 3a requires annual approval of authorization to utilize electronic fund transfers.

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

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ELECTRONIC FUND TRANSFERS FOR 2019

WHEREAS, the City Council of the City of Inver Grove Heights, acknowledges the need for electronic fund transfers for such things as payroll, investments, contributions to pension or retirement fund, vendors and bond principal, interest and fiscal agent service charges.

NOW, THEREFORE BE IT RESOLVED, BY THE CITY OF INVER GROVE HEIGHTS: that the City Council authorizes the Finance Director or designee(s) to make such payments by electronic fund transfers. These payments will be included in the disbursement registers for Council approval.

Adopted by the City of Inver Grove Heights this 14th day of January 2019.

Ayes:

Nays:

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Approval of O & M Supervisor Job Description

Meeting Date: January 14, 2019
 Item Type: Consent Agenda
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 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

The Council is asked to approve the attached job description for the O & M Supervisor that would be responsible for all city facilities. Staff will follow the schedule outlined below.

SUMMARY

The City Council discussed the O & M Supervisor position at the December 3rd Work Study Session and the December 10th Regular Meeting. The Council directed staff to update the job description to include all city facilities, identification as a working supervisor and necessary licenses.

Justifications/highlights of the position include:

- supervision and training of 7 benefited staff and 15 seasonal staff
- coordinate the maintenance of:
 - City Hall/Public Safety
 - Public Works Building
 - Water Treatment Plant
 - Inver Wood Golf Course Clubhouse and Maintenance Facility
 - Fire Stations 1, 2, and 3
 - Veterans Memorial Community Center
- managing the energy use of the buildings to optimize efficiency and keep our costs as low as possible
- coordinate contracts with vendors to ensure the best value is received at the lowest possible price

Once the position is filled, we will begin to work with McKinstry on the development of sustainable operations plan for all city facilities that will include:

- Development and implementation of a preventative maintenance program
- Development and implementation of a work order management system
- Provide training to staff on proper operations of building systems
- Development of capital improvement plan for building components
- Assessment of building conditions for PM and CIP planning
- Assist in the review of vendor contracts to ensure best value
- Development of energy management plan to maximize energy efficiencies

If the Council is comfortable moving forward the tentative timeline would be as follows:

Monday, January 21, 2019	Position Posted
Friday, February 8, 2019	Position Closes
February 11 – February 22, 2019	Interview Candidate
March 11, 2019	City Council approves recommended candidate
March/April 2019	Candidate begin employment

In 2019 it is recommended that funding for the position come from the VMCC/Grove budget. Beginning in 2020, the position would be funded from the City Facilities Fund and these costs would be allocated across all the appropriate city budgets. Funding for the work that will be provided by McKinstry is available in the current 2019 budget allocation.



CITY OF INVER GROVE HEIGHTS JOB DESCRIPTION

Job Title: Operations & Maintenance Supervisor

Exempt Status: Exempt

Revision Date: 1/19

Department: Parks & Recreation

Last Classification Review:

Reports To: Director of Parks & Recreation

Job Summary:

Under the direction of the Director of Park & Recreation Director, the Operations & Maintenance Supervisor is responsible for the overall operations, maintenance of all city facilities to include interior, exterior, mechanical, pool, and refrigeration system(s). Duties include the supervision of staff, contractors, and vendors that provide custodial care, operation of the facilities, and maintenance and improvements to city owned facilities.

Supervisory Responsibilities:

Direct Supervision: VMCC Maintenance Workers, Lead Operations Worker, VMCC Operations Workers, Custodial II and Seasonal Operations staff

Indirect Supervision:

Essential Duties and Responsibilities:

Oversees the maintenance and operations of the Community Center to include such activities as:

- Oversees maintenance and operations scheduling of full-time and seasonal staff.
- Coordinates contracted cleaning services, vendor and contracted services and projects.
- Develops and implements appropriate preventative maintenance plans
- Maintains an accurate list of facility assets and maintains the assets in effective working order
- Develops plans to conserve energy usage and implements conservation efforts

Supervises and directs the activities of operations and maintenance personnel.

- Hires, trains, coaches and handles disciplinary actions of assigned personnel.
- Conducts annual performance reviews.

Plans and performs project management duties pertaining to Community Center, facilities and services.

- Develops a capital improvement plan for Community Center facilities
- Reviews short-term and long-term facility needs, staffing and recreation equipment needs.

Plans, prepares, recommends and justifies the annual Community Center operational and maintenance budget in accordance with City budget objectives and guidelines. Evaluates and monitors budget monthly and adjusts, as needed, in collaboration with assigned staff.

Performs other duties of a comparable level or type, as required.

Minimum Qualifications:

Requires a minimum of an AA degree or higher in facility maintenance, or a closely related field and 7-years' experience that includes HVAC, commercial pool operations, commercial refrigeration, facility maintenance and operations, management and supervision; or an equivalent combination of education and experience to perform the work. Required within a reasonable amount of time after hire: valid MN driver's license, AFO or CPO license, First Aid Certification, Adult CPR/AED, Boiler license.

Essential Knowledge And Specialized Subject Knowledge Required To Perform The Essential Functions Of The Job

- Fundamentals of supervision and management.
- Fundamentals, trends and best practices in facility management practices and delivery.
- Fundamentals of event management.
- Knowledge of facility management processes and procedures.
- Principles, practices, and methods of planning and operation of community center systems.
- Fundamentals of budget administration, basic accounting and purchasing processes.
- Principles and practices of computers and department related software applications.
- Fundamentals of strategic and long-range planning.
- General City administrative procedures and policies (i.e. purchasing, finance, human resources, etc.).
- Knowledge of administrative and recordkeeping requirements and reporting requirements.

Essential Skills Necessary To Perform The Work:

- Oral and written communications.
- Establishing and maintaining effective working relationships with City officials, department management, contractors, businesses, community groups, facility users, the general public, and other department personnel/staff.
- Supervising, managing and directing Community Center operations, services and maintenance and its staff.
- Planning, recommending, drafting, capital improvements, plans, development and improvement projects.
- Negotiating, monitoring and coordinating contracted services and agreements.
- Time management and organizational skills.
- Performing public relation activities in dealing with the public and others concerning maintenance and operational needs.
- Project management and equipment repair skills.
- Operating tools, computers and department related software applications.
- Budget planning, fiscal and records management functions and requirements of the office.
- Preparing and presenting numerical and narrative reports.

Work Environment:

Work is of an administrative, supervisory, and hands on nature overseeing the repair and maintenance activities. Duties are performed primarily in the facility or in situations where there are minimal hazards and risks associated with the performance of assign responsibilities.

Physical Job Requirements:

Employee is continuously using hands and fingers dexterously to handle or feel, sit, talk, hear and listen; frequently required to walk, reach with hands and arms; and on occasion stoop, kneel and/or crouch, climb, and balance in the performance of the job. Exerting up to 50 lbs. pounds of force occasionally, up to 25 lbs of force frequently; and/or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects, including the human body.

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Approval of Water Heater Replacement for the VMCC

Meeting Date: January 14, 2019
 Item Type: Consent Agenda
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 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

Approve the installation of two new water heaters for the VMCC awarding a proposal to Bruce Nelson Plumbing in an amount not to exceed \$28,850. The investment is paid for using the 2018 VMCC/Grove Budget.

SUMMARY

Hot water is required for use in the ice resurfacer for resurfacing the ice after each use. All three of the existing hot water heaters failed and have been replaced by two new hot water heaters. Staff had solicited quotes as follows:

Bruce Nelson Plumbing	\$28,850
Horwitz	\$31,800
NAC	\$34,084

This work was completed in December 2018 and we are seeking Council approval for auditing purposes.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Pay Request #5 to Pember Companies Inc. for the Heritage Village Park Dog Park Improvements

Meeting Date: January 14, 2019
 Item Type: Consent Agenda
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Brian Swoboda
 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 #5 to Pember Companies Inc. in the amount of \$30,260.82 for the Heritage Village Park Dog Park. 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. The Council approved change order 1 which is a deduct to the contract for the deletion of base bid item #17, change order 2 which was the addition of a concrete apron, change order 3 included pressure reducing valves, and change order 4 was the tree removal along Doffing Ave.

The contract with Pember Companies Inc. is as follows:

Pember Companies	\$843,017
Change Order #1	(\$340.00)
Change Order #2	\$420.75
Change Order #3	\$688.26
Change Order #4	\$53,764.75
Total	<u>\$897,550.76</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 (estimate at this time)	\$46,800	Construction observation and administration
Construction Contract with Pember Companies Inc.	\$843,017	Dog Park contract
Change Order #1	(\$340)	Deletion of Base Bid Item #17
Change Order #2	\$421	Concrete apron
Change Order #3	\$688	Pressure reducing valve
Change Order #4	\$53,765	Tree Removal on Doffing
10% Construction Contingency	\$136,891	Started at \$84,000, increased by \$54,000 on September 24th
Xcel Energy – Bury Overhead Utility Lines (estimate at this time)	\$42,108	Xcel bury lines
Century Link – Bury Overhead Utility Line (estimate at this time)	\$22,096	Century Link bury lines
Total	\$1,210,446	

REQUEST FOR PAYMENT

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

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

Invoice: 10675
Draw: 696
Invoice date: 12/13/2018
Period ending date: 12/13/2018

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

REQUEST FOR PAYMENT:

Original Contract Amount: \$843,017.00

Net Change Orders: \$54,533.76

Revised Contract Amount: \$897,550.76

Contract Completed to Date: \$708,426.46

Retainage: \$35,421.36

Less Previous Requests: \$642,744.28

Current Request for Payment: \$30,260.82

Remaining Contract to Bill: \$224,545.66

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

CONTRACTOR: PEMBER COMPANIES, INC.

By: BZ will

Date: December 13 2018

State Of Wisconsin

County Of Dunn

Subscribed and sworn to before me this 13th day of December, 2018

Notary Public Halley Pomeroy
My commission expires: March 13, 2022

PAYMENT RECOMMENDED:

[Signature]
Engineer Signature
Candace Amberg
Printed Name and Title

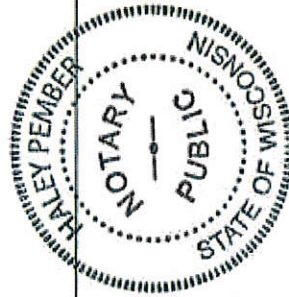
Date: 12-18-2018

PAYMENT APPROVED:

Owner Signature

Printed Name and Title

Date:



REQUEST FOR PAYMENT DETAIL

Project: 18-0691-01 / IGH, MN - HVP DOG PARK Invoice: 10675 Draw: 696 Period Ending Date: 12/13/2018 Detail Page 2 of 6 Pages

Item ID	Description	Unit of Measure	CONTRACTED			CURRENT		TOTAL TO DATE		Units to Finish
			Bid Quantity	Unit Price	Amount	Quantity	Amount	Quantity	Amount	

REQUEST FOR PAYMENT DETAIL

Project: 18-0691-01 / IGH, MN - HVP DOG PARK Invoice: 10675 Draw: 696 Period Ending Date: 12/13/2018 Detail Page 3 of 6 Pages

Item ID	Description	Unit of Measure	CONTRACTED			CURRENT			TOTAL TO DATE		
			Bid Quantity	Unit Price	Amount	Quantity	Amount	Quantity	Amount	Quantity	Units to Finish
10	MOBILIZATION	LS	1.00	33,550.00	33,550.00	0.50	16,775.00	1.00	33,550.00	1.00	
20	CONSTRUCTION SURVEYING	LS	1.00	15,000.00	15,000.00			1.00	15,000.00		
30	CLEARING & GRUBBING TREES	EA	4.00	985.00	3,940.00	2.00	1,970.00	3.00	2,955.00	3.00	1.00
40	CLEARING VEGETATION	ACRE	3.00	1,300.00	3,900.00			3.00	3,900.00		
50	R&R BITUMINOUS PAVEMENT	SY	100.00	90.00	9,000.00			154.00	13,860.00		-54.00
60	REMOVE, RELOCATE BOULDERS	EA	23.00	335.00	7,705.00			23.00	7,705.00		
70	SITE EARTHWORK	LS	1.00	54,000.00	54,000.00			1.00	54,000.00		
80	EXPORT EXCESS SOIL (LV)	CY	1,100.00	9.00	9,900.00			1,100.00	9,900.00		
90	SELECT GRANULAR BORROW	CY	500.00	30.00	15,000.00			421.00	12,630.00		79.00
100	GEOTEXTILE FABRIC TYPE V	SY	1,500.00	1.95	2,925.00			1,581.00	3,082.95		-81.00
110	CLASS 5 AGGREGATE BASE	TON	760.00	23.25	17,670.00			645.00	14,996.25		115.00
120	CLASS 2 AGGREGATE BASE	TON	200.00	55.55	11,110.00			198.00	10,998.90		2.00
130	BITUMINOUS PARKING LOT	SY	1,200.00	26.35	31,620.00			1,204.00	31,725.40		-4.00
140	BITUMINOUS TRAIL	SY	550.00	33.15	18,232.50			600.00	19,890.00		-50.00
150	DRAINAGE STRUCTURE SPECIAL	EA	2.00	2,885.00	5,770.00			2.00	5,770.00		
160	SPLASH BLOCKS	EA	2.00	225.00	450.00			2.00	450.00		
170	12" PLASTIC APRON	EA	1.00	340.00	340.00			1.00	340.00		
180	IRRIGATION CONDUIT	LF	80.00	30.00	2,400.00			80.00	2,400.00		
190	12" SOLID HDPE PIPE SEWER	LF	91.00	50.00	4,550.00			90.00	4,500.00		1.00
200	4" PERFORATED HDPE PIPE	LF	600.00	20.00	12,000.00			500.00	10,000.00		100.00
210	4" PVC PIPE	LF	45.00	26.00	1,170.00			25.00	650.00		20.00
220	DRAINTILE CLEANOUT	EA	5.00	600.00	3,000.00			4.00	2,400.00		1.00
230	OUTLET CONTROL STRUCTURE	EA	1.00	2,750.00	2,750.00			1.00	2,750.00		
240	KNIFE GATE VALVE AND BOX	EA	1.00	700.00	700.00			1.00	700.00		
250	ELECTRICAL SERVICE	LS	1.00	117,700.00	117,700.00						1.00
260	LIGHT POLES, STEEL	EA	3.00	4,825.00	14,475.00			3.00	14,475.00		
270	LIGHT POLES, FIBERGLASS	EA	1.00	5,300.00	5,300.00			1.00	5,300.00		-6.00
280	ROCK EXCAVATION	CY	45.00	100.00	4,500.00			51.00	5,100.00		
290	TRAFFIC CONTROL	LS	1.00	2,500.00	2,500.00			1.00	2,500.00		
300	4" THICK CONCRETE PAVEMENT	SF	1,800.00	8.70	15,660.00			1,878.00	16,338.60		-78.00
310	6" THICK CONCRETE PAVEMENT	SF	200.00	10.25	2,050.00			380.00	3,895.00		-180.00
320	6" PEDESTRIAN RAMP & CURB	SF	130.00	18.75	2,437.50			130.00	2,437.50		
330	8" THICK CONCRETE APRON	SF	915.00	12.60	11,529.00			880.00	11,088.00		35.00

REQUEST FOR PAYMENT DETAIL

Project 18-0691-01 / IGH, MN - HVP DOG PARK Invoice: 10675 Draw: 696 Period Ending Date: 12/13/2018 Detail Page 4 of 6 Pages

Item ID	Description	Unit of Measure	CONTRACTED			CURRENT			TOTAL TO DATE		
			Bid Quantity	Unit Price	Amount	Quantity	Amount	Quantity	Amount	Quantity	Units to Finish
340	24" CONC MAINTENANCE STRIP	LF	1,300.00	43.25	56,225.00	50.00	2,162.50	1,050.00	45,412.50	1,050.00	250.00
350	B612 CURB & GUTTER	LF	550.00	25.60	14,080.00			507.00	12,979.20	507.00	43.00
360	DETECTABLE WARNING PLATE	SF	16.00	59.50	952.00			16.00	952.00	16.00	
370	PARKING LOT STRIPING	LS	1.00	800.00	800.00			1.00	800.00	1.00	
380	ADA PARKING SIGN	EA	2.00	230.00	460.00			2.00	460.00	2.00	
390	BASIN SIGN	EA	4.00	230.00	920.00			3.00	690.00	3.00	1.00
400	DOG PARK SIGN - SMALL	EA	2.00	230.00	460.00						2.00
410	DOG PARK SIGN - RULES	EA	1.00	550.00	550.00						1.00
420	DOG PARK MESSAGE BOARD	EA	1.00	1,750.00	1,750.00						1.00
430	WOOD POST & WIRE FENCING	LF	3,900.00	11.05	43,095.00			3,842.00	42,454.10	3,842.00	58.00
440	WOOD POST & FENCE CORNERS	EA	22.00	345.00	7,590.00			22.00	7,590.00	22.00	
450	4' HIGH CHAINLINK FENCE	LF	1,450.00	27.00	39,150.00			1,386.00	37,422.00	1,386.00	64.00
460	CHAINLINK DBL ACCESS GATE	EA	3.00	1,260.00	3,780.00			2.00	2,520.00	2.00	1.00
470	CHAINLINK MAIN GATE	EA	4.00	1,715.00	6,860.00			4.00	6,860.00	4.00	
480	EROSION CONTROL BLANKET	SY	620.00	3.70	2,294.00			3,509.00	12,983.30	3,509.00	-2,889.00
490	HYDRAULIC SOIL STABILIZER	ACRE	2.60	4,210.00	10,946.00	2.50	10,946.00	2.60	10,946.00	2.60	
500	FILTER LOG WOOD FIBER	LF	1,500.00	3.00	4,500.00			1,440.00	4,320.00	1,440.00	60.00
510	CONSTRUCTION ENTRANCE	EA	1.00	715.00	715.00			1.00	715.00	1.00	
520	EROSION CONTROL SILT FENCE	LF	800.00	2.00	1,600.00			670.00	1,340.00	670.00	130.00
530	TREE PROTECTION	LF	400.00	1.95	780.00			600.00	1,170.00	600.00	-200.00
540	INLET PROTECTION	EA	2.00	100.00	200.00			2.00	200.00	2.00	
550	ENGINEERED SOIL (LV)	CY	200.00	98.00	19,600.00			180.00	17,640.00	180.00	20.00
560	DECIDUOUS TREE 2.5" CAL B&B	EA	5.00	520.00	2,600.00			5.00	2,600.00	5.00	
570	DECIDUOUS TREE 1.5" CAL B&B	EA	3.00	425.00	1,275.00			3.00	1,275.00	3.00	
580	5-GALLON POTTED SHRUB	EA	10.00	73.50	735.00			10.00	735.00	10.00	
590	1-GALLON POTTED PERENNIAL	EA	50.00	22.80	1,140.00			50.00	1,140.00	50.00	
600	SHREDDED HARDWOOD MULCH	SY	100.00	91.00	9,100.00			100.00	9,100.00	100.00	
610	TURF SEED RESTORATION	ACRE	0.60	2,310.00	1,386.00			0.60	1,386.00	0.60	
620	TYPE 2 FESCUE TURF SEED	ACRE	2.00	1,800.00	3,600.00			2.00	3,600.00	2.00	
630	TYPE 3 BASIN SEED MIX	ACRE	0.10	2,650.00	265.00			0.10	265.00	0.10	
650	DRINKING FOUNTAIN	EA	2.00	10,100.00	20,200.00			2.00	20,200.00	2.00	
660	LIGHT POLES, FIBERGLASS	EA	17.00	3,300.00	56,100.00			17.00	56,100.00	17.00	
680	1.5" TYPE K COPPER PIPE	LF	350.00	50.00	17,500.00			353.00	17,650.00	353.00	-3.00

REQUEST FOR PAYMENT DETAIL

Project: 18-0691-01 / IGH, MN - HVP DOG PARK Invoice: 10675 Draw: 696 Period Ending Date: 12/13/2018 Detail Page 5 of 6 Pages

Item ID	Description	Unit of Measure	CONTRACTED			CURRENT		TOTAL TO DATE		Units to Finish
			Bid Quantity	Unit Price	Amount	Quantity	Amount	Quantity	Amount	
690	1.5" CURB STOP AND BOX	EA	1.00	600.00	600.00			1.00	600.00	
700	1.5" CORPORATION STOP	EA	1.00	500.00	500.00			1.00	500.00	
710	2" DUCTILE IRON PIPE CL 52	LF	50.00	70.00	3,500.00			45.00	3,150.00	5.00
720	2" CURB STOP AND BOX	EA	1.00	750.00	750.00			1.00	750.00	
730	2" CORPORATION STOP	EA	1.00	600.00	600.00			1.00	600.00	
740	BLOWOFF VALVE ASSEMBLY	EA	1.00	1,500.00	1,500.00			1.00	1,500.00	
760	COMMON TOPSOIL BORROW	CY	25.00	37.00	925.00					25.00
770	DISPOSE OF UNSUITABLE SOILS	CY	1,100.00	46.00	50,600.00					1,100.00
780	DEWATERING	LS	1.00	10,000.00	10,000.00					1.00
9000	MOBILIZATION	LS	1.00	0.00	0.00					1.00
9010	SUPERINTENDENT	LS	1.00	0.00	0.00					1.00
9020	WARRANTY COSTS	LS	1.00	0.00	0.00					1.00
9910	CHANGE ORDER NO 1		1.00	54,533.76	54,533.76			1.00	54,533.76	
Totals					897,550.76		31,853.50		708,426.46	

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Consider Approval of 2019 Sentence to Serve Contract

Meeting Date: January 14, 2019
 Item Type: Consent Agenda
 Contact: Brian Swoboda– 651.450.2582
 Prepared by: Brian Swoboda
 Reviewed by: Eric Carlson – Parks & Recreation

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 2019 Contract with Dakota County for Sentence to Serve Program Work Crews (STS). The contract will not exceed \$28,320 and is for a minimum of 60 crew days of service. Each crew will consist of 5-10 members working 6.5 hour days.

SUMMARY

The approved 2019 Budget anticipates expenditure in the Parks Division budget for Sentence to Service Work Crews. The expenditure guarantees minimum of 60 crew work days for the City. STS usually provides extra crew days at no additional charge. In 2018 STS provided a total of 70+ work crew days, 60 days which were contracted and paid for.

The Contract for STS Work Crews can be terminated with or without cause with thirty days written notice.

Examples of work projects include: spring clean up of trash and debris in parks, along Cahill Ave., trails, sidewalks and in boulevards; painting of benches, picnic tables, hockey rinks, and tunnels; landscaping, rain garden and erosion control projects; removal of invasive plant species; chipping brush, mulching trees; placing engineered wood fiber in playgrounds; help install and take out artificial turf at VMCC; preparation and assistance for special projects and community events like Inver Grove Heights Days.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Accept Final 2018 Donations & Grants for Various Parks and Recreation Programs

Meeting Date: January 14, 2019
 Item Type: Consent Agenda
 Contact: Eric Carlson-651.450.2587
 Prepared by: Eric Carlson
 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

Accept final 2018 donations/sponsorships/grants totaling \$12,027.97 for various parks and recreation programs/events from July 15, 2018-December 31, 2018.

SUMMARY

The Parks and Recreation Department receives various donations, sponsorships and grants from businesses and other organizations to support and enhance recreation programs and events.

<u>Business/Organization</u>	<u>Amount</u>	<u>Purpose</u>
CHS Inc.	\$1,000	Safety Camp Sponsor
Unity One Credit Union	\$800	Special Event & IGH Days Sponsor
Brew Card Donation	\$12	General Donation
Various Businesses (27 local businesses provided cash sponsorships)	\$8,325	Holidays in the Heights *escrow account separate from Recreation budget/administered by Recreation
MN Twins Community Fund	\$1,000	Remainder of Youth Sports Coaching Grant
Seniors	\$6	Book Club Donation
VMCC	\$959.97	Pickleball Equipment Donation
TOTAL	\$ 12,102.97	

Additionally, the following item was donated:

40" TV, valued at \$800, for the lobby of the VMCC by the Boys Blue Line Club

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Approval of American with Disabilities Policies

Meeting Date: January 14, 2019
 Item Type: Consent Agenda
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Janet Shefchik
 Sharon Madsen

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 review and approve the following Public Notice Policy related to the American with Disabilities Act:

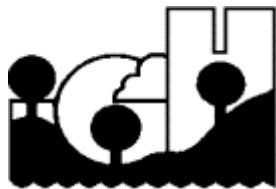
SUMMARY

Public Notice

The 2010 ADA standards — formally known as Revisions to Title II and III of the Americans with Disabilities Act — took effect March 25, 2011 with compliance required by March 15, 2012.

The City hired Julee Quarve-Peterson, Inc. to assist us with a Self Evaluation and provide us with a Transition Plan. The plan was completed in early 2012 and was implemented over the course of the following years. To date, all the high priority-one items found in the report have been addressed and all priority-two and priority-three issues continue to be addressed as appropriate. The City of Inver Grove Heights is in a very good position related to accessibility, but we do have some areas that we can improve accessibility.

It has been recommended by our consultant that the attached policy be reviewed annually by the Council.



American with Disabilities Act Policy & Procedure	
Department	Administration
Specific Policy	Public Notice
Approved by Council	August 27, 2012
Date Last Revised by Council	January 12, 2015

Purpose

All public entities, regardless of size, must provide information to applicants, participants, beneficiaries, employees and other interested parties regarding the rights and protections afforded by the Americans with Disabilities Act.

Objectives

The City of Inver Grove Heights does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. The City of Inver Grove Heights does not discriminate on the basis of disability in its hiring or employment practices.

Employment	The City of Inver Grove Heights does not discriminate based on disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.
Effective Communication	The City of Inver Grove Heights will generally, upon request, and without cost to the requestor, provide appropriate aids and services leading to effective communication for qualified persons with disabilities, so they can participate equally in the City's programs, services, and activities, including qualified sign language interpreters, documents in Braille and other ways of making information and communications accessible to people who have speech, hearing or vision impairments.
Modifications to Policies and Procedures	The City of Inver Grove Heights will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services and activities. For example, individuals with service animals are welcomed in City offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication or a modification of policies or procedures to participate in a City program, service or activities, should contact the ADA Coordinator as soon as possible, but no later than 3 business days before the scheduled event. City employees may contact the H.R. Manager regarding requests for accommodation, or to inquire about the application of the ADA in employment practices.

The ADA does not require the City to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden on the City.

Complaints that a City program, service or activity is not accessible to persons with disabilities should be directed to the ADA Coordinator.

The City will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public, but are not accessible to persons using mobility devices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the 1973 Rehabilitation Act.

Questions, concerns, complaints, or request for additional information regarding the ADA may be forwarded to:

Name	Eric Carlson – Accessibility Coordinator
Address	8055 Barbara Ave., Inver Grove Heights, MN 55077
Office Telephone	651.450.2587
Cell Phone	763.350.8850
Email	ecarlson@invergroveheights.org
Website	www.invergroveheights.org
Hours Available	8:00am – 4:30pm Central Standard Time
Services Available	Large print, Braille, or audio

Procedure

- Adopted by the City Council during the first meeting in January
- Posted on the City's official website
- Posted in the City "InSights" newsletter annually
- Posted on the City Bulletin Board at City Hall

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: January 14, 2019
 Item Type: Consent
 Contact: Deputy Chief Sean Folmar 450-2465
 Police Department
 Prepared by: Deputy Chief Sean Folmar
 Reviewed by: Cmdr. Josh Otis

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 Joint Powers Agreement between Dakota and Rice Law Enforcement Agencies for the continued service of South Metro SWAT (F.K.A. Dakota County Mutual Aid Assistance Group (MAAG) team).

SUMMARY:

The current Joint Powers Agreement (JPA) for the MAAG team is set to expire. The JPA you are considering for the South Metro SWAT team has been reviewed by the respective Member City Attorney's, the League of MN Cities Attorney and the County Attorney on behalf of the Sheriff's Department's. The purpose of this memorandum is to summarize the proposed changes to the current 2010 MAAG Joint Powers Agreement.

The changes to the previous agreement are as follows:

The purpose of this memorandum is to summarize the proposed changes to the current 2010 MAAG Joint Powers Agreement.

1. The name of organization is formally changed to South Metro SWAT. (Sec. 1)
2. Formally adding the cities of Northfield and Faribault. (Sec 3)
3. Formally adding the County of Rice. (Sec 3)
4. Change wording to allow for more flexibility with non-parties and expenses (Sec 9)
5. Terms set for a more routine review of JPA (Sec 10)

There is no budgetary impact of this agreement; the 2019 budget includes the current dues of \$8,100.00. This amount is paid annually by each member agency and is used to maintain and purchase equipment.

It is the recommendation of the Inver Grove Heights Police Department that the City Council adopt the resolution authorizing the execution of the JPA.

DAKOTA COUNTY SOUTH METRO SWAT

2019 JOINT POWERS AGREEMENT

The parties to this Agreement are units of government responsible for critical incident response in their respective jurisdictions. This Agreement is made pursuant to the authority conferred upon the parties by Minn. Stat § 471.59. This Agreement amends and supersedes the DAKOTA COUNTY MUTUAL-AGENCY ASSISTANCE GROUP, 2015 JOINT POWERS AGREEMENT, and shall become effective only upon the approval and execution hereof by duly authorized officers of all of the parties.

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

1. **Name.** The parties hereby rename the existing Joint Powers Organization from Dakota County Multi-Agency Assistance Group (MAAG) to South Metro SWAT.
2. **General Purpose.** The purpose of this Joint Powers Agreement is to establish an organization to coordinate efforts to develop and provide joint response to critical incidents or high-risk entries where there is a risk of criminal violence, occurring within and outside of the parties' jurisdictions.
3. **Parties.** The parties to this Agreement shall consist of the following units of government:

City of Apple Valley
City of Farmington
City of Hastings
City of Inver Grove Heights
City of Lakeville
City of Faribault
City of Northfield

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

4. **Governance.**
 - 4.1. Governing Board. The governing board ("Board") of the South Metro SWAT shall consist of one member and one alternate member appointed by the chief law enforcement officer of each party to this Agreement. Appointees shall be full-time supervisory peace officers of the appointing party. Resolutions or other documentation of the appointments shall be filed with the chair of the Board.

Members of the Board shall not be deemed to be employees of South Metro SWAT and shall not be compensated by the Board.

- 4.2. Terms. Appointees shall serve at the pleasure of the appointing party and may be removed only by the appointing party.
- 4.3. Officers. During the first quarter of each year the Board shall elect from its members a chair, vice chair and secretary/treasurer. The chair shall preside at all meetings of the Board and shall perform other duties as determined by the Board, including the authority to sign contracts authorized by the Board. The vice chair shall preside during the absence of the chair. The secretary/treasurer shall assist the chair in overseeing the Board's budget and finances.
- 4.4. Meetings. The Board shall have regular quarterly meetings. Special meetings may be held on reasonable notice by the chair or vice chair. The presence of a simple majority of the members shall constitute a quorum. All meetings of the board shall be subject to the Open Meeting Law.
- 4.5. Voting. Each party to this agreement shall have one vote at any meeting of the Board. Proxy votes are not permitted. The Board shall function by a majority vote of board members or alternate members present, provided that a quorum is present.

5. Duties of the Board.

- 5.1. The Board will formulate a program to carry out its purpose.
- 5.2. The Board will coordinate information between the parties and the South Metro SWAT.
- 5.3. The Board has the exclusive authority to and shall appoint and supervise the Team Commander and Assistant Team Commanders of the South Metro SWAT, including appointment to fill vacancies in these positions. Appointments require the concurrence of the chief law enforcement officer of the Team Commander's or Assistant Team Commander's employer.
- 5.4. The Board may relieve the Team Commander or an Assistant Team Commander of their duties at any time upon simple majority vote of the Board.
- 5.5. The Board shall review annually the policies and procedures of the South Metro SWAT Team.

6. Powers of the Board.

- 6.1. The Board may enter into any contract necessary or proper for the exercise of its powers or the fulfillment to its duties and enforce such contracts to the extent available in equity or at law, except that the Board shall not enter into any contract the term of which exceeds one year.
- 6.2. The Board may enter in written contracts with any party to provide budgeting and accounting and administrative services necessary or convenient for the Board. Such services may include but not be limited to: management of all funds, payment for contracted services and other purchases, relevant bookkeeping and record keeping, records management, training records, and purchase of equipment.
- 6.3. The Board may disburse funds in a manner which is consistent with this Agreement and with the method provided by law for the disbursement of funds by the party under contract to provide budgeting and accounting services.
- 6.4. The Board may apply for and accept gifts, grants or loans of money or other property (excluding real property) or assistance from the United States government, the State of Minnesota, or any person, association, or agency for any of its purposes; enter into any agreement in connection therewith; and hold, use and dispose of such money or other property and assistance in accordance with the terms of the gift, grant or loan relating thereto.
- 6.5. The Board must obtain and maintain liability insurance in amounts not less than the statutory liability limits established under Minn. Stat. Ch. 466 and may obtain other insurance it deems necessary to insure the parties, the Board, its members and employees of the parties for actions arising out of this Agreement, including, but not limited to extended reporting period coverage upon termination. With respect to employees of parties who have responded to a request for assistance pursuant to paragraph 9.5.1, they will be deemed to be taking actions arising out of this Agreement from the time they receive a request for assistance pursuant to this Agreement and commence traveling to the location where assistance is to be provided until the Team Commander or Assistant Team Commander has made the decision pursuant to paragraph 9.5.1 to recall the team.
- 6.6. All powers granted herein shall be exercised by the Board in a fiscally responsible manner and in accordance with the requirements of law. The purchasing and contracting requirements of the party providing budgeting and accounting shall apply to the Board.
- 6.7. The Board may cooperate with other federal, state and local law enforcement agencies to accomplish the purpose for which it is organized.

- 6.8 South Metro SWAT does not have the authority to seize property for purposes of Minn. Stat. §§ 609.531-.5318.
- 6.9. The Board may retain legal counsel to advise the Board and provide civil legal services. The Dakota County Attorney's Office is not the Board's legal counsel.
- 6.10. All cash monies derived from South Metro SWAT operations shall remain the property of south Metro SWAT and shall be used in furtherance of South Metro SWAT efforts.
- 6.11 The Board is not responsible for investigating the conduct of the Team Commander, an Assistant Team Commander or any team member assigned to the South Metro SWAT. The Board will forward any complaints about any of the conduct of any such individual to the individual's employing agency.

7. **Budget and Finance.**

- 7.1. Budget. By April 30 of each year the Board shall prepare and adopt a budget for the following calendar year and may amend the same from time to time.
- 7.2. Expenses. The parties intend to fund South Metro SWAT through annual contribution paid by each party. The Board shall establish the contribution by April 30 of the year prior to the year when the contribution is payable. The parties agree to pay the contribution as determined by the Board on or before January 31 of the year following the determination, provided that the respective city council or county board for each party has included funds for this purpose in its adopted budget. If a party elects to withdraw from this Agreement, there will be no reimbursement of any part of the contribution made for the year of withdrawal.
- 7.3. Accountability. If the Board elects to contract with a party to provide budgeting and accounting services, the Board shall enter into a written fiscal agent agreement with such party. The fiscal agent shall forward reports on South Metro SWAT receipts and disbursements to the members on a monthly basis. Fiscal agent responsibilities include but are not limited to management of all funds, including party contributions and grant funds, payment for contracted services, and bookkeeping and recordkeeping. All funds shall be accounted for according to generally accepted accounting principles.
- 7.4 Invoices. The secretary/treasurer may authorize payment of invoices which are consistent with the adopted budget and shall report to the Board all such invoices at its next regular meeting.

8. **South Metro SWAT Team members.**

- 8.1. The Team Commander and Assistant Team Commanders and team members shall be licensed peace officers. The chief law enforcement officer of each party shall assign licensed peace officers to serve as South Metro SWAT team members, subject to approval of the Team Commander. Appointment as a Team Commander, Assistant Team Commander or team member pursuant to this Agreement shall not obligate any party to pay its employees so appointed any premium pay.
- 8.2. Team Commander, Assistant Team Commanders and team members assigned to the South Metro SWAT at all times will remain employees of the members' respective jurisdictions and will not be employees of the Board.

9. **Operations.**

- 9.1. Team Structure. The Team Commander, with Board approval, will organize a leadership structure for South Metro SWAT that ensures efficient operation and deployment of resources.
- 9.2. Budget. The Team Commander will prepare and present to the Board annually a requested operating and capital improvement budget for the following year.
- 9.3. Communication. The Team Commander will act as a liaison between the South Metro SWAT and the Board, providing quarterly updates on team status, deployment, and budget.
- 9.4. Training. The Team Commander shall be responsible for arranging monthly and annual training events for team members, consistent with direction from the Board. The Team Commander shall also be responsible for maintaining records of the training received by team leaders and members as well as records of all other activities undertaken by the Team Commander, Assistant Team Commanders, team leaders and team members pursuant to this Agreement.
- 9.5. **Deployment.**
 - 9.5.1. Requests for Assistance. Whenever a party, in its sole discretion, determines that conditions within its jurisdiction cannot be adequately addressed by that jurisdiction's personnel and resources because of a critical incident or need for high risk entry, the party may request, in accordance with policies and procedures of the Board, that the South Metro SWAT deploy a South Metro SWAT team to assist the party's jurisdiction. Upon a request for assistance, a South Metro SWAT team may be dispatched to the requesting party, in accordance with policies and procedures of the Board. A party may decline to make its personnel

available in response to any such request. Failure to provide assistance in response to a request made pursuant to this Agreement will not result in any liability to a party or South Metro SWAT. The Team Commander or Assistant Team Commander shall notify the Board members representing the employing agencies' team members who are deployed anytime that assistance is provided pursuant to this Agreement. The Team Commander will report to the Board quarterly regarding any assistance provided to a party pursuant to this Agreement. The Team Commander or an Assistant Team Commander may at any time and in his/her sole judgment recall the team. The decision to recall a team provided pursuant to this Agreement will not result in liability to the South Metro SWAT, any party, or to the Team Commander or Assistant Team Commander who recalled the team.

- 9.5.2. Direction and Control. A party may at any time recall its personnel or equipment if it is considered to be in the best interests of the party to do so. South Metro SWAT team members will be under the tactical control of the Team Commander or other person in command of the scene, until a party withdraws its personnel or equipment.
- 9.5.3. Compensation. When the South Metro SWAT provides services to a requesting party, the personnel of the South Metro SWAT shall be compensated by their respective employers just as if they were performing the duties within and for the jurisdiction of their employer. No charges will be levied by the South Metro SWAT or by the parties for specialized response operations provided to a requesting party pursuant to this Agreement unless that assistance continues for a period exceeding 24 continuous hours. If assistance provided pursuant to this agreement continues for more than 24 continuous hours, and the assistance is not provided in connection with a police call for services, any party whose officers provided assistance for South Metro SWAT may, at the direction of the board, submit itemized bills for the actual cost of any assistance provided, including salaries, overtime, materials and supplies, to the South Metro SWAT and the South Metro SWAT shall submit the invoices to the requesting party. The requesting party shall reimburse the South Metro SWAT for that amount, and the South Metro SWAT shall forward the reimbursement to the responding party.
- 9.5.4. Workers' Compensation. Each party to this Agreement shall be responsible for injuries to or death of its own employees in connection with services provided pursuant to this Agreement. Each party shall maintain workers' compensation coverage or self-insurance coverage, covering its own personnel while they are providing assistance as a member of the South Metro SWAT. Each party to this Agreement waives the right to sue any other party for any workers' compensation benefits

paid to its own employee or their dependents, even if the injuries were caused wholly or partially by the negligence of any other party or its officers, employees or agents. The Team Commander, Assistant Commander, and team members are not employees of the South Metro SWAT.

- 9.5.5. Damage to Equipment. Each party shall be responsible for damage to or loss of its own equipment occurring during deployment of the South Metro SWAT. Each party waives the right to sue any other party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other party or its officers, employees or agents.
- 9.5.6. Liability and Indemnification. The South Metro SWAT is a separate and distinct public entity to which the parties have transferred all responsibility and control for actions taken pursuant to this Agreement.

The South Metro SWAT shall defend and indemnify the parties and their officers, employees, volunteers and agents from and against all claims, damages, losses, and expenses, including reasonable attorney fees, arising from the South Metro SWAT activities or operations, including deployments of a South Metro SWAT team, decisions of the Board, and South Metro SWAT training activities.

To the full extent permitted by law, this Agreement is intended to be and shall be construed as a “cooperative activity” and it is the intent of the parties that they shall be deemed a “single governmental unit” for the purposes of liability, all as set forth in Minnesota Statutes, Section 471.59, subd. 1a(a); provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other parties.

Nothing in this Agreement shall constitute a waiver of the statutory limits on liability set forth in Minnesota Statutes, Chapter 466 or a waiver of any available immunities or defenses. Under no circumstances shall a party be required to pay on behalf of itself and any other parties any amounts in excess of the limits of liability established in Minnesota Statutes Ch. 466 applicable to any third party claim. The statutory limits of liability for some or all of the parties may not be added together or stacked to increase the maximum amount of liability for any third party claim.

Any excess or uninsured liability shall be borne equally by all the parties, but this does not include the liability of any individual officer, employee,

or agent which arises from his or her own malfeasance, willful neglect of duty, or bad faith.

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

9.6. Aid to Non-Parties.

9.6.1. Upon a request for assistance from a governmental unit that is not a party to this Agreement, a South Metro SWAT team may be dispatched to such governmental unit, in accordance with policies and procedures of the Board, for a period of time not to exceed 24 hours, provided that the police chief or Sheriff, as appropriate, has consented to such deployment of his or her respective employees. Failure to provide assistance in response to any such request shall not result in any liability to a party or South Metro SWAT. The Team Commander or Assistant Team Commander shall notify the chair of the Board any time such assistance is provided. The Team Commander or Assistant Team Commander may at any time and in his/her sole judgment recall the team. The decision to recall a team hereunder shall not result in any South Metro SWAT liability.

9.6.2. Any party whose officers provided assistance pursuant to this paragraph may, at the direction of the board, submit itemized bills for the actual cost of any assistance provided, including salaries, overtime, materials and supplies to the South Metro SWAT and the South Metro SWAT shall submit the invoices to the requesting entity. The South Metro SWAT shall forward any payments it receives in connection with such invoices to the invoicing party.

10. **Term.** The term of this Agreement shall be effective only when all of the parties have signed this Agreement. The chair of the Board shall notify the parties in writing of the effective date of this Agreement. This Agreement shall continue in effect until terminated in accordance with paragraph 11.2 or December 31, 2023, whichever first occurs.

11. **Withdrawal and Termination.**

11.1. Withdrawal. Any party may withdraw from this Agreement upon 90 days' written notice to the other parties. Withdrawal by any party shall not terminate this Agreement with respect to any parties who have not withdrawn. Withdrawal shall not discharge any liability incurred by any party prior to withdrawal. Such liability shall continue until discharged by law or agreement.

A withdrawing party shall have no claim to any property or assets owned or held by South Metro SWAT.

11.2. Termination. This Agreement shall terminate upon the occurrence of any one of the following events: (a) when necessitated by operation of law or as a result of a decision by a court of competent jurisdiction; or (b) when a majority of remaining parties agrees to terminate the Agreement upon a date certain.

11.3. Effect of Termination. Termination shall not discharge any liability incurred by the South Metro SWAT or by the parties during the term of this agreement. Upon termination and after payment of all outstanding obligations, property or surplus money held by the South Metro SWAT shall then be distributed to the parties in proportion to their contributions.

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

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

Farmington Chief of Police
19500 Municipal Drive
Farmington, MN 55024

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

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

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

Faribault Chief of Police
25 4th St NW
Faribault, MN 55021

Northfield Chief of Police
1615 Riverview Dr
Northfield, MN 55057

Mendota Heights Chief of Police

1101 Victoria Curve
Mendota Heights, MN 55118

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

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

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

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

Rice County Sheriff
118 3rd St NW
Faribault, MN 55021

13. **Miscellaneous.**

- 13.1. Amendments. This agreement may be amended only in writing and upon the consent of each of the parties' governing body.
- 13.2. Records, accounts and reports. The books and records of the South Metro SWAT shall be subject to the provisions of Minn. Stat. Ch. 13.
- 13.3. Counterparts. This agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. Counterparts shall be filed with the chair of the Board.
- 13.4. Additional Parties. Any other municipality within Dakota County or any municipality or County adjacent to Dakota County may become a party to this Agreement upon approval of the Board, adoption of a resolution by the entity's governing body, execution of this Agreement, and filing of the same with the chair of the Board.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates indicated below.

Approved by Dakota County Board

COUNTY OF DAKOTA

Resolution No.: 18-_____

Dated: _____

Approved as to form:

By: _____

Name: _____

Title: _____

Date of Signature: _____

Assistant County Attorney/ Date

KS18-357 2019 JPA for SOUTH METRO SWAT

CITY OF APPLE VALLEY

By: _____

Name: _____

Title: _____

Date of Signature: _____

Attest:

By: _____

Name: _____

Title: **City Clerk** _____

Date: _____

CITY OF FARMINGTON

By: _____

Name: _____

Title: _____

Date of Signature: _____

Attest:

By: _____

Name: _____

Title: **City Clerk** _____

Date: _____

CITY OF HASTINGS

By: _____

Name: _____

Title: _____

Date of Signature: _____

Attest:

By: _____

Name: _____

Title: **City Clerk** _____

Date: _____

CITY OF INVER GROVE HEIGHTS

By: _____

Name: _____

Title: _____

Date of Signature: _____

Attest:

By: _____

Name: _____

Title: **City Clerk** _____

Date: _____

CITY OF LAKEVILLE

By: _____

Name: _____

Title: _____

Date of Signature: _____

Attest:

By: _____

Name: _____

Title: **City Clerk** _____

Date: _____

CITY OF MENDOTA HEIGHTS

By: _____

Name: _____

Title: _____

Date of Signature: _____

Attest:

By: _____

Name: _____

Title: **City Clerk** _____

Date: _____

CITY OF ROSEMOUNT

By: _____

Name: _____

Title: _____

Date of Signature: _____

Attest:

By: _____

Name: _____

Title: **City Clerk** _____

Date: _____

CITY OF SOUTH ST. PAUL

By: _____

Name: _____

Title: _____

Date of Signature: _____

Attest:

By: _____

Name: _____

Title: **City Clerk** _____

Date: _____

CITY OF WEST ST. PAUL

By: _____

Name: _____

Title: _____

Date of Signature: _____

Attest:

By: _____

Name: _____

Title: **City Clerk** _____

Date: _____

CITY OF NORTHFIELD

By: _____

Name: _____

Title: _____

Date of Signature: _____

Attest:

By: _____

Name: _____

Title: **City Clerk** _____

Date: _____

CITY OF FARIBAULT

By: _____

Name: _____

Title: _____

Date of Signature: _____

Attest:

By: _____

Name: _____

Title: **City Clerk** _____

Date: _____

COUNTY OF RICE

By: _____

Name: _____

Title: _____

Date of Signature: _____

Attest:

By: _____

Name: _____

Title: **Rice County Sheriff**

Date: _____

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

RESOLUTION NO. _____

RESOLUTION TO ACCEPT the 2019-2023 Joint Powers Agreement for the continued participation in South Metro SWAT (FKA Dakota County Multi-Agency Assistance Group (MAAG)).

WHEREAS, the parties to this Agreement are units of government responsible for critical incident response in their respective jurisdictions and

WHEREAS, this Agreement is made pursuant to the authority conferred upon the parties by Minn. Stat §§ 471.59 and

WHEREAS, this Agreement amends and supersedes the DAKOTA COUNTY MUTUAL AID ASSISTANCE GROUP, 2014 JOINT POWERS AGREEMENT, and shall become effective only upon the approval and execution hereof by duly authorized officers of all of the parties and

WHEREAS, the parties to this Agreement shall consist of the following units of government:

**City of Apple Valley
City of Farmington
City of Hastings
City of Inver Grove Heights
City of Lakeville
City of Faribault
City of Northfield**

**City of Mendota Heights
City of Rosemount
City of South St. Paul
City of West St. Paul
County of Dakota
County of Rice**

and

NOW, THEREFORE, in consideration of this JPA it is the Inver Grove Heights Police Department recommendation that this resolution be adopted.

Adopted by the City Council of the City of Inver Grove Heights on this ____ day of _____, 2019

Ayes:
Nays:

Attest:

George Tourville, Mayor

Michelle Tesser, City Clerk

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Accept Final 2018 Donations to Police Department Programs

Meeting Date: January 14, 2019
 Item Type: Consent Agenda
 Contact: Deputy Chief Sean Folmar
 Prepared by: Deputy Chief Sean Folmar
 Reviewed by: Commander Josh Otis

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

Accept final 2018 donations totaling \$9,275 for various Police Department programs/events from January 1, 2018-December 31, 2018.

SUMMARY

The Police Department receives various donations from businesses and other organizations to support and enhance Police programs and events. Most donors preferred to remain anonymous.

<u>Donor</u>	<u>Amount</u>	<u>Purpose</u>
	\$5,000	K-9
	\$1,000	K-9
	\$2,000	K-9
	\$200	K-9
	\$25	K-9
	\$1,000	K-9
Walmart	\$250	Shop with a Cop
TOTAL	\$9,275	

*There was also a \$5,000.00 donation made directly to the St. Paul PD K-9 Foundation, which will help offset the cost of the dog and the training.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: January 14, 2019
Item Type: Consent
Contact: Chief Judy Thill, Fire Dept.
Prepared by: Judy Thill, Fire Chief
Reviewed by: Judy Thill, Fire Chief

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 acceptance of separate \$1,000.00 (\$2,000.00 total) donations to both Inver Grove Heights Fire Department and Inver Grove Heights Police Department from a City resident, who wishes to remain anonymous, and direct allocation to the fire department's equipment fund and the police department's K-9 fund.

SUMMARY:

On December 18, 2018, the fire and police departments received correspondence from an Inver Grove Heights resident who wishes to remain anonymous. Enclosed with the correspondence were two checks, one payable to the Fire Department and the other to the Police Department. Each check is in the amount of \$1,000.

The donor expressed gratitude to the fire and police departments for their service to the community. The donor's correspondence suggested that the funds be used for departmental needs not otherwise funded.

Fire and Police Staff sincerely thank the resident for these generous donations!

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

RESOLUTION APPROVING ADDITIONAL EXPENSES RELATED TO A DEMOLITION CONTRACT FOR 6639 CONCORD AVE

Meeting Date: January 14, 2019

Item Type: Consent

Prepared by: Janice Gundlach, CD Director

Reviewed by: Janice Gundlach, CD Director 

Contact: 651-450-2546

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

Adopt a Resolution approving an additional \$830 related to demolition costs of 6639 Concord Avenue.

SUMMARY

On November 13, 2018 the City Council adopted a Resolution awarding a demolition contract to Nitti Roll-Off Services Inc. for the demolition of 6639 Concord Avenue in the amount of \$47,493.00. During demolition, the contractor located a below ground waste tank that was not known to exist and was not covered under the original bid price. The contractor additionally encountered eight tires. These combined costs totaled \$830 above the approved contract amount.

With these additional expenses, total demolition costs amount to \$48,323. This is well below the second demolition bid received, which was \$56,142 (including hazardous building materials abatement costs).

Demolition costs will be paid for by a transfer in from the Host Community Fund per the Council's action of July 23, 2018 and subsequent action on November 13, 2018.

ATTACHMENTS

Resolution
Demolition Invoices

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

RESOLUTION NO. _____

**RESOLUTION APPROVING ADDITIONAL COSTS FOR DEMOLITION OF 6639 CONCORD
AVENUE**

WHEREAS, on November 13, 2018 the City Council adopted a Resolution awarding a demolition contract to Nitti Roll-Off Services Inc. for demolition of a single-family home and two additional accessory buildings at 6639 Concord Avenue; and

WHEREAS, the contract award was for \$47,493; and

WHEREAS, during demolition the contractor encountered an underground tank and eight tires, incurring \$830 of additional expenses not anticipated with the original bid price; and

WHEREAS, even when factoring in the additional demolition costs, the total price of \$48,323 is far less than the second bid received, which totaled \$56,142; and

WHEREAS, the EDA authorized the purchase of 6639 Concord Avenue on July 23, 2018, including the transfer in from the Community Host Fund of \$507,245.75 to fund the acquisition; and

WHEREAS, on November 13, 2018 the City Council authorized the transfer in from the Host Community Fund an additional \$13,000 to cover demolition costs that exceeded the originally budgeted amount.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Inver Grove Heights hereby approves the payment of \$830 to Nitti Roll-Off Services, Inc. to pay for the unexpected removal and disposal of an underground waste tank and eight tires not otherwise included in the originally awarded bid of \$47,493 for demolition costs of 6639 Concord Avenue.

Adopted by the City of Inver Grove Heights this 14th day of January 2019.

Ayes:

Nays:

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk



PO Box 490726
Blaine, MN 55449
763-755-0303

Invoice

Date	Invoice #
12/19/2018	35251

Bill To
The City of Inver Grove Hgts C/O Janice Gundlach 8150 Barbara Ave IGH, MN 55077

Deliver To
6639 Concord Ave

		P.O. No.	Driver	Terms	Due Date
			Dana	Net 20	1/8/2019
Quantity	Description	Serviced	Rate	Amount	
1	Demolition of 3 structures including the foundations, retaining wall, fence and parking lot.		11,150.00	11,150.00	
	Trucking and dump fees for all demolition debris to be removed.		8,400.00	8,400.00	
	Waste Tax - Const/Demo		246.00	246.00	
	Trucking and dump fees for all concrete and asphalt debris to be removed.		6,193.00	6,193.00	
	Permits and office fees.		450.00	450.00	
	Water & Sewer disconnect inside the property line (extra charges may occur if hook-ups need to be disconnected in the street, under a sidewalk, they are more than 12 feet deep, and or if dewatering is needed.)		1,600.00	1,600.00	
	Mobilization of demolition equipment		1,000.00	1,000.00	
	Abatement Testing - (Does NOT include the removal and extra charges for removal will occur if the test come back positive. Abatement removal is required by the state to get demolition approval.)		500.00	500.00	
	Dust Control/Watering		450.00	450.00	
	Appliances w/Freon		150.00	150.00	
	Erosion Control per foot (\$350 Min)		1,000.00	1,000.00	
	Fill Dirt - common fill		2,304.00	2,304.00	
	Black Dirt		3,900.00	3,900.00	
	Abatement Removal		7,650.00	7,650.00	
	Backfill, grade and seed disturbed area. (RETAIN TILL SPRING!!!!!!!)		2,500.00	2,500.00	
			Total	\$47,493.00	
			Payments/Credits	\$0.00	
Any invoice not paid by the original due date is subject to a finance charge of 1.5% per month (18% annually)!!!			Balance Due	\$47,493.00	



PO Box 490726
Blaine, MN 55449
763-755-0303

Invoice

Date	Invoice #
12/19/2018	35252

Bill To
The City of Inver Grove Hgts C/O Janice Gundlach 8150 Barbara Ave IGH, MN 55077

Deliver To
6639 Concord Ave

		P.O. No.	Driver	Terms	Due Date
			Dana	Net 20	1/8/2019
Quantity	Description	Serviced	Rate	Amount	
8	Change order to original contracted price.				
	Abandon waste tank - Pump and remove Car or Light Truck Tires		750.00 10.00	750.00 80.00	

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

RESOLUTION AUTHORIZING SUBMITTAL OF APPLICATION FOR 2019 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS

Meeting Date: January 14, 2019

Item Type: Consent

Prepared by: Janice Gundlach, CD Director

Reviewed by: Janice Gundlach, CD Director 

Contact: 651-450-2546

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

Adopt a Resolution and authorize submittal of the 2019 Community Development Block Grant Funds application to Dakota County and allocate 100% funding to the Housing Rehabilitation Program.

SUMMARY

The Community Development Block Grant (CDBG) is a Federal program which benefits low and moderate-income individuals and neighborhoods. The City annually makes application for these funds through the Dakota County Community Development Agency (CDA), who administers the program on behalf of the Federal government.

CDBG funding comes from HUD and because there has not been a HUD budget appropriation yet, the total funding for 2019 remains unknown. In 2018, \$140,275 was allocated to the City of Inver Grove Heights. 2019 funding is estimated to be \$143,118.

ANALYSIS

CDBG funds have limited use and must meet eligible criteria (see attached application). The City has typically spent CDBG funds on housing rehabilitation, planning, ADA compliance, and floodplain clearance.

For 2019, staff is recommending that 100% of the funds be allocated to the Housing Rehabilitation Loan program administered by the CDA for the City. This recommendation is based on continued need in Inver Grove Heights. For example, in 2018 the City allocated \$90,000 to housing rehab, yet five residents could not be funded as all housing rehab money was spent or already assigned by the 4th quarter. These residents remain on the waiting list. Funding housing rehab also provides the best return on the City's investment as the CDA often contributes additional money towards these loans and improved housing stock increases market values, positively impacting the City's tax base. Funding housing rehab at 100% is also recommended as no other eligible projects have been identified for funding in 2019.

ATTACHMENTS

Resolution
2019 CDBG Application

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

RESOLUTION NO. _____

**A RESOLUTION APPROVING THE APPLICATION OF THE CITY OF INVER GROVE
HEIGHTS FOR FISCAL YEAR 2019 DAKOTA COUNTY COMMUNITY DEVELOPMENT
BLOCK GRANT FUNDING**

WHEREAS, the City of Inver Grove Heights is a participating jurisdiction with the Dakota County CDBG Entitlement Program for Fiscal Year, 2019; and

WHEREAS, the Dakota County Community Development Agency (CDA) is the Subgrantee of Dakota County for the administration of the CDBG Program; and

WHEREAS, the Dakota County CDA has requested FY19 CDBG application to be submitted by January 18, 2019, based on an allocation of funds approved in the Annual Action Plan.

NOW, THEREFORE, BE IT RESOLVED that the City of Inver Grove Heights hereby approves the following:

1. The FY19 CDBG application is approved for submission to the Dakota County CDA.
2. The City Administrator for the City of Inver Grove Heights is authorized to execute the application and all agreements and documents related to receiving and using the awarded CDBG funds.
3. The Dakota County CDA is designated as the administrative entity to carry out the CDBG program on behalf of the City, subject to future Subrecipient Agreements that may be required for specific CDBG-funded activities.

Adopted by the City Council of the City of Inver Grove Heights on this 14th day of January 2019.

AYES:

NAYS:

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk



APPLICATION FOR PROGRAM YEAR 2019

COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS

Application must be received by the Dakota County Community Development Agency

NO LATER THAN JANUARY 18, 2019

For July 1, 2019 – June 30, 2020

General Information

Applicant Name: City of Inver Grove Heights	DUNS #: 147585608
Contact Name: Janice Gundlach	
Applicant Address: 8150 Barbara AVE	
City, State, Zip: Inver Grove Heights, MN 55077	
Phone: 651-450-2546	Email: jgundlach@invergroveheights.org

Proposed Activities

Activity	Funding Amount
#1 Title: Housing Rehabilitation	CDBG Request: \$ 143,118
#2 Title: Click or tap here to enter text.	CDBG Request: \$ Click or tap here to enter text.
#3 Title: Click or tap here to enter text.	CDBG Request: \$ Click or tap here to enter text.
#4 Title: Click or tap here to enter text.	CDBG Request: \$ Click or tap here to enter text.
#5 Title: Click or tap here to enter text.	CDBG Request: \$ Click or tap here to enter text.
	Total Request: \$ 143,118

PLEASE NOTE: AT LEAST 50% of the proposed funding must qualify as a LOW/MOD benefit and NO MORE THAN 40% of the proposed funding can be for PUBLIC SERVICES. As public services may not account for more than 15% of the County's total funding, public service requests may need to be decreased once all applications are submitted and reviewed by CDA staff.

Certification

I certify that the information contained in this application is true and correct and that it contains no misrepresentations, falsifications, intentional omissions, or concealment of material facts. I further certify that no contracts have been awarded, funds committed, or construction begun on the proposed project(s), and that none will be made prior to notification from the Dakota County CDA based on HUD's issuance of a Release of Funds Notice.

Janice Gundlach

Signature of Authorized Official

1/14/2019

Date

Community Development Director

Title of Authorized Official

**PLEASE ATTACH THE RESOLUTION OF THE GOVERNING BODY SHOWING APPROVAL
OF THE REQUEST FOR CDBG FUNDS**

I. Activity Title

Please complete the following Sections I-V for EACH proposed activity. (For example, if 3 activities are being proposed, there will be 3 sets of the following pages.)

Activity # 1

Activity Title: Housing Rehabilitation

II. Activity Information

Describe the proposed activity in detail. Please be specific about purpose, location, number of people or households served, etc.

Housing Rehabilitation Program: The program provides home improvement loans to eligible low and moderate income homeowners throughout the City of Inver Grove Heights. Loans are repayable upon sale of the house or refinancing. Improvements commonly include roof replacement, furnace replacement, electric and plumbing repairs, and insulation.

Has this Activity received CDBG funding before? ☒ Yes ☐ No

Check the eligible activity category of the proposed activity: (See attached definitions)

Affordable Rental Housing ☐ Rehabilitation of Multi-Unit Residential ☐ Rental Assistance Subsidies ☐ Fair Housing Activities ☐ Energy Efficiency Improvements	Public Service ☐ Senior Services ☐ Youth Services ☐ Transportation Services ☐ Operational Support
Affordable Homeowner Housing ☐ Homeownership Assistance ☐ New (Re)Construction Homeowner Housing ☒ Rehabilitation/ Energy Efficiency Improvement of Single Unit Residential ☐ Housing Counseling and Short-Term Assistance ☐ Fair Housing Activities	Community Development ☐ Recreational Parks ☐ Public Water/Sewer Improvements ☐ Street Improvements ☐ Sidewalks ☐ Beautification ☐ Assessment Abatement
Homelessness ☐ Coordinated Access to service & Shelter ☐ Housing Stabilization ☐ Emergency Shelter Operation ☐ Addition of Permanent Supportive Housing Units ☐ Shelter Renovation/Creation	Neighborhood Revitalization ☐ Acquisition of Real Property ☐ Clearance and Demolition ☐ Clean-up of Contaminated Site
Economic Development ☐ Employment Training ☐ Economic Development Assistance ☐ Rehabilitation of Commercial/Industrial Buildings ☐ Micro-Enterprise Assistance ☐ Relocation	Planning and Administration ☐ Planning ☐ Administration

Describe the activity schedule:

Is this a continuation of a previously funded activity? ☒ Yes ☐ No

Is this a time-specific project? ☐ Yes ☒ No

If this is a time-specific project, please note the start and end dates below:

Proposed Activity Start Date: N/A

Proposed Activity Completion Date: N/A

III. CDBG National Objective

CDBG funded projects/activities must meet one of the following program objectives. Check the objective for which the CDBG funds will be used.

- | | |
|--|--|
| ☐ Low/Mod Area Benefit | ☐ Low/Mod Limited Clientele Benefit |
| ☒ Low/Mod Housing Benefit | ☐ Low/Mod Jobs Benefit |
| ☐ Slum/Blight Area Benefit | ☐ Slum/Blight Spot Benefit |
| ☐ Urgent Need (extremely rare; used only for emergencies): <i>(Please explain)</i> Click or tap here to enter text. | |

If you checked the Low/Mod Area Benefit box, please answer the following:

In what Census Tract/Block Group(s) do beneficiaries of your Activity live? *(Please include map)*
[Click or tap here to enter text.](#)

How many residents live in this area? [Click or tap here to enter text.](#)

What is the percentage of low and moderate-income beneficiaries?

How was this documented? ☐ HUD Data ☐ Survey
(Please include a copy of survey)

If you checked the Low/Mod Housing Benefit box, please answer the following:

How many Low/Mod Households will benefit? 5-6 Households
(Income eligibility must be verified by written documentation)

Where will this activity occur? *(Address of property, neighborhood, or citywide)*
To Be Determined

If you checked the Low/Mod Limited Clientele Benefit box, please answer the following:

How many Low/Mod People or Households will benefit? [Click or tap here to enter text.](#) People [Click or tap here to enter text.](#) Households (Please choose either People or Households for each project).

How will income be verified?

- ☐ Income Verification Request Forms
- ☐ Eligibility Status for other Governmental Assistance program
- ☐ Self Certification (Must request source documentation of 20% of certifications and must inform beneficiary that all sources of income and assets must be included when calculating annual income)
- ☐ Presumed benefit (HUD presumes the following to be low and moderate-income: abused children, battered spouses, elderly persons (62+), severely disabled persons, homeless persons, persons living with AIDS, migrant farm workers)

If you checked the Low/Mod Jobs Benefit box, please answer the following:

To meet the requirements of the "Jobs" National Objective, the business being assisted must enter into an agreement showing commitment that at least 51% of jobs created or retained will be available to low/mod income persons. The business must also be prepared to provide a list of all jobs, detailed information about the jobs being created or retained, the selection and hiring process, and demographic information about the employees.

Will this activity create or retain full time equivalencies (FTEs)? ☐ Create ☐ Retain

For job(s) that are being retained, please provide evidence that the assisted business has issued a notice to affected employees or that the business has made a public announcement to that effect, OR an analysis of relevant financial records that shows the business is likely to cut back on employment in the near future without planned intervention.

Will the job(s) created or retained require a special skill? ☐ Yes ☐ No

What percent of permanent FTEs will be held by or available to low/mod income persons? [Click or tap here to enter text.](#) %

If you checked the Slum/Blight Area or Slum/Blight Spot Benefit box, please answer the following:

What are the boundaries of the slum/blight area or the address of the slum/blight spot? [Click or tap here to enter text.](#)

(Please provide letter from building inspector or other documentation noting deficiencies and include photos)

What deficiency will be corrected or the public improvement be? [Click or tap here to enter text.](#)

If Slum/Blight Area, what percent of buildings are deteriorated? [Click or tap here to enter text.](#)%

IV. Proposed Objectives and Outcomes

Indicate the proposed objective and outcome of the activity/project.

	Outcome #1 Availability/Accessibility	Outcome #2 Affordability	Outcome #3 Sustainability
Objective #1 Suitable Living Environment	☐ Accessibility for the purpose of creating a suitable living environment	☐ Affordability for the purpose of creating a suitable living environment	☐ Sustainability for the purpose of creating a suitable living environment
Objective #2 Decent Housing	☐ Accessibility for the purpose of providing decent housing	☒ Affordability for the purpose of providing decent housing	☐ Sustainability for the purpose of providing decent housing
Objective #3 Economic Opportunity	☐ Accessibility for the purpose of creating economic opportunities	☐ Affordability for the purpose of creating economic opportunities	☐ Sustainability for the purpose of creating economic opportunities

Indicate how the activity outcome will be measured and projected number of beneficiaries.

- ☐ People _____
 ☐ Public Facilities _____
 ☐ Businesses _____
- ☒ Households 5-6
☐ Jobs _____
 ☐ Organizations _____
- ☐ Housing Units _____

V. Project Budget

Provide the total project cost and CDBG request.

Total Project Cost: \$ 143,118

Total CDBG Request: \$ 143,118

CDBG Percent of Total Cost: 100%

Describe all other funding sources.

Source of Funds	Amount	Committed	Pending
Click or tap here to enter text.	\$	☐	☐
Click or tap here to enter text.	\$	☐	☐
Click or tap here to enter text.	\$	☐	☐
Total:	\$	☐	☐

Please itemize project expenses, using the following guidance as applicable:

- Acquisition & Improvement Costs - Include purchase price, closing costs, site improvements, clearance of toxic contaminants, and other acquisition and improvement costs
- Construction/Rehabilitation Costs - Include site improvements, construction (labor, materials, supplies), installation, permits and other construction/rehabilitation costs
- Professional Fees and Personnel Costs - Include architectural, engineering and code inspection fees, surveys, appraisals, legal fees, hazardous materials surveys, project management, and other professional/personnel fees
- Other Development Costs - Include relocation, financing costs, environmental reviews, environmental studies, and other development costs
- Eligible Costs for Planning Projects - Include professional services, project management costs, and other planning costs

Itemized Use of Funds/Expenses	Costs	CDBG Funds Requested	Other Funding Sources
Construction/Rehabilitation	\$ 143,118	\$ 143,118	\$
Click or tap here to enter text.	\$	\$	\$
Click or tap here to enter text.	\$	\$	\$
Click or tap here to enter text.	\$	\$	\$
Click or tap here to enter text.	\$	\$	\$
Total:	\$143,118	\$ 143,118	\$

*** * * * ***

***Please review each section for completeness.
Each activity should have separate Sections I through V.***

CDBG ELIGIBLE ACTIVITIES DEFINITIONS

The following are summary definitions of Community Development Block Grant Eligible Activities:

Please Note: Although an activity may be deemed eligible for CDBG funding, it does not guarantee funding. The Community Development Needs for the CDBG Program in the Consolidated Plan sets forth the priority of needs and as such dictates which types of eligible activities may be funded in a given year.

CDBG funds may NOT be used for costs attributable to a building used for the general conduct of government or used for political activities.

Acquisition/Disposition: The use of CDBG funds to acquire real property, in whole or in part, by purchase, long-term lease, donation, or otherwise, for any public purpose. Real property to be acquired may include: land, air rights, easements, water rights, right-of-ways, buildings and other property improvements, or other interests in real property.

Demolition/Clearance: Clearance, demolition, and removal of buildings and improvements including movement of structures to other sites.

Economic Development Activities: Economic development activities may include, but are not limited to: (1) Construction by the grantee or sub-recipient of a business incubator designed to provide inexpensive space and assistance to new firms to help them become viable businesses, (2) Loans to pay for the expansion of a factory or commercial business, and (3) Providing training needed by persons on welfare to enable them to qualify for jobs created by CDBG-assisted special economic development activities. The level of public benefit to be derived from the economic development activity must be appropriate given the amount of CDBG assistance.

Rehabilitation: Rehabilitation related activities may include single-family rehabilitation, multi-family rehabilitation, energy efficiency improvements, public housing modernization, and rehabilitation of commercial properties.

General Administration: CDBG funds may be used for the general administration costs incurred by a Subrecipient to administer their CDBG program. Administration costs directly associated with a CDBG activity should be part of the activity as project administration.

Relocation: CDBG funds may be used for relocation payments and assistance to displaced persons, including individuals, families, businesses, non-profits, and farms, where required under section 570.606 of the regulations (pursuant to the Uniform Relocation Act).

Public Facilities/Improvements: CDBG funds may be used by the grantee or other public or private nonprofit entities for the acquisition (including long term leases for periods of 15 years or more), construction, reconstruction, rehabilitation (including removal of architectural barriers to accessibility), or installation, of public improvements or facilities. Buildings for the general conduct of government cannot be acquired or improved with CDBG funds. This includes neighborhood facilities, firehouses, public schools, and libraries, as well as water and/or sewer treatment plants. The regulations further specify that facilities that are designed for use in providing shelter for persons having special needs are considered to be public facilities.

Public Services: CDBG funds may be used to provide public services (including labor, supplies, and materials), provided that each of the following criteria is met: 1) The public service must be either a new service or a quantifiable increase in the level of service; and 2) The amount of CDBG funds obligated within a program year to support public service activities under this category may not exceed 40% of the City's allocation and the total public services of all Subrecipients may not exceed 15% of the total grant awarded to Dakota County for that year.

Planning: Includes studies, analysis, data gathering, preparation of plans, and identification of actions that will implement plans. The types of plans which may be paid for with CDBG funds include, but are not limited to: Comprehensive plans; Individual project plans; Community development plans, Capital improvement programs; Small area and neighborhood plans; Environmental and historic preservation studies; and Functional plans (such as plans for housing, land use, energy conservation, or economic development).

Homeownership Assistance: Homeownership assistance activities may include financial assistance for downpayments, closing costs or other part of the purchase process and counseling for pre-purchase, post-purchase or foreclosure prevention.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: January 14, 2019
Item Type: Consent
Contact: Judy Thill, 651-450-2495
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: Sale of General Obligation Capital Improvement Plan Bonds

PURPOSE/ACTION REQUESTED Request approval of Pay Application #1 for \$611,800.00 and Pay Application #2 for \$737,675.00 to Jorgenson Construction for Project 2014-10 Fire Station #2 New Construction.

SUMMARY

At the September 10, 2018 Council meeting, Council accepted bids and awarded the contract to Jorgenson Construction in the amount of \$8,665,000.00 for the construction of the new Fire Station #2. Construction began in October 2018. Jorgenson Construction submitted Pay Application #1 in the amount of \$611,800.00 for work completed through November 30, 2018 and Pay Application #2 in the amount of \$737,675.00 for work completed through December 31, 2018.

Project 2014-10 Fire Station #2 New Construction is being funded through the sale of General Obligation Capital Improvement Plan Bonds.

Staff recommends payment of Pay Application #1 for the amount of \$611,800.00 and Pay Application #2 for \$737,675.00 to Jorgenson Construction for Project 2014-10 Fire Station #2 New Construction.

Attachment: Pay Voucher #1
Pay Voucher #2

CITY OF INVER GROVE HEIGHTS CONSTRUCTION PAY VOUCHER

ESTIMATE NO: 1 (One)

DATE: January 14, 2019

PERIOD ENDING: November 30, 2018

PROJECT NO: 2014-10 Fire Station #2 New Construction

TO: Jorgenson Construction Inc.
9255 East River Road NW
Minneapolis, MN 55433-5722

Original Contract Amount	\$8,665,000.00
Total Addition (Change Orders).....	\$0.00
Total Deduction (Change Orders).....	\$0.00
Total Contract Amount.....	\$8,665,000.00
Total Value of Work to Date.....	\$644,000.00
Less Retained (5%).....	\$32,200.00
Less Previous Payment.....	\$0.00
Total Approved for Payment this Voucher.....	\$611,800.00
Total Payments including this Voucher	\$611,800.00

Approvals:

Pursuant to our field observation, I hereby recommend payment for the above stated amount of work performed through November 30, 2018.

Signed by: _____ Date _____
Judy Smith Thill, Fire Chief

Signed by: _____ Date _____
Jorgenson Construction

Signed by: _____ Date _____
George Tourville, Mayor



INVOICE NO. 1194

BILL TO:

CITY OF INVER GROVE HEIGHTS
8150 BARBARA AVENUE
INVER GROVE HEIGHTS, MN 55077

VIA:

WENDEL SGN ARCHITECTURE, INC.
ATTN: ABBY HAMMES/ROBERT KRZYNOWSKI
401 2ND AVENUE SOUTH, SUITE 206
MINNEAPOLIS, MN 55401

INVOICE DATE	INVOICE NO.	PAYMENT TERMS	PO NUMBER
12/18/18	1194	NET 30 DAYS	

INVER GROVE HEIGHTS FIRE STATION #2

JCI JOB NUMBER: 6582

AS PER ATTACHED APPLICATION AND CERTIFICATE FOR
PAYMENT NUMBER ONE

\$611,800.00

AMOUNT NOW DUE: \$611,800.00

9255 East River Road NW • Minneapolis, MN 55433
763•784•3877 • Fax 763•784•1583 • www.jorgensonconstruction.com

An Equal Opportunity and Veteran-Friendly Employer

TO (OWNER): City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

PROJECT: INVER GROVE HGTS FIRE STN #2
9250 COURTHOUSE BLVD
INVER GROVE HEIGHTS, MN 55077

DISTRIBUTION
TO:
- OWNER
- ARCHITECT
- CONTRACTOR

APPLICATION NO: 1
PERIOD TO: 12/1/2018

FROM (CONTRACTOR): Jorgenson Construction Inc.
9255 East River Road NW
Minneapolis, MN 55433

VIA (ARCHITECT): Wendel SGN Architecture, Inc.
401 2nd Avenue North
Suite 206
Minneapolis, MN 55401

ARCHITECT'S
PROJECT NO: 600801

CONTRACT FOR: Inver Grove Heights Fire Station No. 2

CONTRACT DATE: 9/12/2018

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM	\$	8,665,000.00
2. Net Change by Change Orders	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	8,665,000.00
4. TOTAL COMPLETED AND STORED TO DATE	\$	644,000.00

5. RETAINAGE:

a. 5.00 % of Completed Work	\$	32,200.00
b. 0.00 % of Stored Material	\$	0.00

Total retainage (Line 5a + 5b) \$ 32,200.00

6. TOTAL EARNED LESS RETAINAGE \$ 611,800.00
(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate) \$ 0.00

8. CURRENT PAYMENT DUE \$ 611,800.00

9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6) \$ 8,053,200.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	0.00	0.00
TOTALS	0.00	0.00
NET CHANGES by Change Order	0.00	

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: Jorgenson Construction Inc.
9255 East River Road NW Minneapolis, MN 55433

By: Dwayne Kanne / VICE PRESIDENT
Date: 12/12/18

State of: MN

County of: ANOKA

Subscribed and Sworn to before me this

Notary Public: Scott Agacek

My Commission Expires: 1/31/22



ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 611,800.00
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

By: [Signature] / ARCHITECT
Date: 12/19/18

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA Type Document
Application and Certification for Payment

TO (OWNER): City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 55077		PROJECT: INVER GROVE HGTS FIRE STN #2 9250 COURTHOUSE BLVD INVER GROVE HEIGHTS, MN 55077	APPLICATION NO: 1 PERIOD TO: 12/1/2018	DISTRIBUTION TO: - OWNER - ARCHITECT - CONTRACTOR
FROM (CONTRACTOR): Jorgenson Construction Inc. 9255 East River Road NW Minneapolis, MN 55433		VIA (ARCHITECT): Wendel SGN Architecture, Inc. 401 2nd Avenue North Suite 206 Minneapolis, MN 55401	ARCHITECT'S PROJECT NO: 600801	

CONTRACT FOR: Inver Grove Heights Fire Station No.

CONTRACT DATE: 9/12/2018

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
1	Mobilization	5,000.00	0.00	5,000.00	0.00	5,000.00	100.00	0.00	250.00
2	Bonds	110,000.00	0.00	110,000.00	0.00	110,000.00	100.00	0.00	5,500.00
3	Surveying	9,500.00	0.00	4,750.00	0.00	4,750.00	50.00	4,750.00	237.50
4	Supervision	120,000.00	0.00	16,000.00	0.00	16,000.00	13.33	104,000.00	800.00
5	Project Closeout Documents	2,500.00	0.00	0.00	0.00	0.00	0.00	2,500.00	0.00
6	Dumpsters	12,000.00	0.00	0.00	0.00	0.00	0.00	12,000.00	0.00
7	Construction Cleanup	6,500.00	0.00	500.00	0.00	500.00	7.69	6,000.00	25.00
8	Final Cleaning	9,000.00	0.00	0.00	0.00	0.00	0.00	9,000.00	0.00
9	Safety-Exterior	2,800.00	0.00	0.00	0.00	0.00	0.00	2,800.00	0.00
10	Safety-Interior	2,200.00	0.00	0.00	0.00	0.00	0.00	2,200.00	0.00
11	Temp. Water	2,100.00	0.00	800.00	0.00	800.00	38.10	1,300.00	40.00
12	Temp. Electric	5,000.00	0.00	580.00	0.00	580.00	11.60	4,420.00	29.00
13	Temp. Natural Gas	14,000.00	0.00	5,500.00	0.00	5,500.00	39.29	8,500.00	275.00
14	Construction Toilet	3,500.00	0.00	750.00	0.00	750.00	21.43	2,750.00	37.50
15	Job Trailer (Moving/Pickup)	1,000.00	0.00	500.00	0.00	500.00	50.00	500.00	25.00
16	Storage Container	1,200.00	0.00	200.00	0.00	200.00	16.67	1,000.00	10.00
17	Phone	1,500.00	0.00	150.00	0.00	150.00	10.00	1,350.00	7.50
18	Truck/Fuel	4,000.00	0.00	400.00	0.00	400.00	10.00	3,600.00	20.00
19	Equipment/Diesel	5,500.00	0.00	550.00	0.00	550.00	10.00	4,950.00	27.50
20	Entrance Gates/Fence	1,500.00	0.00	1,500.00	0.00	1,500.00	100.00	0.00	75.00
21	Temp. Site Signage	850.00	0.00	300.00	0.00	300.00	35.29	550.00	15.00

Page 3 of 8

DISTRIBUTION
TO:
_ OWNER
_ ARCHITECT
_ CONTRACTOR

ARCHITECT'S
PROJECT NO: 600801

CONTRACT DATE: 9/12/2018

[illegible]

TO (OWNER): City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 55077			PROJECT: INVER GROVE HGTS FIRE STN #2 9250 COURTHOUSE BLVD INVER GROVE HEIGHTS, MN 55077			APPLICATION NO: 1 PERIOD TO: 12/1/2018		DISTRIBUTION TO: - OWNER - ARCHITECT - CONTRACTOR			
FROM (CONTRACTOR): Jorgenson Construction Inc. 9255 East River Road NW Minneapolis, MN 55433			VIA (ARCHITECT): Wendel SGN Architecture, Inc. 401 2nd Avenue North Suite 206 Minneapolis, MN 55401			ARCHITECT'S PROJECT NO: 600801					
CONTRACT FOR: Inver Grove Heights Fire Station No.										CONTRACT DATE: 9/12/2018	
ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE		
42	Masonry-Cast Stone	226,000.00	0.00	0.00	0.00	0.00	0.00	226,000.00	0.00	0.00	
43	Masonry-Winter Conditions	69,000.00	0.00	0.00	0.00	0.00	0.00	69,000.00	0.00	0.00	
44	Steel/Stairs/Railings-Engineering	25,000.00	0.00	16,000.00	0.00	16,000.00	64.00	9,000.00	800.00	800.00	
45	Steel/Stairs/Railings/Misc-Material	453,020.00	0.00	0.00	0.00	0.00	0.00	453,020.00	0.00	0.00	
46	Steel/Stairs/Railings/Misc-Erection	149,980.00	0.00	0.00	0.00	0.00	0.00	149,980.00	0.00	0.00	
47	Rough Carpentry/Wood Blocking	81,523.00	0.00	0.00	0.00	0.00	0.00	81,523.00	0.00	0.00	
48	Finish Carpentry	22,000.00	0.00	0.00	0.00	0.00	0.00	22,000.00	0.00	0.00	
49	Waterproofing	41,945.00	0.00	0.00	0.00	0.00	0.00	41,945.00	0.00	0.00	
50	Thermal Insulation	6,500.00	0.00	0.00	0.00	0.00	0.00	6,500.00	0.00	0.00	
51	Insulation-Spray Foam	51,831.00	0.00	0.00	0.00	0.00	0.00	51,831.00	0.00	0.00	
52	Fluid Applied Air Barrier	47,235.00	0.00	14,932.00	0.00	14,932.00	31.61	32,303.00	746.60	746.60	
53	Standing Seam Roof Panels/Mtl Wall Panels/Snow Guards	142,000.00	0.00	0.00	0.00	0.00	0.00	142,000.00	0.00	0.00	
54	Roofing-EPDM	275,000.00	0.00	0.00	0.00	0.00	0.00	275,000.00	0.00	0.00	
55	Sheet Metal Flashing/Trim	21,000.00	0.00	0.00	0.00	0.00	0.00	21,000.00	0.00	0.00	
56	Joint Sealants	22,348.00	0.00	0.00	0.00	0.00	0.00	22,348.00	0.00	0.00	
57	Steel Doors & Frames	45,970.00	0.00	0.00	0.00	0.00	0.00	45,970.00	0.00	0.00	
58	Wood Doors	12,284.00	0.00	0.00	0.00	0.00	0.00	12,284.00	0.00	0.00	
59	Finished Hardware	33,430.00	0.00	0.00	0.00	0.00	0.00	33,430.00	0.00	0.00	
60	Sectional Doors	61,190.00	0.00	0.00	0.00	0.00	0.00	61,190.00	0.00	0.00	
61	Four Fold Metal Doors (Alternate)	105,000.00	0.00	0.00	0.00	0.00	0.00	105,000.00	0.00	0.00	

TO (OWNER): City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 55077			PROJECT: INVER GROVE HGTS FIRE STN #2 9250 COURTHOUSE BLVD INVER GROVE HEIGHTS, MN 55077			APPLICATION NO: 1 PERIOD TO: 12/1/2018		DISTRIBUTION TO: - OWNER - ARCHITECT - CONTRACTOR		
FROM (CONTRACTOR): Jorgenson Construction Inc. 9255 East River Road NW Minneapolis, MN 55433			VIA (ARCHITECT): Wendel SGN Architecture, Inc. 401 2nd Avenue North Suite 206 Minneapolis, MN 55401			ARCHITECT'S PROJECT NO: 600801				
CONTRACT FOR: Inver Grove Heights Fire Station No.									CONTRACT DATE: 9/12/2018	
ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE	
62	Colling Counter Doors/Overhead Colling Doors	11,900.00	0.00	0.00	0.00	0.00	0.00	11,900.00	0.00	
63	Alum Entrances/Windows-Engineering	11,000.00	0.00	0.00	0.00	0.00	0.00	11,000.00	0.00	
64	Alum Entrances/Windows/Glazing	298,890.00	0.00	0.00	0.00	0.00	0.00	298,890.00	0.00	
65	Alum Entrance Hardware	12,000.00	0.00	0.00	0.00	0.00	0.00	12,000.00	0.00	
66	Auto Operators	6,080.00	0.00	0.00	0.00	0.00	0.00	6,080.00	0.00	
67	Drywall/Framing/Sheathing	282,000.00	0.00	0.00	0.00	0.00	0.00	282,000.00	0.00	
68	Ceramic Tile	54,453.00	0.00	0.00	0.00	0.00	0.00	54,453.00	0.00	
69	Acoustical Ceilings/Treatments/Linear Poly Ceilings	63,700.00	0.00	0.00	0.00	0.00	0.00	63,700.00	0.00	
70	Resilient Floors & Tile/Base	18,597.00	0.00	0.00	0.00	0.00	0.00	18,597.00	0.00	
71	Resinous Floors	8,950.00	0.00	0.00	0.00	0.00	0.00	8,950.00	0.00	
72	Carpet (Tile and Sheet)	46,000.00	0.00	0.00	0.00	0.00	0.00	46,000.00	0.00	
73	Paint/VWC	96,276.00	0.00	0.00	0.00	0.00	0.00	96,276.00	0.00	
74	Signs	19,991.00	0.00	0.00	0.00	0.00	0.00	19,991.00	0.00	
75	Toilet Compartments	3,670.00	0.00	0.00	0.00	0.00	0.00	3,670.00	0.00	
76	Toilet Accessories	8,456.00	0.00	0.00	0.00	0.00	0.00	8,456.00	0.00	
77	Wire Mesh Partitions	5,164.00	0.00	0.00	0.00	0.00	0.00	5,164.00	0.00	
78	Flagpole	7,218.00	0.00	0.00	0.00	0.00	0.00	7,218.00	0.00	
79	Fire Extinguishers	657.00	0.00	0.00	0.00	0.00	0.00	657.00	0.00	
80	Wall Protection	2,316.00	0.00	0.00	0.00	0.00	0.00	2,316.00	0.00	
81	Window Roller Shades	6,796.00	0.00	0.00	0.00	0.00	0.00	6,796.00	0.00	

AIA Type Document
Application and Certification for Payment

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TO (OWNER): City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 55077		PROJECT: INVER GROVE HGTS FIRE STN #2 9250 COURTHOUSE BLVD INVER GROVE HEIGHTS, MN 55077		APPLICATION NO: 1 PERIOD TO: 12/1/2018		DISTRIBUTION TO: - OWNER - ARCHITECT - CONTRACTOR
FROM (CONTRACTOR): Jorgenson Construction Inc. 9255 East River Road NW Minneapolis, MN 55433		VIA (ARCHITECT): Wendel SGN Architecture, Inc. 401 2nd Avenue North Suite 206 Minneapolis, MN 55401		ARCHITECT'S PROJECT NO: 600801		

CONTRACT FOR: Inver Grove Heights Fire Station No.

CONTRACT DATE: 9/12/2018

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
102	Chimney/Stacks	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00
103	Boilers	50,000.00	0.00	0.00	0.00	0.00	0.00	50,000.00	0.00
104	Unit Heaters	10,500.00	0.00	0.00	0.00	0.00	0.00	10,500.00	0.00
105	AHU	115,000.00	0.00	0.00	0.00	0.00	0.00	115,000.00	0.00
106	Heat/Cool Terminal Units	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00
107	Radiation Hydronic Work	85,000.00	0.00	0.00	0.00	0.00	0.00	85,000.00	0.00
MECHANICAL - PLUMBING									
108	Specialties	101,500.00	0.00	0.00	0.00	0.00	0.00	101,500.00	0.00
109	Insulation	60,000.00	0.00	0.00	0.00	0.00	0.00	60,000.00	0.00
110	Facility Fuel Piping	21,000.00	0.00	0.00	0.00	0.00	0.00	21,000.00	0.00
111	Water Distribution	73,000.00	0.00	0.00	0.00	0.00	0.00	73,000.00	0.00
112	Sanitary Sewage	72,000.00	0.00	2,100.00	0.00	2,100.00	2.92	69,900.00	105.00
113	Storm Drainage	57,000.00	0.00	0.00	0.00	0.00	0.00	57,000.00	0.00
114	Compressed Air	16,500.00	0.00	0.00	0.00	0.00	0.00	16,500.00	0.00
115	Equipment	48,000.00	0.00	0.00	0.00	0.00	0.00	48,000.00	0.00
116	Fixtures	81,000.00	0.00	0.00	0.00	0.00	0.00	81,000.00	0.00
ELECTRICAL									
117	Dakota Electric Service	44,775.00	0.00	44,775.00	0.00	44,775.00	100.00	0.00	2,238.75
118	Temp. Electric	6,500.00	0.00	4,800.00	0.00	4,800.00	73.85	1,700.00	240.00
119	General RI (M)	116,100.00	0.00	800.00	0.00	800.00	0.69	115,300.00	40.00
120	General RI (L)	90,343.00	0.00	2,465.00	0.00	2,465.00	2.73	87,878.00	123.25

AIA Type Document
Application and Certification for Payment

TO (OWNER): City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 55077		PROJECT: INVER GROVE HGTS FIRE STN #2 9250 COURTHOUSE BLVD INVER GROVE HEIGHTS, MN 55077	APPLICATION NO: 1 PERIOD TO: 12/1/2018	DISTRIBUTION TO: - OWNER - ARCHITECT - CONTRACTOR
FROM (CONTRACTOR): Jorgenson Construction Inc. 9255 East River Road NW Minneapolis, MN 55433		VIA (ARCHITECT): Wendel SGN Architecture, Inc. 401 2nd Avenue North Suite 206 Minneapolis, MN 55401	ARCHITECT'S PROJECT NO: 600801	

CONTRACT FOR: Inver Grove Heights Fire Station No.

CONTRACT DATE: 9/12/2018

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
121	Light Fixtures (M)	108,500.00	0.00	0.00	0.00	0.00	0.00	108,500.00	0.00
122	Light Fixtures (L)	60,736.00	0.00	0.00	0.00	0.00	0.00	60,736.00	0.00
123	Switch Gears (M)	28,900.00	0.00	0.00	0.00	0.00	0.00	28,900.00	0.00
124	Switch Gears (L)	37,960.00	0.00	0.00	0.00	0.00	0.00	37,960.00	0.00
125	Generator (M)	141,270.00	0.00	0.00	0.00	0.00	0.00	141,270.00	0.00
126	Generator (L)	7,592.00	0.00	0.00	0.00	0.00	0.00	7,592.00	0.00
127	Div. 27-Communications (M)	19,500.00	0.00	0.00	0.00	0.00	0.00	19,500.00	0.00
128	Div. 27-Communications (L)	45,000.00	0.00	0.00	0.00	0.00	0.00	45,000.00	0.00
129	Div. 28-Fire Alarms (M)	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00
130	Div. 28-Fire Alarms (L)	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00
131	PROFIT & OVERHEAD	447,419.00	0.00	33,754.00	0.00	33,754.00	7.54	413,665.00	1,687.70
REPORT TOTALS		\$8,665,000.00	\$0.00	\$644,000.00	\$0.00	\$644,000.00	7.43	\$8,021,000.00	\$32,200.00

AIA Type Document
Application and Certification for Payment

Page 2 of 2

TO (OWNER): Jorgenson Construction Inc.
9255 East River Road NW
Coon Rapids, MN 55433

PROJECT: IGH Fire Station #2
9250 Courthouse Blvd
Inver Grove Heights, MN 55077

APPLICATION NO: 1
PERIOD TO: 11/30/2018

DISTRIBUTION TO:
- OWNER
- ARCHITECT
- CONTRACTOR
- SUBCONTRACTOR

FROM
(SUBCONTRACTOR): Kelleher Construction, Inc.
11531 Rupp Drive
Burnsville, MN 55337

VIA (ARCHITECT): Wendel SGN Architecture Inc.

**ARCHITECT'S
PROJECT NO:**

CONTRACT FOR: Cast-in-place concrete

CONTRACT DATE: 10/11/2018

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
1	Footings	54,082.00	0.00	36,052.00	0.00	36,052.00	66.66	18,030.00	1,802.60
2	Poured Walls & Piers	184,358.00	0.00	92,770.00	0.00	92,770.00	50.32	91,588.00	4,638.50
3	Slab-on-Grade	146,791.00	0.00	0.00	0.00	0.00	0.00	146,791.00	0.00
4	Toppings	45,168.00	0.00	0.00	0.00	0.00	0.00	45,168.00	0.00
5	Panel Stairs	3,510.00	0.00	0.00	0.00	0.00	0.00	3,510.00	0.00
6	aprons / Set Bollards / Stoops	28,294.00	0.00	0.00	0.00	0.00	0.00	28,294.00	0.00
7	Rebar - Material	41,700.00	0.00	28,978.00	0.00	28,978.00	69.49	12,722.00	1,448.90
8	Rebar - Labor	24,800.00	0.00	9,750.00	0.00	9,750.00	39.31	15,050.00	487.50
9	Floor Sealer	15,497.00	0.00	0.00	0.00	0.00	0.00	15,497.00	0.00
REPORT TOTALS		\$544,200.00	\$0.00	\$167,550.00	\$0.00	\$167,550.00	30.79	\$376,650.00	\$8,377.50

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

ESTIMATE NO: 2 (Two)
DATE: January 14, 2019
PERIOD ENDING: December 31, 2018
PROJECT NO: 2014-10 Fire Station #2 New Construction

TO: Jorgenson Construction Inc.
9255 East River Road NW
Minneapolis, MN 55433-5722

Original Contract Amount	\$8,665,000.00
Total Addition (Change Order No. 1)	\$2,558.00
Total Deduction (Change Order No. 1)	\$0.00
Total Contract Amount.....	\$8,667,558.00
Total Value of Work to Date.....	\$1,420,500.00
Less Retained (5%)	\$71,025.00
Less Previous Payment.....	\$611,800.00
Total Approved for Payment this Voucher.....	\$737,675.00
Total Payments including this Voucher	\$1,349,475.00

Approvals:

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

Signed by:	_____	_____
	Judy Smith Thill, Fire Chief	Date

Signed by:	_____	_____
	Jorgenson Construction	Date

Signed by:	_____	_____
	George Tourville, Mayor	Date



INVOICE NO. 1217

BILL TO:

CITY OF INVER GROVE HEIGHTS
8150 BARBARA AVENUE
INVER GROVE HEIGHTS, MN 55077

VIA:

WENDEL SGN ARCHITECTURE, INC.
ATTN: ABBY HAMMES/ROBERT KRZYNOWSKI
401 2ND AVENUE SOUTH, SUITE 206
MINNEAPOLIS, MN 55401

INVOICE DATE	INVOICE NO.	PAYMENT TERMS	PO NUMBER
01/07/18	1217	NET 30 DAYS	

INVER GROVE HEIGHTS FIRE STATION #2

JCI JOB NUMBER: 6582

AS PER ATTACHED APPLICATION AND CERTIFICATE FOR
PAYMENT NUMBER TWO

\$737,675.00

AMOUNT NOW DUE: \$737,675.00

TO (OWNER): City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

PROJECT: INVER GROVE HGTS FIRE STN #2
9250 COURTHOUSE BLVD
INVER GROVE HEIGHTS, MN 55077

DISTRIBUTION
TO:
- OWNER
- ARCHITECT
- CONTRACTOR

APPLICATION NO: 2
PERIOD TO: 12/31/2018

FROM (CONTRACTOR): Jorgenson Construction Inc.
9255 East River Road NW
Minneapolis, MN 55433

VIA (ARCHITECT): Wendel SGN Architecture, Inc.
401 2nd Avenue North
Suite 206
Minneapolis, MN 55401

ARCHITECT'S
PROJECT NO: 600801

CONTRACT FOR: Inver Grove Heights Fire Station No. 2

CONTRACT DATE: 9/12/2018

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM \$ 8,665,000.00
2. Net Change by Change Orders \$ 0.00
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 8,665,000.00
4. TOTAL COMPLETED AND STORED TO DATE \$ 1,420,500.00

5. RETAINAGE:

a. 5.00 % of Completed Work \$ 71,025.00
b. 0.00 % of Stored Material \$ 0.00

Total retainage (Line 5a + 5b) \$ 71,025.00

6. TOTAL EARNED LESS RETAINAGE \$ 1,349,475.00
(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate) \$ 611,800.00

8. CURRENT PAYMENT DUE \$ 737,675.00

9. BALANCE TO FINISH, INCLUDING RETAINAGE

(Line 3 less Line 6) \$ 7,315,525.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	0.00	0.00
TOTALS	0.00	0.00
NET CHANGES by Change Order	0.00	

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: Jorgenson Construction Inc.
9255 East River Road NW Minneapolis, MN 55433

By: Dwayne Kanne Date: 9/17/19

DWAYNE KANNE / VICE PRESIDENT

State of: MN

County of: ANOKA

Subscribed and Sworn to before me this

Notary Public: Scott A Gacek

My Commission Expires: 1/31/22



ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 737,675.00
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

By: [Signature] Date: 9-19-19

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA Type Document
Application and Certification for Payment

TO (OWNER): City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 55077		PROJECT: INVER GROVE HGTS FIRE STN #2 9250 COURTHOUSE BLVD INVER GROVE HEIGHTS, MN 55077		APPLICATION NO: 2 PERIOD TO: 12/31/2018		DISTRIBUTION TO: - OWNER - ARCHITECT - CONTRACTOR			
FROM (CONTRACTOR): Jorgenson Construction Inc. 9255 East River Road NW Minneapolis, MN 55433		VIA (ARCHITECT): Wendel SGN Architecture, Inc. 401 2nd Avenue North Suite 206 Minneapolis, MN 55401		ARCHITECT'S PROJECT NO: 600801					
CONTRACT FOR: Inver Grove Heights Fire Station No.									
CONTRACT DATE: 9/12/2018									
ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
1	Mobilization	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00	0.00	250.00
2	Bonds	110,000.00	110,000.00	0.00	0.00	110,000.00	100.00	0.00	5,500.00
3	Surveying	9,500.00	4,750.00	540.00	0.00	5,290.00	55.68	4,210.00	264.50
4	Supervision	120,000.00	16,000.00	14,000.00	0.00	30,000.00	25.00	90,000.00	1,500.00
5	Project Closeout Documents	2,500.00	0.00	0.00	0.00	0.00	0.00	2,500.00	0.00
6	Dumpsters	12,000.00	0.00	0.00	0.00	0.00	0.00	12,000.00	0.00
7	Construction Cleanup	6,500.00	500.00	500.00	0.00	1,000.00	15.38	5,500.00	50.00
8	Final Cleaning	9,000.00	0.00	0.00	0.00	0.00	0.00	9,000.00	0.00
9	Safety-Exterior	2,800.00	0.00	500.00	0.00	500.00	17.86	2,300.00	25.00
10	Safety-Interior	2,200.00	0.00	0.00	0.00	0.00	0.00	2,200.00	0.00
11	Temp. Water	2,100.00	800.00	400.00	0.00	1,200.00	57.14	900.00	60.00
12	Temp. Electric	5,000.00	580.00	600.00	0.00	1,180.00	23.60	3,820.00	59.00
13	Temp. Natural Gas	14,000.00	5,500.00	4,000.00	0.00	9,500.00	67.86	4,500.00	475.00
14	Construction Toilet	3,500.00	750.00	400.00	0.00	1,150.00	32.86	2,350.00	57.50
15	Job Trailer (Moving/Pickup)	1,000.00	500.00	0.00	0.00	500.00	50.00	500.00	25.00
16	Storage Container	1,200.00	200.00	100.00	0.00	300.00	25.00	900.00	15.00
17	Phone	1,500.00	150.00	150.00	0.00	300.00	20.00	1,200.00	15.00
18	Truck/Fuel	4,000.00	400.00	300.00	0.00	700.00	17.50	3,300.00	35.00
19	Equipment/Diesel	5,500.00	550.00	500.00	0.00	1,050.00	19.09	4,450.00	52.50
20	Entrance Gates/Fence	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00	0.00	75.00
21	Temp. Site Signage	850.00	300.00	550.00	0.00	850.00	100.00	0.00	42.50

AIA Type Document
Application and Certification for Payment

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TO (OWNER): City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

PROJECT: INVER GROVE HGTS FIRE STN #2
9250 COURTHOUSE BLVD
INVER GROVE HEIGHTS, MN 55077

APPLICATION NO: 2
PERIOD TO: 12/31/2018

DISTRIBUTION TO:
_ OWNER
_ ARCHITECT
_ CONTRACTOR

FROM (CONTRACTOR): Jorgenson Construction Inc.
9255 East River Road NW
Minneapolis, MN 55433

VIA (ARCHITECT): Wendel SGN Architecture, Inc.
401 2nd Avenue North
Suite 206
Minneapolis, MN 55401

ARCHITECT'S PROJECT NO: 600801

CONTRACT FOR: Inver Grove Heights Fire Station No.

CONTRACT DATE: 9/12/2018

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
22	Temp. Enclosures	11,500.00	0.00	5,000.00	0.00	5,000.00	43.48	6,500.00	250.00
23	Tools/Fasteners	2,300.00	0.00	120.00	0.00	120.00	5.22	2,180.00	6.00
24	Propane/Heaters	4,000.00	1,200.00	750.00	0.00	1,950.00	48.75	2,050.00	97.50
25	Building Natural Gas	17,500.00	0.00	0.00	0.00	0.00	0.00	17,500.00	0.00
26	Street Cleaning/Snow Removal	3,750.00	1,200.00	500.00	0.00	1,700.00	45.33	2,050.00	85.00
27	Earthwork/Site Clearing/Erosion Control	426,414.00	155,000.00	165,250.00	0.00	320,250.00	75.10	106,164.00	16,012.50
28	Site Utilities	149,182.00	0.00	133,000.00	0.00	133,000.00	89.15	16,182.00	6,650.00
29	Asphalt Paving	101,360.00	0.00	0.00	0.00	0.00	0.00	101,360.00	0.00
30	Unit Paving	4,500.00	0.00	0.00	0.00	0.00	0.00	4,500.00	0.00
31	Chain Link Fences & Gates	7,026.00	0.00	0.00	0.00	0.00	0.00	7,026.00	0.00
32	Retaining Wall	38,880.00	0.00	0.00	0.00	0.00	0.00	38,880.00	0.00
33	Landscaping-Plants/Grass	57,194.00	0.00	0.00	0.00	0.00	0.00	57,194.00	0.00
34	Landscaping-Irrigation	14,522.00	0.00	0.00	0.00	0.00	0.00	14,522.00	0.00
35	Site Concrete-Walks/Paving/Trench Drains	217,000.00	0.00	0.00	0.00	0.00	0.00	217,000.00	0.00
36	Site Concrete- Curb & Gutter	40,550.00	0.00	0.00	0.00	0.00	0.00	40,550.00	0.00
37	Concrete	544,200.00	167,550.00	63,618.00	0.00	231,168.00	42.48	313,032.00	11,558.40
38	Concrete-Winter Conditions	58,900.00	18,000.00	28,700.00	0.00	46,700.00	79.29	12,200.00	2,335.00
39	Precast Concrete Plank-Shop Drawings/Eng.	6,644.00	6,644.00	0.00	0.00	6,644.00	100.00	0.00	332.20
40	Precast Concrete Plank	159,471.00	0.00	134,556.00	0.00	134,556.00	84.38	24,915.00	6,727.80
41	Masonry/Brick	775,103.00	0.00	98,000.00	0.00	98,000.00	12.64	677,103.00	4,900.00

AIA Type Document
Application and Certification for Payment

TO (OWNER): City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 55077			PROJECT: INVER GROVE HGTS FIRE STN #2 9250 COURTHOUSE BLVD INVER GROVE HEIGHTS, MN 55077			APPLICATION NO: 2 PERIOD TO: 12/31/2018			DISTRIBUTION TO: _ OWNER _ ARCHITECT _ CONTRACTOR			
FROM (CONTRACTOR): Jorgenson Construction Inc. 9255 East River Road NW Minneapolis, MN 55433			VIA (ARCHITECT): Wendel SGN Architecture, Inc. 401 2nd Avenue North Suite 206 Minneapolis, MN 55401			ARCHITECT'S PROJECT NO: 600801						
CONTRACT FOR: Inver Grove Heights Fire Station No.										CONTRACT DATE: 9/12/2018		
ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE			
102	Chimney/Stacks	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00	0.00		
103	Boilers	50,000.00	0.00	0.00	0.00	0.00	0.00	50,000.00	0.00	0.00		
104	Unit Heaters	10,500.00	0.00	0.00	0.00	0.00	0.00	10,500.00	0.00	0.00		
105	AHU	115,000.00	0.00	0.00	0.00	0.00	0.00	115,000.00	0.00	0.00		
106	Heat/Cool Terminal Units	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00	0.00		
107	Radiation Hydronic Work	85,000.00	0.00	0.00	0.00	0.00	0.00	85,000.00	0.00	0.00		
MECHANICAL - PLUMBING												
108	Specialties	101,500.00	0.00	21,000.00	0.00	21,000.00	20.69	80,500.00	1,050.00			
109	Insulation	60,000.00	0.00	0.00	0.00	0.00	0.00	60,000.00	0.00	0.00		
110	Facility Fuel Piping	21,000.00	0.00	0.00	0.00	0.00	0.00	21,000.00	0.00	0.00		
111	Water Distribution	73,000.00	0.00	0.00	0.00	0.00	0.00	73,000.00	0.00	0.00		
112	Sanitary Sewage	72,000.00	2,100.00	15,900.00	0.00	18,000.00	25.00	54,000.00	900.00			
113	Storm Drainage	57,000.00	0.00	0.00	0.00	0.00	0.00	57,000.00	0.00	0.00		
114	Compressed Air	16,500.00	0.00	0.00	0.00	0.00	0.00	16,500.00	0.00	0.00		
115	Equipment	48,000.00	0.00	0.00	0.00	0.00	0.00	48,000.00	0.00	0.00		
116	Fixtures	81,000.00	0.00	0.00	0.00	0.00	0.00	81,000.00	0.00	0.00		
ELECTRICAL												
117	Dakota Electric Service	44,775.00	44,775.00	0.00	0.00	44,775.00	100.00	0.00	2,238.75			
118	Temp. Electric	6,500.00	4,800.00	0.00	0.00	4,800.00	73.85	1,700.00	240.00			
119	General RI (M)	116,100.00	800.00	4,000.00	0.00	4,800.00	4.13	111,300.00	240.00			
120	General RI (L)	90,343.00	2,465.00	11,000.00	0.00	13,465.00	14.90	76,878.00	673.25			

AIA Type Document
Application and Certification for Payment

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TO (OWNER): City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 55077	PROJECT: INVER GROVE HGTS FIRE STN #2 9250 COURTHOUSE BLVD INVER GROVE HEIGHTS, MN 55077	APPLICATION NO: 2 PERIOD TO: 12/31/2018	DISTRIBUTION TO: _ OWNER _ ARCHITECT _ CONTRACTOR
FROM (CONTRACTOR): Jorgenson Construction Inc. 9255 East River Road NW Minneapolis, MN 55433	VIA (ARCHITECT): Wendel SGN Architecture, Inc. 401 2nd Avenue North Suite 206 Minneapolis, MN 55401	ARCHITECT'S PROJECT NO: 600801	

CONTRACT FOR: Inver Grove Heights Fire Station No.

CONTRACT DATE: 9/12/2018

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
121	Light Fixtures (M)	108,500.00	0.00	0.00	0.00	0.00	0.00	108,500.00	0.00
122	Light Fixtures (L)	60,736.00	0.00	0.00	0.00	0.00	0.00	60,736.00	0.00
123	Switch Gears (M)	28,900.00	0.00	0.00	0.00	0.00	0.00	28,900.00	0.00
124	Switch Gears (L)	37,960.00	0.00	0.00	0.00	0.00	0.00	37,960.00	0.00
125	Generator (M)	141,270.00	0.00	0.00	0.00	0.00	0.00	141,270.00	0.00
126	Generator (L)	7,592.00	0.00	0.00	0.00	0.00	0.00	7,592.00	0.00
127	Div. 27-Communications (M)	19,500.00	0.00	0.00	0.00	0.00	0.00	19,500.00	0.00
128	Div. 27-Communications (L)	45,000.00	0.00	0.00	0.00	0.00	0.00	45,000.00	0.00
129	Div. 28-Fire Alarms (M)	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00
130	Div. 28-Fire Alarms (L)	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00
131	PROFIT & OVERHEAD	447,419.00	33,754.00	39,031.00	0.00	72,785.00	16.27	374,634.00	3,639.25

REPORT TOTALS \$8,665,000.00 \$644,000.00 \$776,500.00 \$0.00 \$1,420,500.00 16.39 \$7,244,500.00 \$71,025.00

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Change Order No. 6 and Pay Voucher No. 10 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: January 14, 2019
 Item Type: Consent
 Contact: Eric Carlson, 651.450.2587
 Prepared by: Eric Carlson, Parks and Recreation Director
 Reviewed by: Scott D. Thureen, Public Works Director

ST *SB*

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 Change Order No. 6 and Pay Voucher No. 10 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. 1 reduced trail and storm water improvements at the golf course for a contract reduction of \$114,728.75, 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 contract addition of \$35,275.00. Change Order No. 3 modified testing methods for select granular borrow on Broderick Blvd. and did not change the contract amount, Change Order No. 4 added drain tile and base aggregate to Broderick Blvd. for a contract addition of \$81,915.75, and Change Order No. 5 added subgrade corrections at the VMCC parking lot for a contract addition of \$21,348.80, for a cumulative revised total contract of \$4,213,664.80.

Change Order No. 6, in the amount of \$47,778.84, covers miscellaneous contract quantity increases required due to field conditions. This change order is for City Project 2017-21, and will be funded through Pavement Management Funds.

I recommend approval of Change Order No. 6 in the amount of \$47,778.84, for a total contract amount of \$4,261,443.64 and Pay Voucher No. 10, in the amount of \$59,373.22 (\$0.00 for work on City Project No. 2015-09D – Broderick Boulevard Reconstruction, \$59,373.22 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 for work on City Project No. 2018-11 – Fire Station No. 2 Fiber Optic Improvements. All of the costs included under this payment are for City Project No. 2017-21.

LBM/EC

Attachments: Change Order No. 6
Pay Voucher No. 10

ESTIMATE NO:	10 (Ten)
DATE:	January 14, 2019
PERIOD ENDING:	December 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

Original Contract Amount.....	\$4,189,854.00
Total Addition (Change Order No. 2, No. 4, No. 5, and No. 6).....	\$186,318.39
Total Deduction (Change Order No. 1)	(\$114,728.75)
Total Contract Amount.....	\$4,261,443.64
Total Value of Work to Date.....	\$4,100,368.16
Less Retained (5%)	\$205,018.41
Less Previous Payment	\$3,835,976.53
Total Approved for Payment this Voucher.....	\$59,373.22
Total Payments including this Voucher	\$3,895,349.75

Signed by:	<u>Eric Carlson, Parks and Recreation Director</u>	<u>January 14, 2019</u>
Signed by:	<u>McNamara Contracting, Inc.</u>	<u>Date</u>
Signed by:	<u>George Tourville, Mayor</u>	<u>January 14, 2019</u>

SB 1-19

CHANGE ORDER NO. 6

2018 PAVEMENT MANAGEMENT PROGRAM CITY PROJECT NO. 2015-09D – BRODERICK BOULEVARD RECONSTRUCTION AND CITY PROJECT 2017-21 VMCC/GOLF COURSE PARKING LOTS

Owner:	City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 55077	Date of Issuance:	January 14, 2019
Contractor:	McNamara Contracting, Inc. 16700 Chippendale Avenue Rosemount, MN 55068	Engineer:	Kimley-Horn and Associates

PURPOSE OF CHANGE ORDER

Additional Contract Quantity Costs

To compensate for contract quantity increases required due to: (1) additional subgrade excavation, pavement sawing, and aggregate base backfill due to unsuitable existing subgrade at the VMCC parking lot and (2) additional curb and gutter removal, concrete sidewalk and curb and gutter quantities for sidewalk and pedestrian ramp improvements at the VMCC

Total Cost of Change Order No. 6 = \$47,778.84

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price:	Original Contract Time:
\$4,189,854.00	
Previous Change Orders	Net Change from Previous Change Orders
\$23,810.80	None
Contract Price Prior to this Change Order	Contract Time Prior to this Change Order
\$4,213,664.80	None
Net Increase (Decrease) of this Change Order	Net Increase (Decrease) of Change Order
\$47,778.84	None
Contract Price with all Approved Change Orders	Contract Time with Approved Change
\$4,261,443.64	None
Recommended By:	Approved By:
Eric Carlson, Parks and Recreation Director	McNamara Contracting, Inc

Approved By:

Thomas J. Kaldunski, City Engineer

Approved By:

George Tourville, Mayor

Date of Council Action:

January 14, 2019

PAYMENT DETAIL LIST

Contract: CP 2017-21
 Owner: City of Inver Grove Heights
 Projects: VMCC/HGC Parking Lot Rehab

Schedule: Alternate 2
 Description: CP 2017-21 VMCC/Golf Course Parking Lots - VMCC Parking Lot and Trail

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	2021.601	MOBILIZATION - PARKING LOTS	LUMP SUM	0.60	0.60	\$ 50,000.00	\$ 30,000.00	\$ 30,000.00
2	2104.501	REMOVE CURB & GUTTER	LIN FT	900.00	1112.00	\$ 6.00	\$ 5,400.00	\$ 6,672.00
3	2104.505	REMOVE CONCRETE WALK	SQ YD	50.00	78.70	\$ 11.00	\$ 550.00	\$ 865.70
4	2104.505	REMOVE BITUMINOUS PAVEMENT	SQ YD	19000.00	18126.00	\$ 2.50	\$ 47,500.00	\$ 45,315.00
5	2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	250.00	506.00	\$ 2.00	\$ 500.00	\$ 1,012.00
6	2104.523	SALVAGE HYDRANT & VALVE	EACH	0.00	0.00	\$ 750.00	\$ -	\$ -
7	2104.523	SALVAGE SIGN TYPE C	EACH	20.00	20.00	\$ 37.00	\$ 740.00	\$ 740.00
8	2104.602	SALVAGE CASTING AND RINGS (STORM/SANITARY/WATERMAIN)	EACH	21.00	11.00	\$ 100.00	\$ 2,100.00	\$ 1,100.00
9	2105.501	COMMON EXCAVATION (P)	CU YD	67.00	67.00	\$ 30.00	\$ 2,010.00	\$ 2,010.00
10	2105.507	SUBGRADE EXCAVATION (EV)	CU YD	50.00	316.70	\$ 60.00	\$ 3,000.00	\$ 19,002.00
11	2105.522	SELECT GRANULAR BORROW (CV) (P)	CU YD	50.00	77.60	\$ 60.00	\$ 3,000.00	\$ 4,656.00
12	2112.604	SUBGRADE PREPARATION (P)	SQ YD	17750.00	17750.00	\$ 1.00	\$ 17,750.00	\$ 17,750.00
13	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	10.00	0.00	\$ 120.00	\$ 1,200.00	\$ -
14	2130.501	WATER	M GALLON	10.00	7.50	\$ 40.00	\$ 400.00	\$ 300.00
15	2211.501	AGGREGATE BASE CLASS 5	TON	100.00	971.50	\$ 17.00	\$ 1,700.00	\$ 16,515.50
16	2360.501	TYPE SP 12.5 WEARING COURSE MIX (2 C)	TON	1800.00	2061.91	\$ 55.00	\$ 99,000.00	\$ 113,405.05
17	2360.502	TYPE SP 12.5 NON WEAR COURSE MIX (2 C)	TON	2250.00	2237.94	\$ 55.00	\$ 123,750.00	\$ 123,086.70
18	2503.602	FURNISH & INSTALL NEW RINGS AND CASTING (SANITARY)	EACH	2.00	1.00	\$ 1,400.00	\$ 2,800.00	\$ 1,400.00
19	2504.602	ADJUST GATE VALVE	EACH	9.00	9.00	\$ 400.00	\$ 3,600.00	\$ 3,600.00
20	2504.602	HYDRANT AND GATE VALVE	EACH	0.00	0.00	\$ 5,600.00	\$ -	\$ -
21	2506.602	FURNISH & INSTALL NEW RINGS AND CASTING (STORM)	EACH	19.00	7.00	\$ 1,000.00	\$ 19,000.00	\$ 7,000.00
22	2521.501	6" CONCRETE WALK	SQ FT	200.00	1811.00	\$ 10.00	\$ 2,000.00	\$ 18,110.00
23	2521.511	3" BITUMINOUS WALK	SQ FT	0.00	0.00	\$ 1.70	\$ -	\$ -
24	2531.507	8" CONCRETE DRIVEWAY PAVEMENT	SQ YD	255.00	243.30	\$ 62.00	\$ 15,810.00	\$ 15,084.60
25	2531.603	CONCRETE CURB AND GUTTER DESIGN B612 (HAND POUR)	LIN FT	900.00	1169.00	\$ 20.00	\$ 18,000.00	\$ 23,380.00
26	2531.618	TRUNCATED DOMES	SQ FT	0.00	0.00	\$ 40.00	\$ -	\$ -
27	2563.601	TRAFFIC CONTROL - PARKING LOTS	LUMP SUM	0.50	0.50	\$ 1,600.00	\$ 800.00	\$ 800.00
28	2564.531	SIGN PANELS TYPE C	SQ FT	21.00	30.50	\$ 70.00	\$ 1,470.00	\$ 2,135.00
29	2564.537	INSTALL SIGN TYPE C	EACH	2.00	2.00	\$ 120.00	\$ 240.00	\$ 240.00
30	2573.502	SILT FENCE, TYPE MS	LIN FT	100.00	0.00	\$ 2.00	\$ 200.00	\$ -
31	2573.530	STORM DRAIN INLET PROTECTION	EACH	23.00	22.00	\$ 150.00	\$ 3,450.00	\$ 3,300.00
32	2573.601	STABILIZED CONSTRUCTION EXIT - PARKING LOTS	LUMP SUM	0.50	0.00	\$ 3,000.00	\$ 1,500.00	\$ -
33	2575.511	MULCH MATERIAL TYPE 1	TON	0.50	0.00	\$ 190.00	\$ 95.00	\$ -
34	2575.605	SEED MIXTURE 25-131	ACRE	0.25	0.00	\$ 1,700.00	\$ 425.00	\$ -
35	2575.608	HYDRAULIC SOIL STABILIZER, TYPE SPECIAL	POUND	875.00	0.00	\$ 1.15	\$ 1,006.25	\$ -
36	2582.501	PAVT MSSG PAINT	SQ FT	120.00	57.59	\$ 6.00	\$ 720.00	\$ 345.54
37	2582.502	4" SOLID LINE PAINT	LIN FT	7000.00	6400.00	\$ 0.55	\$ 3,850.00	\$ 3,520.00

Alternate 2 Subtotal: \$ 413,566.25 \$ 461,345.09

Schedule: Alternate 3
Description: CP 2017-21 VMCC/Golf Course Parking Lots - Golf Course Parking Lot

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	2021.601	MOBILIZATION - PARKING LOTS	LUMP SUM	0.40	0.40	\$ 50,000.00	\$ 20,000.00	\$ 20,000.00
2	2101.501	CLEARING	ACRE	0.10	0.10	\$ 1,100.00	\$ 110.00	\$ 110.00
3	2101.502	CLEARING	TREE	2.00	2.00	\$ 105.00	\$ 210.00	\$ 210.00
4	2101.506	GRUBBING	ACRE	0.10	0.10	\$ 1,050.00	\$ 105.00	\$ 105.00
5	2101.507	GRUBBING	TREE	2.00	2.00	\$ 105.00	\$ 210.00	\$ 210.00
6	2104.501	REMOVE PIPE CULVERTS	LIN FT	81.00	81.00	\$ 13.00	\$ 1,053.00	\$ 1,053.00
7	2104.501	REMOVE CURB & GUTTER	LIN FT	1140.00	942.00	\$ 7.00	\$ 7,980.00	\$ 6,594.00
8	2104.505	REMOVE BITUMINOUS PAVEMENT	SQ YD	11000.00	10510.00	\$ 2.00	\$ 22,000.00	\$ 21,020.00
9	2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	35.00	35.00	\$ 2.00	\$ 70.00	\$ 70.00
10	2104.523	SALVAGE SIGN TYPE C	EACH	10.00	9.00	\$ 37.00	\$ 370.00	\$ 333.00
11	2104.602	SALVAGE LIGHT POLE AND FOUNDATION	EACH	1.00	1.00	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00
12	2105.501	COMMON EXCAVATION (P)	CU YD	1109.00	1230.00	\$ 16.00	\$ 17,744.00	\$ 19,680.00
13	2105.507	SUBGRADE EXCAVATION (EV)	CU YD	50.00	12.50	\$ 60.00	\$ 3,000.00	\$ 750.00
14	2105.522	SELECT GRANULAR BORROW (CV) (P)	CU YD	50.00	0.00	\$ 60.00	\$ 3,000.00	\$ -
15	2122.604	SUBGRADE PREPARATION (P)	SQ YD	10200.00	10200.00	\$ 1.10	\$ 11,220.00	\$ 11,220.00
16	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	10.00	0.00	\$ 120.00	\$ 1,200.00	\$ -
17	2130.501	WATER	M GALLON	10.00	7.50	\$ 40.00	\$ 400.00	\$ 300.00
18	2211.501	AGGREGATE BASE CLASS 5	TON	200.00	731.36	\$ 35.00	\$ 7,000.00	\$ 25,597.60
19	2360.501	TYPE SP 12.5 WEARING COURSE MIX (2.C)	TON	1050.00	1037.97	\$ 56.00	\$ 58,800.00	\$ 58,126.32
20	2360.502	TYPE SP 12.5 NON WEAR COURSE MIX (2.C)	TON	1300.00	1212.48	\$ 56.00	\$ 72,800.00	\$ 67,898.88
21	2501.602	15" RC PIPE APRON AND TRASH GUARD	EACH	1.00	1.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
22	2501.602	15" RC PIPE APRON AND TRASH GUARD (PILING)	EACH	1.00	1.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
23	2501.602	18" RC PIPE APRON AND TRASH GUARD	EACH	0.00	0.00	\$ 1,000.00	\$ -	\$ -
24	2501.602	18" RC PIPE APRON AND TRASH GUARD (PILING)	EACH	1.00	1.00	\$ 4,700.00	\$ 4,700.00	\$ 4,700.00
25	2503.541	15" RC PIPE SEWER DES 3006 CL V	LIN FT	110.00	110.00	\$ 38.00	\$ 4,180.00	\$ 4,180.00
26	2503.541	18" RC PIPE SEWER DES 3006 CL V	LIN FT	121.00	121.00	\$ 40.00	\$ 4,840.00	\$ 4,840.00
27	2506.502	CONST DRAINAGE STRUCTURE DES 48-4020	EACH	3.00	3.00	\$ 3,900.00	\$ 11,700.00	\$ 11,700.00
28	2506.502	CONST DRAINAGE STRUCTURE DES 72-4020	EACH	2.00	2.00	\$ 5,500.00	\$ 11,000.00	\$ 11,000.00
29	2506.502	OUTLET CONTROL STRUCTURE	EACH	1.00	1.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00
30	2506.502	FURNISH & INSTALL SAFI Baffle	EACH	1.00	1.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
31	2506.602	CONST DRAINAGE STRUCTURE DES G	EACH	1.00	1.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
32	2511.501	RANDOM RIPRAP CLASS III	CU YD	11.00	11.00	\$ 120.00	\$ 1,320.00	\$ 1,320.00
33	2511.515	GEOTEXTILE FILTER TYPE IV	SQ YD	46.00	33.30	\$ 2.50	\$ 115.00	\$ 83.25
34	2531.603	CONCRETE CURB AND GUTTER DESIGN B612 (HAND POUR)	LIN FT	840.00	807.00	\$ 20.00	\$ 16,800.00	\$ 16,140.00
35	2531.603	CONCRETE CURB AND GUTTER DESIGN B618 (HAND POUR)	LIN FT	50.00	74.00	\$ 23.00	\$ 1,150.00	\$ 1,702.00
36	2545.602	INSTALL LIGHT POLE AND FOUNDATION	EACH	1.00	0.00	\$ 3,600.00	\$ 3,600.00	\$ -
37	2563.601	TRAFFIC CONTROL - PARKING LOTS	LUMP SUM	0.50	0.50	\$ 1,600.00	\$ 800.00	\$ 800.00
38	2564.531	SIGN PANELS TYPE C	SQ FT	11.00	11.00	\$ 70.00	\$ 770.00	\$ 770.00
39	2564.537	INSTALL SIGN TYPE C	EACH	5.00	5.00	\$ 120.00	\$ 600.00	\$ 600.00
40	2571.505	DECIDUOUS SHRUB NO 2 CONT	SHRUB	10.00	0.00	\$ 80.00	\$ 800.00	\$ -
41	2571.505	DECIDUOUS SHRUB NO 5 CONT	SHRUB	3.00	0.00	\$ 100.00	\$ 300.00	\$ -
42	2571.507	ORNAMENTAL GRASS NO 1 CONT	PLANT	120.00	0.00	\$ 23.00	\$ 2,760.00	\$ -
43	2573.502	SILT FENCE, TYPE MS	LIN FT	300.00	225.00	\$ 2.00	\$ 600.00	\$ 450.00
44	2573.530	STORM DRAIN INLET PROTECTION	EACH	4.00	4.00	\$ 150.00	\$ 600.00	\$ 600.00
45	2573.601	STABILIZED CONSTRUCTION EXIT - PARKING LOTS	LUMP SUM	0.50	0.00	\$ 3,000.00	\$ 1,500.00	\$ -
46	2574.525	FILTER TOPSOIL BORROW	CU YD	150.00	271.00	\$ 37.00	\$ 5,550.00	\$ 10,027.00
47	2575.511	MULCH MATERIAL TYPE 1	TON	1.60	0.00	\$ 265.00	\$ 424.00	\$ -
48	2575.604	EROSION STABILIZATION MAT - SHOREMAX	SQ YD	9.00	6.67	\$ 16.00	\$ 144.00	\$ 106.72
49	2575.604	EROSION STABILIZATION MAT - ENKAMAT	SQ YD	37.00	0.00	\$ 12.00	\$ 444.00	\$ -
50	2575.605	SEED MIXTURE 25-131	ACRE	0.40	0.00	\$ 1,700.00	\$ 680.00	\$ -
51	2575.605	SEED MIXTURE 33-261	ACRE	0.20	0.00	\$ 2,000.00	\$ 400.00	\$ -
52	2575.605	SEED MIXTURE TYPE FINE FESCUE	ACRE	0.20	0.00	\$ 1,600.00	\$ 320.00	\$ -
53	2575.608	HYDRAULIC SOIL STABILIZER, TYPE SPECIAL	POUND	2800.00	0.00	\$ 1.15	\$ 3,220.00	\$ -
54	2582.501	PAVT MSGG PAINT	SQ FT	60.00	72.13	\$ 6.00	\$ 360.00	\$ 432.78
55	2582.502	4" SOLID PAINT	LIN FT	4750.00	4967.00	\$ 0.55	\$ 2,612.50	\$ 2,742.85

Alternate 3 Subtotal: \$ 331,661.50 \$ 327,572.40

COST SUMMARY

Contract: CP 2017-21
 Owner: City of Inver Grove Heights
 Project: VMCC/IHGC Parking Lot Rehab

Schedule	Description	Total Estimated Cost	Total Contract Cost To-Date
Alternate 2	CP 2017-21 VMCC/Golf Course Parking Lots - VMCC Parking Lot and Trail	\$ 413,566.25	\$ 461,345.09
Alternate 3	CP 2017-21 VMCC/Golf Course Parking Lots - Golf Course Parking Lot	\$ 331,661.50	\$ 327,572.40
Total Base Cost		\$ 745,227.75	\$ 788,917.49
Change Order No. 5		\$ 21,348.80	\$ 21,348.80
Change Order No. 6		\$ 47,778.84	Included in Alternate 2
Total Contract Amount		\$ 814,355.39	
Contract Work Completed To Date			\$ 810,266.29
Retainage 5.00%			\$ 40,513.31
Previous Payments			\$ 710,378.75
Amount Due This Partial Payment #10			\$ 59,373.22

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Pay Voucher No. 1 for City Project No. 2018-13 – Public Works Maintenance Facility HVAC Improvements

Meeting Date: January 14, 2019
Item Type: Consent
Contact: Scott D. Thureen, 651-450-2571
Prepared by: Scott D. Thureen, Public Works Director
Reviewed by: *SDT GB*

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Consider Pay Voucher No. 1 for City Project No. 2018-13 – Public Works Maintenance Facility HVAC Improvements.

SUMMARY

The contract was awarded in the amount of \$164,878 to Grendahl Mechanical, LLC on August 27, 2018 for City Project No. 2018-13.

The contractor has completed the work through November 30, 2018 in accordance with the contract plans and specifications. A letter of recommendation for payment and acceptance (attached) has been provided by SEH, Inc., the design consultant for the project.

I recommend approval of Pay Voucher No. 1 in the amount of \$9,500 for City Project No. 2018-13.

SDT/kf

Attachments: Letter for SEH, Inc.
Pay Voucher No. 1



Building a Better World
for All of Us[®]

December 14, 2018

RE: City of Inver Grove Heights, Minnesota
Public Works Building HVAC
Improvements
SEH No. INVER 146552

Mr. Scott Thureen
Public Works Director
8150 Barbary Ave
Inver Grove Heights, MN 55077

Dear Scott:

Please find enclosed Application for Payment No. 1 for the referenced project. The quantities completed to date have been reviewed and we hereby recommend approval for payment to Grendahl Mechanical LLC in the amount of \$9500. This amount represents 7% of the work completed and material on hand, with 5% held for retainage.

If approved, please sign and forward payment, along with a copy of the signed pay application, to Grendahl Mechanical LLC, retaining the original for City records.

Please don't hesitate to contact me with any questions or comments. Thank you.

Sincerely,

Nicholas J. Brula
Project Manager

c:\users\nbrula\appdata\local\temp\notes0a32c61a\fp_city letterhead.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-5196

SEH is 100% employee-owned | sehinc.com | 651.490.2000 | 800.325.2055 | 888.908.8166 fax

APPLICATION AND CERTIFICATE FOR PAYMENT

PAGE ONE OF 2 PAGES

TO OWNER:

Inver Grove Heights
8150 Barbara Avenue

Inver Grove Heights, MN

FROM CONTRACTOR:

Grendahl Mechanical LLC

7101 York Avenue South, Suite 260

Edina, MN 55435

CONTRACT FOR: HVAC Systems

PROJECT:

Public Works Building

VIA ARCHITECT:

SEH Architects and Engineers

3535 Vandalia Center Drive

St. Paul, MN 55110

APPLICATION #: 1

PERIOD TO: 11/30/18

PROJECT NOS:

CONTRACT DATE: 0

Distribution to:

Owner	
Const. Mgr	
Architect	X
Contractor	

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM \$ 164,878.00

2. Net change by Change Orders \$ 0.00

3. CONTRACT SUM TO DATE (Line 1 +/- 2) \$ 164,878.00

4. TOTAL COMPLETED & STORED TO DATE \$ 10,000.00

(Column G on Continuation Sheet)

5. RETAINAGE:

a. 5.0% of Completed Work \$ 500.00

(Columns D+E on Continuation Sheet)

b. 5.0% of Stored Material \$ 0.00

(Column F on Continuation Sheet)

Total Retainage (Line 5a + 5b or

Total in Column 1 of Continuation Sheet) \$ 500.00

6. TOTAL EARNED LESS RETAINAGE \$ 9,500.00

(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate) \$ 0.00

8. CURRENT PAYMENT DUE \$ 9,500.00

9. BALANCE TO FINISH, INCLUDING RETAINAGE

(Line 3 less Line 6) \$ 155,378.00

CONTRACTOR:

By:

Date: 11/30/2018

State of Minnesota

County of Hennepin

Subscribed and sworn to before

me this 30 day of November

Notary Public: Jennifer Lynn Wida

My Commission expires: 11/31/2021



CERTIFICATE FOR PAYMENT

In accordance with Contract Documents, based on on-site observations and the data comprising application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 9,500.00

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By:

Date: 12/14/18

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein, issuance, payment and acceptance of payment are without prejudice to any rights of the Owner of Contractor under the Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	\$0.00

CONTINUATION SHEET

ATTACHMENT TO PAY APPLICATION

PROJECT:
Public Works Building HVAC Improvements

Page 2 of 2 Pages

APPLICATION NUMBER: 1

APPLICATION DATE: 11/21/2018

PERIOD TO: 30-Nov-18

ARCHITECT'S PROJECT NO: 0

A Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application (D + E)	E Work Completed This Period	F Materials Presently Stored (Not In D or E)	G Total Completed And Stored To Date (D + E + F)	H Balance To Finish (G - G)	I Retainage
1	Administration, Mobilization and Permits	24,000.00	0.00	10,000.00	0.00	10,000.00	14,000.00	500.00
2		0.00	0.00	0.00	0.00	0.00	0.00	0.00
3								
4	>>HVAC <<							
5	Demolition	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
6	MUA equipment (furnish and install)	61,400.00	0.00	0.00	0.00	0.00	61,400.00	0.00
7	EF equipment (furnish and install)	18,578.00	0.00	0.00	0.00	0.00	18,578.00	0.00
8	Electrical and controls	23,000.00	0.00	0.00	0.00	0.00	23,000.00	0.00
9	Ductwork fabrication and installation	18,900.00	0.00	0.00	0.00	0.00	18,900.00	0.00
10	Ductwork Insulation	14,000.00	0.00	0.00	0.00	0.00	14,000.00	0.00
11		0.00	0.00	0.00	0.00	0.00	0.00	0.00
12		0.00	0.00	0.00	0.00	0.00	0.00	0.00
13		0.00	0.00	0.00	0.00	0.00	0.00	0.00
14		0.00	0.00	0.00	0.00	0.00	0.00	0.00
15		0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	CHANGE ORDERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17		0.00	0.00	0.00	0.00	0.00	0.00	0.00
18		0.00	0.00	0.00	0.00	0.00	0.00	0.00
19		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20		0.00	0.00	0.00	0.00	0.00	0.00	0.00
21		0.00	0.00	0.00	0.00	0.00	0.00	0.00
22		0.00	0.00	0.00	0.00	0.00	0.00	0.00
23		0.00	0.00	0.00	0.00	0.00	0.00	0.00
24		0.00	0.00	0.00	0.00	0.00	0.00	0.00
25		0.00	0.00	0.00	0.00	0.00	0.00	0.00
26		0.00	0.00	0.00	0.00	0.00	0.00	0.00
27		0.00	0.00	0.00	0.00	0.00	0.00	0.00
28	SUBTOTALS PAGE 2	164,878.00	0.00	10,000.00	0.00	10,000.00	154,878.00	500.00

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Pay Voucher No. 7 for City Project No. 2016-09D – 60th Street Area Reconstruction, City Project No. 2016-10 – 60th Street Area Utility Improvements, and City Project No. 2015-12 (Phase 1) – NWA Trunk Watermain Improvements, 65th Street Loop (Argenta Trail to Babcock Trail)

Meeting Date: January 14, 2019
 Item Type: Consent
 Contact: Thomas J. Kaldunski, 651.450.2572
 Prepared by: Steve W. Dodge, Asst. 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, Water Fund, Sewer Fund, Agreements, 511 Water Fund

PURPOSE/ACTION REQUESTED

Consider Pay Voucher No. 7 for City Project No. 2016-09D – 60th Street Area Reconstruction, City Project No. 2016-10 – 60th Street Area Utility Improvements, and City Project No. 2015-12 (Phase 1) – NWA Trunk Watermain Improvements, 65th Street Loop (Argenta Trail to Babcock Trail).

SUMMARY

The improvements were ordered as part of the 2016 Pavement Management Program. The contract was awarded in the amount of \$2,027,467.80 to Park Construction Company, on May 9, 2016 for City Project No. 2016-09D – 60th Street Area Reconstruction, City Project No. 2016-10 – 60th Street Area Utility Improvements, and City Project No. 2015-12 (Phase 1) – NWA Trunk Watermain Improvements, 65th Street Loop (Argenta Trail to Babcock Trail). Change Order No. 1 reduced certain bid quantities on the project for a revised total contract of \$1,909,480.20.

The retainage is being reduced to 0% because the project is complete. However, the construction contract remains open until pending corrective work scheduled for spring of 2019 (see attached email and exhibits) covered under the performance bond. Based on resident complaints on drainage patterns, the cul-de-sac on 59th Court was reviewed and determined to have insufficient crown, creating a flat spot. The contractor has agreed to perform a mill and overlay on a section of cul-de-sac to provide proper drainage, splitting the cost with the City. In addition, the resident of 1878 59th Court notified staff of a driveway drainage and disturbance concern. After further review, the contractor has agreed to reach an agreement with the resident for replacement or compensation. Final payment will occur when the corrective work is completed by the contractor and approved by Engineering staff. This cost will be funded from the project contingency.

Approve additional contingency funds from Northwest Area 511 Water Fund for City Project No. 2015-12 (Phase 1) – NWA Trunk Watermain Improvements, 65th Street Loop (Argenta Trail to Babcock Trail) in the amount of \$52,800. The transfer of funds are necessary because the original 2015-12 project from Babcock Trail to future Argenta Trail, including the water system interconnection with Eagan, was eventually divided into a multi-phase set of projects (see attached 2015-12 exhibit). The transfer of funds will cover the total project expenditures for phase 1 plus work done on other phases as part of the original project.

I recommend approval of Pay Voucher No. 7, in the amount of \$3,326.48, for work on City Project No. 2016-09D – 60th Street Area Reconstruction, City Project No. 2016-10 – 60th Street Area Utility Improvements, and City Project No. 2015-12 (Phase 1) – NWA Trunk Watermain Improvements, 65th Street Loop (Argenta Trail to Babcock Trail).

SWD/nh

Attachments: Pay Voucher No. 7
 Exhibit – 59th Court Pavement Correction
 Exhibit – 1878 59th Court Driveway Correction
 Exhibit – Project 2015-12 Phasing Exhibit

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

ESTIMATE NO: 7 (Seven)
DATE: January 14, 2019
PERIOD ENDING: November 30, 2018
CONTRACT: 2016 Pavement Management Program
PROJECT NO: 2016-09D – 60th Street Area Reconstruction, 2016-10 – 60th Street Area Utility Improvements, and City Project No. 2015-12 (Phase 1) – NWA Trunk Watermain Improvements, 65th Street Loop (Argenta Trail to Babcock Trail).

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

Original Contract Amount\$2,027,467.80
Total Addition (Change Order No. 3)\$27,796.38
Total Deduction (Change Order No. 1)(\$117,987.60)
Total Contract Amount.....\$1,937,276.58
Total Value of Work to Date.....\$1,827,978.67
Less Retained (0%)\$0.00
Less Previous Payment.....\$1,824,652.19
Total Approved for Payment this Voucher.....\$3,326.48
Total Payments including this Voucher\$1,827,978.67

Approvals:

Pursuant to our field observation, I hereby recommend for payment the above stated amount for work performed through November 30, 2018.

Signed by: Thomas J. Kaldunski
Thomas J. Kaldunski, City Engineer

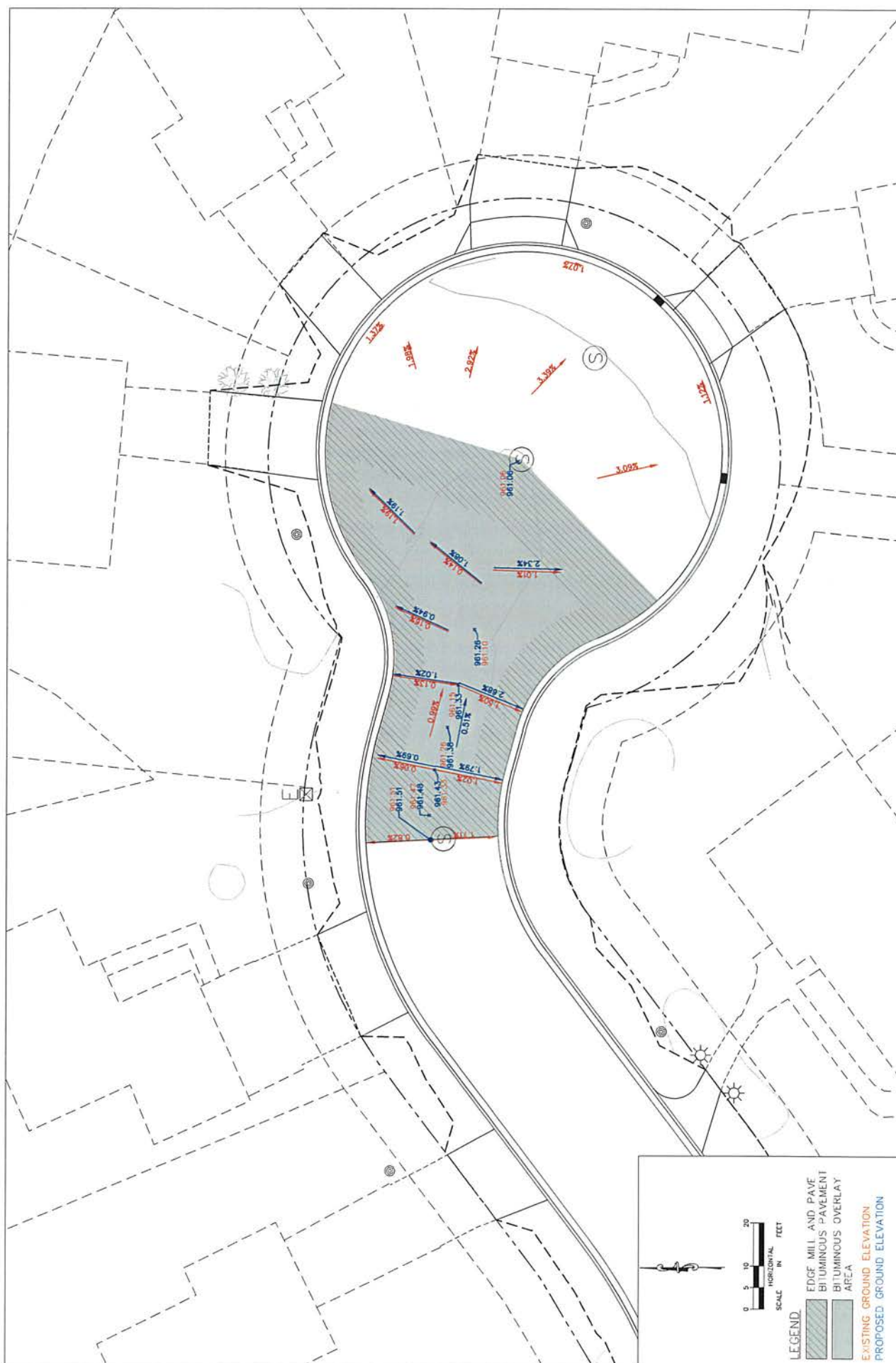
January 14, 2019

Signed by: Steve Brown Project Mgr./Estimator
Park Construction Company

1/08/2019
Date

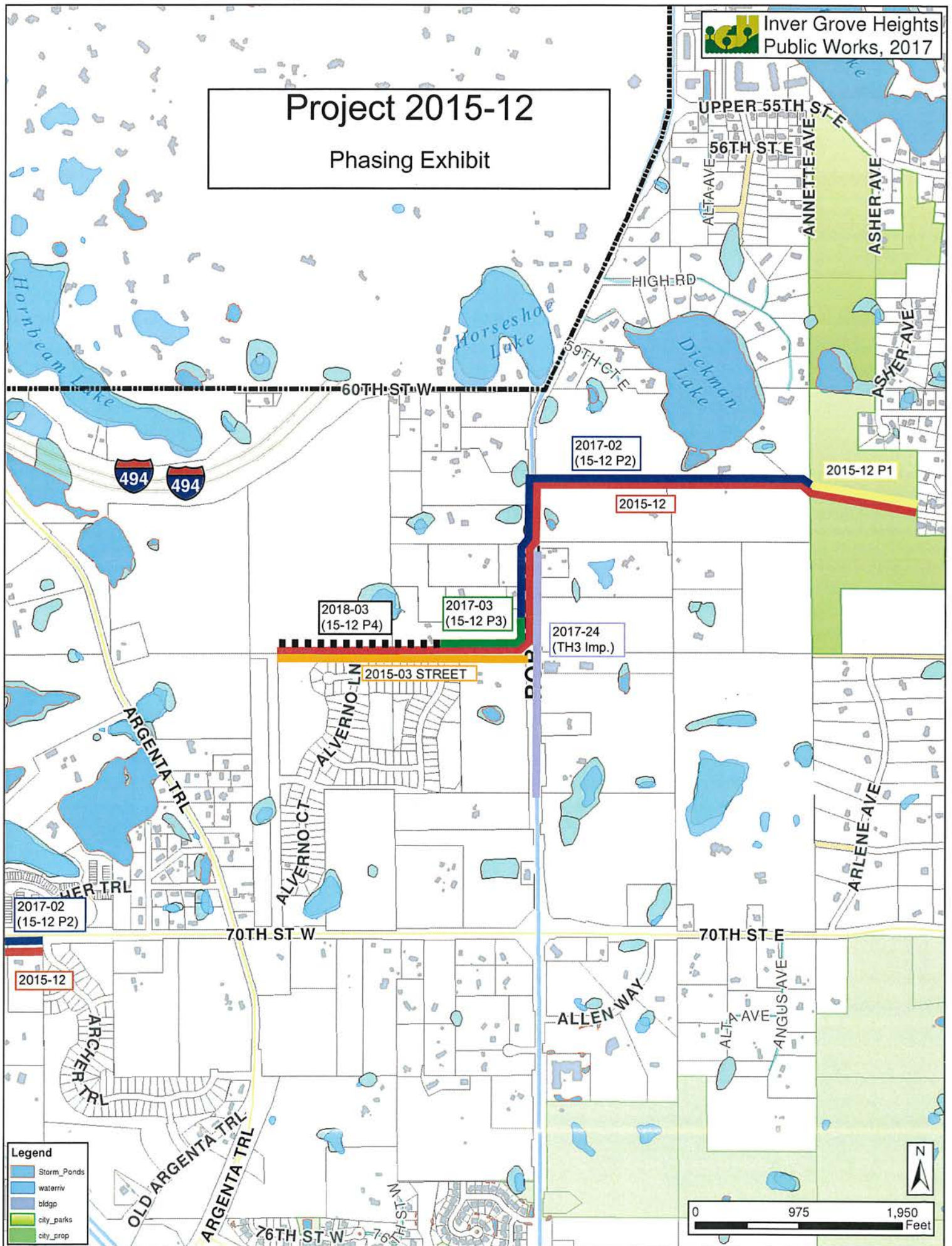
Signed by: _____
George Tourville, Mayor

January 14, 2019





Phasing Exhibit



PAYMENT DETAIL LIST

Contract: CP 2016-09D, CP 2016-10, and CP 2015-12

Owner: City of Inver Grove Heights

Projects: 60th Street Area Reconstruction

60th Street Area Utility Improvements

(Phase 1) NWA Trunk Watermain Improvements - 65th Street Loop (Argenta Trail to Babcock Trail)

KHA Job No: 160509026

Schedule: A

Description: CP 2016-09D 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	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
2	2031.501	FIELD OFFICE	LUMP SUM	1.00		\$ 8,800.00	\$ 8,800.00	\$ -
3	2101.501	CLEARING	ACRE	0.35	0.35	\$ 11,700.00	\$ 4,095.00	\$ 4,095.00
4	2101.502	CLEARING	TREE	15.00	11.00	\$ 264.00	\$ 3,960.00	\$ 2,904.00
5	2101.506	GRUBBING	ACRE	0.35	0.35	\$ 11,700.00	\$ 4,095.00	\$ 4,095.00
6	2101.507	GRUBBING	TREE	15.00	11.00	\$ 176.00	\$ 2,640.00	\$ 1,936.00
7	2104.501	REMOVE WIRE FENCE	LIN FT	53.00	53.00	\$ 16.50	\$ 874.50	\$ 874.50
8	2104.501	REMOVE CURB AND GUTTER	LIN FT	8700.00	6540.00	\$ 3.15	\$ 27,405.00	\$ 20,601.00
9	2104.505	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	1005.00	632.00	\$ 7.85	\$ 7,889.25	\$ 4,961.20
10	2104.505	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	1510.00	897.00	\$ 7.00	\$ 10,570.00	\$ 6,279.00
11	2104.505	REMOVE BITUMINOUS PAVEMENT	SQ YD	14200.00	13295.00	\$ 2.75	\$ 39,050.00	\$ 36,561.25
12	2104.523	SALVAGE SIGN TYPE C	EACH	7.00	7.00	\$ 46.40	\$ 324.80	\$ 324.80
13	2105.501	COMMON EXCAVATION (P)	CU YD	15879.00	15879.00	\$ 13.40	\$ 212,778.60	\$ 212,778.60
14	2105.507	SUBGRADE EXCAVATION (EV)	CU YD	1000.00		\$ 17.20	\$ 17,200.00	\$ -
15	2105.522	SELECT GRANULAR BORROW (CV)	CU YD	12500.00	11930.83	\$ 22.70	\$ 283,750.00	\$ 270,829.84
16	2105.604	GEOTEXTILE FABRIC TYPE V	SQ YD	19000.00	15220.00	\$ 1.50	\$ 28,500.00	\$ 22,830.00
17	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	75.00	16.50	\$ 129.00	\$ 9,675.00	\$ 2,128.50
18	2130.601	WATER USAGE ALLOWANCE	LUMP SUM	1.00		\$ 3,500.00	\$ 3,500.00	\$ -
19	2211.501	AGGREGATE BASE (CV) CLASS 5	TON	4580.00	8711.14	\$ 14.60	\$ 66,868.00	\$ 127,182.64
20	2211.501	AGGREGATE BASE (CV) CLASS 5 (100% CRUSHED LIMESTONE)	TON	760.00		\$ 20.90	\$ 15,884.00	\$ -
21	2211.609	STABILIZING AGGREGATE	TON	100.00		\$ 43.30	\$ 4,330.00	\$ -
22	2232.604	EDGE MILL BITUMINOUS SURFACE	SQ YD	175.00	63.00	\$ 4.35	\$ 761.25	\$ 274.05
23	2360.501	TYPE SP 9.5 WEARING COURSE MIX (3.C)	TON	1600.00	1500.07	\$ 63.70	\$ 101,920.00	\$ 95,554.46
24	2360.502	TYPE SP 12.5 NON WEAR COURSE MIX (3.C)	TON	1600.00	1533.64	\$ 58.60	\$ 93,760.00	\$ 89,871.30
25	2360.604	TYPE SP 9.5 WEARING COURSE MIX (2.E) (DRIVEWAY MIX)	TON	350.00	196.00	\$ 162.00	\$ 56,700.00	\$ 31,752.00
26	2411.607	HIGH EARLY STRENGTH CONCRETE	CU YD	100.00		\$ 16.30	\$ 1,630.00	\$ -
27	2501.602	EXCAVATION SPECIAL (POTHOLE EXISTING UTILITY)	EACH	5.00	4.00	\$ 735.00	\$ 3,675.00	\$ 2,940.00
28	2502.501	4" PRECAST CONCRETE HEADWALL	EACH	1.00	1.00	\$ 276.00	\$ 276.00	\$ 276.00
29	2502.541	4" PERF PVC PIPE DRAIN WITH CIRCULAR KNIT FILTER SOCK	LIN FT	7000.00	7000.00	\$ 7.70	\$ 53,900.00	\$ 53,900.00
30	2504.601	IRRIGATION SYSTEM REPAIR ALLOWANCE	LUMP SUM	1.00		\$ 15,000.00	\$ 15,000.00	\$ -
31	2531.501	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	7000.00	6409.00	\$ 12.60	\$ 88,200.00	\$ 80,753.40
32	2531.507	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	1005.00	710.00	\$ 46.40	\$ 46,632.00	\$ 32,944.00
33	2531.601	DECORATIVE DRIVEWAY ALLOWANCE	LUMP SUM	1.00	0.12	\$ 10,000.00	\$ 10,000.00	\$ 1,200.00
34	2531.602	PEDESTRIAN CURB RAMP	EACH	1.00	1.00	\$ 1,240.00	\$ 1,240.00	\$ 1,240.00
35	2531.603	CONCRETE CURB AND GUTTER DESIGN B618 (HAND POUR)	LIN FT	200.00	103.00	\$ 18.60	\$ 3,720.00	\$ 1,915.80
36	2531.603	CONCRETE RIBBON CURB	LIN FT	160.00	290.00	\$ 16.50	\$ 2,640.00	\$ 4,785.00
37	2540.601	BOULEVARD LANDSCAPING ALLOWANCE	LUMP SUM	1.00	0.10	\$ 15,000.00	\$ 15,000.00	\$ 1,500.00
38	2540.601	MAILBOX MAINTENANCE	LUMP SUM	1.00	1.03	\$ 6,010.00	\$ 6,010.00	\$ 6,190.30
39	2563.601	TRAFFIC CONTROL ALLOWANCE	LUMP SUM	1.00	0.53	\$ 15,000.00	\$ 15,000.00	\$ 7,950.00

40	2564.531	SIGN PANELS TYPE C	SQ FT	66.00	104.30	\$	87.70	\$	5,788.20	\$	9,147.11
41	2564.602	INSTALL SIGN TYPE SPECIAL	EACH	2.00	2.00	\$	155.00	\$	310.00	\$	310.00
42	2572.505	TREE PRUNING	HOURL	5.00		\$	235.00	\$	1,175.00	\$	-
43	2573.502	SILT FENCE, TYPE MS	LIN FT	900.00	454.00	\$	2.10	\$	1,890.00	\$	953.40
44	2573.530	STORM DRAIN INLET PROTECTION	EACH	31.00	25.00	\$	168.00	\$	5,208.00	\$	4,200.00
45	2573.533	SEDIMENT CONTROL LOG TYPE COMPOST	LIN FT	750.00	600.00	\$	3.15	\$	2,362.50	\$	1,890.00
46	2573.535	STABILIZED CONSTRUCTION EXIT	LUMP SUM	1.00		\$	1,960.00	\$	1,960.00	\$	-
47	2573.550	EROSION CONTROL SUPERVISOR	LUMP SUM	1.00	1.00	\$	2,630.00	\$	2,630.00	\$	2,630.00
48	2573.601	DEWATERING (EXCAVATION)	LUMP SUM	1.00	1.00	\$	9,120.00	\$	9,120.00	\$	9,120.00
49	2573.601	STORM WATER MANAGEMENT ALLOWANCE	LUMP SUM	1.00	0.82	\$	10,000.00	\$	10,000.00	\$	8,200.00
50	2574.525	BOULEVARD TOPSOIL BORROW	CU YD	1500.00	1174.00	\$	31.60	\$	47,400.00	\$	37,098.40
51	2575.511	MULCH MATERIAL TYPE 1	TON	4.50		\$	342.00	\$	1,539.00	\$	-
52	2575.601	RESTORATION OF STAGING AREAS	LUMP SUM	1.00	1.00	\$	990.00	\$	990.00	\$	990.00
53	2575.605	RAPID STABILIZATION METHOD TYPE 2 MOD	ACRE	0.25		\$	842.00	\$	210.50	\$	-
54	2575.605	SEED MIXTURE 25-151	ACRE	1.90	1.90	\$	316.00	\$	600.40	\$	600.40
55	2575.608	HYDRAULIC SOIL STABILIZER, TYPE SPECIAL	POUND	6850.00	13147.00	\$	1.60	\$	10,960.00	\$	21,035.20
56	2331.603	JOINT ADHESIVE (MASTIC)	LIN FT	7160.00		\$	0.57	\$	4,081.20	\$	-
57	2557.603	TEMPORARY ORANGE CONSTRUCTION FENCE	LIN FT	300.00	123.00	\$	7.10	\$	2,130.00	\$	873.30

Schedule A Subtotal:

\$ 1,476,608.20 \$ 1,328,475.45

Schedule:

B

Description: CP 2016-09D 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	425.00	306.00	\$ 16.20	\$ 6,885.00	\$ 4,957.20
2	2104.509	REMOVE MANHOLE OR CATCH BASIN	EACH	6.00	7.00	\$ 352.00	\$ 2,112.00	\$ 2,464.00
3	2105.501	COMMON EXCAVATION (P)	CU YD	987.00	987.00	\$ 30.70	\$ 30,300.90	\$ 30,300.90
4	2501.602	15" RC PIPE ARPON AND TRASH GUARD	EACH	1.00	1.00	\$ 844.00	\$ 844.00	\$ 844.00
5	2501.602	24" RC PIPE ARPON AND TRASH GUARD	EACH	1.00	1.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00
6	2501.602	36" RC PIPE ARPON AND TRASH GUARD	EACH	1.00	1.00	\$ 2,020.00	\$ 2,020.00	\$ 2,020.00
7	2503.542	15" RC PIPE SEWER DES 3006 CL V	LIN FT	779.00	525.00	\$ 36.50	\$ 28,433.50	\$ 19,162.50
8	2503.542	18" RC PIPE SEWER DES 3006 CL V	LIN FT	166.00	166.00	\$ 38.50	\$ 6,391.00	\$ 6,391.00
9	2503.542	24" RC PIPE SEWER DES 3006 CL III	LIN FT	314.00	314.00	\$ 42.00	\$ 13,188.00	\$ 13,188.00
10	2503.542	24" RC PIPE SEWER DES 3006 CL IV	LIN FT	90.00	90.00	\$ 46.50	\$ 4,185.00	\$ 4,185.00
11	2503.542	36" RC PIPE SEWER DES 3006 CL IV	LIN FT	83.00	83.00	\$ 76.70	\$ 6,366.10	\$ 6,366.10
12	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	4.00	4.00	\$ 882.00	\$ 3,528.00	\$ 3,528.00
13	2503.602	BULKHEAD EXISTING STORM SEWER	EACH	3.00	7.00	\$ 309.00	\$ 927.00	\$ 2,163.00
14	2506.502	CONST DRAINAGE STRUCTURE DES 2' X 3' CB	EACH	6.00	5.00	\$ 1,710.00	\$ 10,260.00	\$ 8,550.00
15	2506.502	CONST DRAINAGE STRUCTURE DES 48-4020	EACH	15.00	12.00	\$ 2,570.00	\$ 38,550.00	\$ 30,840.00
16	2506.502	CONST DRAINAGE STRUCTURE DES 60-4020	EACH	4.00	4.00	\$ 3,870.00	\$ 15,480.00	\$ 15,480.00
17	2506.602	OUTLET CONTROL STRUCTURE	EACH	1.00	1.00	\$ 4,140.00	\$ 4,140.00	\$ 4,140.00
18	2511.501	RANDOM RIPRAP CLASS IV	CU YD	39.00	54.00	\$ 90.60	\$ 3,533.40	\$ 4,892.40
19	2511.515	GEOTEXTILE FILTER TYPE IV	SQ YD	104.00	104.00	\$ 2.10	\$ 218.40	\$ 218.40
20	2575.604	EROSION STABILIZATION MAT - ENKAMAT	SQ YD	116.00	52.60	\$ 213.00	\$ 24,708.00	\$ 11,203.80
21	2575.605	SEED MIXTURE 33-261	ACRE	0.10	0.10	\$ 426.00	\$ 42.60	\$ 42.60
22	2575.605	SEED MIXTURE 34-181	ACRE	0.10		\$ 445.00	\$ 44.50	\$ -
23	2575.605	SEED MIXTURE 36-211	ACRE	0.15	0.15	\$ 480.00	\$ 72.00	\$ 72.00

Schedule B Subtotal:

\$ 203,529.40 \$ 172,308.90

Schedule: C
Description: CP 2016-09D Rain Garden 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	2411.602	LIMESTONE SPLASH BLOCK	EACH	3.00		\$ 158.00	\$ 474.00	\$ -
2	2502.541	4" PERF PVC PIPE DRAIN WITH CIRCULAR KNIT FILTER SOCK	LIN FT	90.00		\$ 4.20	\$ 378.00	\$ -
3	2502.602	INSTALL 4" PVC PIPE DRAIN CLEANOUT	EACH	6.00		\$ 22.10	\$ 132.60	\$ -
4	2504.602	4" KNIFE VALVE & BOX	EACH	3.00		\$ 82.10	\$ 246.30	\$ -
5	2506.602	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL	EACH	3.00		\$ 3,230.00	\$ 9,690.00	\$ -
6	2540.603	LANDSCAPE EDGER - PLASTIC	LIN FT	120.00		\$ 9.50	\$ 1,140.00	\$ -
7	2571.618	RAIN GARDEN PREPARATION, SAND AND BEDDING	SQ FT	600.00		\$ 10.50	\$ 6,300.00	\$ -
8	2571.618	RAIN GARDEN RETAINING WALL, BOULDER	SQ FT	50.00		\$ 31.60	\$ 1,580.00	\$ -

Schedule C Subtotal:

\$ 19,940.90

\$ -

Schedule: D
Description: CP 2016-10 Watermain 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	2103.507	DISCONNECT WATER SERVICE	EACH	8.00	3.00	\$ 294.00	\$ 2,352.00	\$ 882.00
2	2104.501	REMOVE WATER MAIN	LIN FT	30.00	51.00	\$ 29.40	\$ 882.00	\$ 1,499.40
3	2104.501	REMOVE WATER SERVICE	EACH	8.00	3.00	\$ 588.00	\$ 4,704.00	\$ 1,764.00
4	2104.523	SALVAGE HYDRANT AND VALVE	EACH	8.00	9.00	\$ 294.00	\$ 2,352.00	\$ 2,646.00
5	2211.609	CRUSHED ROCK PIPE BEDDING	TON	25.00	54.99	\$ 26.40	\$ 660.00	\$ 1,451.74
6	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	4.00	6.00	\$ 1,050.00	\$ 4,200.00	\$ 6,300.00
7	2504.602	REMOVE AND REPLACE GATE VALVE BOLTS	EACH	4.00	4.00	\$ 1,590.00	\$ 6,360.00	\$ 6,360.00
8	2504.602	WATERMAIN OFFSET	EACH	1.00	1.00	\$ 2,840.00	\$ 2,840.00	\$ 2,840.00
9	2504.602	WATERMAIN SERVICE ADJUSTMENT	EACH	5.00		\$ 834.00	\$ 4,170.00	\$ -
10	2504.602	CURB STOP AND BOX	EACH	8.00	4.00	\$ 453.00	\$ 3,624.00	\$ 1,812.00
11	2504.602	HYDRANT AND GATE VALVE	EACH	9.00	9.00	\$ 5,360.00	\$ 48,240.00	\$ 48,240.00
12	2504.602	RECONNECT WATER SERVICE	EACH	8.00	3.00	\$ 335.00	\$ 2,680.00	\$ 1,005.00
13	2504.602	ADJUST GATE VALVE	EACH	4.00	4.00	\$ 281.00	\$ 1,124.00	\$ 1,124.00
14	2504.602	1" CORPORATION STOP	EACH	8.00	3.00	\$ 394.00	\$ 3,152.00	\$ 1,182.00
15	2504.602	CUT IN 6" GATE VALVE	EACH	3.00	3.00	\$ 2,490.00	\$ 7,470.00	\$ 7,470.00
16	2504.602	ADJUST CURB STOP	EACH	34.00	35.00	\$ 245.00	\$ 8,330.00	\$ 8,575.00
17	2504.603	6" WATERMAIN DUCTILE IRON CL 52	LIN FT	30.00	47.00	\$ 77.80	\$ 2,334.00	\$ 3,656.60
18	2504.603	1" TYPE K COPPER PIPE	LIN FT	350.00	142.00	\$ 27.70	\$ 9,695.00	\$ 3,933.40
19	2504.604	4" POLYSTYRENE INSULATION	SQ YD	50.00	8.00	\$ 39.80	\$ 1,990.00	\$ 318.40
20	2504.608	DUCTILE IRON FITTINGS	POUND	1000.00	600.00	\$ 3.95	\$ 3,950.00	\$ 2,370.00

Schedule D Subtotal:

\$ 121,109.00

\$ 103,429.54

Schedule: E
Description: CP 2016-10 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	2104.501	REMOVE SEWER PIPE (SANITARY)	LIN FT	84.00	84.00	\$ 14.70	\$ 1,234.80	\$ 1,234.80
2	2104.501	REMOVE SEWER SERVICE	EACH	1.00	3.00	\$ 883.00	\$ 883.00	\$ 2,649.00
3	2104.602	SALVAGE CASTING AND RINGS (SANITARY)	EACH	13.00	13.00	\$ 141.00	\$ 1,833.00	\$ 1,833.00
4	2211.609	CRUSHED ROCK PIPE BEDDING	TON	25.00	76.00	\$ 48.50	\$ 1,212.50	\$ 3,686.00
5	2503.511	8" DUCTILE IRON PIPE SDR CL 52	LIN FT	84.00	84.00	\$ 70.20	\$ 5,896.80	\$ 5,896.80
6	2503.511	8" PVC PIPE SDR 35	LIN FT	50.00	50.00	\$ 40.50	\$ 2,025.00	\$ 2,025.00
7	2503.602	CONNECT TO EXISTING MANHOLE	EACH	4.00	5.00	\$ 882.00	\$ 3,528.00	\$ 4,410.00
8	2503.602	FURNISH AND INSTALL EXTERNAL MANHOLE CHIMNEY SEAL	EACH	15.00	15.00	\$ 261.00	\$ 3,915.00	\$ 3,915.00
9	2503.602	INSTALL NEW RINGS AND CASTING	EACH	4.00	7.40	\$ 567.00	\$ 2,268.00	\$ 4,195.80
10	2503.602	LOCATE SANITARY SEWER SERVICE	EACH	6.00	3.00	\$ 588.00	\$ 3,528.00	\$ 1,764.00
11	2503.602	RECONSTRUCT SANITARY MANHOLE	EACH	9.00	7.00	\$ 597.00	\$ 5,373.00	\$ 4,179.00
12	2503.602	SANITARY SEWER SERVICE REPLACEMENT	EACH	6.00	3.00	\$ 1,760.00	\$ 10,560.00	\$ 5,280.00
13	2503.602	SANITARY SEWER UMBRELLAS	EACH	15.00	15.00	\$ 379.00	\$ 5,685.00	\$ 5,685.00
14	2506.602	SANITARY SEWER MANHOLE 48"	EACH	2.00	2.00	\$ 2,470.00	\$ 4,940.00	\$ 4,940.00

Schedule E Subtotal: \$ 52,882.10 \$ 51,693.40

Schedule: F
Description: CP 2015-12 NWA Trunk Watermain Improvements - 65th Street Loop (Argenta Trail to Babcock Trail) Phase 1

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	2101.501	CLEARING	ACRE	0.10	0.10	\$ 11,700.00	\$ 1,170.00	\$ 1,170.00
2	2101.502	CLEARING	TREE	2.00	10.00	\$ 264.00	\$ 528.00	\$ 2,640.00
3	2101.506	GRUBBING	ACRE	0.10	0.10	\$ 11,700.00	\$ 1,170.00	\$ 1,170.00
4	2101.507	GRUBBING	TREE	2.00	10.00	\$ 176.00	\$ 352.00	\$ 1,760.00
5	2118.501	AGGREGATE SURFACING CLASS 2	TON	200.00	1.00	\$ 30.50	\$ 6,100.00	\$ -
6	2504.602	16" BUTTERFLY GATE VALVE	EACH	1.00	1.00	\$ 3,140.00	\$ 3,140.00	\$ 3,140.00
7	2504.602	HYDRANT AND GATE VALVE	EACH	1.00	1.00	\$ 5,350.00	\$ 5,350.00	\$ 5,350.00
8	2504.603	16" WATERMAIN DUCTILE IRON CL 52	LIN FT	1085.00	1085.00	\$ 64.30	\$ 69,765.50	\$ 69,765.50
9	2504.603	6" WATERMAIN DUCTILE IRON CL 52	LIN FT	10.00	8.00	\$ 87.30	\$ 873.00	\$ -
10	2504.603	BUTTERFLY VALVE MANHOLE	LIN FT	8.00	8.00	\$ 917.00	\$ 7,336.00	\$ 7,336.00
11	2504.604	4" POLYSTYRENE INSULATION	SQ YD	90.00	171.00	\$ 39.80	\$ 3,582.00	\$ 6,805.80
12	2504.608	DUCTILE IRON FITTINGS	POUND	4000.00	2750.00	\$ 3.80	\$ 15,200.00	\$ 10,450.00
13	2550.602	MARKING POST	EACH	1.00	1.00	\$ 97.90	\$ 97.90	\$ 97.90
14	2573.502	SILT FENCE, TYPE MS	LIN FT	2280.00	3119.00	\$ 2.10	\$ 4,788.00	\$ 6,549.90
16	2575.523	EROSION CONTROL BLANKETS CATEGORY 3	SQ YD	150.00	705.00	\$ 3.15	\$ 472.50	\$ 2,220.75
17	2575.605	SEED MIXTURE 35-221	ACRE	2.20	3.30	\$ 445.00	\$ 979.00	\$ 1,468.50
18	2211.501	AGGREGATE BASE (CV) CLASS 5	TON	225.00	125.82	\$ 17.50	\$ 3,937.50	\$ 2,201.85
19	2574.525	BOULEVARD TOPSOIL BORROW	CU YD	80.00	80.00	\$ 31.60	\$ 2,528.00	\$ -
20	2575.560	HYDRAULIC BONDED FIBER MATRIX	POUND	7700.00	5900.00	\$ 1.60	\$ 12,320.00	\$ 9,440.00

Schedule F Subtotal: \$ 139,689.40 \$ 131,566.20

Alternate: 1						
Description: CP 2015-12 63rd Street Sanitary Sewer Extension						
Item No.	Mn/DOT No.	Item Description	Unit	Estimated Quantity	Quantity To-Date	Contract Unit Price
1	2503.511	8" PVC PIPE SEWER SDR 26	LIN FT	64.00	64.00	\$ 41.70
2	2503.602	CONNECT TO EXISTING MANHOLE	EACH	1.00	1.00	\$ 1,460.00
3	2506.602	FORCEMAIN DISCHARGE MANHOLE	EACH	1.00	1.00	\$ 9,580.00
				Total Estimated Cost	Total Contract Cost To-Date	

Alternate 1 Subtotal: \$ 13,708.80 \$ 13,708.80

COST SUMMARY

Contract: CP 2016-09D, CP 2016-10, and CP 2015-12

Owner: City of Inver Grove Heights

Projects: 60th Street Area Reconstruction

60th Street Area Utility Improvements

(Phase 1) NWA Trunk Watermain Improvements - 65th Street Loop (Argenta Trail to Babcock Trail)

Schedule	Description	Total Estimated Cost	Total Contract Cost To-Date
A	CP 2016-09D Street Improvements	\$ 1,476,608.20	\$ 1,328,475.45
B	CP 2016-09D Storm Sewer Improvements	\$ 203,529.40	\$ 172,308.90
C	CP 2016-09D Rain Garden Improvements	\$ 19,940.90	\$ -
D	CP 2016-10 Watermain Improvements	\$ 121,109.00	\$ 103,429.54
E	CP 2016-10 Sanitary Sewer Improvements	\$ 52,882.10	\$ 51,693.40
F	CP 2015-12 NWA Trunk Watermain Improvements - 65th Street Loop (Argenta Trail to Babcock Trail) Phase 1	\$ 139,689.40	\$ 131,566.20
Alt 1	CP 2015-12 63rd Street Sanitary Sewer Extension	\$ 13,708.80	\$ 13,708.80
Total Base Cost Plus Alternate 1		\$ 2,027,467.80	\$ 1,801,182.29

Change Order No. 1	\$ (117,987.60)
Change Order No. 2 (Phasing Only)	\$ -
Change Order No. 3	\$ 22,630.88
Change Order No. 4	\$ 5,165.50
Deductions per Contract	\$ (1,000.00)

Total Contract Amount	\$ 1,937,276.58
Contract Work Completed To Date	\$ 1,827,978.67
Retainage	\$ -
Previous Payments	\$ 1,824,652.19
Amount Due This Partial Payment #7	\$ 3,326.48

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Change Order Nos. 1, 2, & 3 and Pay Voucher No. 5 for City Project Nos. 2017-03 – Watermain Improvements 65th Street Loop and 2017-24 – T.H. 3 Intersection Improvements for 65th Street

Meeting Date: January 14, 2019

Item Type: Consent

Contact: Thomas J. Kaldunski, 651.450.2572 *DK*

Prepared by: Thomas J. Kaldunski, City Engineer

Reviewed by: Scott D. Thureen, Public Works Director *SST*
*SD***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 Change Order Nos. 1, 2 & 3 and Pay Voucher No. 5 for City Project Nos. 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.

Change Order Nos. 1, 2, & 3 are for additional costs for winter paving, additional costs associated with power pole relocation and MNDOT allowed incentives respectively. Pay Voucher No. 5 is for work that occurred through December 31, 2018 and includes erosion control, grading, retaining wall, storm sewer, watermain, curb and paving for the 65th Street and T.H. 3 intersection improvements and watermain installation. Funding comes from the project contingency.

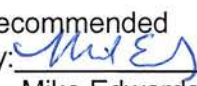
I recommend approval of Change Order No. 1 in the amount of \$8,485.23, Change Order No. 2 in the amount of \$24,505.18 & Change Order No. 3 in the amount of \$15,823.78 for a revised contract amount of \$3,871,025.31 and Pay Voucher No. 5, in the amount of \$363,730.09 for work on the 2018 Capital Improvement Program, City Project Nos. 2017-03 – Watermain Improvements 65th Street Loop and 2017-24 – T.H. 3 Intersection Improvements for 65th Street

TJK/me

Attachments: Change Order Nos. 1,2 & 3
Pay Voucher No. 5

CHANGE ORDER NO. 1

**City Project Nos. 2017-03 & 2017-24
Watermain Improvements 65th Street Loop
and T.H. 3 Intersection Improvements for 65th Street**

Owner: City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 55077	Date of Issuance: January 14, 2019
Contractor: Max Steininger, Inc.	Engineer: WSB, Inc.
<u>Purpose of Change Order</u> It was determined that the wear course could not be placed due to weather. This additional cost is for MNDOT required wedge paving along the curb line and temporary striping to open the highway for winter travel.	
CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price: \$ 3,822,211.12	Original Contract Time:
Previous Change Order Nos. 0 \$ 0.00	Net Change from Previous Change Orders: 0
Contract Price Prior to this Change Order \$ 3,822,211.12	Contract Time Prior to this Change Order
Net Increase of this Change Order: \$ 24,505.18	Net Increase of Change Order:
Contract Price with all Approved Change Orders \$ 3,846,716.30	Contract Time with Approved Change Orders
Recommended By:  Mike Edwards, Engineering Technician	Approved By: _____ Max Steininger, Inc.

Approved By:


Thomas J. Kaldunski, City Engineer

Approved By:

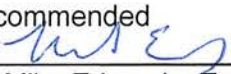
George Tourville, Mayor

Date of Council Action:

January 14, 2019

CHANGE ORDER NO. 2

**City Project Nos. 2017-03 & 2017-24
Watermain Improvements 65th Street Loop
and T.H. 3 Intersection Improvements for 65th Street**

Owner: City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 55077	Date of Issuance: January 14, 2019
Contractor: Max Steininger, Inc.	Engineer: WSB, Inc.
<u>Purpose of Change Order</u> To pay for a city requested removal of an existing water valve and to pay for revised watermain restraint under Trunk Highway 3. This Change Order also includes additional tree trimming required by Xcel Energy for the clear zone to allow for power pole relocation.	
CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price: \$ 3,822,211.12	Original Contract Time:
Previous Change Order No. 1 \$ 24,505.18	Net Change from Previous Change Orders: 0
Contract Price Prior to this Change Order \$ 3,846,716.30	Contract Time Prior to this Change Order
Net Increase of this Change Order: \$ 15,823.78	Net Increase of Change Order:
Contract Price with all Approved Change Orders \$ 3,862,540.08	Contract Time with Approved Change Orders
Recommended By:  Mike Edwards, Engineering Technician	Approved By: _____ Max Steininger, Inc.

Approved By:


Thomas J. Kaldunski, City Engineer

Approved By:

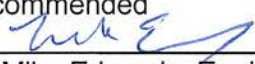
George Tourville, Mayor

Date of Council Action:

January 14, 2019

CHANGE ORDER NO. 3

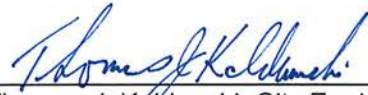
**City Project Nos. 2017-03 & 2017-24
Watermain Improvements 65th Street Loop
and T.H. 3 Intersection Improvements for 65th Street**

Owner: City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 55077	Date of Issuance: January 14, 2019
Contractor: Max Steininger, Inc.	Engineer: WSB, Inc.
<u>Purpose of Change Order</u> Special Provision 2360 of the proposal provides for Incentives to be applied per MNDOT specification. The contractor earned \$8,485.23 incentives as determined by the MNDOT minimum density requirements.	
CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price: \$ 3,822,211.12	Original Contract Time:
Previous Change Order No. 1 & 2 \$ 40,328.96	Net Change from Previous Change Orders: 0
Contract Price Prior to this Change Order \$ 3,862,540.08	Contract Time Prior to this Change Order
Net Increase of this Change Order: \$ 8,485.23	Net Increase of Change Order:
Contract Price with all Approved Change Orders \$ 3,871,025.31	Contract Time with Approved Change Orders
Recommended By:  Mike Edwards, Engineering Technician	Approved By: _____ Max Steininger, Inc.

Approved By:

Approved By:

Date of Council Action:


Thomas J. Kaldunski, City Engineer

George Tourville, Mayor

January 14, 2019

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

ESTIMATE NO: 5 (five)
DATE: January 14, 2019
PERIOD ENDING: December 31, 2018
PROJECT NO: City Project Nos. 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	\$48,814.19
Total Deduction	\$0.00
Total Contract Amount.....	\$3,871,025.31
Total Value of Work to Date (includes stored materials).....	\$3,106,485.32
Less Retained (5%).....	\$155,324.27
Less Previous Payment.....	\$2,587,430.96
Total Approved for Payment this Voucher	\$363,730.09
Total Payments including this Voucher	\$2,951,161.05

Approvals:

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

Signed by:	 Thomas J. Kaldunski, City Engineer	<u>January 14, 2019</u> Date
Signed by:	_____ Max Steininger, Inc.	_____ Date
Signed by:	_____ George Tourville, Mayor	<u>January 14, 2019</u> Date

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Pay Voucher No. 4 for City Project No. 2017-09E – 93rd Street and Abigail Court Area Reconstruction

Meeting Date: January 14, 2019

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

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. 4 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

The Project is substantially complete and the warranty period will commence with the approval of this payment. The retainage is being reduced to 2%

I recommend approval of Pay Voucher No. 4, in the amount of \$24,822.82 for work completed through November 30, 2018 on City Project No. 2017-09E – 93rd Street and Abigail Court Area Reconstruction

SWD/np

Attachments: Pay Voucher No. 4

CITY OF INVER GROVE HEIGHTS CONSTRUCTION PAY VOUCHER

ESTIMATE NO: 4 (Four)

DATE: January 14, 2019

PERIOD ENDING: November 30, 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.....	\$593,382.96
Less Retained (2%)	\$11,867.66
Less Previous Payment.....	\$556,692.48
Total Approved for Payment this Voucher.....	\$24,822.82
Total Payments including this Voucher	\$581,515.30

Approvals:

Pursuant to our field observation, I hereby recommend for payment the above stated amount for work performed through November 30, 2018.

Signed by:	<u></u>	<u>January 14, 2019</u>
	Thomas J. Kaldunski, City Engineer	
Signed by:	<u> </u>	<u> </u>
	Park Construction Company.	Date
Signed by:	<u> </u>	<u>January 14, 2019</u>
	George Tourville, Mayor	



Application for Payment
(Unit Price Contract)
No. 4

Eng. Project No.: INVER 138128

Location: Inver Grove Heights, Minnesota

Contract to 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	Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price	Contract Prices
STREETS (BID SCHEDULE 1)								
1	2021.5	MOBILIZATION	LS	1	1	\$35,600.00	\$35,600.00	\$35,600.00
2	2101.5	CLEARING	TREE	74	93	\$80.80	\$7,514.40	\$5,979.20
3	2101.51	GRUBBING	TREE	74	74	\$50.50	\$3,737.00	\$3,737.00
4	2104.5	REMOVE CURB AND GUTTER	LF	3446	3446	\$2.65	\$9,131.90	\$9,131.90
5	2104.51	REMOVE BITUMINOUS DRIVEWAY OR TRAIL PAVEMENT	SY	345	345	\$9.55	\$3,294.75	\$3,294.75
6	2104.51	REMOVE CONCRETE DRIVEWAY PAVEMENT	SY	41	41	\$12.20	\$500.20	\$500.20
7	2104.52	SALVAGE SIGN TYPE C	EACH	6	4	\$17.70	\$70.80	\$106.20
8	2105.5	COMMON EXCAVATION (EV) (P)	CY	6802	6802	\$12.50	\$85,025.00	\$85,025.00
9	2105.51	SUBGRADE EXCAVATION (EV)	CY	200		\$11.50		\$2,300.00
10	2105.52	SELECT GRANULAR BORROW (CV)	CY	4658	4658	\$18.00	\$83,844.00	\$83,844.00
11	2105.54	STABILIZING AGGREGATE	CY	100		\$42.80		\$4,280.00
12	2105.6	GEOTEXTILE FABRIC, TYPE V	SY	6986	6986	\$0.72	\$5,029.92	\$5,029.92
13	2123.61	STREET SWEEPING (WITH PICKUP BROOM)	hour	20	9.5	\$121.00	\$1,149.50	\$2,420.00
14	2130.5	WATER	MGAL	85	14	\$24.20	\$338.80	\$2,057.00
15	2211.5	AGGREGATE BASE (CV) CLASS 5	TON	2340	1251	\$20.60	\$25,770.60	\$48,204.00
16	2331.6	JOINT ADHESIVE	LF	3516	3428	\$0.53	\$1,816.84	\$1,863.48
17	2331.6	EDGE MILL BITUMINOUS SURFACE	SY	35	9.33	\$4.65	\$43.38	\$162.75
18	2331.6	BITUMINOUS PAVEMENT RECLAMATION (P)	SF	51788	51788	\$0.08	\$4,143.04	\$4,143.04
19	2357.5	BITUMINOUS TACK COAT	GAL	374	210	\$1.80	\$378.00	\$673.20
20	2360.5	TYPE SP 9.5 WEARING COURSE MIX (3,C)	TON	696	520	\$64.50	\$33,540.00	\$44,892.00
21	2360.5	TYPE SP 12.5 NON WEAR COURSE MIX (3,C)	TON	696	607	\$61.00	\$37,027.00	\$42,456.00

Line	Item No.	Item	Unit	Est. Quanti	Quantity to Date	Unit Price	Total Price	Contract Prices
22	2360.5	TYPE SP 9.5 WEARING COURSE MIX (2,E), 6.0" - DRIVEWAY	TON	72	60.88	\$159.00	\$9,679.92	\$11,448.00
23	2501.6	EXCAV. SPECIAL (POTHOLE EXISTING UTILITY)	EACH	5		\$180.00		\$900.00
24	2502.52	4" PERF HDPE PIPE DRAIN WITH CIRCULAR KNIT	LF	3516	3516	\$2.15	\$7,559.40	\$7,559.40
25	2531.5	CONCRETE CURB AND GUTTER DESIGN B618	LF	3516	3428	\$12.80	\$43,878.40	\$45,004.80
26	2531.5	CONCRETE CURB AND GUTTER (HAND POUR)	LF	200		\$23.30		\$4,660.00
27	2531.51	DECORATIVE DRIVEWAY ALLOWANCE	LS	1	0.1	\$10,000.00	\$1,000.00	\$10,000.00
28	2531.51	6" CONCRETE DRIVEWAY PAVEMENT	SY	41	26	\$54.20	\$1,409.20	\$2,222.20
29	2531.6	HIGH EARLY STRENGTH CONCRETE	CY	20		\$138.00		\$2,760.00
30	2540.6	MAILBOX MAINTENANCE	LS	1	1	\$2,020.00	\$2,020.00	\$2,020.00
31	2540.6	BOULEVARD LANDSCAPING ALLOWANCE	LS	1	0.25	\$10,000.00	\$2,500.00	\$10,000.00
32	2563.6	TRAFFIC CONTROL ALLOWANCE	LS	1		\$10,000.00		\$10,000.00
33	2564.53	SIGN PANELS TYPE C	SF	36	27.75	\$30.30	\$840.83	\$1,090.80
34	2572.13	PRUNE TREES	HR	10	10	\$242.00	\$2,420.00	\$2,420.00
35	2573.5	SILT FENCE, TYPE MS	LF	2200	519	\$1.95	\$1,012.05	\$4,290.00
36	2573.53	STORM DRAIN INLET PROTECTION (WIMCO)	EACH	18	13	\$137.00	\$1,781.00	\$2,466.00
37	2573.53	SEDIMENT CONTROL LOG TYPE COMPOST	LF	100	2506	\$3.30	\$8,269.80	\$330.00
38	2573.54	STABILIZED CONSTRUCTION EXIT	LS	1		\$688.00		\$688.00
39	2573.55	EROSION CONTROL SUPERVISOR	LS	1	1	\$954.00	\$954.00	\$954.00
40	2573.6	STORM WATER MANAGEMENT ALLOWANCE	LS	1	0.74	\$10,000.00	\$7,400.00	\$10,000.00
41	2573.6	DEWATERING (EXCAVATION)	LS	1		\$569.00		\$569.00
42	2574.53	BOULEVARD TOPSOIL BORROW (CV)	CY	1300	433	\$42.35	\$18,337.55	\$55,055.00
43	2575.5	SEEDING (MIX 25-151)	ACRE	1	1.64	\$3,280.00	\$5,379.20	\$3,280.00
44	2575.5	SEEDING (MIX 36-211)	ACRE	0.2		\$1,460.00		\$292.00
45	2575.56	FLEXTERRA HYDROMULCH (HYDRAULIC SOIL STAB. TYPE SPECIAL)	LB	4770	1596	\$1.25	\$1,995.00	\$5,962.50
46	2575.57	RAPID STABILIZATION METHOD 2 MODIFIED	SY	1400		\$1.00		\$1,400.00

Line	Item No.	Item	Unit	Est. Quanti	Quantity to Date	Unit Price	Total Price	Contract Prices
47	2575.57	EROSION STABILIZATION MAT SHOREMAX W/ SC250	SY	235	132.9	\$49.70	\$6,605.13	\$11,679.50
TOTAL - STREETS (BID SCHEDULE 1)							\$460,996.61	
STORM SEWER (BID SCHEDULE 2)								
1	2104.5	REMOVE SEWER PIPE (STORM)	LF	88	88	\$11.30	\$994.40	\$994.40
2	2104.5	REMOVE STORM STRUCTURE	EACH	2	2	\$330.00	\$660.00	\$660.00
3	2501.52	12" RC PIPE APRON	EACH	1	1	\$942.00	\$942.00	\$942.00
4	2501.52	24" RC PIPE APRON	EACH	1	1	\$1,590.00	\$1,590.00	\$1,590.00
5	2501.52	30" RC PIPE APRON	EACH	2	2	\$1,940.00	\$3,880.00	\$3,880.00
6	2503.54	15" RC PIPE SEWER DES 3006 CL V	LF	272	272	\$36.40	\$9,900.80	\$9,900.80
7	2503.54	18" RC PIPE SEWER DES 3006 CL V	LF	136	113	\$39.60	\$4,474.80	\$5,385.60
8	2503.54	24" RC PIPE SEWER DES 3006 CL III	LF	100	100	\$56.90	\$5,690.00	\$5,690.00
9	2503.54	30" RC PIPE SEWER DES 3006 CL III	LF	104	104	\$64.40	\$6,697.60	\$6,697.60
10	2503.6	12" HDPE PIPE SEWER	LF	42		\$20.80		\$873.60
11	2503.6	18" HDPE PIPE SEWER	LF	210	233	\$107.00	\$24,931.00	\$22,470.00
12	2506.5	CONSTRUCT DRAINAGE STRUCTURE 2' X 3' CB	EACH	3	3	\$1,810.00	\$5,430.00	\$5,430.00
13	2506.5	CONSTRUCT DRAINAGE STRUCTURE 27" CB	EACH	1	1	\$1,310.00	\$1,310.00	\$1,310.00
14	2506.5	CONSTRUCT DRAINAGE STRUCTURE DES 48-4020	EACH	9	9	\$2,620.00	\$23,580.00	\$23,580.00
15	2506.5	CONSTRUCT DRAINAGE STRUCTURE DES 60-4020	EACH	1	1	\$4,380.00	\$4,380.00	\$4,380.00
16	2506.5	CONSTRUCT DRAINAGE STRUCTURE DES 84-4020	EACH	1	1	\$7,140.00	\$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	2	\$188.00	\$376.00	\$564.00
2	2502.54	4" PERF HDPE PIPE DRAIN WITH CIRCULAR KNIT FILTER SOCK	LF	160	160	\$8.65	\$1,384.00	\$1,384.00
3	2502.6	INSTALL 4" PVC PIPE DRAIN CLEANOUT (VENTED)	EACH	2	2	\$127.00	\$254.00	\$254.00
4	2504.6	4" KNIFE VALVE AND BOX	EACH	1	1	\$395.00	\$395.00	\$395.00
5	2540.6	LANDSCAPE EDGER PLASTIC	LF	400	413	\$3.55	\$1,466.15	\$1,420.00
6	2571.51	PLANTS-SHRUBS-TREES	EACH	537	211	\$20.10	\$4,241.10	\$10,793.70
7	2571.62	RAIN GARDEN PREPARATION, SAND, MULCH, AND COMPOST BEDDING	SF	3360	3570	\$6.35	\$22,669.50	\$21,336.00
TOTAL - RAIN GARDEN (BID SCHEDULE 3)							\$30,785.75	

Line	Item No.	Item	Unit	Est. Quanti	Quantity to Date	Unit Price	Total Price	Contract Prices
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Total Contract Amount							<u>\$593,382.96</u>	\$729,821.54
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Line	Item No.	Item	Unit	Est. Quanti	Quantity to Date	Unit Price	Total Price	Contract Prices
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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	\$460,996.61
2	Storm Sewer Improvements	\$100,924.00	\$101,600.60
3	Rain Garden Improvements	\$36,146.70	\$30,785.75

Total Base Cost	\$729,821.54	\$593,382.96
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Total Contract Amount	\$729,821.54	
Contract Work Completed To Date		\$593,382.96
Retainage 2.00%		\$ 11,867.66
Previous Payments		\$556,692.48
Amount Due This Partial Payment #4		\$24,822.82

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Pay Voucher No. 9 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: January 14, 2019
 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. 9 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. 1 reduced trail and storm water improvements at the golf course for a contract reduction of \$114,728.75. 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 contract addition of \$35,275.00. Change Order No. 3 modified testing methods for select granular borrow on Broderick Blvd. with no change in the contract amount. Change Order No. 4 added drain tile and base aggregate to Phase 4 of Broderick Blvd. (College Trail to 80th Street) for a contract addition of \$81,915.75. Change Order No. 5 added subgrade corrections at the VMCC parking lot for a contract addition of \$21,348.80. The revised total contract amount for Change Orders 1-5 is \$4,213,664.80.

I recommend approval of Pay Voucher No. 9, in the amount of \$52,373.08 (\$52,373.08 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), for work through December 31, 2018.

SWD/nh

Attachments: Pay Voucher No. 9

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

ESTIMATE NO: 9 (Nine)
DATE: January 14, 2019
PERIOD ENDING: December 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, 4, and 5).....	\$138,539.55
Total Deduction (Change Order No. 1)	(\$114,728.75)
Total Contract Amount.....	\$4,213,664.80
Total Value of Work to Date.....	\$4,037,870.03
Less Retained (5%)	\$201,893.50
Less Previous Payment.....	\$3,783,603.45
Total Approved for Payment this Voucher.....	\$52,373.08
Total Payments including this Voucher	\$3,835,976.53

Approvals:

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

Signed by:	 Thomas J. Kaldunski, City Engineer	<u>January 14, 2019</u>
Signed by:	_____ McNamara Contracting, Inc.	_____ Date
Signed by:	_____ George Tourville, Mayor	<u>January 14, 2019</u>

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	12,493.00	\$ 3.00	\$ 37,650.00	\$ 37,479.00
8	2104.503	REMOVE BITUMINOUS WALK	SQ FT	33500.00	37,119.00	\$ 0.25	\$ 8,375.00	\$ 9,279.75
9	2104.505	REMOVE CONCRETE WALK	SQ YD	1355.00	1,119.00	\$ 6.00	\$ 8,130.00	\$ 6,714.00
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	2,142.50	\$ 2.00	\$ 4,230.00	\$ 4,285.00
13	2104.523	SALVAGE SIGN TYPE C	EACH	61.00	61.00	\$ 37.00	\$ 2,257.00	\$ 2,257.00
14	2104.523	SALVAGE SIGN TYPE D	EACH	2.00	2.00	\$ 175.00	\$ 350.00	\$ 350.00
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	29,758.00	\$ 15.00	\$ 446,370.00	\$ 446,370.00
17	2105.507	SUBGRADE EXCAVATION (EV)	CU YD	690.00	1,893.98	\$ 23.00	\$ 15,870.00	\$ 43,561.54
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	91.25	\$ 35.00	\$ 7,000.00	\$ 3,193.75
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	16,615.00	\$ 0.50	\$ 8,307.50	\$ 8,307.50
23	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	100.00	70.00	\$ 120.00	\$ 12,000.00	\$ 8,400.00
24	2130.501	WATER	M GALLON	100.00	100.00	\$ 35.00	\$ 3,500.00	\$ 3,500.00
25	2211.501	AGGREGATE BASE CLASS 5	TON	21010.00	18,344.97	\$ 7.50	\$ 157,575.00	\$ 137,587.28
26	2221.501	SHOULDER BASE AGGREGATE CLASS 1	TON	200.00	271.30	\$ 35.00	\$ 7,000.00	\$ 9,495.50
27	2232.604	EDGE MILL BITUMINOUS SURFACE	SO YD	400.00	44.00	\$ 2.50	\$ 1,000.00	\$ 110.00
28	2301.607	HIGH EARLY STRENGTH CONCRETE	CU YD	100.00	162.00	\$ 15.00	\$ 1,500.00	\$ 2,430.00
29	2331.603	JOINT ADHESIVE (MASTIC)	LIN FT	19000.00	15,057.00	\$ 0.55	\$ 10,450.00	\$ 8,281.35
30	2360.501	TYPE SP 12.5 WEARING COURSE MIX (3.C)	TON	8603.00	8,179.32	\$ 45.00	\$ 387,135.00	\$ 368,069.40
31	2360.502	TYPE SP 12.5 NON WEAR COURSE MIX (3.C)	TON	5101.00	4,528.94	\$ 45.00	\$ 229,545.00	\$ 203,802.30
32	2501.602	EXCAVATION SPECIAL (POTHOLE EXISTING UTILITY)	EACH	5.00	4.00	\$ 700.00	\$ 3,500.00	\$ 2,800.00
33	2502.541	4" PERF PVC PIPE DRAIN	LIN FT	10000.00	9,915.22	\$ 4.00	\$ 40,000.00	\$ 39,660.88
34	2506.522	ADJUST FRAME & RING CASTING	EACH	7.00	6.00	\$ 750.00	\$ 5,250.00	\$ 4,500.00
35	2521.501	6" CONCRETE WALK	SQ FT	26920.00	26,689.00	\$ 4.75	\$ 127,870.00	\$ 126,772.75
36	2521.511	3" BITUMINOUS WALK	SQ FT	70000.00	64,976.00	\$ 1.25	\$ 87,500.00	\$ 81,220.00
37	2531.501	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	16050.00	13,908.00	\$ 11.25	\$ 180,562.50	\$ 156,465.00
38	2531.501	CONCRETE CURB & GUTTER DESIGN B624	LIN FT	25.00	64.00	\$ 26.60	\$ 665.00	\$ 1,702.40
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	788.00	\$ 62.00	\$ 55,800.00	\$ 48,856.00
41	2531.603	CONCRETE CURB AND GUTTER DESIGN B618 (HAND POUR)	LIN FT	100.00	121.00	\$ 22.50	\$ 2,250.00	\$ 2,722.50
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	92.00	\$ 82.00	\$ 4,920.00	\$ 7,544.00
44	2531.604	6" WING APRON	SQ YD	250.00	277.00	\$ 47.00	\$ 11,750.00	\$ 13,019.00
45	2531.618	TRUNCATED DOMES	SQ FT	604.00	560.00	\$ 40.00	\$ 24,160.00	\$ 22,400.00
46	2540.601	LANDSCAPE RESTORATION ALLOWANCE	LUMP SUM	1.00	2.26	\$ 10,000.00	\$ 10,000.00	\$ 22,600.00
47	2540.603	LANDSCAPE EDGER - STEEL	LIN FT	35.00	-	\$ 15.00	\$ 525.00	\$ -
48	2550.602	ADJUST HANDHOLE	EACH	4.00	4.00	\$ 700.00	\$ 2,800.00	\$ 2,800.00
49	2557.501	WIRE FENCE DESIGN 48V-9322	LIN FT	1070.00	1,011.00	\$ 26.00	\$ 27,820.00	\$ 26,286.00

50	2563.601	TRAFFIC CONTROL	LUMP SUM	1.00	1.00	\$	20,000.00	\$	20,000.00	\$	20,000.00
51	2563.618	CONSTRUCTION SIGNS-SPECIAL	SQ FT	100.00	44.00	\$	22.00	\$	2,200.00	\$	968.00
52	2564.531	SIGN PANELS TYPE C SPECIAL	SQ FT	24.00	24.00	\$	65.00	\$	1,560.00	\$	1,560.00
53	2564.531	SIGN PANELS TYPE C	SQ FT	604.00	640.74	\$	33.00	\$	19,932.00	\$	21,144.42
54	2564.537	INSTALL SIGN TYPE C	EACH	1.00	2.00	\$	185.00	\$	185.00	\$	370.00
55	2564.537	INSTALL SIGN TYPE D	EACH	2.00	2.00	\$	420.00	\$	840.00	\$	840.00
56	2564.602	8" PVC SIGN INSTALLATION SLEEVE	EACH	21.00	17.00	\$	57.00	\$	1,197.00	\$	969.00
57	2565.616	REVISE SIGNAL SYSTEM A	SYSTEM	1.00	1.00	\$	21,000.00	\$	21,000.00	\$	21,000.00
58	2565.616	REVISE SIGNAL SYSTEM B	SYSTEM	1.00	1.00	\$	7,700.00	\$	7,700.00	\$	7,700.00
59	2573.502	SILT FENCE, TYPE MS	LIN FT	15000.00	12,133.00	\$	2.00	\$	30,000.00	\$	24,266.00
60	2573.530	STORM DRAIN INLET PROTECTION	EACH	42.00	81.00	\$	150.00	\$	6,300.00	\$	12,150.00
61	2573.533	SEDIMENT CONTROL LOG TYPE COMPOST	LIN FT	7500.00	650.00	\$	2.00	\$	15,000.00	\$	1,300.00
62	2573.535	STABILIZED CONSTRUCTION EXIT	LUMP SUM	1.00	1.00	\$	3,500.00	\$	3,500.00	\$	-
63	2573.550	EROSION CONTROL SUPERVISOR	LUMP SUM	1.00	0.23	\$	1,500.00	\$	1,500.00	\$	1,500.00
64	2573.601	STORMWATER MANAGEMENT ALLOWANCE	LUMP SUM	1.00	5000.00	\$	10,000.00	\$	10,000.00	\$	2,300.00
65	2574.525	BOULEVARD TOPSOIL BORROW	CU YD	5000.00	4,110.00	\$	23.00	\$	115,000.00	\$	94,530.00
66	2575.511	MULCH MATERIAL TYPE 1	TON	12.00	190.00	\$	190.00	\$	2,280.00	\$	-
67	2575.604	EROSION CONTROL BLANKET - FUTERRA F4 NETLESS BLANKET	SQ YD	2000.00	3,687.00	\$	2.00	\$	4,000.00	\$	7,374.00
68	2575.605	SEED MIXTURE 25-131	ACRE	1.50	1.50	\$	1,700.00	\$	2,550.00	\$	2,550.00
69	2575.605	RAPID STABILIZATION METHOD 2 MOD	ACRE	0.25	1.50	\$	2,100.00	\$	525.00	\$	-
70	2575.605	SEED MIXTURE 35-221	ACRE	1.50	1.50	\$	2,800.00	\$	4,200.00	\$	4,200.00
71	2575.605	SEED MIXTURE 25-121	ACRE	2.50	2.50	\$	1,250.00	\$	3,125.00	\$	3,125.00
72	2575.607	LANDSCAPE ROCK	CU YD	10.00	5.00	\$	115.00	\$	1,150.00	\$	575.00
73	2575.608	HYDRAULIC SOIL STABILIZER, TYPE SPECIAL	POUND	21000.00	6,375.00	\$	1.15	\$	24,150.00	\$	7,331.25
74	2582.501	PAVT MSSG EPOXY GR IN	SQ FT	336.00	315.00	\$	18.00	\$	6,048.00	\$	5,670.00
75	2582.502	4" SOLID LINE EPOXY GR IN	LIN FT	12300.00	12,433.00	\$	0.45	\$	5,535.00	\$	5,584.85
76	2582.502	8" SOLID LINE EPOXY GR IN	LIN FT	350.00	354.00	\$	2.50	\$	875.00	\$	885.00
77	2582.502	12" SOLID LINE EPOXY GR IN	LIN FT	155.00	182.00	\$	8.50	\$	1,317.50	\$	1,547.00
78	2582.502	8" DOTTED LINE EPOXY GR IN	LIN FT	135.00	103.00	\$	3.50	\$	472.50	\$	360.50
79	2582.502	4" DBLE SOLID LINE EPOXY GR IN	LIN FT	6900.00	7,550.00	\$	0.90	\$	6,210.00	\$	6,795.00
80	2582.503	CROSSWALK EPOXY GR IN	SQ FT	1212.00	1,374.00	\$	6.50	\$	7,878.00	\$	8,931.00

Schedule A Subtotal:

\$ 2,755,080.00 \$ 2,616,747.72

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	1,968.00	\$ 10.00	\$ 21,100.00	\$ 19,680.00
2	2104.509	REMOVE MANHOLE OR CATCH BASIN	EACH	20.00	20.00	\$ 325.00	\$ 6,500.00	\$ 6,500.00
3	2104.602	SALVAGE CASTING AND RINGS (STORM/SANITARY/WATERMAIN)	EACH	15.00	16.00	\$ 700.00	\$ 10,500.00	\$ 11,200.00
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	518.00	\$ 16.25	\$ 8,417.50	\$ 8,417.50
6	2501.602	15" RC PIPE APRON AND TRASH GUARD	EACH	2.00	2.00	\$ 110.00	\$ 220.00	\$ 220.00
7	2502.521	6" PVC PIPE DRAIN	LIN FT	40.00	40.00	\$ 28.00	\$ 1,120.00	\$ 1,120.00
8	2502.541	6" PERF PVC PIPE DRAIN	LIN FT	173.00	156.00	\$ 7.00	\$ 1,211.00	\$ 1,092.00
9	2502.602	VENTED CLEANOUT ASSEMBLY	EACH	1.00	1.00	\$ 360.00	\$ 360.00	\$ 360.00
10	2502.602	6" KNIFE VALVE AND BOX	EACH	1.00	1.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00
11	2502.602	CORE DRAIN TILE	EACH	1.00	15.00	\$ 425.00	\$ 425.00	\$ 6,375.00
12	2503.541	15" RC PIPE SEWER DES 3006 CL V	LIN FT	2287.00	2,267.00	\$ 30.00	\$ 68,610.00	\$ 68,010.00
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	11.00	\$ 1,200.00	\$ 10,800.00	\$ 13,200.00
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	21.00	\$ 2,825.00	\$ 59,325.00	\$ 59,325.00
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	1.00	\$ 7,800.00	\$ 7,800.00	\$ 7,800.00
24	2506.602	FURNISH & INSTALL NEW RINGS AND CASTING (STORM)	EACH	14.00	14.00	\$ 1,000.00	\$ 14,000.00	\$ 14,000.00
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 2'X3' CB	EACH	13.00	13.00	\$ 1,775.00	\$ 23,075.00	\$ 23,075.00
27	2511.501	RANDOM RIPRAP CLASS III	CU YD	10.00	10.00	\$ 120.00	\$ 1,200.00	\$ 1,200.00
28	2511.515	GEOTEXTILE FILTER TYPE IV	SQ YD	42.00	41.00	\$ 2.50	\$ 105.00	\$ 102.50
29	2574.525	FILTER TOPSOIL BORROW	CU YD	100.00	200.00	\$ 37.00	\$ 3,700.00	\$ 7,400.00
30	2575.605	SEED MIXTURE 33-261	ACRE	0.50	0.50	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00

Schedule B Subtotal:

\$ 313,685.50 \$ 326,558.00

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	182.00	\$ 9.50	\$ 1,520.00	\$ 1,729.00
2	2104.523	SALVAGE HYDRANT & VALVE	EACH	11.00	10.00	\$ 750.00	\$ 8,250.00	\$ 7,500.00
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	10.00	\$ 900.00	\$ 9,000.00	\$ 9,000.00
7	2504.602	HYDRANT AND GATE VALVE	EACH	11.00	13.00	\$ 6,250.00	\$ 68,750.00	\$ 81,250.00
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 \$ 151,869.00

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	16.00	\$ 1,000.00
3	2503.602	FURNISH AND INSTALL EXTERNAL MANHOLE CHIMNEY SEAL	EACH	17.00	16.00	\$ 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
						\$ 23,000.00

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	1.00	\$ 105.00
2	2101.507	GRUBBING	TREE	2.00	1.00	\$ 105.00
3	2104.501	REMOVE PIPE DRAIN	LIN FT	30.00	30.00	\$ 13.00
4	2104.509	REMOVE GATE VALVE	EACH	2.00	1.00	\$ 800.00
5	2104.602	REMOVE FLARED END SECTION	EACH	1.00	1.00	\$ 30.00
6	2104.604	SALVAGE SHOREMAX	SO YD	15.00	15.00	\$ 15.00
7	2105.501	COMMON EXCAVATION (P)	CU YD	300.00	300.00	\$ 17.00
8	2105.601	SITE GRADING	LUMP SUM	1.00	1.00	\$ 7,000.00
9	2411.521	GRANULAR BACKFILL (CV)	CU YD	300.00	300.00	\$ 10.00
10	2503.541	24" RC PIPE SEWER DES 3006 CL III	LIN FT	36.00	36.00	\$ 60.00
11	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	1.00	1.00	\$ 1,225.00
12	2503.602	CONNECT TO EXISTING STORM SEWER STRUCTURE	EACH	1.00	1.00	\$ 1,700.00
13	2506.502	CONST DRAINAGE STRUCTURE DES 48-4020	EACH	1.00	1.00	\$ 3,600.00
14	2540.604	INSTALL SHOREMAX	SO YD	15.00	15.00	\$ 100.00
15	2573.502	SILT FENCE; TYPE MS	LIN FT	85.00	550.00	\$ 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	276.00	\$ 4.50
18	2575.605	SEED MIXTURE 33-261	ACRE	0.10	0.10	\$ 2,000.00
19	2575.605	SEED MIXTURE 25-121	ACRE	0.10	0.10	\$ 1,200.00
20	2575.608	HYDRAULIC SOIL STABILIZER, TYPE SPECIAL	POUND	700.00		\$ 1.25
Schedule E Subtotal:						\$ 29,931.00
						\$ 30,702.00

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	SQ FT	50.00	360.00	\$ 8.00
2	2104.505	REMOVE CONCRETE WALK	SQ YD	25.00	12.50	\$ 24.00
3	2104.505	REMOVE BITUMINOUS PAVEMENT	SQ YD	10.00	19.00	\$ 45.00
4	2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	50.00	43.00	\$ 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	4.30	\$ 300.00
8	2360.502	TYPE SP 12.5 NON WEAR COURSE MIX (3.C)	TON	1.00	2.20	\$ 300.00
9	2521.501	6" CONCRETE WALK	SQ FT	100.00	112.00	\$ 16.20
10	2521.511	3" BITUMINOUS WALK	SQ FT	50.00	216.00	\$ 10.00
11	2531.618	TRUNCATED DOMES	SQ FT	50.00	38.00	\$ 40.00
12	2565.616	REVISE SIGNAL SYSTEM B	SYSTEM	1.00	1.00	\$ 13,500.00
13	2582.503	CROSSWALK EPOXY GR IN	SQ FT	480.00	450.00	\$ 7.00
Alternate 1 Subtotal:						\$ 24,456.00
						\$ 28,344.40

Schedule: F

Description: 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:

\$ 15,175.00 \$ 17,975.00

Schedule: G

Description: 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: H

Description: 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/SPICE 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	\$ 2,616,747.72
B	CP 2015-09D Storm Sewer Improvements	\$ 313,685.50	\$ 326,558.00
C	CP 2015-09D College Trail Berm Reconstruction	\$ 29,931.00	\$ 30,702.00
D	CP 2015-09D Water Main Improvements	\$ 176,220.00	\$ 151,869.00
E	CP 2015-09D Sanitary Sewer Improvements	\$ 30,525.00	\$ 23,000.00
1	CP 2015-09D 80th Street Crossing	\$ 24,456.00	\$ 28,344.40
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	\$ 3,177,221.12
Change Order No. 2 (Schedules F, G, and H)		\$ 35,275.00	\$ 30,965.00
Change Order No. 4		\$ 81,915.75	\$ 81,915.75
Total Contract Amount		\$ 3,447,088.25	\$ 3,290,101.87
Contract Work Completed To Date			\$ 3,290,101.87
Retainage		5.00%	\$ 164,505.09
Previous Payments			\$ 3,073,223.70
Amount Due This Partial Payment #9			\$ 52,373.08

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Change Order No. 5 and Pay Voucher No. 6 for City Project No. 2018-08 Fire Station No. 2 Sewer and Water Improvements and Conduit for City Project No. 2018-11 Fire Station No. 2 Fiber Optic Improvements

Meeting Date: January 14, 2019

Item Type: Consent

Contact: Thomas J. Kaldunski, 651.450.2572

Prepared by: Steve W. Dodge, Asst. 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 Change Order No. 5 and Pay Voucher No. 6 for City Project No. 2018-08 Fire Station No. 2 Sewer and Water Improvements and Conduit for City Project No. 2018-11 Fire Station No. 2 Fiber Optic Improvements.

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.

Change Order No. 5 extends the Interim 2 phase from November 30, 2018 to December 7, 2018. This 7 day increase of contract time was due to scheduling conflicts with private utilities.

I recommend approval of Change Order No. 5 and Pay Voucher No. 6, in the amount of \$36,177.52 (\$31,868.32 for work on City Project No. 2018-08 – Fire Station No. 2 Sewer and Water Improvements, \$4,309.20 for work on City Project No. 2018-11 – Conduit for Fire Station No. 2 Fiber Optic Improvements) for work through December 31, 2018.

SWD/mw

Attachments: Change Order No. 5
Pay Voucher No. 6
Bid Abstract

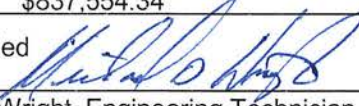
CHANGE ORDER NO. 5

2018 CAPITAL IMPROVEMENT PROGRAM

CITY PROJECT NO. 2018-08 – FIRE STATION NO. 2 SEWER AND WATER IMPROVEMENTS and
CONDUIT FOR CITY PROJECT NO. 2018-11 – FIRE STATION NO. 2 FIBER OPTIC IMPROVEMENTS

Owner: City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 55077	Date of Issuance: January 14, 2019
Contractor: EJM Pipe Services, Inc. 14461 Lake Drive Columbus, MN 55025	Engineer: SRF Consulting Group, Inc

PURPOSE OF CHANGE ORDER: Change Order No. 5 extends Interim 2 phase from November 30 to December 7, 2018. This 7 day increase of contract time was due to scheduling conflicts with private utilities.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Proposed Contract Price: \$683,979.95	Original Contract Time: Interim 2 phase: November 30, 2018
Previous Change Orders \$153,224.39	Net Change from Previous Change Orders
Contract Price Prior to this Change Order \$837,204.34	Contract Time Prior to this Change Order Interim 2 phase: November 30, 2018
Net Increase (Decrease) of this Change Order \$0.00	Net Increase (Decrease) of Change Order 7 days
Contract Price with all Approved Change Orders \$837,554.34	Contract Time with Approved Change Interim 2 phase: December 7, 2018
Recommended By:  Michael Wright, Engineering Technician	Approved By: _____ EJM Pipe Services, Inc.

Approved By:


Thomas J. Kaldunski, City Engineer

Approved By:

George Tourville, Mayor

Date of Council Action:

January 14, 2019

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

ESTIMATE NO: 6 (Six)
DATE: January 14, 2019
PERIOD ENDING: December 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 Orders Nos. 1, 2 and 3)	\$349,724.39
Total Deduction (Change Order No. 4)	(\$196,150.00)
Total Contract Amount.....	\$837,554.34
Total Value of Work to Date	\$773,970.14
Less Retained (5%)	\$38,698.51
Less Previous Payment.....	\$699,094.11
Total Approved for Payment this Voucher.....	\$36,177.52
Total Payments including this Voucher	\$735,271.63

Approvals:

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

Signed by:	 Thomas J. Kaldunski, City Engineer	<u>January 14, 2019</u>
Signed by:	_____ EJM Pipe Services, Inc.	_____ Date
Signed by:	_____ George Tourville, Mayor	<u>January 14, 2019</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

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

E J M PIPE SERVICES

PAY ESTIMATE #6 12/31/2018

Schedule A : STREETS

Item No.	MINDOT 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	SAVING 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	101	\$ 808.00
8	2104.503	SALVAGE PIPE SEWER	LIN FT	45	\$ 12.00	\$ 540.00	45	\$ 540.00
9	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	1883	\$ 3.00	\$ 5,649.00	1883	\$ 5,649.00
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	3	\$ 450.00
14	2130.601	WATER USAGE ALLOWANCE	LUMP SUM	1	\$ 5,000.00	\$ 5,000.00	0.5	\$ 2,500.00
15	2211.501	AGGREGATE BASE CLASS 5	TON	881	\$ 16.00	\$ 14,096.00	363	\$ 5,808.00
16	2360.501	TYPE NON-WEAR 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	0.5	\$ 2,500.00
19	2501.571	INSTALL PIPE SEWER	LIN FT	45	\$ 20.00	\$ 900.00	45	\$ 900.00
20	2531.503	CONCRETE CURB AND GUTTER DESIGN B612	LIN FT	90	\$ 45.00	\$ 4,050.00	56	\$ 2,520.00
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	545	\$ 1,362.50
24	2563.601	TRAFFIC CONTROL	TREE	1	\$ 8,450.00	\$ 8,450.00	0.5	\$ 4,225.00
25	2571.524	DECIDUOUS TREE 2.5" CAL B&B	LUMP SUM	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
28	2573.53	INLET PROTECTION	EACH	9	\$ 200.00	\$ 1,800.00	2	\$ 400.00
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	685	\$ 1,027.50
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		\$ -

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

SCHEDULE A SUBTOTAL:

E J M PIPE SERVICES

PAY ESTIMATE #6 12/31/2018

\$ 199,481.95

\$ 109,049.50

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	70	\$ 1,890.00
42	2451.609	GRANULAR BACKFILL	CU YD	90	\$ 14.00	\$ 1,260.00	90	\$ 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	26	\$ 1,300.00
46	2503.603	8" PVC SEWER, SDR 26 (10'-15' DEEP)	LIN FT	629	\$ 28.00	\$ 17,612.00	629	\$ 17,612.00
47	2503.603	8" PVC SEWER, SDR 26 (15'-20' DEEP)	LIN FT	351	\$ 28.00	\$ 9,828.00	351	\$ 9,828.00
48	2503.603	8" PVC SEWER, SDR 26 (20'-25' DEEP)	LIN FT	161	\$ 28.00	\$ 4,508.00	162	\$ 4,536.00
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	108	\$ 22,464.00
52	2506.516	CASTING ASSEMBLY (SANITARY)	EACH	7	\$ 650.00	\$ 4,550.00	4	\$ 2,600.00
53	2506.603	CONSTRUCT 8" OUTSIDE DROP	LIN FT	12	\$ 390.00	\$ 4,680.00	12	\$ 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	5	\$ 1,000.00
SCHEDULE B SUBTOTAL:						\$ 207,792.00		\$ 151,095.00

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	70	\$ 1,890.00
58	2451.609	GRANULAR BACKFILL	CU YD	90	\$ 14.00	\$ 1,260.00	90	\$ 1,260.00
59	2503.602	BORING PIT (WATERMAIN)	EACH	1	\$ 7,500.00	\$ 7,500.00	1	\$ 7,500.00
60	2503.608	DUCTILE IRON FITTINGS	POUND	4480	\$ 4.75	\$ 21,280.00	2895	\$ 13,751.25
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	3	\$ 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	3	\$ 3,450.00
66	2504.602	10" GATE VALVE & BOX	EACH	1	\$ 2,100.00	\$ 2,100.00	1	\$ 2,100.00
67	2504.602	12" GATE VALVE & BOX	EACH	2	\$ 2,600.00	\$ 5,200.00	2	\$ 5,200.00
68	2504.603	6" WATERMAIN DUCTILE IRON CL 52	LIN FT	30	\$ 58.00	\$ 1,740.00	39	\$ 2,262.00
69	2504.603	8" WATERMAIN DUCTILE IRON CL 52	LIN FT	96	\$ 50.00	\$ 4,800.00	96	\$ 4,800.00
70	2504.603	10" WATERMAIN DUCTILE IRON CL 52	LIN FT	508	\$ 43.00	\$ 21,844.00	508	\$ 21,844.00
71	2504.603	12" WATERMAIN DUCTILE IRON CL 52	LIN FT	830	\$ 50.00	\$ 41,500.00	809	\$ 40,450.00
72	2504.603	12" DIP WATERMAIN (THROUGH CASING)	LIN FT	200	\$ -	\$ -	240	\$ 14,160.00
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		\$ 144,567.25

Schedule D : CONDUIT FOR FIBER OPTIC

BID DATE: JUNE 15, 2018 - 9:00 a.m.					E J M PIPE SERVICES		PAY ESTIMATE #6 12/31/2018	
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	612	\$ 4,896.00
77	2545.503	INSTALL 4" NON-METALLIC CONDUIT (DIRECTIONAL BOH	LIN FT	200	\$ 50.00	\$ 10,000.00	200	\$ 10,000.00
78	2545.603	INSTALL 1.5" NON-METALLIC CONDUIT (SPECIAL 1)	LIN FT	400	\$ 4.00	\$ 1,600.00	200	\$ 800.00
79	2545.603	INSTALL 1.5" NON-METALLIC CONDUIT (SPECIAL 2)	LIN FT	1016	\$ 6.00	\$ 6,096.00	956	\$ 5,736.00
SCHEDULE D SUBTOTAL:						\$ 24,592.00		\$ 23,432.00
CP NO. 2018-08 FIRE STATION NO. 2 SEWER AND WATER IMPROVEMENTS TOTAL (SCHEDULES A-C):						\$ 659,387.95		\$ 404,711.75
CP NO. 2018-11 CONDUIT FOR FIRE STATION NO. 2 FIBER OPTIC IMPROVEMENTS TOTAL (SCHEDULE D):						\$ 24,592.00		\$ 23,432.00
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 #6 12/31/2018

COST SUMMARY

CONTRACT: CP 2018-08, 2018-11
 OWNER: CITY OF INVER GROVE HEIGHTS
 PROJECT: 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 2018-08 STREETS	\$ 199,481.95	\$ 109,049.50
B	CP 2018-08 SANITARY	\$ 207,792.00	\$ 151,095.00
C	CP 2018-08 WATERMAIN	\$ 252,114.00	\$ 144,567.25
D	CP 2018-11 CONDUIT FOR FIBER OPTIC	\$ 24,592.00	\$ 23,432.00
	TOTAL BASE COST	\$ 683,979.95	\$ 428,143.75
	CP 2018-08 CHANGE ORDER #1 (SCHEDULE A-C)	\$ 2,564.00	\$ 2,564.00
	CP 2018-11 CHANGE ORDER #1(SCHEDULE D)	\$ 1,334.00	\$ 1,334.00
	CP 2018-08 CHANGE ORDER #3 (SCHEDULE A-C)	\$ 345,826.39	\$ 345,826.39
	CP 2018-08 CHANGE ORDER #4 (SCHEDULE A-C) DEDUCTION	\$ (196,150.00)	
	TOTAL CONTRACT AMOUNT	\$ 837,554.34	\$ 773,970.14
	CONTRACT WORK COMPLETED TO DATE		\$ 773,970.14
	RETAINAGE 5%		\$ 38,698.51
	PREVIOUS PAYMENTS		\$ 699,094.11
	AMOUNT DUE THIS PARTIAL PAYMENT #6		\$ 36,177.52

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Resolution Accepting Additional Construction Engineering and Survey Services IPO No. 21E and 21F from Kimley-Horn & Associates, Inc. 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: January 14, 2019
 Item Type: Consent
 Contact: Thomas J. Kaldunski, 651.450.2572
 Prepared by: Steve W. Dodge, Asst. 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, Utility Funds, DEED Grant, LRIP - MN State Reconstruction Bonds, State Aid Funds, Street Reconstruction Bonds

PURPOSE/ACTION REQUESTED

Consider resolution accepting additional construction engineering and survey services IPO No. 21E and 21F from Kimley-Horn & Associates, Inc. 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

On March 26, 2018, the City Council approved IPO 21D with Kimley-Horn, Inc. for construction and survey services in the amount of \$102,700.00 for City Project No. 2015-09D. On May 29, 2018, City Council approved Change Order No. 2 adding CP 2018-08 and CP 2018-11 to the construction contract.

Kimley-Horn has submitted IPO 21E for additional work in the amount of \$1,500 for City Project No. 2018-08 – Fire Station No. 2 Sewer and Water Improvements and \$1,500 for City Project No. 2018-11 Fire Station No. 2 Fiber Optic Improvements. IPO 21F covers additional engineering services provided by Kimley-Horn in the amount of \$11,000 for City Project No. 2015-09D – Broderick Boulevard Reconstruction related to Phase 4 field and plan revision changes and additional engineering oversight related to the project timeline extension. Additional work on these projects will be funded through the contingency fund.

I recommend that the Council adopt the resolution accepting Construction Engineering and Survey Additional Services IPO No. 21E, for a total of \$3000, from Kimley-Horn in the amount of \$1,500 for City Project No. 2018-08 Fire Station No. 2 Sewer and Water Improvements and \$1,500 for City Project No. 2018-11 Fire Station No. 2 Fiber Optic Improvements and IPO No. 21F in the amount of \$11,000 for City Project No. 2015-09D – Broderick Boulevard Reconstruction.

SWD/kf

Attachments: Resolution
 Kimley-Horn & Associates, Inc. IPO 21E and IPO 21F

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

**RESOLUTION ACCEPTING ADDITIONAL CONSTRUCTION ENGINEERING AND SURVEY
SERVICES IPO NO. 21E AND 21F FROM KIMLEY-HORN & ASSOCIATES, INC. 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**

RESOLUTION NO. _____

WHEREAS, on September 25, 2017, the City Council ordered City Project No. 2015-09D – Broderick Boulevard Reconstruction project as part of the City's Pavement Management Program; and

WHEREAS, on May 29, 2018, City Council added 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 to the 2015-09D contract to extend sewer, water and fiber optic outside of the Broderick Boulevard construction limits; and

WHEREAS, City Council has approved prior resolutions awarding IPO No. 21, 21A, 21B, 21C and 21D for feasibility, preliminary design, final design, bidding, surveying, construction administration and other engineering services for City Project No. 2015-09D – Broderick Boulevard Reconstruction; and

WHEREAS, Kimley-Horn & Associates, Inc. has submitted IPO NO. 21E and 21F for additional construction engineering and survey services related to City Project No. 2015-09D – Broderick Boulevard Reconstruction, 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.

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

1. Kimley-Horn, Inc. IPO No. 21E, for a total of \$3000, from Kimley-Horn for additional construction engineering and survey services in the amount of \$1,500 for City Project No. 2018-08 Fire Station No. 2 Sewer and Water Improvements and \$1,500 for City Project No. 2018-11 Fire Station No. 2 Fiber Optic Improvements is hereby accepted.
2. Kimley-Horn, Inc. IPO No. 21F in the amount of \$11,000 for additional construction engineering and survey services related to City Project No. 2015-09D – Broderick Boulevard Reconstruction is hereby accepted.
3. Funding shall come from the Fire Station No. 2 funds for City Project Nos. 2018-08 and 2018-11. Funding shall come from the Pavement Management Fund, special assessments, utility funds, DEED Grant, LRIP - MN State Reconstruction Bonds, State Aid Funds, and street reconstruction bonds for City Project No. 2015-09D.

Adopted by the City Council of Inver Grove Heights, Minnesota this 14th day of January 2019

AYES:

NAYS:

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk

INDIVIDUAL PROJECT ORDER NUMBER 21E

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the Consultant), and the City of Inver Grove Heights (the Client) in accordance with the terms of the Master Agreement for Continuing Professional Services dated April 19, 2011, which is incorporated herein by reference.

Identification of Project: Fire State No. 2 Sewer and Water Improvements – City Project 2018-08
Fire Station No. 2 Fiber Optic Improvements – City Project 2018-11

General Category of Services: Construction Phase Services

Specific Scope of Basic Services: Coordination of City Project 2018-11 Fire Station No. 2 Fiber Optic Improvements and City Project 2018-08 Fire Station No. 2 Sewer and Water Improvements with City Project 2015-09D Broderick Boulevard Reconstruction project.

Additional Services if Required: None identified at this time.

Schedule: See attached Exhibit C.

Deliverables: Construction Administration
Change Order Preparation Assistance

Method of Compensation To be billed on an hourly (cost plus) basis as detailed in attached Exhibit B.

Special Terms of Compensation: None

Other Special Terms of Individual Project Order: None

ACCEPTED:

CITY OF INVER GROVE HEIGHTS

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____

BY:  _____

TITLE: _____

TITLE: *Sr. Vice President* _____

DATE: _____

DATE: *12/18/18* _____

EXHIBIT A
SCOPE OF SERVICES

INDIVIDUAL PROJECT ORDER (IPO) NO. 21E

CITY PROJECT 2015-09D BRODERICK BOULEVARD RECONSTRUCTION
FOR WORK RELATED TO CITY PROJECT 2018-08 FIRE STATION NO. 2 SEWER AND
WATER IMPROVEMENTS AND CITY PROJECT 2018-11 FIRE STATION NO. 2 FIBER OPTIC
IMPROVEMENTS

This IPO includes work for City Project 2018-11 Fire Station No. 2 Fiber Optic Improvements and City Project 2018-08 Fire Station No. 2 Sewer and Water Improvements in coordination with City Project 2015-09D Broderick Boulevard Reconstruction construction. The work included with City Project 2018-11 and 2018-08 for the fire station is summarized below:

- Extension of 2-2" fiber optic conduits at the Rainbow Foods site
- Coordination of directional drilling of 2" conduit along the west side of Broderick Boulevard between College Trail and approximately 2000' north of College Trail
- Extension of sewer and water at the Rainbow Foods site for a future connection

1. CITY PROJECT 2018-11 FIRE STATION NO. 2 FIBER OPTIC IMPROVEMENTS

A. Design Coordination

We will attend up to one (1) design coordination meeting with the City and County to provide recommended location for directional drilling of conduit for the fire station along Broderick Boulevard and to coordinate the proposed improvements with the Broderick Boulevard roadway contractor. This task includes design discussions at weekly Broderick Boulevard construction meetings.

B. Change Order Preparation

We will prepare a change order to include fiber optic work for the fire station for CP 2018-11 under the CP 2015-09D construction contract. We will prepare the change order pricing form for the contractor and coordinate attaining the necessary pricing. We will prepare the change order document consistent with previous project formats for City review.

C. Construction Coordination

We will provide construction coordination assistance for the fire station to City staff for the improvements included with CP 2018-11. We have assumed 2-3 hours of coordination will be necessary through the construction project.

2. CITY PROJECT 2018-08 FIRE STATION NO. 2 SEWER AND WATER IMPROVEMENTS

A. Design Coordination

We will assist City staff in reviewing a proposed plan for sewer and water extensions for the fire station at the Rainbow Foods site in Phase 2 of the Broderick Boulevard reconstruction project. We assume the sewer and water extension plans will be prepared by the CP 2018-08 hired consultant. This task includes design discussions at weekly Broderick Boulevard construction meetings.

B. Change Order Preparation

We will prepare a change order to include sanitary sewer and watermain extension work for the fire station for CP 2018-08 under the CP 2015-09D construction contract. We will prepare the change order pricing form for the contractor and coordinate attaining the necessary pricing. We will prepare the change order document consistent with previous project formats for City review.

C. Construction Coordination

We will provide construction coordination assistance for the fire station to City staff for the improvements included with CP 2018-08. We have assumed 2-3 hours of coordination will be necessary through the construction project.

EXHIBIT B
ESTIMATED COSTS

INDIVIDUAL PROJECT ORDER (IPO) NO. 21E

CITY PROJECT 2015-09D BRODERICK BOULEVARD RECONSTRUCTION
FOR WORK RELATED TO CITY PROJECT 2018-08 FIRE STATION NO. 2 SEWER AND
WATER IMPROVEMENTS AND CITY PROJECT 2018-11 FIRE STATION NO. 2 FIBER OPTIC
IMPROVEMENTS

Kimley-Horn proposes to perform all services included within this IPO on an hourly (cost plus) basis using our current standard hourly rate schedule. The following is a summary of our estimated costs for the services included as a part of this IPO:

<u>Work Task</u>		<u>Estimated Fee</u>
1	City Project 2018-11 Broderick Boulevard Fiber Optic Improvement	\$ 1,400
2	City Project 2018-08 Fire Station No. 2 Sewer and Water Improvements	\$ 1,400
Subtotal		\$ 2,800
Reimbursable Expenses (CP 2018-08)		\$ 100
Reimbursable Expenses (CP 2018-11)		\$ 100
Total		\$ 3,000

Our total estimated not-to-exceed cost for the scope of services included as a part of this IPO is, therefore, \$3,000 including all labor and reimbursable expenses.

EXHIBIT C
SCHEDULE

INDIVIDUAL PROJECT ORDER (IPO) NO. 21E

CITY PROJECT 2015-09D BRODERICK BOULEVARD RECONSTRUCTION
FOR WORK RELATED TO CITY PROJECT 2018-08 FIRE STATION NO. 2 SEWER AND
WATER IMPROVEMENTS AND CITY PROJECT 2018-11 FIRE STATION NO. 2 FIBER OPTIC
IMPROVEMENTS

The following is a summary of the proposed schedule for the project:

Begin Construction	April 2018
Substantial Completion	October 19, 2018
Project Completion	November 2018

INDIVIDUAL PROJECT ORDER NUMBER 21F

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the Consultant), and the City of Inver Grove Heights (the Client) in accordance with the terms of the Master Agreement for Continuing Professional Services dated April 19, 2011, which is incorporated herein by reference.

Identification of Project: Broderick Boulevard Reconstruction
City Project 2015-09D

General Category of Services: Construction Phase Services

Specific Scope of Basic Services: Additional construction phase services for Broderick Boulevard. See attached Exhibit A for a more detailed summary of the scope of services.

Additional Services if Required: None identified at this time.

Schedule: No Change.

Deliverables: None identified at this time.

Method of Compensation: To be billed on an hourly (cost plus) basis as detailed in attached Exhibit B.

Special Terms of Compensation: None

Other Special Terms of Individual Project Order: None

ACCEPTED:

CITY OF INVER GROVE HEIGHTS

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____

BY:  _____

TITLE: _____

TITLE: S. Vice President

DATE: _____

DATE: 12/18/18

EXHIBIT A
SCOPE OF SERVICES

INDIVIDUAL PROJECT ORDER (IPO) NO. 21F

BRODERICK BOULEVARD RECONSTRUCTION
CITY PROJECT 2015-09D

Previous IPO No. 21D included construction phase services for CP 2015-09D Broderick Boulevard Reconstruction. This IPO includes additional construction phase services for the Broderick Boulevard project which are detailed below.

1. ADDITIONAL PLAN REVISION

Phase 4 of CP 2015-09D Broderick Boulevard Reconstruction includes the reconstruction of Broderick Boulevard between College Trail and 80th Street East. The original design proposed the removal of the existing pavement, reshaping of the existing aggregate base, and paving of the roadway. During the installation of the proposed storm sewer in Phase 4, the existing base material was found to match that of "pit run" and not provide acceptable support for the proposed bituminous pavement. The "pit run" material did pass a class 5 gradation test but was high in fines. The design team and geotechnical consultant recommended adding 4-inches of imported class 5 material on top of the existing "pit run" material. This 4-inches of base material will raise the roadway requiring the narrowing of the proposed bituminous trail to 8-feet to maintain the original construction limits.

Kimley-Horn will prepare a plan revision including revisions to the typical sections, construction plan and profiles, storm sewer laterals, super elevation plans, intersection details and cross sections to accommodate the additional 4-inches of class 5 material.

2. ADDITIONAL WEEKLY CONSTRUCTION MEETINGS

Previous IPO No. 21D included preparation for and attendance at 24 weekly construction meetings. The construction schedule has been delayed and major construction activities will extend into October requiring additional weekly construction meetings. Kimley-Horn will prepare for and attend an additional 7 weekly construction meetings.

3. ADDITIONAL JOB SITE VISITS

Kimley-Horn staff will visit the job site at the request of City staff to observe construction due to the need for additional engineering review on-site. The additional job site visits are necessary as detailed below.

- Job Site Visit #1 – In Phase 4 of the project, the base course pavement for a 200-foot long stretch of Broderick Boulevard showed signs of distress. Water was observed seeping through cracking in the pavement and a proposed solution was necessary.

Kimley-Horn will visit the site to review the issue and recommend a solution in the field with the City and the Contractor.

- Job Site Visit #2 – Kimley-Horn will visit the site to assist in determining the limits of soil stabilizer vs. Futerra Netless Blanket along the slope behind the trail in Phase 4. Kimley-Horn will also review the overflow grading at the College Trail Berm reconstruction for compliance with the intent of the design.

EXHIBIT B
ESTIMATED COSTS

INDIVIDUAL PROJECT ORDER (IPO) NO. 21F

BRODERICK BOULEVARD RECONSTRUCTION
CITY PROJECT 2015-09D

Kimley-Horn proposes to perform all services included within this IPO on an hourly (cost plus) basis using our current standard hourly rate schedule. The following is a summary of our estimated costs for the services included as a part of this IPO:

<u>Work Task</u>	<u>Estimated Fee</u>
1 Additional Plan Revision	\$ 7,500
2 Additional Weekly Construction Meetings	\$ 2,200
3 Additional Job Site Visits	\$ 700
Subtotal	\$ 10,400
<u>Reimbursable Expenses</u>	\$ 600
Total	\$ 11,000

Our total estimated not-to-exceed cost for the scope of services included as a part of this IPO is, therefore, \$11,000 including all labor and reimbursable expenses.

EXHIBIT C
SCHEDULE

INDIVIDUAL PROJECT ORDER (IPO) NO. 21F

BRODERICK BOULEVARD RECONSTRUCTION
CITY PROJECT 2015-09D

The following is a summary of the proposed schedule for the project:

Begin Construction	April 2018
Substantial Completion	October 19, 2018
Project Completion	November 2018

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Resolution Accepting Proposal Amendment No. 4 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:	January 14, 2019		Fiscal/FTE Impact:
Item Type:	Consent	☐	None
Contact:	Thomas J. Kaldunski, 651-450-2572	☐	Amount included in current budget
Prepared by:	Steve W. Dodge, Assistant City Engineer	☐	Budget amendment requested
Reviewed by:	Scott D. Thureen, Public Works Director	☐	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. 4 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. On September 24, 2018, City Council approved Amendment No. 3 for additional engineering and survey services related to change in soil conditions and contractor's drilling methods for City Project No. 2018-08 in the amount of \$41,100.

SRF Consulting Group, Inc. has submitted Amendment No. 4 for additional work for City Project No. 2018-08 related to school property construction and plan changes, T.H. 52 median sink hole engineering oversight, additional construction staking for MnDOT right-of-way, additional construction coordination and administration related to project extension, and survey grade monitoring of T.H. 52 median through the two-year warranty period. Details of the \$20,500 request for additional engineering and survey consultant services can be found in the attached Amendment No. 4 from SRF Consulting Group, Inc. The additional work will be funded through Fire Station No. 2 project funds.

I recommend approval of the resolution authorizing the City to enter into an agreement with SRF Consulting Group, Inc. in the amount of \$20,500 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. 4

**DAKOTA COUNTY
INVER GROVE HEIGHTS, MINNESOTA**

**RESOLUTION ACCEPTING PROPOSAL AMENDMENT NO. 4 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 to SRF Consulting Group, Inc.'s proposal 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; and

WHEREAS, on September 24, 2018, City Council approved Amendment No. 3 to SRF Consultant Group, Inc.'s proposal for additional engineering and survey services related to change in soil conditions and contractor's drilling methods for City Project No. 2018-08; and

WHEREAS, SRF submitted Amendment No. 4 for additional engineering and construction services required for the project.

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

1. Amendment No. 4 dated December 4, 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 \$20,500 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 14th day of January 2019

AYES:
NAYS:

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk



SRF 10970.01

December 4, 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 #4 – Additional Parking, Monitoring, & Misc. Services
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 #4 – Additional Parking, Monitoring, & Misc. Services

- (\$5,500) – Schools Parking Pavement – Due to the earlier completion of the School's parking lot mill and overlay project by the property owner, the City's utility east temporary boring pit construction area would not be ready. Interstate Development(property owner) negotiated with City Engineering staff, after awarding the bid, to have this area completed by the City's utility project at a later time, since there would be similar pavement restoration activity. This primarily involves bituminous pavement mill and overlay(with some full depth reconstruction) of the east boring bit temporary construction area, not part of the utility's disturbance area. SRF to provide sketches, summaries, and coordination of desired improvements with property owner, city, and contractor. This also includes revising contracted plans and developing related change order.
- (\$2,500) – Median Monitoring Due Diligence – Due to the unexpected soft soils and related subgrade sinking of the boring under Highway 52/55, City Engineering staff had concerns about additional settling, even after the void was previously filled. To minimize the potential

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

An Equal Opportunity Employer

of major failure City Engineering staff asked SRF and other project team members to explore options for monitoring this area. SRF provided due diligence to identify monitoring options, costs, and communication with Minnesota Department of Transportation. This also included updates, summaries, and recommendations to obtain the desired option.

- (\$6,750) – Median Survey Monitoring – After review, City Engineering staff indicated that typical survey monitoring of the Highway 52/55 median at the previous soil sinking area was the most cost-effective solution. The survey area is roughly 20 feet by 40 feet, from each inside highway travel lane paved shoulder. Survey shots will be provided in a 10-foot grid, including the bottom of swale. These survey shots will have exact coordinates that will be re-surveyed at each trip. SRF will provide the survey and follow-up correspondence outlining the information obtained, to verify any significant settling indicating potential of larger sink holes. SRF to provide 9 trips (about \$750 each) spanning 2018(Dec), 2019(Mar/Jun/Sep), 2020(Mar/Jun/Sep), and 2021(Mar/Jun), which covers the two-year project warranty period starting June 2019 (estimated).
- (\$1,000) – Construction Survey Staking of Highway Berm – Highway 52/55 slope was disturbed for utility improvements, which also serves as the Natural Emergency Overflow of the adjacent wetland and stormwater basin. SRF provided construction survey staking for re-establishment of the slope's exact overflow area to match the stormwater design.
- (\$4,750) – Project Extension Additional Meetings and Coordination – Interim deadline for 1b (boring under the highway), was extended from October 15, 2018 to June 30, 2019, due to the early freezing temperatures and conditions not warranted for pavement completion and full site restoration. SRF to attend additional meetings and coordination, as required, to verify completion of improvements.

Contract Summary

The overall project contractual summary is as follows:

Amendment #4 – Additional Parking, Monitoring, Misc	\$ 20,500.00 (CP 2018-08)
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	\$ 164,000.00 (CP 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#4 - Additional Parking Monitoring Misc\10970.01 SRF Amendment #4 Additional
Parking Monitoring Misc - IGH Fire Station Utilities - Inver Grove Heights - 20181204.docx

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Resolution Accepting Proposal for Storm Water Review Services from Barr Engineering Co. for Industrial Equities Site 2 at Outlot C, Gene Worrells Church Acres

Meeting Date: January 14, 2019

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

SA

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Consider resolution accepting proposal for storm water review services from Barr Engineering Co. for Industrial Equities Site 2 at Outlot C, Gene Worrells Church Acres).

SUMMARY

The City has received a development submittal from Industrial Equities for a second building site on Outlot C, Gene Worrells Church Acres. This site is located in the northwest area (NWA) of the City. The NWA storm water requirements are to be met for this industrial site proposal.

Barr Engineering Co. has been selected, as part of the engineering consultant pool, to provide storm water management review on this project. The attached proposal was received from Barr Engineering Co. for these services. They will do the work outlined in the scope for a not to exceed amount of \$3,500. The developer has reviewed the Barr Engineering Co. proposal and is providing this engineering escrow to the City.

It is recommended that the Council adopt the resolution accepting the proposal from Barr in the amount of \$3,500 for storm water review services at Industrial Equities Site 2 – Gene Worrells Church Acres.

TJK/kf

Attachments: Resolution
Map
Proposal

**DAKOTA COUNTY
INVER GROVE HEIGHTS, MINNESOTA**

**RESOLUTION ACCEPTING PROPOSAL FOR STORM WATER REVIEW SERVICES FROM
BARR ENGINEERING CO. FOR INDUSTRIAL EQUITIES SITE 2 AT OUTLOT C, GENE
WORRELLS CHURCH ACRES**

RESOLUTION NO. _____

WHEREAS, on December 27, 2018, Barr Engineering Co. submitted a proposal for storm water review services from Barr Engineering Co. for Industrial Equities Site 2 at Outlot C, Gene Worrells Church Acres; and

WHEREAS, the Barr Engineering Co. proposal is at a not to exceed amount of \$3,500; and

WHEREAS, Industrial Equities has submitted an engineering escrow in the amount of \$3,500 to cover the cost of the Barr Engineering Co. proposal for storm water review services.

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

1. The storm water review proposal for Industrial Equities Site 2 at Outlot C, Gene Worrells Church Acres is hereby accepted by Council and agreeable to Industrial Equities.
2. Funding for the work will be provided from an engineering escrow submitted by Industrial Equities in the amount of \$3,500.

Adopted by the City Council of Inver Grove Heights this 14th day of January 2019

AYES:

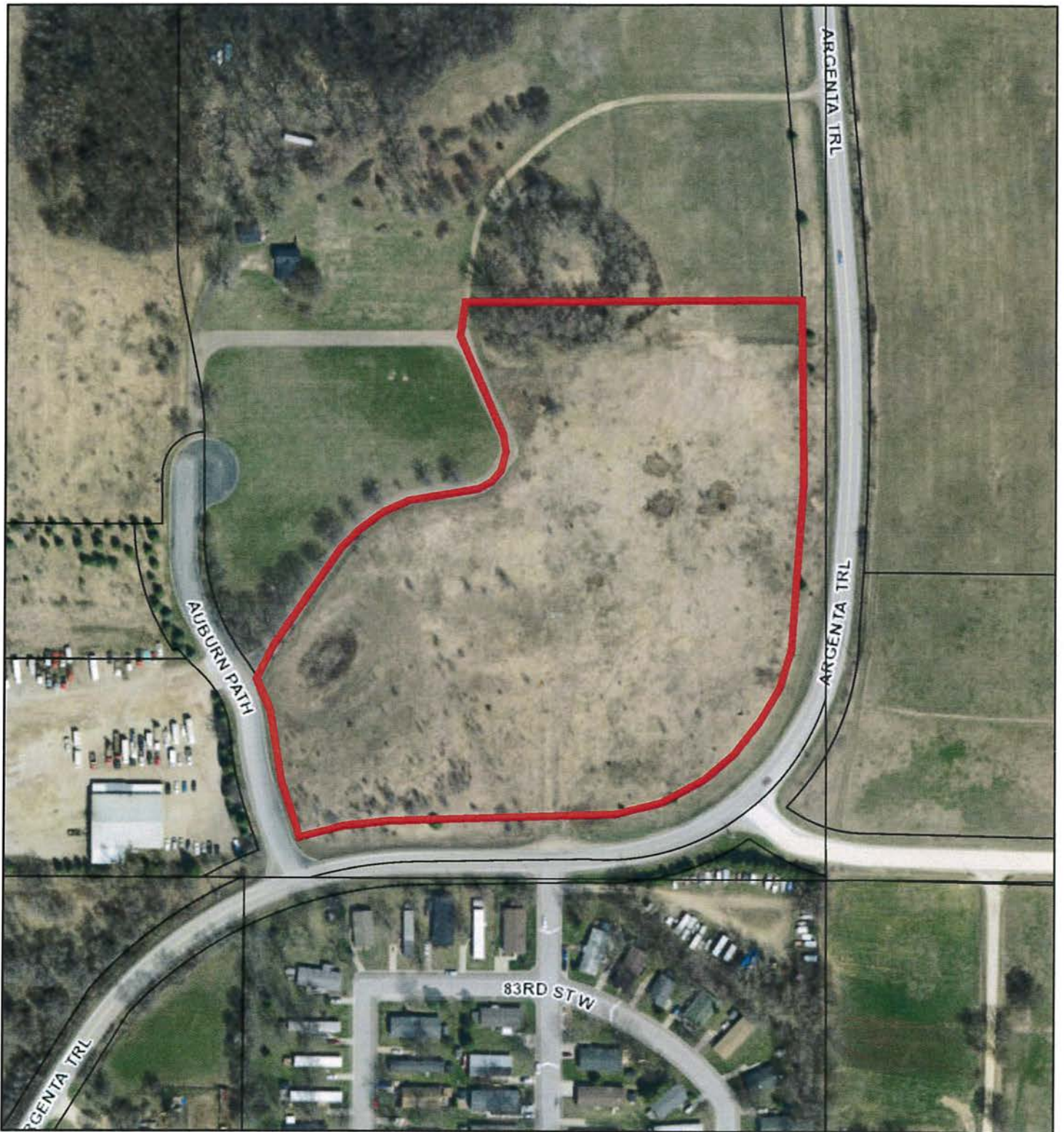
NAYS:

George Tourville, Mayor

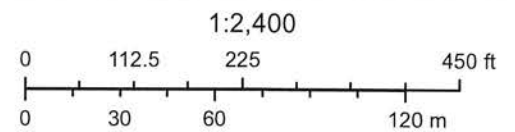
ATTEST:

Michelle Tesser, City Clerk

Dakota County, MN



January 7, 2019



Property Information



December 27, 2018

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

Re: Stormwater review for Industrial Equities Site #2 development project

Dear Mr. Kaldunski:

Thank you for your request for a proposal to provide stormwater review for the proposed development project located at the northeast quadrant of Auburn Path and Argenta Trail in the City of Inver Grove Heights. Attached for your review is our proposed Work Order for the referenced project. Please contact Greg Fransen (gfransen@barr.com, 952-832-2626), or me (kchandler@barr.com, 952-832-2813), regarding any question on this scope of services. If the Work Order is acceptable please sign it and return it to us.

Sincerely,

A handwritten signature in black ink that reads "Karen L. Chandler". The script is fluid and cursive.

Karen Chandler, P.E.
Vice President

A handwritten signature in black ink that reads "Greg Fransen". The script is fluid and cursive.

Greg Fransen
Water Resource Scientist

**Work Order For:
Stormwater Review for Industrial Equities Site #2 Development Project**

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, PE

Designated Representative:

Tom Kaldunski, PE

I. Scope Language

We understand that the proposed development project (Project) will consist of clearing and grading a currently-undeveloped parcel and constructing a commercial office warehouse building of approximately 120,000 square feet, with associated parking and utilities, including stormwater utilities, on approximately 10 acres located southeast of the intersection of Yankee Doodle Road and Dodd Road, near the Eagan-Inver Grove Heights boundary. The Project site lies within the Northwest Area of Inver Grove Heights and currently drains to two local depressions which, if filled, would overflow towards Auburn Path at the southwestern corner of the Project site.

We understand that as currently proposed, the Project would construct two stormwater ponds that would provide treatment for stormwater runoff from the Project. The Project would construct outlet pipes for the two stormwater ponds, which would connect to an existing storm sewer pipe that conveys stormwater under Auburn Path and discharges to Eagan at a flared end section just west of Auburn Path. The Project site is located to the east and adjacent to a similar project by the same owners that is currently under construction. Barr understands that as currently proposed, stormwater from the Project would not discharge to stormwater utilities shared with the earlier project.

The scope of work includes stormwater management plan review and meetings with stakeholders and is divided into the following tasks:

1. Meetings: Barr will attend up to two meetings with City staff and the applicant at the City offices to review the proposed project plans.
2. Plan review: Barr will review the preliminary plan sheets and the stormwater management report provided by the applicant for compliance with City stormwater ordinances and City of Eagan stormwater ordinances. Barr will review up to two (2) sets of revised plans.
3. Preliminary memo: Barr will provide comments summarizing Barr's initial stormwater plan review in a preliminary memo to City staff and the applicant.
4. Final memo: Barr will provide comments summarizing Barr's final stormwater plan review after the applicant has satisfactorily addressed Barr's earlier plan review comments.

5. GIS updates: Barr will update the special studies GIS map layers to include revised watershed boundaries.

Deliverables

Barr will provide the City with the following deliverables:

1. A memorandum summarizing Barr's review of the preliminary stormwater management plan.
2. A bullet point list of review comments for revised versions of the stormwater management plan.
3. A memorandum summarizing Barr's review of the final stormwater management plan.

II. 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 \$3,500 without prior approval, in accordance with the referenced Master Service Agreement. The scope of services assumes the following:

1. The applicant will provide existing conditions hydrologic and hydraulic information; proposed conditions hydrologic and hydraulic information; a proposed grading plan; and existing and proposed conditions water quality models.
2. Review of more than two (2) plan revisions is not included in this scope.

III. Schedule and Assumptions Upon Which Schedule is Based

Barr will provide the preliminary review memorandum to you within five (5) business days after your acceptance of this proposal. Barr will provide comments for plan revisions via email within five (5) business days of receiving the plan revisions. Barr will provide the final review memorandum within five (5) business days of receiving the final utility and grading plan sheets and the final stormwater management plan.

ACCEPTED AND AGREED TO:

BARR ENGINEERING CO.

City of Inver Grove Heights

By: Karen L. Chandler

By: _____

Title: Vice President

Title: _____

Date: December 27, 2018

Date: _____

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Resolution Accepting Professional Services Proposal for Development Reviews from Bolton & Menk

Meeting Date: January 14, 2019

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

SD

Fiscal/FTE Impact:

☐

None

☐

Amount included in current budget

☐

Budget amendment requested

☐

FTE included in current complement

☐

New FTE requested – N/A

☒

Other: Developer provided escrow

PURPOSE/ACTION REQUESTED

Consider resolution accepting professional services proposal for development reviews from Bolton & Menk.

SUMMARY

The City is anticipating an uptick in large projects in 2019. The projected Engineering Division workload indicates it is prudent to secure proposals to utilize our engineering consultant pool to assist with large development projects.

The main focus is industrial/commercial projects which allow the City to secure proposals to review a development project upon receiving an engineering escrow. The review charges will be funded by escrows received from the developer. Staff might also recommend consultant use on residential projects with the proposed rate table. This will be work load dependent. Timing will also be a factor when choosing a project for development review by the consultant.

It is recommended that the Council adopt the resolution accepting the proposal from Bolton & Menk. If their services are needed, a project-specific proposal from the consultant would be shared with the developer.

TJK/kf

Attachments: Resolution

Rate table proposal

**DAKOTA COUNTY
INVER GROVE HEIGHTS, MINNESOTA**

**RESOLUTION ACCEPTING A PROPOSAL FOR DEVELOPMENT REVIEW SERVICES
FROM BOLTON & MENK**

RESOLUTION NO. _____

WHEREAS, in order to complete project plan review services in a timely manner for development review proposals, assistance of a consulting engineering firm is required; and

WHEREAS, City staff requested, and received, a proposal from Bolton & Menk for development review services; and

WHEREAS, these costs will be outlined in a project-specific consultant proposal which will be funded by a developer's escrow; and

WHEREAS, based on the experience of the firm, the scope and associated review fee for the proposed services, their familiarity with the City, it was decided that Bolton & Menk be selected from the City's engineering consultant pool as a consulting firm for development review services.

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

1. The proposal from Bolton & Menk is accepted, and staff is authorized to enter into a contract in the amount based on the adopted rate table and subsequent project-specific proposal for development review services as outlined in their January 3, 2019 proposal.
2. Funding is provided through the engineering escrow account provided by the developer in accordance with the development documents.

Adopted by the City Council of Inver Grove Heights this 14th day of January 2019

AYES:

NAYS:

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk



Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337-1649

Ph: (952) 890-0509
Fax: (952) 890-8065
Bolton-Menk.com

January 3, 2019

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

Re: Professional Services Proposal for Development Review

Dear Mr. Kaldunski:

I enjoyed meeting you for lunch to discuss the city's anticipated assistance with development review, especially as it relates to commercial and industrial development. As discussed, Bolton & Menk has vast experience performing these similar services in several communities. We understand what the City of Inver Grove Heights needs from an engineering partner to ensure upcoming development meets city standards.

Expertise in Development Review and Construction Administration. The team proposed has worked on multiple design review projects in the Cities of Burnsville, Cottage Grove, and Rochester. We have also administered construction on projects within those communities, as well as Woodbury. We have developed a detailed plan review checklist to ensure every intricacy of the applicants plans and specifications are thoroughly analyzed. We also have knowledge in several Development Review Contract templates and ensure all appropriate information from the plan review process is embedded in these documents. I have attached some short biographies of the key team members.

Experience in Inver Grove Heights. Bolton & Menk has been working in Inver Grove Heights since 2006. We have developed excellent working relationships with staff. We are fully aware of the city council schedule and the importance of meeting deadlines for staff reports. We are also experienced with the city's standard plans and specification requirements. This knowledge provides efficiencies within the review process.

A Consultant Who Watches the Bottom Line. We understand developers are always watching their bottom line. At the same time, the city needs to be sure the highest standards of plans and specifications are met. Bolton & Menk engineers are creative problem solvers, which means we deliver the right solution at the right budget. You will benefit from our experience as we deliver cost-effective plan reviews and construction oversight on projects of all sizes. We have provided our 2019 fee schedule and rates for those anticipated to be primarily involved in development review. Please note, these individuals may have higher rates than an EIT, but their experience in these type of projects ensures the highest quality for the city, while providing efficiencies for the developer.

In continued service to the City of Inver Grove Heights, we are excited at the opportunity to complete upcoming private development review services. I will serve as the principal-in-charge. Eric Seaburg will serve as your project manager, coordinating day-to-day design review and construction communication. Please contact me at 612-328-4729 or brian.hilgardner@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,


Brian Hilgardner, P.E., Principal-in-Charge



ENGINEERING FIRM AND PROJECT TEAM

TECHNICAL EXPERTISE AND EXPERIENCE

Firm's Experience

The following is a list of reference projects and the client contact name for each project. Past performance serves as a great indicator of future performance. Please feel free to contact these references from past projects.

Plan Reviews

City of Rochester, Minnesota

- MnDOT District 6 Headquarters
- Mayo Clinic Expansion
- HyVee North
- Northwest Commercial
- Menards, Inc.
- Mayo SDSC Lab
- Olmsted Medical
- RCTC Expansion
- Seneca Foods
- Hampton Inn
- Kutzy Park Place
- Catalina Ridge
- Hart Farm Subdivision 4-9
- Quarry Ridge
- Cassidy Ridge 2nd
- Bonnie Vista Estates



Contact: Troy Erickson, P.E.
Water Resources Manager
City of Rochester Public Works
201 4th Street S.E., Room 108
Rochester, MN 55904
Phone: 507-328-2419

City of Burnsville, Minnesota

- Burnsville Surgical Properties
- Menards, Inc.
- Ryder Truck Rental
- Hooters Restaurant
- Best Buy
- U-Haul
- Fairview Health Services
- Northern States Power
- Park Nicollet Clinic
- Minnegasco
- Costco Wholesale Corporation
- Heritage Bank
- Kraemer Mining and Materials, Inc.
- ISD 196
- Berean Baptist Church



Contact: Jen Desrude,
P.E. City Engineer
City of Burnsville
100 Civic Center Parkway
Burnsville, MN 55337
Phone: 952-895-4544

City of Cottage Grove, Minnesota

- McDonalds Redevelopment
- Menards Expansion
- North Star Sheets
- HERO Center
- Wildflowers
- Parkview Pointe
- Hamlet Heights
- Eastbrooke
- Kingston Fields



Contact: Ryan Burfiend, P.E.
Assistant City Engineer
City of Cottage Grove
12800 Ravine Parkway
Cottage Grove, MN 55016
Phone: 651-458-2800

Construction Oversight

City of Cottage Grove, Minnesota

- 2016 Pavement Management Plan
- 2017 Pavement Management Plan
- East Point Douglass Road/CSAH 19
- Eastbrooke Subdivision
- Hadley Avenue - Street and Utility
- Hamlet Heights Subdivision
- Hillcrest/S.E. Industrial Trunk Sewer
- McDonalds Redevelopment
- Kingston Fields Subdivision



Contact: Ryan Burfiend, P.E.
Assistant City Engineer
City of Cottage Grove
12800 Ravine Parkway
Cottage Grove, MN 55016
Phone: 651-458-2800

City of Burnsville, Minnesota

- Travelers Trail/Heart of the City Improvements
- Rose Bluff Trail Improvements
- McAndrews Lift Station
- 2018 Pond Improvements
- 2018 Street Reclamation
- Nicollet Avenue Trunk Improvements
- Burnsville Parkway Improvements
- Heart of the City - Parking Deck



Contact: Ryan Peterson, P.E.
Public Works Director
City of Burnsville
100 Civic Center Parkway
Burnsville, MN 55337
Phone: 952-895-4400



PROJECT TEAM



Brian Hilgardner, P.E.

Principal-in-Charge

Brian has been Inver Grove Heights client service manager for more than 10 years. He will ensure all team members provide high-quality service.

When it comes to clients, Brian takes time to get to know them on a deeper level, building trust in him and the Bolton & Menk team. Since beginning his career in 1998, he has gained a range of experience in project administration from conception through construction. His background as a project manager includes development and design of municipal

reconstruction projects, with an expertise in trenchless technology techniques. Over the years, Brian has fostered strong relationships with both his clients and employees. He is passionate about mentoring and helping train young EIT's on proper construction observation skills and career development.



Eric Seaburg, P.E.

Project Manager

As project manager, Eric will complete detailed plan and specification reviews on streets and utilities.

Working as a team with our clients to solve difficult problems is what drives Eric in his role as a project engineer. Eric began his engineering career in 2008. He ushers projects through conception, CIP budgeting, design, construction, and long-term maintenance. He is experienced with project management, schedule and budget management,

construction management, right-of-way acquisition and management, utility coordination and permitting, state aid procedures and reporting, multi-agency coordination, asset management, and as-built drawing development. His prior experience working for a municipality helps him relate to our clients and deliver projects that meet their expectations.



Lani Leichty, P.E.

Water Resources Engineer

Lani will be responsible for all stormwater management reviews, including model review.

Lani began his engineering career in 1985 and has experience in both the public and private sectors of water resource engineering. He supports the municipal and transportation engineers with all aspects of stormwater related to their projects. Specifically, Lani provides technical review of development plans and specifications for municipalities to ensure they meet local government ordinances, stormwater standards, and state regulations.

He also has designed numerous BMPs for runoff quantity and quality, including infiltration, bioretention, retention ponds, proprietary treatment units, and underground storage. Lani enjoys solving stormwater related issues, especially those related to drainage/flooding hurdles and determining a solution to address the problem.

**Dan Donayre**

Natural Resource Specialist

Dan will review any potential wetland concerns on development projects.

Dan is responsible for coordinating with state and federal agencies to work through difficult wetland delineations and permitting. He began his duties in 2006 and, during this time, has conducted hundreds of wetland delineations, GPS surveys, and MnRAM analyses. Dan has successfully completed Wetland Conservation Act (WCA), Minnesota Department of Natural Resources,

and U.S. Army Corps of Engineers (USACE) permitting processes in regard to type and boundary applications, replacement plans, de minimis applications, exemption applications, no loss applications, and banking plans. He enjoys transforming a bleak landscape into the vibrant self-sustained ecosystem it deserves to be, and he is driven to teach young professionals the art of wetland science to further their proficiency.

2019 SCHEDULE OF FEES

The following fee schedule is based upon competent, responsible professional services and is the minimum, below which adequate professional standards cannot be maintained. It is, therefore, to the advantage of both the professional and the client that fees be commensurate with the service rendered. Charges are based on hours spent at hourly rates in effect for the individuals performing the work. The hourly rates for principals and members of the staff vary according to skill and experience. The current specific billing rate for any individual can be provided upon request.

The fee schedule shall apply for the period through December 31, 2019. These rates may be adjusted annually thereafter to account for changed labor costs, inflation, or changed overhead conditions.

These rates include labor, general business, and other normal and customary expenses associated with operating a professional business. Unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately. Rates and charges do not include sales tax, if applicable.

Employee Classification	Hourly Billing Rates
Brian Hilgardner, P.E., Principal-in-Charge	\$165
Eric Seaburg, P.E., Project Manager	\$145
Lani Leichty, P.E., Water Resources Engineer	\$153
Dan Donayre, Natural Resource Specialist	\$108
Senior Principal	\$150-270/Hour
Principal Engineer/Surveyor/Planner/GIS/Landscape Architect	\$140-195
Senior Engineer/Surveyor/Planner/GIS/Landscape Architect	\$110-175
Project Manager (Inc. Survey, GIS, Landscape Architect)	\$100-190
Project Engineer/Surveyor/Planner/Landscape Architect	\$85-175
Design Engineer/Landscape Designer/Graduate Engineer/Surveyor	\$80-185
Specialist (Nat. Resources; GIS; Traffic; Graphics; Other)	\$60-165
Senior Technician (Inc. Construction, GIS, Survey ¹)	\$85-175
Technician (Inc. Construction, GIS, Survey ¹)	\$65-140
Administrative	\$45-100
Structural/Electrical/Mechanical/Architect	\$120-150
GPS/Robotic Survey Equipment	NO CHARGE
CAD/Computer Usage	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photo Copying/Reproduction	NO CHARGE
Field Supplies/Survey Stakes & Equipment	NO CHARGE
Mileage	NO CHARGE

¹ No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for Survey Technicians.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Resolution Accepting IPO 34 for Development Reviews from Kimley-Horn & Associates, Inc.

Meeting Date: January 14, 2019

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: Developer provided escrow

PURPOSE/ACTION REQUESTED

Consider resolution accepting IPO 34 for development reviews from Kimley-Horn & Associates, Inc.

SUMMARY

The City is anticipating an uptick in large projects in 2019. The projected Engineering Division workload indicates it is prudent to secure proposals to utilize our engineering consultant pool to assist with large development projects.

The main focus is industrial/commercial projects which allow the City to secure proposals to review a development project upon receiving an engineering escrow. The review charges will be funded by escrows received from the developer. Staff might also recommend consultant use on residential projects with the proposed rate table. This will be work load dependent. Timing will also be a factor when choosing a project for development review by the consultant.

It is recommended that the Council adopt the resolution accepting the proposal from Kimley-Horn & Associates, Inc. If their services are needed, a project-specific proposal from the consultant would be shared with the developer.

TJK/kf

Attachments: Resolution
Proposal

**DAKOTA COUNTY
INVER GROVE HEIGHTS, MINNESOTA**

**RESOLUTION ACCEPTING A PROPOSAL FOR DEVELOPMENT REVIEW SERVICES
FROM KIMLEY-HORN & ASSOCIATES, INC. AS OUTLINED IN IPO 34**

RESOLUTION NO. _____

WHEREAS, in order to complete project plan review services in a timely manner for development review proposals, assistance of a consulting engineering firm is required; and

WHEREAS, City staff requested, and received, a proposal from Kimley-Horn & Associates, Inc. for development review services; and

WHEREAS, these costs will be outlined in a project-specific consultant proposal which will be funded by a developer's escrow; and

WHEREAS, based on the experience of the firm, the scope and associated review fee for the proposed services, their familiarity with the City, it was decided that Kimley-Horn & Associates, Inc. be selected from the City's engineering consultant pool as a consulting firm for development review services.

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

1. IPO 34 proposal from Kimley-Horn & Associates, Inc. is accepted, and staff is authorized to enter into a contract in the amount based on the adopted rate table and subsequent project-proposals for development review services as outlined in their December 14, 2018 proposal.
2. Funding is provided through the engineering escrow account provided by the developer in accordance with the development documents.

Adopted by the City Council of Inver Grove Heights this 14th day of January 2019

AYES:

NAYS:

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk

INDIVIDUAL PROJECT ORDER NUMBER 34

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the Consultant), and City of Inver Grove Heights (the Client) in accordance with the terms of the Master Agreement for Continuing Professional Services dated April 19, 2011, which is incorporated herein by reference.

Identification of Project: 2019 Private Development Reviews

General Category of Services: General engineering services to assist in the plat and plan reviews for private development projects within the City of Inver Grove Heights.

Specific Scope of Basic Services: Preliminary Plat Review, Final Plat Review, and Construction Plan Review for private development projects within the City of Inver Grove Heights. See attached Exhibit A for a more detailed summary of the scope of services.

Additional Services if Required: None identified at this time.

Schedule: Service will be performed on a mutually agreed upon schedule within the guidelines of City policy for response to development application submittals.

Deliverables: Plan/Plat Review Memorandums
Development Meeting Attendance
Field Observation Daily Reports

Method of Compensation To be billed on an hourly (cost plus) basis as detailed in attached Exhibit B.

Special Terms of Compensation: None

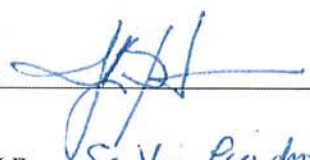
Other Special Terms of Individual Project Order: None

ACCEPTED:

CITY OF INVER GROVE HEIGHTS

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____

BY:  _____

TITLE: _____

TITLE: Sr. Vice President

DATE: _____

DATE: 12/14/18

EXHIBIT A
SCOPE OF SERVICES

INDIVIDUAL PROJECT ORDER (IPO) NO. 34

2019 PRIVATE DEVELOPMENT REVIEWS

We understand that the City's engineering department may need assistance with private development application reviews depending on staff workload as development applications are received. This IPO includes those private development reviews tasks that could be requested by the City. We understand the services required may vary on a project by project basis and a specific scope of services will be coordinated for each project prior to beginning the review. The Scope of Work detailed below assumes that the City will provide a standard City review letter and checklist formats to be utilized in the private development reviews.

1. Plat and Plan Review Services

These services will include the general civil engineering review of plans and design calculations for a private development project. These services may include the review of the following depending on the project scope:

- Preliminary and Final Plats
- Grading and Erosion Control Plans
- Tree Inventory/Removal/Replacement Plans
- Sanitary Sewer and Water Main Plans
- Storm Drainage Plans and Calculations
- Turf Establishment Plans
- Paving/Signage/Striping Plans

We have assumed that our services would include the preparation of a memorandum for each phase of review for each development project detailing the results of our review and identifying any required modifications to the plat or plans.

2. Developer and/or Review Meetings

We will attend developer coordination/review meetings as necessary to coordinate plan and plat reviews and provide civil engineering related input. We will provide a meeting summary of any meeting with a developer where City staff is not present via e-mail. We will also be available to attend any internal City review meetings as necessary to discuss development review items.

3. Planning Commission and City Council Meetings

We would be available to attend Planning Commission and City Council meetings as necessary to discuss development reviews.

EXHIBIT B
ESTIMATED COSTS

INDIVIDUAL PROJECT ORDER (IPO) NO. 34

2019 PRIVATE DEVELOPMENT REVIEWS

Kimley-Horn proposes to perform all services included within this IPO on an hourly (cost plus) basis consistent with the following rate schedule. Reimbursable expenses (copy/printing charges, plotting, mileage, delivery charges, faxes, etc.) will be charged as an office expense at 6.0% of the labor fee. Services for all private development reviews will be billed within the same invoice, with separate tasks for each development project.

<u>Staff</u>	<u>Hourly Rate</u>
Client/Project Manager	\$165-\$195
Project Engineer	\$125-\$160
Graduate Engineer/Technician	\$100-\$125

We have assumed that prior to commencing review for each development project, Kimley-Horn will provide an estimate of fees (via e-mail) for the review services required. Actual fees will be based on the actual effort required to complete the review tasks and attend any necessary meetings. Any variation from the estimated fees provided prior to beginning the work will be communicated to City staff.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Approve Purchase of GPS Surveying Equipment

Meeting Date: January 14, 2019
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: Technology Fund |

PURPOSE/ACTION REQUESTED

Consider approval of purchase of GPS surveying equipment.

SUMMARY

The attached quotes from Leica and TreeBiz presents the cost information for a GPS surveying equipment packages approved for replacement in 2018. This purchase is a replacement of the 2013 GPS unit and upgrade in field GIS equipment. The GPS system should be upgraded on a 60-month cycle. Funding has been set aside as part of the equipment replacement portion of the Technology allocation. The equipment is being purchased via the State of Minnesota Cooperative Purchasing Contract. The prices shown includes all applicable fees. The packages will cost \$34,526.25. The anticipated budget was \$38,500.00.

I recommend approval of this capital purchase that will be funded from the Technology Fund, Computer Hardware, 606.00.1400.413.80610.

TJK/mw

Attachment: Leica Quotes
Treebiz Quote

**Leica Geosystems, Inc.**

5051 Peachtree Corners Circle
Norcross, GA 30092
Tel: 800 367-9453

Quote Number
83775

Customer

Company: **City Of Inver Grove Heights** Address: **8150 Barbara Ave**

Contact: **Michael Wright** City: **Inver Grove Heights**

Email: **mwright@invergroveheights.** State: **MN**

Phone: **651-450-2574** Zip: **55077**

Fax: Account:

Dates

Quote Issued: **December 4, 2018**

GS 18 CS20 GNSS RTK PACKAGE with roads

Part Number	Product Description		List Price	Price	TOTAL
752292	GLS30, telescopic carbon GNSS pole with 5/8" screw. Snap locks at 1.80m and 2.00m. Includes circular bubble	1	\$ 455.00	\$ 364.00	\$ 364.00
772806	GEB212, Lithium Ion battery, 7.4V / 2.6Ah, chargeable	4	\$ 140.00	\$ 112.00	\$ 448.00
799185	GKL311, Single Charger Prof 3000. Charger for one Li-Ion battery including AC/DC adaptor and cigarette lighter cable	2	\$ 140.00	\$ 112.00	\$ 224.00
6003686	1 yr Viva GNSS (GS1X) Basic CCP	1	\$ 180.00	\$ 144.00	\$ 144.00
813914	GDZ71, Pen with tether clip interface for CS20 field controller and TS16/MS60/TS60 Instruments	2	\$ 10.00	\$ 8.00	\$ 16.00
827698	Leica Captivate - Measure & Stakeout for CS20.	1	\$ 1,500.00	\$ 1,200.00	\$ 1,200.00
827699	CS20 - Measure and Stake to Line	1	\$ 250.00	\$ 200.00	\$ 200.00
827704	CS20 - Measure and Stake to Road	1	\$ 950.00	\$ 760.00	\$ 760.00
807157	GHT66, Holder attaching a CS20 with a GHT63 clamp to a pole. GHT63 is not included.	1	\$ 100.00	\$ 80.00	\$ 80.00
767880	GHT63, Clamp arrangement for attaching the GHT62 holder to all poles.	1	\$ 100.00	\$ 80.00	\$ 80.00
6009619	1 yr CS20 Basic CCP	1	\$ 580.00	\$ 464.00	\$ 464.00
856074	LOP60, GLONASS option, enables GLONASS tracking on a GS18 receiver.	1	\$ 1,280.00	\$ 1,024.00	\$ 1,024.00
834668	GAT27, Multiband LTE antenna	1	\$ 150.00	\$ 120.00	\$ 120.00
823167	CS20 3.75G / CDMA Disto Field Controller.	1	\$ 5,930.00	\$ 4,744.00	\$ 4,744.00
855304	GS18 Leica GS18 T LTE & UHF Performance SmartAntenna (NAFTA)	1	\$ 20,120.00	\$ 16,096.00	\$ 16,096.00
855306	GVP734, GNSS Rover Container	1	\$ 150.00	\$ 120.00	\$ 120.00
813781	SPF05, 5" WVGA display foils for CS20 field controller and TS16/MS60/TS60 instruments	1	\$ 30.00	\$ 24.00	\$ 24.00
853624	CS35 - ESRI Shapefile Exporter	1	\$ 450.00	\$ 360.00	\$ 360.00
Sub Total:					\$ 26,468.00
Shipping:					\$ 0.00
Taxes:					\$ 0.00
TOTAL:					\$ 26,468.00

Local Sales Tax & Delivery Costs will be added to final invoice

Accepted By: _____

Date: _____

Signature: _____

Order Information

Leica Geosystems, Inc.
2942 Century Place
Costa Mesa, CA 92626

Attn: Chris Rotegard
Tel: 800-938-0606
Fax: 800-294-1541 - Attn: Rhea
Email: chris.rotegard@leicaus.com

Terms & Conditions

Offer subject to Leica Geosystems terms & conditions, available at:
https://portal.leicaus.com/US_GT-Cs_of_Sales.txt

Full Software License Agreement:

<http://leica-geosystems.com/about-us/compliance-standards/legal-documents>

**Leica Geosystems, Inc.**

5051 Peachtree Corners Circle
Norcross, GA 30092
Tel: 800 367-9453

Quote Number
83872

Customer

Company: **City Of Inver Grove Heights** Address: **8150 Barbara Ave**

Contact: **Michael Wright** City: **Inver Grove Heights**

Email: **mwright@invergroveheights.** State: **MN**

Phone: **651-450-2574** Zip: **55077**

Fax: _____ Account: _____

Dates

Quote Issued: **December 7, 2018**

Extension Poles

Part Number	Product Description	Quantity	Price	TOTAL
8202701	2-section 8' range pole	1	\$ 38.25	\$ 38.25
Sub Total:				\$ 38.25
Shipping:				\$ 0.00
Taxes:				\$ 0.00
TOTAL:				

Local Sales Tax & Delivery Costs will be added to final invoice

Accepted By: _____

Date: _____

Signature: _____

Order Information

Leica Geosystems, Inc.
2942 Century Place
Costa Mesa, CA 92626

Attn: Chris Rotegard
Tel: 800-938-0606
Fax: 800-294-1541 - Attn: Rhea
Email: chris.rotegard@leicaus.com

Terms & Conditions

Offer subject to Leica Geosystems terms & conditions, available at:
https://portal.leicaus.com/US_GT-Cs_of_Sales.txt

Full Software License Agreement:

<http://leica-geosystems.com/about-us/compliance-standards/legal-documents>

TreeBiz™

Quotation

For the Beauty of the Earth

2275 Highland Pkwy.
Saint Paul, MN 55116
Phone (651) 336-8095

DATE 12/5/2018
Quotation # 387
Customer ID

Quotation For:

City of Inver Grove Heights
Engineering
8150 Barbara Ave.
Inver Grove Heights, MN 55055

Quotation valid until: 1/4/2019
Prepared by: SJN

Attn: Mike Wright

Comments or Special Instructions: None

SALESPERSON	P.O. NUMBER	SHIP DATE	SHIP VIA	F.O.B. POINT	TERMS
S. Nicholson			ground		Due on receipt

QUANTITY	DESCRIPTION	UNIT PRICE	TAXABLE?	AMOUNT
1	ARROWGOLDRTK-KIT - Arrow GPS pack includes: receiver, antenna, charger, hard case, antenna cable, pole bracket two year warranty	\$7,995.00		\$7,995.00

SUBTOTAL	\$7,995.00
TAX RATE	
SALES TAX	-
Shipping	\$25.00
TOTAL	\$8,020.00

Note: Expedited shipping available at extra charge

Questions concerning this quotation? Contact Stephen Nicholson, 651-336-8095, steve@tree-biz.com

THANK YOU FOR YOUR BUSINESS!

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Approve Purchase of Capital Equipment

Meeting Date: January 14, 2019
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 approval of purchase of capital equipment included in the approved 2019 budget.

SUMMARY

The attached memo from the Street Maintenance Superintendent presents cost information for the replacement of sixteen pieces of equipment approved for replacement in 2019. A memo is also attached explaining the proposed funding source for a new plow truck, as discussed at the November 5, 2018 study meeting. The attached proposal is based on the Minnesota State Cooperative Purchasing pricing. The prices shown include the trade-in value, sales tax and applicable fees. The Fire Department vehicle replacement and additions will be considered at a later date.

I recommend approval of the capital equipment purchase that would be funded from the Central Equipment Fund.

SDT/kf

Attachments: Memos

MEMO

CITY OF INVER GROVE HEIGHTS

TO: Scott Thureen, Public Works Director
FROM: Barry Underdahl, Street Superintendent
DATE: December 18, 2018
SUBJECT: 2019 Capital Equipment Purchases

The following equipment is proposed to be purchased in 2019 as previously discussed with the Mayor and City Council during the Council Study Session on November 5, 2018. The acquisition dollars are included in the 2019 budget.

The acquisition costs listed are current government contract prices and include trade-in values, taxes, fees, and registration costs where applicable.

Street Maintenance

		Allocation	Acquisition
#201	2008 Ford F150 (Replace with F450)	\$51,924.00	\$51,889.00
#332	2011 Bobcat ToolCat 5600	\$60,271.00	\$31,980.00
#339	2008 Ford F150 (Replace with F450)	\$49,792.00	\$52,915.00
Streets Totals		\$161,987.00	\$136,784.00

Utilities Maintenance

#412	1988 Portable Generator	\$154,457.00	\$154,736.00
#417	2005 Chevrolet K2500 Pickup	\$46,175.00	\$41,822.00
Utilities Totals		\$200,632.00	\$196,558.00

Park Maintenance

#506	2007 Ford F250	\$29,575.00	\$35,830.00
#520	2012 John Deere Skidloader	\$70,485.00	\$35,026.00
#524	2012 Kubota UTV	\$32,265.00	\$17,615.00
#530	2012 Toro Groundsmaster 5910	\$118,643.00	\$87,750.00
#531	2012 Toro Groundsmaster 5910	\$118,628.00	\$87,250.00
Parks Totals		\$369,596.00	\$263,471.00

Engineering

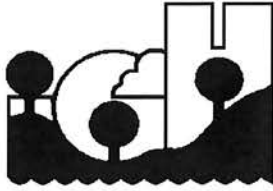
#705	2005 Ford F-150	\$34,773.00	\$30,215.00
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Police Department

		Allocation	Acquisition
#0850	2008 Dodge Caravan	\$30,779.00	\$43,300.00
#12TBD	2012 Police Interceptor Utility	\$32,207.00	\$25,500.00
#16TBD	2015 Police Interceptor Utility	\$40,171.00	\$25,500.00
#16TBD	2015 Police Interceptor Utility	\$30,595.00	\$25,500.00
#16TBD	2015 Police Interceptor Utility	\$35,650.00	\$25,500.00
Police Totals		\$169,402.00	\$145,300.00

Grand Totals: Streets, Utilities, Parks, Engineering, and Police	\$936,390.00	\$772,328.00
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Acquisition costs include current contract pricing, trade values, applicable taxes and fees. Final costs could change depending on contract dates, vehicle or equipment manufacturing cutoff dates, and any changes in taxes and/or fees at the time of delivery.



City of Inver Grove Heights
Streets/Central Equipment

MEMORANDUM

TO: Scott Thureen, Public Works Director

FROM: Barry Underdahl, Street Superintendent
Rick Jackson, Lead Mechanic

SUBJECT: Proposed 2019 Capital Equipment Purchase

DATE: December 18, 2018

Street Division -

The following truck and equipment is recommended to be purchased in 2019 as previously discussed during the Study Session on November 5, 2018. The acquisition dollars are included in the approved 2019 budget.

2019 Single Axle Dump Truck	\$119,205.00
Dump Box with Plow Equipment, Sander and Lighting	\$102,684.00
Total	\$221,889.00

The purchase of this truck will allow the community to be divided into nine plow routes providing an improvement in response time during winter maintenance events. This truck and equipment will be funded by dollars remaining in the equipment replacement schedule after the purchase of three Street Division vehicles in 2017 and two vehicles in 2018. The use of these funds will not adversely affect the future replacement of each of the vehicles.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

REQUEST FOR APPROVAL OF RENTAL HOUSING LICENSE

Meeting Date: January 14, 2019
 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 three (3) 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:

- JESSICA DAHLQUIST: 7371 BOND WAY; TOWNHOUSE
- HAR MATTAPARTI: 6973 ARCHER COURT; TOWNHOUSE
- HAR MATTAPARTI: 6965 ARCHER COURT; TOWNHOUSE

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

APPROVE COMPENSATION PLAN ADJUSTMENTS AND COLLECTIVE BARGAINING AGREEMENT TERMS FOR 2019 AND 2020

Meeting Date: January 14, 2019
 Item Type: Consent
 Contact: Joe Lynch
 Prepared by: Janet Shefchik
 Reviewed by: Joe Lynch

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 2019 and 2020 Compensation Plan wage adjustments for Seasonal/Temporary, Non-Union and Union employees, and contract terms in the Collective Bargaining Agreements with IOUE, LELS Patrol, and LELS Sergeants.

SUMMARY The City's classification system and compensation plan meets the requirements of the Minnesota Pay Equity Act (471.991-.999) toward comparable pay for comparable work. The current plan was adopted by Council in May 2018, after the completion of a comprehensive market study and job evaluation process. The plan groups positions into ranges with other similarly rated positions. Using this plan, the City strives to maintain a favorable position to the marketplace from which we recruit, and to attract, retain and recognize employees whose knowledge, skills and abilities make them viable candidates for City positions. Subsequent to the approval of the plan by Council, staff met with each of the City's bargaining units who agreed to adopt the new 10-step wage scale. Prior to this, the number of steps and wage scales varied by union.

The City currently has four collective bargaining groups comprised of clerical, technical and professional employees represented by AFSCME Local 1065; certain maintenance employees represented by IUOE Local 70; Police Officers represented by LELS Local 84; and Police Sergeants represented by LELS Local 189. The Non-Union group of employees are unrepresented and include the City's supervisory, confidential, and utility employees. The City also employs hundreds of non-union seasonal and temporary employees annually.

Staff conducts negotiations with the union groups to come to tentative agreement on the terms of the contracts. The union members vote to ratify the negotiated terms and staff brings the terms of agreement before Council. Once both approved and ratified, the Mayor, City Administrator and union representatives sign the final contract draft which incorporates the approved terms. The City has conducted negotiations and reached agreement with 3 of 4 represented groups, for wage increases of 2.75% in 2019 and 3% in 2020. Additionally, we anticipate beginning negotiations with AFSCME in the coming weeks. As the other bargaining units completed negotiations prior to the end of their contracts on 12/31/18, staff has committed to move forward in seeking Council approval, rather than wait on negotiations with AFSCME to commence.

In the interest of maintaining equity, we recommend that Council approve the attached resolution adopting the 2019 and 2020 wage scales for the Non-Union and Union Compensation Plans and collective bargaining agreement terms as indicted herein. The City's health insurance for non-union employees (and clothing allowance for those who do field work) will also continue to mirror that of the terms for the represented groups. Highlights of the negotiated contract changes and wage scales are attached. The funds to cover the wage increases and other terms are included in the General Fund budget for 2019, which anticipated a 3% cost of living increase. The 2020 increases will be calculated into the 2020 budget.

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

RESOLUTION NO.

**RESOLUTION APPROVING 2019 AND 2020 COMPENSATION PLANS
AND COLLECTIVE BARGAINING AGREEMENT TERMS**

WHEREAS, the City of Inver Grove Heights desires to attract, retain and recognize employees whose knowledge, skills and abilities make them viable candidates for City positions; and

WHEREAS, it is the goal of the City to compensate its employees fairly in accordance with both market and economic conditions, as well as meet its statutory obligations with respect to the Minnesota Pay Equity Act and comparable worth; and

WHEREAS, general wage adjustments of 2.75% in 2019 and of 3% in 2020 are seen as fair and equitable; and

WHEREAS, the City and union members of IUOE Local 70; LELS Local 84; and LELS Local 189 have tentatively agreed to the terms of their respective Collective Bargaining Agreements for 2019 and 2020.

NOW THEREFORE BE IT FURTHER RESOLVED that the City of Inver Grove Heights hereby adopts the attached compensation plan wages for non-union, seasonal/temporary, and union employees as negotiated, and Collective Bargaining Agreement terms as highlighted in the attachment, effective January 1, 2019 to December 31, 2020.

Passed by the City Council of Inver Grove Heights this 14th day of January, 2019.

Ayes:

Nays:

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk

2019 – 2020 Contract Highlights

LELS Patrol:

- 2.75% wage increase effective 1/1/19, and 3% effective 1/1/20
- 2 hours additional straight-time pay for each Field Training Officer shift worked
- Investigators and Drug Task Force Agents paid at corresponding Grade 18 step during assignment (rather than calculated as a percentage increase)
- Annual Uniform Allowance increased to \$890/cash or \$1,000 on vendor account only for 2019 with a \$500 carryover; includes allowable purchases and maintenance (e.g. dry cleaning). Allowance for 2020 will be \$950 on account only, with a 50% carryover.
- Christmas Eve Day will replace Columbus Day as a paid Holiday
- Education Incentive will include 7% for an Associate's Degree and 9% for a Bachelor's Degree. Pay based on credits rather than degrees, and pay for post-secondary education less than an Associate's degree, has been eliminated.
- Employees on MAAG Duty will receive an additional \$100/month.
- Health and Flexible Benefit contribution amounts as previously approved by the Council for 2019, and an agreement to split any increase for HSA/HRA single plus one and family coverage in 2020.

LELS Sergeants:

- 2.75% wage increase effective 1/1/19, and 3% effective 1/1/20
- Annual Uniform Allowance increased to \$890/cash or \$1,000 on vendor account only for 2019 with a \$500 carryover; includes allowable purchases and maintenance (e.g. dry cleaning). Allowance for 2020 will be \$950 on account only, with a 50% carryover.
- Christmas Eve Day will replace Columbus Day as a paid Holiday
- Education Incentive will increase by 1% for all degrees attained, resulting in 4% for Associate's, 7% for Bachelor's and 10% for Masters.
- Health and Flexible Benefit contribution amounts as previously approved by the Council for 2019, and an agreement to split any increase for HSA/HRA single plus one and family coverage in 2020.
- Sick Leave that is eligible for conversion upon promotion has been prospectively adjusted such that in the future up-to 560 hours will be converted to Personal Leave and remaining hours will be paid into the Post Employment Health Care Savings Plan.

IUOE (Maintenance):

- 2.75% wage increase effective 1/1/19, and 3% effective 1/1/20
- Annual Clothing Allowance for uniforms and safety clothing/shoes increased to \$200
- Compensatory Time may be cashed-out during the year upon written request, and use of Comp. Time may occur beyond 90 days, with Employer approval.
- Health and Flexible Benefit contribution amounts as previously approved by the Council for 2019, and an agreement to split any increase for HSA/HRA single plus one and family coverage in 2020 with the caveat that if the rates increase greater than 10%, the City will open the Health Insurance article covering contributions, etc., for negotiations.

CITY OF INVER GROVE HEIGHTS

Seasonal/Temporary Positions:

2019 - 2020

	Min. 1/1/19	Min. 1/1/20	Max.
Cart Person	\$9.86	-	\$10.00
G.C. Food & Bev. Concessionaire (Preps food, 18+)	\$9.86	-	\$14.50
Golf Course Concessionaire	\$9.86	-	\$14.50
Range Picker	\$9.86	-	\$12.50
Ranger	\$9.86	-	\$12.50
Starter	\$9.86	-	\$12.50
Birthday Party Host	\$9.86	-	\$12.00
Child Care Worker	\$10.00	-	\$14.00
Fire Academy Instructors	\$13.50	-	\$18.00
Fitness Instructor	\$17.50	-	\$32.00
Fitness Worker	\$10.65	-	\$15.00
Guest Service Worker	\$10.50	-	\$15.50
Gym Supervisor	\$10.00	-	\$15.00
Ice Programs Coordinator	\$22.00	-	\$40.00
Kids Rock Assistant	\$9.86	-	\$12.00
Kids Rock Coordinator	\$15.00	-	\$20.00
Kids Rock Leader	\$11.00	-	\$15.00
Lead Lifeguard	\$12.75	\$13.00	- \$16.00
Lifeguard	\$11.75	\$12.00	- \$15.00
Manager on Duty	\$12.50	-	\$16.00
Non-Certified Swim Instructor	\$11.25	\$11.50	- \$15.50
Open Skate/Skate Guard (VMCC)	\$9.86	-	\$12.50
Operations Helper	\$11.00	-	\$16.00
Personal Trainer	\$21.50	-	\$35.00
Pool Attendant	\$9.86	-	\$12.00
Recreation Instructor	\$9.86	-	\$23.50
Recreation Official	\$9.86	-	\$20.00
Skate Instructor	\$9.86	-	\$22.00
Skating Rink Attendant (Recreation)	\$9.86	-	\$13.00
Special Events Attendant	\$9.86		\$15.00
Swim Lesson Manager	\$16.00	\$16.25	- \$20.50
Ticket Taker/Ticket Seller	\$10.00	-	\$11.50
WSI	\$13.75	-	\$17.50
Utility Helper	\$9.86	-	\$15.30
Intern	\$10.90	-	\$18.60
On-Call Clerk	\$14.00	-	\$18.00
Recording Secretary	\$13.00	-	\$17.00

First time changes reflected in Bold

2019 Minimum wage is \$9.86

Note: 2020 Minimum wage is subject to change, once set

Inver Grove Heights Job Ratings – Salary Grade & Exempt Status

Proposed Classification Title:	Salary Grade	Exempt Status
City Administrator	31	E
Chief of Police	27	E
Director of Public Works	27	E
Director of Parks & Recreation	27	E
Fire Chief	27	E
Director of Community Dev.	26	E
Director of Finance	26	E
Deputy Chief (Police)	25	E
Division Commander	24	E
Human Resources Manager	24	E
City Engineer	23	E
Assistant Fire Chief	23	E
Technology Manager	23	E
Assistant City Engineer (P.E.)	21	E
Chief Building Official	21	E
City Planner	21	E
Parks Superintendent	21	E
Recreation Superintendent	21	E
Street Maintenance Superintendent	21	E
Utilities Superintendent	21	E
City Clerk	20	E
Civil Engineer	20	E
Communications Manager	20	E
Golf Course Clubhouse Superintendent	20	E
Sergeant (Exempt – pay as Non)	20	NE
Golf Course Superintendent	19	E
Associate Planner	18	NE
Senior Accountant	18	NE
Fire Marshal	18	NE
Guest Services Supervisor	18	E
Investigator/Drug Task Force Agent	18	NE
Aquatics Coordinator	17	NE
Fitness Coordinator	17	NE
Police Officer	17	NE
School Resource Officer	17	NE
Senior Engineering Technician	17	NE
Accountant	16	NE
Assistant Planner*	16	NE
Environmental Specialist	16	NE
Combination Inspector	16	NE
Fire Operations Supervisor	16	E
Golf Operations Coordinator	16	E
Mechanic Lead Worker	16	NE
Park Maintenance Coordinator	16	NE

Proposed Classification Title:	Salary Grade	Exempt Status
Recreation Coordinator	16	NE
Engineering Technician	15	NE
GIS Specialist	15	NE
Rental & Code Compliance Coordinator	15	NE
Water Plant Operator	15	NE
Accounting Technician, Sr.	14	NE
Administrative Services Coordinator	14	NE
Assistant Golf Course Superintendent	14	NE
GIS Tech II	14	NE
Golf Course Mechanic	14	NE
IT Specialist (MIS Tech)	14	NE
Mechanic	14	NE
Communications Specialist	13	NE
Street Maintenance Lead Worker	13	NE
Utilities Lead Worker	13	NE
Accounting Technician	12	NE
Sign Worker – Street Maintenance	12	NE
Assistant to the Building Official	11	NE
Community Development Support Spec.	11	NE
Public Works Support Specialist	11	NE
Records Specialist	11	NE
Events Coordinator*	10	NE
GIS Tech I/Tech Asst.*	10	NE
Senior Office Support	10	NE
Utility Maintenance Worker	10	NE
VMCC Maintenance Worker	10	NE
Custodian II	9	NE
Lead Operations Worker	9	NE
Park Maintenance Worker	9	NE
Park/Street Maintenance Worker	9	NE
Street Maintenance Worker	9	NE
VMCC Operations Worker	9	NE
Customer Service Specialist	8	NE
Office Support	8	NE
Clubhouse Coordinator*	5	NE
Golf Course Technician	4	NE
Golf Course Cashier	2	NE
*job classification is currently unused, position will need to be evaluated for for grading if filled in future		

Last updated: 10/4/18

2019 Proposed Salary Ranges

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
32	\$73.35									\$93.19
31	\$69.28									\$88.04
30	\$65.52	\$67.42	\$69.33	\$71.23	\$73.13	\$75.03	\$76.93	\$78.83	\$80.73	\$83.26
29	\$62.06	\$63.86	\$65.66	\$67.46	\$69.26	\$71.06	\$72.86	\$74.66	\$76.47	\$78.85
28	\$58.81	\$60.52	\$62.23	\$63.94	\$65.65	\$67.35	\$69.06	\$70.76	\$72.47	\$74.73
27	\$55.85	\$57.47	\$59.09	\$60.71	\$62.34	\$63.95	\$65.58	\$67.20	\$68.81	\$70.97
26	\$53.09	\$54.63	\$56.17	\$57.71	\$59.26	\$60.80	\$62.34	\$63.87	\$65.41	\$67.46
25	\$50.51	\$51.98	\$53.44	\$54.91	\$56.38	\$57.84	\$59.31	\$60.78	\$62.24	\$64.18
24	\$48.16	\$49.56	\$50.95	\$52.35	\$53.75	\$55.15	\$56.54	\$57.94	\$59.34	\$61.20
23	\$45.95	\$47.29	\$48.62	\$49.95	\$51.28	\$52.62	\$53.95	\$55.28	\$56.62	\$58.38
22	\$43.92	\$45.19	\$46.46	\$47.74	\$49.01	\$50.30	\$51.57	\$52.84	\$54.12	\$55.80
21	\$42.05	\$43.27	\$44.49	\$45.71	\$46.93	\$48.15	\$49.37	\$50.59	\$51.81	\$53.43
20	\$40.32	\$41.48	\$42.65	\$43.82	\$44.99	\$46.17	\$47.34	\$48.51	\$49.67	\$51.22
19	\$38.70	\$39.82	\$40.94	\$42.07	\$43.19	\$44.31	\$45.44	\$46.56	\$47.68	\$49.17
18	\$36.45	\$37.50	\$38.56	\$39.62	\$40.68	\$41.73	\$42.79	\$43.84	\$44.90	\$45.96
17	\$34.57	\$35.57	\$36.58	\$37.58	\$38.58	\$39.59	\$40.59	\$41.59	\$42.59	\$43.60
16	\$32.85	\$33.80	\$34.75	\$35.71	\$36.66	\$37.62	\$38.56	\$39.52	\$40.47	\$41.43
15	\$31.25	\$32.16	\$33.06	\$33.97	\$34.87	\$35.79	\$36.69	\$37.60	\$38.50	\$39.41
14	\$29.78	\$30.64	\$31.50	\$32.37	\$33.23	\$34.09	\$34.96	\$35.82	\$36.68	\$37.54
13	\$28.42	\$29.24	\$30.07	\$30.90	\$31.72	\$32.54	\$33.37	\$34.20	\$35.02	\$35.84
12	\$27.13	\$27.92	\$28.71	\$29.49	\$30.28	\$31.07	\$31.85	\$32.64	\$33.42	\$34.22
11	\$25.96	\$26.72	\$27.47	\$28.23	\$28.98	\$29.73	\$30.49	\$31.24	\$31.99	\$32.75
10	\$24.89	\$25.61	\$26.33	\$27.05	\$27.77	\$28.49	\$29.22	\$29.94	\$30.66	\$31.39
9	\$23.87	\$24.57	\$25.26	\$25.95	\$26.64	\$27.33	\$28.03	\$28.72	\$29.42	\$30.11
8	\$22.95	\$23.61	\$24.28	\$24.95	\$25.62	\$26.28	\$26.94	\$27.61	\$28.28	\$28.94
7	\$22.09	\$22.73	\$23.38	\$24.01	\$24.65	\$25.30	\$25.93	\$26.57	\$27.22	\$27.86
6	\$21.29	\$21.91	\$22.52	\$23.14	\$23.77	\$24.38	\$25.00	\$25.62	\$26.23	\$26.85
5	\$20.55	\$21.15	\$21.74	\$22.34	\$22.93	\$23.53	\$24.13	\$24.73	\$25.33	\$25.92
4	\$19.84	\$20.42	\$21.00	\$21.58	\$22.15	\$22.73	\$23.30	\$23.88	\$24.45	\$25.03
3	\$19.23	\$19.79	\$20.34	\$20.91	\$21.46	\$22.02	\$22.57	\$23.14	\$23.69	\$24.25
2	\$18.65	\$19.18	\$19.73	\$20.27	\$20.81	\$21.35	\$21.90	\$22.43	\$22.97	\$23.52

2020 Proposed Salary Ranges

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
32	\$75.55									\$95.99
31	\$71.36									\$90.68
30	\$67.49	\$69.44	\$71.41	\$73.37	\$75.32	\$77.28	\$79.24	\$81.19	\$83.15	\$85.76
29	\$63.92	\$65.78	\$67.63	\$69.48	\$71.34	\$73.19	\$75.05	\$76.90	\$78.76	\$81.22
28	\$60.57	\$62.34	\$64.10	\$65.86	\$67.62	\$69.37	\$71.13	\$72.88	\$74.64	\$76.97
27	\$57.53	\$59.19	\$60.86	\$62.53	\$64.21	\$65.87	\$67.55	\$69.22	\$70.87	\$73.10
26	\$54.68	\$56.27	\$57.86	\$59.44	\$61.04	\$62.62	\$64.21	\$65.79	\$67.37	\$69.48
25	\$52.03	\$53.54	\$55.04	\$56.56	\$58.07	\$59.58	\$61.09	\$62.60	\$64.11	\$66.11
24	\$49.60	\$51.05	\$52.48	\$53.92	\$55.36	\$56.80	\$58.24	\$59.68	\$61.12	\$63.04
23	\$47.33	\$48.71	\$50.08	\$51.45	\$52.82	\$54.20	\$55.57	\$56.94	\$58.32	\$60.13
22	\$45.24	\$46.55	\$47.85	\$49.17	\$50.48	\$51.81	\$53.12	\$54.43	\$55.74	\$57.47
21	\$43.31	\$44.57	\$45.82	\$47.08	\$48.34	\$49.59	\$50.85	\$52.11	\$53.36	\$55.03
20	\$41.53	\$42.72	\$43.93	\$45.13	\$46.34	\$47.56	\$48.76	\$49.97	\$51.16	\$52.76
19	\$39.86	\$41.01	\$42.17	\$43.33	\$44.49	\$45.64	\$46.80	\$47.96	\$49.11	\$50.65
18	\$37.54	\$38.63	\$39.72	\$40.81	\$41.90	\$42.98	\$44.07	\$45.16	\$46.25	\$47.34
17	\$35.61	\$36.64	\$37.68	\$38.71	\$39.74	\$40.78	\$41.81	\$42.84	\$43.87	\$44.91
16	\$33.84	\$34.81	\$35.79	\$36.78	\$37.76	\$38.75	\$39.72	\$40.71	\$41.68	\$42.67
15	\$32.19	\$33.12	\$34.05	\$34.99	\$35.92	\$36.86	\$37.79	\$38.73	\$39.66	\$40.59
14	\$30.67	\$31.56	\$32.45	\$33.34	\$34.23	\$35.11	\$36.01	\$36.89	\$37.78	\$38.67
13	\$29.27	\$30.12	\$30.97	\$31.83	\$32.67	\$33.52	\$34.37	\$35.23	\$36.07	\$36.92
12	\$27.94	\$28.76	\$29.57	\$30.37	\$31.19	\$32.00	\$32.81	\$33.62	\$34.42	\$35.25
11	\$26.74	\$27.52	\$28.29	\$29.08	\$29.85	\$30.62	\$31.40	\$32.18	\$32.95	\$33.73
10	\$25.64	\$26.38	\$27.12	\$27.86	\$28.60	\$29.34	\$30.10	\$30.84	\$31.58	\$32.33
9	\$24.59	\$25.31	\$26.02	\$26.73	\$27.44	\$28.15	\$28.87	\$29.58	\$30.30	\$31.01
8	\$23.64	\$24.32	\$25.01	\$25.70	\$26.39	\$27.07	\$27.75	\$28.44	\$29.13	\$29.81
7	\$22.75	\$23.41	\$24.08	\$24.73	\$25.39	\$26.06	\$26.71	\$27.37	\$28.04	\$28.70
6	\$21.93	\$22.57	\$23.20	\$23.83	\$24.48	\$25.11	\$25.75	\$26.39	\$27.02	\$27.66
5	\$21.17	\$21.78	\$22.39	\$23.01	\$23.62	\$24.24	\$24.85	\$25.47	\$26.09	\$26.70
4	\$20.44	\$21.03	\$21.63	\$22.23	\$22.81	\$23.41	\$24.00	\$24.60	\$25.18	\$25.78
3	\$19.81	\$20.38	\$20.95	\$21.54	\$22.10	\$22.68	\$23.25	\$23.83	\$24.40	\$24.98
2	\$19.21	\$19.76	\$20.32	\$20.88	\$21.43	\$21.99	\$22.56	\$23.10	\$23.66	\$24.23

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

PERSONNEL ACTIONS

Meeting Date:	January 14, 2019		Fiscal/FTE Impact:
Item Type:	Consent Agenda	☒	None
Contact &	Janet Shefchik, HR Manager	☐	Amount included in current budget
Reviewed by:		☐	Budget amendment requested
Prepared by:	Carrie Isaacson, Admin Svc Coord	☐	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

Alexander, Andrei, Outdoor Rink Attendant
 Ganesan, Nirupa, Skating Instructor
 Harker, Gary, Ticket Taker/Seller
 Heidelberg, Reilly, Outdoor Rink Attendant
 Killion, Kevin, Outdoor Rink Attendant
 LaBarre, Matthew, Outdoor Rink Attendant
 Meester, Anthony, Outdoor Rink Attendant
 Schoen, Louis, Lifeguard
 Stidham, Joshua, Outdoor Rink Attendant
 Sullivan, Grace, Fitness Worker
 Toomey, Jordan, Lifeguard
 Weiss, Mary Jo, Fitness Worker/Instructor

Streets

Ista, Gary, Street Maintenance Helper

Voluntary Resignations and/or Terminations:

Parks-Recreation-VMCC

Bjornson, Alexandra, Birthday Party Host
 Jilk, Heather, Fitness Attendant
 Kurr, Amy, Lifeguard
 Skora, Nicole, Fitness Worker

Public Safety

James, Ashley, Fire Fighter
 Schnell, Paul, Police Chief

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Public Hearing to Consider Resolution Ordering Project, Accepting Addendum No. 1 to the Feasibility Report, Approving Plans and Specifications, and Authorizing Advertisement for Bids for the 2019 Pavement Management Program, City Project No. 2018-09F – 55th Street Court/55th Street Area Reconstruction

Meeting Date: January 14, 2019
 Item Type: Public Hearing
 Contact: Thomas J. Kaldunski, 651.450.2572
 Prepared by: Steve W. Dodge, Asst. City Engineer *SWD*
 Reviewed by: Scott D. Thureen, Public Works Director *ST*

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Public Hearing to consider resolution ordering project, accepting Addendum No. 1 to the Feasibility Report, approving plans and specifications, and authorizing advertisement for bids for the 2019 Pavement Management Program, City Project No. 2018-09F – 55th Street Court/55th Street Area Reconstruction.

SUMMARY

Council authorized the 55th Street Court/55th Street feasibility study as part of the 2019 Pavement Management Program, City Project No. 2018-09F – 55th Street Court/55th Street Area Reconstruction on September 24, 2018. The feasibility report was received by the City Council on December 10, 2018.

Addendum No. 1 to the Feasibility Report has been prepared by Bolton & Menk by reviewing full street reconstruction, partial street reconstruction, pavement replacement, and mill and overlay project options in accordance with resident comments received at the information meeting for the Feasibility Report held on November 27, 2018. Total project costs and assessment rolls for each respective improvement option have been incorporated into Addendum No. 1 including an updated schedule. The geotechnical engineering consultant American Engineering Testing, Inc. (AET) provided a January 3, 2019 addendum to the original Report of Geotechnical Exploration and Review to provide technical expertise and guidance on the science for each pavement improvement alternative.

Staff utilized the consultant information to perform a life cycle analysis to determine the cost-effectiveness of each method. The full reconstruction (50-year service life) is the recommended method by the consultant and staff. The partial reconstruction (30-year service life) is the least cost-effective method and not recommended. The pavement replacement (20-year service life) is an optional method, but less cost-effective than the full reconstruction. The mill and overlay (10-year maximum service life) method is not recommended by the consultant and staff due to the existing pavement has deteriorated and not considered structurally sound.

Staff and consultant recommend the reconstruction project. The total estimated project cost is \$1,154,906, with \$277,389 in estimated assessments (24% of the project costs), for City Project No. 2018-09F - 55th Street Court and 55th Street Reconstruction. A multi-faceted funding package has been prepared in the feasibility report which includes the pavement management fund, franchise fee funds, utility funds and special assessments.

A preliminary assessment roll has been prepared per City policy for street and storm water facility improvements. Special benefit analysis has been performed by an independent appraiser to identify the special benefits (aka assessment cap) per type and class of property. The per-policy assessment amount for single-family, twin-home or vacant parcel is \$10,116 which is above the recommended assessment cap of \$6,562. The per-policy assessment amount for a duplex/multi-family parcel is \$20,231, which is above the recommended assessment cap of \$13,124. The per-policy assessment amount for the Lake Cove Village Apartments is \$70,363, which is above the recommended assessment cap of \$63,996. The per-policy assessment amount for the gas station parcel is \$42,971, which is below the recommended assessment cap of \$43,569. The proposed assessment is the lower amount between the per-policy and assessment cap.

Resident input has been gathered utilizing a mailed questionnaire, a neighborhood feasibility meeting on November 28, 2018, an informational meeting to discuss improvements on January 3, 2019, and emails. Feedback from the property owners has been provided in the Feasibility Study and Addendum No. 1. Staff has received input from a few residents attending the informational meeting and there is mixed support for a full reconstruction, pavement replacement, or no project. The residents who support no project are concerned about the assessment cost.

Staff recommends approving the resolution ordering project, accepting Addendum No. 1 to the Feasibility Report, approving plans and specifications, and authorizing advertisement for bids for the 2019 Pavement Management Program, City Project No. 2018-09F – 55th Street Court/55th Street Area Reconstruction.

SWD/kf

Attachments: Resolution
Assessment Map
Proposed Assessment Roll for Street Reconstruction
Addendum No. 1 to Feasibility Study (Exhibit 1)
Addendum to AET Geotechnical Report (Exhibit 2)
Information Meeting Summary (Exhibit 3)

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

**RESOLUTION ORDERING PROJECT, ACCEPTING ADDENDUM NO. 1 TO THE FEASIBILITY
REPORT, APPROVING PLANS AND SPECIFICATIONS, AND AUTHORIZING ADVERTISEMENT FOR
BIDS FOR THE 2019 PAVEMENT MANAGEMENT PROGRAM, CITY PROJECT NO. 2018-09F – 55TH
STREET COURT/55TH STREET AREA RECONSTRUCTION**

RESOLUTION NO. _____

WHEREAS, a resolution passed by the City Council on December 10, 2018 called for a public hearing on the proposed improvement project, 2019 Pavement Management Program, City Project No. 2018-09F – 55th Street Court/55th Street Reconstruction; and

WHEREAS, published notice was given pursuant to Minnesota Statute 429.031, and the hearing was held thereon on January 14, 2019, at which time all persons desiring to be heard were given an opportunity to be heard thereon; and

WHEREAS, Addendum No. 1 to the Feasibility Report dated January 14, 2019 has been prepared by Bolton & Menk to include street improvement alternatives for City Project No. 2018-09F – 55th Street Court/55th Street Reconstruction.

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

1. Addendum No. 1 dated January 14, 2019 to the December 10, 2018 Feasibility Report for City Project No. 2018-09F – 55th Street Court/55th Street Reconstruction is hereby accepted.
2. Such improvement is necessary, cost-effective and feasible as outlined in the Feasibility Report.
3. Such improvement is hereby ordered as proposed in this Council resolution adopted January 14, 2019.
4. Plans and specifications for City Project No. 2018-09F are hereby approved.
5. The City Engineer is designated as the engineer for this improvement project and is authorized to advertise for bids with respect to City Project No. 2018-09F.
6. Staff, City Attorney and consultant are authorized to commence on necessary easements and agreements for the project.
7. The contract for these improvements shall be let no later than two years after the adoption of this resolution.

Adopted by the City Council of Inver Grove Heights, Minnesota this January 14, 2019

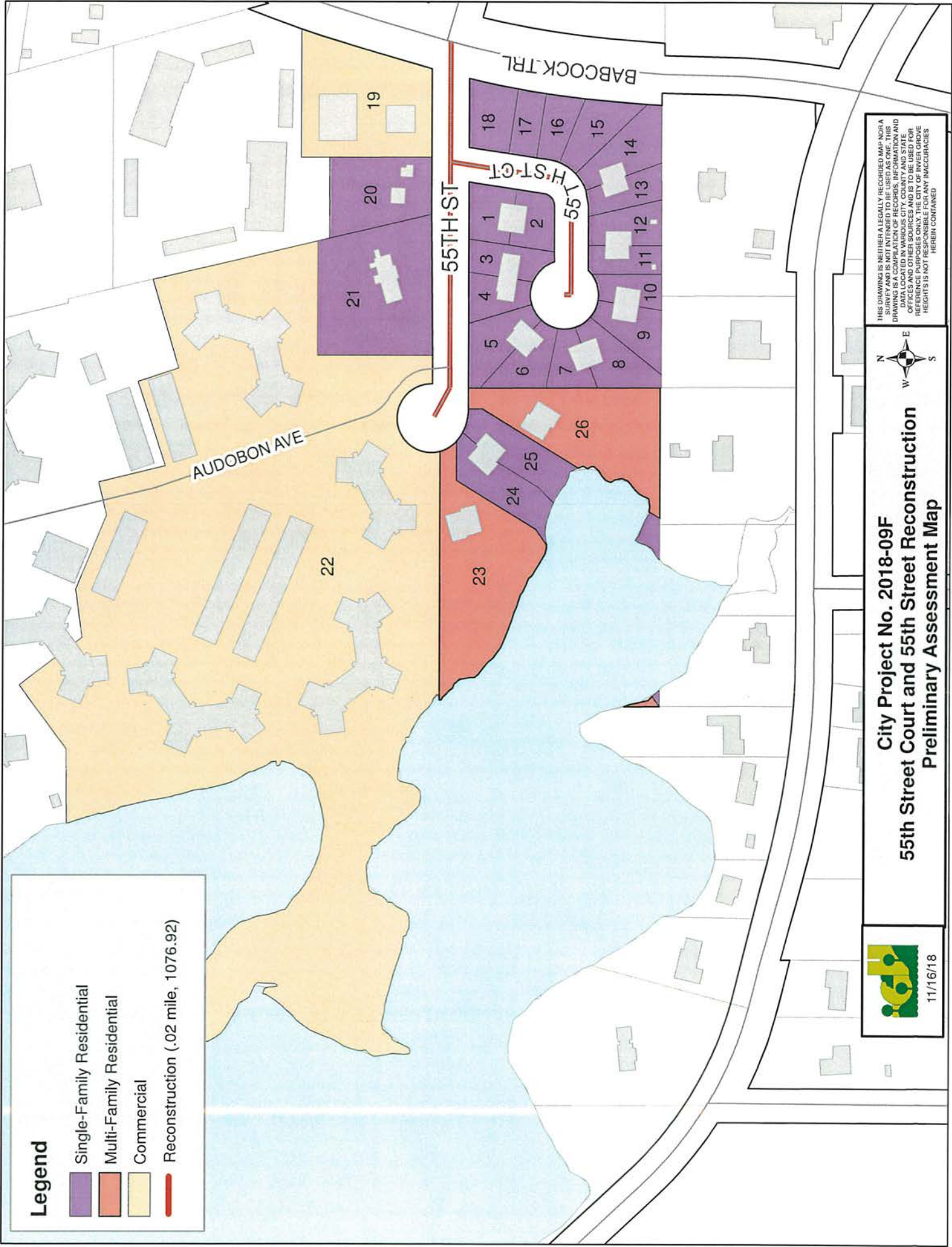
AYES:

NAYS:

George Tourville, Mayor

ATTEST

Michelle Tesser, City Clerk



MAP NO.	PROPERTY TYPE	PID NO.	OWNER	OWNER ADDRESS	SITE ADDRESS	STREET & STORM		
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						\$277,399.16		



Real People. Real Solutions.

2035 County Road D East
Maplewood, MN 55109-5314

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

Exhibit 1

ADDENDUM #1
TO 12/10/18 FEASIBILITY REPORT
55TH STREET & 55TH STREET COURT

Date: January 14, 2019

To: Inver Grove Heights City Council

From: Eric Seaburg, P.E.
Project Manager

Subject: 55th Street & 55th Street Court Improvements
Feasibility Report Amendments
City of Inver Grove Heights, MN
City Project No. 2018-09F
BMI Project No. T18.117400

On September 24, 2018 the City Council received a neighborhood petition from residents of the 55th Street Court neighborhood to have their street reconstructed. At the same meeting, the City Council ordered the preparation of a Feasibility Report for the 55th Street & 55th Street Court Improvements. A public information meeting was held on November 28, 2018 for project staff to present the proposed feasibility report to the residents and receive feedback. A primary concern of the residents was the proposed project construction cost and financial impact to the property owners. Resident feedback was added to the feasibility report. The residents expressed concern with the City's pavement management plan which has been followed for many years. The pavement management plan is based on the science of road building and studies show that this program results in lower long-term costs to the City.

The feasibility report was presented to the City Council and approved at its December 10, 2018 meeting. A similar project, Atwater Path Improvements (2018-09F), is following a similar approval schedule and will likely be combined with this project during construction. As such, this Amendment to the Feasibility Report is being prepared to discuss the same pavement management alternatives for 55th Street and 55th Street Court that are being discussed for the Atwater Path Improvements, including the associated costs.

Full Reconstruction

Full reconstruction was evaluated as the recommended scope of work in the original Feasibility Report. The recommendation to fully reconstruct the road was based on a geotechnical analysis of the in-place pavement, aggregate base, and frost-susceptible subbase. Additionally, as part of the City's Pavement Management Program, it has been standard practice to perform a full reconstruction on roadways of this age with similar frost-susceptible subsoil characteristics. The addition of a sand subbase, geotextile fabric, and underdrain (draitile) system are what differentiate full reconstruction from partial reconstruction. The subbase and draitile system helps drain the road core and prevents damage from freeze/thaw cycles. The subbase and draitile system provides the structural backbone of the road leads to less intrusive pavement management practices in the future. A full description and associated costs for full reconstruction are included in the Feasibility Report.

Partial Reconstruction

Partial reconstruction has been evaluated. This practice includes the removal of the entire asphalt pavement, curb and gutter, and aggregate base. New aggregate base would be installed to a depth of 12 inches and new asphalt pavement would be installed to a depth of 4.5 inches. New curb and gutter would be installed throughout the entire project area. This alternative differs from full street reconstruction in that a sand subbase layer and draitile system would not be installed. Partial reconstruction is most effective when it is performed on a roadway without structural deficiencies and when there is a suitable subbase and draitile system. Water and frost conditions will have adverse impacts on the pavement. Project costs have been compiled for a partial reconstruction and includes full curb replacement, new bituminous pavement and aggregate base, a single stormwater treatment manhole, and minor sewer and water work.

Full Pavement Replacement

Full pavement replacement has been evaluated. This practice includes the removal of the entire asphalt pavement, re-shaping and compacting the existing class 5 aggregate base, and installing new asphalt pavement to a depth of five inches. Full pavement replacement is performed when an asphalt pavement has reached its useful life span, typically once the pavement has aged and oxidized to a point where other preservation and rehabilitation measures are not cost-effective. Full pavement replacement is most effective when it is performed on a roadway without structural deficiencies and when there is a suitable base, subbase, and draitile system. Project costs have been compiled for full pavement replacement and includes spot curb repair, spot class 5 replacement, a single stormwater treatment manhole, and minor sewer and water work. The existing clay and silt subbase may result in pavement issues due to a lower structural load bearing capacity.

Mill and Overlay

A mill and overlay has been evaluated and is not considered a viable reconstruction alternative. This practice includes the milling (removal) of the top two inches of asphalt and replacement with new asphalt. A mill and overlay is typically performed on an asphalt pavement that is 15-20 years old, is in moderate to good condition, and is without structural deficiencies in order to extend the overall pavement life. The 55th Street and 55th Street Court pavement is approximately 40 years old and in very poor condition with structural deficiencies. When a mill and overlay is performed on an asphalt pavement that has extensive cracking and/or other structural defects, it is very common for the cracking/defects to extend into the new two-inch asphalt layer within 1-3 years. Estimated project costs have been compiled for a mill and overlay and includes spot curb repair, a single stormwater treatment manhole, and minor sewer and water work.

Life Expectancy

Project staff directed American Engineering Testing (AET) to provide recommendations on the suitability and life-expectancy of a mill & overlay, full pavement replacement, and partial reconstruction based on geotechnical science and the effect of natural conditions. AET compiled the enclosed Amendment to their original Geotechnical Investigation that includes an analysis of pavement cores and aggregate base, discussion of underlying soil types, and discussion of pavement life-expectancy. The life expectancies below indicate the estimated amount of time, in years, before another major pavement rehabilitation practice is required.

	<u>55th St.</u>	<u>55th St. Ct.</u>	
• Mill & Overlay*	< 5 years	10 years	(next rehab = reconstruction)
• Pavement Replacement	7 years	10-12 years	(next rehab = reconstruction)
• Partial Reconstruction	15-20 years	15-20 years	(next rehab = mill and overlay)
• Full Reconstruction	20-25 years	20-25 years	(next rehab = mill and overlay)

**Mill and Overlay is not considered a viable pavement rehabilitation method due to existing poor pavement condition.*

Estimated Project Costs

The estimated total project costs for a mill and overlay and full pavement replacement are shown in the table below and include 15% contingency and 28% LEAF (legal, engineering, administration, and finance):

Item	Full Reconstruction	Partial Reconstruction	Full Pavement Replacement	Mill and Overlay
Street	\$959,799	\$499,103	\$297,494	\$135,687
Sanitary Sewer	\$15,456	\$15,456	\$15,456	\$0
Watermain	\$64,712	\$64,712	\$0	\$0
Storm Sewer	\$114,940	\$114,940	\$114,940	\$58,880
Total	\$1,154,906	\$694,210	\$427,889	\$194,567

Estimated Special Assessments

The estimated special assessment amounts are based on assessment rates that are set by the City's Special Assessment Policy. The assessments rates are shown below and are applied to the combined estimated street, storm sewer, and slope stabilization costs.

Full Reconstruction	35%
Partial Reconstruction	55%
Pavement Replacement	55%
Mill and Overlay	80%

The estimated single-family special assessments assessment costs, *per parcel*, for the alternative improvements are shown below.

Full Reconstruction	\$10,116
Partial Reconstruction	\$9,082
Pavement Replacement	\$6,100
Mill and Overlay	\$4,186

Recommendation

Full reconstruction is recommended due to the pavement age and in-place frost-susceptible soils. It is consistent with City practices on similar roadways with similar sub-soils. The recommendation is also consistent with the City's overall pavement management program and would allow 55th Street and 55th Street Court to be candidates for less expensive and less intrusive pavement management practices in the future. Other pavement management practices discussed in this letter are less expensive initially but are short-term solutions with more expensive long-term rehabilitation costs.

The findings of this amendment were shared with residents at the January 3, 2019 Improvement Hearing Open House. Final discussion of the project will take place at the Improvement Hearing on January 14, 2019 at which point the City Council will consider accepting this amendment.

Sincerely,

Bolton & Menk, Inc.



Eric Seaburg, P.E.
Project Manager

Enclosure

V. AMENDED PROJECT SCHEDULE

The proposed project schedule is shown below:

Feasibility Report Open House	November 28, 2018
Receive Feasibility Report, Schedule Improvement Hearing	December 10, 2018
Information Meeting for Improvement Hearing	January 3, 2019
Improvement Hearing, Order Project, Approve Plans and Specs, Auth. Bidding....	January 14, 2019
Advertisement for Bids.....	near February 24, 2019
Bid Opening	March 28, 2019
Receive Bids, Set Assessment Hearing.....	April 8, 2019
Information Meeting for Assessment Hearing	May 3, 2019
Assessment Hearing, Award Project.....	May 13, 2019
Begin Construction	June 2019
End Construction.....	September 2019

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18	SF-TWIN	202210001010	LAKE COVE VILLAGE PTNSHP	2716 OCEAN PARK BLVD STE 1055	55TH STREET CT E	\$9,082	\$6,562	\$6,562
19	COMM	207720001010	LOON OF MN LLC	5465 BABCOCK TRL	5465 BABCOCK TRL	\$38,419	\$43,569	\$38,419
20	SF	200321009010	TIMOTHY BUSS	1935 55TH ST E	1935 55TH ST E	\$9,082	\$6,562	\$6,562
21	SF	200321010010	STEPHEN D & CYNTHIA SCHMIDT	1915 55TH ST E	1915 55TH ST E	\$9,082	\$6,562	\$6,562
22	COMM	204427500010	LAKE COVE VILLAGE PTNSHP	2716 OCEAN PARK BLVD STE 1055	5365-5450 55TH ST E	\$63,173	\$63,996	\$63,996
23	MFR-DUPLEX	202440001030	JUSTIN L TSIE LAMBERT	8606 PRESTWICK LANE N	1826-30 55TH ST E	\$18,164	\$13,124	\$13,124
24	SF-TWIN	202440001022	JIN LI	5626 DONEGAL DR	1836 55TH ST E	\$9,082	\$6,562	\$6,562
25	SF-TWIN	202440001021	JIN LI	5626 DONEGAL DR	1840 55TH ST E	\$9,082	\$6,562	\$6,562
26	MFR-DUPLEX	202440001010	DAKOTA COUNTY CDA	1228 TOWN CENTRE DR	1846 55TH ST E	\$18,164	\$13,124	\$13,124
\$273,026.84								

[illegible]

\$226,838.07

MAP NO.	PROPERTY TYPE	PID NO.	OWNER	OWNER ADDRESS	SITE ADDRESS	STREET & STORM		
						PER POLICY ASSESSMENT	BENEFIT CAP	PROPOSED ASSESSMENT
1	SF-TWIN	202210001170	TIMOTHY & NICHOLE BOEHMKE	1904 55TH STREET CT E	1904 55TH STREET CT E	\$4,186	\$6,562	\$4,186
2	SF-TWIN	202210001180	GALE R JR TIPTON & LORRIE A DETOMASO-TIPTON	1906 55TH STREET CT E	1906 55TH STREET CT E	\$4,186	\$6,562	\$4,186
3	SF-TWIN	202210001160	MARGARET J FOX	1908 55TH STREET CT E	1908 55TH STREET CT E	\$4,186	\$6,562	\$4,186
4	SF-TWIN	202210001150	JODI L SPITAL SIEGEL	16800 MINNETONKA BLVD	1910 55TH STREET CT E	\$4,186	\$6,562	\$4,186
5	SF-TWIN	202210001140	FRANCISCO MARQUEZ BRENES	1912 55TH STREET CT E	1912 55TH STREET CT E	\$4,186	\$6,562	\$4,186
6	SF-TWIN	202210001130	JOHN F & RHONDA L NORMAN	1914 55TH STREET CT E	1914 55TH STREET CT E	\$4,186	\$6,562	\$4,186
7	SF-TWIN	202210001120	RANDOLPH REYNOLDS	1916 55TH STREET CT E	1916 55TH STREET CT E	\$4,186	\$6,562	\$4,186
8	SF-TWIN	202210001110	KATHLEEN R JAMISON	1918 55TH STREET CT E	1918 55TH STREET CT E	\$4,186	\$6,562	\$4,186
9	SF-TWIN	202210001100	RICHMOND O AMPORFUL	1920 55TH STREET CT E	1920 55TH STREET CT E	\$4,186	\$6,562	\$4,186
10	SF-TWIN	202210001090	BENJAMIN D KIRK	1922 55TH STREET CT E	1922 55TH STREET CT E	\$4,186	\$6,562	\$4,186
11	SF-TWIN	202210001080	KAYLA HALLIN & CHAD B HAGER	1924 55TH STREET CT E	1924 55TH STREET CT	\$4,186	\$6,562	\$4,186
12	SF-TWIN	202210001070	MARY M RILEY	1926 55TH STREET CT E	1926 55TH STREET CT E	\$4,186	\$6,562	\$4,186
13	SF-TWIN	202210001060	MARY KAYE SWEENEY	1928 55TH STREET CT E	1928 55TH STREET CT E	\$4,186	\$6,562	\$4,186
14	SF-TWIN	202210001050	DONALD JR & ROSE M L HUBBARD	1930 55TH STREET CT E	1930 55TH STREET CT E	\$4,186	\$6,562	\$4,186
15	SF-TWIN	202210001040	LAKE COVE VILLAGE PTNSHP	2716 OCEAN PARK BLVD STE 1055	55TH STREET CT E	\$4,186	\$6,562	\$4,186
16	SF-TWIN	202210001030	LAKE COVE VILLAGE PTNSHP	2716 OCEAN PARK BLVD STE 1055	55TH STREET CT E	\$4,186	\$6,562	\$4,186
17	SF-TWIN	202210001020	LAKE COVE VILLAGE PTNSHP	2716 OCEAN PARK BLVD STE 1055	55TH STREET CT E	\$4,186	\$6,562	\$4,186
18	SF-TWIN	202210001010	LAKE COVE VILLAGE PTNSHP	2716 OCEAN PARK BLVD STE 1055	55TH STREET CT E	\$4,186	\$6,562	\$4,186
19	COMM	207720001010	LOON OF MN LLC	5465 BABCOCK TRL	5465 BABCOCK TRL	\$17,707	\$43,569	\$17,707
20	SF	200321009010	TIMOTHY BUSS	1935 55TH ST E	1935 55TH ST E	\$4,186	\$6,562	\$4,186
21	SF	200321010010	STEPHEN D & CYNTHIA SCHMIDT	1915 55TH ST E	1915 55TH ST E	\$4,186	\$6,562	\$4,186
22	COMM	204427500010	LAKE COVE VILLAGE PTNSHP	2716 OCEAN PARK BLVD STE 1055	5385-5450 55TH ST E	\$29,116	\$63,996	\$29,116
23	MFR-DUPLEX	202440001030	JUSTIN L TSTE LAMBERT	8606 PRESTWICK LANE N	1826-30 55TH ST E	\$8,372	\$13,124	\$8,372
24	SF-TWIN	202440001022	JUN LI	5626 DONEGAL DR	1836 55TH ST E	\$4,186	\$6,562	\$4,186
25	SF-TWIN	202440001021	JIN LI	5626 DONEGAL DR	1840 55TH ST E	\$4,186	\$6,562	\$4,186
26	MFR-DUPLEX	202440001010	DAKOTA COUNTY CDA	1228 TOWN CENTRE DR	1846 55TH ST E	\$8,372	\$13,124	\$8,372
						\$155,653.69		



CONSULTANTS
• ENVIRONMENTAL
• GEOTECHNICAL
• MATERIALS
• FORENSICS

January 3, 2019

City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

Attn: Thomas Kaldunski, P.E. – City Engineer

c/o: Eric Seaburg, P.E.
ericse@bolton-menk.com

RE: Pavement Improvement Alternatives
55th Street and 55th Court Reconstruction
Inver Grove Heights, Minnesota
Report No. 01-20100.01

Dear Mr. Kaldunski:

American Engineering Testing, Inc. (AET) is pleased to present this letter report regarding pavement improvement alternatives for 55th Street and 55th Court. We previously submitted our *Report of Geotechnical Exploration and Review*, AET Report No.01-20100, dated November 21, 2018. Please refer to that report for pertinent background information and review.

This letter report is in response to the recent request by the City Council to investigate pavement improvement alternatives other than full reconstruction. Bolton & Menk, Inc. (BMI) and the City of Inver Grove Heights (the City) authorized AET to review the existing data obtained, conduct a site visit to evaluate the existing surface condition, and prepare this letter report.

Introduction

Our original geotechnical exploration consisted of three soil borings performed through the existing pavement of 55th Street and two 4-inch diameter pavement cores offset from Borings B-1 and B-3. On 55th Court, a single soil boring and a single 4-inch diameter pavement core, offset from Boring B-4, were performed. The existing bituminous pavement, aggregate base, and subgrade conditions may vary away from the sampled locations. No historical information is available regarding how the existing pavement section was constructed.

At the three sampled locations on 55th Street, the bituminous pavement varied from 4¾ to 10 inches thick. Below the bituminous pavement, possible aggregate base material was encountered at only two of the three locations, where it ranged from 2 to 6 inches thick. At boring B-1, no aggregate base material was observed below the 10-inch thick bituminous layer. The total section thickness at the sampled locations on 55th Street ranged from about 6¾ to 11¼ inches. Photographs of the two pavement cores taken from 55th Street, showing the variability of the bituminous thickness, are provided in the following Figure 1a and Figure 1b.

550 Cleveland Avenue North * St. Paul, MN 55114

Phone 651-659-9001 * Toll Free 800-972-6364 * Fax 651-659-1379 * www.amengtest.com * AA/EEO

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Figures 1a and 1b. Pavement cores offset from borings B-1 and B-3 on 55th Street

At the single boring location on 55th Court, the pavement section encountered consists of 4½ inches of bituminous over about 10 inches of aggregate base material. A photograph of the pavement core taken from 55th Court is provided in the following Figure 2.

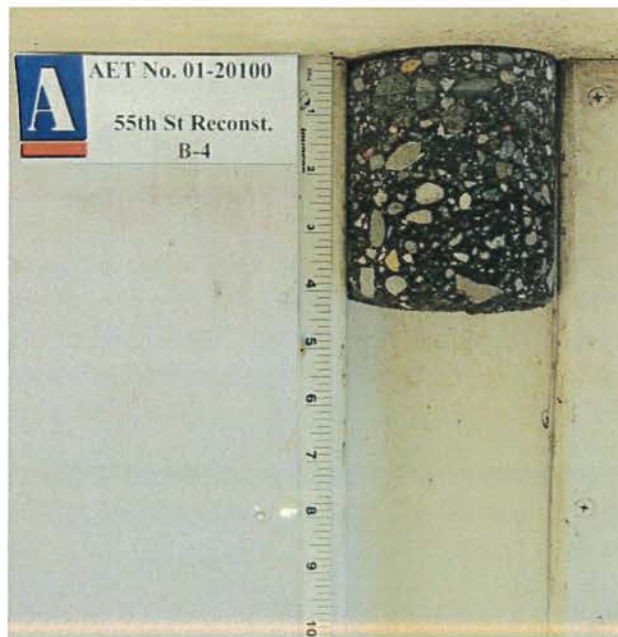


Figure 2. Pavement core offset from boring B-4 from 55th Court.

The subgrade soils encountered typically consist of clayey sand (AASHTO A-2-6 and A-6 soils), but also include some silty sand (A-2-4 and A-4 soils). These subgrade materials are considered moderately slow to slow draining and frost susceptible.

Pavement Review

We visited the project site and took several photographs of the surface of the roadways upon request for providing alternatives to full reconstruction. On both roadways, skin patches have been placed, and it appears a chip seal is present where skin patches did not cover the existing surface. However, 55th Street appears to have more patching; therefore, the distress in 55th Street is not as obvious as the distress observed on 55th Court.

For both roadways, the pavement surface is showing several distresses. The major distresses are variable severity longitudinal and transverse cracking, block cracking, and fatigue cracking. There are also several areas of the pavement that are showing raveling at the surface and potholes have formed. The fatigue cracking observed indicates that the subgrade soil does not fully support the traffic loadings with the current street sections in their existing condition; therefore, subgrade distress is reflecting through the pavement. Typical distress and surface conditions are shown for 55th Street in the following Figure 3 and for 55th Court in Figure 4.



Figure 3. Typical patching, severe longitudinal cracking, raveling, and block cracking on 55th Street.



Figure 4. Typical patching, block cracking, severe longitudinal cracking, and raveling on 55th Court.

We reviewed three alternatives to full reconstruction that include partial reconstruction, resurfacing, and a 2 to 2½-inch mill and overlay. Our evaluations for each option were based on 2017 traffic levels of 2,500 AADT for 55th Street and 280 AADT for 55th Court. The evaluations assume MnDOT's standard urban heavy traffic distribution for both roadways. Due to the higher traffic level on 55th Street, thicker sections are required and often these sections will not achieve the same service life as a thinner section on 55th Court, which has a significantly lower traffic volume.

The following Table 1 and Table 2 provide the different options, their maximum service life, when a mill and overlay should be anticipated, and other future preservation methods to consider for each roadway respectively. The maximum service life is the estimated age that a full reconstruction would likely be needed.

Table 1: Improvement Option Summary 55th Street (AADT=2500)

Option	New Section Thickness (inches)	Evaluate for Mill and Overlay (years)	Maximum Service Life (years)	Preservation Methods		
				Crack Seal	Chip Seal	Mill and Overlay
Full Reconstruction	34	20-25	50	Yes	Yes	Yes
Partial Reconstruction	15	15-20	30	Yes	Yes	Yes
Resurfacing	6	Not Applicable	7	Yes	Yes	No
Mill and Overlay	2.5	Not Applicable	<5	Yes	Yes	No

Table 2: Improvement Option Summary 55th Court (AADT=280)

Option	New Section Thickness (inches)	Evaluate for Mill and Overlay (years)	Maximum Service Life (years)	Preservation Methods		
				Crack Seal	Chip Seal	Mill and Overlay
Full Reconstruction	34	20-25	50	Yes	Yes	Yes
Partial Reconstruction	12.5	15-20	30	Yes	Yes	Yes
Resurfacing	5	10-12	20	Yes	Yes	Yes
Mill and Overlay	2	Not Applicable	10	Yes	Yes	No

Full Reconstruction with Sand Subbase

The full reconstruction approach incorporates a sand subbase layer in the pavement structure, and it will provide the best long-term pavement performance, particularly since the in-place subgrade soils have relatively poor frost heave and drainage properties. With full reconstruction, the intent is to improve the subgrade conditions to provide more strength, better drainage properties, and more resistance to frost heave and thaw weakening. This will require the placement of a drained, sand subbase layer over the fine-grained subgrade soils. The degree of performance improvement in poor draining and frost susceptible soils is proportional to the thickness of the sand subbase placed.

With proper preservation and maintenance techniques, the City's standard pavement section, incorporating a 24-inch thick drained, sand subbase layer, is intended to provide 50 plus years of design life for the underlying asphalt, aggregate base, and subgrade. The pavement should be evaluated within 20 to 25 years for a mill and overlay, and with proper pavement preservation techniques, full pavement replacement is expected after 50 years.

In general, full reconstruction costs are more predictable than other rehabilitation methods, as this approach does not rely upon the existing pavement or aggregate base thickness, condition, or consistency. In addition, the full reconstruction approach relies less on the existing subgrade

strength and uniformity due to replacement of the upper subgrade with sand subbase. Therefore, significant cost increases during construction due to unforeseen corrections are less likely using the full reconstruction approach.

Partial Reconstruction

A partial reconstruction method consists of removing the existing bituminous surfacing and some or all of the underlying aggregate base, prior to placing a new aggregate base and bituminous surface. This procedure is essentially a pavement reconstruction approach, although the intent is not to improve the drainage and frost susceptibility characteristics of the subgrade. With this approach, a test roll should be conducted over the fine-grained subgrade soils and local improvement of observed unstable soils should be performed prior to placing the aggregate base. The full extent of the necessary corrections can only be determined during construction, resulting in somewhat unpredictable cost impacts.

With this local improvement, the approach would essentially be considered reconstruction without the incorporation of a sand subbase and without the performance improvement that can be expected from better drainage, reduced frost susceptibility, and reduced strength loss during the spring thaw. Using this approach, we anticipate pavement performance will be similar to the current roadway.

For partial reconstruction of 55th Street, we recommend a pavement section of 5 inches of bituminous pavement over 10 inches of aggregate base. For partial reconstruction of 55th Court, we recommend a pavement section of 4.5 inches of bituminous pavement over 8 inches of aggregate base. In each case, the design life of the asphalt surfacing is expected to have a maximum life of 20 years. At about 15 years, the pavement surface should be evaluated to determine suitability for a mill and overlay. If it appears that the pavement section is still structurally sound with no major surface distresses, a mill and overlay could provide an additional 10 to 15 years of design life with proper preservation and maintenance activities, such as crack sealing and chip sealing to maintain the asphalt surfacing.

Resurfacing

The resurfacing approach involves removing the existing bituminous layer completely and leaves the existing aggregate base in place. Resurfacing typically requires an adequate and consistent thickness of existing aggregate base as well as a strong subgrade, such that the aggregate base layer can be shaped and compacted. The existing aggregate base thickness at this site is highly variable, ranging from 0 to about 10 inches thick; therefore, the risk of significant project cost increases is high using this approach.

After bituminous removal, the existing aggregate base and subgrade strength should be evaluated in the field using a test roll procedure. This test roll should be performed on top of the existing gravel base to identify unstable subgrade soils. Unstable soils should be removed and replaced prior to aggregate base shaping and compaction. The minimum aggregate base thickness should be 4 inches, which will require grading and likely new aggregate base to be hauled to the site. We caution that if the existing aggregate base has insufficient thickness and if the subgrade is of

inadequate or inconsistent strength, significant project cost increases could result using this approach.

Following any needed corrections, the existing base would be regraded and compacted to allow the placement of 6 inches of new asphalt pavement on 55th Street. However, based upon the existing conditions and assumed traffic for 55th Street, we estimate this method of pavement improvement will only last about 7 years before more significant reconstruction is required. Therefore, resurfacing is not a recommended approach for 55th Street.

For 55th Court, following any needed subgrade corrections, the existing base would be regraded and compacted to allow the placement of 5 inches of new asphalt pavement. Using this method, the pavement should be evaluated within about 10 to 12 years to determine if a mill and overlay is needed to improve the surface condition and achieve the maximum design life. However, beyond 20 years, it is expected the pavement will show significant signs of distress and more significant pavement improvement methods will be needed, such as partial or full reconstruction.

Mill and Overlay

A mill and overlay consists of milling the upper portion of the bituminous pavement layer, but leaves the lower portion in place; hence, improvements to the base and subgrade layers are not possible. This approach requires sufficient thickness of bituminous such that enough bituminous remains to prevent the paving equipment from breaking through into the base layer; this condition may not be consistently present at this site. A good mill and overlay project candidate also consists of a structurally sound pavement that needs only minor improvements and/or projects in which a limited design life is acceptable. A poor mill and overlay candidate is a pavement that is exhibiting structural problems and a large amount of surface distresses, has inconsistent existing thickness, or where a longer design life is desired.

We reviewed the potential suitability and design life for mill and overlays of 2½ inches on 55th Street and 2 inches on 55th Court. In our opinion, a mill and overlay is not appropriate for 55th Street. In addition, the mill and overlay approach is not recommended for 55th Court. Based on the major pavement distresses observed and the age of the existing pavement, we estimate the overall design life of this pavement improvement method will last less than 5 years for 55th Street and up to 10 years for 55th Court, meaning that the pavement surface will deteriorate to the present condition within that time frame.

Using this approach, the first pavement distresses (reflective cracking) will appear within 1 to 2 years after construction, and more major distresses (reflective cracking turning into moderate to severe cracks) will appear within about 3 years after construction. The major pavement distresses will be significant due to the existing poor underlying pavement conditions and variable thicknesses of existing layers.

In our opinion, the 55th Street and 55th Court project is not a good candidate for a mill and overlay; therefore, this method of pavement rehabilitation is not recommended. The other preservation

method available is a crack seal and chip seal to protect the surfacing. The crack seal would be costly due to the extensive amount of cracking that is present. More intrusive structural pavement improvement methods will be necessary in the future, such as resurfacing, partial reconstruction, or full reconstruction.

Additional Exploration

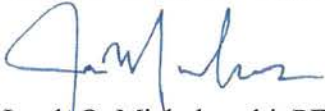
The recommendations provided herein are based on three sampled locations on 55th Street and a single sampled location on 55th Court. Although this scope of exploration was appropriate for the originally proposed full reconstruction, it is not necessarily adequate for the mill and overlay and resurfacing approaches, based on the variability encountered. If either of these alternatives will be utilized, we recommend a minimum of an additional two pavement cores with auger borings to determine aggregate base depth on each roadway.

Closure

If you have any questions or need additional information, please contact us.

Sincerely;

American Engineering Testing, Inc.



Jacob O. Michalowski, PE
Senior Engineer
jmichalowski@amengtest.com
Phone No. (651) 283-2481



Megan J.L. Hoppe, PE
Senior Geotechnical Engineer
mhoppe@amengtest.com
Phone No. (612) 865-6432

I hereby certify that this report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under Minnesota Statute Section 326.02 to 326.15

Name: Megan J. L. Hoppe

Date: January 3, 2018 License #: 49905

MEMO

CITY OF INVER GROVE HEIGHTS

TO: Joe Lynch, City Administrator
Mayor and Councilmembers

Cc: Scott Thureen, Director of Public Works
Tom Kaldunski, City Engineer
Eric Seaburg, Bolton & Menk, Inc.

FROM: Steve Dodge, Assistant City Engineer *SWP*

DATE: January 8, 2019

SUBJECT: Overview of Informational Meeting for Public Improvement Hearing
55th Street and 55th Street Court Reconstruction
CP 2018-09F

On January 3rd, City and Consultant staff hosted an informational meeting for the residents on the 55th Street and 55th Street Court Reconstruction project, CP 2018-09F. The informational meeting was held to review the feasibility report recommendations, project improvements, and preliminary assessments with residents and receive feedback in advance of the public improvement hearing scheduled for the January 14th City Council meeting. This was the 2nd meeting held with the residents from this area.

Meeting notices were mailed to 2 single-family houses, 20 single-family twin homes, 2 multi-family duplexes, and 2 commercial properties (gas station and Lake Cove Village Apartments). 2 single-family twin home property owners from 55th Street Court attended. Attached you will find the power point presentation, detailed summary of the information meeting and attendance list. Below is a brief overview of the comments/feedback received at the meeting.

- Based on feedback from the feasibility informational meeting, staff had the geotechnical consultant (AET) and engineering consultant (Bolton & Menk) provide addendums covering additional pavement rehabilitation options: reconstruction, partial reconstruction (no 2' sand subbase), pavement replacement and mill and overlay (M&O)
- Due to the \$6,562 assessment cap provided by the special benefit analysis by the independent appraiser, the partial reconstruction is not a cost-effective option when compared to the full reconstruction project at the same assessment amount. The partial reconstruction project is the least cost effective and was dismissed. Due to the current pavement showing severe signs of deterioration, a mill and overlay is not a viable option in accordance with the science, consultant and staff advisement.
- Opinions from the properties on the project between the feasibility and improvement meetings was mixed. It should be noted that Lake Cove Apartments also owns four single-family twin home properties (map no. 15-18) that are not developed. The Lake Cove Village Apartments, representing the apartment complex and four undeveloped single-family lots, understand the necessity of the project and has a combined \$90,244 of the \$277,399 total assessments. Between the two meetings, we have received resident feedback for and against project. It is understood a reconstruction project (\$6,562 single family assessment) or pavement replacement project (\$6100 single family assessment) would be beneficial; however, the assessment amount was the focus of concern. A couple residents feel the assessment amount is still too high for this type and class of neighborhood. Options of a full street reconstruction, a pavement replacement project or do nothing (continue patching) were determined as final options.

- The street reconstruction method with storm and water quality improvements for Schmidt Lake is the staff recommendation. The geotechnical engineer and consultant engineer recommend the street reconstruction method as the best method following the science and long-term design life. It is also the most cost-effective method through the life cycle analysis performed.
- Council will consider receiving an addendum to the feasibility report at the January 14th regular meeting. The Council will make the final decision by taking in information from the feasibility report, addendums, consultants, staff, resident feedback and the public hearing.
- Staff fielded questions related to the assessment policy percentage differing from 35% for reconstruction, 55% for partial reconstruction and pavement replacement and 80% for M&O. It was explained that it is a Council approved policy to fund projects through the pavement management fund and assessments. The assessment percentages are determined to be a sustainable approach for the program.
- The existing storm sewer system's shallow structures should be replaced. There has also been sediment building up in the storm sewer between 55th Street cul-de-sac and Schmidt Lake that should be reviewed during preliminary design. The two proposed hydrodynamic separators, one at each cul-de-sac, will help Schmidt Lake by reducing sediment and nutrients reaching the lake.
- A resident was concerned about tree loss between 55th Street cul-de-sac and Schmidt Lake if there are storm improvements disturbing the area. Another resident was concerned about boulevard tree loss along 55th Street or 55th Street Court. Staff let the residents know they would be informed of any tree disturbance and provided the opportunity to meet with staff prior to any work being done.
- Numerous questions regarding assessments, construction activities and impacts to properties were fielded. It was clarified that driveway and boulevard disturbed by the project would be restored. Unpermitted obstructions in the right-of-way, such as irrigation and landscaping, would be the owner's responsibility. Mail boxes would be salvaged and reinstalled by the contractor. There will be a central mailbox bank supplied during the project.
- Residents were informed that Public Safety recommends Council to consider No-Parking in the full cul-de-sacs at the termini of 55th Street and 55th Street Court, for those cul-de-sacs that are less than 110 feet across, to be consistent with the policy being developed.

Attachments: Staff Information Meeting Notes

Sign-in Sheet

~~Power Point Presentation~~

SIGN IN SHEET

INFORMATION MEETING

City Project No. 2018-09F
55th Street Court and 55th Street Reconstruction
January 3, 2019 – 6:00 p.m.

NAME

ADDRESS

CONTACT INFO.

Gale + Lorrie Tipton

1906 55th ST CT E

phone: 651-457-1433
mobile: _____
e-mail: grtipton@yahoo.com

phone: _____
mobile: _____
e-mail: _____



1904
55th ST. CT. E

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mobile: _____
e-mail: _____

Nichole Boehmke
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Facilities Management
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CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Public Hearing to Consider Resolution Ordering Project, Accepting Addendum No. 1 to the Feasibility Report, Approving Plans and Specifications, and Authorizing Advertisement for Bids for the 2019 Pavement Management Program, City Project No. 2018-09D – Atwater Path Reconstruction

Meeting Date: January 14, 2019
 Item Type: Public Hearing
 Contact: Thomas J. Kaldunski, 651.450.2572
 Prepared by: Steve W. Dodge, Asst. City Engineer *SWD*
 Reviewed by: Scott D. Thureen, Public Works Director *SA*

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Public Hearing to consider resolution ordering project, accepting Addendum No. 1 to the Feasibility Report, approving plans and specifications, and authorizing advertisement for bids for the 2019 Pavement Management Program, City Project No. 2018-09D – Atwater Path Reconstruction.

SUMMARY

Council received a petition for street and street light improvements from the Atwater Path neighborhood on September 25, 2017. Council authorized the Atwater Feasibility Study as part of the 2019 Pavement Management Program, City Project No. 2018-09D – Atwater Path Reconstruction on May 14, 2018. The Feasibility Report was received by the City Council on December 10, 2018 along with a second neighborhood petition requesting a surface pavement project with no street lights. The Council will conduct a Public Hearing to consider ordering the project.

Addendum No. 1 to the Feasibility Report has been prepared by Bolton & Menk addressing Petition No. 2 by reviewing full street reconstruction, partial street reconstruction, pavement replacement, and mill and overlay project options without street lights. Updated total project costs and assessment rolls for each perspective improvement option has been incorporated into Addendum No. 1, including an updated schedule. The geotechnical engineering consultant American Engineering Testing, Inc. (AET) provided a December 28, 2018 addendum to the original Report of Geotechnical Exploration and Review to provide technical expertise and guidance on the science for each pavement improvement alternative.

Staff utilized the consultant information to perform a life cycle analysis to determine the cost-effectiveness of each method. The full reconstruction (50-year service life) is the recommended method by the consultant and staff. The partial reconstruction (30-year service life) is the least cost-effective method and not recommended. The pavement replacement (20-year service life) is an optional method, but less cost-effective than the full reconstruction. The mill and overlay (10-year maximum service life) method is not recommended by the consultant and staff because the existing pavement has deteriorated and not considered structurally sound.

Resident input has been gathered utilizing a mailed questionnaire, a neighborhood feasibility meeting on November 27, 2018, an informational meeting to discuss improvements on January 2, 2019, and emails. Feedback from the property owners has been provided in the Feasibility Study and Addendum No. 1. Staff has received input from a few residents attending the informational meeting and there is mixed support for a full reconstruction, pavement replacement, or no project. The residents who support no project are concerned about the assessment cost.

Staff and the consultant recommend the reconstruction project which includes the slope repair. If Council decides to order a full reconstruction project without street lights, including the slope repair, the total estimated project cost is \$1,208,119 with \$348,400 in estimated assessments (28.8% of the project costs) and a single-family assessment of \$14,700 for City Project No. 2018-09D – Atwater Path Reconstruction. A preliminary assessment roll has been prepared per City policy with the independent appraiser's special benefit analysis with a recommended "assessment cap" of \$14,700 per parcel. Total project costs and assessment rolls for each respective improvement option (reconstruction, partial reconstruction, pavement replacement and mill and overlay) have been provided in the Addendum No. 1 to the Feasibility Report. A multi-faceted funding package has been prepared in the feasibility report which includes special assessments, Pavement Management Fund, Franchise Fee Fund, Water Fund and Sewer Fund.

There is a staff recommended slope repair project in the drainage and utility easement to the Golf Club Pond between 1680 and 1690 Atwater Path. The existing retaining wall was installed in the early 90s by City Maintenance staff to repair a development slope that eroded due to large storm events and the storm system being undermined. A structural engineer has reviewed the wooden retaining wall and identified a need for repair or replacement. Staff has reviewed the easement with the adjoining property owners and recommends the retaining wall be removed and an engineered slope be installed per the original development plan that provides access to the storm sewer system, easement and outlet to Golf Club Pond. This option is provided for each improvement method and assessment roll. It will be assessed with the perspective improvement assessment percentage: thirty-five percent (35%) full reconstruction, fifty-five percent (55%) partial reconstruction or pavement replacement, and eighty (80%) percent mill and overlay.

After conducting the Public Hearing, it is recommended that the Council approve the resolution ordering project, accepting Addendum No. 1 to the Feasibility Report, approving plans and specifications, and authorizing advertisement for bids for the 2019 Pavement Management Program, City Project No. 2018-09D – Atwater Path Reconstruction.

SWD/kf

Attachments: Resolution
Assessment Map
Proposed Assessment Roll for Street Reconstruction with Slope
Addendum No. 1 to Feasibility Study (Exhibit 1)
Addendum to AET Geotechnical Report (Exhibit 2)
Information Meeting Summary (Exhibit 3)
Two emails from residents objecting to the project

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

**PUBLIC HEARING TO CONSIDER RESOLUTION ORDERING PROJECT, ACCEPTING ADDENDUM
NO. 1 TO THE FEASIBILITY REPORT, APPROVING PLANS AND SPECIFICATIONS, AND
AUTHORIZING ADVERTISEMENT FOR BIDS FOR THE 2019 PAVEMENT MANAGEMENT
PROGRAM, CITY PROJECT NO. 2018-09D – ATWATER PATH RECONSTRUCTION**

RESOLUTION NO. _____

WHEREAS, a resolution passed by the City Council on December 10, 2018 called for a public hearing on the proposed improvement project, 2019 Pavement Management Program, City Project No. 2018-09D – Atwater Path Reconstruction; and

WHEREAS, published notice was given pursuant to Minnesota Statute 429.031, and the hearing was held thereon on January 14, 2019, at which time all persons desiring to be heard were given an opportunity to be heard thereon; and

WHEREAS, Addendum No. 1 to the Feasibility Report dated December 10, 2018 has been prepared by Bolton & Menk to include street improvement alternatives in response to a second petition received for City Project No. 2018-09D – Atwater Path Reconstruction.

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

1. Addendum No. 1 dated December 10, 2018 to Feasibility Report for City Project No. 2018-09D – Atwater Path Reconstruction is hereby accepted.
2. Such improvement is necessary, cost-effective and feasible as outlined in the Feasibility Report.
3. Such improvement is hereby ordered as proposed in this Council resolution adopted January 14, 2019.
4. Plans and specifications for City Project No. 2018-09D are hereby approved.
5. The City Engineer is designated as the engineer for this improvement project and is authorized to advertise for bids with respect to City Project No. 2018-09D.
6. Staff, City Attorney and consultant are authorized to commence on necessary easements and agreements for the project.
7. The contract for these improvements shall be let no later than two years after the adoption of this resolution.

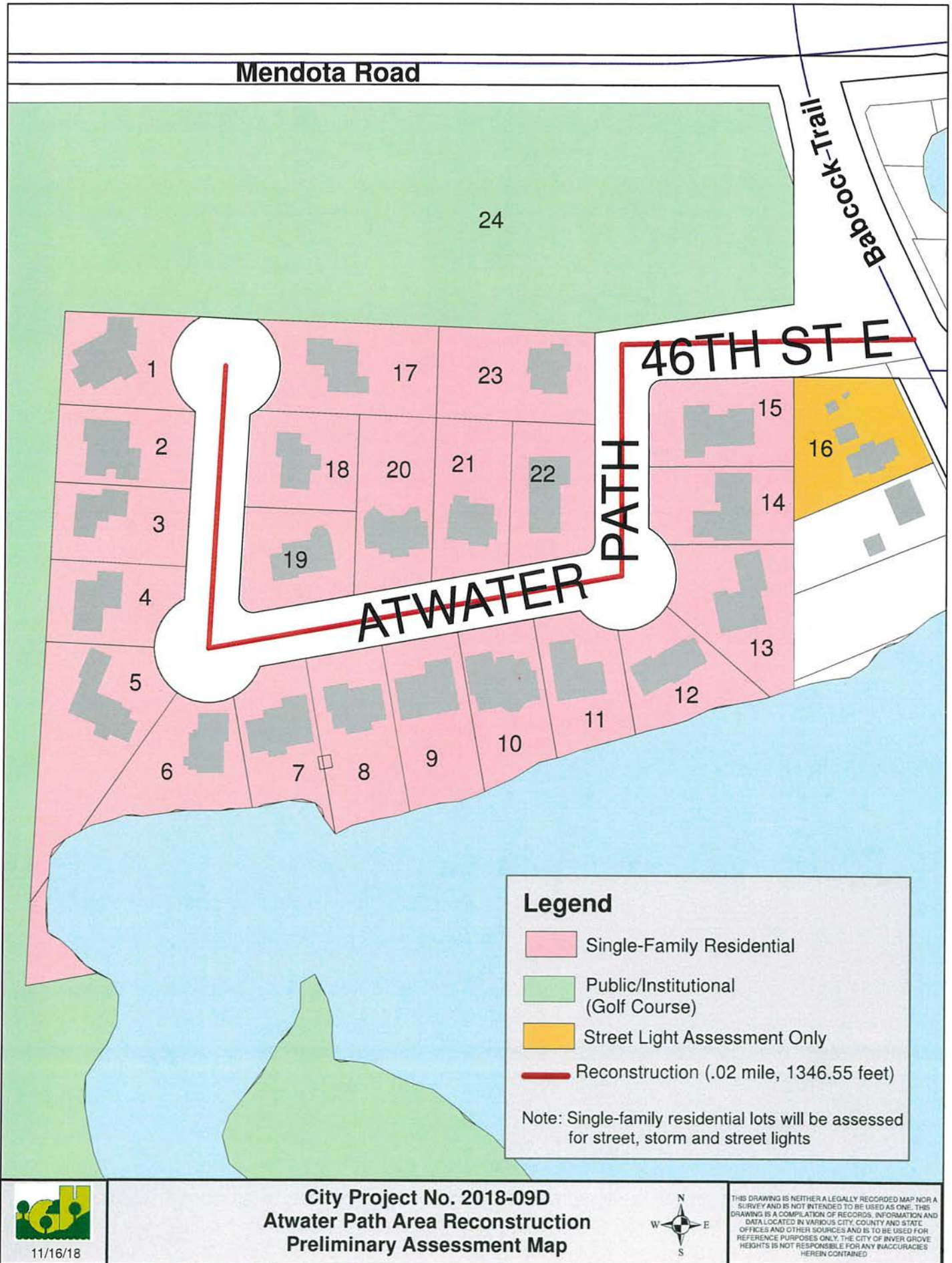
Adopted by the City Council of Inver Grove Heights, Minnesota this January 14, 2019

AYES:
NAYS:

ATTEST

George Tourville, Mayor

Michelle Tesser, City Clerk



City Project No. 2018-09D - Atwater Path Reconstruction
(Full Reconstruction)
Preliminary Assessment Roll

Map No.	Property Type	PID No.	Owner	Site Address	Street & Storm					Total Proposed Assessment (No Slope Repair)	Total Proposed Assessment (Slope Repair)
					35% Street & Storm ¹ per Policy Assessment	35% Slope Repair per Policy Assessment	Total per Policy Assessment (Slope Repair)	Benefit CAP ²			
1	SF	201410002150	CHAD PORT	1604 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	\$ 13,417.68	\$ 14,700.00
2	SF	201410002140	CARMEN C STARR	1610 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	\$ 13,417.68	\$ 14,700.00
3	SF	201410002130	MICHAEL & PATRICIA A SINN	1616 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	\$ 13,417.68	\$ 14,700.00
4	SF	201410002120	IRAJ M FARD	1620 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	\$ 13,417.68	\$ 14,700.00
5	SF	201410002110	JAMES D & RUTH ANN PEDERSON	1630 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	\$ 13,417.68	\$ 14,700.00
6	SF	201410002100	LARRY L WRIGHT	1640 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	\$ 13,417.68	\$ 14,700.00
7	SF	201410002090	MICHAEL J & TERRIE A WALKER	1650 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	\$ 13,417.68	\$ 14,700.00
8	SF	201410002080	ALAN R & KAREN VANASEK	1660 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	\$ 13,417.68	\$ 14,700.00
9	SF	201410002070	LESLIE C MALMQUIST	1670 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	\$ 13,417.68	\$ 14,700.00
10	SF	201410002060	LOEL D & MARY LOWARY	1680 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	\$ 13,417.68	\$ 14,700.00
11	SF	201410002050	MARGARET M SCHMIDT	1690 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	\$ 13,417.68	\$ 14,700.00
12	SF	201410002040	FRANK & LAUREL TSTEE WINSOR	1700 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	\$ 13,417.68	\$ 14,700.00
13	SF	201410002030	BRIAN L & NASRIN JEWELL	1716 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	\$ 13,417.68	\$ 14,700.00
14	SF	201410002020	JOHN GERALD & ANNE M BIELEJESKI	1720 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	\$ 13,417.68	\$ 14,700.00
15	SF	201410002010	% INVITATION HOMES - TAX DEPT	1730 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	\$ 13,417.68	\$ 14,700.00
16	SF	203110005010	DANIEL ALLAN JOHNSON	1730 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	\$ 13,417.68	\$ 14,700.00
17	SF	201410001020	ANGELIQUE M BROIN	4605 BABCOCK TRAIL	\$ -	\$ -	\$ -	\$ 14,700.00	\$	\$ -	\$ -
18	SF	201410001030	MARK J & MARY HENNING	1605 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	\$ 13,417.68	\$ 14,700.00
19	SF	201410001040	JAMES P SEXTON	1613 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	\$ 13,417.68	\$ 14,700.00
20	SF	201410001050	LAWRENCE TSTE HAUGH	1655 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	\$ 13,417.68	\$ 14,700.00
21	SF	201410001060	FOLKE M BAXTER	1665 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	\$ 13,417.68	\$ 14,700.00
22	SF	201410001070	PATRICK F SULLIVAN	1675 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	\$ 13,417.68	\$ 14,700.00
23	SF	201410001010	A PATRICK LEIGHTON	1725 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	\$ 13,417.68	\$ 14,700.00
24	Public/Institutional	200291081015	SOUTHVIEW COUNTRY CLUB	1735 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	\$ 13,417.68	\$ 14,700.00
					\$ 362,382.66	\$ 39,258.08	\$ 401,640.74	\$ 363,100.00	\$	\$ 320,188.96	\$ 348,400.00

1) Includes hydrodynamic separator and replacement of shallow storm sewer

2) Benefit Analysis CAP applies to street & storm assessment only.



Real People. Real Solutions.

2035 County Road D East
Maplewood, MN 55109-5314

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

ADDENDUM #1 TO 12/10/2018 FEASIBILITY REPORT ATWATER PATH

Date: January 14, 2019

To: Inver Grove Heights City Council

From: Eric Seaburg, P.E.
Project Manager

Subject: Atwater Path Improvements
Feasibility Report Amendments
City of Inver Grove Heights, MN
City Project No. 2018-09D
BMI Project No. T18.116599

On September 25, 2017 the City Council received a neighborhood petition from residents of the Atwater Path neighborhood to have their street reconstructed. On May 14, 2018 the City Council ordered the preparation of a Feasibility Report for the Atwater Path Improvements. A public information meeting was held on November 27, 2018 for project staff to present the proposed feasibility report to the residents and receive feedback. A primary concern of the residents was the proposed project construction cost and financial impact to the property owners. Resident feedback was added to the feasibility report. The residents expressed concern with the City's pavement management plan which has been followed for many years. The pavement management plan is based on the science of road building and studies show that this program results in lower long-term costs to the City.

The feasibility report was presented to the City Council at its December 10, 2018 meeting. Prior to feasibility report approval, the City Council also received a second petition from residents of Atwater Path requesting information on alternatives to full street reconstruction and the associated costs. Specifically, the petition requested the following scope changes: no street lights, no curb removal, no narrowing of the street, and resurfacing of the pavement only. The City Council approved the feasibility report and directed staff to investigate possible alternatives to full reconstruction and have estimated costs and assessments ready for the Improvement Hearing Open House on January 2, 2019. This Amendment #1 to the December 10, 2018 Feasibility Report provides the information sought by Council direction.

Full Reconstruction

Full reconstruction was evaluated as the recommended scope of work in the original Feasibility Report. The recommendation to fully reconstruct the road was based on a geotechnical analysis of the in-place pavement, aggregate base, and frost-susceptible subbase. Additionally, as part of the City's Pavement Management Program, it has been standard practice to perform a full reconstruction on roadways of this age with similar frost-susceptible subsoil characteristics. The addition of a sand subbase, geotextile fabric, and underdrain (draitile) system are what differentiate full reconstruction from partial reconstruction. The subbase and draitile system helps drain the road core and reduce the chance of damage from freeze/thaw cycles. The subbase and draitile system provides the structural backbone of the road leads to

less intrusive pavement management practices in the future. A full description and associated costs for full reconstruction are included in the Feasibility Report.

Partial Reconstruction

Partial reconstruction has been evaluated. This practice includes the removal of the entire asphalt pavement, curb and gutter, and aggregate base. New aggregate base would be installed to a depth of 12 inches and new asphalt pavement would be installed to a depth of 4.5 inches. New curb and gutter would be installed throughout the entire project area. This alternative differs from full street reconstruction in that a sand subbase layer and daintile system would not be installed. Partial reconstruction is most effective when it is performed on a roadway without structural deficiencies and when there is a suitable subbase and daintile system. Water and frost conditions will have adverse impacts on the pavement. Project costs have been compiled for a partial reconstruction and includes full curb replacement, new bituminous pavement and aggregate base, a single stormwater treatment manhole, and minor sewer and water work.

Full Pavement Replacement

Full pavement replacement has been evaluated. This practice includes the removal of the entire asphalt pavement, re-shaping and compacting the existing class 5 aggregate base, and installing new asphalt pavement to a depth of five inches. Full pavement replacement is performed when an asphalt pavement has reached its useful life span, typically once the pavement has aged and oxidized to a point where other preservation and rehabilitation measures are not cost-effective. Full pavement replacement is most effective when it is performed on a roadway without structural deficiencies and when there is a suitable base, subbase, and daintile system. Project costs have been compiled for full pavement replacement and includes spot curb repair, spot class 5 replacement, a single stormwater treatment manhole, and minor sewer and water work. The existing clay and silt subbase may result in pavement issues due to a lower structural load bearing capacity.

Mill and Overlay

A mill and overlay has been evaluated and is not considered a viable reconstruction alternative. This practice includes the milling (removal) of the top two inches of asphalt and replacement with new asphalt. A mill and overlay is typically performed on an asphalt pavement that is 15-20 years old, is in moderate to good condition, and is without structural deficiencies in order to extend the overall pavement life. The Atwater Path pavement is approximately 40 years old and in very poor condition with structural deficiencies. When a mill and overlay is performed on an asphalt pavement that has extensive cracking and/or other structural defects, it is very common for the cracking/defects to extend into the new two-inch asphalt layer within 1-3 years. Estimated project costs have been compiled for a mill and overlay and includes spot curb repair, a single stormwater treatment manhole, and minor sewer and water work.

Life Expectancy

Project staff directed American Engineering Testing (AET) to provide recommendations on the suitability and life-expectancy of a mill & overlay, full pavement replacement, and partial reconstruction based on geotechnical science and the effect of natural conditions. AET compiled the enclosed amendment to their original Geotechnical Investigation that includes an analysis of pavement cores and aggregate base, discussion of underlying soil types, and discussion of pavement life-expectancy. The life expectancies below indicate the estimated amount of time, in years, before another major pavement rehabilitation practice is required.

- | | | |
|--------------------------|-------------|---------------------------------|
| • Mill & Overlay* | 10 years | (next rehab = reconstruction) |
| • Pavement Replacement | 10-12 years | (next rehab = reconstruction) |
| • Partial Reconstruction | 15-20 years | (next rehab = mill and overlay) |
| • Full Reconstruction | 20-25 years | (next rehab = mill and overlay) |

**Mill and Overlay is not considered a viable pavement rehabilitation method due to existing poor pavement condition*

Estimated Project Costs

The estimated total project costs for a mill and overlay and full pavement replacement are shown in the table below and include 15% contingency and 28% LEAF (legal, engineering, administration, and finance):

Item	Full Reconstruction	Partial Reconstruction	Full Pavement Replacement	Mill and Overlay
Street	\$947,501	\$540,701	\$313,427	\$144,365
Sanitary Sewer	\$13,248	\$13,248	\$13,248	\$0
Watermain	\$47,325	\$47,325	\$41,253	\$42,725
Storm Sewer	\$87,878	\$87,878	\$87,878	\$29,440
Street Lighting	\$25,000	\$0	\$0	\$0
Slope Stabilization	\$112,166	\$112,166	\$112,166	\$112,166
Total	\$1,233,119	\$801,319	\$567,972	\$328,696

Estimated Special Assessments

The estimated special assessment amounts are based on assessment rates that are set by the City's Special Assessment Policy. The assessments rates are shown below and are applied to the combined estimated street, storm sewer, and slope stabilization costs.

Full Reconstruction	35%
Partial Reconstruction	55%
Pavement Replacement	55%
Mill and Overlay	80%

The estimated single-family special assessments assessment costs, *per parcel*, for the alternative improvements are shown below.

Full Reconstruction	\$14,871	(Capped at \$14,700)
Partial Reconstruction	\$15,085	(Capped at \$14,700)
Pavement Replacement	\$10,457	
Mill and Overlay	\$8,471	

Recommendation

Full reconstruction is recommended due to the pavement age and in-place frost-susceptible soils. It is consistent with City practices on similar roadways with similar sub-soils. The recommendation is also consistent with the City's overall pavement management program and would allow Atwater Path to be a candidate for less expensive and less intrusive pavement management practices in the future. Other pavement management practices discussed in this letter are less expensive initially but are short-term solutions with more expensive long-term rehabilitation costs.

The findings of this amendment were shared with Atwater Path residents at the January 2, 2019 Improvement Hearing Open House. Final discussion of the project will take place at the Improvement Hearing on January 14, 2019 at which point the City Council will consider accepting this amendment.

Sincerely,

Bolton & Menk, Inc.



Eric Seaburg, P.E.
Project Manager

Enclosure

V. AMENDED PROJECT SCHEDULE

The proposed project schedule is shown below:

Feasibility Report Open House	November 27, 2018
Receive Feasibility Report, Schedule Improvement Hearing	December 10, 2018
Information Meeting for Improvement Hearing	January 2, 2019
Improvement Hearing, Order Project, Approve Plans and Specs, Auth. Bidding ..	January 14, 2019
Advertisement for Bids.....	near February 24, 2019
Bid Opening	March 28, 2019
Receive Bids, Set Assessment Hearing.....	April 8, 2019
Information Meeting for Assessment Hearing	May 2, 2019
Assessment Hearing, Award Project.....	May 13, 2019
Begin Construction	June 2019
End Construction.....	September 2019

City Project No. 2018-09D - Atwater Path Reconstruction
(Full Reconstruction and Street Lighting)
Preliminary Assessment Roll

Map No.	Property Type	PID No.	Owner	Site Address	35% Street & Storm ¹ Assessment	35% Slope Repair Assessment	Total Per Policy	Street & Storm	Proposed Assessment (No Slope Repair)	Proposed Assessment (Slope Repair)	100% Street Lighting ³ Assessment	Total Proposed Assessment (No Slope Repair)	Total Proposed Assessment (Slope Repair)
1	SF	201410002150	CHAD PORT	1604 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$ 13,417.68	\$ 14,700.00	\$ 1,086.96	\$ 14,504.64	\$ 15,786.96
2	SF	201410002140	CARMEN C STARR	1610 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$ 13,417.68	\$ 14,700.00	\$ 1,086.96	\$ 14,504.64	\$ 15,786.96
3	SF	201410002130	MICHAEL & PATRICIA A SINN	1616 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$ 13,417.68	\$ 14,700.00	\$ 1,086.96	\$ 14,504.64	\$ 15,786.96
4	SF	201410002120	IRA J M FARD	1620 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$ 13,417.68	\$ 14,700.00	\$ 1,086.96	\$ 14,504.64	\$ 15,786.96
5	SF	201410002110	JAMES D & RUTH ANN PEDERSON	1630 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$ 13,417.68	\$ 14,700.00	\$ 1,086.96	\$ 14,504.64	\$ 15,786.96
6	SF	201410002100	LARRY L WRIGHT	1640 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$ 13,417.68	\$ 14,700.00	\$ 1,086.96	\$ 14,504.64	\$ 15,786.96
7	SF	201410002090	MICHAEL J & TERRIE A WALKER	1650 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$ 13,417.68	\$ 14,700.00	\$ 1,086.96	\$ 14,504.64	\$ 15,786.96
8	SF	201410002080	ALAN R & KAREN VANASEK	1660 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$ 13,417.68	\$ 14,700.00	\$ 1,086.96	\$ 14,504.64	\$ 15,786.96
9	SF	201410002070	LESLIE C MALMQUIST	1670 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$ 13,417.68	\$ 14,700.00	\$ 1,086.96	\$ 14,504.64	\$ 15,786.96
10	SF	201410002060	LOELD & MARY LOWARY	1680 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$ 13,417.68	\$ 14,700.00	\$ 1,086.96	\$ 14,504.64	\$ 15,786.96
11	SF	201410002050	MARGARET M SCHMIDT	1690 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$ 13,417.68	\$ 14,700.00	\$ 1,086.96	\$ 14,504.64	\$ 15,786.96
12	SF	201410002040	FRANK & LAUREL TSTEE WINSOR	1700 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$ 13,417.68	\$ 14,700.00	\$ 1,086.96	\$ 14,504.64	\$ 15,786.96
13	SF	201410002030	BRIAN L & NASRIN JEWELL	1716 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$ 13,417.68	\$ 14,700.00	\$ 1,086.96	\$ 14,504.64	\$ 15,786.96
14	SF	201410002020	JOHN GERALD & ANNE M BIELEJESKI	1720 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$ 13,417.68	\$ 14,700.00	\$ 1,086.96	\$ 14,504.64	\$ 15,786.96
15	SF	201410002010	% INVITATION HOMES - TAX DEPT	1730 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$ 13,417.68	\$ 14,700.00	\$ 1,086.96	\$ 14,504.64	\$ 15,786.96
16	SF	203110005010	DANIEL ALLAN JOHNSON	4605 BABCOCK TRAIL	\$ -	\$ -	\$ -	\$ 14,700.00	\$ -	\$ -	\$ 1,086.96	\$ 1,086.96	\$ 1,086.96
17	SF	201410001020	ANGELIQUE M BROIN	1605 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$ 13,417.68	\$ 14,700.00	\$ 1,086.96	\$ 14,504.64	\$ 15,786.96
18	SF	201410001030	MARK J & MARY HENNEN	1613 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$ 13,417.68	\$ 14,700.00	\$ 1,086.96	\$ 14,504.64	\$ 15,786.96
19	SF	201410001040	JAMES P SEXTON	1665 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$ 13,417.68	\$ 14,700.00	\$ 1,086.96	\$ 14,504.64	\$ 15,786.96
20	SF	201410001050	LAWRENCE TSTE HAUGH	1665 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$ 13,417.68	\$ 14,700.00	\$ 1,086.96	\$ 14,504.64	\$ 15,786.96
21	SF	201410001060	FOLKE M BAXTER	1675 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$ 13,417.68	\$ 14,700.00	\$ 1,086.96	\$ 14,504.64	\$ 15,786.96
22	SF	201410001070	PATRICK F SULLIVAN	1725 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$ 13,417.68	\$ 14,700.00	\$ 1,086.96	\$ 14,504.64	\$ 15,786.96
23	SF	201410001010	A PATRICK LEIGHTON	1735 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$ 13,417.68	\$ 14,700.00	\$ 1,086.96	\$ 14,504.64	\$ 15,786.96
24	Public/Institutional	200291081015	SOUTHWEST COUNTRY CLUB	239 MENDOTA ROAD E	\$ 67,193.70	\$ 7,279.32	\$ 74,473.02	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -	\$ 25,000.00	\$ 25,000.00
					\$ 362,382.66	\$ 39,258.08	\$ 401,640.74	\$ 363,100.00	\$ 320,188.96	\$ 348,400.00	\$ 25,000.00	\$ 345,188.96	\$ 373,400.08

1) Includes hydrodynamic separator and replacement of shallow storm sewer

2) Benefit Analysis CAP applies to street & storm assessment only.

3) Streetlights are optional per feasibility report.

City Project No. 2018-09D - Atwater Path Reconstruction
(Full Reconstruction)
Preliminary Assessment Roll

Map No.	Property Type	PID No.	Owner	Site Address	Street & Storm						
					35% Street & Storm ¹ per Policy Assessment	35% Slope Repair per Policy Assessment	Total per Policy Assessment (Slope Repair)	Benefit CAP ²	Total Proposed Assessment (No Slope Repair)	Total Proposed Assessment (Slope Repair)	
1	SF	201410002150	CHAD PORT	1604 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	13,417.68	\$ 14,700.00
2	SF	201410002140	CARMEN C STARR	1610 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	13,417.68	\$ 14,700.00
3	SF	201410002130	MICHAEL & PATRICIA A SINN	1616 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	13,417.68	\$ 14,700.00
4	SF	201410002120	IRAJ M FARD	1620 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	13,417.68	\$ 14,700.00
5	SF	201410002110	JAMES D & RUTH ANN PEDERSON	1630 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	13,417.68	\$ 14,700.00
6	SF	201410002100	LARRY L WRIGHT	1640 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	13,417.68	\$ 14,700.00
7	SF	201410002090	MICHAEL J & TERRIE A WALKER	1650 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	13,417.68	\$ 14,700.00
8	SF	201410002080	ALAN R & KAREN VANASEK	1660 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	13,417.68	\$ 14,700.00
9	SF	201410002070	LESLIE C MALMQUIST	1670 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	13,417.68	\$ 14,700.00
10	SF	201410002060	LOEL D & MARY LOWARY	1680 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	13,417.68	\$ 14,700.00
11	SF	201410002050	MARGARET M SCHMIDT	1690 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	13,417.68	\$ 14,700.00
12	SF	201410002040	FRANK & LAUREL TSTEE WINSOR	1700 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	13,417.68	\$ 14,700.00
13	SF	201410002030	BRIAN L & NASRIN JEWELL	1716 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	13,417.68	\$ 14,700.00
14	SF	201410002020	JOHN GERALD & ANNE M BIELEJESKI	1720 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	13,417.68	\$ 14,700.00
15	SF	201410002010	% INVITATION HOMES - TAX DEPT	1730 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	13,417.68	\$ 14,700.00
16	SF	203110005010	DANIEL ALLAN JOHNSON	4605 BABCOCK TRAIL	\$ -	\$ -	\$ -	\$ 14,700.00	\$	-	\$ -
17	SF	201410001020	ANGELIQUE M BROIN	1605 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	13,417.68	\$ 14,700.00
18	SF	201410001030	MARK J & MARY HENNEN	1613 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	13,417.68	\$ 14,700.00
19	SF	201410001040	JAMES P SEXTON	1655 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	13,417.68	\$ 14,700.00
20	SF	201410001050	LAWRENCE TSTE HAUGH	1665 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	13,417.68	\$ 14,700.00
21	SF	201410001060	FOLKE M BAXTER	1675 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	13,417.68	\$ 14,700.00
22	SF	201410001070	PATRICK F SULLIVAN	1725 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	13,417.68	\$ 14,700.00
23	SF	201410001010	A PATRICK LEIGHTON	1735 ATWATER PATH	\$ 13,417.68	\$ 1,453.58	\$ 14,871.26	\$ 14,700.00	\$	13,417.68	\$ 14,700.00
24	Public/Institutional	200291081015	SOUTHVIEW COUNTRY CLUB	239 MENDOTA ROAD E	\$ 67,193.70	\$ 7,279.32	\$ 74,473.02	\$ 25,000.00	\$	25,000.00	\$ 25,000.00
					\$ 362,382.66	\$ 39,258.08	\$ 401,640.74	\$ 363,100.00	\$	320,188.96	\$ 348,400.00
1) Includes hydrodynamic separator and replacement of shallow storm sewer											

1) Includes hydrodynamic separator and replacement of shallow storm sewer

2) Benefit Analysis CAP applies to street & storm assessment only.

City Project No. 2018-09D - Atwater Path Reconstruction
(Partial Reconstruction with Slope Repair)
Preliminary Assessment Roll

Map No.	Property Type	PID No.	Owner	Site Address	55% Street & Storm* per Policy Assessment	55% Slope Repair per Policy Assessment	Total 55% per Policy Assessment (Slope Repair)	Benefit CAP	Total Proposed Assessment (No Slope Repair)	Total Proposed Assessment (Slope Repair)
1	SF	201410002150	CHAD PORT	1604 ATWATER PATH	\$12,800.67	\$2,284.20	\$15,084.87	\$14,700.00	\$12,800.67	\$14,700.00
2	SF	201410002140	CARMEN C STARR	1610 ATWATER PATH	\$12,800.67	\$2,284.20	\$15,084.87	\$14,700.00	\$12,800.67	\$14,700.00
3	SF	201410002130	MICHAEL & PATRICIA A SINN	1616 ATWATER PATH	\$12,800.67	\$2,284.20	\$15,084.87	\$14,700.00	\$12,800.67	\$14,700.00
4	SF	201410002120	IRAJ M FARD	1620 ATWATER PATH	\$12,800.67	\$2,284.20	\$15,084.87	\$14,700.00	\$12,800.67	\$14,700.00
5	SF	201410002110	JAMES D & RUTH ANN PEDERSON	1630 ATWATER PATH	\$12,800.67	\$2,284.20	\$15,084.87	\$14,700.00	\$12,800.67	\$14,700.00
6	SF	201410002100	LARRY L WRIGHT	1640 ATWATER PATH	\$12,800.67	\$2,284.20	\$15,084.87	\$14,700.00	\$12,800.67	\$14,700.00
7	SF	201410002090	MICHAEL J & TERRIE A WALKER	1650 ATWATER PATH	\$12,800.67	\$2,284.20	\$15,084.87	\$14,700.00	\$12,800.67	\$14,700.00
8	SF	201410002080	ALAN R & KAREN VANASEK	1660 ATWATER PATH	\$12,800.67	\$2,284.20	\$15,084.87	\$14,700.00	\$12,800.67	\$14,700.00
9	SF	201410002070	LESLIE C MALMQUIST	1670 ATWATER PATH	\$12,800.67	\$2,284.20	\$15,084.87	\$14,700.00	\$12,800.67	\$14,700.00
10	SF	201410002060	LOEL D & MARY LOWARY	1680 ATWATER PATH	\$12,800.67	\$2,284.20	\$15,084.87	\$14,700.00	\$12,800.67	\$14,700.00
11	SF	201410002050	MARGARET M SCHMIDT	1690 ATWATER PATH	\$12,800.67	\$2,284.20	\$15,084.87	\$14,700.00	\$12,800.67	\$14,700.00
12	SF	201410002040	FRANK & LAUREL TSTEE WINSOR	1700 ATWATER PATH	\$12,800.67	\$2,284.20	\$15,084.87	\$14,700.00	\$12,800.67	\$14,700.00
13	SF	201410002030	BRIAN L & NASRIN JEWELL	1716 ATWATER PATH	\$12,800.67	\$2,284.20	\$15,084.87	\$14,700.00	\$12,800.67	\$14,700.00
14	SF	201410002020	JOHN GERALD & ANNE M BIELEJESKI	1720 ATWATER PATH	\$12,800.67	\$2,284.20	\$15,084.87	\$14,700.00	\$12,800.67	\$14,700.00
15	SF	201410002010	% INVITATION HOMES - TAX DEPT	1730 ATWATER PATH	\$12,800.67	\$2,284.20	\$15,084.87	\$14,700.00	\$12,800.67	\$14,700.00
16	SF	203110005010	DANIEL ALLAN JOHNSON	4605 BABCOCK TRAIL	\$0.00	\$0.00	\$0.00	\$14,700.00	\$0.00	\$0.00
17	SF	201410001020	ANGELIQUE M BROIN	1605 ATWATER PATH	\$12,800.67	\$2,284.20	\$15,084.87	\$14,700.00	\$12,800.67	\$14,700.00
18	SF	201410001030	MARK J & MARY HENNEN	1613 ATWATER PATH	\$12,800.67	\$2,284.20	\$15,084.87	\$14,700.00	\$12,800.67	\$14,700.00
19	SF	201410001040	JAMES P SEXTON	1655 ATWATER PATH	\$12,800.67	\$2,284.20	\$15,084.87	\$14,700.00	\$12,800.67	\$14,700.00
20	SF	201410001050	LAWRENCE TSTE HAUGH	1665 ATWATER PATH	\$12,800.67	\$2,284.20	\$15,084.87	\$14,700.00	\$12,800.67	\$14,700.00
21	SF	201410001060	FOLKE M BAXTER	1675 ATWATER PATH	\$12,800.67	\$2,284.20	\$15,084.87	\$14,700.00	\$12,800.67	\$14,700.00
22	SF	201410001070	PATRICK F SULLIVAN	1725 ATWATER PATH	\$12,800.67	\$2,284.20	\$15,084.87	\$14,700.00	\$12,800.67	\$14,700.00
23	SF	201410001010	A PATRICK LEIGHTON	1735 ATWATER PATH	\$12,800.67	\$2,284.20	\$15,084.87	\$14,700.00	\$12,800.67	\$14,700.00
24	Public/Institutional	200291081015	SOUTHVIEW COUNTRY CLUB	239 MENDOTA ROAD E	\$64,103.80	\$11,438.92	\$75,542.72	\$25,000.00	\$25,000.00	\$25,000.00
* Includes hydrodynamic separator and replacement of shallow storm sewer					\$345,718.54	\$61,691.32	\$407,409.86	\$363,100.00	\$306,614.74	\$348,400.00

City Project No. 2018-09D - Atwater Path Reconstruction
(Pavement Replacement with Slope Repair)
Preliminary Assessment Roll

Map No.	Property Type	PID No.	Owner	Site Address	55% Street & Storm ¹ per Policy Assessment	55% Slope Repair per Policy Assessment	Total 55% per Policy Assessment (Slope Repair)	Benefit CAP	Total Proposed Assessment (No Slope Repair)	Total Proposed Assessment (Slope Repair)
1	SF	201410002150	CHAD PORT	1604 ATWATER PATH	\$8,172.36	\$2,284.19	\$10,456.55	\$14,700.00	\$8,172.36	\$10,456.55
2	SF	201410002140	CARMEN C STARR	1610 ATWATER PATH	\$8,172.36	\$2,284.19	\$10,456.55	\$14,700.00	\$8,172.36	\$10,456.55
3	SF	201410002130	MICHAEL & PATRICIA A SINN	1616 ATWATER PATH	\$8,172.36	\$2,284.19	\$10,456.55	\$14,700.00	\$8,172.36	\$10,456.55
4	SF	201410002120	IRAJ M FARD	1620 ATWATER PATH	\$8,172.36	\$2,284.19	\$10,456.55	\$14,700.00	\$8,172.36	\$10,456.55
5	SF	201410002110	JAMES D & RUTH ANN PEDERSON	1630 ATWATER PATH	\$8,172.36	\$2,284.19	\$10,456.55	\$14,700.00	\$8,172.36	\$10,456.55
6	SF	201410002100	LARRY L WRIGHT	1640 ATWATER PATH	\$8,172.36	\$2,284.19	\$10,456.55	\$14,700.00	\$8,172.36	\$10,456.55
7	SF	201410002090	MICHAEL J & TERRIE A WALKER	1650 ATWATER PATH	\$8,172.36	\$2,284.19	\$10,456.55	\$14,700.00	\$8,172.36	\$10,456.55
8	SF	201410002080	ALAN R & KAREN VANASEK	1660 ATWATER PATH	\$8,172.36	\$2,284.19	\$10,456.55	\$14,700.00	\$8,172.36	\$10,456.55
9	SF	201410002070	LESLIE C MALMQUIST	1670 ATWATER PATH	\$8,172.36	\$2,284.19	\$10,456.55	\$14,700.00	\$8,172.36	\$10,456.55
10	SF	201410002060	LOEL D & MARY LOWARY	1680 ATWATER PATH	\$8,172.36	\$2,284.19	\$10,456.55	\$14,700.00	\$8,172.36	\$10,456.55
11	SF	201410002050	MARGARET M SCHMIDT	1690 ATWATER PATH	\$8,172.36	\$2,284.19	\$10,456.55	\$14,700.00	\$8,172.36	\$10,456.55
12	SF	201410002040	FRANK & LAUREL TSTEE WINSOR	1700 ATWATER PATH	\$8,172.36	\$2,284.19	\$10,456.55	\$14,700.00	\$8,172.36	\$10,456.55
13	SF	201410002030	BRIAN L & NASRIN JEWELL	1716 ATWATER PATH	\$8,172.36	\$2,284.19	\$10,456.55	\$14,700.00	\$8,172.36	\$10,456.55
14	SF	201410002020	JOHN GERALD & ANNE M BIELEJESKI	1720 ATWATER PATH	\$8,172.36	\$2,284.19	\$10,456.55	\$14,700.00	\$8,172.36	\$10,456.55
15	SF	201410002010	% INVITATION HOMES - TAX DEPT	1730 ATWATER PATH	\$8,172.36	\$2,284.19	\$10,456.55	\$14,700.00	\$8,172.36	\$10,456.55
16	SF	203110005010	DANIEL ALLAN JOHNSON	4605 BABCOCK TRAIL	\$0.00	\$0.00	\$0.00	\$14,700.00	\$0.00	\$0.00
17	SF	201410001020	ANGELIQUE M BROIN	1605 ATWATER PATH	\$8,172.36	\$2,284.19	\$10,456.55	\$14,700.00	\$8,172.36	\$10,456.55
18	SF	201410001030	MARK J & MARY HENNEN	1613 ATWATER PATH	\$8,172.36	\$2,284.19	\$10,456.55	\$14,700.00	\$8,172.36	\$10,456.55
19	SF	201410001040	JAMES P SEXTON	1655 ATWATER PATH	\$8,172.36	\$2,284.19	\$10,456.55	\$14,700.00	\$8,172.36	\$10,456.55
20	SF	201410001050	LAWRENCE TSTE HAUGH	1665 ATWATER PATH	\$8,172.36	\$2,284.19	\$10,456.55	\$14,700.00	\$8,172.36	\$10,456.55
21	SF	201410001060	FOLKE M BAXTER	1675 ATWATER PATH	\$8,172.36	\$2,284.19	\$10,456.55	\$14,700.00	\$8,172.36	\$10,456.55
22	SF	201410001070	PATRICK F SULLIVAN	1725 ATWATER PATH	\$8,172.36	\$2,284.19	\$10,456.55	\$14,700.00	\$8,172.36	\$10,456.55
23	SF	201410001010	A PATRICK LEIGHTON	1735 ATWATER PATH	\$8,172.36	\$2,284.19	\$10,456.55	\$14,700.00	\$8,172.36	\$10,456.55
24	Public/Institutional	200291081015	SOUTHVIEW COUNTRY CLUB	239 MENDOTA ROAD E	\$40,925.92	\$11,438.92	\$52,364.84	\$25,000.00	\$25,000.00	\$25,000.00
1) Includes hydrodynamic separator and replacement of shallow storm sewer					\$220,717.84	\$61,691.10	\$282,408.94	\$363,100.00	\$204,791.92	\$255,044.10



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• ENVIRONMENTAL
• GEOTECHNICAL
• MATERIALS
• FORENSICS

December 28, 2018

City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 551077

Attn: Thomas Kaldunski, P.E. – City Engineer

c/o: Eric Seaburg, P.E.
ericse@bolton-menk.com

RE: Pavement Improvement Alternatives
Atwater Path Reconstruction
Inver Grove Heights, Minnesota
Report No. 01-20066.01

Dear Mr. Kaldunski:

American Engineering Testing, Inc. (AET) is pleased to present this letter report regarding pavement improvement alternatives for Atwater Path. We previously submitted our *Report of Geotechnical Exploration and Review*, AET Report No.01-20066, dated August 10, 2018. Please refer to that report for pertinent background information and review. This letter report is in response to the recent request by the City Council to investigate pavement improvement alternatives other than full reconstruction. Bolton & Menk, Inc. (BMI) and the City of Inver Grove Heights (the City) authorized AET to review the existing data obtained, conduct a site visit to evaluate the existing surface condition, and prepare this letter report.

Introduction

Our original geotechnical exploration consisted of three soil borings performed within the existing pavement to a depth of 11 feet. An additional boring was performed for a possible infiltration area.

The existing pavement structure encountered at our three pavement borings show the bituminous thickness ranges from 4½ inches to 5½ inches. Below the bituminous pavement, the aggregate base layer ranged from 6 inches to 11½ inches. We understand the historical information shows that the pavement section was constructed using 4½ inches of bituminous and 6 inches of aggregate base. The existing bituminous pavement and aggregate base thickness may vary away from three boring locations that were performed over approximately 6,400 square yards of pavement. The subgrade soils encountered typically consist of clayey sand and sandy lean clay (AASHTO A-2-6 and A-6 soils), which are considered slow draining and frost susceptible.

Pavement Review

We visited the project site and took several photographs of the surface of the roadway upon request for providing alternatives to full reconstruction. The pavement surface is showing several distresses. The major distresses are severe longitudinal and transverse cracking, block cracking, and fatigue cracking. Several skin patches have been placed and it appears a chip seal is present on the surface where skin patches did not cover the existing surface. There are also several areas of the pavement that are showing raveling at the surface and possible rutting. The rutting and fatigue cracking observed indicates that the subgrade soil does not fully support the traffic loadings with the current street section in its existing condition; therefore, subgrade distress is reflecting through the pavement. Typical distresses are shown in Figures 1 and 2 below.



Figure 1. Typical patching, severe longitudinal cracking, raveling, block cracking, and rutting.



Figure 2. Typical skin patching, fatigue cracking, raveling, and possible rutting.

We reviewed three alternatives to full reconstruction that include partial reconstruction, resurfacing, and a 2-inch mill and overlay. Table 1 below shows the different options, their maximum service life, when a mill and overlay should be anticipated, and other future preservation methods to consider. The maximum service life is the estimated age that a full reconstruction would likely be needed.

Table 1: Improvement Option Summary

Option	Evaluate for Mill and Overlay (years)	Maximum Service Life (years)	Preservation Methods		
			Crack Seal	Chip Seal	Mill and Overlay
Full Reconstruction	20-25	50	Yes	Yes	Yes
Partial Reconstruction	15-20	30	Yes	Yes	Yes
Resurfacing	10-12	20	Yes	Yes	Yes
Mill and Overlay	Not Applicable	10	Yes	Yes	No

Full Reconstruction with Sand Subbase

The full reconstruction approach incorporates a sand subbase layer in the pavement structure, and it will provide the best long-term pavement performance, particularly since the in-place subgrade soils have relatively poor frost heave and drainage properties. With full reconstruction, the intent is to improve the subgrade conditions to provide more strength, better drainage properties, and more resistance to frost heave and thaw weakening. This will require the placement of a drained, sand subbase layer over the fine-grained subgrade soils. The degree of performance improvement in poor draining and frost susceptible soils is proportional to the thickness of the sand subbase placed.

With proper preservation and maintenance techniques, the City's standard pavement section, incorporating a 24-inch thick drained, sand subbase layer, is intended to provide 50 plus years of design life for the underlying asphalt, aggregate base, and subgrade. The pavement should be evaluated within 20 to 25 years for a mill and overlay, and with proper pavement preservation techniques, full pavement replacement is expected after 50 years.

In general, full reconstruction costs are more predictable than other rehabilitation methods, as this approach does not rely upon the existing pavement or aggregate base thickness, condition, or consistency. In addition, the full reconstruction approach relies less on the existing subgrade strength and uniformity due to replacement of the upper subgrade with sand subbase. Therefore, significant cost increases during construction due to unforeseen corrections are less likely using the full reconstruction approach.

Partial Reconstruction

A partial reconstruction method consists of removing the existing bituminous surfacing and some or all of the underlying aggregate base, prior to placing a new aggregate base and bituminous surface. This procedure is essentially a pavement reconstruction approach, although the intent is not to improve the drainage and frost susceptibility characteristics of the subgrade. With this approach, a test roll should be conducted over the fine-grained subgrade soils and local improvement of observed unstable soils should be performed prior to placing the aggregate base. The full extent of the corrections needed can only be determined during construction, resulting in somewhat unpredictable cost impacts.

With this local improvement, the approach would essentially be considered reconstruction without the incorporation of a sand subbase and without the performance improvement that can be expected from better drainage, reduced frost susceptibility, and reduced strength loss during the spring thaw. Using this approach, we anticipate pavement performance will be similar to the current roadway.

For partial reconstruction of Atwater Path, we recommend a pavement section of 4.5 inches of bituminous pavement over 8 inches of aggregate base. The design life of the asphalt surfacing is expected to have a maximum life of 20 years. After 15 years, the pavement surface should be evaluated to determine suitability for a mill and overlay. If it appears that the pavement section is still structurally sound with no major surface distresses, a mill and overlay could provide an

additional 10 to 15 years of design life with proper preservation and maintenance activities, such as crack sealing and chip sealing to maintain the asphalt surfacing.

Resurfacing

The resurfacing approach involves removing the existing bituminous layer completely and leaves the existing aggregate base in place. After pavement removal, only surficial improvement to the aggregate base layer is possible. Resurfacing typically requires an adequate and consistent thickness of existing aggregate base as well as a strong subgrade, such that the aggregate base layer can be shaped and compacted.

The minimum existing bituminous thickness is 4½ inches, and the existing aggregate base thickness is inconsistent, ranging from about 6 to 11½ inches. After bituminous removal, the subgrade strength should be evaluated in the field using a test roll procedure. This test roll should be performed on top of the existing gravel base to identify unstable subgrade soils. Unstable soils should be removed and replaced prior to aggregate base shaping and compaction. Therefore, if the subgrade is of inadequate or inconsistent strength, significant project cost increases could result.

Following any needed corrections, the existing base would be regraded and compacted to allow the placement of 5 inches of new asphalt pavement. Based upon the existing conditions, we estimate this method of pavement improvement to last about 15 to 20 years.

Using this method, the pavement should be evaluated within about 10 to 12 years to determine if a mill and overlay is needed to improve the surface condition and achieve the maximum design life. However, beyond 20 years, it is expected the pavement will show significant signs of distress and more intrusive pavement improvement methods will be needed, such as partial or full reconstruction.

Mill and Overlay

A mill and overlay consists of milling the upper portion of the bituminous pavement layer, but leaves the lower portion in place; hence, improvements to the base and subgrade layers are not possible. This approach requires sufficient thickness of bituminous such that enough bituminous remains to prevent the paving equipment from breaking through into the base layer; this condition is present at this site. However, a good mill and overlay project candidate consists of a structurally sound pavement that needs only minor improvements and/or projects in which a limited design life is acceptable. A poor mill and overlay candidate is a pavement that is exhibiting structural problems, a large amount of surface distresses, and pavements in which a longer design life is desired.

We reviewed the potential suitability and design life for a 2-inch mill and overlay. Based on the major pavement distresses present at the site and the age of the existing pavement, we estimate the overall design life of this pavement improvement method will last approximately 7 to 10 years, meaning that the pavement surface will deteriorate to the present condition within that time frame. First pavement distresses (reflective cracking) will appear within the first 1 to 2 years after construction, and more major distresses (reflective cracking turning into moderate to severe

cracks) will appear within years 3 to 5 after construction. The major pavement distresses will be significant due to the existing poor underlying pavement conditions.

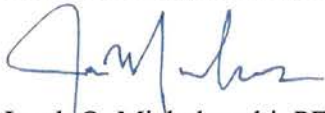
In our opinion, Atwater Path is not a good candidate for a mill and overlay; therefore, this method of pavement rehabilitation is not recommended. The other preservation method available is a crack seal and chip seal to protect the surfacing. The crack seal would be costly due to the extensive amount of cracking that is present. More intrusive structural pavement improvement methods will be necessary in the future, such as resurfacing, partial reconstruction, or full reconstruction.

Closure

If you have any questions or need additional information, please contact us.

Sincerely;

American Engineering Testing, Inc.



Jacob O. Michalowski, PE
Senior Engineer

jmichalowski@amengtest.com

Phone No. (651) 283-2481



Megan J.L. Hoppe, PE
Senior Geotechnical Engineer

mhoppe@amengtest.com

Phone No. (612) 865-6432

I hereby certify that this report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under Minnesota Statute Section 326.02 to 326.15

Name: Megan J. L. Hoppe

Date: December 28, 2018 License #: 49905



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• ENVIRONMENTAL
• GEOTECHNICAL
• MATERIALS
• FORENSICS

December 28, 2018

City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 551077

Attn: Thomas Kaldunski, P.E. – City Engineer

c/o: Eric Seaburg, P.E.
ericse@bolton-menk.com

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Inver Grove Heights, Minnesota
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Introduction

Our original geotechnical exploration consisted of three soil borings performed within the existing pavement to a depth of 11 feet. An additional boring was performed for a possible infiltration area.

The existing pavement structure encountered at our three pavement borings show the bituminous thickness ranges from 4½ inches to 5½ inches. Below the bituminous pavement, the aggregate base layer ranged from 6 inches to 11½ inches. We understand the historical information shows that the pavement section was constructed using 4½ inches of bituminous and 6 inches of aggregate base. The existing bituminous pavement and aggregate base thickness may vary away from three boring locations that were performed over approximately 6,400 square yards of pavement. The subgrade soils encountered typically consist of clayey sand and sandy lean clay (AASHTO A-2-6 and A-6 soils), which are considered slow draining and frost susceptible.

Pavement Review

We visited the project site and took several photographs of the surface of the roadway upon request for providing alternatives to full reconstruction. The pavement surface is showing several distresses. The major distresses are severe longitudinal and transverse cracking, block cracking, and fatigue cracking. Several skin patches have been placed and it appears a chip seal is present on the surface where skin patches did not cover the existing surface. There are also several areas of the pavement that are showing raveling at the surface and possible rutting. The rutting and fatigue cracking observed indicates that the subgrade soil does not fully support the traffic loadings with the current street section in its existing condition; therefore, subgrade distress is reflecting through the pavement. Typical distresses are shown in Figures 1 and 2 below.



Figure 1. Typical patching, severe longitudinal cracking, raveling, block cracking, and rutting.

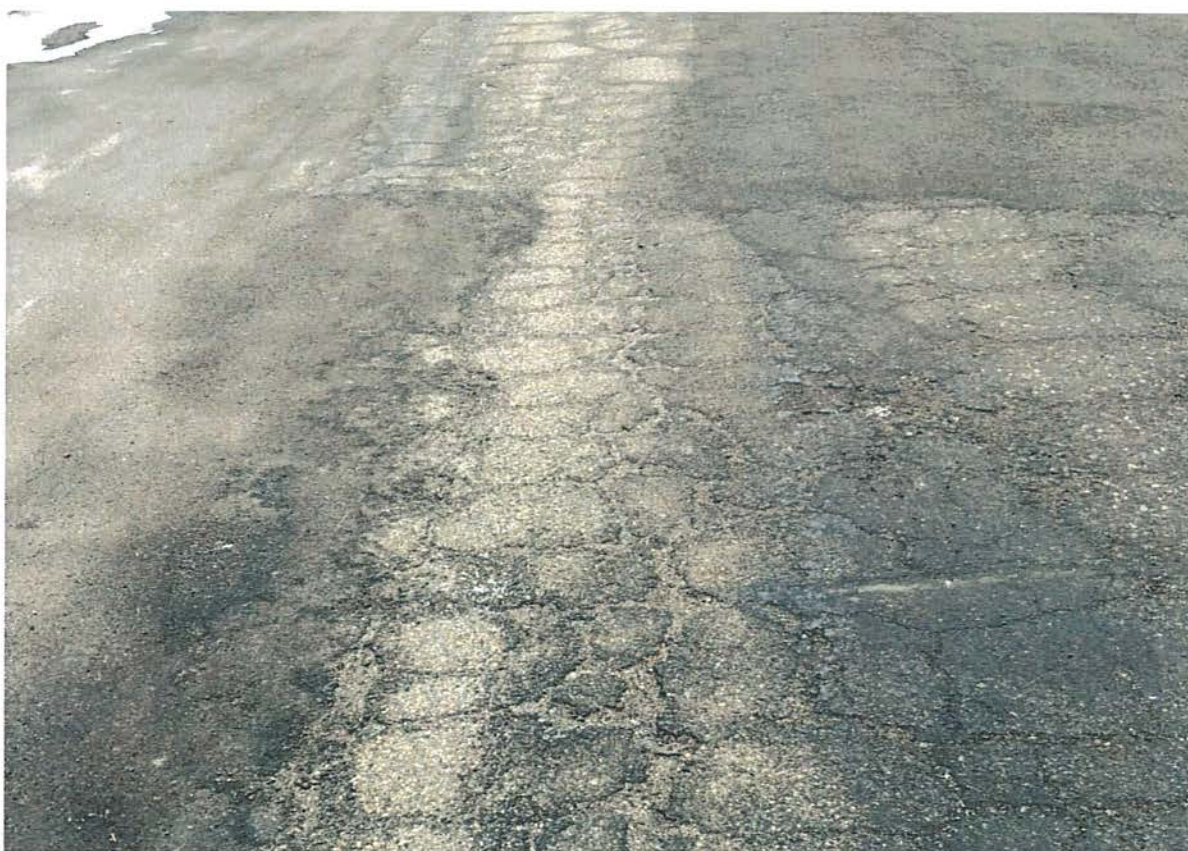


Figure 2. Typical skin patching, fatigue cracking, raveling, and possible rutting.

We reviewed three alternatives to full reconstruction that include partial reconstruction, resurfacing, and a 2-inch mill and overlay. Table 1 below shows the different options, their maximum service life, when a mill and overlay should be anticipated, and other future preservation methods to consider. The maximum service life is the estimated age that a full reconstruction would likely be needed.

Table 1: Improvement Option Summary

Option	Evaluate for Mill and Overlay (years)	Maximum Service Life (years)	Preservation Methods		
			Crack Seal	Chip Seal	Mill and Overlay
Full Reconstruction	20-25	50	Yes	Yes	Yes
Partial Reconstruction	15-20	30	Yes	Yes	Yes
Resurfacing	10-12	20	Yes	Yes	Yes
Mill and Overlay	Not Applicable	10	Yes	Yes	No

Full Reconstruction with Sand Subbase

The full reconstruction approach incorporates a sand subbase layer in the pavement structure, and it will provide the best long-term pavement performance, particularly since the in-place subgrade soils have relatively poor frost heave and drainage properties. With full reconstruction, the intent is to improve the subgrade conditions to provide more strength, better drainage properties, and more resistance to frost heave and thaw weakening. This will require the placement of a drained, sand subbase layer over the fine-grained subgrade soils. The degree of performance improvement in poor draining and frost susceptible soils is proportional to the thickness of the sand subbase placed.

With proper preservation and maintenance techniques, the City's standard pavement section, incorporating a 24-inch thick drained, sand subbase layer, is intended to provide 50 plus years of design life for the underlying asphalt, aggregate base, and subgrade. The pavement should be evaluated within 20 to 25 years for a mill and overlay, and with proper pavement preservation techniques, full pavement replacement is expected after 50 years.

In general, full reconstruction costs are more predictable than other rehabilitation methods, as this approach does not rely upon the existing pavement or aggregate base thickness, condition, or consistency. In addition, the full reconstruction approach relies less on the existing subgrade strength and uniformity due to replacement of the upper subgrade with sand subbase. Therefore, significant cost increases during construction due to unforeseen corrections are less likely using the full reconstruction approach.

Partial Reconstruction

A partial reconstruction method consists of removing the existing bituminous surfacing and some or all of the underlying aggregate base, prior to placing a new aggregate base and bituminous surface. This procedure is essentially a pavement reconstruction approach, although the intent is not to improve the drainage and frost susceptibility characteristics of the subgrade. With this approach, a test roll should be conducted over the fine-grained subgrade soils and local improvement of observed unstable soils should be performed prior to placing the aggregate base. The full extent of the corrections needed can only be determined during construction, resulting in somewhat unpredictable cost impacts.

With this local improvement, the approach would essentially be considered reconstruction without the incorporation of a sand subbase and without the performance improvement that can be expected from better drainage, reduced frost susceptibility, and reduced strength loss during the spring thaw. Using this approach, we anticipate pavement performance will be similar to the current roadway.

For partial reconstruction of Atwater Path, we recommend a pavement section of 4.5 inches of bituminous pavement over 8 inches of aggregate base. The design life of the asphalt surfacing is expected to have a maximum life of 20 years. After 15 years, the pavement surface should be evaluated to determine suitability for a mill and overlay. If it appears that the pavement section is still structurally sound with no major surface distresses, a mill and overlay could provide an

additional 10 to 15 years of design life with proper preservation and maintenance activities, such as crack sealing and chip sealing to maintain the asphalt surfacing.

Resurfacing

The resurfacing approach involves removing the existing bituminous layer completely and leaves the existing aggregate base in place. After pavement removal, only surficial improvement to the aggregate base layer is possible. Resurfacing typically requires an adequate and consistent thickness of existing aggregate base as well as a strong subgrade, such that the aggregate base layer can be shaped and compacted.

The minimum existing bituminous thickness is 4½ inches, and the existing aggregate base thickness is inconsistent, ranging from about 6 to 11½ inches. After bituminous removal, the subgrade strength should be evaluated in the field using a test roll procedure. This test roll should be performed on top of the existing gravel base to identify unstable subgrade soils. Unstable soils should be removed and replaced prior to aggregate base shaping and compaction. Therefore, if the subgrade is of inadequate or inconsistent strength, significant project cost increases could result.

Following any needed corrections, the existing base would be regraded and compacted to allow the placement of 5 inches of new asphalt pavement. Based upon the existing conditions, we estimate this method of pavement improvement to last about 15 to 20 years.

Using this method, the pavement should be evaluated within about 10 to 12 years to determine if a mill and overlay is needed to improve the surface condition and achieve the maximum design life. However, beyond 20 years, it is expected the pavement will show significant signs of distress and more intrusive pavement improvement methods will be needed, such as partial or full reconstruction.

Mill and Overlay

A mill and overlay consists of milling the upper portion of the bituminous pavement layer, but leaves the lower portion in place; hence, improvements to the base and subgrade layers are not possible. This approach requires sufficient thickness of bituminous such that enough bituminous remains to prevent the paving equipment from breaking through into the base layer; this condition is present at this site. However, a good mill and overlay project candidate consists of a structurally sound pavement that needs only minor improvements and/or projects in which a limited design life is acceptable. A poor mill and overlay candidate is a pavement that is exhibiting structural problems, a large amount of surface distresses, and pavements in which a longer design life is desired.

We reviewed the potential suitability and design life for a 2-inch mill and overlay. Based on the major pavement distresses present at the site and the age of the existing pavement, we estimate the overall design life of this pavement improvement method will last approximately 7 to 10 years, meaning that the pavement surface will deteriorate to the present condition within that time frame. First pavement distresses (reflective cracking) will appear within the first 1 to 2 years after construction, and more major distresses (reflective cracking turning into moderate to severe

cracks) will appear within years 3 to 5 after construction. The major pavement distresses will be significant due to the existing poor underlying pavement conditions.

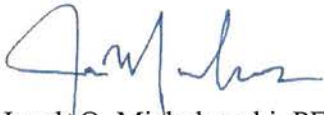
In our opinion, Atwater Path is not a good candidate for a mill and overlay; therefore, this method of pavement rehabilitation is not recommended. The other preservation method available is a crack seal and chip seal to protect the surfacing. The crack seal would be costly due to the extensive amount of cracking that is present. More intrusive structural pavement improvement methods will be necessary in the future, such as resurfacing, partial reconstruction, or full reconstruction.

Closure

If you have any questions or need additional information, please contact us.

Sincerely;

American Engineering Testing, Inc.



Jacob O. Michalowski, PE
Senior Engineer

jmichalowski@amengtest.com

Phone No. (651) 283-2481



Megan J.L. Hoppe, PE
Senior Geotechnical Engineer

mhoppe@amengtest.com

Phone No. (612) 865-6432

I hereby certify that this report was prepared by
me or under my direct supervision and that I am
a duly Licensed Professional Engineer under
Minnesota Statute Section 326.02 to 326.15

Name: Megan J. L. Hoppe

Date: December 28, 2018 License #: 49905

MEMO

CITY OF INVER GROVE HEIGHTS

TO: Joe Lynch, City Administrator
Mayor and Councilmembers

Cc: Scott Thureen, Director of Public Works
Tom Kaldunski, City Engineer
Eric Seaburg, Bolton & Menk, Inc.

FROM: Steve Dodge, Assistant City Engineer *SWD*

DATE: January 4, 2019

SUBJECT: Overview of Informational Meeting for Public Improvement Hearing
Atwater Path Reconstruction
CP 2018-09D

On January 2nd, City and Consultant staff hosted an informational meeting for the residents on the Atwater Path Reconstruction project, CP 2018-09D. The informational meeting was held to review the feasibility report recommendations, project improvements, and preliminary assessments with residents and receive feedback in advance of the public improvement hearing scheduled for the January 14th City Council meeting. This was the 2nd meeting held with the residents from this area.

Meeting notices were mailed to 22 residential properties and the Southview Country Club. 6 residents representing 5 properties attended, including the president of the Southview Country Club. Attached you will find the area map, resident written comments, detailed summary of verbal comments from meeting, and attendance list. Below is a brief overview of the comments/feedback received at the meeting.

- Based on feedback from the feasibility informational meeting, December 10th Council meeting and the 2nd petition received, staff had the geotechnical consultant (AET) and engineering consultant (Bolton & Menk) provide addendums covering additional pavement rehabilitation options: reconstruction, partial reconstruction (no 2' sand subbase), pavement replacement and mill and overlay (M&O)
- Opinions from the 5 properties on Atwater is mixed. There is general agreement a pavement rehabilitation project would be beneficial; however, the assessment amount was the focus of concern. Options of a full street reconstruction, a pavement replacement or do nothing (continue patching) were determined as resident's final options. With the small sample group in attendance, all three options were being considered by the residents.
- The street reconstruction method with the slope repair is the staff recommendation. The geotechnical engineer and consultant engineer recommend the street reconstruction method as the best method following the science and long-term design life. It is also the most cost-effective method through the life cycle analysis performed.
- The Council will make the final decision by taking in information from the feasibility report, addendums, resident feedback and the public hearing.
- The existing retaining wall and storm sewer system, in the D&U easement to Golf Club Pond between 1680 and 1690 Atwater Path, has been reviewed by a structural engineer and determined to be currently intact but showing signs of stress. It will need to be repaired or replaced (with a slope) in the future, and annual inspections are recommended to avoid a major failure.

- Due to the current pavement showing severe signs of deterioration, mill and overlay is not a viable option in accordance with the science, Consultant and staff advisement. The partial reconstruction project is the least cost effective and was dismissed.
- Staff fielded questions related to the assessment policy percentage differing from 35% for reconstruction, 55% for partial reconstruction and pavement replacement and 80% for M&O. It was explained that it is a Council approved policy to fund projects through the pavement management fund and assessments. The assessment percentages are determined to be a sustainable approach for the program.
- Numerous questions regarding assessments, construction activities and impacts to properties were fielded. It was clarified that driveway and boulevard disturbed by the project would be restored. Unpermitted obstructions in the right-of-way, such as irrigation and landscaping, would be the owner's responsibility. Mail boxes would be salvaged and reinstalled by the contractor. There will be a central mailbox bank supplied during the project.
- Residents were informed that public safety recommends Council to consider No-Parking in the full cul-de-sac at the terminus of Atwater Path, for those cul-de-sacs that are less than 110 feet across, to be consistent with the policy being developed.

Attachments: Power Point Presentation
Sign-in Sheet
~~Staff Meeting Notes~~
Residential Comment Cards

INFORMATION MEETING

January 2, 2019 – 6:00 p.m.

CONTACT INFO.

e-mail

Comment Card
City of Inver Grove Heights
Atwater Path Improvements

Contact Information

Name: Mark Hennen Telephone: _____

Address: 1613 Email: _____

Comments / Questions: I want the pavement replacement only

Accessibility is a priority.

Limiting my access would make my life very difficult
I have MS.

For Mark Hennen Dale Moxon

Atwater Path Improvements
January 2, 2019



**BOLTON
& MENK**

Real People. Real Solutions.



Comment Card
City of Inver Grove Heights
Atwater Path Improvements

Contact Information

Name: Mike Sinn Telephone: 651 4554961

Address: 1616 Atwater Path Email: msinn@netzero.net

Comments / Questions: _____

Do not want Slope Repair.

Do not want Street work of
any kind.

Atwater Path Improvements
January 2, 2019



**BOLTON
& MENK**

Real People. Real Solutions.



Comment Card
City of Inver Grove Heights
Atwater Path Improvements

Contact Information

Name: Josh Luehmann Telephone: 455-6856

Address: Southview CC Email: _____

Comments / Questions: _____

Steve,
Please call Josh and set up meeting to
discuss impact on Southview

Thanks
Pat Julline
Pier Southview CC

Atwater Path Improvements
January 2, 2019



**BOLTON
& MENK**

Real People. Real Solutions.



Steve W. Dodge. P.E.

From: Michael Sinn <mjsinn@mmm.com>
Sent: Monday, January 7, 2019 4:25 PM
To: Steve W. Dodge. P.E.
Subject: 2019-01-07 Sinn Comment RE: Atwater Street Project

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Steve,
We prefer (3) NO project (no assessment), keeping status quo.

Thanks

Mike Sinn
1616 Atwater Path
to spam@forcepoint.com

Steve W. Dodge. P.E.

From: Pat Leighton <Leiwolf@comcast.net>
Sent: Monday, January 7, 2019 4:23 PM
To: Steve W. Dodge. P.E.
Cc: mjsinn@mmm.com
Subject: 2019-01-07 Leighton Comment Atwater Project

Follow Up Flag: Follow up
Flag Status: Completed

We prefer no project. If this doesn't clarify our position, please let me know.

Sent from my iPad

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Public Hearing to Consider Resolution Ordering Project, Approving Plans and Specifications, and Authorizing Advertisement for Bids for City Project No. 2015-03 (65th Street Roadway and Drainage Improvements) and City Project No. 2018-03 (65th Street Trunk Watermain Improvements)

Meeting Date: January 14, 2019
 Item Type: Public Hearing
 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: Municipal State Aid Funds, Special Assessments, Developer Funds, City Funds |

PURPOSE/ACTION REQUESTED

Public Hearing to consider resolution ordering project, approving plans and specifications, and authorizing advertisement for bids for City Project No. 2015-03 (65th Street Roadway and Drainage Improvements) and City Project No. 2018-03 (65th Street Trunk Watermain Improvements).

SUMMARY

The project was initiated by the City Council. A feasibility study was authorized on May 11, 2015. That study was presented to the Council in April 2017. The project scope included the necessary modifications to Trunk Highway (TH) 3 to meet Mn/DOT's design standards for an intersection for a connecting side street (65th Street), the construction of 65th Street from TH 3 west to the east right-of-way line for future Argenta Trail, and a storm water management system meeting the Northwest Area design standards. The street is designed as a community collector street, the highest functional classification in our local street system. It includes two through-lanes, a two-way center left turn lane, and a trail on one side (see Exhibits 1 and 2).

The Council directed staff to revise the study and consider approaches that would reduce the proposed assessment amount (\$1,601,300). At staff's recommendation, the Council authorized continued design work on the necessary changes for TH 3. The majority of that work could be funded using Municipal State Aid funds (and no assessments). That would also allow the work on TH 3 (and the necessary closure) to be coordinated with the closure needed for the Dakota County project to construct a roundabout at the intersection of TH 3 and County State Aid Highway 26 (70th Street). Ultimately, the County project was delayed to 2019.

In September 2017, the City Council split the original project into two additional projects: 2017-24 (the modifications required to TH 3) and 2017-03 (a trunk watermain segment to loop that paralleled the area of road work). That feasibility was completed and received, the two projects were ordered in November 2017 and a contract for their construction was awarded in July 2018. The trunk watermain project was completed, but some work on the road project remains to be completed this spring (see Exhibit 3).

In September 2018, the Council authorized a feasibility study for the last segment of the NWA trunk watermain loop 2018-03. This project would parallel a portion of 65th Street.

On December 10, 2018, the Council received an amended feasibility study for 2015-03 that included 2018-03. A public hearing was scheduled for January 14, 2019. The trunk watermain project (2018-03) involves grading and the installation of a 16-inch in diameter ductile iron pipe watermain that would connect to the current terminus of the incomplete NWA trunk watermain loop at Agate Trail and continue west along the north side of proposed 65th Street to the east right-of-way line for future Argenta Trail. It would also connect to the existing 16-inch in diameter trunk watermain that runs through the Blackstone Ridge development at Alverno Lane. This will complete the first NWA trunk watermain loop.

The 65th Street project (2015-03) involves the construction of a three-lane (two through-lanes with a two-way center left turn lane) community collector street from TH 3 to the east right-of-way line for future Argenta Trail. It will include a trail on one side. 65th Street will connect to Alverno Lane and to Agate Trail providing the only full movement access point to Blackstone Ridge and Windwood 2nd Addition, respectively. The current temporary access to 70th Street will be removed when Dakota County constructs the realignment of Argenta Trail, north of 70th Street. That project will include a connection of 67th Street (in Blackstone Ridge) to the new Argenta Trail. However, it would be a restricted movement access (no left turn out) under County access spacing guidelines. The County project would also connect to 65th Street with a full movement intersection.

The phasing of the overall road project (2017-24 and 2015-03) and the coincident construction of the trunk watermain extension (2017-03 and 2018-03) provided needed flexibility for project funding. Constructing the trunk watermain in the road right-of-way allowed grading work that was necessary for both the watermain and street projects to be funded under the watermain projects, which utilized the NWA Water Fund. This reduced street project grading costs.

Splitting 2015-03 into a second project (2017-24) allowed more of the overall street project cost to be associated with 2017-24 (which was funded primarily with Municipal State Aid funds), thus reducing the cost reduce and the assessment amount for 2015-03. Finally, 65th Street is on the City's MSA Street System. The maximum funding advance allowed under MnDOT policy was requested and approved. This advance covers most of the 2017-24 cost and about 55 percent of the 2015-03 cost.

The estimated total cost for City Project No. 2018-03 is \$312,175. The entire project cost is proposed to be funded from the NWA Water Fund, which is funded by developer fees.

The estimated total cost for City Project No. 2015-03 is \$2,748,420. The proposed funding sources are Municipal State Aid (\$1,537,622), NWA Storm Water Fund (\$154,620), NWA Water Fund (\$94,232) and special assessments (\$961,946).

As described in the feasibility study, an equivalent single-family lot methodology was used to spread the amount proposed to be assessed (see Exhibit 4). This results in a proposed assessment of \$4,164.26 per lot. The average lot density for the gross acreage of all approved single-family developments in the NWA was used to calculate the assessment amount on the acreage parcels on the north side of 65th Street. Staff met individually with the owners of these parcels to explain the proposed assessment.

The large acreage parcel on the south side of 65th Street is considered one lot for assessment purposes due to the terrain, its existing access to TH 3, and the fact that any future subdivision of the parcel would be accessed via future 67th Street. The property owner(s) acknowledged the proposed assessment amount and indicated that they wouldn't attend the hearing. The 44 lots in the Windwood 2nd Addition are covered by a recorded waiver of assessment appeal in an amount up to \$5,273.00 per lot. The proposed assessment for the 79 lots in the Blackstone Ridge Plat (Settler's Ridge) would be reduced by \$1,893.49 to \$2,270.78 per lot due to a pre-payment toward the future street construction that was provided by the developer (see Exhibits 5 and 6).

A neighborhood information meeting was held on January 8, 2019. Seven residents, representing five parcels in Settler's Ridge, attended. The project was described, the project history was explained, the estimated project cost and proposed assessments were discussed, the special assessment process was explained, the proposed project schedule was presented and other upcoming projects in the vicinity were discussed.

Questions raised at the meeting included:

- What are the design speed for the road and the proposed posted speed?
45 mph and 35 mph, respectively
- What about detours during the other upcoming projects (roundabout at TH 3 and 70th Street, timing of closure of existing temporary access to 70th Street and closures for the 70th Street/Argenta Trail project)?
Detour plans will be prepared by the County for these projects.
- Access to the new Argenta Trail after 65th Street is constructed and 67th Street is connected to new Argenta Trail?
Full movement at 65th and Argenta Trail, three-fourths movement at 67th Street and Argenta Trail
- Would they be assessed for the projects on 70th Street, Argenta Trail or 67th Street?
No.
- Is the proposed assessment amount final?
No. The Council decides that at the Assessment Hearing, along with the term and the interest rate, proposed to be 10 years and 4.7 percent, respectively. It is not expected to be increased.
- When is a final decision made concerning special assessments?
At the Assessment Hearing. All property owners would receive notice of that date, and another neighborhood meeting would be held prior to the hearing.
- A concern was raised about the distance between 65th Street and the backyards. Would there be grading or screening for these lots?
Plans are still being prepared. Staff will review options with the consultant.
- What is the primary reason for realigning Argenta Trail?
City has desired an interchange at I-494 in the area for years. The traffic modeling done for the 2010 Regional Road System Visioning Study identified that realignment and the interchange as needs, along with expansion of many other County and State roads in the area.
- Who is responsible for future costs for the street?
Projects in the Pavement Management Program would not be assessed to any of the single-family residential parcels because their driveways do not access 65th Street.
- Other communities assess for higher level streets?
Policies vary – Inver Grove Heights' policy has evolved from assessing 100% of the cost to considering each project on a case-by-case basis.
- What class of street is Alverno Lane/Court?
A local residential street.

- Are there any plans for parks/playgrounds in the area?
The City has been working on that. The Parks and Recreation Director can be contacted for the current status.
- Are assessments deductible?
No
- What happens if traffic volume greatly increases – would future 65th need to be expanded?
The twenty-year projection shows that the proposed design would be adequate. Over time, the expansion of the other County and State roads in the area help balance the use of the roads.

I recommend approval of the resolutions ordering the project, approving plans and specifications and authorizing advertisement for bids for City Project No. 2015-03 (65th Street Roadway and Drainage Improvements) and City Project No. 2018-03 (65th Street Trunk Watermain Improvements).

SDT/kf

Attachments: Resolutions (2)
Exhibit 1 – Project Location
Exhibit 2 – Street Cross Section
Exhibit 3 – Phasing Map
Exhibit 4 – Assessment Information
Exhibit 5 – Assessment Map
Exhibit 6 – Preliminary Assessment Roll

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

**CONSIDER RESOLUTION ORDERING PROJECT, APPROVING PLANS AND SPECIFICATIONS,
AND AUTHORIZING ADVERTISEMENT FOR BIDS FOR CITY PROJECT NO. 2015-03 (65TH STREET
ROADWAY AND DRAINAGE IMPROVEMENTS)**

RESOLUTION NO. _____

WHEREAS, a resolution passed by the City Council on December 10, 2018 called for a public hearing on the proposed improvement project, City Project No. 2015-03 (65th Street Roadway and Drainage Improvements); and

WHEREAS, published notice was given pursuant to Minnesota Statute 429.031, and the hearing was held thereon on January 14, 2019, at which time all persons desiring to be heard were given an opportunity to be heard thereon; and

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

1. Such improvement is hereby ordered as proposed in this Council resolution adopted January 14, 2019.
2. Such improvement is necessary, cost-effective and feasible as outlined in the Feasibility Report.
3. The City Engineer is hereby designated as the engineer for this improvement and is authorized to advertise for bids with respect to City Project No. 2015-03.
4. The plans and specifications for City Project No. 2015-03 are hereby approved.
5. Staff, City Attorney and consultant are authorized to commence on necessary easements and agreements for the project.
6. The contract for these improvements shall be let no later than two years after the adoption of this resolution.

Adopted by the City Council of Inver Grove Heights, Minnesota this January 14, 2019

AYES:

NAYS:

George Tourville, Mayor

ATTEST

Michelle Tesser, City Clerk

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

**CONSIDER RESOLUTION ORDERING PROJECT, APPROVING PLANS AND SPECIFICATIONS,
AND AUTHORIZING ADVERTISEMENT FOR BIDS FOR CITY PROJECT NO. 2018-03 (65TH STREET
TRUNK WATERMAIN IMPROVEMENTS)**

RESOLUTION NO. _____

WHEREAS, a resolution passed by the City Council on December 10, 2018 called for a public hearing on the proposed improvement project, City Project No. 2018-03 (65th Street Trunk Watermain Improvements); and

WHEREAS, published notice was given pursuant to Minnesota Statute 429.031, and the hearing was held thereon on January 14, 2019, at which time all persons desiring to be heard were given an opportunity to be heard thereon; and

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

1. Such improvement is hereby ordered as proposed in this Council resolution adopted January 14, 2019.
2. Such improvement is necessary, cost-effective and feasible as outlined in the Feasibility Report.
3. The City Engineer is hereby designated as the engineer for this improvement and is authorized to advertise for bids with respect to City Project No. 2018-03.
4. The plans and specifications for City Project No. 2018-03 are hereby approved.
5. Staff, City Attorney and consultant are authorized to commence on necessary easements and agreements for the project.
6. The contract for these improvements shall be let no later than two years after the adoption of this resolution.

Adopted by the City Council of Inver Grove Heights, Minnesota this January 14, 2019

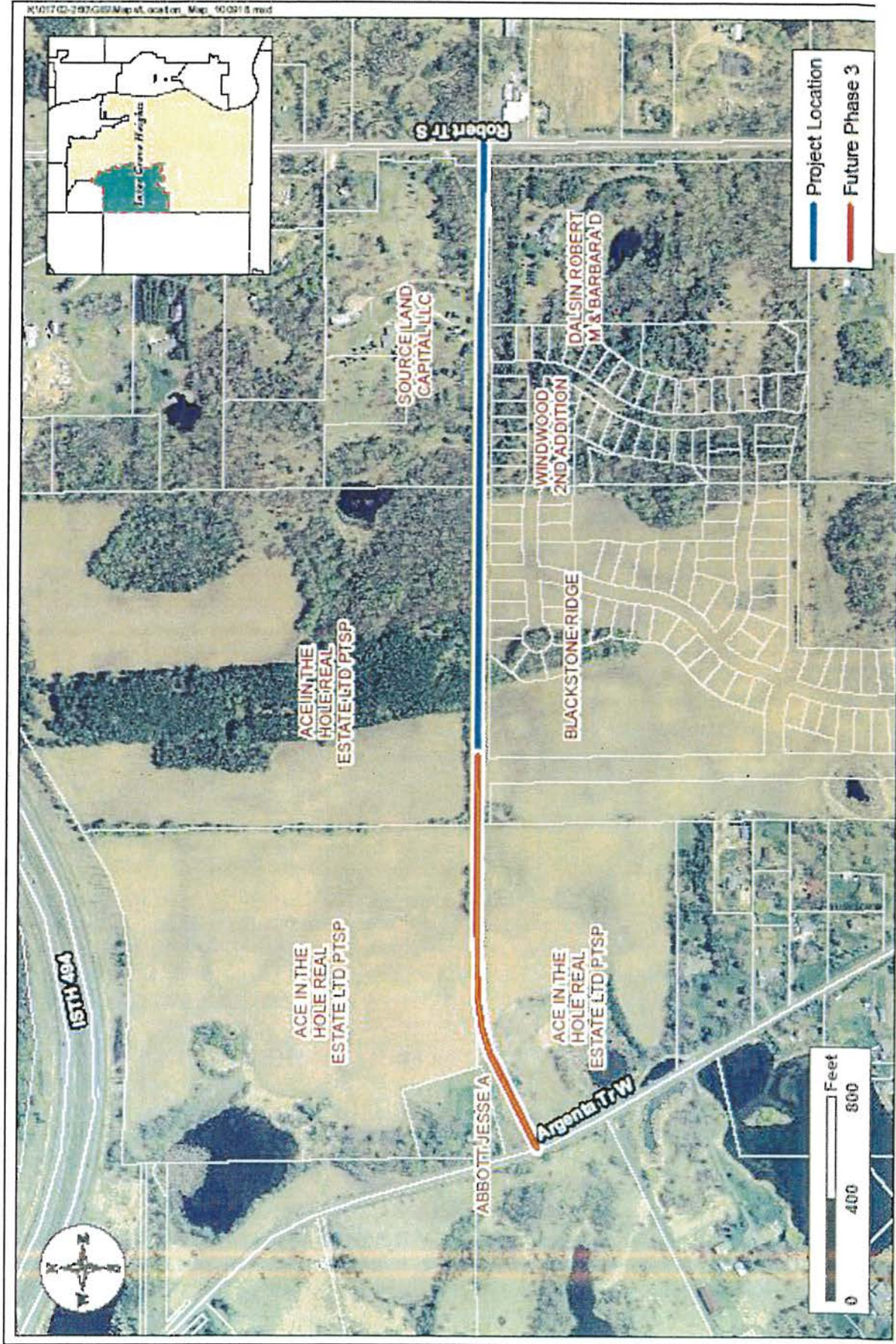
AYES:

NAYS:

George Tourville, Mayor

ATTEST

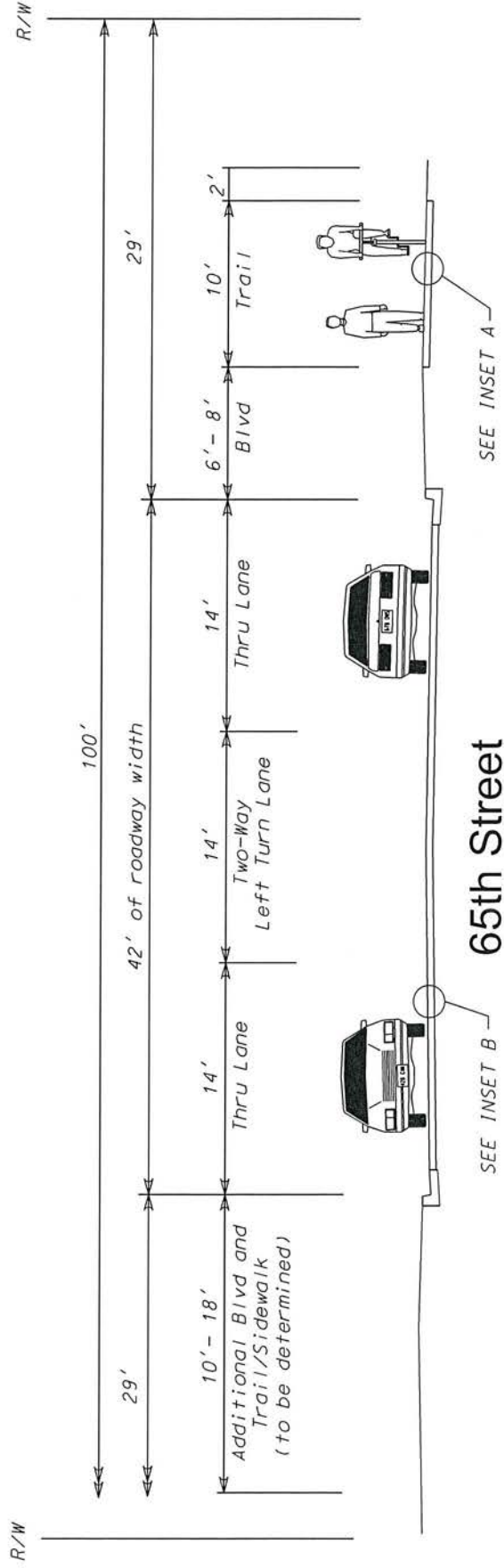
Michelle Tesser, City Clerk



Inver Grove Heights, MN - 65th Street & Utility Improvements

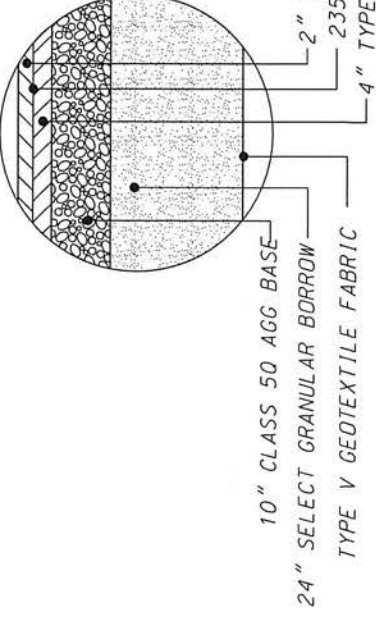
Location Map | Feasibility Study | Figure A1.0

Exhibit 1

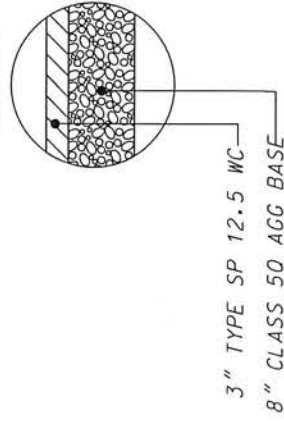


65th Street

Inset B



Inset A



ISTH 494

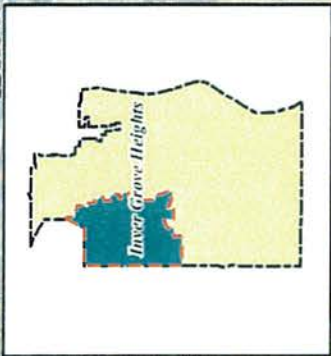
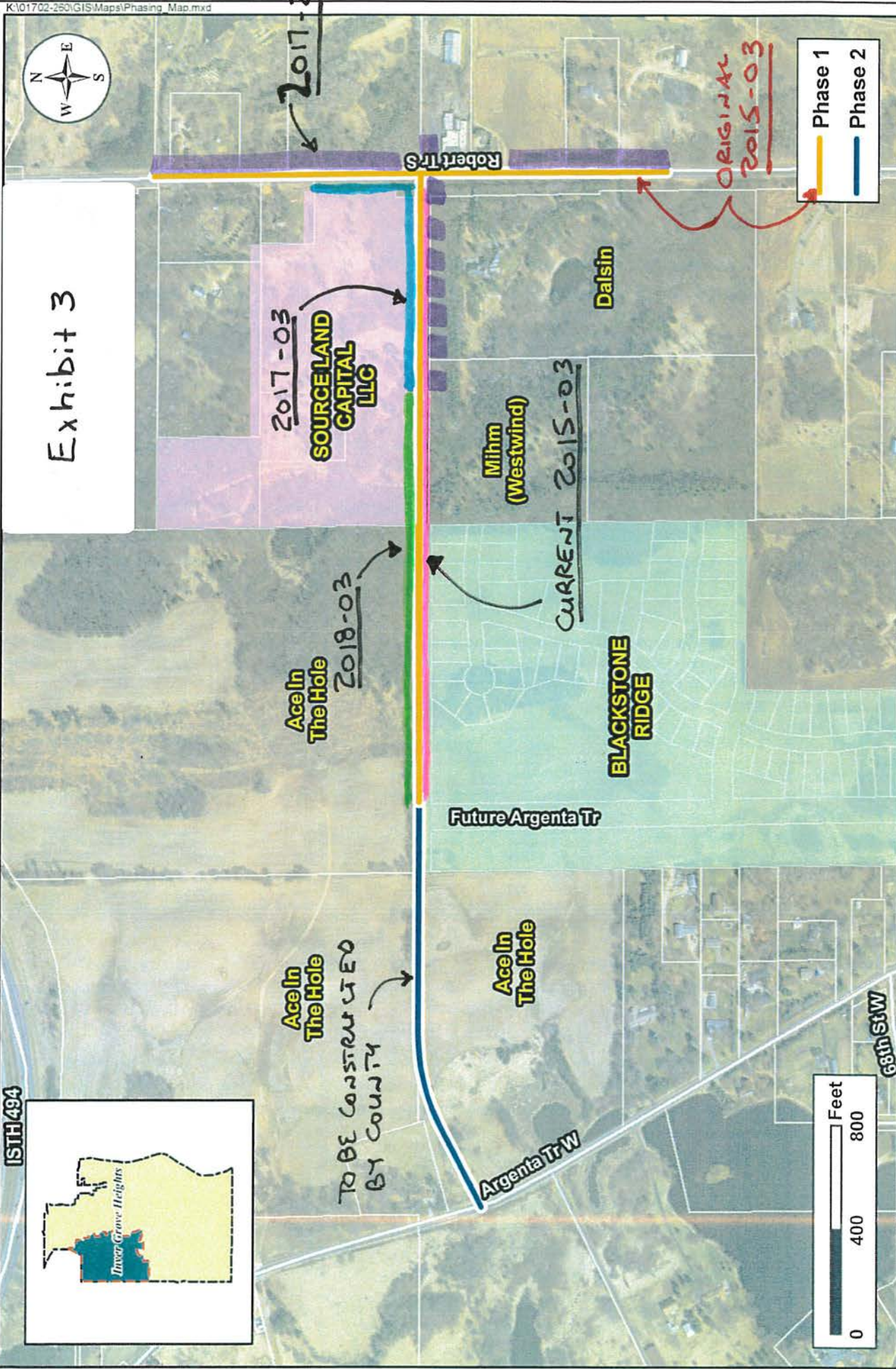


Exhibit 3



Inver Grove Heights, MN - 65th Street Improvements

Project Phasing Map | Feasibility Study | Figure A1.1

Proposed Assessments

Exhibit 4

- Used single-family residential lot approach
- Actual number of lots in approved subdivisions
- Map 1 = 50 lots
Map 2-5 = 57 lots
Map 6 = 1 lot
44 lots in Windwood 2nd Addition
79 lots in Blackstone Ridge (Settler's Ridge)
\$961,946/231 lots = \$4,164.26/lot
- Assessment in Blackstone Ridge would be reduced to \$2,270.78/lot due to partial pre-payment by developer
- Assessment in Windwood 2nd Addition is subject to a recorded waiver of assessment appeal for an amount of up to \$5,273.00.
- Recommended term of ten years with an interest rate of 4.7 percent

Exhibit S



Exhibit 6

CITY PROJECT NO. 2015-03 PRELIMINARY ASSESSMENT ROLL (SORTED BY MAP NO.)

MAP NO.	PID NO.	OWNER	HOUSE NO.	STREET NAME	ASSUMED NO. OF LOTS	PROPOSED ASSESSMENT
1	200060005010	ACE IN THE HOLE REAL ESTATE LTD PTSP			50	\$ 208,213.00
2	200060003051	SOURCE LAND CAPITAL LLC			57 (for parcels 2 - 5 combined)	\$ 45,621.14
3	200060003020	SOURCE LAND CAPITAL LLC	6321	ROBERT TRL S	(for parcels 2 - 5 combined)	\$ 53,667.74
4	200060003032	SOURCE LAND CAPITAL LLC	6275	ROBERT TRL S	(for parcels 2 - 5 combined)	\$ 21,576.28
5	200060004010	SOURCE LAND CAPITAL LLC	6477	ROBERT TRL S	(for parcels 2 - 5 combined)	\$ 116,497.66
6	208450001010	ROBERT M & BARBARA D DALSIN	6637	ROBERT TRL S	1	\$ 4,164.26
7	208450101010	U S HOME CORPORATION	6520	ARCTIC WAY	1	\$ 4,164.26
8	208450101020	U S HOME CORPORATION	6522	ARCTIC WAY	1	\$ 4,164.26
9	208450101030	U S HOME CORPORATION	6526	ARCTIC WAY	1	\$ 4,164.26
10	208450101040	U S HOME CORPORATION	6528	ARCTIC WAY	1	\$ 4,164.26
11	208450101050	U S HOME CORPORATION	6532	ARCTIC WAY	1	\$ 4,164.26
12	208450101060	U S HOME CORPORATION	6534	ARCTIC WAY	1	\$ 4,164.26
13	208450102010	U S HOME CORPORATION	6519	ARCTIC WAY	1	\$ 4,164.26
14	208450102020	U S HOME CORPORATION	6521	ARCTIC WAY	1	\$ 4,164.26
15	208450102030	U S HOME CORPORATION	6525	ARCTIC WAY	1	\$ 4,164.26
16	208450102040	U S HOME CORPORATION	6527	ARCTIC WAY	1	\$ 4,164.26
17	208450102050	U S HOME CORPORATION	6531	ARCTIC WAY	1	\$ 4,164.26
18	208450102060	U S HOME CORPORATION	6539	ARCTIC WAY	1	\$ 4,164.26
19	208450102070	U S HOME CORPORATION	6553	AGATE TRAIL	1	\$ 4,164.26
20	208450102080	U S HOME CORPORATION	6559	AGATE TRAIL	1	\$ 4,164.26
21	208450102090	U S HOME CORPORATION	6561	AGATE TRAIL	1	\$ 4,164.26
22	208450102100	U S HOME CORPORATION	6565	AGATE TRAIL	1	\$ 4,164.26
23	208450102110	U S HOME CORPORATION	6571	AGATE TRAIL	1	\$ 4,164.26
24	208450102120	U S HOME CORPORATION	6577	AGATE TRAIL	1	\$ 4,164.26
25	208450103010	U S HOME CORPORATION	6583	AGATE TRAIL	1	\$ 4,164.26
26	208450103020	U S HOME CORPORATION	6585	AGATE TRAIL	1	\$ 4,164.26
27	208450103030	U S HOME CORPORATION	1341	66TH ST W	1	\$ 4,164.26
28	208450103040	U S HOME CORPORATION	1349	66TH ST W	1	\$ 4,164.26
29	208450103050	U S HOME CORPORATION	1357	66TH ST W	1	\$ 4,164.26
30	208450104010	U S HOME CORPORATION	1358	66TH ST W	1	\$ 4,164.26
31	208450104020	U S HOME CORPORATION	1350	66TH ST W	1	\$ 4,164.26
32	208450104030	U S HOME CORPORATION	1344	66TH ST W	1	\$ 4,164.26
33	208450105010	U S HOME CORPORATION	6502	AGATE TRAIL	1	\$ 4,164.26
34	208450105020	U S HOME CORPORATION	6524	AGATE TRAIL	1	\$ 4,164.26
35	208450105030	U S HOME CORPORATION	6538	AGATE TRAIL	1	\$ 4,164.26

**CITY PROJECT NO. 2015-03
PRELIMINARY ASSESSMENT ROLL
(SORTED BY MAP NO.)**

MAP NO.	PID NO.	OWNER	HOUSE NO.	STREET NAME	ASSUMED NO. OF LOTS	PROPOSED ASSESSMENT
36	208450105040	U S HOME CORPORATION	6542	AGATE TRAIL	1	\$ 4,164.26
37	208450105050	U S HOME CORPORATION	6546	AGATE TRAIL	1	\$ 4,164.26
38	208450105060	U S HOME CORPORATION	6554	AGATE TRAIL	1	\$ 4,164.26
39	208450105070	U S HOME CORPORATION	6558	AGATE TRAIL	1	\$ 4,164.26
40	208450105080	U S HOME CORPORATION	6560	AGATE TRAIL	1	\$ 4,164.26
41	208450105090	U S HOME CORPORATION	6564	AGATE TRAIL	1	\$ 4,164.26
42	208450105100	U S HOME CORPORATION	6572	AGATE TRAIL	1	\$ 4,164.26
43	208450105110	U S HOME CORPORATION	6576	AGATE TRAIL	1	\$ 4,164.26
44	208450106010	U S HOME CORPORATION	6582	AGATE TRAIL	1	\$ 4,164.26
45	208450106020	U S HOME CORPORATION	6588	AGATE TRAIL	1	\$ 4,164.26
46	208450106030	U S HOME CORPORATION	6594	AGATE TRAIL	1	\$ 4,164.26
47	208450106040	U S HOME CORPORATION	6596	AGATE TRAIL	1	\$ 4,164.26
48	208450106050	U S HOME CORPORATION	6628	AGATE TRAIL	1	\$ 4,164.26
49	208450106060	U S HOME CORPORATION	6670	AGATE TRAIL	1	\$ 4,164.26
50	208450106070	U S HOME CORPORATION	6692	AGATE TRAIL	1	\$ 4,164.26
51	201416701010	US HOME CORPORATION	6518	ARCTIC WAY	1	\$ 4,164.26
52	201416701020	US HOME CORPORATION	6516	ARCTIC WAY	1	\$ 4,164.26
53	201416701030	US HOME CORPORATION	6514	ARCTIC WAY	1	\$ 4,164.26
54	201416701040	US HOME CORPORATION	6512	ARCTIC WAY	1	\$ 4,164.26
55	201416702010	STEPHANIE & DOMINIC WARREN	6501	ARCTIC CT	1	\$ 4,164.26
56	201416702020	US HOME CORPORATION	6503	ARCTIC CT	1	\$ 4,164.26
57	201416702030	US HOME CORPORATION	6505	ARCTIC CT	1	\$ 4,164.26
58	201416702040	DUSTIN & MEGAN DELMONICO	6507	ARCTIC CT	1	\$ 4,164.26
59	201416702050	PETER & ANNA WALDVOGEL	6509	ARCTIC CT	1	\$ 4,164.26
60	201416702060	JAMES & STACEY PARKER	6508	ARCTIC CT	1	\$ 4,164.26
61	201416702070	CHRISTOPHER & AMANDA ENSTROM	6506	ARCTIC CT	1	\$ 4,164.26
62	201416702080	US HOME CORPORATION	6504	ARCTIC CT	1	\$ 4,164.26
63	201416702090	US HOME CORPORATION	6502	ARCTIC CT	1	\$ 4,164.26
64	201416702100	US HOME CORPORATION	6533	ALVERNO LN	1	\$ 4,164.26
65	201416702110	PRASANTH RACHAKATLA	6541	ALVERNO LN	1	\$ 4,164.26
66	201416702120	VENKATA ANUMARLAPUDI & BALA CHANDRUPATLA	6555	ALVERNO LN	1	\$ 4,164.26
67	201416702130	US HOME CORPORATION	6567	ALVERNO LN	1	\$ 4,164.26
68	201416702140	US HOME CORPORATION	6573	ALVERNO LN	1	\$ 4,164.26
69	201416702150	MEICAN XIAO & YUN NI	6589	ALVERNO LN	1	\$ 4,164.26
70	201416702160	US HOME CORPORATION	6595	ALVERNO LN	1	\$ 4,164.26

**CITY PROJECT NO. 2015-03
PRELIMINARY ASSESSMENT ROLL
(SORTED BY MAP NO.)**

MAP NO.	PID NO.	OWNER	HOUSE NO.	STREET NAME	ASSUMED NO. OF LOTS	PROPOSED ASSESSMENT
71	201416702170	US HOME CORPORATION	6611	ALVERNO LN	1	\$ 4,164.26
72	201416702180	MANOHAR MAHAJETH & LATA SHAH	6637	ALVERNO LN	1	\$ 4,164.26
73	201416702190	US HOME CORPORATION	6653	ALVERNO LN	1	\$ 4,164.26
74	201416702200	US HOME CORPORATION	6689	ALVERNO LN	1	\$ 4,164.26
75	201416703010	ANTHONY SYLVESTER	6701	ALVERNO CT	1	\$ 4,164.26
76	201416703020	US HOME CORPORATION	6715	ALVERNO CT	1	\$ 4,164.26
77	201416703030	US HOME CORPORATION	6729	ALVERNO CT	1	\$ 4,164.26
78	201416703040	MAHENDRA & BARKHA RAJPUT	6733	ALVERNO CT	1	\$ 4,164.26
79	201416703050	ROBERT & BRIANA EMERSON	6745	ALVERNO CT	1	\$ 4,164.26
80	201416703060	DAVID & BRIANA LEEDER	6761	ALVERNO CT	1	\$ 4,164.26
81	201416703070	US HOME CORPORATION	6779	ALVERNO CT	1	\$ 4,164.26
82	201416703080	US HOME CORPORATION	6833	ALVERNO CT	1	\$ 4,164.26
83	201416703090	LYNN J KRAM & MARY BREHL	6857	ALVERNO CT	1	\$ 4,164.26
84	201416703100	US HOME CORPORATION	6865	ALVERNO CT	1	\$ 4,164.26
85	201416703110	US HOME CORPORATION	6871	ALVERNO CT	1	\$ 4,164.26
86	201416703120	US HOME CORPORATION	6889	ALVERNO CT	1	\$ 4,164.26
87	201416703130	US HOME CORPORATION	6893	ALVERNO CT	1	\$ 4,164.26
88	201416703140	US HOME CORPORATION	6905	ALVERNO CT	1	\$ 4,164.26
89	201416703150	US HOME CORPORATION	6900	ALVERNO CT	1	\$ 4,164.26
90	201416703160	US HOME CORPORATION	6896	ALVERNO CT	1	\$ 4,164.26
91	201416703170	ANTHONY & JOAN JAWOR	6892	ALVERNO CT	1	\$ 4,164.26
92	201416703180	LONN KOHN	6888	ALVERNO CT	1	\$ 4,164.26
93	201416703190	BADRI PAUDEL & SHREEYA ACHARYA	6874	ALVERNO CT	1	\$ 4,164.26
94	201416703200	JASON W & NICOLE A GROSZ	6862	ALVERNO CT	1	\$ 4,164.26
95	201416703210	RYAN MURPHY	6856	ALVERNO CT	1	\$ 4,164.26
96	201416703220	VISHAL LALWANI & ABHILASHA TYAGI	6828	ALVERNO CT	1	\$ 4,164.26
97	201416703230	SCOTT IRELAND & DEBRA GONZALEZ	6814	ALVERNO CT	1	\$ 4,164.26
98	201416703240	AJEET PANDEY & ASHA SRIVASTAVA	6770	ALVERNO CT	1	\$ 4,164.26
99	201416703250	SATHIYA PERUMAL & JEYAPRAKASH THANGARAJ	6752	ALVERNO CT	1	\$ 4,164.26
100	201416703260	SEAN P & RACHEL M NYHUS	6736	ALVERNO CT	1	\$ 4,164.26
101	201416703270	REBECCA POVARCHUK & DAVID CASTRO	6718	ALVERNO CT	1	\$ 4,164.26
102	201416703280	US HOME CORPORATION	6704	ALVERNO CT	1	\$ 4,164.26
103	201416704010	MARK A & NORA E GOTTLWALT	6694	ALVERNO LN	1	\$ 4,164.26
104	201416704020	US HOME CORPORATION	1398	66TH ST W	1	\$ 4,164.26
105	201416704030	US HOME CORPORATION	1394	66TH ST W	1	\$ 4,164.26

**CITY PROJECT NO. 2015-03
PRELIMINARY ASSESSMENT ROLL
(SORTED BY MAP NO.)**

MAP NO.	PID NO.	OWNER	HOUSE NO.	STREET NAME	ASSUMED NO. OF LOTS	PROPOSED ASSESSMENT
106	201416704040	US HOME CORPORATION	1390	66TH ST W	1	\$ 4,164.26 **
107	201416704050	PAVANI & MALLIKARJUN KASAM	1388	66TH ST W	1	\$ 4,164.26 **
108	201416704060	MURALI MOHAN & RAJIT BOMMA	1382	66TH ST W	1	\$ 4,164.26 **
109	201416704070	BENJAMIN L & JULIE STONE	1378	66TH ST W	1	\$ 4,164.26 **
110	201416704080	KEVIN & LAUREN HARRIS	1374	66TH ST W	1	\$ 4,164.26 **
111	201416704090	SHAILAJA & RAGHU GARISHAKURTI	1366	66TH ST W	1	\$ 4,164.26 **
112	201416704100	VENKATA & SIRISHA SOMAGATTA	1362	66TH ST W	1	\$ 4,164.26 **
113	201416705010	MARY SHEEHY	1361	66TH ST W	1	\$ 4,164.26 **
114	201416705020	MICHAEL J & LINDSEY FEESL	1365	66TH ST W	1	\$ 4,164.26 **
115	201416705030	JEFFREY & PATRICIA MAGNUS	1373	66TH ST W	1	\$ 4,164.26 **
116	201416705040	MATTHEW & LYNSEY WILLENBRING	1379	66TH ST W	1	\$ 4,164.26 **
117	201416705050	US HOME CORPORATION	1387	66TH ST W	1	\$ 4,164.26 **
118	201416705060	US HOME CORPORATION	6598	ALVERNO LN	1	\$ 4,164.26 **
119	201416705070	US HOME CORPORATION	6592	ALVERNO LN	1	\$ 4,164.26 **
120	201416705080	IMRAN QUADRI SYED	6580	ALVERNO LN	1	\$ 4,164.26 **
121	201416705090	ERIK & SARAG STEINMETZ	6574	ALVERNO LN	1	\$ 4,164.26 **
122	201416705100	ZACHARY S & CARLENE SAMUELSON	6568	ALVERNO LN	1	\$ 4,164.26 **
123	201416705110	US HOME CORPORATION	6556	ALVERNO LN	1	\$ 4,164.26 **
124	201416705120	SINDHUJU TEEGULLA & KIRAN KUMAR NALLA	6542	ALVERNO LN	1	\$ 4,164.26 **
125	201416705130	US HOME CORPORATION	6530	ALVERNO LN	1	\$ 4,164.26 **
126	201416705140	STEPHEN & BETH HOEPPNER	6511	ARCTIC WAY	1	\$ 4,164.26 **
127	201416705150	US HOME CORPORATION	6513	ARCTIC WAY	1	\$ 4,164.26 **
128	201416705160	US HOME CORPORATION	6515	ARCTIC WAY	1	\$ 4,164.26 **
129	201416705170	BRYAN & ANGELA BRIGNAC	6517	ARCTIC WAY	1	\$ 4,164.26 **
						\$ 961,944.06

* Parcel covered by waiver of assessment appeal up to \$5,273.

**Actual levied amount would be reduced by \$1,893.49 (to \$2,270.78 per lot) due to partial pre-payment by Developer.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

SHAWN BRIGGS - Case No. 18-60C

Meeting Date: January 14, 2019
 Item Type: Regular Agenda
 Contact: Allan Hunting 651.450.2554
 Prepared by: Allan Hunting, City Planner
 Reviewed by: Janice Gundlach, Director *JB*

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Consider the following resolutions for property located at 9725 South Robert Trail:

- a) A Resolution relating to a Conditional Use Permit for mini-storage with outdoor storage.
 - Requires a 4/5th's vote.
- b) A Resolution relating to a Variance from maximum fence height.
 - Requires a 3/5th's vote.
- c) A Resolution relating to a Variance from minimum landscape standards.
 - Requires a 3/5th's vote.
 - 60-day deadline: January 18, 2019 (first 60 days)

SUMMARY

The applicant is proposing to convert an existing unused building into a climate controlled mini-storage and add seven new cold storage buildings. There would also be some outdoor vehicle storage along the north and west sides of the lot. A new office building would be constructed at the entrance off South Robert. Security fencing is proposed with two entrance gates; one near the office building and one at the top of the hill. The outdoor storage would be screened with an eight foot tall solid screening fence.

ANALYSIS

The plans comply with all performance standards except for the 2 variances proposed.

The proposed eight foot fence height requires a variance since maximum height is seven feet. To provide as much screening as possible from the homes to the west and north, the eight foot high solid fence is proposed.

The landscape plan proposed is short the required number of plantings. New plantings would be placed around the office building, but no additional plantings around the existing building. The site is wooded and the proposed fencing would provide screening in lieu of landscaping.

RECOMMENDATION

Planning Division. Staff recommends approval of the conditional use permit and two variances. A practical difficulty has been listed in the attached resolutions.

Planning Commission. The Commission also recommends approval of the conditional use permit and two variances. The Commission recommended the solid fencing be expanded so it screened more of the back yards of the homes on the north side of the site. The condition is listed in the attached resolution.

Shawn Briggs – Council Memo
January 14, 2019
Page 2

Attachments: Resolution approving the Conditional Use Permit
Resolution approving the fence height Variance
Resolution approving the landscape Variance
Planning Commission Recommendation
Planning Staff Report

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _____

RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR MINI-STORAGE
WITH OUTDOOR STORAGE

Case No. 18-60C
(Shawn Briggs)

WHEREAS, the request is for the property located at 9725 South Robert Trail and legally described as:

See Exhibit A

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

WHEREAS, mini-storage and outdoor storage are listed as a conditional use within the Limited Industry district;

WHEREAS, the request has been reviewed against Title 10, Chapter 3, Article A, Section 10-3A-5 regarding the criterion for a Conditional Use Permit and meets the minimum standards; the request is consistent with the Comprehensive Plan and it does not have a negative impact on public health, safety or welfare;

WHEREAS, a public hearing concerning the conditional use permit amendment was held before the Inver Grove Heights Planning Commission in accordance with Minnesota Statute, Section 462.357, Subdivision 3 on December 18, 2018;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that a conditional for mini-storage with outdoor storage is hereby approved subject to the following conditions:

1. The site shall be developed in substantial conformance with the following plans on file with the Planning Department except as may be modified herein:

Site Plan	dated 12/5/18
Site Grading Plan	dated 11/19/18
Erosion Control Plan	dated 11/19/18
Site Utility Plan	dated 11/19/18
Photometric Plan	dated 11/19/18

Exterior Elevations (5 sheets)	dated 11/19/18
Landscape Plan (2 sheets)	dated 12/5/18
Screening Cross Section Plan	dated 12/12/18

2. The City Code Enforcement Officer, or other designee, shall be granted right of access to the property at all reasonable times to ensure compliance with the conditions of this permit.
3. All signage requires a separate sign permit and shall conform to the sign requirements of the I-1 zoning district.
4. All parking lot and building lighting on site shall be a down cast, "shoe-box" style and the bulb shall not be visible from property lines. Details of building lighting shall be submitted with the building permit.
5. Any roof top and/or ground utility equipment shall be substantially screened on all sides from public view. Screening materials shall be compatible with the building's overall design.
6. All plans shall be subject to the review and approval of the City Fire Marshal.
7. An improvement agreement, stormwater agreements, and other agreements related thereto, shall be required to be executed between the City and the developer. The contract will address specific site improvements and parties responsible for improvements and will require financial surety for the landscaping and any other public improvements that may be necessary.
8. Final site, grading, storm water management, and erosion control plans shall be approved by the City Engineer.
9. The developer shall meet the conditions outlined in the City Engineers review memo dated 11/28/18 and any subsequent correspondence.
10. The developer shall meet the conditions outlined in the letter from MnDOT dated 11/21/18.
11. The plans shall be modified to provide additional screen fencing consisting of slates through chain link from the end of the solid wood fencing to a point that would line up between the property lines of 9446 and 9442 Tyne Lane.

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

Adopted by the City Council of Inver Grove Heights this 14th day of January, 2019.

AYES:

NAYS:

ATTEST:

George Tourville, Mayor

Michelle Tesser, City Clerk

EXHIBIT A

Legal description of the property:

That part of the West Half (W1/2) of the Southwest Quarter (SW/4) of Section Nineteen (19), Township Twenty-seven (27), Range Twenty-two (22), Dakota County, Minnesota lying Northerly of the Northerly right-of-way line of Minnesota State Trunk Highway No. 3 and Westerly of the Westerly right-of-way line of the Chicago, Milwaukee, St. Paul and Pacific Railroad Company;

EXCEPT that part thereof included within the North 417.42 feet of the East 417.42 feet of the Northwest Quarter (NW1/4) of the Southwest Quarter (SW1/4) of Section Nineteen (19), Township Twenty-seven (27), Range Twenty-two (22), Dakota County, Minnesota, as measured along the North and East lines thereof, and

EXCEPT that part described as follows: Commencing at the Northwest corner of said West Half (W1/2) of the Southwest Quarter (SW1/4); thence South 0°01'18" East (assumed bearing) a distance of 700 feet along the West line of said West Half (W1/2) of the Southwest Quarter (SW1/4) to the point of beginning of the parcel to be described; thence North 89°58'42" East a distance of 500 feet; thence South 0°01'18" East a distance of 343.44 feet, more or less, to the Northerly right-of-way line of State Trunk Highway No. 3; thence Southwesterly along said right of-way line 604.14 feet, more or less, to its intersection with the West line of said West Half (W1/2) of the Southwest Quarter (SW1/4); thence Northerly along said West line 666.87 feet, more or less, to the point of beginning, according to the Government Survey thereof, located in Dakota County, Minnesota.

Tax description of the property:

PT OF W 1/2 OF SW 1/4 LYING N OF SH #3 & W OF RR EX N 417.42 FT OF E 417.42 FT OF NW 1/4 OF SW 1/4 & EX BEG 700 FT S OF NW COR N 89D 58M 42S E 500 FT S OD 0M 18S E 343.44 FT TO R/W HWY SW ON R/W 604.14 FT TO W LINE N 666.87 FT TO BEG

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. ____

RESOLUTION APPROVING A VARIANCE TO ALLOW FENCE HEIGHT OF EIGHT (8)
FEET WHEREAS SEVEN (7) FEET IS MAXIMUM

CASE NO. 18-60C
(Shawn Briggs)

Property located at 9725 South Robert Trail and legally described as follows:

SEE EXHIBIT A

WHEREAS, an application has been received for a variance to allow a fence eight feet in height;

WHEREAS, the afore described property is zoned I-1, Limited Industry District;

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 December 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:

1. The topography of the lot dictated where the original building was constructed. It predated the single family that now abuts on the north and west. This created the secluded nature of the site and allowing the eight foot fence would provide additional security. There are enough unique characteristics that create unique practical difficulties.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that the variance to allow an eight foot high fence is hereby approved subject to the following condition:

1. Fencing shall be constructed as shown on the Site Plan dated 12/18/18.

Adopted by the City Council of Inver Grove Heights this 14th day of January, 2019.

George Tourville, Mayor

Ayes:

Nays:

ATTEST:

Michelle Tesser, City Clerk

EXHIBIT A

Legal description of the property:

That part of the West Half (W1/2) of the Southwest Quarter (SW/4) of Section Nineteen (19), Township Twenty-seven (27), Range Twenty-two (22), Dakota County, Minnesota lying Northerly of the Northerly right-of-way line of Minnesota State Trunk Highway No. 3 and Westerly of the Westerly right-of-way line of the Chicago, Milwaukee, St. Paul and Pacific Railroad Company;

EXCEPT that part thereof included within the North 417.42 feet of the East 417.42 feet of the Northwest Quarter (NW1/4) of the Southwest Quarter (SW1/4) of Section Nineteen (19), Township Twenty-seven (27), Range Twenty-two (22), Dakota County, Minnesota, as measured along the North and East lines thereof, and

EXCEPT that part described as follows: Commencing at the Northwest corner of said West Half (W1/2) of the Southwest Quarter (SW1/4); thence South 0°01'18" East (assumed bearing) a distance of 700 feet along the West line of said West Half (W1/2) of the Southwest Quarter (SW1/4) to the point of beginning of the parcel to be described; thence North 89°58'42" East a distance of 500 feet; thence South 0°01'18" East a distance of 343.44 feet, more or less, to the Northerly right-of-way line of State Trunk Highway No. 3; thence Southwesterly along said right of-way line 604.14 feet, more or less, to its intersection with the West line of said West Half (W1/2) of the Southwest Quarter (SW1/4); thence Northerly along said West line 666.87 feet, more or less, to the point of beginning, according to the Government Survey thereof, located in Dakota County, Minnesota.

Tax description of the property:

PT OF W 1/2 OF SW 1/4 LYING N OF SH #3 & W OF RR EX N 417.42 FT OF E 417.42 FT OF NW 1/4 OF SW 1/4 & EX BEG 700 FT S OF NW COR N 89D 58M 42S E 500 FT S OD 0M 18S E 343.44 FT TO R/W HWY SW ON R/W 604.14 FT TO W LINE N 666.87 FT TO BEG

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. ____

RESOLUTION APPROVING A VARIANCE TO ALLOW A REDUCED LANDSCAPING
STANDARD

CASE NO. 18-60C
(Shawn Briggs)

Property located at 9725 South Robert Trail and legally described as follows:

SEE EXHIBIT A

WHEREAS, an application has been received for a variance to allow a reduced landscaping standard;

WHEREAS, the afore described property is zoned I-1, Limited Industry District;

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 December 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:

1. Since the site is heavily wooded, the additional landscaping would not provide any additional benefit and would not negatively impact the area. The new building along the street would have new landscaping.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that the variance to allow a reduced landscape standard is hereby approved subject to the following condition:

1. Landscaping shall be installed as shown on the Site Plan dated 12/5/18.

Adopted by the City Council of Inver Grove Heights this 14th day of January, 2019.

George Tourville, Mayor

Ayes:

Nays:

ATTEST:

Michelle Tesser, City Clerk

EXHIBIT A

Legal description of the property:

That part of the West Half (W1/2) of the Southwest Quarter (SW/4) of Section Nineteen (19), Township Twenty-seven (27), Range Twenty-two (22), Dakota County, Minnesota lying Northerly of the Northerly right-of-way line of Minnesota State Trunk Highway No. 3 and Westerly of the Westerly right-of-way line of the Chicago, Milwaukee, St. Paul and Pacific Railroad Company;

EXCEPT that part thereof included within the North 417.42 feet of the East 417.42 feet of the Northwest Quarter (NW1/4) of the Southwest Quarter (SW1/4) of Section Nineteen (19), Township Twenty-seven (27), Range Twenty-two (22), Dakota County, Minnesota, as measured along the North and East lines thereof, and

EXCEPT that part described as follows: Commencing at the Northwest corner of said West Half (W1/2) of the Southwest Quarter (SW1/4); thence South 0°01'18" East (assumed bearing) a distance of 700 feet along the West line of said West Half (W1/2) of the Southwest Quarter (SW1/4) to the point of beginning of the parcel to be described; thence North 89°58'42" East a distance of 500 feet; thence South 0°01'18" East a distance of 343.44 feet, more or less, to the Northerly right-of-way line of State Trunk Highway No. 3; thence Southwesterly along said right of-way line 604.14 feet, more or less, to its intersection with the West line of said West Half (W1/2) of the Southwest Quarter (SW1/4); thence Northerly along said West line 666.87 feet, more or less, to the point of beginning, according to the Government Survey thereof, located in Dakota County, Minnesota.

Tax description of the property:

PT OF W 1/2 OF SW 1/4 LYING N OF SH #3 & W OF RR EX N 417.42 FT OF E 417.42 FT OF NW 1/4 OF SW 1/4 & EX BEG 700 FT S OF NW COR N 89D 58M 42S E 500 FT S OD 0M 18S E 343.44 FT TO R/W HGWY SW ON R/W 604.14 FT TO W LINE N 666.87 FT TO BEG

**RECOMMENDATION TO
CITY OF INVER GROVE HEIGHTS**

TO: Mayor and City Council of Inver Grove Heights
FROM: Planning Commission
DATE: December 18, 2018
SUBJECT: **SHAWN BRIGGS – CASE NO. 18-60C**

Reading of Notice

Commissioner Simon read the public hearing notice to consider the request for a conditional use permit to allow a mini-storage facility with outdoor vehicle storage, for the property located at 9725 South Robert Trail. 57 notices were mailed.

Presentation of Request

Allan Hunting, City Planner, explained the request as detailed in the report. He advised that the applicant is requesting a conditional use permit for a mini-storage facility with an outdoor storage component, a variance from fence height, and a potential variance from landscaping requirements. The applicant is proposing to convert the existing building into a climate-controlled self-storage facility, add several cold storage buildings, and construct a new office structure directly off South Robert Trail. The ring road would be modified to change some of the turning radiuses to fit larger trucks, two security gates will be added, and the perimeter will be fenced. An 8' tall solid fence would be constructed to screen the outdoor storage from the residents to the north and west. The storage complex would be surrounded by an 8' chain link and solid fence. A variance for fence height is required as the maximum height allowed is 7' and screening requirements reference a 5 to 6' fence. Staff believes there is rationale to allow the higher fencing because of its secluded nature and need for added security. In addition, the applicant is proposing a reduced amount of landscaping. The plans indicate plantings around the new office building but no additional plantings around the existing building and new cold storage buildings. The site is 63 overstory trees short. Staff did not make a recommendation on a landscaping variance but rather have laid out pros and cons. Staff recommends approval of the CUP and the variance for the fence height and have laid out options for the landscaping.

Commissioner Simon asked if sanitary sewer would be extended only to the office building.

Mr. Hunting replied in the affirmative.

Commissioner Simon asked if utilities had already been extended that far.

Mr. Hunting replied they were nearby and there was an easy means of getting them to the office.

Commissioner Lissarrague asked how many mini-storage facilities were currently in the city.

Mr. Hunting replied there were approximately 11.

Opening of Public Hearing

Kathy Anderson, Architectural Consortium, advised she was available to answer any questions.

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She introduced Brian and Shawn Briggs, the developers and business owners, as well as Steve Johnston with Elan Civil Engineering.

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

Ms. Anderson replied in the affirmative. She stated this was a great reuse of the site as it would produce low traffic volumes and be screened from the neighboring residential area.

Commissioner Niemioja asked the applicant to comment on the landscaping issue.

Ms. Anderson stated it did not make sense to add additional trees within the perimeter area as it was heavily wooded. They are, however, adding full landscaping around the proposed office area.

Commissioner Niemioja asked if there would be minimal disruption to the heritage trees.

Ms. Anderson replied in the affirmative.

Commissioner Simon asked where the tree removal would occur on the site.

Steve Johnston, Elan Civil Engineering, showed where the trees would be removed. He advised that they are installing a fence 10' from back of curb and approximately 30' off the property line. The existing trees within that 30 feet will remain. They are unable to plant between the back of curb and the fence as the stored vehicles will overhang the curb by 10 feet. The renters do not care if there is landscaping on the site and the neighbors will continue to see the existing vegetation. They are proposing a taller fence to provide more screening and preserving as much of the buffer as is reasonable around the perimeter, which they think is a good offset to the trees.

Commissioner Simon suggested adding trees on the outside of the fence near Building G facing Robert Street.

Mr. Johnston explained that most of the tree removal would take place in the proposed stormwater facility areas, parking areas, water main access areas, and on slopes. He noted that several trees have grown up through the parking lot pavement; they will be removed also.

Commissioner Wippermann asked where the 8' solid fence would be located.

Mr. Hunting showed where the solid fence was being proposed.

Commissioner Wippermann questioned why the solid fence did not extend further to the east on the northern side of the site, stating there was little vegetation in that area.

Mr. Johnston explained that the solid fence screens the outside storage, as required by code. The remaining fencing will be for security reasons and will be vinyl-coated black chain link.

Paul Welter, 9458 Tyne Lane, stated he lived on the north side of the site where the fence is

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proposed to go from solid to chain link. He noted that his living room faces the north door of the existing building and, while he was not opposed to the request, he would like to see the solid fencing extended to block his view of the building. He was also concerned about light pollution; a solid fence would help block the security lights, as well as smartly designed lighting. He requested that they retain as much existing natural vegetation as possible and hoped any security cameras would not invade any of the neighbors' privacy.

Commissioner Niemioja asked Mr. Welter if he preferred additional landscaping or more solid fencing.

Mr. Welter stated that unless the landscaping was evergreen, he would prefer more solid fencing.

Paul Brown, 9446 Tyne Lane, agreed with Mr. Welter's comments. He stated they recently lost a box elder tree and now they are looking right at the dilapidated white building. Losing the tree made it obvious that they need a barrier. He would like to see the solid fence go beyond his house to help screen his neighbors' view of the property. He thinks this is a good reuse of the property but would appreciate getting a solid barrier.

Jerry Kotzenmacher, 9387 Tyne Lane, would also like a higher fence and recommended that the solid fence go all the way around the corner to mitigate the noise. He did not support the request and felt the formerly proposed school would have been a better fit.

Chair Maggi closed the public hearing.

Planning Commission Discussion

Commissioner Kramer noted that the applicants were 63 trees short and questioned whether they could incorporate some of those trees into the landscaping to help mitigate the views of the building for the neighboring property owners.

Commissioner Niemioja asked if the trees growing in the parking lot pavement were included in the tree count.

Mr. Hunting replied they were not. What is growing in the parking lot would be considered scrub trees and could be cleared out if desired.

Commissioner Wippermann stated he was not concerned about the tree shortage as long as there was adequate screening along the north side of the site.

Chair Maggi asked the applicants what their preference was regarding additional trees versus fencing.

Mr. Johnston stated that it made sense to plant additional conifers near 9458 Tyne Lane as there was a natural gap in the trees there. He hesitates to add trees to the east, however, as that is a good location for storing snow. He noted that there are alternatives for the fence other than solid wood.

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Ms. Anderson stated it would not be economically feasible to extend the wood fence as has been suggested tonight. She showed a more economical solution, which was to provide solid screening by adding slats to the chain link fence.

Commissioner Scales asked the applicants if they would rather plant extra trees or put in a solid fence.

Ms. Anderson replied that she would prefer a slatted chain link fence as it would provide both security and screening.

Mr. Johnston noted that they are not required to screen the building, just the outside storage. It made sense to him; however, to add trees to the natural gap in landscaping on the eastern edge of the storage area.

Commissioner Lissarrague asked how far east it would be financially feasible to extend the solid fence.

Mr. Johnston stated that once you extend it past one house, then the next house is going to want a solid fence as well. He did not think it made sense to wrap the fence around further than proposed as there was nothing to screen from at that point.

Ms. Anderson stated adding slats to the chain link portion of the fence would solve the issue.

Commissioner Scales stated he did not think it was necessary to extend the wood fence but would support adding slats to the chain link fence.

Commissioner Simon asked for clarification of where the natural gap was in vegetation.

Mr. Brown replied that the box elder tree was lost at 9446 Tyne Lane.

Chair Maggi noted there was also a natural gap at 9458 Tyne Lane.

Commissioner Simon stated there also is no vegetation in front of 9446 Tyne Lane.

Ms. Anderson advised that the visibility to the building has existed long before this.

Commissioner Niemioja stated the applicants have met the requirements for the CUP, she believes they have met the requirements for the fence variance, but she does not see a practical difficulty for the second variance. She understands the applicant's argument that they have met the code requirements regarding the fence and she does not want to discourage this project from happening as some of the neighbors are in favor of this project. She would support either adding slats to the chain link fence or denying the landscape variance and asking the applicant to put in more trees.

Chair Maggi noted that the homes were hundreds of feet from the building, questioned whether 63 trees were too much of a drop from the landscape requirements, and asked if perhaps there was a happy medium.

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Commissioner Scales supported the landscaping variance, stating he was not concerned about the tree shortage.

Commissioner Niemioja asked what the practical difficulty would be.

Commissioner Scales stated he would use the practical difficulty stated in the report.

Commissioner Niemioja questioned whether they were making a decision on the variance, making a suggestion regarding the fence, or were they putting on record that they looked at aesthetic considerations and felt it reasonable for Council to consider a slatted chain link fence.

Commissioner Scales suggested adding a recommendation to the motion that slats be incorporated into the chain link fence to a certain point.

Planning Commission Recommendation

Motion by Commissioner Scales, second by Commissioner Kramer, to approve the conditional use permit to allow a mini-storage facility with outdoor vehicle storage with the listed conditions, a variance for fence height, and a variance from the minimum landscape standards, with a recommendation to put slats in the chain link fence up to the property line between 9446 and 9442 Tyne Lane, with the practical difficulty as stated in the staff report.

Motion carried (7/0). This item goes to the City Council on January 14, 2019.

**PLANNING REPORT
CITY OF INVER GROVE HEIGHTS**

CASE NO.:	18-60C	
APPLICANT:	Shawn Briggs	
PROPERTY OWNER:	PKM Properties, LLC	
REQUEST:	Conditional Use Permit for Mini-Storage with outdoor storage. Variances from fence height and landscaping standards.	
LOCATION:	9725 South Robert Trail	
HEARING DATE:	December 18, 2018	
COMPREHENSIVE PLAN:	LI, Light Industrial	
ZONING:	I-1, Limited Industry District	
REVIEWING DIVISIONS:	Planning Engineering	PREPARED BY: Allan Hunting City Planner

BACKGROUND

The applicant is requesting a conditional use permit for a mini-storage operation with an outdoor storage component. The applicant is proposing to remodel the existing building and construct additional buildings for a mini-storage facility. The property contains a 54,700 square foot structure that was originally constructed for a medical equipment manufacturer in the 1970's. The property has been vacant for several years and is in a state of disrepair from vandalism and non-use. The applicant would remodel the building inside and out for the mini-storage operation.

The plan also includes construction of 7 new cold-storage buildings with garage doors for access to the individual units. There would also be 42 spaces for outdoor storage along the west and northwest boundaries of the site. A new office building would be located at the bottom of the hill that would be used as the rental office space. Parking for new guests would be provided by the office building. Security would be provided by a gate near the office building. The storage complex at the top of the hill would be surrounded by an eight (8) foot chain link and solid fence. A seconded security gate would be located at the entrance to the fenced area. An eight (8) foot tall solid fence would be constructed to screen the outdoor storage from the residents to the north and to the west. A portion of the entry road would be reconstructed to provide proper turning for larger trucks.

The applicant is requesting a variance to allow the fence height of eight feet. The zoning ordinance limits maximum fence height to seven feet.

The applicant is also requesting a variance from landscape standards to reduce the number of plantings required.

SURROUNDING USES

The subject property is surrounded by:

North - Residential; zoned R-1C, Single-family; guided LDR, Low Density Residential

East - Mini-storage, contractors' yard; zoned I-1, Limited Industrial; guided LI, Light Industry

West - Residential; City of Eagan

South - Mini-storage and liquor store; zoned I-1, Limited Industrial and B-3 General Business; guided LI, Light Industry and CC, Community Commercial

EVALUATION OF REQUEST

Conditional Use Permit Review (performance standards)

Bulk Standards. The charts below list the required setback and bulk standards for the I-1 zoning district and provides project status with these standards.

Setback/Bulk Standards For the I-1 District			
Standard	Required Standard	Proposed	Status
Front Yard Setback - Building	40 ft	60 ft	Compliant
Side Yard Setback - Building	40 ft	40+ ft	Compliant
Rear Yard Setback - Building	40 ft	40+ ft	Compliant
Setback abutting E or R districts	100 ft	100 ft	Compliant
Building Coverage (max)	30%	10%	Compliant
Building Height	35 ft.	21 ft	Compliant
Impervious Surface (max)	No maximum	27%	

Exterior Building Materials. The exiting building would be modified changing the front entry and adding access garage doors. The building would be repainted to match all new buildings. The new office building would consist of rockface block and wood looking paneling on all four sides. The 7 new cold storage buildings would be prefinished metal panels, brick and siding. There would be garage doors on the entry side of each building. All materials comply with exterior standards.

Access. The project would utilize the existing access onto Robert Trail. The entrance would be modified to change some of the turning radiuses to fit larger trucks.

MnDOT Review. The plans have been sent to MnDOT for their review. MnDOT responded with a comment letter dated 11/21/18. Most notable in the letter is that due to the expected number of trips to/from the site and traffic volume on Hwy 3, the construction of a westbound right turn lane on Hwy 3 is required. This same issue arose when the private school Athlos Academy was proposed for this site a few years ago.

If project is approved, this comment must be part of the conditions of approval.

Lighting. A lighting plan with illumination and cut sheets of the light fixtures have been submitted. The lighting complies with the flat lens recessed bulb standards and meets maximum illumination allowed along the residential properties.

Parking. The applicant is proposing 4 parking at the front of the building. There would be 19 additional spaces around the existing building. Total parking space requirement has been met.

The standards for off-street parking setbacks are listed below.

Parking Setbacks in I-1 Zoning District			
Setback	Required Standard	Proposed	Status
Front	10 ft	50+ ft	Compliant
Side	10 ft	30+ ft	Compliant
Rear	10 ft abutting residential	30+ ft	Compliant

Signage. Preliminary signage plans have been submitted with signage on the new office building along Hwy 3. A free-standing sign is also planned. A sign permit is required for all signage and conformance with ordinances would be reviewed at that time.

Mechanical Units. The ordinance requires any mechanical units to be screened from view. If there are any roof top units proposed, they would need to be substantially screened from view.

Grading, Drainage, & Utilities. Engineering has reviewed the plans and provided comments back to the developer in a memo dated 11/28/18. In general, the plans meet standards but will require some refinements before final plan approval is given by the City Engineer. Perimeter easements will be required. They have also noted that all conditions of the MnDOT review letter dated 11/21/18 must be addressed.

Landscape Standards. The code requires a total of 86 overstory trees to be planted. At least 50% of the required overstory trees can consist of ornamental and shrub plantings. The plans indicated plantings around the new office building but no additional plantings around the

existing building and new cold storage buildings. An equivalent planting of 23 overstory trees are proposed, leaving the site 63 overstory trees short.

The site is not visible from Hwy 3 and is heavily wooded. There are some existing trees at the perimeter of the site on top of the hill screening some of the existing homes. There would be some removal of voluntary overgrowth and some trees around the stormwater pond on the east side of the site. Most of the trees that screen the site would remain. The applicant originally proposed some landscape screening for the outdoor storage, but staff recommended solid fencing to better screen the storage year-round and it would provide full screening at start of the project. In order to meet the landscaping requirement, either the applicant is required to plant the remaining 63 overstory trees, or a variance from this standard is required. Some additional landscaping could be placed along the outside perimeter of the screen fence to break up the visual appearance.

Development Agreement. A development contract will be required to address site improvements and storm ponds. The developer is required to enter into a contract with the City addressing the improvements and construction on site. A letter of credit equal to 125% of the cost of these improvements is required before permits are issued. This requirement assures the City that these improvements will be constructed to the satisfaction of the City.

General conditional use permit criteria review

This section reviews the plans against the CUP criteria in the Zoning Ordinance (Section 10-3A).

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

The use is consistent with the goals, policies, and plans of the Comprehensive Plan. The future land use of this parcel is Light Industrial, mini-storage is consistent with the uses envisioned in this district.

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

The applicant's property is zoned I-1, Limited Industry District. The land use of mini-storage is consistent with the intent of this industrial district.

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

The use would be low intensity and would not generate noise, odors, etc. that would have an impact on existing or planned properties.

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

The proposed improvements do not appear to have any negative effects on City facilities or services. Engineering, Fire, and Inspection Departments would review and approve plans for code compliance prior to any improvements being done on the property.

5. *The use is generally compatible with existing and future uses of surrounding properties, including:*

- i. Aesthetics/exterior appearance*

The proposed building materials comply with code requirements.

- ii. Noise*

The proposed addition would not generate noises that are inconsistent with I-1 zoning.

- iii. Fencing, landscaping and buffering*

The applicant is providing solid screen fencing to minimize any impacts to neighboring residential properties.

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

The low intensity of the use would appear to be a good use next to residential on the north and west sides. MnDOT is requiring a right-turn lane for traffic entering from the east. The entrance is being modified to provide safer access for larger trucks.

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

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

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

This use would not have an undue adverse impact on the environment. The applicant is working with the City Engineering Department creating a stormwater treatment plan, reducing the amount of runoff on the property.

Variance

The applicant is proposing to construct an eight foot tall fence. This would require a variance from 10-15-12.B which limits fence height to seven feet, and 10-15-9.C which sets solid screen fencing between five feet and six feet.

The applicant would like to provide additional height for security due to the secluded nature of the site. The eight foot tall solid fencing would screen taller trailers or RV's as much as possible from site of the residential properties.

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 property abuts single family residential on the north and west sides. The ordinance requires solid screen fencing but establishes heights between five and six feet. Allowing eight feet would provide as much screening as possible which would minimize as many visual impacts as possible.

Allowing the perimeter security fencing at eight foot would give an extra amount of security due to the secluded nature of the site.

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

The additional height would prove additional security and screening.

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

The topography of the lot dictated where the original building was constructed. It predated the single family that now abuts on the north and west. This created the secluded nature of the site and allowing the eight foot fence would provide additional security. There are enough unique characteristics that create unique practical difficulties.

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

Allowing an eight foot fence would not appear to change the character of the area. This is an isolated industrial parcel and allowing the added fence height here could not be duplicated and have other impacts to the residential areas.

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.

Below is the variance criteria review for the landscape reduction request.

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

The intent of the code requirement is to provide some aesthetics to a site through color, shade and visual appearance to a newly constructed site. The subject site is existing and is surrounded by naturally occurring trees upon a hill and the site improvements are not visible from the street. The new building along the street would have new landscaping.

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

Since the site is heavily wooded, the additional landscaping may not provide any additional benefit.

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

The site could accommodate the additional plantings due to its size.

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

Reducing the amount of required planting would not appear to change the character of site.

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

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

ALTERNATIVES

The Planning Commission has the following alternatives available for the proposed request:

A. Approval If the Planning Commission finds the application acceptable, the Commission should make the following recommendations:

- o Approving the **Conditional Use Permit** for a mini-storage facility with outdoor storage subject to the following conditions:

1. The site shall be developed in substantial conformance with the following plans on file with the Planning Department except as may be modified herein:

Site Plan	dated 12/5/18
Site Grading Plan	dated 11/19/18
Erosion Control Plan	dated 11/19/18
Site Utility Plan	dated 11/19/18

Photometric Plan	dated 11/19/18
Exterior Elevations (5 sheets)	dated 11/19/18
Landscape Plan (2 sheets)	dated 12/5/18
Screening Cross Section Plan	dated 12/12/18

2. The City Code Enforcement Officer, or other designee, shall be granted right of access to the property at all reasonable times to ensure compliance with the conditions of this permit.
 3. All signage requires a separate sign permit and shall conform to the sign requirements of the I-1 zoning district.
 4. All parking lot and building lighting on site shall be a down cast, “shoe-box” style and the bulb shall not be visible from property lines. Details of building lighting shall be submitted with the building permit.
 5. Any roof top and/or ground utility equipment shall be substantially screened on all sides from public view. Screening materials shall be compatible with the building’s overall design.
 6. All plans shall be subject to the review and approval of the City Fire Marshal.
 7. An improvement agreement, stormwater agreements, and other agreements related thereto, shall be required to be executed between the City and the developer. The contract will address specific site improvements and parties responsible for improvements and will require financial surety for the landscaping and any other public improvements that may be necessary.
 8. Final site, grading, storm water management, and erosion control plans shall be approved by the City Engineer.
 9. The developer shall meet the conditions outlined in the City Engineers review memo dated 11/28/18 and any subsequent correspondence.
 10. The developer shall meet the conditions outlined in the letter from MnDOT dated 11/21/18.
- Approving the **Variance** for fence height subject to the following conditions:
 1. Fencing shall be constructed as shown on the Site Plan dated 12/5/18.

- Approving a **Variance** from minimum landscape standards subject to the following conditions:
 1. Landscaping shall be installed as shown on the Landscaping Plan dated 12/5/18.

B. Denial If the Planning Commission does not favor the requests, a recommendation of denial should be forwarded to the City Council. With a recommendation of denial, findings or the basis for the denial should be given.

RECOMMENDATION

The proposed plans comply with all performance standards except as noted. The use of the building for mini-storage appears to be a good low intensity use and compatible with the surrounding land uses. Staff recommends approval of the CUP for the use.

There appears to be some rationale to approve the fence variance. A practical difficulty can be found in the unique characteristics of the site and the need to provide higher screening. Staff would support the fence variance with a practical difficulty being:

The topography of the lot dictated where the original building was constructed. It predated the single family that now abuts on the north and west. This created the secluded nature of the site and allowing the eight foot fence would provide additional security. There are enough unique characteristics that create unique practical difficulties.

Staff suggests that if the variance from landscaping standards is acceptable, the following practical difficulty could be used:

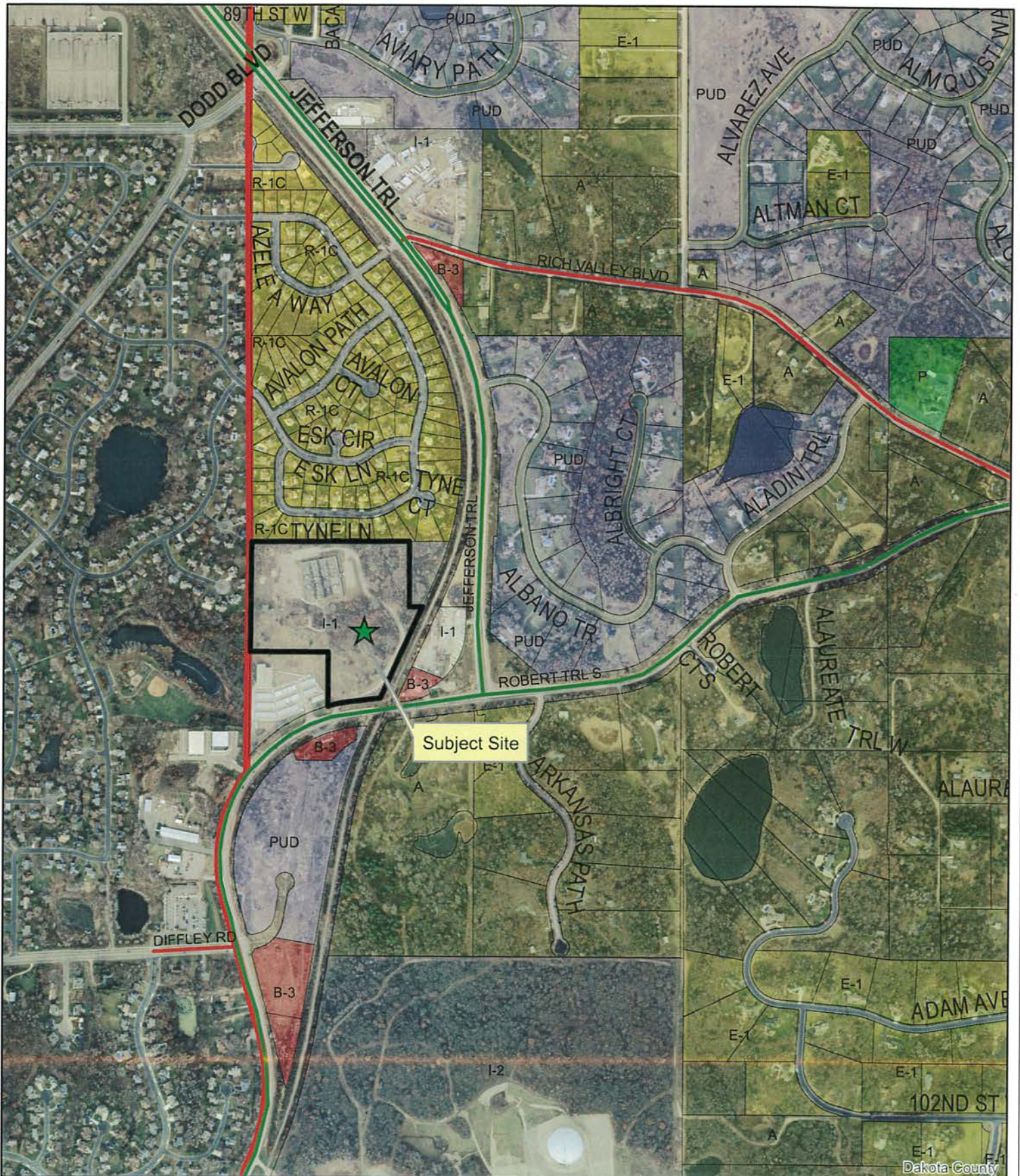
Since the site is heavily wooded, the additional landscaping would not provide any additional benefit and would not negatively impact the area. The new building along the street would have new landscaping.

Attachments: Location Map
Applicant Narrative
Site Plan
Grading Plan
Utility Plan
Landscape Plan
Exterior Elevations (5 sheets)
Light Illumination Plan
Screening Cross Section Plan



Location Map

Case No. 18-60C



ARCHITECTURAL CONSORTIUM L.L.C.

901 North Third Street, Suite 220 tel. 612.436.4030
Minneapolis, MN 55401 fax 612.692.9960

The existing former medical device building at South Robert Trail has been vacated and vandalized for years leading to a deteriorated state and unutilized potential. This proposal is applying for a conditional use permit to develop the site for STOR a self-storage facility that includes exterior vehicle storage. Given the sites close proximity to multiple other storage facilities, and convenient access, the independent market studies confirm that there is great demand for this type of storage, with full occupancy anticipated in 2 years. Self-Storage facilities are very low traffic generators. The low traffic combined with low noise levels makes this use an ideal fit with the surrounding existing residential neighborhoods. The former office had over 300 employees daily visiting the site. The re-use of the existing building and parking areas will not have an impact to the neighborhood both visually and sound wise to the current condition. The addition of 8' fencing, landscaping, security gates and surveillance systems will further screen the facility and increase safety for the neighborhood. For maximum flexibility the facility is intended to be accessible to authorized patrons 24/7 via controlled access means for those who required it with most access commonly occurring between typical retail business hours.

Architecture

A new structure is proposed directly off of S Robert Trail for the self-storage office, retailing, storage unit model, restrooms and monitoring of customers at entry. Architecturally it provides a two story appearance with upper windows showcasing typical storage units. A combination of decorative rockface block and paneling that has a wood appearance is utilized on all four sides. Decorative light fixtures and metal canopies enhance the front façade creating a dynamic entry feature for the larger campus. The existing medical device building will be re-purposed for interior climate controlled self-storage. It will be painted to match the new building color pallet. Multiple new structures on top of the hill will be constructed for cold-storage. These buildings feature prefinished metal panels, brick and siding that are articulated in a manner to be visually interesting and break up the larger mass. The development meets the city code requirements for percentage of materials.

Hours of Operation

Typical Anticipated Entry Office hours will be:

- M-F: 9:30-6:00
- Sat: 8:30-4:00
- Sun: 9:00-3:00

The secured storage facility and exterior accessed restroom at the office will be available to customers 24 hours a day, 7 days a week for maximum convenience and flexibility. These hours will be routinely reviewed and would be subject to adjustment if needed based actual demand to balance actual customer needs in addition to consideration to impacts to others.

Lighting

Facility lighting will automatically dim after office hours but will utilize motion sensors to increase intensity when customers are present.

Landscaping and Screening

Screening of exterior storage areas will be provided by an 8' high solid fence set approximately 10' horizontally from the back of the curb. The grade at the fence will be raised where ever possible 18" above the top of curb to provide additional screening height. An eight foot high fence requires a variance from the code but given the benefit to the adjacent residential properties provided by the additional screening the variance is warranted. Where screening isn't required it is proposed to install an 8' high chain link fence for security purposes. This fence height also requires a variance which we believe is warranted based on the remoteness of the facility and the need to minimize climbing potential.

The proposed plan provides full landscaping of the proposed office area at the gateway to the facility. The number of trees being planted outside of the office area intentionally varies from the city's ordinance. The perimeter of the site is for the most part heavily wooded, as are significant interior portions of the site. The area surrounding the storage buildings is not visible from adjacent properties due to topography and the extended screening. Together these factors combine to justify the reduction in landscape materials near the storage buildings.

Stormwater Management

Runoff from impervious surfaces is collected by a typical storm sewer system and conveyed two stormwater basins that provide water quality treatment and flood control. These basins provide infiltration of the collected precipitation from the majority of rainfall events. Piped outlets are provided for higher intensity events. The runoff rate to downstream facilities is reduced from the existing for all modeled events. Runoff to the adjacent residential neighborhoods is unchanged from present conditions.

The north stormwater basin has been oversized in anticipation of further development in the future. Until that development occurs the existing natural depressions are retained to provide rate control and treatment for sections of the existing driveway.

It is not practical to treat runoff from the drive south of the proposed office. Instead, the south stormwater basin treats some of the existing driveway north and east of the basin. Overall the runoff rates to South Robert Trail (MN-3) are reduced from the existing condition.

The stormwater management system exceeds the City's and MPCA's requirements.

Traffic / Vehicular Movement

Through the reuse of the existing building and construction of new buildings the facility will provide approximately 86,000 gross square feet of storage. The facility will have extremely limited impact on the adjacent street system. The Institute of Transportation Engineers (ITE) predicts the following new trips based on the proposed use and gross area:

Period	Rate (trips per 1,000 sf)	New Trips
Peak a.m.	0.14	12
Peak p.m.	0.26	22
Peak Day (Saturday)	2.5	215

The entrance to the site will be reconstructed to facilitate the occasional movement of commercial tractor-trailer moving companies. Similarly the area around the storage buildings has been designed to facilitate access by these large trucks to the proposed loading docks. Since fire trucks are smaller than the over the road semis the will have no issue navigating the site.

The site is secured with an automatic gate near the office. A second automatic gate is provided at the top of the hill as part of the perimeter security fence.

Site Grading / Erosion and Sediment Control

The existing site has nearly 100 feet of relief. Construction of the office, stormwater basins require excavation into the hillside. The new slopes have been established at 3' horizontal to 1' vertical to minimize grading. Even with 3:1 slopes some modular block retaining walls will be necessary.

Within the developed areas of the site the minimum grade across bituminous pavement is 2% and the maximum driveway grade is approximately 7%. Valley gutters are proposed between the buildings where the slope is limited to 1%. The minimum slope along curb lines is 0.5%.

The plans include a full Stormwater Pollution Prevention Plan (SWPPP) and Sediment and Erosion Control (ESC) plans that comply with MPCA and City requirements. These plans identify the required sediment barriers, re-vegetation requirements, and best management practices (BMP) that in combination will minimize impacts to sensitive site and downstream resources.

Site Utilities

The plans provide a municipal water connection to the proposed climate controlled storage facility for the required fire protection. Sanitary sewer is not proposed to be extended to the facility since there will be no restrooms provided. The office area will have a 24 hour restroom accessible by customers through the use of their gate access device. Restrooms are not typically provided within storage facilities since the may encourage other non-storage use.

The existing power, natural gas and communications lines are available to serve the area on top of the hill. These services are all available within the South Robert Trail right of way and will be extended to the new office building.

[illegible]

	EXISTING	PROPOSED
WATERWAYS		
BUILDING	650 ACRES	670 ACRES
PAVEMENT	320 ACRES	320 ACRES
TOTALS	970 ACRES	990 ACRES
ROADS	450 ACRES	450 ACRES
TOTAL	1,420 ACRES	1,440 ACRES

Shawn Briggs
5115 Excelsior Blvd #474
St. Louis Park, MN 55416
612-537-0293

901 NORTH THIRD STREET
SUITE 220
MINNEAPOLIS, MN 55401
612-436-4030

Sheet No. 1000

[illegible]

901 N 3rd STREET, SUITE 120
MINNEAPOLIS, MN 55401
P: 612.556.7862 | www.elencab.com

CONFIDENTIAL

C-201

GHP18001





- VERIFY ALL ELECTRICAL TO EXISTING UTILITY SERVICES PRIOR TO CONSTRUCTION, ANY DISCREPANCIES WHEN THEN LOCATED UTILITIES AND THE EXISTING CONSTRUCTION PLAN SHOULD BE NOTED AND FORWARDED TO THE DESIGNER.
- CONSTRUCTION TO PROVIDE ADEQUATE WAYS AND METHODS TO ASSURE ADJACENT PROPERTY IS NOT DAMAGED DURING UTILITY INSTALLATION.
- FIELD LENGTHS DOWNS ARE MEASURED FROM CENTER OF STRUCTURE TO CENTER OF STRUCTURE.
- UTILITY SERVICE LOCATIONS WITHIN BUILDINGS ARE SHOWN CORRECT AS OF THE DATE OF THIS PLAN. THE CONTRACTOR SHALL VERIFY LOCATIONS BY COMPARING THIS PLAN WITH THE MECHANICAL PLANS FOR ANY UTILITY CONSTRUCTION.
- PIPE MATERIALS TO BE (VERIFIED)

WATER MAIN	8" M D OF CLASS 52
SEWER MAIN	10" CL 34.5 (S.D. 30.4) 43" KPI
SEWER LATER	POE 30.4 (4")
- ALL UTILITY CONSTRUCTION TO CONFORM WITH STATE, CITY ENGINEER'S ASSOCIATION OF MINNESOTA (C.A.E. MINNESOTA) PLUMBING CODE AND CITY OF BREWER GROUND WATERS BY-LAW REGARDING SIGNIFICANCE.
- ADJUST ALL STRUCTURES, PUBLIC AND PRIVATE, TO PROPOSED GRADIENTS BEFORE DISTURBED. COORDINATE WITH ALL JURISDICTIONS OF UTILITY CARRIERS. STRUCTURES BEING TIE TO PAVED ADJACENT TO STREET CONSIDER RECONSTRUCTION OF CURB AND SIDEWALKS.
- PREPARE A MEASUREMENT TO A MINIMUM OF 10% COVER OVER ALL NEW INTERFERENCE.
- UTILITY AND MECHANICAL CONSTRUCTION MUST CONSIDER THE INSTALLATION OF ALL WATER AND SEWER PIPES TO THE BUILDING TO ACCOMMODATE CITY INSPECTION AND TESTING.
- ALL COMPONENTS OF THE WATER SYSTEM UP TO THE WATER METER ON FIRE SERVICE STANDARDS MUST UTILIZE PROTECTIVE LINE MATERIAL, CATHODIC PROTECTION CATHODE ANODES, SCHEDULE 40S FOR CURRENT NEEDED INSIDE OR SPECIAL COATING. THE USE OF UNPAVED OR UNPAVED AREAS IS NOT ALLOWED.

STRUCTURE	RIM ELEV	INLET	HWENT	BUILD	SIZE	CASTING
CBM1 A12	904.00	902.50	907.50	19.41	60"	R-1642
CBM1 A15	910.33	903.09	903.09	7.24	60"	R-3067-N
CBM1 A17	915.17	906.00	906.00	6.11	48"	R-3067-N
CBM1 A15	917.70	911.23 (W)	911.21	0.49	48"	R-1752-F
		912.51 (W)				
CBM1 A14	917.40	913.18	913.18	4.23	48"	R-1752-F
CB A14	917.40	914.14	914.30	2.20	22"	R-1752-F
CB A2-1	917.48	914.10	914.38	3.74	74"	R-3067-W
CBM1 B12	914.30	878.95	878.95	16.38	72"	R-1752-F
CBM1 B13	914.33	881.03	881.03	15.52	72"	R-1752-F
CBM1 B14	917.33	912.31 (W)	912.31	5.10	48"	R-1642
		912.31 (W)				
CBM1 B15	920.78	915.03	915.03	5.75	48"	R-3067-W
CBM1 B16	919.33	915.03	915.03	3.85	48"	R-3067-W
		915.48 (W)				
CB B17	920.50	917.55	917.55	2.95	27"	R-1752-F
CBM1 B21	915.08	912.43	912.43	3.35	48"	R-3067-W
CB B22	915.50	912.85	912.85	2.77	27"	R-1752-F
CB B3-1	915.08	915.36	915.36	3.04	30"	R-1752-F
CB C1-2	876.50	866.37	866.37	3.15	24"	R-1752-F
OCS D12	881.55	867.50	867.50	14.45	60"	R-1752-F
	871.60	868.50	868.50	13.20	48"	H-1752-F

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9725 S ROBERT TRAIL
INVER GROVE HEIGHTS,
MINNESOTA

SITE PLAN
REVIEW
11/19/18

[illegible]

A photograph of a document page, likely a technical drawing or specification, featuring a prominent diagonal watermark that reads "NOT FOR CONSTRUCTION". The watermark is written in a bold, sans-serif font. Below the watermark, there are several lines of text, which appear to be partially obscured or faded. At the bottom of the page, there is a small rectangular box containing some illegible text.

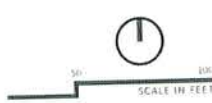
C-30
PROJECT NO.
GHP18001



UTILITY PLAN



GHP18001



DAKOTA HERITAGE PROPERTIES

Shawn Briggs
5115 Excelsior Blvd #424
St. Louis Park, MN 55426
(952) 438-0030

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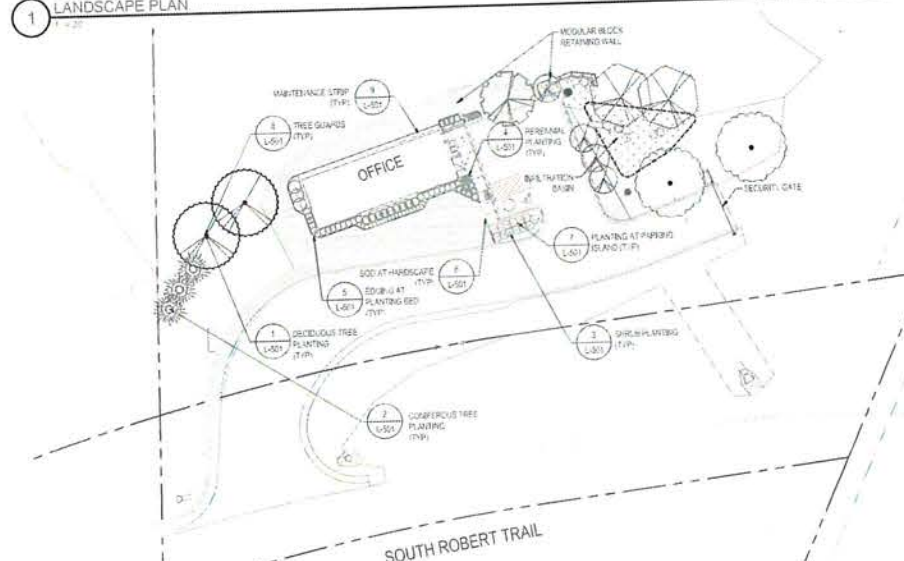
901 NORTH THIRD STREET
SUITE 220
MINNEAPOLIS, MN 55401
(612) 438-0030

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9725 S ROBERT TRAIL
INVER GROVE HEIGHTS,
MINNESOTA

SITE PLAN
REVIEW
11/19/18

NO.	DATE	DESCRIPTION
1	11/19/18	REVIEW
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

1 LANDSCAPE PLAN 1" = 20'



2 LANDSCAPE PLAN 1" = 10'



LANDSCAPE NOTES

1. SEE SHEET L-101 FOR LANDSCAPE NOTES, LEGENDS AND SUMMARY.

Elan
DESIGN LAB

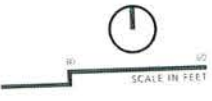
901 N 3RD STREET, SUITE 120
MINNEAPOLIS, MN 55401
P: (612) 552-7474 | WWW.ELANDL.COM
F: (612) 552-7474

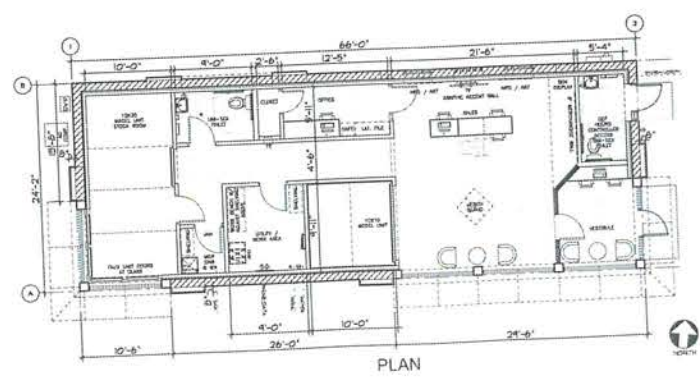
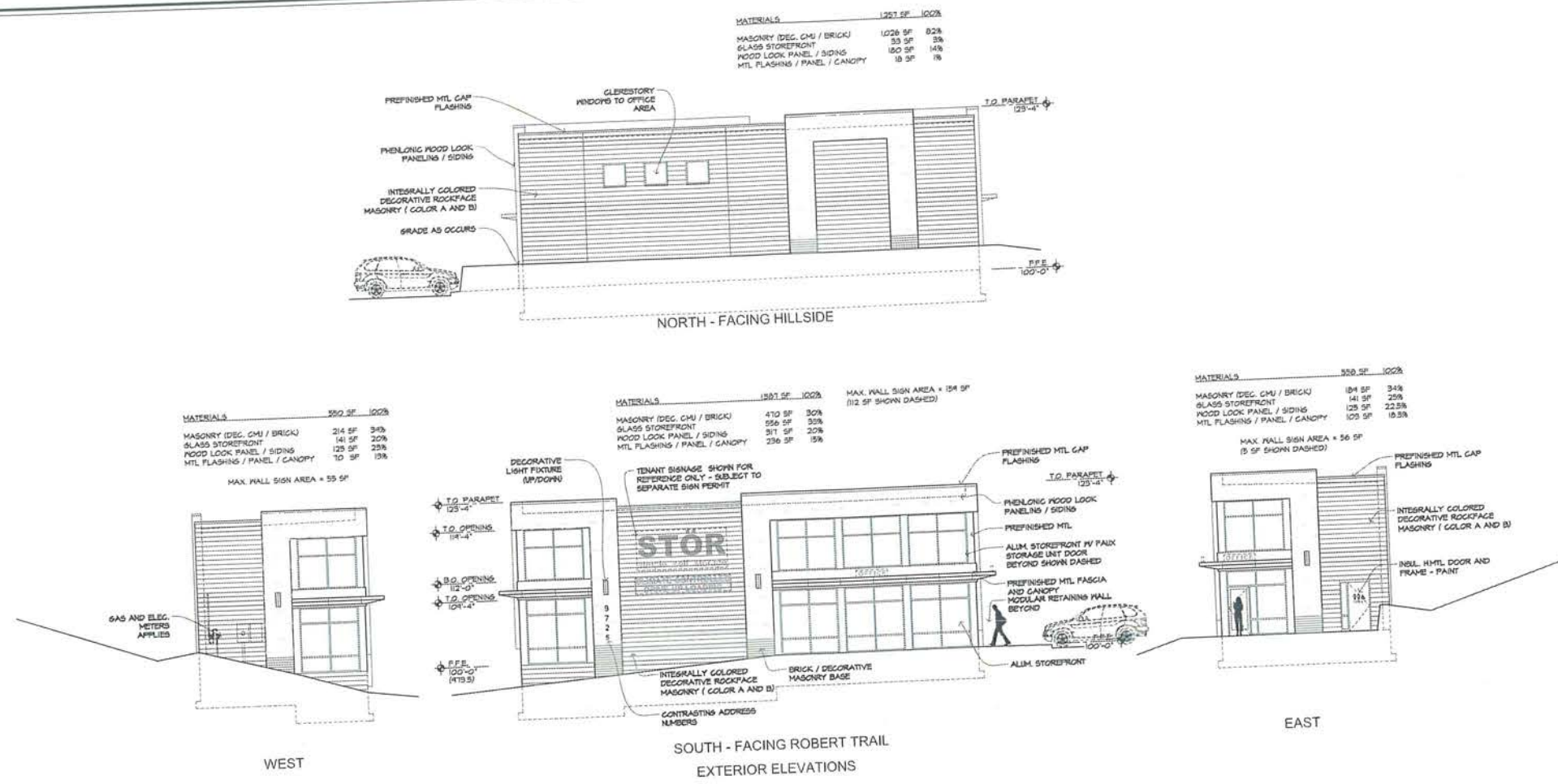
NOT FOR
CONSTRUCTION

LANDSCAPE PLAN

L-101

GHP18001

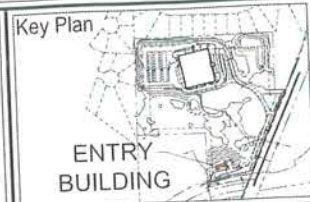




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 Minneapolis, MN 55401
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 Fax 612-692-9960

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 Printed Name: _____
 Signature: _____
 Date: _____ License #: _____



SELF-STORAGE
 9725 SOUTH ROBERT TRAIL
 INVER GROVE HEIGHTS, MN 55077

ENTRY BUILDING CONCEPT PLAN AND ELEVATIONS
 SCALE: 1/8" = 1'-0"

PROJECT NUMBER: 18-1063-01
 ISSUED DATE: 11/19/2018
 DRAWN BY: ES
 CHECKED BY: KA
A2.1



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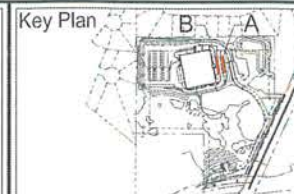
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Signature: _____
Date: _____ License #: _____

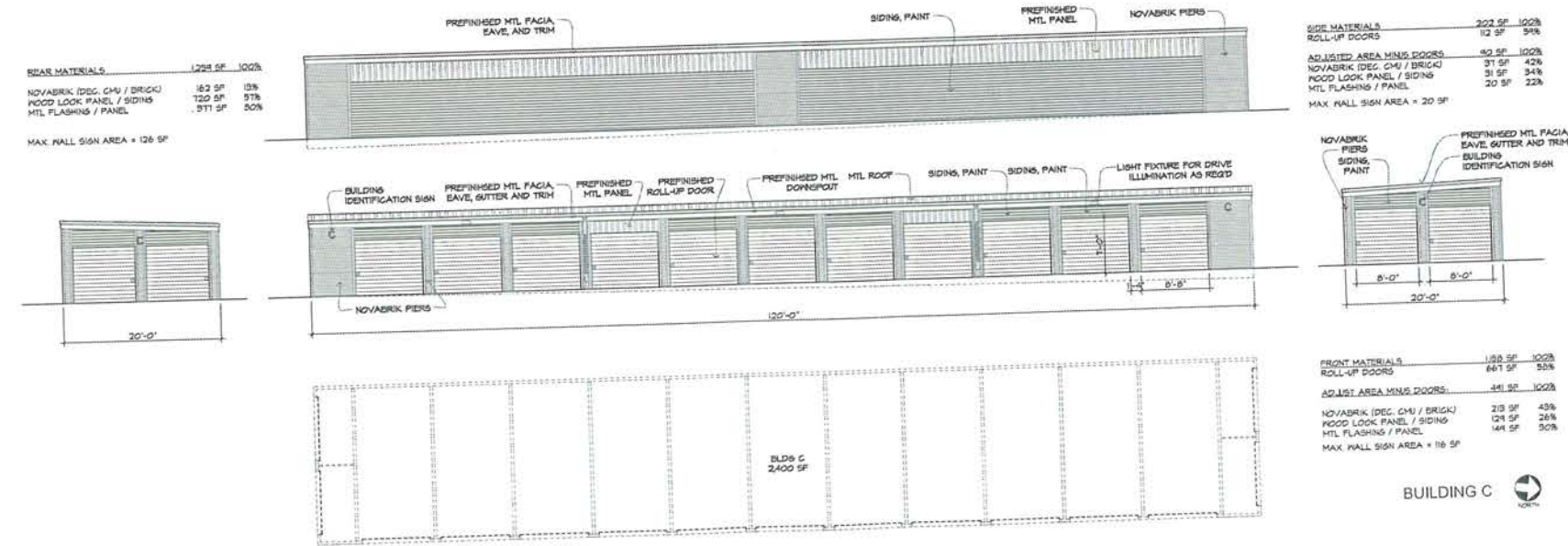
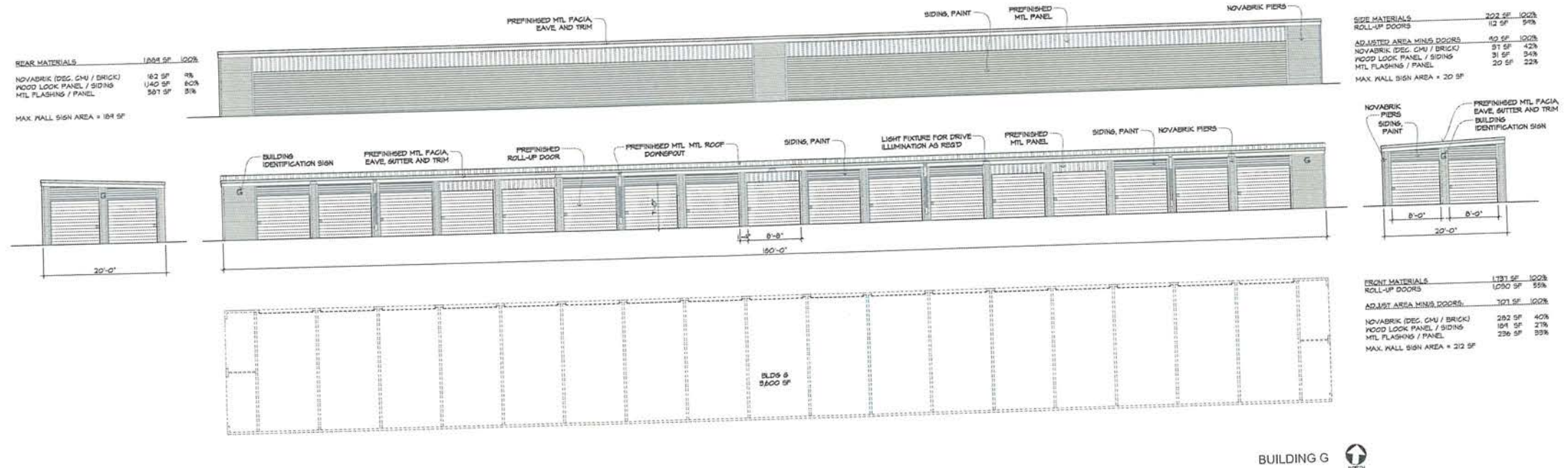


SELF-STORAGE
9725 SOUTH ROBERT TRAIL
INVER GROVE HEIGHTS, MN 55077

**BLDG A & B
CONCEPT PLAN AND
ELEVATIONS**
SCALE: 1/8" = 1'-0"

PROJECT NUMBER: 18-1063-01
ISSUED DATE: 11/14/2018
DRAWN BY: ES
CHECKED BY: KA

A2.2



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Signature: _____
Date: _____ License #: _____



SELF-STORAGE

9725 SOUTH ROBERT TRAIL
INVER GROVE HEIGHTS, MN 55077

**BLDG C & G
CONCEPT PLAN AND
ELEVATIONS**

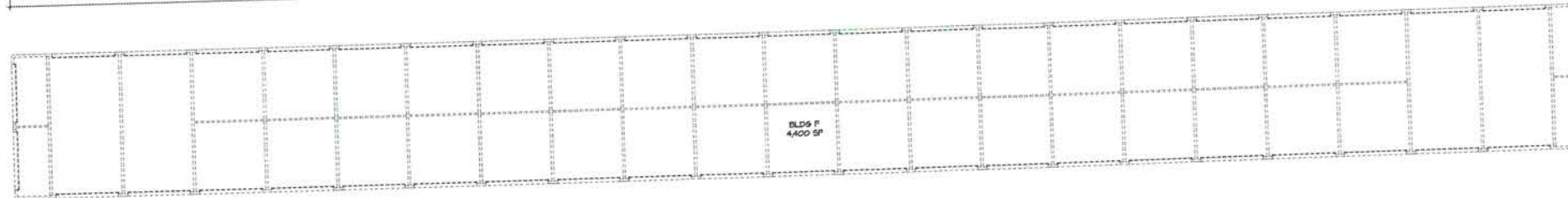
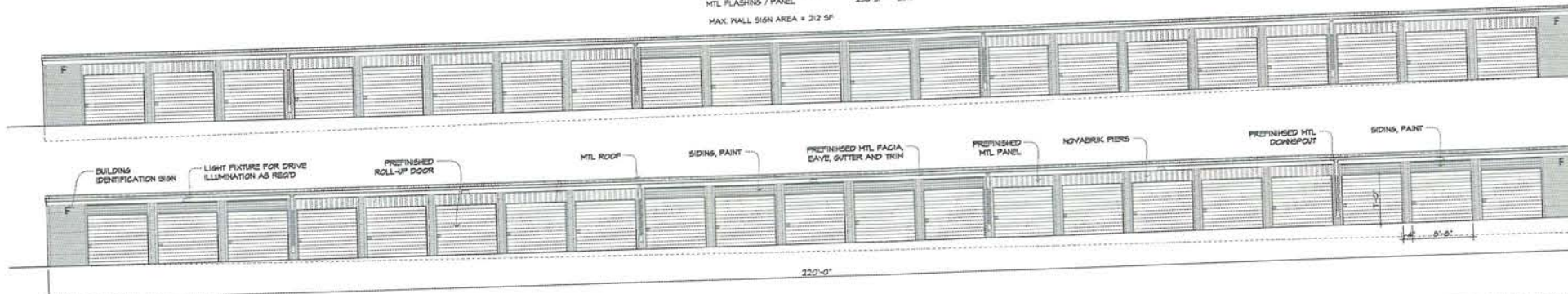
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PROJECT NUMBER: 18-1063-Q
ISSUED DATE: 11/14/2018
DRAWN BY: ES
CHECKED BY: KA

A2.3

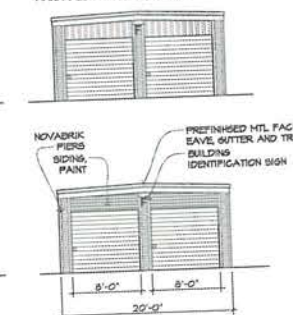
MATERIALS	2122 SF	100%
ROLL-UP DOORS	1594 SF	66%
ADJUST AREA MING DOORS	723 SF	34%
NOVABRIK (DEC. CMU / BRICK)	324 SF	15%
WOOD LOOK PANEL / SIDING	55 SF	3%
MTL FLASHING / PANEL	236 SF	11%

MAX. WALL SIGN AREA = 212 SF



MATERIALS	200 SF	100%
ROLL-UP DOORS	12 SF	6%
ADJUST AREA MING DOORS	88 SF	44%
NOVABRIK (DEC. CMU / BRICK)	36 SF	18%
WOOD LOOK PANEL / SIDING	30 SF	15%
MTL FLASHING / PANEL	22 SF	11%

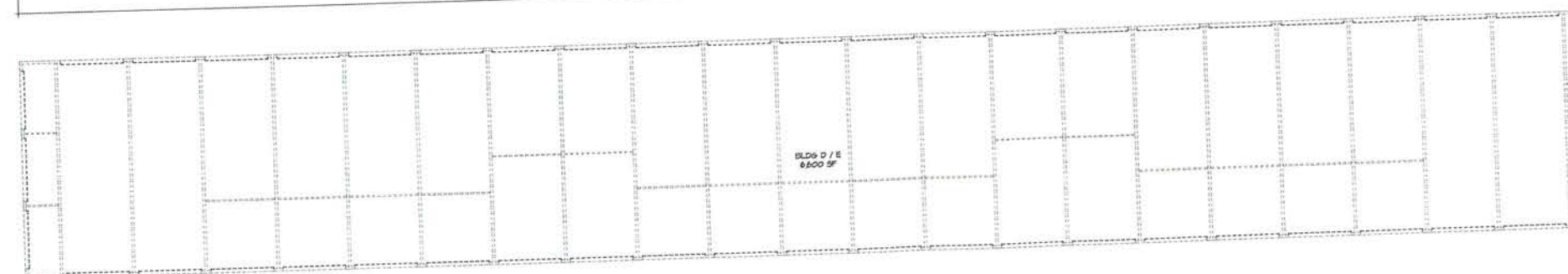
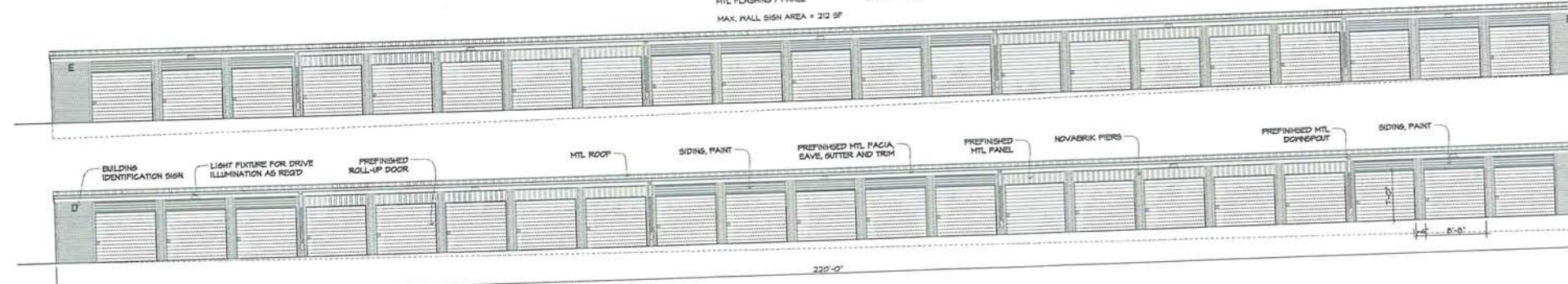
MAX. WALL SIGN AREA = 20 SF



BUILDING F

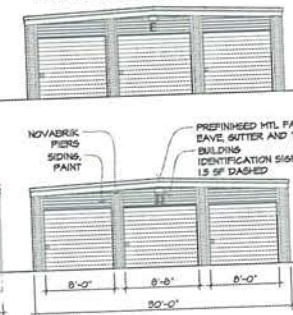
MATERIALS	2122 SF	100%
ROLL-UP DOORS	1594 SF	66%
ADJUST AREA MING DOORS	723 SF	34%
NOVABRIK (DEC. CMU / BRICK)	324 SF	15%
WOOD LOOK PANEL / SIDING	55 SF	3%
MTL FLASHING / PANEL	236 SF	11%

MAX. WALL SIGN AREA = 212 SF

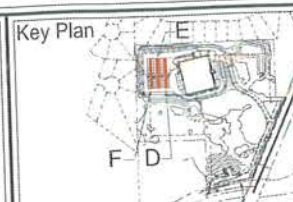


MATERIALS	800 SF	100%
ROLL-UP DOORS	176 SF	22%
ADJUST AREA MING DOORS	123 SF	15%
NOVABRIK (DEC. CMU / BRICK)	40 SF	5%
WOOD LOOK PANEL / SIDING	42 SF	5%
MTL FLASHING / PANEL	32 SF	4%

MAX. WALL SIGN AREA = 80 SF



BUILDING D / E



SELF-STORAGE
9725 SOUTH ROBERT TRAIL
INVER GROVE HEIGHTS, MN 55077

BLDG D / E AND F
CONCEPT PLAN AND
ELEVATIONS
SCALE: 1/8" = 1'-0"

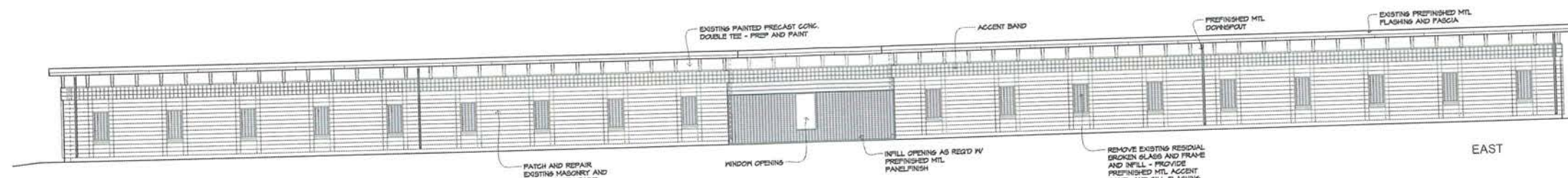
PROJECT NUMBER: 18-1063-01
ISSUED DATE: 11/9/2018
DRAWN BY: ES
CHECKED BY: KA

A2.4

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Signature: _____
Date: _____ License #: _____



EAST MATERIALS 3,708 SF 100%

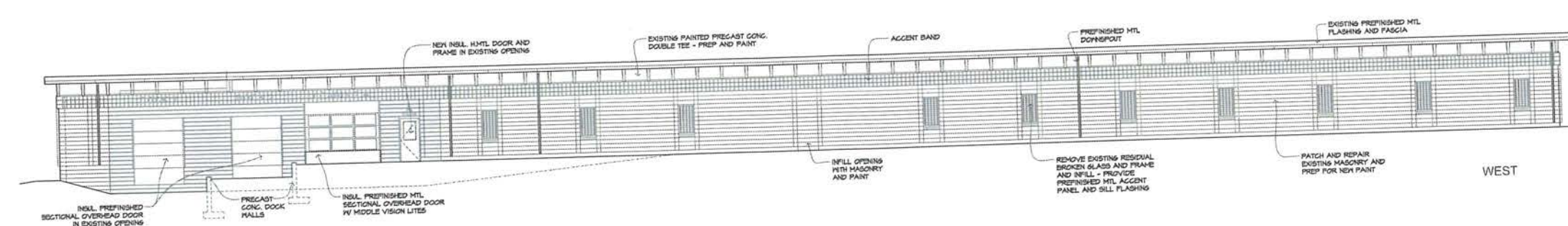
PAINTED CMU / PRECAST CONC.	3,064 SF	83%
MTL PANEL / FLASHING / DOORS	644 SF	17%
GLASS / STOREFRONT	0 SF	0%

MAX. WALL SIGN AREA = 352 SF

EAST MATERIALS 3,708 SF 100%

PAINTED CMU	2,478 SF	67%
MTL PANEL / FLASHING	1,230 SF	33%
GLASS / STOREFRONT	0 SF	0%

MAX. WALL SIGN AREA = 310 SF



WEST MATERIALS 3,430 SF 100%

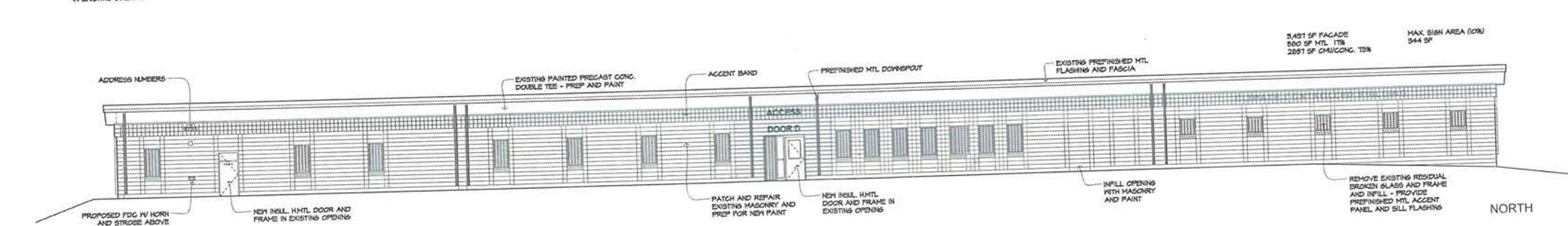
PAINTED CMU	2,710 SF	79%
MTL PANEL / FLASHING	446 SF	13%
GLASS / STOREFRONT	126 SF	4%

MAX. WALL SIGN AREA = 341 SF

WEST MATERIALS 3,430 SF 100%

PAINTED CMU / PRECAST CONC.	2,654 SF	77%
MTL PANEL / FLASHING / DOORS	560 SF	16%
GLASS / STOREFRONT	116 SF	3%

MAX. WALL SIGN AREA = 343 SF



NORTH MATERIALS 3,430 SF 100%

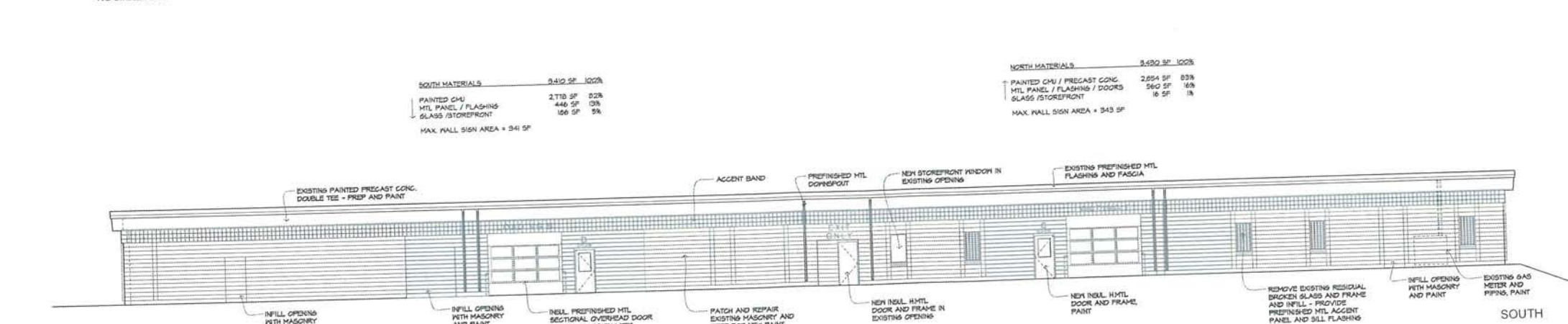
PAINTED CMU	2,710 SF	79%
MTL PANEL / FLASHING	446 SF	13%
GLASS / STOREFRONT	126 SF	4%

MAX. WALL SIGN AREA = 341 SF

NORTH MATERIALS 3,430 SF 100%

PAINTED CMU / PRECAST CONC.	2,654 SF	77%
MTL PANEL / FLASHING / DOORS	560 SF	16%
GLASS / STOREFRONT	116 SF	3%

MAX. WALL SIGN AREA = 343 SF



SOUTH MATERIALS 3,430 SF 100%

PAINTED CMU	2,710 SF	79%
MTL PANEL / FLASHING	446 SF	13%
GLASS / STOREFRONT	126 SF	4%

MAX. WALL SIGN AREA = 341 SF

SOUTH MATERIALS 3,430 SF 100%

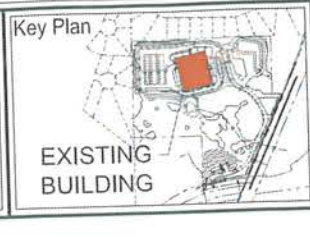
PAINTED CMU / PRECAST CONC.	2,654 SF	77%
MTL PANEL / FLASHING / DOORS	560 SF	16%
GLASS / STOREFRONT	116 SF	3%

MAX. WALL SIGN AREA = 343 SF

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Prepared for:
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 Printed Name: _____
 Signature: _____
 Date: _____ License #: _____



SELF-STORAGE
 9725 SOUTH ROBERT TRAIL
 INVER GROVE HEIGHTS, MN 55077

EXISTING BUILDING CONVERSION CONCEPT ELEVATIONS
 SCALE: 1/8" = 1'-0"

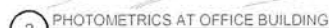
PROJECT NUMBER: 18-1063-01
 ISSUED DATE: 11/19/2018
 DRAWN BY: ES
 CHECKED BY: KA
A2.5

Shawn Briggs
5415 Excelsior Blvd #424
St. Louis Park, MN 55416
(952) 247-8988

901 NORTH THIRD STREET
SUITE 220
MINNEAPOLIS, MN 55401
612-436-4030

TABLE 1

Blank lined paper for writing.



Calculation Summary							
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
Ground Planar	Illuminance	Fc	0.81	21.5	0.0	N.A.	N.A.
Luminaires Schedule							
Symbol	Qty	Label	Arrangement	LLF	Description	Lum. Lumens	
	6	AA	SINGLE	0.910	PRV-A60-D-UNV-T4-BZ	18935	
	1	BB	SINGLE	0.910	PRV-A60-D-UNV-T2-BZ	18930	
	4	WP	SINGLE	0.910	PRV-A60-D-UNV-T4-BZ-WM	18930	
	3	WP2	SINGLE	0.910	PRV-A60-D-UNV-T4-BZ-WM	18935	
	60	WP3	SINGLE	0.910	XTOR46	4269	

12' x 16' Area

Inver Grove Heights

Storage

Drawn By: Dave Zucke

Checked By:

DATE: 11/01/2018

12' x 16' Area

Viking Electric Supply



PHOTOMETRICS PLAN

E-101

GHP18001

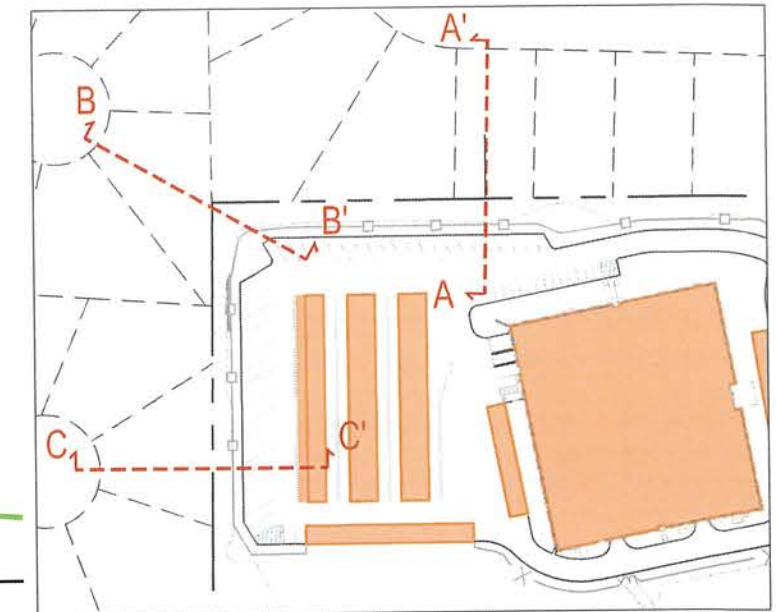
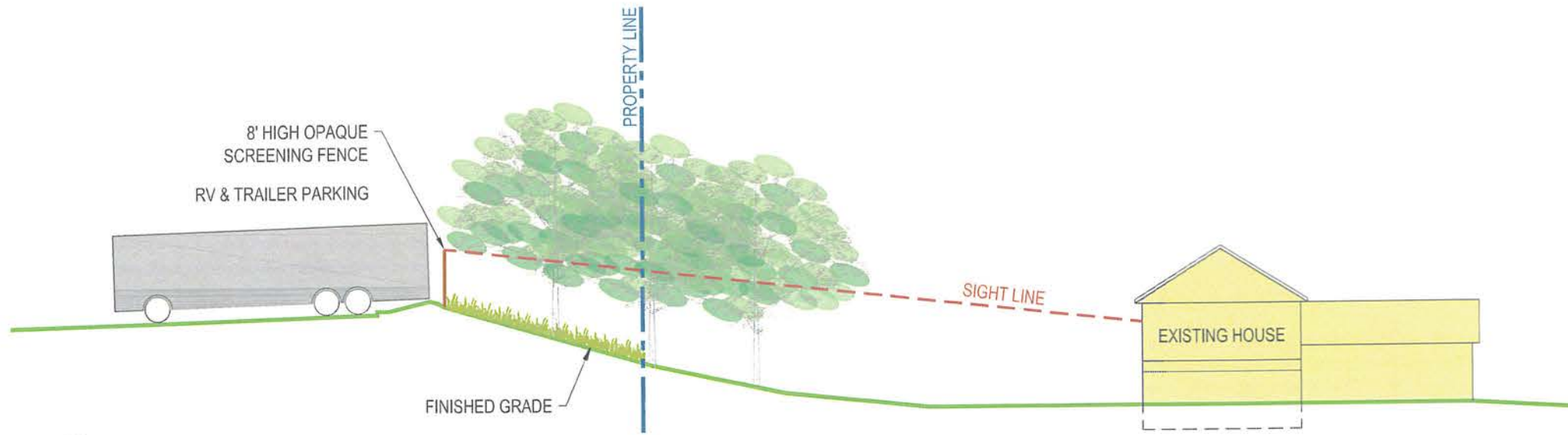


901 N 3rd STREET, SUITE 120
MINNEAPOLIS, MN 55401
T 612.594.9960 | www.danlad.com
F 612.594.7790
C 612.594.9338

PHOTOMETRICS PLAN

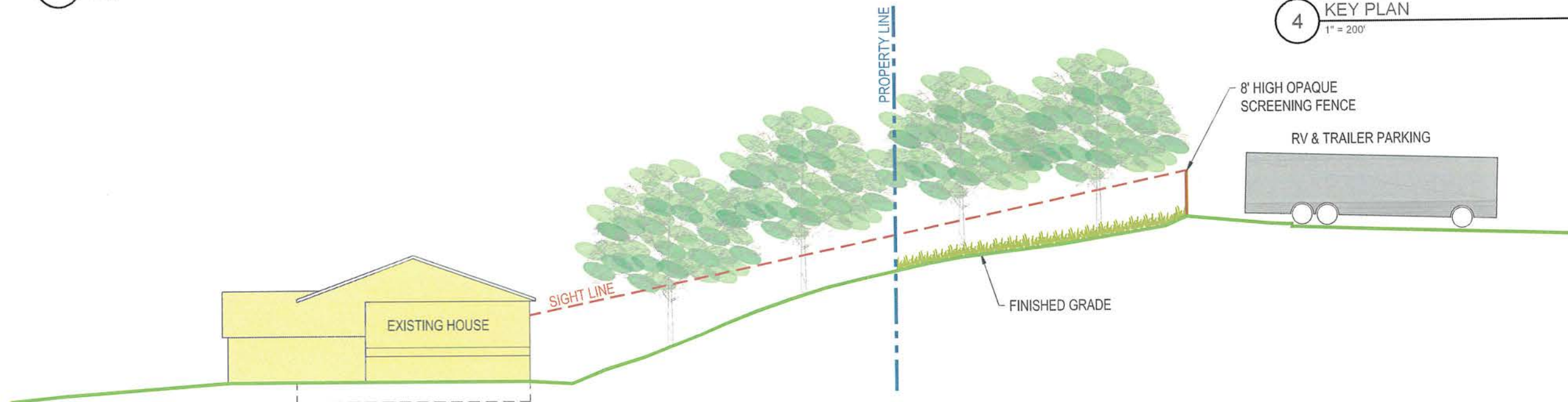
E-101

GHP18001

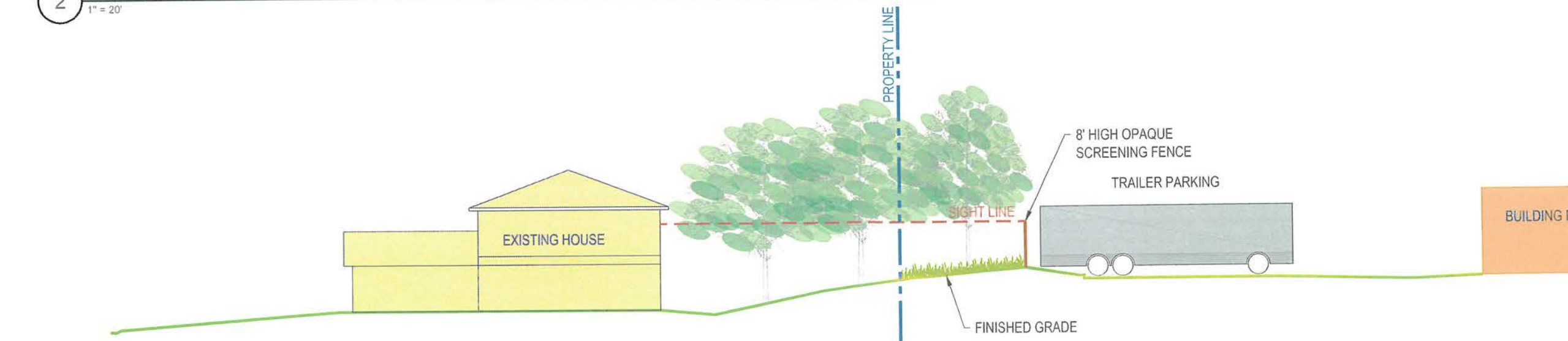


4 KEY PLAN
1" = 200'

1 CROSS SECTION A-A'
1" = 20'



2 CROSS SECTION B-B'
1" = 20'



3 CROSS SECTION C-C'
1" = 20'

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INVER GROVE HEIGHTS, MN
GHP18001

SCREENING CROSS SECTIONS
12/18/18

901 N 3rd STREET, SUITE 120
MINNEAPOLIS, MN 55401
P 612.260.7980
F 612.260.7990
WWW.ELANLAB.COM



DAKOTA HERITAGE
PROPERTIES

Shawn Briggs
5115 Exchange Blvd #424
St. Louis, Park, MO 63119
612-311-1000

ARCHITECTURAL
CONSORTIUM L.L.C.

901 NORTH THIRD STREET
SUITE 200
MINNEAPOLIS, MN 55401
612-436-4030

PROJECT

STÖR
simple. self. storage
9725 S ROBERT TRAIL
INVER GROVE HEIGHTS,
MINNESOTA

PROJECT NO.

SITE PLAN
REVIEW
11/19/18

REVISIONS

NO.	DATE	DESCRIPTION
1	11/19/18	REVISIONS
2	11/19/18	REVISIONS
3	11/19/18	REVISIONS
4	11/19/18	REVISIONS
5	11/19/18	REVISIONS
6	11/19/18	REVISIONS
7	11/19/18	REVISIONS
8	11/19/18	REVISIONS
9	11/19/18	REVISIONS
10	11/19/18	REVISIONS

Elan
DESIGN LAB

901 N 3RD STREET, SUITE 120
MINNEAPOLIS, MN 55401
P: 612-332-1234 F: 612-332-1235
WWW.ELANDLAB.COM

DATE: 11/19/18

NOT FOR
CONSTRUCTION

SITE PLAN
ALTERNATIVE PLANTING

C-101

GHP18001

811
Know what's below.
Call before you dig.

SCALE IN FEET



1 SITE PLAN



2 OPAQUE SCREENING FENCE



3 CHAIN LINK SECURITY FENCE

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

CITY OF INVER GROVE HEIGHTS - Case No. 18-39S

Meeting Date: August 13, 2018
 Item Type: Regular Agenda
 Contact: Allan Hunting 651.450.2554
 Prepared by: Allan Hunting, City Planner
 Reviewed by: Janice Gundlach, CD Director *JG*

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Consider a Resolution relating to a Preliminary Plat and Final Plat for the plat of McGroarty Park 1st Addition. Property located on west side of Blaine Avenue, south of Upper 55th Street.

- Requires a 3/5th's vote.
- 60-day deadline: N/A

SUMMARY

The City Council considered the request on August 13, 2018 and tabled action to allow staff to follow up with additional information. The Council reviewed and discussed the additional information provided by staff at a work session on January 7, 2019. Council directed staff to continue with the plat application.

ANALYSIS

The City has initiated a request to subdivide a portion of city owned property between Hwy 52 and Blaine Avenue, south of Upper 55th Street. The proposal is to divide an approximate 13 acre parcel into 2 lots, 2 outlots and right-of-way for a future street.

Last August, the Council approved short term parking or park-n-ride as an interim use in the B-3, B-4 and P districts. Hotels and convention centers are also allowed uses in the B-3 district. The purpose of the proposed subdivision is to create a 2.5 acre parcel to sell to the adjacent Americinn, who wishes to relocate their park-n-fly use from the movie theatre parking lot to a newly constructed parking lot on the subdivided parcel. Additionally, the expanded land area for Americinn offers opportunities for them to expand in the future. If the subdivision is approved and the land sold to the owners of the Americinn, they will have to make application for a rezoning, comprehensive plan amendment, site plan review and interim use permit. Based on the proposed use and possible future uses, the most appropriate zoning would be B-3.

RECOMMENDATION

Planning/Engineering. Plat meets standards for development.

Planning Commission. Recommended denial of the plat (8-0). Commission believes land should be developed as a whole and not divided into smaller lots.

Attachments: Resolution approving Preliminary and Final Plat for McGroarty Park 1st Addition
 Resolution denying Preliminary and Final Plat for McGroarty Park 1st Addition
 Planning Commission Recommendation
 Planning Staff Report
 Staff memo to City Council from August 13, 2018

APPROVAL RESOLUTION

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

RESOLUTION NO. _____

**A RESOLUTION APPROVING THE PRELIMINARY AND FINAL PLAT FOR THE PLAT
OF McGROARTY PARK 1ST ADDITION**

CASE NO. 18-39S

WHEREAS, a Preliminary and Final Plat application has been submitted by the City for property legally described as;

SEE EXHIBIT A

WHEREAS, a public hearing concerning the Preliminary/Final Plat was held before the Inver Grove Heights Planning Commission in accordance with Minnesota Statutes, Section 462.357, Subdivision 3 on July 17, 2018;

WHEREAS, the final plat application satisfies the pertinent conditions of preliminary plat approval and conforms to all applicable zoning and subdivision regulations (City Code Sections 10-13A and 11-1) and other standards applied by the City in the platting of property;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS that, the Preliminary and Final Plat are hereby approved subject to the following condition:

1. The final plat approval is subject to approval of a purchase agreement and execution of a development contract for the plat and subject to execution of the agreements referenced in the development contract.

BE IT FURTHER RESOLVED BY THE CITY COUNCIL, that the Mayor and Deputy Clerk are hereby authorized and directed to record a certified copy of this Resolution at the Dakota County Recorder's Office.

Passed this _____ day of _____, 2019.

AYES:

NAYS:

ATTEST:

George Tourville, Mayor

Michelle Tesser, City Clerk

DENIAL RESOLUTION

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

RESOLUTION NO. ____

**RESOLUTION DENYING THE REQUEST TO SUBDIVIDE PROPERTY INTO THE
PLAT OF McGROARTY PARK 1ST ADDITION**

CASE NO. 18-39S

WHEREAS, an application has been submitted by the City for property legally described as;

SEE EXHIBIT A

WHEREAS, the City of Inver Grove Heights Planning Commission reviewed the request on July 17, 2018 in accordance with Minnesota Statutes, Section 462.357, Subdivision 3;

WHEREAS, the Planning Commission raised concerns regarding the plat and the current land use designation of the property;

WHEREAS, based on public testimony and discussion, the Planning Commission recommended denial of the preliminary/final plat application based on the following findings:

1. There has not been enough effort put into marketing the property and that subdividing the lot at this time was premature and would impact the current vision of the property.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that request to subdivide property into the plat of McGroarty Park 1st Addition is hereby denied.

Adopted by the City Council of Inver Grove Heights this _____ day of _____, 2019.

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: July 17, 2018

SUBJECT: **CITY OF INVER GROVE HEIGHTS – CASE NO. 18-39S**

Reading of Notice

Commissioner Simon read the public hearing notice to consider the request for a preliminary and final plat to create a two-lot, three outlot subdivision to be known as McGroarty Park 1st Addition, for the property located at 5861 Blaine Avenue. 27 notices were mailed.

Presentation of Request

Allan Hunting, City Planner, explained the request as detailed in the report. He advised that the City is initiating a request to subdivide a portion of City-owned land between the west side of Highway 52 and Blaine Avenue, south of Upper 55th Street. The plat would consist of two lots and two outlots. The owners of the AmericInn Hotel are looking for a permanent location for their park-n-ride lot that they are currently operating out of the theater parking lot, with a potential future convention/meeting room being added to the hotel. They approached the City about purchasing some land for the operation. AmericInn is looking at purchasing a 2.5-acre parcel which would be Lot 1. Lot 2 would be retained by the City and sold at a later date. Outlot A is a remnant parcel divided by the Highway 52 right-of-way and would become part of McGroarty Park on the west side of the highway. Outlot B would be for future development. A 20-foot trail easement shall be dedicated with the plat. The property was originally given to the City for park purposes but over the years the Councils have chosen not to use it as a park. The property has been guided for Office for at least the last 20 years. The City received two emails from neighboring property owners, both of which were distributed to the Commission.

Commissioner Simon asked who would pay for the construction of Blackshire Court should the AmericInn purchase be approved.

Mr. Hunting replied that the street would not be built with this development as AmericInn would access the property through their existing lot. If it was built the cost would be assessed back to the property owners who would gain benefit from that street.

Commissioner Wippermann asked how selling a portion of this property would impact the plan for this whole area becoming an office campus.

Mr. Hunting replied that it is not looked at as a detriment because the northern portion would likely be developed separately from the southern portion due to significant topographical changes.

Commissioner Scales closed the public hearing.

Opening of Public Hearing

Brett Rose, 5861 Blaine Avenue, advised he was available to answer any questions.

Recommendation to City Council

July 17, 2018

Page 2

Commissioner Scales asked the applicant if he read and understood the report.

Mr. Rose replied in the affirmative, but advised they had a concern about the drainage easement shown on the southern portion of Lot 1.

Mr. Hunting advised that the easement would be discussed at such time as development occurred, including potential adjustment of the easement.

Cynthia Smith, 5986 Blaine Avenue, stated that prior to purchasing their home in 2016 they spoke with the City and looked at the comprehensive plan to see what the future use was for the property across from them. It was designated as Office. According to the comprehensive plan Highway 52 may get expanded to six lanes and she was concerned about the noise impact that removal of the existing vegetation would have on nearby residents. She stated the homeowners in her neighborhood relied on plans published by the City before investing in their homes and she was concerned about the negative impact this would have on her neighborhood. She felt that an office complex like CHS would enhance the property whereas the proposed Regional Commercial would be detrimental. She does not want to be looking at a parking lot. Ms. Smith stated the property should remain zoned as is as residents should be able to rely on what the City commits to regarding land use.

Jim Murphy, 6042 Blaine Avenue, agreed with Ms. Smith's concerns, stating the proposed change would be detrimental to the neighbors. He advised that if the existing hill is removed to do the proposed work it would result in excessive noise which is currently buffered by the trees and he was concerned about the negative impact this would have on their property values and quality of life.

Commissioner Scales asked for clarification of the current guiding for the subject property.

Mr. Hunting replied that it has been guided for Office for at least 20 years and it was assumed it would develop into an office park.

Commissioner Niemioja asked if the City had ever marketed this area for office development.

Mr. Link replied that two of the three parcels were owned by the City; the middle parcel was owned by MNDOT. The City has expressed an interest to MNDOT to acquire the property to the south, but they have not yet been successful. If at some point that parcel is purchased it would create a much larger parcel and they would actively market the property at that time.

Commissioner Niemioja asked how long that has been in the works.

Mr. Link replied they have been working on environmental investigation, negotiations, etc. for 5-10 years.

Commissioner Weber noted that the Dakota County website states that the middle parcel is owned by the City.

Recommendation to City Council

July 17, 2018

Page 3

Mr. Link advised that the County records are incorrect in this case; it is actually owned by MNDOT.

Dan Capiz, 5964 Blaine Avenue, advised that he and his family live across the street from the subject property, which is currently wooded and makes a natural buffer from Highway 52. He advised that he had discussions prior to buying his home 10 years ago regarding this property and was told there was no plan to build at this time, but it was zoned for office. He stated that to live across the street from a park and then to have it taken away for a parking lot or commercial project was concerning and changed everything a person feels about their property. He stated there were some minor disturbances due to the foot traffic in this area, but this would open it up to even more potential issues.

Commissioner Scales asked Mr. Capiz if he was aware when he bought the property that it was guided for office across the street.

Mr. Capiz replied it was described as being similar to the offices up the street which would have been fine with them.

Chair Maggi asked if there were ordinance rules about noise control from the highway or buffer distances.

Mr. Hunting replied there were no buffer requirements for office or commercial in regard to the highway noise. He noted that tree removal would occur no matter what the development was, but future buildings may act as a buffer.

Brett Rose, 5861 Blaine Avenue, advised that because they were concerned about minimizing the impact to the neighbors they chose to expand to the south instead of the east so the neighbors could retain the tree buffer.

Commissioner Niemioja asked if AmericInn's park-n-ride lot at the theatre was already filled.

Mr. Rose replied they are proposing to move from the park-n-ride lot from the theater location to the subject property.

Ms. Smith stated the concern is not just with what was being proposed today but what could happen in the future if this gets rezoned. She suggested that AmericInn use available commercial lots that were already appropriately zoned rather than trying to change the land use on this property. The current park-n-ride lot has semi's and people hanging around at night which is not what they want in their residential neighborhood, especially with a daycare across the street. Whatever goes in on this property should blend with the existing community and the neighbors are asking the Commission not to approve something that would negatively impact the neighbors.

Commissioner Scales asked Ms. Smith what she would like to see on this property.

Ms. Smith replied that when they moved in they were told it would likely be either nothing or a larger complex like CHS, which she feels would be a nice addition to the community and would

Recommendation to City Council

July 17, 2018

Page 4

blend with the surrounding area. She did not feel the proposed use would be a good fit for this community.

Linda Murphy, 6042 Blaine Avenue, advised that when they purchased their home they were told this property would have no tall commercial buildings, and that if it was developed it would be manicured two story office buildings. She advised that currently the property is being used informally as a park by people walking it with their children and pets and she questioned why this land was never developed into a park. She was opposed to the zoning change and how it would negatively affect their property values.

Commissioner Scales asked staff when the property was donated to the City.

Mr. Hunting stated he was unsure, but that it was likely prior to the highway being built.

Molly Steiner, 6008 Blaine Avenue, agreed with the previous neighbors' comments, stating she never would have purchased her home had she known there was the potential for what was being proposed. She stated she had three children and had safety concerns about the proposed use.

Vance Grannis, 9249 Barnes Avenue, gave the history of the parcel. He advised that it was given to the City shortly after it was incorporated in 1965. It was given to them by the South St. Paul Kiwanis Club who had used it for boy scout camping, etc. The property was later split when Highway 52 was built. The parcel owned by MNDOT was previously the South St. Paul Rod and Gun Club.

Brett Rose, 5861 Blaine Avenue, said it was his understanding that the property was not being rezoned, but rather the request was just for a preliminary and final plat.

Mr. Hunting replied in the affirmative, stating the application is only for the subdivision. If that gets approved and the land is sold, they would then have to come back with a request to rezone just this one lot.

Commissioner Scales asked for clarification of the anticipated use for the balance of the property.

Mr. Hunting replied that from the City's perspective there is no plan for the balance of the parcels. They would remain as McGroarty Park at this time.

Commissioner Weber asked what the maximum height allowed would be for the current land use designation of Office PUD.

Mr. Hunting advised they would look that up in the Zoning Code

Ms. Smith stated that although the building could be taller, there were other requirements in City Code specifying that the plan include landscaping and that it must blend with the neighborhood.

Commissioner Niemioja advised that those would be required of a parking lot as well.

July 17, 2018

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Commissioner Scales closed the public hearing.

Planning Commission Discussion

Commissioner Lissarrague stated that he sympathized with the neighbors who relied on the information they were given when they invested in their homes and were now being told something different.

Commissioner Niemioja stated that while the comprehensive plan can be amended, she was concerned that this land had not yet been marketed. She was reticent to subdivide the property, and ultimately rezone it, and lose the potential opportunity for something like an office complex. She noted there were other ways for AmericInn to expand their park-n-ride parking and would like City Council to address this matter before making a decision.

Chair Maggi agreed, stating that City Council denied the first apartment proposal at Argenta Hills as they felt it was premature. She felt the same way about this project and did not want to subdivide it before marketing it for a higher and better use.

Commissioner Lissarrague stated this was similar to a recent application in which the neighbors were opposed to a park being subdivided into three lots; in that instance the Planning Commission listened to the neighbors.

Planning Commission Recommendation

Commissioner Weber asked if they could move the application forward without a recommendation.

Mr. Hunting replied in the affirmative, adding that if they were not in favor they could also recommend denial.

Commissioner Wippermann stated this is a fairly large piece of property that has the potential to do something great; therefore, he was opposed to parceling off property at this point and was concerned that this would be different from what the neighbors had been told would occur on this property.

Motion by Commissioner Wippermann, second by Commissioner Niemioja, to deny the request for a preliminary and final plat to create a two-lot, two outlot subdivision to be known as McGroarty Park 1st Addition, for the property located at 5861 Blaine Avenue, based on there not being enough effort put into marketing the property and that subdividing it at this time was premature and would impact the current vision for the property.

Commissioner Niemioja noted that the difference she sees between this property and the Argenta Hills property is that the Argenta Hills property had been heavily marketed whereas this property had not.

Motion carried (8/0). This item goes to the City Council on August 13, 2018.

Mr. Hunting addressed Commissioner Weber's previous question, stating that height would be

Recommendation to City Council

July 17, 2018

Page 6

approved by the PUD. For reference, the Industrial Office Park district allows a maximum height of 60 feet and Office Park allows up to 100 feet in height.

Commissioner Weber pointed out that the neighbors could potentially be looking at a multi-story building if an office park was built across the street.

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

REPORT DATE: July 12, 2018

CASE NO: 18-39S

APPLICANT: City of Inver Grove Heights

PROPERTY OWNER: City of Inver Grove Heights

REQUEST: Preliminary and Final Plat

LOCATION: Blaine Avenue, South of Upper 55th

HEARING DATE: July 17, 2018

COMPREHENSIVE PLAN: Office

ZONING: Office PUD

REVIEWING DIVISIONS: Planning
Engineering

PREPARED BY: Allan Hunting
City Planner

BACKGROUND

The City is initiating a request to subdivide a portion of city owned land between the west side of Hwy 52 and Blaine Avenue, south of Upper 55th Street. The plat would consist of two lots and two outlots. Outlot A is a remnant parcel divided by the Hwy 52 right-of-way. This parcel would be retained by the City and become part of McGroarty Park on the west side of the highway. Outlot B would be for future development. The right-of-way for Blackshire Court would be platted but no street would be constructed until other lots develop.

The owners of the AmericInn Hotel are looking for a permanent location for their park n ride lot business they are currently operating out of the theater parking lot. They approached the City about purchasing some land for the operation. The City Administrator has been working with the owners about purchasing some property. AmericInn is looking at purchasing a 2.5 acre parcel which would be Lot 1. Lot 2 would be retained by the City and sold at a later date.

If and when AmericInn choses to develop the parcel, it would require its own zoning application process which would consist of a comp plan amendment, rezoning and site plan review. The platting process does not approve or grant any zoning approvals for AmericInn.

The proposed plan requires the following action:

1. A Preliminary and Final Plat for a subdivision consisting of 2 lots, 2 outlots and right-of-way for future Blackshire Court.

EVALUATION OF THE REQUEST

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

North – Office building; zoned Comm/PUD; guided Regional Commercial.

East - Commercial, office, residential; zoned Comm/PUD, Office/PUD, R-1C; guided Regional Commercial, Office, Low Density Residential

West - Hwy 52.

South - Vacant; zoned Office/PUD; guided Office.

PRELIMINARY/FINAL PLAT

Lots & Blocks. The following lists the required minimum lot size and area for the R-1C district using 70% rule minimums:

	<u>Proposed Lot Area</u>	<u>Proposed Lot Width</u>
Lot 1	2.5 acres	130 feet
Lot 2	1.1 acres	220 feet
Outlot A	1.1 acres	
Outlot B	6.2 acres	290 feet

Minimum lot size for commercial or office development is 1.0 acre. The two lots are of sufficient size to accommodate development.

There would be a drainage and utility easement dedicated in the southwest corner of Lot 1 and the northwest corner of Outlot B for future ponding on these lots.

A 20 foot wide trail easement along the highway would be dedicated at this time to provide a route for the existing trail to travel northward beyond the tunnel. The City already owns a 20 foot wide strip along the west side of the AmericiInn lot to be used for this future trail.

The plat name was chosen as a historical reference to the area. The City owns land on both sides of the highway in this area. There is an existing park named McGroarty park on the west side of the highway. A number of years ago, the City was given this land for park purposes. Over the years, Councils have chosen not to develop this land as a park. The original use restrictions have since expired. At least since the 2020 Comprehensive Plan (over 20 years ago), this parcel, along with others on the east side of the highway have been planned for office development. This land is not designated or planned for a public park. The sale of the land would not have any impact on park planning. A trail easement would be put in place to preserve the future routing of the public trail in vicinity. The City's Park Director has prepared a memo with further background on this point.

ALTERNATIVES

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

- A. **Approval.** If the Planning Commission finds the application to be acceptable, the following action should be recommended for approval:
- o Approval of the **Preliminary and Final Plat** of McGroarty Park 1st Addition subdivision subject to the following conditions:
 1. A 20 foot trail easement shall be dedicated with the plat.
 2. Approval of the plat by City Council subject to City obtaining a signed purchase agreement from hotel ownership.
- B. **Denial.** If the Planning Commission does not favor the proposed application or portions thereof, the above request or requests should be recommended for denial. With a recommendation for denial, findings or the basis for the denial should be given.

RECOMMENDATION

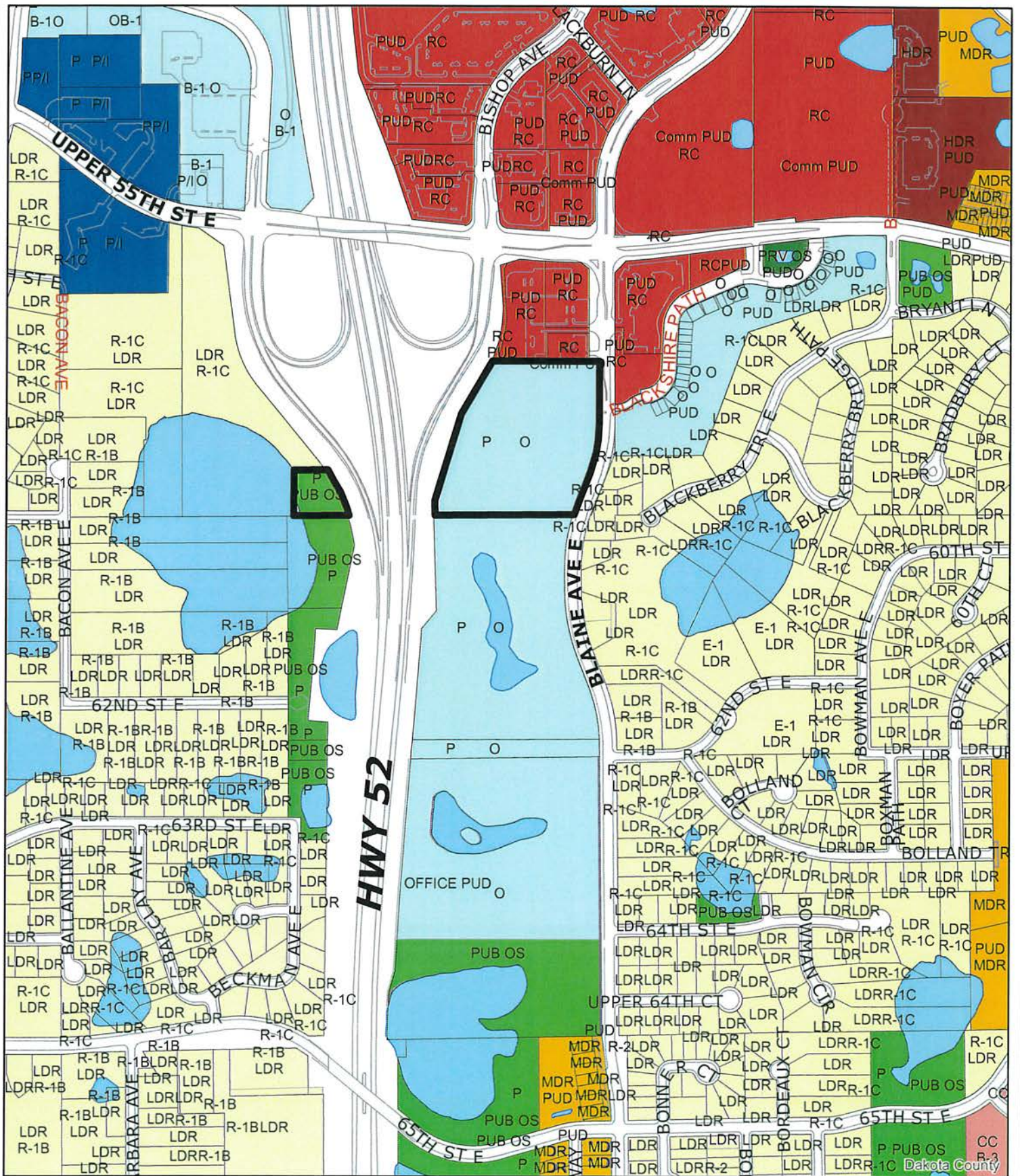
The design of the plat meets minimum lot size standards for commercial type uses. Plat would provide for future trail easement and public access once lots would develop. The City Administrator has been working with the hotel ownership group on purchase conditions and size of lots. Engineering has been involved in plat design to ensure lots could be developed and anticipating storm water needs. Planning Commission to make recommendation to City Council on the preliminary and final plat.

Attachments: Location Map
Preliminary/Final Plat
Trail Easement Sketch
Memo from Parks Director

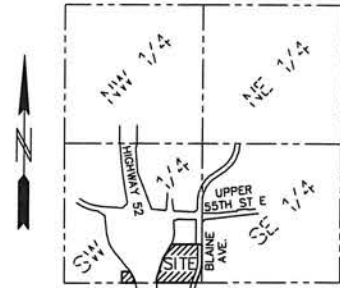


Location Map

Case No. 18-39S



MCGROARTY PARK 1ST ADDITION



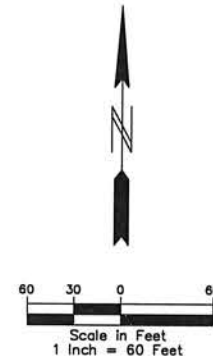
SECTION 33, TWP. 28, RGE. 22
LOCATION MAP
NO SCALE

THE ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE SOUTH LINE OF THE SOUTHWEST QUARTER OF SECTION 33, TOWNSHIP 28, RANGE 22, WHICH IS ASSUMED TO HAVE A BEARING OF SOUTH 89°42'56" WEST.

NO MONUMENT SYMBOL SHOWN AT ANY STATUTE REQUIRED LOCATION, INDICATES A PLAT MONUMENT THAT WILL BE SET AND WHICH SHALL BE IN PLACE WITHIN ONE YEAR OF THE FILING OF THE PLAT. SAID MONUMENTS SHALL BE 1/2 INCH X 14 INCH IRON MONUMENTS MARKED BY LICENSE NUMBER 42299.

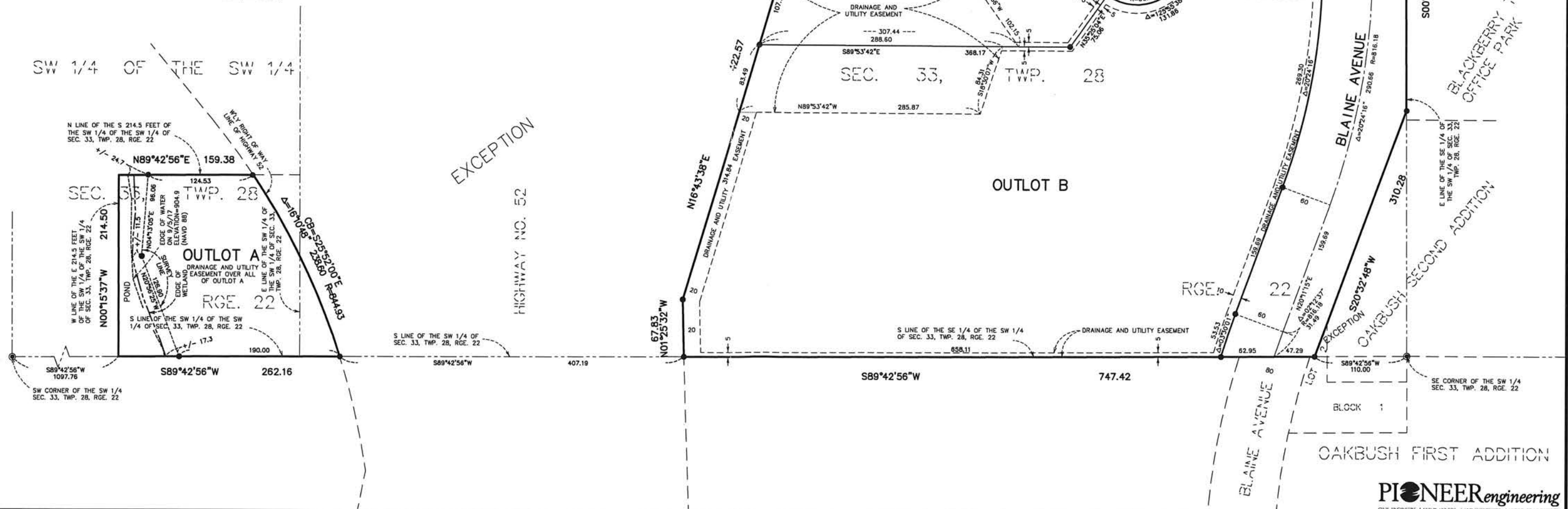
- DENOTES FOUND CAST IRON MONUMENT
- DENOTES 1/2 INCH BY 14 INCH IRON PIPE MONUMENT SET AND MARKED BY LICENSE NUMBER 42299, OR WILL BE SET IN ACCORDANCE WITH MS SECTION 505.021, SUBD. 10.
- DENOTES FOUND 1/2 INCH IRON MONUMENT MARKED BY LICENSE NUMBER 42299 UNLESS OTHERWISE NOTED.

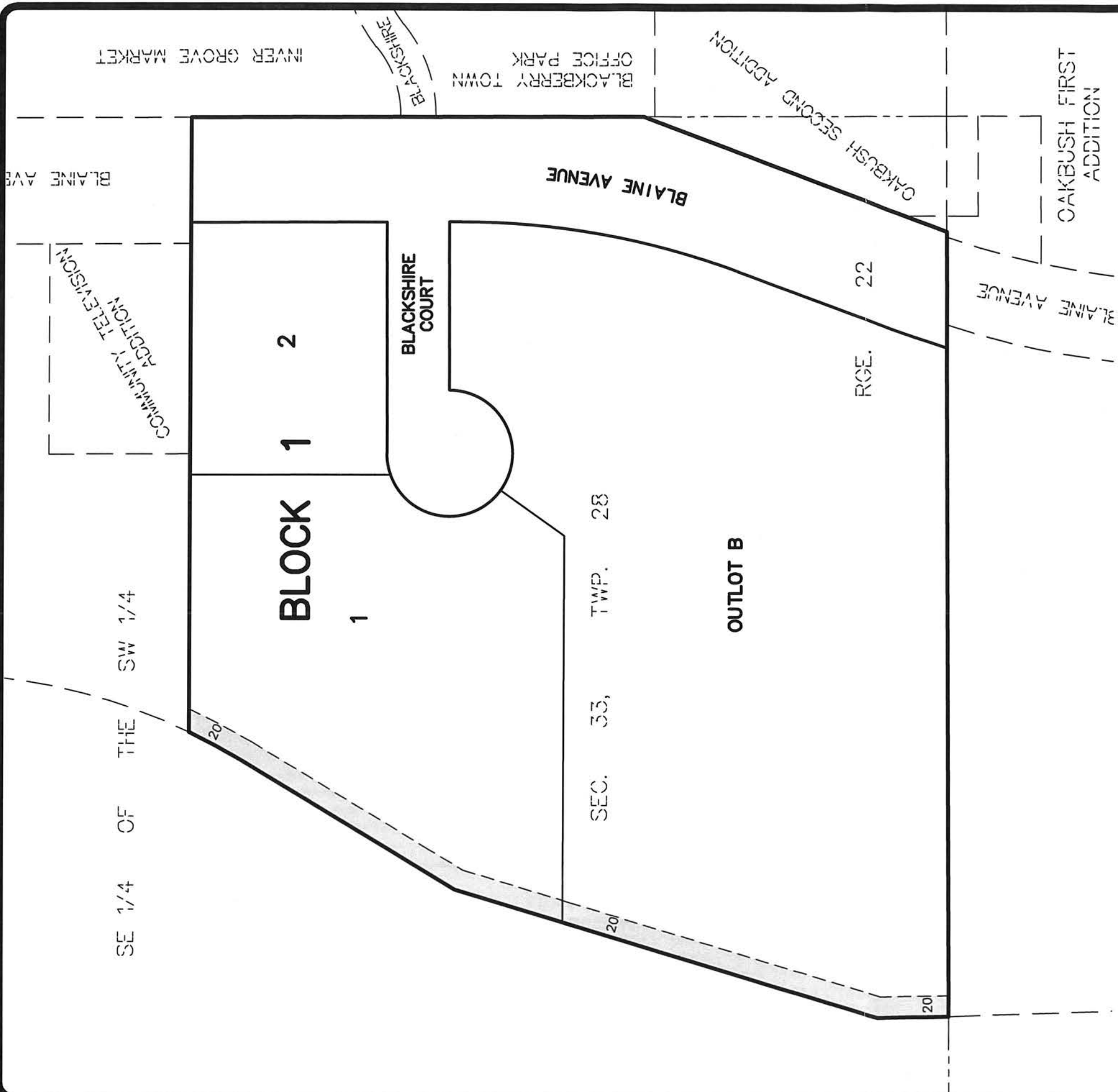
BENCHMARK: MNDOT MONUMENT "SUNFISH" WITH AN ELEVATION OF 1012.11 FEET (NAVD 88).



SE 1/4 OF THE SW 1/4

SW 1/4 OF THE SW 1/4





PROPOSED EASEMENT FOR TRAIL PURPOSES

An easement for trail purposes lying over, under, and across the westerly 20.00 feet of Lot 1, Block 1 and Outlot A, MCGROARTY PARK 1ST ADDITION, according to the recorded plat thereof Dakota County, Minnesota.

* This sketch does not purport to show the existence or nonexistence of any encroachments from or onto the hereon described land, easements of record or unrecorded easements which affect said land or any improvements to said land.



Denotes proposed easement



Not to Scale

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

CITY OF INVER GROVE HEIGHTS - Case No. 18-39S

Meeting Date: August 13, 2018
 Item Type: Regular Agenda
 Contact: Allan Hunting 651.450.2554
 Prepared by: Allan Hunting, City Planner
 Reviewed by:

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 Preliminary Plat and Final Plat for the plat of McGroarty Park 1st Addition. Property located on west side of Blaine Avenue, south of Upper 55th Street.

- Requires a 3/5th's vote.
- 60-day deadline: August 17, 2018 (first 60 days)

SUMMARY

The City has initiated a request to subdivide a portion of city owned property between Hwy 52 and Blaine Avenue, south of Upper 55th Street. The proposal is to divide an approximate 13 acre parcel into 2 lots, 2 outlots and right-of-way for a future street.

ANALYSIS

- The City has owned the property since at least the 1960's. Property was given to City for park purposes. Past Council's chose not to pursue as a park. Deed restrictions have since expired.
- City Administrator approached by owner of AmericInn about purchasing 2.5 acres so they could move their park n ride business to the hotel site. City has been working the owner on a purchase agreement. If plat approved, owner would purchase Lot 1 for a future park n ride lot.
- Plat consists of 2 lots. Lot 1 which AmericInn would like to purchase and Lot 2 for future use. Outlot A would be absorbed into McGroarty Park and Outlot B is for future development. The public street would be built when the other parcels develop. Cost of road would be assessed to benefited properties.
- A 20 foot wide easement would be dedicated along the west boundary of the plat for future city trail.
- Lots meet minimum standards. Engineering has been involved in plat design looking at future storm water needs.

RECOMMENDATION

Planning/Engineering. Plat meets standards for development.

Planning Commission. Recommended denial of the plat (8-0). Commission believes land should be developed as a whole and not divided into smaller lots.

Attachments: Resolution approving Preliminary and Final Plat for McGroarty Park 1st Addition
 Resolution denying Preliminary and Final Plat for McGroarty Park 1st Addition
 Planning Commission Recommendation
 Planning Staff Report

Executive Director's Introduction, December 12, 2018
Franchise Renewal- NDC4 Cable Commission and Comcast

Our legal counsel Brian Grogan will share much more detailed information about the formal franchise renewal process, but before he begins, I will provide a brief background for you and for the viewers at home, to set the stage for this agenda item.

- 1) The original 15-year Franchise term was April 1, 2000 to March 31, 2015.
- 2) The franchises are currently extended by all seven cities to March 31, 2019. (Two marketplace disruptions interrupted the informal renewal process, a Comcast/Time Warner merger attempt (which ultimately failed), and the CenturyLink applications for franchises in NDC4 cities.)
- 3) Cable franchise renewal is governed by the Federal Cable Act and MN Statutes Chapter 238. Under these laws, Comcast requested a renewal within the 3-year window before franchise expiration. (2012)
- 4) NDC4 spent about two years preparing a "Needs Assessment," which is required by federal law. (2012-2014)
- 5) The parties held meetings and phone conferences and exchanged documents in 2016 and 2017. In December 2017 the Commission presented a new INFORMAL proposal that attempted to be very creative in finding common ground. We hoped that by offering sizable compromises in the areas of the I-Net, PEG (public, education, and government) SD and HD channels, and almost every other issue, that we could come closer together on PEG financial support.
- 6) The parties failed to agree informally, so in April 2018, the NDC4 Commission issued a request for a Formal Proposal (purple binder). Remember that throughout the steps and deadlines of the formal process, INFORMAL negotiations can always continue, and settlement is always possible.
- 7) In June 2018, Comcast provided a detailed INFORMAL proposal. While it is not formatted like the model ordinance that we had requested, we appreciated the opportunity to respond to a more complete, specific document. NDC4 counter offered in July 2018, again in an effort to be creative in finding common ground.
- 8) In August 2018, Comcast provided its FORMAL proposal (white binder). This is the document that must be voted on tonight, and Brian will talk more about this in a moment. This FORMAL proposal does not meet the cable-related needs and interests of NDC4 and its member cities.

- 9) INFORMAL negotiations continued, and NDC4 counter-offered again in October in the hope of achieving a mutually acceptable informal agreement. Comcast gave the NDC4 proposal consideration, but ultimately continues to stand by its June 2018 informal offer.
- 10) While we believe many of the issues in the INFORMAL proposals could be resolved, the parties are still far apart on PEG financial support. With an impending FCC Order threatening to allow cable operators to seriously reduce the franchise fee payments that this Commission uses to fund the community media operation, this PEG financial support is more important than ever. We estimate Comcast's FORMAL proposal for PEG financial support is about 36% of the amount identified in the formal needs assessment, and less than 50% of what we asked for in the formal model ordinance. (\$1.39 flat fee v. 3% of gross revenues, extended over 10 years)
- 11) Tonight NDC4 must vote to recommend that member cities either accept, or preliminarily deny, Comcast's FORMAL proposal. If NDC4 votes to recommend preliminary denial, then each member city council will be asked to consider the NDC4 recommendation.
- 12) If any of the member cities vote to preliminarily deny, and Comcast requests an administrative hearing as permitted under federal law, then NDC4 will have insurance coverage with the LMCIT, to help cover the legal costs of defense.

Comments Regarding Resolution Recommending Preliminary denial

December 12, 2018

Brian Grogan

1. The Northern Dakota County Cable Communications Commission ("Commission") is a joint powers commission consisting of seven Member Cities.
2. The Commission obtains its authority from the Member Cities under an Amended Joint Powers Cooperative Agreement referred to as the JPA.
3. On February 7, 2018 the Commission directed staff to finalize preparation of formal renewal documents.
4. Commission staff prepared a Formal Needs Assessment Report ("Needs Report")
5. The Needs Report included a Request for Formal Renewal Proposal ("RFRP") and a Model Cable Television Franchise Ordinance ("Model Ordinance")
6. The Needs Report collectively addresses the Commission's and Member Cities' present and future cable-related needs and interests and includes model provisions for satisfying the identified cable-related needs and interests.
7. On April 4, 2018 the Commission approved the Needs Report, RFRP and Model Ordinance.
8. The Commission established July 16, 2018, as a deadline for Comcast's response to the Needs Report, RFRP and Model Ordinance.
9. Even after the issuance of the Needs Report, RFRP and Model Ordinance, the Commission and Comcast engaged in informal renewal negotiations but have so far been unable to arrive at mutually acceptable terms, although informal discussions remain ongoing.
10. On June 28, 2018 Comcast requested a thirty (30) day extension of the deadline for Comcast to provide its formal proposal.
11. On June 29, 2018 the Commission granted Comcast's extension request.
12. The new deadline for Comcast's response to the formal renewal request was set at August 15, 2018.

13. On August 15, 2018, Comcast submitted to the Commission its Formal Proposal in response to the Needs Report, RFRP and Model Ordinance (“Formal Proposal”).
14. The Cable Act provides that upon submittal of Comcast’s Formal Proposal, the Commission shall provide prompt public notice of such formal proposal
15. To that end, on August 26, 2018, the Commission published a notice informing the public that Comcast’s Formal Proposal had been received and was placed on file for public inspection in the Commission’s office, as well as online, and that written public comments may be submitted to the Commission.
16. The Cable further provides that during the 4-month period which begins on the date of the submission of the Formal proposal the Commission has two options:
 - a. renew the franchise, or
 - b. issue a preliminary assessment that the franchise should not be renewed.
17. The 4 month deadline for Commission action is December 15, 2018.
18. The Commission and Comcast were not agreement regarding the authority granted to the Commission under the JPA to conduct certain aspects of the franchise renewal process on behalf of the Member Cities.
19. By letter dated November 28, 2018 the Commission and Comcast agreed that the Commission has the authority to issue a “recommendation” to the Member Cities regarding preliminary approval or denial of Comcast’s Formal Proposal (“Letter of Understanding”).
20. Under the Letter of Understanding, if the Commission recommendation is a preliminary denial, the Commission shall prepare a recommended resolution for consideration and action by each Member City.
21. Under the Letter of Understanding, prior to March 15, 2019, each Member City shall consider and act upon the Commission recommendation at a regular or special City Council meeting.
22. Pursuant to the Letter of Understanding, the Commission and Comcast further agree that if one (1) or more of the Member Cities issue a preliminary denial, the Commission shall administer any requested administrative proceeding on behalf of one (1) or more of the Member Cities in accordance with the Cable Act.
23. The Commission staff has carefully reviewed Comcast’s Formal Proposal and has determined a number of areas where the Formal Proposal fails to meet the

future cable-related community needs and interests set forth in the Needs Report.

24. The specific reasons upon which the Resolution relies upon for a preliminary assessment to deny the Comcast Formal Proposal are set forth in Exhibit A of the resolution.
25. The Resolution also prescribes Rules for the Conduct of an Administrative Hearing, attached to the resolution as Exhibit B.
26. These Rules for the Conduct of an Administrative Hearing comply with all procedural obligations set forth in the Cable Act and will be used by the Commission if the Member Cities issue a preliminary denial of Comcast's Formal Proposal and Comcast seeks an administrative hearing to review such a determination.
27. The Commission's Joint Powers Agreement sets forth rules for weighted voting on certain significant renewal matters such as the issuance of needs assessment or a recommended model cable franchise ordinance.
28. The JPA is silent on whether a weighted vote is required for the adoption of a resolution recommending preliminary denial of Comcast's Formal Proposal.
29. Out of an abundance of caution, Commission Staff recommends that any Commission vote to consider either the Resolution before you this evening, or a motion to approve Comcast's Formal Proposal, be conducted using a weighted vote.
30. The Commission has two options this evening.
 - a. Make a motion to recommend approval of Comcast's Formal Proposal and the Comcast Model Franchise, or
 - b. Adopt the resolution before you this evening which will serve as a Commission recommendation to the Member Cities to issue a preliminary assessment that the Comcast Formal Proposal for Franchise renewal be denied.
31. If the Commission elects to recommend approval of Comcast's Formal Proposal, this can be accomplished by the Commission adopting a motion directing staff to prepare a resolution to each Member City recommending approval the Comcast Formal Proposal as well as the adoption of the Comcast Model Franchise.
32. If the Commission votes to approve the Comcast Formal Proposal, Commission staff should be directed to customize the Comcast Model Franchise for each

Member City so the renewal approval and the award of a new franchise can be accomplished at the same City Council meeting.

33. The Commission's executive committee directed Commission staff to prepare the preliminary denial resolution before you this evening.
34. Commission staff and the Commission legal counsel recommend that the Commission approve of the resolution which will serve as a recommendation to the Member Cities to issue a preliminary assessment that the Comcast Formal Proposal for Franchise renewal be denied.

End of Comments

MEMORANDUM

TO: NDC4 Member Cities

FROM: Northern Dakota County Cable Communications Commission ("NDC4")
Jodie Miller, NDC4 Executive Director
Brian T. Grogan, Moss & Barnett, NDC4 Legal Counsel

SUBJECT: Cable Franchise Renewal Process with Comcast – NDC4

DATE: January 8, 2019

In response to the Commission's Needs Report, Comcast has submitted a formal renewal proposal. The issue for consideration by each City is whether to: 1) grant Comcast renewal of its cable franchise; or 2) issue a preliminary assessment that the franchise should not be renewed.

Below please find a summary of the cable franchise renewal process. In addition, Commission representatives will be present at the City Council meeting and will provide a verbal summary of the renewal process and discuss the Resolution before you at the meeting.

Background

The Northern Dakota County Cable Communications Commission ("Commission") is a joint powers commission consisting of the following seven Member Cities: Inver Grove Heights, Lilydale, Mendota, Mendota Heights, South St. Paul, Sunfish Lake, and West St. Paul, Minnesota. The Commission obtains its authority from the Member Cities under an Amended Joint Powers Cooperative Agreement referred to as the JPA.

On or about April 1, 2000, the Commission's Member Cities each granted nearly identical nonexclusive cable franchise agreements to Comcast (formerly MediaOne of St. Paul, Inc.), each with 15 year franchise terms. In the summer of 2012 Comcast requested renewal of the franchises.

Needs Assessment Process

In 2013 and 2014 the Commission conducted a detailed and comprehensive needs assessment process for the purpose of identifying the future cable-related community needs and interests of the Commission and its Member Cities, and reviewed the performance of Comcast under the existing franchise. Nationally recognized consultants were retained by the Commission to prepare reports and recommendations, which are now included in the Commission's Formal Needs Assessment Report ("Needs Report").

Unforeseen Delays in Renewal Process

In June of 2014 Comcast requested to transfer the cable system to a new entity, however, that request was terminated by Comcast in April 2015.

In February 2015 the Commission and its Member Cities received a request for a competing cable franchise from CenturyLink. The Commission processed CenturyLink's request for a franchise and in March 2016 each Member City granted a competitive cable franchise to CenturyLink.

Extensions of Comcast's Existing Franchise

In 2015 the NDC4 Member Cities each granted an extension of Comcast's existing franchise term through March 31, 2016. Since that time four additional extensions were granted extending the term as follows: 1) through March 31, 2017; 2) through December 31, 2017; 3) through July 31, 2018; and 4) through March 31, 2019.

Status of Renewal Negotiations

Despite numerous informal negotiation meetings, the Commission staff and negotiating committee and Comcast representatives have been unable to reach agreement on several significant renewal issues. Therefore, at the Full Commission meeting held on February 7, 2018, Commission staff was directed to begin the preparation of formal renewal documents required under the Cable Act.

Request for Formal Renewal Proposal

Commission staff prepared the Needs Report. The Needs Report included the consultants' reports and recommendations as well as a Request for Formal Renewal Proposal ("RFRP") and a Model Cable Television Franchise Ordinance ("Model Ordinance"). The Needs Report collectively addresses the Commission's and Member Cities' present and future cable-related needs and interests and includes model provisions for satisfying the identified cable-related needs and interests.

At the April 4, 2018, Full Commission meeting, the Commission approved the Needs Report, RFRP and Model Ordinance, which established a deadline of July 16, 2018, for Comcast to provide its response to the formal renewal request.

Even after the issuance of the Needs Report, RFRP and Model Ordinance, the Commission and Comcast engaged in "informal" renewal negotiations but have so far been unable to arrive at mutually acceptable terms, although informal discussions remain ongoing.

On June 28, 2018, Comcast requested a 30-day extension to provide its response to the formal renewal request and on June 29, 2018, the Commission granted Comcast's extension. The new deadline for Comcast's response to the formal renewal request was August 15, 2018.

Comcast Formal Proposal

On August 15, 2018, Comcast submitted to the Commission its Formal Proposal in response to the Needs Report, RFRP and Model Ordinance ("Formal Proposal"). The Cable Act provides that upon submittal of Comcast's Formal Proposal, the Commission shall provide prompt public notice of such formal proposal. To that end, on August 26, 2018, the Commission published a notice informing the public that Comcast's Formal Proposal had been received and was placed on file for public inspection in the Commission's office, as well as online, and that written public comments may be submitted to the Commission.

The Cable Act further provides that during the four-month period which began on the date of the submission of the Formal Proposal the Commission had the following two options:

1. renew the franchise, or
2. issue a preliminary assessment that the franchise should not be renewed.

The four-month deadline for Commission action was December 15, 2018.

The Commission and Comcast reached an agreement regarding the authority granted to the Commission under the JPA to conduct certain aspects of the franchise renewal process on behalf of the Member Cities. By letter dated November 28, 2018, the Commission and Comcast agreed that the Commission has the authority to issue a "recommendation" to the Member Cities regarding preliminary approval or denial of Comcast's Formal Proposal ("Letter of Understanding"). This Letter of Understanding further provides that on or before March 15, 2019, each Member City shall consider and act upon the Commission recommendation at a regular or special City Council meeting.

Commission Recommendation

On December 12, 2018, the Commission adopted Resolution No. 12-12-2018 - Recommendation Regarding Preliminary Assessment that the Comcast Formal Proposal for Franchise Renewal be denied, attached hereto as Attachment 1. Therefore, each Member City must now consider and act upon the Commission recommendation at a regular or special City Council meeting. As stated above, the options available to each City are to either renew the Comcast franchise under the terms and conditions proposed by Comcast in its formal renewal proposal, or issue a preliminary assessment that the franchise should not be renewed.

Pursuant to the Letter of Understanding, the Commission and Comcast further agreed that if one (1) or more of the Member Cities issue a preliminary denial, the Commission shall administer any requested administrative proceeding on behalf of one (1) or more of the Member Cities jointly, in accordance with the Cable Act.

The Commission staff have carefully reviewed Comcast's Formal Proposal and determined a number of areas where the Formal Proposal fails to meet the future cable-related community needs and interests set forth in the Needs Report. The specific reasons upon which the preliminary assessment to deny the Comcast Formal Proposal are set forth in Exhibit A of

Resolution No. 12-12-2018, attached hereto as Attachment 1. These same reasons have been included in a proposed City resolution now before the City Council for consideration.

Resolution No. 12-12-2018 also prescribes Rules for the Conduct of an Administrative Hearing, included as Exhibit B of Resolution 12-12-2018, attached hereto as Attachment 1. These Rules for the Conduct of an Administrative Hearing comply with all procedural obligations set forth in the Cable Act and will be used by the Commission if the Member Cities issue a preliminary denial of Comcast's Formal Proposal and Comcast seeks an administrative hearing to review such a determination.

City Options

The City has two options at its City Council meeting:

1. Make a motion to recommend approval of Comcast's Formal Proposal and the Comcast Model Franchise, or
2. Adopt the resolution before the City Council, which will serve as the City's preliminary assessment that the Comcast Formal Proposal for franchise renewal should not be renewed.

If the City elects to recommend approval of Comcast's Formal Proposal, this can be accomplished by the City making a motion that directs Commission staff to prepare a resolution for the City recommending such approval as well as the adoption of the Comcast Model Franchise. Also, if the City votes to approve the Comcast Formal Proposal, Commission staff should be directed to customize the Comcast Model Franchise for the City so that the approval of renewal and the award of a new franchise can be accomplished at the next City Council meeting.

Supporting Information

- PowerPoint Presentation
- Proposed City Resolution, which issues a preliminary assessment that the Comcast Formal Proposal for franchise renewal should not be renewed.
- Commission Resolution No. 12-12-2018 - Recommendation Regarding Preliminary Assessment that the Comcast Formal Proposal for Franchise Renewal be Denied.

ATTACHMENT 1
NDC4 RESOLUTION NO. 12-12-2018

NORTHERN DAKOTA COUNTY CABLE COMMUNICATIONS COMMISSION

RESOLUTION NO. 12-12-2018

**RECOMMENDATION REGARDING PRELIMINARY ASSESSMENT THAT THE
COMCAST FORMAL PROPOSAL FOR FRANCHISE RENEWAL BE DENIED**

WHEREAS, the Northern Dakota County Cable Communications Commission ("Commission") is a joint powers commission organized pursuant to Minnesota Statutes §238.08 and §471.59, as amended, and includes the following seven (7) municipalities: Inver Grove Heights, Lilydale, Mendota, Mendota Heights, South St. Paul, Sunfish Lake, and West St. Paul, Minnesota (the "Member Cities"); and

WHEREAS, the Commission was formed in 1982 and presently obtains its authority from the Member Cities under an Amended Joint Powers Cooperative Agreement ("JPA"); and

WHEREAS, on or about March 2000, the Member Cities enacted separate ordinances and entered into individual agreements authorizing MediaOne of St. Paul, Inc. to provide cable service (collectively, the "Franchises"); and

WHEREAS, the Commission has the authority under the JPA to administer the Franchises on behalf of the Member Cities, including negotiating and recommending renewal thereof; and

WHEREAS, as a result of several transfers of the Franchises, Comcast of St. Paul, Inc. ("Comcast") currently holds the Franchises in the Member Cities; and

WHEREAS, Section 626(a)(1) of the Cable Communications Policy Act of 1984, as amended (the "Cable Act"), 47 U.S.C. §546(a)(1), provides that if a written renewal request is submitted by a cable operator during the six (6) month period which begins with the thirty-sixth (36th) month before franchise expiration and ends with the thirtieth (30) month prior to franchise expiration, a franchising authority shall, within six (6) months of the request, commence formal proceedings to identify the future cable-related community needs and interests and to review the performance of the cable operator under its franchise during the then current franchise term; and

WHEREAS, by letters dated July 27, 2012 and August 30, 2012, from Comcast to the Member Cities, Comcast invoked the formal renewal procedures set forth in Section 626 of the Cable Act, 47 U.S.C. §546; and

WHEREAS, the JPA empowers the Commission to conduct the Section 626 formal franchise renewal process on behalf of the Member Cities and to take such other steps and actions as are needed or required to carry out the formal franchise renewal process; and

WHEREAS, by letter dated August 7, 2012 the Commission, on behalf of the Member Cities, informed Comcast that the Commission had commenced proceedings to identify the future cable-related community needs and interests and to review the performance of Comcast under the Franchises; and

WHEREAS, in 2013 and 2014 the Commission conducted a detailed and comprehensive needs assessment process for the purpose of (A) identifying the future cable-related community needs and interests of the Commission and its Member Cities, and (B) reviewing the performance of Comcast under the Franchises, all as required by Section 626(a) of the Cable Act, 47 U.S.C. §546(a); and

WHEREAS, the Commission's needs ascertainment and past performance review produced the following reports: The Buske Group's "Community Needs Ascertainment - Northern Dakota County Cable Communications Commission (Inver Grove Heights, Lilydale, Mendota, Mendota Heights, South St. Paul, Sunfish Lake, and West St. Paul, Minnesota)" and CBG Communications, Inc.'s "Report on the Institutional Network Technical Review and Needs Assessment for the Northern Dakota County Cable Communications Commission;" and

WHEREAS, since 2014 the Commission has been engaged with Comcast in informal franchise renewal negotiations contemplated by 47 USC § 546(h), in hopes of arriving at a renewed franchise; and

WHEREAS, in June of 2014, Comcast submitted FCC Form 394 requesting authority to transfer ownership of the cable system serving the Commission and Member Cities; however, the transfer request was terminated by Comcast in April 2015; and

WHEREAS, in February 2015 the Commission and Member Cities received a request for a competitive cable franchise from Quest Broadband Services, Inc. dba CenturyLink ("CenturyLink"); and

WHEREAS, the Commission processed CenturyLink's request for a franchise and in March 2016 each Member City granted a franchise to CenturyLink; and

WHEREAS, following the grant of the CenturyLink franchise the Commission and Comcast undertook further informal renewal discussions but were not able to reach agreement on a renewed franchise; and

WHEREAS, on February 7, 2018 the Commission directed staff to finalize preparation of formal renewal documents, as specified in Section 626(a)-(g) of the Cable Act, 47 U.S.C. §546(a)-(g); and

WHEREAS, based on the Commission's needs ascertainment and past performance review, best industry practices, national trends in franchising and technology, and its own experience, Commission staff prepared a Formal Needs Assessment Report ("Needs Report") which included a Request for Formal Renewal Proposal ("RFRP") and a Model Cable Television Franchise Ordinance ("Model Ordinance") that collectively address the Member Cities' present and future cable-related needs and interests, establish requirements for facilities, equipment and the channel capacity on Comcast's cable system and include model provisions for satisfying the identified cable-related needs and interests; and

WHEREAS, on April 4, 2018 the Commission approved the Needs Report, RFRP and Model Ordinance; and

WHEREAS, the Commission established July 16, 2018, as a deadline for Comcast's response to the Needs Report, RFRP and Model Ordinance; and

WHEREAS, even after the issuance of the Needs Report, RFRP and Model Ordinance, the Commission and Comcast engaged in informal renewal negotiations pursuant to 47 U.S.C. §546(h) but were unable to arrive at mutually acceptable terms, although informal discussions are ongoing; and

WHEREAS, on June 28, 2018 Comcast requested a thirty (30) day extension of the deadline for Comcast to provide its formal proposal; and

WHEREAS, on June 29, 2018 the Commission granted Comcast's extension request; and

WHEREAS, the new deadline for Comcast's response to the formal renewal request was set at August 15, 2018; and

WHEREAS, on or about August 15, 2018, Comcast submitted to the Commission its Formal Proposal in response to the Needs Report, RFRP and Model Ordinance ("Formal Proposal"); and

WHEREAS, on August 26, 2018, the Commission published a notice informing the public that Comcast's Formal Proposal had been received and was placed on file for public inspection in the Commission's office, as well as online, and that written public comments may be submitted to the Commission; and

WHEREAS, by letter dated November 28, 2018 the Commission and Comcast agreed that the Commission has the authority to issue a recommendation to the Member Cities regarding preliminary approval or denial of Comcast's Formal Proposal ("Letter of Understanding"); and

WHEREAS, under the Letter of Understanding, if the Commission recommendation is a preliminary denial, the Commission shall prepare a recommended resolution for consideration and action by each Member City; and

WHEREAS, under the Letter of Understanding, prior to March 15, 2019, each Member City shall consider and act upon the Commission recommendation at a regular or special City Council meeting; and

WHEREAS, pursuant to the Letter of Understanding, the Commission and Comcast further agree that if one (1) or more of the Member Cities issue a preliminary denial, the Commission shall administer any requested administrative proceeding as a group on behalf of one (1) or more of the Member Cities in accordance with 47 U.S.C. § 546(c); and

WHEREAS, the Commission has carefully reviewed Comcast's Formal Proposal and has determined a number of areas where the Formal Proposal fails to meet the future cable-related community needs and interests taking into account the cost of meeting such needs and interests, each of which is set forth in Exhibit A to this resolution; and

WHEREAS, should Comcast request the commencement of an administrative hearing pursuant to 47 U.S.C. §546(c), the Commission has prescribed Rules for the Conduct of an Administrative Hearing, attached hereto as Exhibit B, which rules comply with all procedural obligations set forth in 47 U.S.C. §546(c); and

WHEREAS, the Commission has carefully considered all public comment, including that contained within the Needs Report.

NOW, THEREFORE, BE IT RESOLVED BY THE NORTHERN DAKOTA COUNTY CABLE COMMUNICATIONS COMMISSION, THAT:

1. Each of the above recitals is hereby incorporated as a finding of fact by the Commission.

2. Exhibits A and B are hereby incorporated by reference as if fully set forth in the body of this Resolution.

3. The Commission recommends that the Member Cities issue a preliminary assessment that the Comcast Formal Proposal should be denied and the Comcast Franchise should not be renewed.

4. The Commission preliminarily finds that Comcast's Formal Proposal fails to meet the Commission's and the Member Cities' future cable-related community needs and interests taking into account the cost of meeting such needs and interests.

5. The basis for the Commission's preliminary assessment is set forth in Exhibit A.

6. The Commission staff is directed to prepare a model resolution in form and substance substantially similar to this resolution for consideration by each of the Member Cities to confirm the Commission's preliminary assessment that Comcast's Formal Proposal fails to meet the Commission's and Member Cities' future cable-related community needs and interests taking into account the cost of meeting such needs and interests.

7. Should the Member Cities confirm the Commission's preliminary assessment, at any administrative hearing requested by Comcast, the Rules for the Conduct of an Administrative Hearing for one (1) or more of the Member Cities, attached hereto as Exhibit B will ensure that Comcast is afforded a fair opportunity for full participation including the right to introduce evidence, to require the production of evidence, and to question witnesses.

8. The Commission finds that its actions are appropriate and reasonable in light of the mandates contained in federal law including 47 U.S.C. §546.

PASSED AND ADOPTED this 12th day of December, 2018.

**NORTHERN DAKOTA COUNTY CABLE
COMMUNICATIONS COMMISSION**

By: George Townville
Its: Chair

ATTEST:

By: Edie M. Miller
Its: Executive Director

EXHIBIT A

Analysis of Comcast's Proposal to the Northern Dakota County Cable Communications Commission

Lack of System Specific Financial Data

Comcast chose not to follow the directions of the RFRP which required that applicants provide financial information pertaining specifically to the Commission franchise area serving the Member Cities. Instead Comcast referred to Comcast Corporations' publicly available 10-K filings. In addition, Comcast submitted a one page income statement as well as a one-half page balance sheet (both labeled *Trade Secret*) prepared with data for the entire Comcast Twin Cities Region (Minnesota and Wisconsin). Comcast declined to provide any financial information specific to the Commission franchise area or for each Member City's franchise area, stating that such information was "confidential and proprietary" and "unnecessary."

Under 47 U.S.C. § 546(c) the Commission and Member Cities are required to consider whether Comcast's Formal Proposal is "reasonable to meet the future cable-related community needs and interests, taking into account the cost of meeting such needs and interests." Without financial information from Comcast that is specific to the cable system in the Commission franchise area, the Commission and Member Cities have limited ability to assess one of Comcast's primary objections to the Needs Report and Model Ordinance – that the cost associated with meeting the identified needs and interests render large portions of the Needs Report and Model Ordinance unreasonable.

Comcast's refusal to submit system specific financial data for the Commission franchise area is in direct violation of the requirements of the RFRP and eliminates the Commission's and Member Cities' ability to weigh the cost implications of the Needs Report and Model Ordinance against the Formal Proposal. Comcast appears to argue instead that the only consideration to be made by the Commission and Member Cities is whether the costs associated with the Needs Report will be "popular" among subscribers – a standard that Comcast appears to have created despite the requirements of 47 U.S.C. § 546. Comcast ignores the plain language of the Cable Act and the legislative history which provide that "in assessing the costs [under § 546(c)(1)(D)], the cable operator's ability to earn a fair rate of return on its investment and the impact of such costs on subscriber rates are important considerations." H.R. Rep. No. 98-934, at 74, reprinted in 1984 U.S.C.C.A.N. at 4711.

When a formal proposal does not satisfy an identified need, it is the franchising authority's obligation to decide whether the operator has established that the cost of meeting that need so outweighs the value of the need that the formal proposal is nonetheless reasonable. Without any specific financial information provided by Comcast to allow the Commission and Member Cities to determine if Comcast can earn a fair rate of return, the Commission and Member Cities are left with only Comcast's opinion that pass-through costs associated with meeting the Needs Report and Model Ordinance would not be well received by subscribers.

The House Report regarding 47 U.S.C. § 546 states:

It is the Committee's intent that the franchise process take place at the local level where city officials have the best understanding of local communications needs and can require cable operators to tailor the cable system to meet those needs.

H.R. Rep. No. 98-934, at 24, reprinted in 1984 U.S.C.C.A.N. at 4661.

As the House Report makes clear, the Commission and Member Cities are in the best position to understand the needs of the community and those needs and interests have been set forth in writing by the Commission when it adopted the Needs Report and Model Ordinance. Comcast appears to argue that the Commission and Member Cities should not focus on whether the Formal Proposal meets the Needs Report considering the cost implications to Comcast, but rather the Commission and Member Cities should consider whether the Needs Report and Model Ordinance may result in a rate increase to subscribers. Comcast relies upon its Comcast Survey to create its own alternative needs ascertainment and argues that if the Needs Report results in any rate increase, no matter what the amount, subscribers would be upset and therefore the costs associated with the Needs Report must be unreasonable.

Nowhere does Comcast present any evidence that Comcast would be unable to continue in business or earn a fair rate of return if cable rates increase to meet the Needs Report and the requirements of the Model Ordinance. Comcast offers no evidence that subscribers would disconnect from the cable system if the Needs Report were met. In fact, over the past 30 years that Comcast has held a franchise in the Commission franchise area, Comcast has routinely increased rates virtually every year to recoup programming cost increases, capital expenditures, employee expenses and other expenses. These rate increases may have been unpopular with subscribers, yet Comcast still implemented the increases and presumably remains a profitable company in the franchise area. Moreover, Comcast has recently entered into cable franchise agreements in the Twin Cities metropolitan area which contain similar or higher fee assessments and more burdensome franchise obligations¹ than those set forth in the Model Ordinance, yet Comcast remains profitable and thriving in those franchise areas based upon the financial information relied upon by Comcast in its Formal Proposal.

Comcast's Alternative Needs Assessment

Despite the fact that 47 U.S.C. § 546(a) requires that the Commission and Member Cities, not Comcast, identify the future cable-related needs and interests, Comcast chose to create its own ascertainment of future needs by submitting as part of its Formal Proposal an alternative Ascertainment Issues Survey dated September 2015 ("Comcast Survey"). Comcast presented its alternative needs and interests throughout the Formal Proposal.

Because 47 U.S.C. § 546(a) requires that the Commission and Member Cities identify the future needs and interests, Comcast's alternative ascertainment is of no value when determining if the Comcast Franchise meets the identified needs and interests contained in the Needs Report and Model Ordinance. To do otherwise would be to create a new ascertainment, one created by Comcast, which would then require a new opportunity to submit a formal proposal. The process

¹ See one recent example - North Suburban Communications Commission ("NSCC") Cable Television Franchise Ordinance with Comcast which became effective in the fall of 2017 (depending upon the date of adoption of the NSCC member cities).

would be forever circular if the Needs Report and Model Ordinance created by the Commission and Member Cities are not maintained in final form, exactly as those documents were approved by the Commission, so that Comcast's Formal Proposal can then be weighed against the needs assessment as contemplated by 47 U.S.C. § 546.

By rejecting large portions of the Needs Report and replacing its findings with Comcast's alternative ascertainment, Comcast has ignored the express requirements of 47 U.S.C. § 546(b). The responsibility to assess future cable-related needs and interests in the franchise area rests with the Commission and Member Cities. Comcast is entitled to demonstrate in its Formal Proposal that Comcast's cost of meeting those identified needs and interests renders such needs and interests unreasonable. However, Comcast is not entitled to exercise legislative authority and determine on behalf of the Commission and Member Cities what those needs and interests may be. Nor is Comcast entitled to submit a formal proposal based on an ascertainment that has not been adopted by the franchising authority – the Commission and Member Cities. Comcast's approach in this renewal turns the federally mandated formal renewal process on its head and is in direct violation of the statutory requirements contained therein.

Comcast refusal to respond to Model Ordinance

Within the Formal Proposal, Comcast completely ignored the Model Ordinance and instead drafted and submitted an entirely different model franchise document which Comcast included as Exhibit 1 of the Formal Proposal - City of [X], Minnesota Ordinance Granting a Cable Television Franchise to Comcast of St. Paul, Inc. ("Comcast Model Franchise"). Comcast argues that the Comcast Model Franchise meets the Comcast Survey, with little regard for the finding of the Needs Report and the requirements of the Model Ordinance as prescribed by 47 U.S.C. § 546(a).

The Commission's Model Ordinance is substantially based on the existing franchise currently held by Comcast as well as the terms and requirements of the April 2016 Cable Television Franchise Ordinance granted by the Commission and the Member Cities to CenturyLink. Under Minn. Stat. § 238.08 the Commission and Member Cities are required to maintain a level playing field on several key franchise issues including the payment of franchise fees, public, education and government access requirements and the franchise area served. By ignoring the Model Ordinance and instead proposing the Comcast Model Franchise, Comcast places the Commission and Member Cities in the position of being unable to comply with Minn. Stat. § 238.08.

Comcast's Formal Proposal is unacceptable

Due to the volume of unacceptable provisions in the Formal Proposal, this Exhibit A will assess the differences between the Comcast Model Franchise on the one hand and the Needs Report and Model Ordinance on the other, to organize and present a list of reasons why Comcast's Formal Proposal is unacceptable and should be preliminarily denied. The below list outlines those portions of the Formal Proposal that are unacceptable as they do not meet the future cable-related community needs and interests set forth in the Needs Report and Model Ordinance, taking into account the costs associated with meeting those needs and interests. Since Comcast has substantially ignored the Model Ordinance and provided an entirely different Comcast Model Franchise, it is not possible to provide a section by section comparison as the documents are

structured differently. The below section references are to the Model Ordinance prepared by the Commission and Member Cities.

Section 1.2 – Definitions

“Gross Revenues” – Within the Comcast Model Franchise, Comcast has proposed material changes to the definition of “Gross Revenues” upon which Comcast’s franchise fee payments are based. In fact, Comcast presents an entirely different definition from that contained in the Model Ordinance. The Needs Report requires that Comcast remit franchise fee payments on any and all revenue derived from the provision of cable services in the franchise area. Comcast’s attempt to limit the gross amount on which the calculation is based is unacceptable.

Comcast proposes that “gross revenues” be calculated in accordance with Generally Accepted Accounting Principles (“GAAP”). GAAP are standards for maintaining a company’s books and records. GAAP does not direct how to calculate cable service revenue, particularly gross revenues specifically defined in a contract (franchise). Comcast’s Formal Proposal could allow items that should be counted as gross revenues to go uncounted and could further allow for deductions for bundled services (cable, telephone and broadband) in excess of the definition included in the Model Ordinance. Nothing in the Cable Act references GAAP, and it is inappropriate to use these principles to allow for the potential unilateral determination by Comcast of what is (or is not) to be counted as gross revenues. For the reasons set forth above, Comcast’s proposed definition of Gross Revenues is unacceptable.

“Right-of-Way” – Comcast does not define the term Right-of-Way, rather Comcast uses the term “Street” in its Comcast Model Franchise. The definition of Right-of-Way is contained in the existing Franchise and is carefully drafted to mirror definitions used by a number of the Member Cities in local city codes. Moreover, the Comcast definition for Street included in the Comcast Model Franchise contains a grant of authority to “entitle the Grantee to the use” of the Streets to install poles, wires and related facilities with no clarification how such a grant of authority would be administered by each Member City. For these reasons Comcast’s proposal to use an overly broad definition for the term “Street” is not acceptable.

“Subscriber” – Comcast has made material changes to the definition of “Subscriber,” which could have the impact of significantly altering the manner in which PEG fees are collected. By deleting the phrase, “[i]n the case of multiple office buildings or multiple dwelling units, the “Subscriber” means each lessee, tenant or occupant, not the building owner,” Comcast is, in part, seeking to reduce the PEG fees to be paid and disproportionately assess PEG fees over its subscriber base. This is particularly true since Comcast is proposing a monthly PEG fee of \$1.39 per subscriber.

By way of example, if such a PEG fee were to be implemented, each subscriber would remit such a fee as part of its monthly payment. But a 100 unit apartment building, with 80 cable Subscribers, may only have to remit one \$1.39 PEG fee (instead of 80 x \$1.39) because, under the Comcast Model Franchise, the landlord would be the only person (Subscriber) with a contractual relationship with Comcast, not each apartment lessee. Taking into consideration the number of multiple dwelling units (“MDU”) in the Commission franchise area and the 10 year

term contemplated by the Model Ordinance, the revenue that may be lost by the Commission and Member Cities due to this change would be significant.

In addition, for other purposes under the Model Ordinance, those living in MDUs may not be considered a "Subscriber" meaning they would have limited ability to exercise rights under customer service standards or related provisions of the Model Ordinance. Only the landlord would be considered the "Subscriber" under the Comcast Model Franchise.

For these reasons, Comcast's proposal to limit the definition of the term "Subscriber" is unacceptable.

Section 2 – Grant of Franchise.

Section 2.2 – Grant of Nonexclusive Authority. Comcast added Section 17.16 in its Comcast Model Franchise titled "Competitive Equity." Such a provision is not included in the Model Ordinance as this issue has long been addressed under Minn. Stat. § 238.08. Comcast's one-sided competitive equity mandate serves as a type of "most favored nations" provision that would allow Comcast to unilaterally walk away from franchise obligations if Comcast determines that another franchise has been granted with different material terms. In the alternative, Comcast seeks the option to abandon the cable franchise and opt into a competitor's franchise issued by a Member City.

Certainly every business would prefer to enter a contract where it is guaranteed the best possible terms and rates for a 10 year period and can unilaterally opt into a competitor's contract whenever it chooses. Comcast desires a franchise which grants to Comcast the authority to run cable and facilities down every street, sidewalk, road and alley. Comcast further desires the security of a long term franchise (10 years) but wants the ability to abandon the franchise with no consequences. Comcast offers the Member Cities no such option for unilateral termination if Comcast enters into a more favorable franchise elsewhere in the country. Unless such a provision works to the benefit of both parties, there is no rationale in contract law and no city would agree to such a one sided provision that can only work to the city's disadvantage.

Neither state nor federal law contains any similar competitive equity provisions other than the previously referenced Minn. Stat. 238.08, which is significantly limited in scope. The Model Ordinance presented by the Commission and Member Cities includes the Minn. Stat. 238.08 mandate. Comcast's competitive equity proposal seeks to provide Comcast with the maximum flexibility while conversely tying the Commission's and Member Cities' hands in negotiations with future competitive cable operators seeking franchises. For these reasons Comcast's competitive equity proposal is unacceptable.

Section 2.6 – Compliance with Applicable Laws and City Code. Comcast has proposed to delete entire sections of the Model Ordinance that would provide the Member Cities the option to amend their respective City Codes and have such code provisions govern over the terms of a franchise granted to Comcast. For this reason Comcast's proposal is unacceptable.

Section 2.8 – Territorial Area Involved. The Model Ordinance requires that in the event of annexation Comcast must serve the annexed territory so long as certain density criteria are met. Comcast's Model Franchise instead includes a provision that would allow Comcast to refuse to

serve an annexed area if a competing cable operator is already providing cable service in that area. Such a provision would mean that rather than receive the benefits of competition in the annexed area, those homes in the annexed area would risk being served by one cable operator and lose the benefits of competition. For this reason Comcast's proposal is unacceptable.

Section 4.10 – Home Wiring. The Model Ordinance contains a requirement that serves to protect residential customers and ensure consumer choice for all providers of cable service in the franchise area. Specifically the provision requires Comcast to provide its subscribers with a notification upon commencement of service, and annually thereafter, advising them of their rights relating to home wiring as expressed by the FCC. The Comcast Model Franchise is completely silent on this provision and offers no alternative for consideration. For this reason Comcast's proposal is unacceptable.

Section 5.3 (e) and (f) – reports. These provisions of the Model Ordinance require Comcast to provide: 1) a quarterly customer service compliance report demonstrating Comcast's compliance with the customer service requirements contained in the franchise; and 2) a monthly subscriber data report consistent with the information Comcast has historically provided over the prior franchise term. Comcast's proposal requires that the Commission and Member Cities "request" reports after a showing of "demonstrated need." Not receiving these reports would prevent the Commission from undertaking the monthly due diligence it has historically performed on behalf of the Member Cities and would significantly limit the ability of the Commission to monitor Comcast's compliance with customer service and financial terms of the franchise. For this reason Comcast's proposal is unacceptable.

Section 6.2 – Subscriber Network Drops to Designated Buildings. The differences between the Model Ordinance and the Comcast Model Franchise are significant in this section. The differences relate to the type of service to be provided, the number of receivers (terminal equipment) to be provided and the number of locations to be served and many other details. For these reasons the Comcast proposal is unacceptable.

Section 7 – Institutional Network. As the Needs Report makes clear, the Institutional Network is an important issue to the Commission and Member Cities. The background regarding how the Institutional Network was financed, constructed, and utilized over the past 15+ year franchise term is set forth in the Needs Report. Section 7 of the Model Ordinance parallels much of the language contained in the existing Franchise between Comcast and Member Cities regarding the Institutional Network. The Commission updated the language to reflect that the Institutional Network is no longer a new construction project, but rather ongoing maintenance of an already existing network, one that was paid for by the institutional users of the network, not Comcast. Rather than provide any response to the Institutional Network or any alternative for consideration, Comcast's Formal Proposal and the Comcast Model Franchise are completely silent regarding the Institutional Network. In fact, there is literally no reference to the term "Institutional Network," nor any Institutional Network services, found anywhere in Comcast's Formal Proposal or Comcast's Model Franchise. As a result there is no ability for the Commission to provide a detailed analysis of any proposed differences between the Needs Report, Model Ordinance and Comcast's Formal Proposal. Comcast's failure to provide any proposal regarding an Institutional Network is unacceptable.

Section 9.1 – Performance Bond. The Comcast Formal Proposal includes a \$100,000 joint performance bond, which is consistent with the Needs Report and the Model Ordinance. However, the Comcast Model Franchise fails to include any procedure under which the Commission or Member Cities can draw on the performance bond. A detailed procedure was included in the Comcast Model Franchise for the Commission or Member Cities to draw on the letter of credit, but no similar process was provided for the performance bond. Consistent with the existing franchise between Comcast and the Member Cities, as well as the requirements set forth in the Model Ordinance, an agreed upon process must be included within the franchise to provide clarification that either the Commission or Member Cities can draw upon the performance bond and the steps which must be undertaken to accomplish such a draw. For these reasons this proposal by Comcast is unacceptable.

Section 9.2(b) – Liquidated Damages. The Needs Report and Model Ordinance have maintained the level of liquidated damages consistent with the amounts contained in the existing Franchise between Comcast and the Member Cities. The amounts of liquidated damages in the Model Ordinance also parallel the liquidated damage levels contained in the CenturyLink franchise. Comcast's Formal Proposal and Model Franchise substantially reduce the amount of each category of liquidated damages. Moreover, Comcast proposes to cap the liquidated damages at 120 days, a provision which is not included in the Model Ordinance nor has ever been included in past franchises between the parties. For these reasons this proposal by Comcast is unacceptable.

Exhibit A – PEG Access. Comcast's Formal Proposal and Comcast's Model Franchise fail in many respects to meet the cable-related needs and interests of the Commission and Member Cities regarding public, education and government ("PEG") access. Below is a list of unacceptable deficiencies in Comcast's Formal Proposal and Comcast's Model Franchise, as compared to the identified needs and interests contained in the Needs Report and Model Ordinance.

1. **Number of PEG channels.** The Commission and Member Cities require seven (7) channels exclusively for PEG use. Comcast proposes to make available three (3) PEG access channels. Comcast offers no evidence of cost, impact on Comcast's business model in the Commission franchise area, or ability to earn a fair rate of return in the Commission franchise area. Comcast simply offers that the Commission and member Cities do not need the current number of PEG channels based on Comcast's assessment of the needs, not based on the Needs Report.
2. **PEG channel technical quality.** Comcast fails to provide contractual commitments to maintain adequate PEG technical quality to meet the standards set forth in the Needs Report and Model Ordinance. Comcast proposes instead to meet a vague technical quality standard that provides no point of comparison upon which to measure whether the PEG technical quality is consistent with those of other commercial programmers, including local television broadcast stations carried on the cable system.
3. **PEG channels in HD.** Within the Needs Report and the Model Ordinance the Commission and Member Cities require that a minimum of three (3) PEG channels be provided in high definition ("HD") technology while also maintaining standard definition

("SD") channels. Through this technology transition, the Commission and Member Cities would reduce one SD PEG channel and would, at the end of the technology transition, receive a total of three (3) SD/HD simulcast channels, and three (3) additional SD channels available for PEG programming. Comcast proposes in its Comcast Model Franchise to make available two (2) SD/HD simulcast channels and one (1) additional SD channel for PEG programming.

4. **PEG HD end user equipment.** Comcast proposes a requirement that any costs of end user equipment associated with the delivery of SD PEG channels in HD format would be borne by the Commission and Member Cities and must be paid for out of PEG funds. This is not a provision contained within the Needs Report or the Model Ordinance.
5. **PEG channel locations.** The Model Ordinance requires that if the PEG channels are relocated to a different location by Comcast, the PEG channels will be located in reasonable proximity to other broadcast channels. Comcast proposes that upon any relocation the PEG channels will be located in reasonable proximity to any other commercial video channels. The result of this proposal means that the PEG channels could be moved to an entirely different channel neighborhood, nowhere near local broadcast channels. Such a result would be inconsistent with the Needs Report and Model Ordinance. Such relocation would have a significant adverse impact on subscriber's ability to locate and view PEG programming and is inconsistent with the Needs Report.
6. **Promotion of PEG access channels.** The Commission and Member Cities have a need for 30 second promotional spots inserted in unsold ad avail timeslots on the cable system consistent with Comcast's past practices under its existing Franchise. The Comcast proposal is silent on this issue.
7. **PEG financial support.** The Needs Report and Model Ordinance outlined a demonstrated need for a PEG fee in the amount of three percent (3%) of Comcast's gross revenues to support PEG programming consistent with applicable law. Comcast's proposal provides for a monthly PEG fee of \$1.39 per subscriber. The difference between these proposals is substantial. Comcast's proposal represents less than 50% of the demonstrated need set forth in the Needs Report and Model Ordinance. Comcast does not rely upon the Needs Report prepared by the Commission and the Member Cities, but rather upon its own alternative ascertainment – the Comcast September 2015 Ascertainment Issues Survey dated ("Comcast Survey").

Moreover, Comcast fails to mention that within the Twin Cities market, Comcast recently agreed to renew a cable franchise with a similarly situated cable commission and in that franchise Comcast agreed to remit a PEG fee in the amount of three percent (3%) of gross revenues.² Comcast has not argued in its Formal Proposal that the PEG fee remitted in that other franchise area is unreasonable based upon the associated cost. Presumably Comcast still manages to maintain a viable business model and generate a return on

2 See Section 6.8 of the North Suburban Communication Commission Cable Television Franchise Ordinance. The 3% PEG fee commenced January of 2018.

investment in this recently renewed franchise area despite the financial support provide for PEG. Within its Formal Proposal Comcast references its recent SEC 10-K filings to support its strong financial position and strength as a leader in the cable communications industry. Because Comcast refused to provide system specific financial data as requested in the RFRP, the Commission and Member Cities are unable to assess the financial impact of the identified needs and interests, including the 3% PEG fee, on Comcast's cable system serving the Commission franchise area.

8. **PEG technical support.** The Model Ordinance outlines a number of existing technical provisions that Comcast currently provides under its existing Franchises with the Member Cities. The Commission and Member Cities have sought to maintain these commitments going forward and have outlined such technical provisions in its Needs Report and Model Ordinance. Comcast's Formal Proposal is largely silent on these technical support obligations or, in the alternative; Comcast substantially changes the manner in which these historical commitments will be maintained going forward.
9. **Video-on-demand.** The Commission and Member Cities have included a commitment to continue the existing video-on-demand services made available for PEG programming by Comcast in the Commission franchise area. Comcast's Formal Proposal and Model Franchise are completely silent on the provision of any PEG video-on-demand.
10. **Interconnection.** The Commission and Member Cities have outlined the need to maintain interconnection with adjacent cable systems for the purpose of sharing Twin Cities PEG programming both within the Needs Report and within the Model Ordinance. Comcast presents a far different approach to interconnection, which may or may not be maintained by Comcast over the term of the franchise and would not be an enforceable obligation by the Member Cities.

For all of the reasons set forth above, the Formal Proposal presented by Comcast to support PEG access programming is unacceptable.

Exhibit C – Service to Public and Private Buildings. The list of institutions included in the Model Ordinance includes continuing existing Comcast service to numerous locations that are not proposed to be served by Comcast within its Model Franchise. Comcast's failure to provide service to the locations listed within Exhibit C of the Model Ordinance is unacceptable.

Exhibit D – List of Fiber Return Locations. A detailed list of fiber return locations was included by the Commission and Member Cities to maintain the existing functionality offered by Comcast on its cable system. Comcast provides a substantially reduced list of fiber return locations. In fact the total number of fiber return locations was reduced by Comcast by over eighty percent (80%). For this reason, Comcast's proposal is unacceptable.

End of Exhibit

EXHIBIT B

Rules for the Conduct of an Administrative Hearing

Section 1. The Commission hereby establishes procedural guidelines for purpose of the administrative hearing under the Cable Communications Policy Act of 1984 as follows:

A. The Commission shall appoint an administrative law judge ("hearing officer") to conduct the administrative hearing and issue recommended findings of fact for consideration by the Commission. Comcast and the Commission will jointly determine the process for selecting an administrative law judge, if necessary. The administrative hearing will be conducted, to the extent practicable and consistent with the requirements of the Cable Communications Policy Act of 1984, pursuant to the provisions for administrative hearings in the Minnesota Administrative Procedures Act. The specific requirements for the administrative hearing shall be as follows:

B. Pre-hearing Discovery:

1. Each side is permitted limited requests for production of documents and twenty (20) interrogatories. With respect to interrogatories, the following rules apply:

a. Interrogatories are to be answered by any officer or agent of either party, who shall furnish such information as is available to the party;

b. Each interrogatory is to be answered separately and fully in writing under oath, unless it is objected to, in which event the objecting party shall state the reasons for the objection and answer to the extent that the interrogatory is not objectionable. All objections shall be stated with specificity and any ground for objection which is not stated in a timely manner is waived unless the party's failure is excused by the Commission for good cause shown; and

c. Interrogatories will be answered within the timeframe established by the hearing officer.

2. No depositions shall be permitted.

3. The hearing officer will rule on all discovery disputes which may arise.

4. Discovery shall close fifteen (15) days before the administrative hearing.

C. Pre-hearing Disclosures:

1. Each side shall disclose to the other the identity of any person who may be used at the hearing to present expert testimony prior to the hearing date. The disclosure must be accompanied by a written report prepared and signed by the expert which shall contain a complete statement of all opinions to be expressed and the basis and reasons therefore; the data or other information considered by the expert informing his or her opinions; and any exhibits to be used as a summary or in support of the opinions so rendered; the qualifications of the witness; the compensation to be paid for the study and testimony of the expert; and a listing of other cases in which the expert has testified at trial within the preceding four (4) years.

2. Exhibits and witness lists will be mutually exchanged one (1) week prior to hearing date. Witness lists will briefly state the subject of the expected testimony of each witness.

D. Administrative Hearing:

(1) The hearing will be conducted on a date established by the hearing officer;

(2) Each side may be represented by an attorney and shall be afforded the opportunity to present relevant evidence and to call and examine witnesses and cross-examine witnesses of the other party;

(3) Commission members may not be called as witnesses nor may the Commission's or Comcast's legal counsel be called as witnesses;

(4) Witnesses will be sworn;

(5) The hearing shall be transcribed by a court reporter;

(6) The hearing officer will determine evidentiary objections. Strict compliance with the federal rules of evidence will not be necessary;

(7) Post-hearing briefs will be permitted in lieu of closing argument. Briefs will be mutually exchanged at a date established by the hearing officer; and

(8) The hearing officer will issue recommended findings of fact based upon the record of the proceeding and stating the reasons therefore, pursuant to the Cable Communications Policy Act of 1984, as amended.

E. The Commission will review the recommended findings of fact from the hearing officer and will, upon request of the parties, permit oral argument before the Commission not to exceed thirty (30) minutes per party. Thereafter the Commission will issue a written decision recommending to the Member Cities to grant or deny the proposal for renewal pursuant to the Cable Communications Policy Act of 1984, as amended.

Section 2. Neither the Commission's Needs Report dated April 4, 2018, nor Comcast's Formal Proposal dated August 15, 2018, have been amended or modified in any way since the dates submitted.

Section 3. The Commission finds that its actions are appropriate and reasonable in light of the mandates contained in federal law including 47 U.S.C. § 546.

End of Exhibit

CITY OF INVER GROVE HEIGHTS, MINNESOTA

RESOLUTION NO. _____

**PRELIMINARY ASSESSMENT THAT THE COMCAST
FORMAL PROPOSAL FOR FRANCHISE RENEWAL BE DENIED**

WHEREAS, on or about April 1, 2000, the City of Inver Grove Heights, Minnesota, (“City”) granted a Cable Television Franchise Ordinance (“Franchise”), which is currently held by Comcast of St. Paul, Inc. (“Comcast”), to provide cable service in the City; and

WHEREAS, the Northern Dakota County Cable Communications Commission (“Commission”) is a joint powers commission organized pursuant to Minnesota Statutes §238.08 and §471.59, as amended, and includes the following seven (7) municipalities: Inver Grove Heights, Lilydale, Mendota, Mendota Heights, South St. Paul, Sunfish Lake, and West St. Paul, Minnesota (the “Member Cities”); and

WHEREAS, the Commission was formed in 1982 and presently obtains its authority from the Member Cities under an Amended Joint Powers Cooperative Agreement (“JPA”); and

WHEREAS, the Commission has the authority under the JPA to administer the Franchises on behalf of the City, including negotiating and recommending renewal thereof; and

WHEREAS, Section 626(a)(1) of the Cable Communications Policy Act of 1984, as amended (the “Cable Act”), 47 U.S.C. §546(a)(1), provides that if a written renewal request is submitted by a cable operator during the six (6) month period which begins with the thirty-sixth (36th) month before franchise expiration and ends with the thirtieth (30) month prior to franchise expiration, a franchising authority shall, within six (6) months of the request, commence formal proceedings to identify the future cable-related community needs and interests and to review the performance of the cable operator under its franchise during the then current franchise term; and

WHEREAS, by letter dated July 27, 2012, from Comcast to the City, Comcast invoked the formal renewal procedures set forth in Section 626 of the Cable Act, 47 U.S.C. §546; and

WHEREAS, the JPA empowers the Commission to conduct the Section 626 formal franchise renewal process on behalf of the City and to take such other steps and actions as are needed or required to carry out the formal franchise renewal process; and

WHEREAS, by letter dated August 7, 2012, the Commission, on behalf of the City, informed Comcast that the Commission had commenced proceedings to identify the future cable-related community needs and interests and to review the performance of Comcast under the Franchises; and

WHEREAS, in 2013 and 2014 the Commission conducted a detailed and comprehensive needs assessment process for the purpose of (A) identifying the future cable-related community needs and interests of the Commission and its Member Cities, and (B) reviewing the

performance of Comcast under the Franchise, all as required by Section 626(a) of the Cable Act, 47 U.S.C. §546(a); and

WHEREAS, the Commission's needs ascertainment and past performance review produced the following reports: The Buske Group's "Community Needs Ascertainment - Northern Dakota County Cable Communications Commission (Inver Grove Heights, Lilydale, Mendota, Mendota Heights, South St. Paul, Sunfish Lake, and West St. Paul, Minnesota)"; CBG Communications Inc.'s, "Report on the Institutional Network Technical Review and Needs Assessment for the Northern Dakota County Cable Communications Commission;" and

WHEREAS, since 2014 the Commission has been engaged with Comcast in informal franchise renewal negotiations contemplated by 47 USC § 546(h), in hopes of arriving at a renewed franchise; and

WHEREAS, in June of 2014 Comcast submitted FCC Form 394 requesting authority to transfer ownership of the cable system serving the Commission and the City; however, the transfer request was terminated by Comcast in April 2015; and

WHEREAS, in February 2015 the Commission and Member Cities received a request for a competitive cable franchise from Quest Broadband Services, Inc. dba CenturyLink ("CenturyLink"); and

WHEREAS, the Commission processed CenturyLink's request for a franchise and in March 2016 the City granted a franchise to CenturyLink; and

WHEREAS, following the grant of the CenturyLink franchise the Commission and Comcast undertook further informal renewal discussions but were not able to reach agreement on a renewed franchise; and

WHEREAS, on February 7, 2018, the Commission directed Commission staff to finalize preparation of formal renewal documents, as specified in Section 626(a)-(g) of the Cable Act, 47 U.S.C. §546(a)-(g); and

WHEREAS, based on the Commission's needs ascertainment and past performance review, best industry practices, national trends in franchising and technology, and its own experience, Commission staff prepared a Formal Needs Assessment Report ("Needs Report"), which included a Request for Formal Renewal Proposal ("RFRP") and a Model Cable Television Franchise Ordinance ("Model Ordinance") that collectively address the Member Cities' present and future cable-related needs and interests, establish requirements for facilities, equipment and the channel capacity on Comcast's cable system, and include model provisions for satisfying the identified cable-related needs and interests; and

WHEREAS, on April 4, 2018, the Commission approved the Needs Report, RFRP and Model Ordinance; and

WHEREAS, the Commission established July 16, 2018, as a deadline for Comcast's response to the Needs Report, RFRP and Model Ordinance; and

WHEREAS, even after the issuance of the Needs Report, RFRP and Model Ordinance, the Commission and Comcast engaged in informal renewal negotiations pursuant to 47 U.S.C. §546(h) but were unable to arrive at mutually acceptable terms, although informal discussions are ongoing; and

WHEREAS, on June 28, 2018, Comcast requested a thirty (30) day extension of the deadline for Comcast to provide its formal proposal; and

WHEREAS, on June 29, 2018, the Commission granted Comcast's extension request; and

WHEREAS, the new deadline for Comcast's response to the formal renewal request was set at August 15, 2018; and

WHEREAS, on or about August 15, 2018, Comcast submitted to the Commission its Formal Proposal in response to the Needs Report, RFRP and Model Ordinance ("Formal Proposal"); and

WHEREAS, on August 26, 2018, the Commission published a notice informing the public that Comcast's Formal Proposal had been received and was placed on file for public inspection in the Commission's office, as well as online, and that written public comments may be submitted to the Commission; and

WHEREAS, by letter dated November 28, 2018, the Commission and Comcast agreed that the Commission has the authority to issue a recommendation to the Member Cities regarding preliminary approval or denial of Comcast's Formal Proposal ("Letter of Understanding"); and

WHEREAS, on December 12, 2018, the Commission adopted Resolution No. 12-12-2018, which issued a Recommendation Regarding Preliminary Assessment that the Comcast Formal Proposal for Franchise Renewal be Denied; and

WHEREAS, under the Letter of Understanding, prior to March 15, 2019, each Member City shall consider and act upon the Commission recommendation at a regular or special City Council meeting; and

WHEREAS, pursuant to the Letter of Understanding, the Commission and Comcast further agree that if one (1) or more of the Member Cities issues a preliminary denial, the Commission shall administer any requested administrative proceeding as a group on behalf of one (1) or more of the Member Cities in accordance with 47 U.S.C. § 546(c); and

WHEREAS, the City has carefully reviewed Comcast's Formal Proposal and agrees with the findings and conclusions set forth in Commission Resolution No. 12-12-2018; and

WHEREAS, the City agrees with the Commission that there are a number of areas where the Formal Proposal fails to meet the future cable-related community needs and interests taking into account the cost of meeting such needs and interests, each of which is set forth in Exhibit A to this resolution; and

WHEREAS, should Comcast request the commencement of an administrative hearing pursuant to 47 U.S.C. §546(c), the City agrees that the Commission should follow the Commission's prescribed Rules for the Conduct of an Administrative Hearing, attached hereto as Exhibit B, which rules comply with all procedural obligations set forth in 47 U.S.C. §546(c); and

WHEREAS, the City has carefully considered all public comment, including that contained within the Needs Report.

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

1. Each of the above recitals is hereby incorporated as a finding of fact by the City.
2. Exhibits A and B are hereby incorporated by reference as if fully set forth in the body of this Resolution.
3. The City hereby issues preliminary assessment that the Comcast Formal Proposal should be denied and the Comcast Franchise should not be renewed.
4. The City preliminarily finds that Comcast's Formal Proposal fails to meet the City's and the Commission's future cable-related community needs and interests taking into account the cost of meeting such needs and interests.
5. The basis for the Commission's preliminary assessment is set forth in Exhibit A.
6. The City hereby confirms the Commission's recommendation that at any administrative hearing requested by Comcast, the Rules for the Conduct of an Administrative Hearing, attached hereto as Exhibit B, will ensure that Comcast is afforded a fair opportunity for full participation including the right to introduce evidence, to require the production of evidence, and to question witnesses.
7. The City finds that its actions are appropriate and reasonable in light of the mandates contained in federal law including 47 U.S.C. §546.

PASSED AND ADOPTED this ____ day of _____, 2019.

CITY OF INVER GROVE HEIGHTS, MINNESOTA

By: _____
Its: _____

ATTEST:

By: _____
Its: _____

EXHIBIT A

Analysis of Comcast's Formal Renewal Proposal to the Northern Dakota County Cable Communications Commission

Lack of System Specific Financial Data

Comcast chose not to follow the directions of the RFRP, which required that applicants provide financial information pertaining specifically to the Commission franchise area serving the Member Cities. Instead Comcast referred to Comcast Corporations' publicly available 10-K filings. In addition, Comcast submitted a one page income statement as well as a one-half page balance sheet (both labeled *Trade Secret*) prepared with data for the entire Comcast Twin Cities Region (Minnesota and Wisconsin). Comcast declined to provide any financial information specific to the Commission franchise area or for each Member City's franchise area, stating that such information was "confidential and proprietary" and "unnecessary."

Under 47 U.S.C. § 546(c) the Commission and Member Cities are required to consider whether Comcast's Formal Proposal is "reasonable to meet the future cable-related community needs and interests, taking into account the cost of meeting such needs and interests." Without financial information from Comcast that is specific to the cable system in the Commission franchise area, the Commission and Member Cities have limited ability to assess one of Comcast's primary objections to the Needs Report and Model Ordinance – that the cost associated with meeting the identified needs and interests render large portions of the Needs Report and Model Ordinance unreasonable.

Comcast's refusal to submit system specific financial data for the Commission franchise area is in direct violation of the requirements of the RFRP and eliminates the Commission's and Member Cities' ability to weigh the cost implications of the Needs Report and Model Ordinance against the Formal Proposal. Comcast appears to argue instead that the only consideration to be made by the Commission and Member Cities is whether the costs associated with the Needs Report will be "popular" among subscribers – a standard that Comcast appears to have created despite the requirements of 47 U.S.C. § 546. Comcast ignores the plain language of the Cable Act and the legislative history, which provide that "in assessing the costs [under § 546(c)(1)(D)], the cable operator's ability to earn a fair rate of return on its investment and the impact of such costs on subscriber rates are important considerations." H.R. Rep. No. 98-934, at 74, reprinted in 1984 U.S.C.C.A.N. at 4711.

When a formal proposal does not satisfy an identified need, it is the franchising authority's obligation to decide whether the operator has established that the cost of meeting that need so outweighs the value of the need that the formal proposal is nonetheless reasonable. Without any specific financial information provided by Comcast to allow the Commission and Member Cities to determine if Comcast can earn a fair rate of return, the Commission and Member Cities are left with only Comcast's opinion that pass-through costs associated with meeting the Needs Report and Model Ordinance would not be well received by subscribers.

The House Report regarding 47 U.S.C. § 546 states:

It is the Committee's intent that the franchise process take place at the local level where city officials have the best understanding of local communications needs and can require cable operators to tailor the cable system to meet those needs.

H.R. Rep. No. 98-934, at 24, reprinted in 1984 U.S.C.C.A.N. at 4661.

As the House Report makes clear, the Commission and Member Cities are in the best position to understand the needs of the community, and those needs and interests have been set forth in writing by the Commission when it adopted the Needs Report and Model Ordinance. Comcast appears to argue that the Commission and Member Cities should not focus on whether the Formal Proposal meets the Needs Report considering the cost implications to Comcast, but rather the Commission and Member Cities should consider whether the Needs Report and Model Ordinance may result in a rate increase to subscribers. Comcast relies upon its Comcast Survey to create its own alternative needs ascertainment and argues that if the Needs Report results in any rate increase, no matter what the amount, subscribers would be upset and therefore the costs associated with the Needs Report must be unreasonable.

Nowhere does Comcast present any evidence that Comcast would be unable to continue in business or earn a fair rate of return if cable rates increase to meet the Needs Report and the requirements of the Model Ordinance. Comcast offers no evidence that subscribers would disconnect from the cable system if the Needs Report were met. In fact, over the past 30 years that Comcast has held a franchise in the Commission franchise area, Comcast has routinely increased rates virtually every year to recoup programming cost increases, capital expenditures, employee expenses and other expenses. These rate increases may have been unpopular with subscribers, yet Comcast still implemented the increases and presumably remains a profitable company in the franchise area. Moreover, Comcast has recently entered into cable franchise agreements in the Twin Cities metropolitan area that contain similar or higher fee assessments and more burdensome franchise obligations¹ than those set forth in the Model Ordinance, yet Comcast remains profitable and thriving in those franchise areas based upon the financial information relied upon by Comcast in its Formal Proposal.

Comcast's Alternative Needs Assessment

Despite the fact that 47 U.S.C. § 546(a) requires that the Commission and Member Cities, not Comcast, identify the future cable-related needs and interests, Comcast chose to create its own ascertainment of future needs by submitting as part of its Formal Proposal an alternative Ascertainment Issues Survey dated September 2015 ("Comcast Survey"). Comcast presented its alternative needs and interests throughout the Formal Proposal.

Because 47 U.S.C. § 546(a) requires that the Commission and Member Cities identify the future needs and interests, Comcast's alternative ascertainment is of no value when determining if the Comcast Franchise meets the identified needs and interests contained in the Needs Report and

¹ See one recent example - North Suburban Communications Commission ("NSCC") Cable Television Franchise Ordinance with Comcast, which became effective in the fall of 2017 (depending upon the date of adoption of the NSCC member cities).

Model Ordinance. To do otherwise would be to create a new ascertainment, one created by Comcast, which would then require a new opportunity to submit a formal proposal. The process would be forever circular if the Needs Report and Model Ordinance created by the Commission and Member Cities are not maintained in final form, exactly as those documents were approved by the Commission, so that Comcast's Formal Proposal can then be weighed against the needs assessment as contemplated by 47 U.S.C. § 546.

By rejecting large portions of the Needs Report and replacing its findings with Comcast's alternative ascertainment, Comcast has ignored the express requirements of 47 U.S.C. § 546(b). The responsibility to assess future cable-related needs and interests in the franchise area rests with the Commission and Member Cities. Comcast is entitled to demonstrate in its Formal Proposal that Comcast's cost of meeting those identified needs and interests renders such needs and interests unreasonable. However, Comcast is not entitled to exercise legislative authority and determine on behalf of the Commission and Member Cities what those needs and interests may be. Nor is Comcast entitled to submit a formal proposal based on an ascertainment that has not been adopted by the franchising authority – the Commission and Member Cities. Comcast's approach in this renewal turns the federally mandated formal renewal process on its head and is in direct violation of the statutory requirements contained therein.

Comcast refusal to respond to Model Ordinance

Within the Formal Proposal, Comcast completely ignored the Model Ordinance and instead drafted and submitted an entirely different model franchise document, which Comcast included as Exhibit 1 of the Formal Proposal - City of [X], Minnesota Ordinance Granting a Cable Television Franchise to Comcast of St. Paul, Inc. ("Comcast Model Franchise"). Comcast argues that the Comcast Model Franchise meets the Comcast Survey, with little regard for the finding of the Needs Report and the requirements of the Model Ordinance as prescribed by 47 U.S.C. § 546(a).

The Commission's Model Ordinance is substantially based on the existing franchise currently held by Comcast, as well as the terms and requirements of the April 2016 Cable Television Franchise Ordinance granted by the Commission and the Member Cities to CenturyLink. Under Minn. Stat. § 238.08 the Commission and Member Cities are required to maintain a level playing field on several key franchise issues, including the payment of franchise fees, public, education and government access requirements and the franchise area served. By ignoring the Model Ordinance and instead proposing the Comcast Model Franchise, Comcast places the Commission and Member Cities in the position of being unable to comply with Minn. Stat. § 238.08.

Comcast's Formal Proposal is unacceptable

Due to the volume of unacceptable provisions in the Formal Proposal, this Exhibit A will assess the differences between the Comcast Model Franchise on the one hand and the Needs Report and Model Ordinance on the other, to organize and present a list of reasons why Comcast's Formal Proposal is unacceptable and should be preliminarily denied. The below list outlines those portions of the Formal Proposal that are unacceptable as they do not meet the future cable-related community needs and interests set forth in the Needs Report and Model Ordinance, taking into account the costs associated with meeting those needs and interests. Since Comcast has

substantially ignored the Model Ordinance and provided an entirely different Comcast Model Franchise, it is not possible to provide a section by section comparison as the documents are structured differently. The below section references are to the Model Ordinance prepared by the Commission and Member Cities.

Section 1.2 – Definitions.

“Gross Revenues” – Within the Comcast Model Franchise, Comcast has proposed material changes to the definition of “Gross Revenues” upon which Comcast’s franchise fee payments are based. In fact, Comcast presents an entirely different definition from that contained in the Model Ordinance. The Needs Report requires that Comcast remit franchise fee payments on any and all revenue derived from the provision of cable services in the franchise area. Comcast’s attempt to limit the gross amount on which the calculation is based is unacceptable.

Comcast proposes that “gross revenues” be calculated in accordance with Generally Accepted Accounting Principles (“GAAP”). GAAP are standards for maintaining a company’s books and records. GAAP does not direct how to calculate cable service revenue, particularly gross revenues specifically defined in a contract (franchise). Comcast’s Formal Proposal could allow items that should be counted as gross revenues to go uncounted and could further allow for deductions for bundled services (cable, telephone and broadband) in excess of the definition included in the Model Ordinance. Nothing in the Cable Act references GAAP, and it is inappropriate to use these principles to allow for the potential unilateral determination by Comcast of what is (or is not) to be counted as gross revenues. For the reasons set forth above, Comcast’s proposed definition of Gross Revenues is unacceptable.

“Right-of-Way” – Comcast does not define the term “Right-of-Way,” rather Comcast uses the term “Street” in its Comcast Model Franchise. The definition of Right-of-Way is contained in the existing Franchise and is carefully drafted to mirror definitions used by a number of the Member Cities in local city codes. Moreover, the Comcast definition for Street included in the Comcast Model Franchise contains a grant of authority to “entitle the Grantee to the use” of the Streets to install poles, wires and related facilities with no clarification how such a grant of authority would be administered by each Member City. For these reasons Comcast’s proposal to use an overly broad definition for the term “Street” is not acceptable.

“Subscriber” – Comcast has made material changes to the definition of “Subscriber,” which could have the impact of significantly altering the manner in which PEG fees are collected. By deleting the phrase, “[i]n the case of multiple office buildings or multiple dwelling units, the “Subscriber” means each lessee, tenant or occupant, not the building owner,” Comcast is, in part, seeking to reduce the PEG fees to be paid and disproportionately assess PEG fees over its subscriber base. This is particularly true since Comcast is proposing a monthly PEG fee of \$1.39 per subscriber.

By way of example, if such a PEG fee were to be implemented, each subscriber would remit such a fee as part of its monthly payment. But a 100 unit apartment building, with 80 cable Subscribers, may only have to remit one \$1.39 PEG fee (instead of 80 x \$1.39) because, under the Comcast Model Franchise, the landlord would be the only person (Subscriber) with a contractual relationship with Comcast, not each apartment lessee. Taking into consideration the

number of multiple dwelling units (“MDU”) in the Commission franchise area and the ten-year term contemplated by the Model Ordinance, the revenue that may be lost by the Commission and Member Cities due to this change would be significant.

In addition, for other purposes under the Model Ordinance, those living in MDUs may not be considered a “Subscriber,” meaning they would have limited ability to exercise rights under customer service standards or related provisions of the Model Ordinance. Only the landlord would be considered the “Subscriber” under the Comcast Model Franchise.

For these reasons, Comcast’s proposal to limit the definition of the term “Subscriber” is unacceptable.

Section 2 – Grant of Franchise.

Section 2.2 – Grant of Nonexclusive Authority. Comcast added Section 17.16 in its Comcast Model Franchise titled “Competitive Equity.” Such a provision is not included in the Model Ordinance as this issue has long been addressed under Minn. Stat. § 238.08. Comcast’s one-sided competitive equity mandate serves as a type of “most favored nations” provision that would allow Comcast to unilaterally walk away from franchise obligations if Comcast determines that another franchise has been granted with different material terms. In the alternative, Comcast seeks the option to abandon the cable franchise and opt into a competitor’s franchise issued by a Member City.

Certainly every business would prefer to enter a contract where it is guaranteed the best possible terms and rates for a ten-year period and can unilaterally opt into a competitor’s contract whenever it chooses. Comcast desires a franchise which grants to Comcast the authority to run cable and facilities down every street, sidewalk, road and alley. Comcast further desires the security of a long term franchise (ten (10) years) but wants the ability to abandon the franchise with no consequences. Comcast offers the Member Cities no such option for unilateral termination if Comcast enters into a more favorable franchise elsewhere in the country. Unless such a provision works to the benefit of both parties, there is no rationale in contract law, and no city would agree to such a one sided provision that can only work to the city’s disadvantage.

Neither state nor federal law contains any similar competitive equity provisions other than the previously referenced Minn. Stat. 238.08, which is significantly limited in scope. The Model Ordinance presented by the Commission and Member Cities includes the Minn. Stat. 238.08 mandate. Comcast’s competitive equity proposal seeks to provide Comcast with the maximum flexibility while conversely tying the Commission’s and Member Cities’ hands in negotiations with future competitive cable operators seeking franchises. For these reasons Comcast’s competitive equity proposal is unacceptable.

Section 2.6 – Compliance with Applicable Laws and City Code. Comcast has proposed to delete entire sections of the Model Ordinance that would provide the Member Cities the option to amend their respective City Codes and have such code provisions govern over the terms of a franchise granted to Comcast. For this reason Comcast’s proposal is unacceptable.

Section 2.8 – Territorial Area Involved. The Model Ordinance requires that in the event of annexation Comcast must serve the annexed territory so long as certain density criteria are met.

Comcast's Model Franchise instead includes a provision that would allow Comcast to refuse to serve an annexed area if a competing cable operator is already providing cable service in that area. Such a provision would mean that rather than receive the benefits of competition in the annexed area, those homes in the annexed area would risk being served by one cable operator and lose the benefits of competition. For this reason Comcast's proposal is unacceptable.

Section 4.10 – Home Wiring. The Model Ordinance contains a requirement that serves to protect residential customers and ensure consumer choice for all providers of cable service in the franchise area. Specifically the provision requires Comcast to provide its subscribers with a notification upon commencement of service, and annually thereafter, advising them of their rights relating to home wiring as expressed by the FCC. The Comcast Model Franchise is completely silent on this provision and offers no alternative for consideration. For this reason Comcast's proposal is unacceptable.

Section 5.3 (e) and (f) – reports. These provisions of the Model Ordinance require Comcast to provide: 1) a quarterly customer service compliance report demonstrating Comcast's compliance with the customer service requirements contained in the franchise; and 2) a monthly subscriber data report consistent with the information Comcast has historically provided over the prior franchise term. Comcast's proposal requires that the Commission and Member Cities "request" reports after a showing of "demonstrated need." Not receiving these reports would prevent the Commission from undertaking the monthly due diligence it has historically performed on behalf of the Member Cities and would significantly limit the ability of the Commission to monitor Comcast's compliance with customer service and the financial terms of the franchise. For this reason Comcast's proposal is unacceptable.

Section 6.2 – Subscriber Network Drops to Designated Buildings. The differences between the Model Ordinance and the Comcast Model Franchise are significant in this section. The differences relate to the type of service to be provided, the number of receivers (terminal equipment) to be provided, the number of locations to be served and many other details. For these reasons the Comcast proposal is unacceptable.

Section 7 – Institutional Network. As the Needs Report makes clear, the Institutional Network is an important issue to the Commission and Member Cities. The background regarding how the Institutional Network was financed, constructed, and utilized over the past 15+ year franchise term is set forth in the Needs Report. Section 7 of the Model Ordinance parallels much of the language contained in the existing Franchise between Comcast and Member Cities regarding the Institutional Network. The Commission updated the language to reflect that the Institutional Network is no longer a new construction project, but rather ongoing maintenance of an already existing network, one that was paid for by the institutional users of the network, not Comcast. Rather than provide any response to the Institutional Network or any alternative for consideration, Comcast's Formal Proposal and the Comcast Model Franchise are completely silent regarding the Institutional Network. In fact, there is literally no reference to the term "Institutional Network," nor any Institutional Network services, found anywhere in Comcast's Formal Proposal or Comcast's Model Franchise. As a result there is no ability for the Commission to provide a detailed analysis of any proposed differences between the Needs Report, Model Ordinance and Comcast's Formal Proposal. Comcast's failure to provide any proposal regarding an Institutional Network is unacceptable.

Section 9.1 – Performance Bond. The Comcast Formal Proposal includes a \$100,000 joint performance bond, which is consistent with the Needs Report and the Model Ordinance. However, the Comcast Model Franchise fails to include any procedure under which the Commission or Member Cities can draw on the performance bond. A detailed procedure was included in the Comcast Model Franchise for the Commission or Member Cities to draw on the letter of credit, but no similar process was provided for the performance bond. Consistent with the existing franchise between Comcast and the Member Cities, as well as the requirements set forth in the Model Ordinance, an agreed upon process must be included within the franchise to provide clarification that either the Commission or Member Cities can draw upon the performance bond and the steps which must be undertaken to accomplish such a draw. For these reasons this proposal by Comcast is unacceptable.

Section 9.2(b) – Liquidated Damages. The Needs Report and Model Ordinance have maintained the level of liquidated damages consistent with the amounts contained in the existing Franchise between Comcast and the Member Cities. The amounts of liquidated damages in the Model Ordinance also parallel the liquidated damage levels contained in the CenturyLink franchise. Comcast’s Formal Proposal and Model Franchise substantially reduce the amount of each category of liquidated damages. Moreover, Comcast proposes to cap the liquidated damages at 120 days, a provision which is not included in the Model Ordinance nor has ever been included in past franchises between the parties. For these reasons this proposal by Comcast is unacceptable.

Exhibit A – PEG Access. Comcast’s Formal Proposal and Comcast’s Model Franchise fail in many respects to meet the cable-related needs and interests of the Commission and Member Cities regarding public, education and government (“PEG”) access. Below is a list of unacceptable deficiencies in Comcast’s Formal Proposal and Comcast’s Model Franchise, as compared to the identified needs and interests contained in the Needs Report and Model Ordinance.

1. **Number of PEG channels.** The Commission and Member Cities require seven (7) channels exclusively for PEG use. Comcast proposes to make available three (3) PEG access channels. Comcast offers no evidence of cost, impact on Comcast’s business model in the Commission franchise area, or ability to earn a fair rate of return in the Commission franchise area. Comcast simply offers that the Commission and member Cities do not need the current number of PEG channels based on Comcast’s assessment of the needs, not based on the Needs Report.
2. **PEG channel technical quality.** Comcast fails to provide contractual commitments to maintain adequate PEG technical quality to meet the standards set forth in the Needs Report and Model Ordinance. Comcast proposes instead to meet a vague technical quality standard that provides no point of comparison upon which to measure whether the PEG technical quality is consistent with those of other commercial programmers, including local television broadcast stations carried on the cable system.
3. **PEG channels in HD.** Within the Needs Report and the Model Ordinance the Commission and Member Cities require that a minimum of three (3) PEG channels be provided in high definition (“HD”) technology while also maintaining standard definition

(“SD”) channels. Through this technology transition, the Commission and Member Cities would reduce one SD PEG channel and would, at the end of the technology transition, receive a total of three (3) SD/HD simulcast channels, and three (3) additional SD channels available for PEG programming. Comcast proposes in its Comcast Model Franchise to make available two (2) SD/HD simulcast channels and one (1) additional SD channel for PEG programming.

4. **PEG HD end user equipment.** Comcast proposes a requirement that any costs of end user equipment associated with the delivery of SD PEG channels in HD format would be borne by the Commission and Member Cities and must be paid for out of PEG funds. This is not a provision contained within the Needs Report or the Model Ordinance.
5. **PEG channel locations.** The Model Ordinance requires that if the PEG channels are relocated to a different location by Comcast, the PEG channels will be located in reasonable proximity to other broadcast channels. Comcast proposes that upon any relocation the PEG channels will be located in reasonable proximity to any other commercial video channels. The result of this proposal means that the PEG channels could be moved to an entirely different channel neighborhood, nowhere near local broadcast channels. Such a result would be inconsistent with the Needs Report and Model Ordinance. Such relocation would have a significant adverse impact on subscriber’s ability to locate and view PEG programming and is inconsistent with the Needs Report.
6. **Promotion of PEG access channels.** The Commission and Member Cities have a need for 30 second promotional spots inserted in unsold ad avail timeslots on the cable system consistent with Comcast’s past practices under its existing Franchise. The Comcast proposal is silent on this issue.
7. **PEG financial support.** The Needs Report and Model Ordinance outlined a demonstrated need for a PEG fee in the amount of three percent (3%) of Comcast’s gross revenues to support PEG programming consistent with applicable law. Comcast’s proposal provides for a monthly PEG fee of \$1.39 per subscriber. The difference between these proposals is substantial. Comcast’s proposal represents less than 50% of the demonstrated need set forth in the Needs Report and Model Ordinance. Comcast does not rely upon the Needs Report prepared by the Commission and the Member Cities, but rather upon its own alternative ascertainment – the Comcast September 2015 Ascertainment Issues Survey (“Comcast Survey”).

Moreover, Comcast fails to mention that within the Twin Cities market, Comcast recently agreed to renew a cable franchise with a similarly situated cable commission, and in that franchise Comcast agreed to remit a PEG fee in the amount of three percent (3%) of gross revenues.² Comcast has not argued in its Formal Proposal that the PEG fee remitted in that other franchise area is unreasonable based upon the associated cost. Presumably Comcast still manages to maintain a viable business model and generate a return on

² See Section 6.8 of the North Suburban Communications Commission Cable Television Franchise Ordinance. The 3% PEG fee commenced January of 2018.

investment in this recently renewed franchise area despite the financial support provided for PEG. Within its Formal Proposal Comcast references its recent SEC 10-K filings to support its strong financial position and strength as a leader in the cable communications industry. Because Comcast refused to provide system specific financial data as requested in the RFRP, the Commission and Member Cities are unable to assess the financial impact of the identified needs and interests, including the 3% PEG fee, on Comcast's cable system serving the Commission franchise area.

8. **PEG technical support.** The Model Ordinance outlines a number of existing technical provisions that Comcast currently provides under its existing Franchises with the Member Cities. The Commission and Member Cities have sought to maintain these commitments going forward and have outlined such technical provisions in its Needs Report and Model Ordinance. Comcast's Formal Proposal is largely silent on these technical support obligations, or in the alternative, Comcast substantially changes the manner in which these historical commitments will be maintained going forward.
9. **Video-on-demand.** The Commission and Member Cities have included a commitment to continue the existing video-on-demand services made available for PEG programming by Comcast in the Commission franchise area. Comcast's Formal Proposal and Model Franchise are completely silent on the provision of any PEG video-on-demand.
10. **Interconnection.** The Commission and Member Cities have outlined the need to maintain interconnection with adjacent cable systems for the purpose of sharing Twin Cities PEG programming both within the Needs Report and within the Model Ordinance. Comcast presents a far different approach to interconnection, which may or may not be maintained by Comcast over the term of the franchise and would not be an enforceable obligation by the Member Cities.

For all of the reasons set forth above, the Formal Proposal presented by Comcast to support PEG access programming is unacceptable.

Exhibit C – Service to Public and Private Buildings. The list of institutions included in the Model Ordinance includes continuing existing Comcast service to numerous locations that are not proposed to be served by Comcast within its Model Franchise. Comcast's failure to provide service to the locations listed within Exhibit C of the Model Ordinance is unacceptable.

Exhibit D – List of Fiber Return Locations. A detailed list of fiber return locations was included by the Commission and Member Cities to maintain the existing functionality offered by Comcast on its cable system. Comcast provides a substantially reduced list of fiber return locations. In fact the total number of fiber return locations was reduced by Comcast by over eighty percent (80%). For this reason, Comcast's proposal is unacceptable.

End of Exhibit

EXHIBIT B

Rules for the Conduct of an Administrative Hearing

Section 1. The Commission hereby establishes procedural guidelines for purpose of the administrative hearing under the Cable Communications Policy Act of 1984 as follows:

A. The Commission shall appoint an administrative law judge (“hearing officer”) to conduct the administrative hearing and issue recommended findings of fact for consideration by the Commission. Comcast and the Commission will jointly determine the process for selecting an administrative law judge, if necessary. The administrative hearing will be conducted, to the extent practicable and consistent with the requirements of the Cable Communications Policy Act of 1984, pursuant to the provisions for administrative hearings in the Minnesota Administrative Procedures Act. The specific requirements for the administrative hearing shall be as follows:

B. Pre-hearing Discovery:

1. Each side is permitted limited requests for production of documents and twenty (20) interrogatories. With respect to interrogatories, the following rules apply:

a. Interrogatories are to be answered by any officer or agent of either party, who shall furnish such information as is available to the party;

b. Each interrogatory is to be answered separately and fully in writing under oath, unless it is objected to, in which event the objecting party shall state the reasons for the objection and answer to the extent that the interrogatory is not objectionable. All objections shall be stated with specificity and any ground for objection which is not stated in a timely manner is waived unless the party’s failure is excused by the Commission for good cause shown; and

c. Interrogatories will be answered within the timeframe established by the hearing officer.

2. No depositions shall be permitted.

3. The hearing officer will rule on all discovery disputes which may arise.

4. Discovery shall close fifteen (15) days before the administrative hearing.

C. Pre-hearing Disclosures:

1. Each side shall disclose to the other the identity of any person who may be used at the hearing to present expert testimony prior to the hearing date. The disclosure must be accompanied by a written report prepared and signed by the expert which shall contain a complete statement of all opinions to be expressed and the basis and reasons therefore; the data or other information considered by the expert informing his or her opinions; and any exhibits to be used as a summary or in support of the opinions so rendered; the qualifications of the witness; the compensation to be paid for the study and testimony of the expert; and a listing of other cases in which the expert has testified at trial within the preceding four (4) years.

2. Exhibits and witness lists will be mutually exchanged one (1) week prior to hearing date. Witness lists will briefly state the subject of the expected testimony of each witness.

D. Administrative Hearing:

(1) The hearing will be conducted on a date established by the hearing officer;

(2) Each side may be represented by an attorney and shall be afforded the opportunity to present relevant evidence and to call and examine witnesses and cross-examine witnesses of the other party;

(3) Commission members may not be called as witnesses nor may the Commission's or Comcast's legal counsel be called as witnesses;

(4) Witnesses will be sworn;

(5) The hearing shall be transcribed by a court reporter;

(6) The hearing officer will determine evidentiary objections. Strict compliance with the federal rules of evidence will not be necessary;

(7) Post-hearing briefs will be permitted in lieu of closing argument. Briefs will be mutually exchanged at a date established by the hearing officer; and

(8) The hearing officer will issue recommended findings of fact based upon the record of the proceeding and stating the reasons therefore, pursuant to the Cable Communications Policy Act of 1984, as amended.

E. The Commission will review the recommended findings of fact from the hearing officer and will, upon request of the parties, permit oral argument before the Commission not to exceed thirty (30) minutes per party. Thereafter the Commission will issue a written decision recommending to the Member Cities to grant or deny the proposal for renewal pursuant to the Cable Communications Policy Act of 1984, as amended.

Section 2. Neither the Commission's Needs Report dated April 4, 2018, nor Comcast's Formal Proposal dated August 15, 2018, have been amended or modified in any way since the dates submitted.

Section 3. The Commission finds that its actions are appropriate and reasonable in light of the mandates contained in federal law including 47 U.S.C. § 546.

End of Exhibit

**LEVANDER,
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MATTHEW K. BROKL

MEMO

TO: Inver Grove Heights Mayor and Councilmembers
FROM: Timothy J. Kuntz, City Attorney
DATE: January 10, 2019
RE: Ordinance Amending IGH City Code Title 4, Chapter 1, Sections 4, 5, 6 and 14 to Permit the Issuance of On-Sale Brew Pub Liquor Licenses, Sunday On-Sale Brew Pub Liquor Licenses and Off-Sale Brew Pub Malt Liquor Licenses and Unanimous Resolution Authorizing Two Readings of Proposed Ordinance; (First Reading on January 14, 2018 and Second and Final Reading on January 28, 2019)

Section 1. Background. Lakeville Brewing Company has purchased the former Ruby Tuesday's restaurant at 9051 Buchanan Trail in the Arbor Pointe commercial development. Lakeville Brewing Company proposes to construct a full-fledged brewery that will support a 2,000 barrel per year operation together with a full service restaurant.

Currently, the Inver Grove Heights City Code does not contain provisions for: (i) on-sale brew pub intoxicating liquor licenses, (ii) on-sale brew pub 3.2 percent malt liquor licenses, (iii) off-sale brew pub malt liquor licenses or (iv) Sunday on-sale brew pub intoxicating liquor licenses.

Section 2. Ordinance. At the January 14, 2019 Council meeting, the Council will consider passage of the attached proposed Ordinance Amending Inver Grove Heights City Code Title 4, Chapter 1, Sections 4, 5, 6 and 14 to Permit the Issuance of On-Sale Brew Pub Liquor Licenses and Off-Sale Brew Pub Malt Liquor Licenses. The proposed ordinance would allow the following:

- Allows a brew pub to obtain an on-sale intoxicating liquor license for the restaurant within the brew pub.
- Allows a brew pub to obtain a Sunday on-sale intoxicating liquor license for the restaurant within the brew pub.

- Allows a brew pub to obtain an off-sale brew pub malt liquor license which would permit only the off-sale of malt liquor produced and packaged on the licensed premises.

A brew pub (as defined by statute) can obtain an on-sale intoxicating liquor license for the restaurant in the brew pub. It can also sell off-sale a limited quantity of the beer that it brews. So, by the ordinance revision we are adding three licenses:

- On-sale intoxicating liquor for the restaurant in the brew pub
- Sunday on-sale intoxicating liquor for the restaurant in the brew pub
- Off-sale intoxicating liquor (limited quantities) for the brew pub

The owner/operator of the brewery/restaurant will have to apply for the 3 licenses. Before issuing the actual liquor licenses, the Council will have to conduct a public hearing pursuant to City Code Section 4-1-12. This is the customary public hearing that is held for every issuance of a liquor license (except for a temporary license).

Section 3. Definitions. The existing liquor section of the City Code adopts by reference all the definitions of the State Statutes dealing with liquor (Chapter 340A of the Minnesota Statutes).

Minn. Stat. § 340A.24 defines brew pubs as follows:

340A.24 BREW PUBS.

Subdivision 1. On-sale license.

A brew pub may be issued an on-sale intoxicating liquor or 3.2 percent malt liquor license by a municipality for a restaurant operated in the place of manufacture.

Subd. 2. Off-sale license.

Notwithstanding section 340A.405, a brew pub that holds an on-sale license issued pursuant to this section may, with the approval of the commissioner, be issued a license by a municipality for off-sale of malt liquor produced and packaged on the licensed premises. Off-sale of malt liquor shall be limited to the legal hours for off-sale at exclusive liquor stores in the jurisdiction in which the brew pub is located, and the malt liquor sold off-sale must be removed from the premises before the applicable off-sale closing time at exclusive liquor stores, except that malt liquor in growlers only may be sold at off-sale on Sundays. Sunday sales must be approved by the licensing jurisdiction and hours may be established by those jurisdictions. Packaging of malt liquor for off-sale under this subdivision must comply with section 340A.285.

Subd. 3. Total retail sales.

A brew pub's total retail sales at on- or off-sale under this section may not exceed 3,500 barrels per year, provided that off-sales may not total more than 750 barrels.

Subd. 4. Interest in other license.

(a) A brew pub may hold or have an interest in other retail on-sale licenses, but may not have an ownership interest in whole or in part, or be an officer, director, agent, or employee of, any other manufacturer, brewer, importer, or wholesaler, or be an affiliate thereof whether the affiliation is corporate or by management, direction, or control.

(b) Notwithstanding this prohibition, a brew pub may be an affiliate or subsidiary company of a brewer licensed in Minnesota or elsewhere if that brewer's only manufacture of malt liquor is:

- (1) manufacture licensed under section 340A.301, subdivision 6, clause (d);
- (2) manufacture in another state for consumption exclusively in a restaurant located in the place of manufacture; or
- (3) manufacture in another state for consumption primarily in a restaurant located in or immediately adjacent to the place of manufacture if the brewer was licensed under section 340A.301, subdivision 6, clause (d), on January 1, 1995.

Subd. 5. Prohibition.

A brew pub licensed under this chapter may not be licensed as an importer under section 340A.302.

Section 4. Notice of Proposed Ordinance. Attached to this memo is a Notice of Proposed Ordinance which was posted at City Hall, posted on the City website and e-mailed to all parties on the City electronic distribution list.

Under the new law, Minn. Stat. § 415.19 requires posting and notice of a proposed ordinance at least 10 days before the Council meeting at which the proposed ordinance is scheduled for a final vote.

Section 5. Resolution Authorizing Two Readings of Ordinance. In order to assist Lakeville Brewing with expediting its land use applications, City staff has proposed that the Council authorize passage of the attached ordinance with fewer than three readings. The attached Resolution presumes there will be two readings, namely, the first reading on January 14, 2019 and the second and final reading on January 28, 2019.

With regard to ordinance adoption, Inver Grove Heights City Code Title 1, Chapter 2, Section 3(D)(1) requires three readings of an ordinance at three separate regular meetings. However, Title 1, Chapter 2, Section 3 (D)(2) provides as follows:

“An ordinance may be presented, read and passed at any one council meeting if the rules are suspended by unanimous vote of the whole council. The ordinance may then be passed by a majority vote.”

If the Council wishes to suspend the rules it must be by unanimous vote with authorization to pass the attached ordinance with two readings only. The attached Council Resolution authorizes passage of the Ordinance Amending Inver Grove Heights City Code Title 4, Chapter 1, Sections 4, 5, 6 and 14 to Permit the Issuance of On-Sale Brew Pub Liquor Licenses and Off-Sale Brew Pub Malt Liquor Licenses with only two reading, instead of three readings. The attached Resolution can be considered at the January 28, 2019 Council meeting (the second reading).

Section 6. Council Action. The Council will consider the first reading of the following Ordinance at the January 14, 2019 Council meeting:

1. An Ordinance Amending Inver Grove Heights City Code Title 4, Chapter 1, Sections 4, 5, 6 and 14 to Permit the Issuance of On-Sale Brew Pub Liquor Licenses and Off-Sale Brew Pub Malt Liquor Licenses at the January 14, 2019 Council meeting.

Attachments

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

**NOTICE OF PROPOSED ORDINANCE AMENDING INVER GROVE HEIGHTS
CITY CODE TITLE 4 CHAPTER 1 SECTIONS 4, 5, 6 AND 14 TO PERMIT THE
ISSUANCE OF ON-SALE BREW PUB LIQUOR LICENSES AND
OFF-SALE BREW PUB MALT LIQUOR LICENSES**

PLEASE TAKE NOTICE that on Monday, January 14, 2019 at 7:00 p.m. at the Inver Grove Heights City Hall, 8150 Barbara Avenue, Inver Grove Heights, Minnesota, the Inver Grove Heights City Council will consider passage of the attached proposed Ordinance Amending Inver Grove Heights City Code Title 4 Chapter 1 Sections 4, 5, 6 and 14 to Permit the Issuance of On-Sale Brew Pub Liquor Licenses and Off-Sale Brew Pub Malt Liquor Licenses. The proposed Ordinance would allow the following:

- Allows a brew pub to obtain an on-sale intoxicating liquor license for the restaurant within the brew pub.
- Allows a brew pub to obtain a Sunday on-sale intoxicating liquor license for the restaurant within the brew pub.
- Allows a brew pub to obtain an off-sale brew pub malt liquor license which would permit only the off-sale of malt liquor produced and packaged on the licensed premises.

Written and oral comments will be received at the Meeting on January 14, 2019. If you wish to provide comments in advance of the Meeting, you may send them to the City Clerk at mtesser@invergroveheights.org.

CITY OF INVER GROVE HEIGHTS

By: /s/
Michelle Tesser, City Clerk

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

RESOLUTION NO. _____

**A UNANIMOUS RESOLUTION PURSUANT TO SECTION 1-2-3 OF
INVER GROVE HEIGHTS CITY CODE AUTHORIZING CONSIDERATION
AND PASSAGE AT TWO READINGS OF THE FOLLOWING ORDINANCE:**

**ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE TITLE 4,
CHAPTER 1, SECTIONS 4, 5, 6 AND 14 TO PERMIT THE ISSUANCE OF ON-SALE
BREW PUB LIQUOR LICENSES AND OFF-SALE BREW PUB MALT LIQUOR
LICENSES**

WHEREAS, Section 1-2-3 states that the City Council by unanimous vote may suspend the rules and may consider and adopt an ordinance at two readings instead of three readings; and

WHEREAS, the City Council wishes to consider adoption of the following ordinance with two readings instead of three readings:

**ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE TITLE 4,
CHAPTER 1, SECTIONS 4, 5, 6 AND 14 TO PERMIT THE ISSUANCE OF ON-SALE
BREW PUB LIQUOR LICENSES AND OFF-SALE BREW PUB MALT LIQUOR
LICENSES**

NOW, THEREFORE, BE IT RESOLVED that the City Council of Inver Grove Heights, by unanimous vote of the Council, hereby suspends the rules pursuant to Section 1-2-3 of the Inver Grove Heights City Code and does hereby authorize consideration and passage of the following ordinance at two readings (the first on January 14, 2019 and the second on January 28, 2019) instead of three readings:

**ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE TITLE 4,
CHAPTER 1, SECTIONS 4, 5, 6 AND 14 TO PERMIT THE ISSUANCE OF ON-SALE
BREW PUB LIQUOR LICENSES AND OFF-SALE BREW PUB MALT LIQUOR
LICENSES**

Adopted by the unanimous vote of the City Council of the City of Inver Grove Heights on the 28th day of January, 2019.

Ayes: 5

Nays: 0

Attest:

George Tourville, Mayor

Michelle Tesser, City Clerk

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

ORDINANCE NO. _____

**AN ORDINANCE AMENDING INVER GROVE HEIGHTS
CITY CODE TITLE 4 CHAPTER 1 SECTIONS 4, 5, 6, AND 14 TO PERMIT THE
ISSUANCE OF ON-SALE BREW PUB LIQUOR LICENSES, SUNDAY ON-SALE
BREW PUB LIQUOR LICENSES, AND OFF-SALE BREW PUB MALT LIQUOR
LICENSES**

The City Council of Inver Grove Heights does hereby ordain:

Section 1. Amendment. Inver Grove Heights City Code Title 4 Chapter 1 Section 4(A) is hereby amended to add the following types of licenses:

On-sale brew pub intoxicating liquor license

On-sale brew pub 3.2 percent malt liquor license

Off-sale brew pub malt liquor license

Sunday on-sale brew pub intoxicating liquor license

Section 2. Amendment. Inver Grove Heights City Code Title 4 Chapter 1 Section 4(B) is hereby amended to add the following provisions:

16. On-Sale Brew Pub Intoxicating Liquor License: On-sale brew pub intoxicating liquor licenses may be issued to a brew pub for a restaurant operated in the place of manufacture.

17. On-Sale Brew Pub 3.2 Percent Malt Liquor License: On-sale brew pub 3.2 percent malt liquor licenses may be issued for a brew pub for a restaurant operated in the place of manufacture.

18. Off-Sale Brew Pub Malt Liquor License: Off-sale brewpub malt liquor licenses may, with the approval of the commissioner of public safety, be issued to a brew pub that holds an on-sale brew pub intoxicating liquor license or an on-sale brew pub 3.2 percent male liquor license. The license shall allow the off-sale of malt liquor produced and packaged on the licensed premises and shall be limited to the legal hours for off-sale at exclusive liquor stores within the City, except that malt liquor in growlers only may be sold at off-sale on Sundays at the hours approved for off-sales at exclusive liquor stores.

19. Sunday On-Sale Brew Pub Intoxicating Liquor License: Sunday on-sale brew pub intoxicating liquor licenses may be issued to a brew pub that holds an on-sale brew pub intoxicating liquor license. A Sunday On-Sale Brew Pub Liquor License shall permit the sale of intoxicating liquor for consumption on the premises between the hours of eight o'clock (8:00) A.M. on Sunday and two o'clock (2:00) A.M. on Monday in conjunction with the sale of food.

Section 3. Amendment. Inver Grove Heights City Code Title 4 Chapter 1 Section 5 is hereby amended to add the following provisions:

On-sale brew pub intoxicating liquor license	No maximum limit
On-sale brew pub 3.2 percent malt liquor license	No maximum limit
Off-sale brew pub malt liquor license	No maximum limit
Sunday on-sale brew pub intoxicating liquor license	No maximum limit

Section 4. Amendment. Inver Grove Heights City Code Title 4 Chapter 1 Section 6(I) is hereby amended to add the following provisions:

6. The restrictions of this Section 4-1-6(I) do not apply to off-sale brew pub malt liquor licenses.

Section 5. Amendment. Inver Grove Heights City Code Title 4 Chapter 1 Section 14(C) is hereby amended to add the following provisions:

6. Under a Sunday brew pub intoxicating liquor license, a restaurant located in a brew pub with seating capacity for at least thirty (30) people may serve intoxicating liquor between the hours of eight o'clock (8:00) A.M. on Sunday and two o'clock (2:00) A.M. on Monday in conjunction with the serving of food, provided the establishment has a two o'clock (2:00) A.M. permit issued by the commissioner of public safety.

Section 6. Effective Date. This Ordinance shall be in full force and effect from and after its passage and publication according to law.

Passed in regular session of the City Council on the ____ day of ____, 2019.

CITY OF INVER GROVE HEIGHTS

By: _____
George Tourville, Mayor

ATTEST:

By: _____
Michelle Tesser, City Clerk

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

2019 APPOINTMENTS – Appoint Council Representatives to the Inver Grove Heights Local Issues Meetings

Meeting Date: January 14, 2019
 Item Type: Regular
 Contact: 651-450-2513
 Prepared by: Michelle Tesser
 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:

Appoint to Council representatives to attend the Inver Grove Heights Local Issues Meetings.

SUMMARY:

The Council will appoint two Council representatives to attend the Inver Grove Heights Local Issues meetings that are held at the River Heights Chamber of Commerce Offices. The monthly meetings are held on the second Thursday of the designated month at 8:00 am.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

2019 APPOINTMENTS – Appoint Council Representative to the Progress Plus Meetings

Meeting Date: January 14, 2019
 Item Type: Regular
 Contact: 651-450-2513
 Prepared by: Michelle Tesser
 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:

Appoint to Council representatives to attend the Progress Plus Board of Directors Meetings.

SUMMARY:

The Council will appoint one Council representatives and one alternate Council representative to attend the Progress Plus Board of Directors meetings that are held at the River Heights Chamber of Commerce Offices. The meetings are held every other month on the fourth Tuesday at 4:00 pm.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

First Reading of Ordinance Changes Related to Dog Licensing, Dog Leashes, Dangerous Dogs

Meeting Date: January 14, 2019
 Item Type: Regular Meeting
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Sean Folmar

☐	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 the first reading regarding changes to 5-4-1 – 5-4-14; 7-5-1; 10-2-2; 10-15H-4-8 as outlined below.

SUMMARY

The City Council reviewed proposed changes to city code related to dog licensing, dog leashes, and dangerous dogs at your October 1, 2018 Work Study Session, November 13th and December 10th City Council meetings. At the meetings staff reviewed a number of issues that need clarification, amendment, addition/deletion as they related to dogs, dog licensing, dog leashes. Highlights of these changes include:

1. Proposed dog leash ordinance changes

- Dogs can be off leash on the owners' property, in the owners' vehicle, or at the Heritage Village Dog Park or the two hockey rinks located at Groveland and Oakwood Parks.
- Dogs can be in any city park, trail, or public sidewalk as long as they are on a leash that is 16' long or less at all times
- Dogs are not allowed on athletic fields (i.e. soccer fields/courts) and can't be inside a fenced athletic field
- Owners of dogs in a manufactured home park must keep their dog(s) on a 16' leash at all times the animal is outside

2. Proposed dangerous dog ordinance changes

- Police Department still handles all dangerous dog situations/process
- Clear identification of chief of police or designee as the city's responsible animal control authority
- Differentiation of ownership conditions for dogs deemed dangerous vs. potentially dangerous dogs
- Establishment of a third party or a third-party hearing officer
- Establishment of a moderate hearing fee for appeals of dangerous and potentially dangerous dog designations

3. Proposed dog licensing ordinance changes

- City will no longer require that dogs be licensed
- City will require all dogs to be vaccinated annually, a dog found unvaccinated will cause the owner of the dog to be guilty of a misdemeanor punishable by 90 days in jail and/or a fine up to \$1,000 as determined by a judge.
- Any dog using an off-leash dog area would be required to be vaccinated and purchase a off-leash dog park pass annually

Chapter 4

ANIMAL CONTROL

5-4-1: DEFINITIONS:

5-4-2: KEEPING OF CERTAIN ANIMALS PERMITTED:

5-4-3: **DOG** LICENSES:

5-4-4: GENERAL REGULATIONS OF DOMESTIC ANIMALS:

5-4-5: SEIZURE AND IMPOUNDMENT OF ANIMALS:

5-4-6: DANGEROUS AND POTENTIALLY DANGEROUS **DOGS**:

5-4-7: CARE OF ANIMALS:

5-4-8: PROHIBITIONS:

5-4-9: COMMERCIAL, COMMERCIAL DAYCARE AND NONCOMMERCIAL KENNELS:

5-4-10: HORSES IN PUBLIC PARKS AND ROADWAYS:

5-4-11: RIGHT OF ENTRY:

5-4-12: EXCEPTIONS:

5-4-13: ENFORCEMENT OF THE PROVISIONS OF THIS CHAPTER:

5-4-14: PENALTY:

5-4-1: DEFINITIONS:

For purposes of this chapter, unless the context clearly indicates otherwise or otherwise defined in Minnesota statutes section 347.50 the terms defined in this section have the meanings given them:

ANIMAL: Every nonhuman species of animal, domestic, permitted nondomestic, and inherently dangerous.

ANIMAL CONTROL AUTHORITY: By designation, the animal control authority is the chief of police or their designee. Individually and collectively the city's police department, the city's police chief, the city's police officers, the city's community service officers and other personnel assisting in the enforcement of this chapter.

ANIMAL CONTROL OFFICERS: Individually and collectively the city's police department, the city's police chief, the city's police officers, the city's community service officers and other personnel retained by the city or assisting in the enforcement of this chapter.

COMMERCIAL DAYCARE KENNEL: Any place where **dogs** are kept for the primary purpose of commercial pet sitting or "**doggie** daycare", provided all of the following are met:

A. No kennels are allowed in a residential zoning district.

AB. Limited to a maximum of twenty (20) **dogs** on site at any one time.

BC. No outdoor runs or kennels allowed.

C-D. The requirement and location of any outside fenced area, if any, shall be determined by the council.

DE. **Dogs** shall be on a leash not greater than 16' (sixteen feet) and handled by an employee or in an approved outside fenced exercise or kennel area at all times when outside the building during the animal's stay.

EE. Unless otherwise authorized by the City Council, an employee shall remain on site at all times animals are on the premises including overnight.

FG. **Dogs** shall be kept inside at all times except when exercised by an employee. Dog kennels shall allow for outdoor runs or exercised by an employee

GH. Designated bathroom area shall be cleaned daily.

COMMERCIAL KENNEL: Kennel means a place where four (4) or more **dogs** over the age of six (6) months are kept for the primary purpose of commercial breeding, keeping, harboring, or selling of **dogs**. A commercial kennel does not include veterinary hospitals, clinics, or other premises operated by a licensed veterinarian exclusively for the care and treatment of animals.

DANGEROUS **DOG**: as defined in Minnesota statutes section 347.50.

DOMESTIC ANIMALS: Dogs, cats, caged birds, fish, rabbits, domestic ferrets, snakes (nonvenomous and nonconstrictor species), gerbils, hamsters, guinea pigs, white rats or mice.

FARM ANIMAL AND PERMITTED NONDOMESTIC ANIMAL: Cows, sheep, pigs, deer, horse, donkeys, chickens, rabbits, goats and other members of the order Artiodactyla except the family Hippopotamidae; horses and other members of the family Equidae; all birds in the class Aves; squirrels and other members of the family Scirridae; rabbits and other members of the families Didelphidae and Macropodidae; and other animals if the owner can show the animals are not inherently dangerous.

GREAT BODILY HARM: "Great bodily harm: has the meaning given it under Minnesota statutes section 609.02, subdivision 8.

HEARING OFFICER: An impartial person who may be either an impartial employee or the city or an impartial person retained and appointed by the city to conduct dangerous dog and potentially dangerous dog hearings.

INHERENTLY DANGEROUS ANIMALS: Animals other than domestic animals and farm and permitted nondomestic animals, which are inherently dangerous including, but not limited to, wolves, coyotes, bears, snakes (venomous and constrictor species), skunks, cougars, tigers, and any crossbreeds thereof, or crossbreeds with domestic or farm and permitted nondomestic animals.

KEEP: To own, stable, harbor, maintain, possess, or act as a custodian or caretaker for an animal.

KENNEL: A commercial kennel, commercial daycare kennel or noncommercial kennel.

NONCOMMERCIAL KENNEL: Any place where four (4) or more dogs over the age of six (6) months are kept for non-commercial use, such as a dog daycare, but not for the primary purpose of commercial breeding, keeping, harboring, or selling of dogs.

OWNER: Any person, firm, corporation, organization, or department possessing, harboring, keeping, having an interest in, or having care, custody, or control of an animal.

PERSON: One or more natural persons, a firm, partnership, corporation, or any other entity.

POTENTIALLY DANGEROUS DOG: As defined in Minnesota Statutes section 347.50.

PREMISES: A building, structure, shelter, or land where an animal is kept or confined.

PROPER ENCLOSURE: FOR DANGEROUS OR POTENTIALLY DANGEROUS DOGS. A secure indoor location or a securely enclosed and locked pen or structure suitable to prevent the potentially dangerous dog or dangerous dog from escaping and providing protection from the elements for the animal. A proper enclosure does not include a porch, patio, or any part of a house, garage, or other structure that would allow the potentially dangerous dog or dangerous dog to exit of its own volition, or any house or structure in which windows are open or in which door or window screens are the only obstacles that prevent the potentially dangerous dog or dangerous dog from exiting.

RUNNING AT LARGE, RUN AT LARGE, OR AT LARGE: Any animal that is not under restraint.

SUBSTANTIAL BODILY HARM: Minnesota statutes section 609.02, subdivision 7a.

UNDER RESTRAINT: The animal is: ~~a) beside a person having custody of it and obedient to that person's voice or signal command or the animal is in such proximity to the person having custody of it that the person can effectively by voice or signal command control the animal and the animal is obedient to that person's voice or signal command;~~ ab) within a private motor vehicle of a person owning, harboring, or keeping the animal; ~~b~~e) within the boundaries of property owned or leased by the person owning, harboring or keeping the animal; or ~~c~~d) controlled by a chain or leash of a maximum of six ~~teen~~ teen feet (16') in length. ~~or a commercially manufactured retractable leash.~~

VACCINATION AGAINST RABIES: The inoculation of a dog, cat, or ferret with a rabies vaccine by a veterinarian duly licensed to practice veterinary medicine.

VETERINARY HOSPITAL: A place for the treatment, hospitalization, surgery, care and board of animals and birds under the direction of one or more licensed veterinarians. (Ord. 1211, 5-10-2010)

5-4-2: KEEPING OF CERTAIN ANIMALS PERMITTED:

A. Animals Permitted Pursuant To Regulations: The following animals may be kept in the city pursuant to the regulations of this chapter and relevant provisions of the zoning ordinance: domestic animals; farm animals and permitted nondomestic animals; and inherently dangerous animals. (Ord. 1211, 5-10-2010; amd. Ord. 1265, 5-14-2013)

B. Chickens On Urban Residential Lots:

1. License Required: No person shall keep chickens on any property zoned R-1A, R-1B, R-1C or R-2, within the city without first obtaining a license from the city.
2. Application: An application for a license to keep chickens shall be made to the city clerk on the form prescribed by the city. The applicant must provide all the information required on the form, including, but not limited to:
 - a. The name and address of the owner(s) where the chickens will be kept;
 - b. The number of chickens to be kept on the property;
 - c. Site plan or property survey showing the proposed location of the chicken coop and/or run on the subject property;
 - d. Drawing or picture of the proposed chicken coop;
 - e. The applicant must pay the fee for the license to keep chickens as set forth in the city fee schedule.
3. Notice To Surrounding Property Owners: Once the city clerk receives a complete application from an applicant, the city clerk shall provide written notice of and include a copy of said application to those owners of properties ~~contiguous to and~~ directly abutting the proposed location. Owners shall be determined as those shown as owners on the tax statement prepared by the county treasurer.
4. Granting Issuance Of License: The city clerk may administratively grant an initial or renewal license under this subsection provided all of the following have been met:
 - a. All submittal information is submitted and complete.
 - b. Appropriate fee is paid.
 - c. The application filed demonstrates compliance with the requirements of this subsection and any other applicable regulations of this code.
 - d. No persons mailed a notice object in writing to the request within ten (10) days of notice being mailed; an objection sent electronically shall be deemed an objection in writing.
5. Denying Issuance Of License: The city clerk shall deny issuance of a license if any of the items in subsection B4 of this section have not been met. In the instance where an objection has been

received by an abutting property owner, the item shall be placed on the next available city council agenda for council review and determination of whether the license shall be issued.

6. Standards: Any person keeping chickens in residential areas of the city as noted in subsection B1 of this section, shall comply with all of the following:

- a. No person shall keep more than six (6) total hen chickens on the property.
- b. No person shall keep roosters or adult male chickens on the property.
- c. Cockfighting is specifically prohibited within the city.
- d. The slaughter of chickens is prohibited on residentially used or zoned properties.
- e. The owner of the chickens shall live in the dwelling on the property.
- f. The raising of chickens for breeding purposes is prohibited.
- g. Chickens shall not be kept inside a dwelling.

7. Shelter And Enclosure Requirements: Every person who owns, controls, keeps, maintains or harbors hen chickens must keep them confined on the premises at all times in a chicken coop or chicken run. Chicken coops and runs shall comply with the following standards:

- a. Only one chicken coop and/or run shall be allowed per lot.
- b. Chicken coops and runs shall not be located in the front or side yards and shall not be placed within any drainage and utility easement.
- c. Any chicken coop or chicken run shall be set back at least twenty-five feet (25') from any principal structure on any adjacent lot and ten feet (10') from all property lines.
- d. Any chicken coop and run fencing must be consistent with applicable zoning codes.
- e. No chicken coop or run shall be constructed on a lot prior to the time of occupancy of the principal structure.
- f. Chickens shall be provided a secure and well-ventilated roofed structure in compliance with applicable zoning codes.
- g. The floors and walls of the roofed structure shall be kept clean, sanitary and in a healthy condition.
- h. Chickens shall be contained within a chicken run at all times.
- i. The run area shall be well drained so there is no accumulation of moisture.
- j. Chicken feed shall be stored in leakproof containers with a tightfitting cover to prevent attracting vermin.

8. License Modification: The license may be reasonably modified by animal control authority if necessary to respond to changed circumstances. Any modification shall be effective ten (10) days after the mailing of written notice by certified mail to the license holder. The license holder may challenge the modification by contacting the city clerk and requesting a hearing within ten (10) days after the receipt of written notice. A hearing regarding the proposed modification shall be held before the city council.
9. Duration Of License: A license to keep chickens shall be issued for a period of two (2) years beginning March 1 and ending February 28. Applications for a renewal permit may not be made prior to sixty (60) days before March 1.
10. Conditions/Maintenance And Inspections: No person who owns, controls, keeps, maintains or harbors chickens shall permit the premises where the chickens are kept to be or remain in an unhealthy, unsanitary or noxious condition ~~or the premises should be maintained to prevent odors from permeating into neighboring properties. to permit the premises to be in such condition that noxious odors to be carried to adjacent public or private property.~~ Any chicken coop and run authorized under this section may be inspected at any reasonable time by authorized city staff to inspect for compliance with this chapter and other relevant laws and regulations.
11. Revocation Of License: A license may be revoked by the city council for a violation of any condition of this section following notice and a hearing as provided for in [title 3, chapter 2](#) of this code.
12. Penalty: Violation of this section shall be a petty misdemeanor. (Ord. 1265, 5-14-2013)

5-4-3: **DOG LICENSES/VACINATIONS:**



No person residing in the city shall keep a dog over six (6) months of age within the city for more than ten (10) consecutive days unless the person has had the dog properly vaccinated by a licensed Veterinarian and can show proof of such vaccination upon request. a current city-issued dog license for the dog. Individual dog licenses need not be secured for dogs kept in "commercial kennel" or "commercial daycare kennel" as defined herein.

UNVACINATED DOGS/IMPOUNDED DOG DETERMINED TO BE UNVACINATED:

Unvaccinated dogs subject to impoundment by an animal control official may not be released from the city's contract impound facility without a valid vaccination record. If a dog is found to be unvaccinated the owner of the dog is guilty of a misdemeanor. The dog owner shall properly vaccinate the dog by a licensed Veterinarian prior to the dog being returned to the owner.

A. License Fee And Application:

1. Application: An application for a dog license shall be made to the city clerk on the form prescribed by the city. The applicant must provide all the information required on the form, including, but not limited to:

a. The name, age, breed, sex, color, and marking of the dog;

b. A certificate showing that the dog has been vaccinated against rabies by a licensed veterinarian;

c. A sworn statement that the person is not restricted from owning a dog pursuant to Minnesota statutes section 347.542 or a sworn statement that the animal control authority has rescinded the restriction entirely or with limitations and that the person's application to own a dog is in conformity therewith;

d. The address or legal description of the real property where the dog will be kept; and

e. If the application is for a license for a potentially dangerous dog or dangerous dog, proof that the specific requirements of section 5-4-6 of this chapter have been met.

2. Fees: The fee for a dog license is set forth in the city fee schedule. Fees for a dog license for new residents or a newly acquired dog shall be prorated for the remainder of the term of the license. A penalty fee, as set forth in the city fee schedule, shall be assessed against the owner of a dog who fails to obtain a license within a timely manner pursuant to the requirements of this section.

B. Duration Of License: A dog license shall be for a period of two (2) years or the unexpired portion of the two (2) years beginning on May 1 and ending on April 30. Commencing May 1, 2011, dog licenses shall be issued in odd-numbered years. For those dogs licensed after May 1, 2010, and whose owners are not subject to a penalty for failure to license their dogs, the license fee shall be prorated for the remainder of 2010 through April 30, 2011. Applications for a renewal license may not be made until sixty (60) days before May 1.

C. License Tags: Upon compliance with the license application requirements listed above, the city clerk shall issue to the owner of the dog a metallic dog tag stamped with a number and the license period for which it is issued. The shape and design of such tag shall be changed every two (2) years. The owner of a dog is required to keep the dog's current and valid registration tag securely fastened to its choke chain, collar, or harness at all times in a manner so that it can easily be seen. A dog license tag may not be transferred from one dog to another. In the event that the metallic license tag issued for a dog is lost, the owner may obtain a duplicate tag from the city clerk upon the payment of the fee set forth in the city fee schedule.

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D. Identification Tags: In addition to the metallic dog tag described in subsection C of this section, the owner must also attach a metallic tag bearing the name and home telephone number of the owner to the dog's collar which shall be worn at all times when the dog is not on the property of its owner.

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E. New Residents: Upon proof of current vaccination against rabies, a dog owner who has a valid and current dog license from another city may obtain a city dog license by surrendering the other license, submitting a complete city application form, and paying the transfer fee set forth in the city fee schedule.

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F. Change In Ownership Of Dog: If there is a change in ownership of a dog during a license year, the new owner may have the current license changed to his or her name upon the payment of a transfer fee set forth in the city fee schedule. The previous owner must notify the city within thirty (30) days of the change in ownership and provide the city with the name and address of the new owner.

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G. Exemptions: Veterinarian hospitals and dogs belonging to the city's police department are exempt from dog licensure. (Ord. 1211, 5-10-2010)

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5-4-4: GENERAL REGULATIONS OF DOMESTIC ANIMALS:

A. Rabies Vaccination Required: Every owner or keeper of a **dog**, cat, or ferret kept as a pet over three (3) months of age within the city must have the **dog**, cat, or ferret vaccinated by a licensed veterinarian with an **antirabiesant rabies** vaccine that is currently effective.

A vaccination certificate is valid only for the **dog**, cat, or ferret and owner to which it was issued. A person must not use a rabies vaccination certificate for a different **dog**, cat, or ferret than the one for which it was issued.

A vaccinated **dog**, cat, or ferret shall be revaccinated at intervals not to exceed the effective duration of the vaccination as listed in the compendium of animal rabies control prepared by the National Association Of State Public Health Veterinarians.

B. Restraint Of **Dogs**: Subject to the exceptions stated in section [5-4-12](#) of this chapter, every owner shall keep his or her **dog** on a leash not greater than sixteen feet (16') in length and under restraint at all times with the exception of the owners property. Owners should take all reasonable steps to secure animals on their property, including but not limited to a fenced enclosure, an electronic perimeter fence for which the dog has been trained, or a chain or lead. The exception is one of the city's designated off-leash dog areas which are as follows:

1. Oakwood Park outdoor hockey rink outside of the skating season

2. Groveland Park outdoor hockey rink outside of the skating season

3. Heritage Village Park off-leash dog park

C. Removal Of Animal Feces: Any person having custody or control over any **dog** or cat on any property within the city, other than the property of the **dog** or cat's owner, must have in his or her immediate possession a device for picking up and disposing of **dog** or cat feces, and must pick up and dispose of any and all feces in a sanitary manner. This subsection does not apply to the following:

1. Disabled persons using guide or service **dogs**;

2. City agents or employees using **dogs** in connection with police activities; or

3. Persons using tracking **dogs** with the city's prior permission.

A violation of this subsection is a petty misdemeanor.

D. Female **Dogs** In Season: Every female **dog** in season shall be confined within a building or secure enclosure in such a manner that it cannot come into contact with another **dog** except for intentional breeding conducted within a building. The female **dog** in season may be taken from

the secure area on a secure leash not greater than sixteen feet (16') controlled by a person of sufficient age or into a confined outdoor enclosure on the owner's property in order for the dog to urinate and/or defecate. Female dogs in heat are not authorized to utilize any of the city's designated off leash dog areas.

E. General Duty Of Owners: Every owner or keeper of a dog must exercise reasonable care and take all necessary steps and precautions to protect other people, property, and animals from injuries or damage which might result from the dog's behavior. When approaching another person, the dog must be brought beside the person having custody and close control maintained.

F. Stopping An Attack: Animal control authority who witness an attack by an animal upon a person or another animal may take whatever action the animal control authority deem to be appropriate to end the attack and prevent further injury to the victim(s). (Ord. 1211, 5-10-2010)

5-4-5: SEIZURE AND IMPOUNDMENT OF ANIMALS:

- A. Impounding Facility: The city council may maintain a municipal impound facility or may designate as the municipal impound facility a suitable kennel or veterinary hospital either within or outside the city limits of the city. The keeper of the impound facility shall provide an account of any and all impound fees received on behalf of the city, account for and pay over monthly to the city all monies it receives as fees payable to the city.
- B. Impound Facility Reporting: The keeper of the impound facility shall provide a monthly written report providing the following information: the animals impounded; the duration of the impoundment; and the method of disposal of each animal. The impound facility is authorized to turn unclaimed animals in impound over to recognized animal rescue or adoption programs.
- C. Seizure And Impoundment Of Animals: Subject to the exceptions stated in section 5-4-12 of this chapter, the animal control authority may seize and impound any animal running at large in the city or any animal found to be in violation of the provisions of this chapter or Minnesota statutes sections 347.50 through 347.565. Upon the impoundment of an animal, the animal control authority must promptly notify the owner of the impoundment in person, by phone or by mail. If the owner is unknown, the city must post a written notice within twenty four (24) hours of impoundment of the animal at city hall and the Inver Grove Heights police department describing the animal and stating where the animal is impounded. Said notice shall remain posted at city hall and the Inver Grove Heights police department for at least seven (7) days.
- An impounded animal displaying a need for medical care may be taken to a veterinarian for emergency treatment. The owner of the animal is responsible for payment of expenses incurred as a result of the veterinarian's treatment. Based on the severity of illness or injury to impounded animal, the chief of police may authorized humane destruction.
- D. Impoundment After Biting Human: Every doctor or other person who treats a person for an animal bite shall report to the Inver Grove Heights police department the name and address of any person treated for an animal bite inflicted within the city. The owner or keeper of any dog or other animal that bites any person where the bite breaks the person's skin or the bite requires treatment by a doctor, and the person bitten or his or her parent or guardian must report the incident to the Inver Grove Heights police department within twenty four (24) hours of the bite. The dog or other animal shall immediately be confined for a period of not less than ten (10) days in a veterinary hospital or on the owner's premises, as directed by the animal control authority. Subject to the exceptions stated in section 5-4-12 of this chapter, the animal control authority may refuse to permit confinement on the owner's premises if the animal has previously been found repeatedly running at large or if the animal does not have a currently effective rabies vaccination. If confinement on the owner's premises is permitted, the animal may not be allowed off the premises or in contact with other people or animals during the confinement period, except for medical purposes. If the owner fails to comply with these restrictions, the animal control authority may enter onto the property, seize the animal, and remove it to a veterinary hospital. The owner is responsible for all costs of confinement incurred under this subsection. If, after

completion of the ten (10) day impound period, the animal does not have rabies, it may be released to its owner unless release is otherwise prohibited by another section of this chapter. As a condition of releasing a confined animal, the animal control authority may require that the animal's owner take the animal for an examination by a veterinarian. The impound fee shall be borne by the owner of the animal.

E. Impoundment And Destruction Of Rabid Animals:

1. A **dog** or animal displaying symptoms of being rabid may be seized at any place or time and confined in the city impounding facility at the owner's expense, until found to be free from rabies.
2. If a **dog** or other animal appears to be diseased, vicious, dangerous, rabid or has been exposed to rabies, and the **dog** or other animal cannot be impounded without serious risk of personal injury, the **dog** or other animal may be destroyed, if reasonably necessary for the safety of a person or persons.

F. Redeeming Impounded Animals: The animal impound facility may not release an animal until it has received authorization to do so from animal control authority and upon fulfillment of the following conditions:

1. **Dogs**, cats and ferrets are properly inoculated for rabies;
2. Payment by the owner to the impounding facility of the costs of keeping the animal in the pound;
3. Payment of an impounding fee to the city in the amount listed in the city fee schedule;
4. Providing proof of ownership of the animal; and
5. In the case of a **dog** that resides in the city, proof of a valid license for the **dog**.

An animal impounded pursuant to Minnesota statutes chapter 343 may be redeemed pursuant to the provisions of Minnesota statutes section 343.235.

A potentially dangerous **dog** or dangerous **dog** impounded pursuant to any provision in Minnesota statutes sections 347.50 through 347.565 may be redeemed pursuant to Minnesota statutes sections 347.50 through 347.565 and upon fulfillment of the requirements of section 5-4-6 of this chapter.

G. Disposition Of Dangerous or Potentially Dangerous by Impounded Animals At The Owner's Request: If the owner of an dog deemed dangerous or potential dangerous elects to dispose of the animal, the owner shall provide the animal control authority with proof of disposition. impounded animal chooses to have the animal disposed of, the owner shall make such a request in writing to animal control authority. Such a request must be accompanied by proof of ownership of the animal, as well as payment of the costs of the disposition.

H. Disposition Of Unclaimed Animals: If an impounded animal is not reclaimed within seven (7) regular business days after the required notice is given to the owner or posted pursuant to this chapter, the animal shall be deemed to have been abandoned, and the impounding facility may sell or give the animal to any adult person or shelter program, except research institutions. If an abandoned animal is not sold, it may be destroyed in a humane manner. A "regular business day" for purposes of this section means a day during which the impounding facility having custody of the animal is open to the public at least four (4) consecutive hours between eight o'clock (8:00) A.M. and seven o'clock (7:00) P.M.

I. Costs Of Impoundment: The owner of the animal is responsible for the costs of the impoundment and housing of an impounded animal. (Ord. 1211, 5-10-2010)

5-4-6: DANGEROUS AND POTENTIALLY DANGEROUS DOGS:

A. DUTIES OF OWNER OF POTENTIALLY DANGEROUS AND DANGEROUS DOG

A person who owns or keeps a dangerous dog must comply with the requirements of Minnesota statutes sections 347.50 through 347.565 as may be amended from time to time, and which are adopted and incorporated herein by reference.

B. DESIGNATION OF DOG AS DANGEROUS OR POTENTIALLY DANGEROUS

The animal control authority may determine that a dog is a potentially dangerous dog or a dangerous dog.

C. APPEAL OF DESIGNATION

Upon determination by the animal control authority that a dog is a potentially dangerous dog or dangerous dog, the city shall provide notice of this determination and information regarding the right to a hearing concerning the potentially dangerous dog or dangerous dog declaration to the owner of the dog pursuant to Minnesota statutes section 347.541, subdivision 3. The notice must include all the information required by Minnesota statutes section 347.541 subdivision 3.

The notice declaring the dog potentially dangerous or dangerous shall be delivered or mailed to the owner of the dog or served by posting a copy of it at the place where the dog is kept, or by delivering it to a person residing on the property, and telephoning, if possible.

EXEMPTIONS:

EXCLUSIONS IN DETERMINING DANGEROUS AND POTENTIALLY DANGEROUS DOGS

Dogs not to be deemed dangerous: In accordance with MN Statutes Section 347.51, Subd.5., A dog shall not be deemed to be a potentially dangerous dog or a dangerous dog if the threat, injury, or damage was sustained by a person: 1) who was committing, at the time, a willful trespass or other tort upon the premises occupied by the owner of the dog; 2) who was provoking, tormenting, abusing, or assaulting the dog or who can be shown to have repeatedly, in the past, provoked, tormented, abused, or assaulted the dog; or 3) who was committing or attempting to commit a crime.

D. POTENTIALLY DANGEROUS DOG; REQUIREMENTS

Registration: No person may keep a potentially dangerous dog within the city unless the dog is currently registered as provided in this section. Registration must be completed within fourteen (14) days from the owner's receipt of notice of declaration of potentially dangerous dog unless a timely appeal has been filed. The animal control authority shall issue a certificate of registration to the owner of a potentially dangerous dog if the owner presents sufficient evidence of the following.

Fees: An annual registration fee that shall be included in the City's fee schedule, in addition to the City's licensing fee.

Leash and Muzzle: No person shall permit a potentially dangerous dog to go outside its owner's property unless secured by a leash no longer than six feet (6') in length, with a responsible person in physical control of the leash.

Confinement: While on its owner's property, potentially dangerous dogs must be confined to the yard by kennel, fence, or leash. Electronic perimeter fences shall not be allowed for the confinement of potentially dangerous dogs.

Signs: An owner of a potentially dangerous dogs within the city may be required to display a sign easily readable by the public using the words "Beware of Potentially Dangerous Dog" including a warning symbol to inform children. The determination for whether or not potentially dangerous dog signage is required will be based on the severity and circumstances of the attack prompting the designation. In addition, a similar sign is required to be posted on the kennel of such animal.

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Microchip: Proof of implantation of the microchip identification in compliance with state law.

Dog Park: Dogs deemed potentially dangerous by this or any other political subdivision are prohibited from obtaining an animal pass for the city's dog park.

Inspection: An annual inspection for compliance of the owner's property will be performed by the Police Department

It shall be unlawful for the owner of a potentially dangerous dog to fail to comply with the requirements set forth in this section. Any dog found to be the subject of a violation of this section shall be subject to immediate seizure and impoundment in accordance with this chapter.

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E. DANGEROUS DOG; REQUIREMENTS

Registration: No person may keep a dangerous dog within the city unless the dog is currently registered as provided in this section. Registration must be completed within fourteen (14) days from the owner's receipt of ~~notice of declaration of potentially dangerous dog or~~ notice of declaration of dangerous dog unless a timely appeal has been filed. The animal control authority shall issue a certificate of registration to the owner of a dangerous dog if the owner presents sufficient evidence of the following, which are required by Minnesota statutes sections 347.50 through 347.565:

Fees: An annual registration fee that shall be included in the city's fee schedule, in addition to the city's licensing fee.

Leash and Muzzle: No person shall permit a dangerous dog to go outside its owner's property unless secured by a leash no longer than six feet (6') in length, with a responsible person in physical control of the leash. The dog must also be muzzled to prevent biting.

Confinement: While on its owner's property, dangerous dogs must be confined to the yard by kennel, fence, or leash. Electronic perimeter fences shall not be allowed for the confinement of dangerous dogs.

Signs: All owners of dangerous dogs within the city must display a sign easily readable by the public using the words "Beware of Dangerous Dog." In addition, a similar sign is required to be posted on the kennel of such animal, including a warning symbol to inform children that there is a dangerous dog on the property must also be displayed. The uniform symbol must be the uniform symbol provided by the commissioner of public safety. The animal control authority will provide the warning symbol for a fee as set forth in the city fee schedule. In addition, a similar sign is required to be posted on the kennel of such animal.

Microchip: Proof of implantation of the microchip identification in compliance with state law.

Notification of property owner: A person who owns a dangerous dog and who rents property from another where the dog will reside must disclose to the property owner prior to entering the lease agreement and at the time of any lease renewal that the person owns a dangerous dog that will reside at the property.

Dog Park: Dogs deemed dangerous by this or any other political subdivision are prohibited from obtaining an animal pass for the city's dog park.

Tag: A dangerous dog must have a standardized, easily identifiable tag identifying the dog as a dangerous dog and containing the uniform dangerous dog symbol that shall be affixed to the dog's collar at all times.

Sterilization: The owner of a dangerous dog must, at the owner's sole expense, sterilize the dog within thirty (30) days of the dog's designation as a ~~potentially dangerous dog~~ or dangerous dog. If the owner does not sterilize the dog, the animal control authority shall seize the dog and have it sterilized at the owner's expense.

Surety Bond Or Insurance Policy: The owner of a dangerous dog must provide a surety bond in a form acceptable to the animal control authority, issued by a surety company authorized to conduct business in Minnesota in the amount of at least three hundred thousand dollars (\$300,000.00), payable to any person injured by the dangerous dog or a policy of liability insurance company authorized to do business in Minnesota in the amount of at least three hundred thousand dollars (\$300,000.00), insuring the owner for any personal injuries inflicted by the dangerous dog.

F. HEARING

Right to Hearing: The owner of any dog declared a potentially dangerous dog or dangerous dog has the right to a hearing by an impartial hearing officer who may be either an impartial employee of the city or an impartial person retained by the city to conduct the hearing.

The owner of the dog appealing must submit a non-refundable hearing fee as set forth in the city fee schedule at the time of the appeal.

Appeal of potentially dangerous dog or dangerous dog designation: The owner of a dog designated by the animal control authority as a potentially dangerous dog or dangerous dog must file an appeal of that designation with the office of the animal control authority within fourteen (14) days of receipt of the notice of declaration of potentially dangerous dog or dangerous dog.

Hearing Scheduling and Conduct: If the owner properly files an appeal of the potentially dangerous dog or dangerous dog designation, the city must hold a hearing within fourteen (14) days after the owner's request.

At the hearing, the owner of the dog shall have an opportunity to present evidence and testimony to support the appeal of the potentially dangerous or dangerous dog declaration. The hearing officer may receive evidence from the animal control authority regarding the initial potentially dangerous or dangerous dog declaration.

G. DECISION

Upon receiving the evidence and testimony, the hearing officer shall uphold or rescind the potentially dangerous or dangerous dog declaration. The hearing officer shall issue a decision on the matter within ten (10) days after the hearing. The decision must be delivered to the owner by hand delivery or registered mail as soon as practical and a copy must be provided to the animal control authority.

The hearing officer may elevate the designation from potentially dangerous to dangerous based on evidence presented at the hearing.

H. DANGEROUS DOG AND POTENTIALLY DANGEROUS DESIGNATION REVIEW

Review of a potentially dangerous dog or dangerous dog designation may be requested annually beginning six (6) months after the dog is declared to be a potentially dangerous or one (1) year after the dog is declared to be a dangerous dog. The owner must present evidence to the animal control authority or designee that the dog's behavior has changed due to the dog's age, neutering, environment, completion of obedience training that includes modification of aggressive behavior, or other factors. If the animal control authority finds sufficient evidence that the dog's behavior has changed, the authority may rescind the potentially dangerous dog or dangerous dog designation.

I. NOTIFICATION OF CHANGES

The owner of a dog designated as a dangerous dog shall notify the animal control authority in writing if the dog has died, is relocated from its current address, or is being given or sold to another person. The notification must be given in writing within thirty (30) days after the change in ownership or location or the dog's death. If requested by the animal control authority, the owner must execute an affidavit under oath setting forth the circumstances of the dog's death and disposition of the dog, or the complete name, address, and telephone number of the person to whom the dog has been transferred, whichever the case may be.

J. CONFISCATION AND RECLAMATION OF POTENTIALLY DANGEROUS AND DANGEROUS DOGS

The Police Department may summarily seize and impound a potentially dangerous dog or dangerous dog under the following circumstances:

1. The owner fails to validly register the dog under this section within fourteen (14) days of its designation as a potentially dangerous dog or dangerous dog.
2. The owner fails to secure the required liability insurance or surety bond under this section within fourteen (14) days of its designation as a potentially dangerous dog or dangerous dog.
3. The owner fails to keep the dog properly confined.
4. The dog is not properly confined or controlled in accordance with the requirements herein, and under physical restraint of a responsible person as required by this section.
5. The owner fails to sterilize the dog within thirty (30) days of its designation as a potentially dangerous dog or dangerous dog.
6. The owner is convicted of a misdemeanor for violating the provisions of this section and the person is charged with a subsequent violation relating to the same dog. If the owner is convicted of the offense for which the dog was seized, the criminal court may order destruction of the dog and the owner must pay for the costs of confining and destroying the dog.
7. The owner may reclaim a potentially dangerous dog or dangerous dog by presenting proof of compliance with state law and this section to the animal control authority and payment of all costs associated with the confiscation and confinement of the dog, including the impoundment fee set forth in the city fee schedule and impoundment costs. If the owner does not reclaim the potentially dangerous or dangerous dog within seven (7) days, the animal control authority may dispose of the dog and the owner is liable to the animal control authority for the costs incurred in confining and disposing of the dog.

K. DESTRUCTION OF THE DOG IN CERTAIN CIRCUMSTANCES

The animal control authority or its designee may destroy a dog in a proper and humane manner if the dog:

1. Inflicted substantial or great bodily harm on a human on public or private property without provocation;
2. Inflicted multiple bites on a human on public or private property without provocation;
3. Bit multiple human victims on public or private property in the same attack without provocation; or
4. Bit a human on public or private property without provocation in an attack where more than one dog participated in the attack.

The animal control authority must provide the owner of the dog an opportunity for a hearing before an impartial decision maker. The exemptions set forth in section 5-4-12 of this chapter apply to this provision. (Ord. 1211, 5-10-2010)

A. Duties Of Owner Of Potentially Dangerous And Dangerous Dogs: A person who owns or keeps a dangerous dog must comply with the requirements of Minnesota statutes sections 347.50 through 347.565 as may be amended from time to time, and which are adopted and incorporated herein by reference.

B. Designation Of A Dog As Dangerous Or Potentially Dangerous: The animal control authority may determine that a dog is a potentially dangerous dog or a dangerous dog.

C. Appeal Of Designation: Upon determination by the animal control authority that a dog is a potentially dangerous dog or dangerous dog, the city shall provide notice of this determination and information regarding the right to a hearing concerning the potentially dangerous dog or dangerous dog declaration to the owner of the dog pursuant to Minnesota statutes section 347.541, subdivision 3. The notice must include all of the information required by Minnesota statutes section 347.541, subdivision 3.

The notice declaring the dog potentially dangerous or dangerous shall be delivered or mailed to the owner of the dog, or served by posting a copy of it at the place where the dog is kept, or by delivering it to a person residing on the property, and telephoning, if possible.

1. Hearing:

a. Right To Hearing: The owner of any dog declared a potentially dangerous dog or dangerous dog has the right to a hearing by an impartial hearing officer who may be either an impartial employee of the city or an impartial person retained by the city to conduct the hearing.

b. Appeal Of Potentially Dangerous Dog Or Dangerous Dog Designation: The owner of a dog designated by the animal control authority as a potentially dangerous dog or dangerous dog must file

an appeal of that designation with the city clerk within fourteen (14) days of receipt of the notice of declaration of potentially dangerous ~~dog~~ or dangerous ~~dog~~.

- c. Hearing Scheduling And Conduct: If the owner properly files an appeal of the potentially dangerous ~~dog~~ or dangerous ~~dog~~ designation, the city must hold a hearing within fourteen (14) days after the owner's request, to determine the validity of the potentially dangerous ~~dog~~ or dangerous ~~dog~~ declaration, is made to the city.

At the hearing, the owner of the ~~dog~~ shall have an opportunity to present evidence and testimony to support the appeal of the potentially dangerous or dangerous ~~dog~~ declaration. The hearing may receive evidence from the animal control authority regarding the initial potentially dangerous or dangerous ~~dog~~ declaration.

- d. Decision: Upon receiving the evidence and testimony, the hearing officer shall uphold or rescind the potentially dangerous or dangerous ~~dog~~ declaration. In the event that the hearing officer upholds the potentially dangerous or dangerous ~~dog~~ declaration, the owner shall be responsible for paying actual expenses of the hearing up to a maximum of one thousand dollars (\$1,000.00). The hearing officer shall issue a decision on the matter within ten (10) days after the hearing. The decision must be delivered to the owner by hand delivery or registered mail as soon as practical and a copy must be provided to the animal control authority.

D. Registration Of Potentially Dangerous ~~Dogs~~ And Dangerous ~~Dogs~~: No person may keep a potentially dangerous ~~dog~~ or dangerous ~~dog~~ within the city unless the ~~dog~~ is currently registered as provided in this section. Registration must be completed within fourteen (14) days from the owner's receipt of notice of declaration of potentially dangerous ~~dog~~ or notice of declaration of dangerous ~~dog~~ unless a timely appeal has been filed. The animal control authority shall issue a certificate of registration to the owner of a dangerous ~~dog~~ if the owner presents sufficient evidence of the following, which are required by Minnesota statutes sections 347.50 through 347.565:

1. Fee: Payment has been made for the annual potentially dangerous ~~dog~~ or dangerous ~~dog~~ registration fee set forth in the city fee schedule. This payment is in addition to any ~~dog~~ license fee.
2. Proper Enclosure: The owner of a potentially dangerous ~~dog~~ or dangerous ~~dog~~ must keep the ~~dog~~ in a proper enclosure that has been inspected and approved by the city.
3. Tag: A potentially dangerous ~~dog~~ or dangerous ~~dog~~ must have a standardized, easily identifiable tag identifying the ~~dog~~ as a potentially dangerous ~~dog~~ or dangerous ~~dog~~ that shall be affixed to the ~~dog~~'s collar at all times.
4. Surety Bond Or Insurance Policy: The owner of a potentially dangerous ~~dog~~ or dangerous ~~dog~~ must provide a surety bond in a form acceptable to the animal control authority, issued by a surety company authorized to conduct business in Minnesota in the amount of at least three hundred thousand dollars (\$300,000.00), payable to any person injured by the dangerous ~~dog~~ or a policy of liability insurance company authorized to do business in Minnesota in the amount of at least three hundred thousand dollars (\$300,000.00), insuring the owner for any personal injuries inflicted by the potentially dangerous ~~dog~~ or dangerous ~~dog~~.
5. Microchip: Proof of implantation of the microchip identification in compliance with state law.

6. Posting Of Warning Symbol: The owner of a potentially dangerous dog or dangerous dog must post a warning symbol or multiple warning symbols, to be determined by the animal control authority, provided to the owner by the animal control authority at the owner's cost, on the owner's property.

E. Potentially Dangerous And Dangerous Dog Designation Review: Review of a potentially dangerous dog or dangerous dog designation may be requested annually beginning six (6) months after the dog is declared to be a potentially dangerous dog or dangerous dog. The owner must present evidence to the animal control authority that the dog's behavior has changed due to the dog's age, neutering, environment, completion of obedience training that includes modification of aggressive behavior, or other factors. If the animal control authority finds sufficient evidence that the dog's behavior has changed, the authority may rescind the potentially dangerous dog or dangerous dog designation.

F. Notification Of Changes: The owner of a dog designated as a potentially dangerous dog or dangerous dog shall notify the police chief in writing if the dog has died, is relocated from its current address, or is being given or sold to another person. The notification must be given in writing within thirty (30) days after the change in ownership or location or the dog's death. If requested by the animal control authority, the owner must execute an affidavit under oath setting forth the circumstances of the dog's death and disposition of the dog, or the complete name, address, and telephone number of the person to whom the dog has been transferred, whichever the case may be.

G. Sterilization Of Potentially Dangerous Dogs And Dangerous Dogs: The owner of a potentially dangerous dog or dangerous dog must, at the owner's sole expense, sterilize the dog within thirty (30) days of the dog's designation as a potentially dangerous dog or dangerous dog. If the owner does not sterilize the dog, the animal control authority shall seize the dog and have it sterilized at the owner's expense.

H. Confinement Of Potentially Dangerous And Dangerous Dogs: The owner of any potentially dangerous dog or dangerous dog must confine the dog, while on the owner's property, in a proper enclosure. If the dog is outside the proper enclosure, the owner must muzzle and restrain the dog by a substantial chain or leash and be under the physical restraint of a responsible person.

I. Confiscation And Reclamation Of Potentially Dangerous And Dangerous Dogs: The animal control authority may summarily seize and impound a potentially dangerous dog or dangerous dog under the following circumstances:

1. The owner fails to validly register the dog under this section within fourteen (14) days of its designation as a potentially dangerous dog or dangerous dog;

2. The owner fails to secure the required liability insurance or surety bond under this section within fourteen (14) days of its designation as a potentially dangerous dog or dangerous dog.

3. The owner fails to keep the dog in a proper enclosure.

4. The dog is outside the proper enclosure and not muzzled and under the physical restraint of a responsible person as required by this section.

5. The owner fails to sterilize the dog within thirty (30) days of its designation as a potentially dangerous dog or dangerous dog.

6. The owner is convicted of a misdemeanor for violating the provisions of this section and the person is charged with a subsequent violation relating to the same dog. If the owner is convicted of the offense for which the dog was seized, the criminal court may order destruction of the dog and the owner must pay for the costs of confining and destroying the dog.

The owner may reclaim a potentially dangerous dog or dangerous dog by presenting proof of compliance with state law and this section to the animal control authority and payment of all costs associated with the confiscation and confinement of the dog, including the impoundment fee set forth in the city fee schedule and impoundment costs. If the owner does not reclaim the potentially dangerous or dangerous dog within seven (7) days, the animal control authority may dispose of the dog and the owner is liable to the animal control authority for the costs incurred in confining and disposing of the dog.

J. **Dogs Not To Be Deemed Dangerous:** A dog shall not be deemed to be a potentially dangerous dog or a dangerous dog if the threat, injury, or damage was sustained by a person: 1) who was committing, at the time, a willful trespass or other tort upon the premises occupied by the owner of the dog; 2) who was provoking, tormenting, abusing, or assaulting the dog or who can be shown to have repeatedly, in the past, provoked, tormented, abused, or assaulted the dog; or 3) who was committing or attempting to commit a crime.

K. **Destruction Of Dog In Certain Circumstances:** The animal control authority or its designee may destroy a dog in a proper and humane manner if the dog:

1. Inflicted substantial or great bodily harm on a human on public or private property without provocation;
2. Inflicted multiple bites on a human on public or private property without provocation;
3. Bit multiple human victims on public or private property in the same attack without provocation; or
4. Bit a human on public or private property without provocation in an attack where more than one dog participated in the attack.

The animal control authority must provide the owner of the dog an opportunity for a hearing before an impartial decision maker. The exemptions set forth in section 5-4-12 of this chapter apply to this provision. (Ord. 1211, 5-10-2010)

5-4-7: CARE OF ANIMALS:

The care, health, keeping, shelter, and maintenance of all animals shall conform with the statutory provisions of Minnesota statutes chapters 343 and 346, which are hereby incorporated by reference and adopted as part of this chapter. (Ord. 1211, 5-10-2010)

5-4-8: PROHIBITIONS:

A person must not own or keep any animal that creates or constitutes a public nuisance. A public nuisance is defined as:

- A. Owning or keeping animals that by virtue of the size, number, species, facilities for, and location is offensive because of, but not limited to, odor and noise or is dangerous to the public health, safety, or welfare;
- B. Owning or keeping an animal in the city that unreasonably causes annoyance or disturbance to another person by habitually howling, yelping, barking, or crying. "Habitual howling, yelping, barking or crying" is defined as howling, yelping, barking, or crying for repeated intervals of at least three (3) minutes with less than one minute of interruption that can be heard at a location other than the animal keeper's property. Any such animal is hereby declared to be a public nuisance. No citation for public nuisance arising out of the above described behavior may be issued unless the animal control authority has personally observed such behavior and determined that a violation of this provision has occurred;
- C. An animal that has been the subject of a violation of this chapter more than three (3) times in a twenty four (24) month period; or
- D. Subject to the exceptions stated in section 5-4-12 of this chapter, an animal running at large within the city limits. (Ord. 1211, 5-10-2010)

5-4-9: COMMERCIAL, COMMERCIAL DAYCARE AND NONCOMMERCIAL KENNELS:

A. License Required: No person shall operate or maintain a commercial kennel, commercial daycare kennel or noncommercial kennel within the city without first obtaining a commercial kennel, commercial daycare kennel, or noncommercial kennel license from the city.

B. Application For Kennel License: An application for a commercial kennel, commercial daycare kennel, or noncommercial kennel license shall be made to the city clerk on the form prescribed by the city. The applicant must provide all the information required on the form, including, but not limited to:

1. The name and address of the owner(s) of the kennel;
2. The address or legal description of the real property where the kennel will be kept;
3. The number of **dogs** proposed to be kept in the kennel;
4. The location of any residential dwellings within one thousand feet (1,000') of the proposed kennel; and
5. Proof that the proposed kennel complies with the requirements of the city's zoning code.

The applicant must pay the fee for a kennel license as set forth in the city fee schedule.

C. Notice To Surrounding Property Owners: Once the city clerk receives a complete commercial kennel, commercial daycare kennel, or noncommercial kennel license from an applicant, the city clerk shall provide written notice of and include a copy of said application to residential property owners located within one thousand feet (1,000') of the proposed kennel location.

D. Construction And Location Standards For Kennels: The owner and operator of a commercial, commercial daycare or noncommercial kennel shall operate the kennel in a neat and sanitary manner. Additionally, the area within which the **dogs** are to sleep, eat, and exercise shall be enclosed completely by a wire mesh fence at least six feet (6') in height of sufficient gauge to ensure the confinement of the **dogs**. A kennel may not be located within five hundred feet (500') of any residential dwelling other than the owner's dwelling. Kennels must comply with all relevant zoning requirements.

E. Review Of Premises And Issuance Of License: No kennel license may be issued until the applicant's property has been inspected and the inspection reveals that adequate safeguards are present to protect the surrounding neighborhood from nuisances and to ensure compliance with

this chapter. The license may include conditions that animal control authority deem reasonably necessary to protect public health and safety and to protect persons on neighboring property from unsanitary conditions, unreasonable noise and odors, and other unreasonable annoyances. A denial of a kennel license application may be appealed to the city council within ten (10) days of notification of the denial. The city council shall hold a hearing to determine whether the denial should be upheld. If the city council reverses the denial, it may impose conditions upon the granting of any commercial, commercial daycare, or noncommercial kennel license.

- F. License Modification: The license may be reasonably modified by animal control authority if necessary to respond to changed circumstances. Any modification shall be effective ten (10) days after the mailing of written notice by certified mail to the license holder. The license holder may challenge the modification by contacting the city clerk and requesting a hearing within ten (10) days after the receipt of written notice. A hearing regarding the proposed modification shall be held before the city council.
- G. Operation: Every kennel shall be maintained and operated in a neat and sanitary manner. All refuse, garbage, and animal waste shall be regularly removed so as to keep the surrounding area free from obnoxious odors.
- H. Duration Of License: A kennel license shall be issued for a period of two (2) years beginning March 1 and ending February 28. Applications for a renewal permit may not be made prior to sixty (60) days before March 1. A late fee, as set forth in the city fee schedule, will be assessed for any late applications. Commencing March 1, 2011, kennel licenses shall be issued in odd numbered years. For those kennels licensed after March 1, 2010, and whose owners are not subject to a penalty for failure to license their kennels, the license fee shall be prorated for the remainder of 2010 through February 28, 2011. Applications for a renewal license may not be made until sixty (60) days before March 1.
- I. Inspections: Animal control authority may go onto the premises of licensed kennels at reasonable times to inspect for compliance with this chapter and other relevant laws and regulations. A violation of this chapter or other regulations not corrected within ten (10) days after notice of the violation is served via certified mail on the owner of the kennel shall be grounds for revocation of the license.
- J. Revocation Of License: A license may be revoked by the city council for a violation of any condition of a kennel license or for any violation of this section following notice and a hearing as provided for in title 3, chapter 2 of this code. (Ord. 1211, 5-10-2010)

5-4-10: HORSES IN PUBLIC PARKS AND ROADWAYS:

A. Horses In City Parks: No person shall ride a horse or pony in any city park except as permitted in [title 7, chapter 5](#) of this code. (Ord. 1236, 5-23-2011)

B. Horses On Public Roadways²: Every person riding a horse or pony or driving any horse or pony drawn vehicle upon a public roadway shall be subject to those provisions of this code applicable to the driver of a motor vehicle, except those provisions which by their nature do not apply.

No person may ride or drive a horse or pony after sunset and before sunrise upon or across a public roadway without lighting or reflective clothing sufficient to enable a person to see the rider or driver and horse or pony from a distance of one hundred feet (100') away.

C. Interference Prohibited: No person shall interfere with any horse or pony being ridden in a lawful manner. (Ord. 1211, 5-10-2010)

5-4-11: RIGHT OF ENTRY:

Animal control authority are authorized to enter onto any open yard or kennel in which an animal is kept at reasonable times for the purpose of discharging their duties imposed by this chapter where there is a reasonable belief that a violation of this chapter has been committed.

Animal control authority having reasonable cause to believe that a person has or is violating a provision of this chapter or the conditions, limitations, restrictions or prohibitions of any permit or license the city issues under this chapter, may apply to the appropriate authority as prescribed by law for a warrant empowering the animal control authority to enter the dwelling or residence of the owner or keeper of any animal for the purpose of investigating the same and to demand the owner's or keeper's presentation of the animal to the animal control authority. (Ord. 1211, 5-10-2010)

5-4-12: EXCEPTIONS:

Notwithstanding any contrary provision in this chapter, the provisions and requirements relating to keeping animals under restraint and not having animals at large do not apply to the following animals:

- A. Guide or service **dogs** used by disabled persons;
- B. **Dogs** used by city agents or employees in connection with police activities;
- C. Tracking **dogs** used by persons who have obtained the city's prior written permission;
- D. Falcons; and
- E. Racing pigeons. (Ord. 1211, 5-10-2010)

5-4-13: ENFORCEMENT OF THE PROVISIONS OF THIS CHAPTER:

The provisions of this chapter may be enforced by the animal control authority with the assistance of other personnel when appropriate. (Ord. 1211, 5-10-2010)

5-4-14: PENALTY:

Unless otherwise designated, a violation of any provision of this chapter is a misdemeanor. (Ord. 1211, 5-10-2010)

Footnotes - Click any footnote link to go back to its reference.

[Footnote 1:](#) See also section [10-5-7](#) of this code.

[Footnote 2:](#) See also section [6-1-4](#) of this code.

Chapter 5

PARKS AND RECREATION AREAS

7-5-1: CONDUCT IN PARKS AND RECREATION AREAS:

7-5-2: VEHICLES IN PARKS:

7-5-3: BOATS AND RECREATIONAL VEHICLES ON HORNBEAM LAKE:

7-5-1: CONDUCT IN PARKS AND RECREATION AREAS:

A. Purpose And Applicability: The rules in this chapter are enacted to ensure the quiet, orderly, and responsible use and enjoyment of the city's public park facilities. The rules apply in all city parks and recreation areas, unless expressly exempted.

B. Definitions: For the purpose of this chapter, these terms, wherever used in this chapter, shall mean and be interpreted as follows:

ANIMAL: Any cat, dog, mink, ferret, fowl, reptile, bird, or other similar wild or domestic animal.

CITY ADMINISTRATOR: The Inver Grove Heights city administrator or his or her designee(s).

HE/HIS: Shall include masculine or feminine.

PARK/PARK FACILITY/RECREATION AREA: A park, conservation area, playground, beach, recreation center, trail, or any other area in the city owned, leased, operated or used, wholly or in part, by the city, as a park or for active or passive recreational purposes, or which is designated by the city council as a park.

C. Hours Of Operation:

1. Parks and public trails will be open for public use between six o'clock (6:00) A.M. and ten o'clock (10:00) P.M. No person, except employees in the performance of their duties or law enforcement officers, shall be on such property between the hours of ten o'clock (10:00) P.M. and six o'clock (6:00) A.M. except as otherwise permitted in this chapter or pursuant to a permit granted by the city.
2. Any park or any section of any park may be declared closed to the public by the city administrator at any time and for any interval of time, either temporarily or at regular and stated intervals (daily or otherwise), and either entirely or merely for certain uses, if there exists or it is anticipated that there will exist, conditions which prevent safe and practical use of the area. When closed in accordance herewith, any person shall have the right to appeal such decision to the city council at its next regular meeting.
3. Individuals participating in or observing games at lighted athletic fields must exit the field and park by no later than ten thirty o'clock (10:30) P.M.

D. Prohibited Activities: No person shall do any of the following in a park:

1. Distribute or display, or place on vehicles parked within a park, any circulars, cards, or announcements when the intention of such activity is to promote a commercial enterprise.
2. Leave unattended in any park any goods, wares, merchandise, items, recreational apparatuses such as soccer goals, portable basketball hoops, or other articles which interfere with the free use and enjoyment of the park by the public.
3. Sell, solicit, or carry on any business or commercial enterprise or service unless explicitly authorized to do so by a permit issued by the city; provided that refreshments or other articles may be sold by the city or by persons authorized by the city to do so.
4. Destroy, deface, damage, or remove any land, building, or personal property of the city, including, but not limited to, trees, vegetation, ruins, relics, and geological formations.
5. Post, paste, fasten, paint or affix any placard, bill, notice or sign upon any structure, tree, stone, fence, thing or enclosure, other than on a designated billboard, without the written permission of the city administrator.
6. Plant, cut, burn, damage, disturb, or remove any soil, flower, plant, tree, or other vegetation from a park, with the exception of items grown in a person's individual community garden plot and removed by the lessee of the garden plot or his or her designee.
7. Kill, injure, molest, pursue, trap, capture, or remove any wild animal except when necessary to protect the immediate safety of a person or domestic animal, or destroy or damage its habitat. This prohibition does not apply to a law enforcement officer or other persons authorized by the city administrator who are performing official duties.
8. Launch or remove motorboats or other mechanically propelled boats from or across city park property. This section shall not apply to boats being used in an emergency recovery, for emergency training purposes, or for maintenance of waters abutting city park property.
9. Enter into waters adjacent to any city park from or through park property. This prohibition does not apply to law enforcement officers, emergency personnel, or other persons authorized by the city administrator while performing official duties.
10. Throw, deposit, place, or leave in any park or waters thereon any paper, garbage, rubbish, waste, cans, substance, bottles, grass, snow, or refuse of any kind except in receptacles provided for the collection of waste or with written permission from the city administrator. A person must not discard large items or items unrelated to the use of the park facilities into dumpsters or other garbage containers located in a park.
11. Ride a horse or pony except in areas designated and posted for the riding of such animals. The city administrator shall designate and cause the proper posting of those areas in parks where horses and ponies may be ridden. Horses must be maintained under control at all times, and shall not be ridden in a manner that endangers the safety or property of any person.

12. Unlawfully interfere with, obstruct, or tend to obstruct or render dangerous for passage any area without first obtaining permission from the city administrator.
13. Shoot or discharge any weapon, including a pistol or bow and arrow, or fireworks, explosives, model rockets, or similar items in a park, or possess any weapon, fireworks, or explosive within a park unless authorized to do so by the city administrator, as part of a city authorized program, by city ordinances, or by state statutes. This prohibition does not apply to law enforcement officers, emergency personnel, or other persons authorized by the city administrator while performing official duties.
14. Possess or bring into a park any pistol, revolver, rifle, shotgun, BB gun, air gun, spring gun, slingshot, bow or other similar weapons except as part of a city authorized program or as otherwise allowed by state or federal law. This prohibition does not apply to law enforcement officers, emergency personnel, or other persons authorized by the city administrator while performing official duties.
15. Use a golf club to hit, chip, putt, drive, or otherwise propel a golf ball or other object, except in designated golfing areas located at the Inver Wood Golf Course or as a part of a city authorized program.
16. Engage in sexual conduct, including sexual intercourse or masturbation.
17. Possess any glass bottles or other glass objects.
18. Use a park shelter at a time when it has been reserved by another.
19. Use or possess any illegal drugs.
20. Feed wild animals or birds except pursuant to a city authorized program.
21. Erect, use, or allow to be used any inflatable structure, including bounce houses and similar structures, without first obtaining a permit from the city.
22. Fail to obey all posted rules and park regulations.
23. Operate a radio, musical instrument, stereo, or other device used for the conveyance of sound in a manner that causes the sound from such device to be plainly audible from a distance of fifty feet (50'). This provision shall not apply to scheduled musical performances authorized by the city occurring in park facilities.
24. Engage in any violent, loud, or other disorderly conduct creating or tending to create a breach of the peace.
25. Enter a posted restricted area. This prohibition does not apply to law enforcement officers, emergency personnel, or other persons authorized by the city administrator while performing official duties.
26. Release any insect, fish, or other wildlife, or introduce within a park any plant, chemical, or other agent potentially harmful to vegetation, with the exception of chemicals permitted by the community garden policies to be used in community garden plots, which may be used by a lessee in his or her rented garden plot.

E. Fires: No person shall start or maintain any fire in a public park, except recreational fires in fire rings, stoves, or fireplaces provided for such purpose, or in portable metal grills, or leave any fire made or used by him or her unextinguished when he or she leaves the park. Portable grills must be placed on a concrete surface. Ashes or coals from any fire must be thoroughly wet before being disposed of in a trash container.

F. Animals: No person shall bring any animal into any park public trail, or public sidewalk unless it is on a leash no more than sixteen feet (16') long or a flexi-lead or similar retractable leash. All animals are prohibited in the following areas: within a designated high-activity area or playground area, on all athletic fields, courts including within all fenced in athletic areas, and park buildings, the Lions Park fishing area, the South Valley picnic area, the North Valley Disc Golf Course, and the fishing pier at Simley Island. Animals may not be brought into any other areas designated as areas where animals are not allowed within a park. No animal may be off leash in any park except in a designated off leash animal area. Persons in control of animals within a park must promptly remove and dispose of the animal's waste. The prohibitions in this subsection shall not apply to service animals or to animals kept by the city, under the city's direction, or otherwise permitted by the city administrator. The designated off-leash areas include:

1. Oakwood Park outdoor hockey rink outside of the skating season

2. Groveland Park outdoor hockey rink outside of the skating season

3. Heritage Village Park off-leash dog park

G. Trails And Sidewalks: On a recreational trail or a sidewalk, a person must:

1. Provide sufficient room for other trail users traveling in the opposite direction;
2. Use caution when passing another user traveling in the same direction;
3. Stay on the improved portion of the trail;
4. When riding a bicycle, yield the right of way to pedestrians and comply with state laws governing the use of bicycles on public roadways; and
5. Obey all official signs and traffic control markings and signals.

H. Camping: No person shall be permitted to camp overnight in any park, nor shall anyone be permitted to park a camper or camp trailer in a park parking lot except during the hours of operation specified in subsection C of this section.

I. Permits: Applications for permits for activities requiring a permit under this chapter must be submitted to the city in accordance with the procedures prescribed by the city administrator. The city administrator may deny a permit application if it is incomplete, not accompanied by a required fee or proof of insurance, or when the proposed activity may adversely affect the public health, safety, or welfare, or the condition of the park facility. The city administrator may add conditions to any permit to mitigate potential adverse effects or to ensure the quiet and orderly use and enjoyment of the park facility. Any person aggrieved by an action of the city administrator under this section may appeal the action to the city council by submitting a request in writing to the city administrator within ten (10) days after notice of the action.

J. Activity Fees: Where the city charges a fee for an activity or an event occurring within a city park, no person shall participate in that activity or event without first paying the fee for the activity or event; provided, however, the city council by resolution may waive or modify the fee.

K. Large Group Gatherings: No large group gathering may be held at a park without first obtaining a permit from the city for the gathering. "Large group gatherings" are defined as uses or activities which during the course of their operation are likely to attract twenty (20) or more people. (Ord. 1236, 5-23-2011)

L. Alcoholic Beverages¹: No person shall sell, consume, possess, mix or prepare any alcoholic beverages in any city park, including in any parking areas, subject to the following exceptions:

1. If a license is obtained, intoxicating liquor may be sold at Inver Wood Golf Course and may be consumed at Inver Wood Golf Course if purchased from Inver Wood Golf Course, but sale and consumption shall only occur in the areas specifically prescribed in the license. (Ord. 1297, 7-13-2015)
2. Persons of lawful age may possess and consume 3.2 percent malt liquor in South Valley Park but only in or within one hundred fifty feet (150') of the group picnic shelter located in the park, and only in conjunction with an event for which the sponsor has obtained a permit from the city to use the group picnic shelter, and only if the person possessing or consuming the 3.2 percent malt liquor is an invited guest of the event sponsor.
3. Persons of lawful age may possess and consume 3.2 percent malt liquor in Rich Valley Park subject to such rules and regulations as the city council, by resolution, may from time to time impose.

M. Rules, Regulations And Policies:

1. Rules, regulations, and policies applicable to one or more city parks may be adopted from time to time by the city council. The rules and regulations shall be listed in the city code, be prominently

posted in the places where they are intended to apply, be listed on the city's website, or be made available for review at city hall.

2. Emergency rules or regulations may be implemented by the city administrator on a temporary basis when deemed necessary in the public interest, and shall become effective upon posting in the affected area. Such rules or regulations shall remain in effect for a period not to exceed thirty (30) days.

N. Prohibited Conduct; Penalty: It is unlawful for any person to engage in an act or in any behavior prohibited by this chapter. Violation of any provision of this chapter is a misdemeanor and may be punished as provided in title 1, chapter 4 of this code. Individuals who fail to comply with the rules and regulations in this chapter may be excluded from the use of the park where the violation occurred. The provisions of this chapter may be enforced by city authorized peace officers, officers of the Dakota County sheriff's office, community service officers, and other authorized licensed peace officers. (Ord. 1236, 5-23-2011)

G. In the event of conflicting provisions, the more restrictive provisions shall apply. (Ord. 1098, 11-8-2004; amd. 2008 Code)

10-2-2: DEFINITIONS:

The following words and terms, whenever they occur in this title, are defined as follows:

ACCESSORY DWELLING UNIT (ADU): A subordinate habitable dwelling unit, which has its own basic requirements of shelter, heating, cooking and sanitation, added to or created within a single-family dwelling or detached accessory structure.

ACCESSORY STRUCTURE: See definition of Structure, Accessory.

ACT: The critical areas act of 1973, Minnesota statutes sections 116G.01 to 116G.14, and all amendments thereto.

ADJACENT: Having boundaries that physically touch or adjoin.

ADULT USE: See section [10-15F-2](#) of this title for definition.

AGRICULTURE: The use of land for agriculture purposes, which includes, but is not limited to:

- A. Land that is tilled, cultivated, plowed, or managed in preparation of the soil for planting, seeding, growing, harvesting, production or marketing of flowers, fruits, vegetables, vegetable truck farming, grapes, field crops, row crops, hay, trees, shrubs, bushes, nursery stock, forage, grains, pasture and grazing;
- B. Hydroponics, aquaculture;
- C. Land on which livestock, beef or dairy cattle, poultry, bees, pigs, sheep, goats, donkeys, rabbits, poultry products, apiary products, fish, horses, ponies, including the boarding of horses and ponies (pursuant to the table of allowable uses found in section [10-6-1](#) of this title) and equestrian activities, game birds and waterfowl and deer, on a game farm licensed under Minnesota statutes section 97A.105, are raised, reared, fed, grown, produced, exhibited, marketed (pursuant to the table of allowed uses found in section [10-6-1](#) of this title), boarded (pursuant to the table of allowed uses found in section [10-6-1](#) of this title, and the definition of "commercial horse stable" found in this section) and performed;
- D. The necessary accessory buildings and structures related to the activities listed in subsections A, B and C of this definition; and
- E. Unusable wild land, woodland, wetland and land included in state or federal farm programs.

AIRCRAFT NOISE ZONE: The aircraft noise zones identified in section [10-13F-6](#) of this title and on the zoning map of the city of Inver Grove Heights.

AIRPORT: For purposes of [chapter 13, article H](#) of this title (South St. Paul airport overlay district), the South St. Paul municipal airport (Fleming Field) located generally in section 3, township 27, range 22; and south 1/2 of section 34, township 28, range 22; Dakota County, Minnesota.

AIRPORT ELEVATION: For purposes of [chapter 13, article H](#) of this title (South St. Paul airport overlay district), the established elevation of the highest point on the usable landing area, which elevation is established to be eight hundred twenty feet (820') above mean sea level.

AIRPORT HAZARD: For purposes of [chapter 13, article H](#) of this title (South St. Paul airport overlay

district), any structure or tree or use of land which obstructs the airspace required for, or is otherwise hazardous to, the flight of aircraft in landing or taking off at the airport; and any use of land which is hazardous to persons or property because of its proximity to the airport.

ALLEY: Any dedicated public way affording a secondary means of vehicular access to abutting property, and not intended for general traffic circulation.

ALTERATIONS: Any change, addition or modification in construction or type of occupancy, any change in the structural members of a building, such as walls or partitions, columns, beams or girders, the consummated act of which may be referred to herein as "altered" or "reconstructed".

ANIMALS, DOMESTIC: Dogs, cats, caged birds, fish, rabbits, domestic ferrets, snakes (nonvenomous and nonconstrictor species), gerbils, hamsters, guinea pigs, white rats, and mice, provided the animal's containment can be accomplished without special modification to an existing structure or the construction of a new structure, either of which requires a building permit from the city.

ANIMALS, FARM AND PERMITTED NONDOMESTIC: Cows, sheep, pigs, deer and other members of the order Artiodactyla except the family Hippopotamidae; horses and other members of the family Equidae; all birds in the class Aves; squirrels and other members of the family Sciuridae; rabbits and other members of the families Didelphidae and Macroeopodidae; and other animals if the owner can show the animals are not inherently dangerous.

ANIMALS, INHERENTLY DANGEROUS: Animals other than "domestic" and "farm and permitted nondomestic animals", as defined in this section, which are inherently dangerous including, but not limited to, wolves, coyotes, bears, snakes (venomous and constrictor species), skunks, cougars, tigers, and any crossbreeds thereof, or crossbreeds with "domestic" or "farm and permitted nondomestic animals", as defined in this section.

ANTENNA: Any structure or device used for the purpose of collecting or radiating electromagnetic waves including, but not limited to, directional antennas such as panels, microwave dishes, satellite dishes, short wave radios and omnidirectional antennas such as whips.

APARTMENT: A room or suite of rooms with cooking facilities which is occupied as a residence by a single family, or a group of individuals living together as a single-family unit. The term includes any unit in buildings with more than two (2) dwelling units.

ART STUDIO: Workspace for artists or artisans, including individuals practicing and/or teaching one of the fine arts, such as, but not limited to, drawing, vocal or instrumental music, painting, sculpture and writing.

ASBESTOS: Any of six (6) naturally occurring, hydrated mineral silicates: actinolite, amosite, anthophyllite, chrysotile, crocidolite, and tremolite.

ASBESTOS CONTAINING MATERIAL: Material that contains more than one percent (1%) asbestos by weight.

ASH: The incombustible material that remains after a fuel or solid waste is combusted.

ASPHALT OR ASPHALT CEMENT: A mixture of bitumin obtained from native deposits or as a petroleum byproduct used for roofing or paving that is in a solid state at one hundred degrees Fahrenheit (100°F) or less as defined in Minnesota rules section 7151.1200, subpart 4a, which may be amended from time to time.

ASSISTED LIVING FACILITY: Any facility licensed by the state department of human services, public or private, which, for gain or otherwise, regularly provides one or more persons with twenty four (24) hours per day substantive care, food, lodging, training, education, supervision, habilitation, rehabilitation, and treatment they need, but which, for any reason, cannot be furnished in the person's own home.

AUTO AUCTION SALES: The business of warehousing, storing, inspecting, auctioning, and selling operable and inoperable vehicles with general office uses and other activities related to and in connection with the business operation. No dismantling of vehicles occurs on the premises.

AUTO REPAIR, MAJOR: The general repair, rebuilding, or reconditioning of engines, transmissions, differentials, motor vehicles, or trailers, including body work, frame work, and major painting service.

AUTO REPAIR, MINOR: The replacement of any part or repair of any part that does not require the removal of the engine head or pan, engine, transmission or differential to passenger automobiles and trucks not in excess of seven thousand (7,000) pounds' gross vehicle weight.

AUTOMOBILE BODY SHOP: A place where the following services may be carried out: collision service such as frame or fender straightening and repair, painting and undercoating of automobiles.

AUTOMOBILE SERVICE CENTER: An establishment in which the retail sale of accessories and services for automobiles are provided as the primary use, including the customary space and facilities for the installation of such commodities on or in such vehicles, but not including the space for facilities for major storage, repair, bumping, painting and refinishing. No petroleum products are sold or dispensed on the premises.

AUTOMOBILE SERVICE STATION: An establishment where gasoline and other petroleum products are sold and dispensed by a service station attendant and/or self-service. Service stations also include light maintenance activities such as engine tuneups, minor auto repairs, and lubrication, but exclude major auto repair.

BACKWATER: A body of water connected with, but little affected by, the main stream.

BARGE FLEETING AREA: An area on the river, or on off channel, where barges are temporarily parked and secured by onshore tie downs while tows are assembled or broken up.

BARGE SLIP: A dredged or excavated basin, usually adjacent to a wharf, jetty, dock or other cargo handling facility, where barges are brought for the purpose of loading or unloading cargo.

BASEMENT: A. A portion of a building located partly underground but having half or more of its floor to ceiling height below the average grade of the adjoining ground.

B. In floodplains, a "basement" means any area of a structure, including crawl spaces, having its floor or base subgrade below ground level on all four (4) sides, regardless of the depth of excavation below ground level.

BEAUTY/BARBER SHOP: Any commercial establishment, including residences, wherein cosmetology or barbering is offered for compensation. A beauty/barber shop may only operate in a residence if it meets the definition of "home occupation" found in this section, it satisfies the performance standards found in section 10-15-26 of this title, and it has first been issued a conditional use permit by the city council.

BED AND BREAKFAST: A house, or portion thereof, where short term lodging rooms and meals are provided. The operator of the bed and breakfast shall live on the premises.

BIORETENTION: A landscaped area typically located at the edge of parking lots and may have an underdrain present where stormwater runoff is directed for filtering and discharge to other stormwater features.

BLUFF: A topographic feature such as a hill, cliff, or embankment having the following characteristics (an area with an average slope of less than 18 percent over a distance for 50 feet or more shall not be considered part of the bluff; in the Mississippi River critical area overlay district, a "bluff" is defined as a "bluff line" and is found below):

- A. Part or all of the feature is located in a shoreland area;
- B. The slope rises at least twenty five feet (25') above the ordinary high water level of the water body;
- C. The grade of the slope from the toe of the bluff to a point twenty five feet (25') or more above the ordinary high water level averages thirty percent (30%) or greater; and
- D. The slope must drain toward the water body.

BLUFF IMPACT ZONE: A bluff and land located within twenty feet (20') from the top of a bluff.

BLUFF LINE: A line delineating the top of a slope connecting the points at which the slope becomes less than eighteen percent (18%). More than one bluff line may be encountered proceeding landward from the Mississippi River.

BOARD: The board of adjustments and appeals¹.

BOATHOUSE: A structure designed and used solely for the storage of boats or boating equipment.

BODY ART ESTABLISHMENT: Any structure or venue, whether permanent, temporary, or mobile, where body art is performed. Mobile establishments include vehicle mounted units, either motorized or trailered, and readily movable without disassembling and where body art procedures are regularly performed in more than one geographic location.

BUILDING: Any structure, temporary or permanent, used or intended for supporting or sheltering any use or occupancy.

BUILDING HEIGHT: The vertical distance measured from the established grade at the front of the house to the highest point of the roof surface for flat roofs, to the deck line of mansard roofs and to the average height between eaves and ridge for gable, hip and gambrel roofs. If more than fifty percent (50%) of the lowest level walls are exposed, then the building height shall be measured from the lowest floor elevation.

BUILDING LINE: A line parallel to a lot line or to the ordinary high water level of a water body or river at the minimum required setback beyond which a structure may not extend.

BUILDING, MAIN OR PRINCIPAL: A building in which is conducted the principal use of the lot on which it is situated.

BUSINESS: Any occupation, employment or enterprise wherein merchandise is exhibited or sold, or

where services are offered for compensation.

CAR WASH: A building or area that provides facilities for washing and cleaning motor vehicles, which may use production line methods with a conveyor, blower, or other mechanical devices, and which may employ some hand labor.

CHURCH: A building, together with its accessory buildings and uses, where persons regularly assemble for religious worship and which building, together with its accessory buildings and uses, is maintained and controlled by a religious body, organized to sustain public worship.

CITY: The city of Inver Grove Heights.

CITY FORESTER: The forester hired by the city of Inver Grove Heights.

CLEAR CUTTING: A. The removal of an entire stand of trees.

B. In the Mississippi River critical area overlay district, "clear cutting" means the removal of twenty five percent (25%) or more of the canopy massing of a stand of trees and shrubs.

CLINIC: A building or portion of a building containing offices and facilities for providing state licensed medical, dental, psychiatric and other healthcare services for outpatients only.

CLUSTERING/CLUSTER HOUSING: The development pattern and technique whereby structures are arranged in closely related groups to make the most efficient use of the natural amenities of the land.

COMMERCIAL GREENHOUSE: A retail business where the primary operations are the selling of landscaping and plant materials grown on site either in an enclosed building or outside.

COMMERCIAL HORSE STABLE: See definition of Horse Stable, Commercial.

COMMERCIAL KENNEL: See definition of Kennel, Commercial.

COMMERCIAL PLANNED DEVELOPMENT: For the purposes of [chapter 13, article A](#) of this title, a commercial planned development is a planned development of a mix of commercial uses.

COMMERCIAL USE: The principal use of land or buildings for the sale, lease, rental or trade of products, goods, and services.

COMMON SPACE: For townhouse development, means all of the land that is owned in common by all of the townhouse unit owners.

COMMUNITY GARDEN: An area of land that is managed and maintained by a group of three (3) or more individuals (either within or outside of an organization) that do not own or dwell upon the land to grow and harvest food crops and/or nonfood ornamental crops such as flowers for personal use, group use, consumption or donation. Community gardens may be divided into separate distinct plots for cultivation respectively by different individuals or different groups of individuals and/or may be farmed collectively by members of the same group and may include common areas maintained and used by group members.

COMPOST FACILITY: A site used to compost or co-compost solid waste, including all structures or processing equipment used to control drainage, collect and treat leachate, and storage areas for the incoming waste, the final product, and residuals resulting from the composting process.

COMPOSTING: The controlled microbial degradation of organic waste to yield a humus like product.

COMPREHENSIVE PLAN: The City Comprehensive Plan.

CONCRETE: A material consisting of a coarse and fine aggregate bound by a paste of cementitious material and water, with admixtures added to achieve various properties, which then sets into a hard and rigid substance as defined in Minnesota Rules section 7005.0100, subpart 4d, which may be amended from time to time.

CONDITIONAL USE: See definition of use, conditional.

CONDOMINIUM: See definition of dwelling/dwelling unit: condominium.

CONSTRUCTION PRODUCT DEBRIS: Waste building or construction products and materials in a solid, cured state, containing no liquids, that are derived from or result from the manufacture or fabrication of building and construction products and materials, excluding receptacles containing, or that once contained, any solvents, paints, varnishes, adhesives, tar, sealants, cleaning compounds and other similar materials.

CONVENIENCE STORE: Any retail establishment offering for sale primarily prepackaged food products, household items, gasoline, and other petroleum products.

COOPERATIVE: See definition of dwelling/dwelling unit: cooperative.

COUNCIL: The City Council of the City of Inver Grove Heights, Minnesota.

COVER MATERIAL: Material approved by the MPCA that is used to cover compacted solid waste in a land disposal site. Important general characteristics of good cover material are low permeability, uniform texture, cohesiveness, and ~~compactibility~~compatibility.

CURB LEVEL: The grade elevation established per the approved utility plans of the curb in front of the center of the building. Where no curb level has been established, the engineering staff shall determine a curb level or its equivalent for the purpose of this title.

DNR: The Commissioner of the Department of Natural Resources, or the appropriate staff.

DATA CENTER: A facility used primarily to house computer systems and associated components, such as telecommunication and storage systems, that are used for the storage, management, and dissemination of data and information pertaining to a business or businesses.

DAYCARE FACILITY: Any State licensed facility, public or private, which, for gain or otherwise, regularly provides one (1) or more persons with care, training, supervision, habitation, rehabilitation, or developmental guidance on a regular basis, for periods of less than twenty four (24) hours per day. "Daycare facilities" means a nonresidential program under Minnesota Statutes section 245A.02, subdivision 10.

DAYCARE FACILITY, IN-HOME: Any State licensed facility where childcare is provided to twelve (12) children or less in the principal residence as regulated by Minnesota Statutes.

DAYCARE FACILITY, MULTIPLE-FAMILY: Any State licensed facility where childcare is provided to thirteen (13) to sixteen (16) children as regulated by Minnesota Statutes.

dB(A): A unit of sound pressure level weighted by use of the A metering characteristics and weighting as specified in the American National Standards Institute "Specification for Sound Level Meters" (ANSI S 1.4-1983), which is hereby incorporated by reference; dB(A) is also referred to as an A-weighted decibel.

DECK: A horizontal, unenclosed platform, with or without attached railings, seats, trellises, or other features, attached or functionally related to a principal use or site.

DEMOLITION DEBRIS: Solid waste resulting from the demolition of buildings, roads, and other manmade structures including concrete, brick, bituminous concrete, untreated wood, masonry, glass, trees, rock, and plastic building parts. Demolition debris does not include asbestos waste.

DEVELOPMENT: In the Mississippi River Critical Area Overlay District, means the making of any material change in the use or appearance of any structure or land including, but not limited to: a reconstruction, alteration of the size or material change in the external appearance of a structure on the land; a change in the intensity of the use of the land; alteration of a shore or bank of a river, stream, lake or pond; a commencement of drilling (except to obtain soil samples), mining or excavation; demolition of a structure; clearing of land as an adjunct to construction; deposit of refuse, solid or liquid waste or fill on a parcel of land; the dividing of land into two (2) or more parcels.

DEVELOPMENT PERMIT: In the Mississippi River critical area overlay district, means a building permit, excavation permit, discharge permit, permit for dredging, filling or altering any portion of a watercourse; plat approval, rezoning, certification, variance, conditional use permit or other action having the effect of permitting any development.

DEVELOPMENT PLAN: In the sand and gravel zoning district, a plan guiding development of the property to the ultimate land use after the sand and gravel operation has ceased. Such plan shall include, but is not limited to, site analysis information, deposit analysis, master plan, quantities and staging plan.

DISCHARGE ONTO SITE: Causing effluent or other liquids emanating from a development to percolate into the subsoil or be caused to flow over a site.

DISPOSAL FACILITY: A waste facility permitted by the MPCA that is designed or operated for the purpose of disposing of waste on or in the land, together with any appurtenant facilities needed to process waste for disposal or transfer to another waste facility.

DISPOSAL OR DISPOSE: The discharge, deposit, injection, dumping, spilling, leaking, or placing of any waste into or on any land or water so that the waste or any constituent thereof may enter the environment or be emitted into the air, or discharged into any waters, including groundwaters.

DRINKING ESTABLISHMENT: A commercial establishment dispensing alcoholic beverages for consumption on the premises where the preparation of food may or may not be provided, including restaurants and supper clubs.

DRIVEWAY: A private road that connects a house, garage, or other building with the street.

DWELLING, ATTACHED: One that is joined to another dwelling or building at one or more sides by a party wall or walls.

DWELLING, DETACHED: One that is entirely surrounded by open space on the same lot with no common party walls.

DWELLING/DWELLING UNIT: A. A building, or one or more portions thereof, occupied or intended to be occupied exclusively for residential purposes, which includes a bathroom and complete toilet facilities, which are arranged, designed or used as living quarters for one family or household, but not including rooms in motels, hotels, nursing homes, boarding houses, nor trailers, tents, cabins, trailer coaches, recreational vehicles, or any type of lodging rooms. A one-family detached dwelling shall include a manufactured home, as defined in this section, provided the manufactured home has received HUD certification and meets the construction and safety standards promulgated by the United States department of housing and urban development (HUD) in effect at the time application is made for a building permit. All one-family, detached dwellings, including manufactured homes that meet the definition of dwelling, shall comply with the following:

1. A permanent, full perimeter foundation system that complies with the Minnesota state building code.
2. Sheet metal siding is not permitted.
3. Siding shall be at least six inches (6") above finished grade.
4. A minimum width of twenty four feet (24').
5. A minimum of one thousand (1,000) square feet of usable floor area for human habitation, excluding garage space.

B. Subsection A2 of this definition shall not apply to approved earth sheltered homes. Dwellings other than manufactured homes shall comply with the Minnesota state building code. Manufactured homes shall comply with the HUD standards in effect at the time application is made for building permit and with the Minnesota state building code insofar as the foundation is concerned.

C. There are two (2) principal types of "dwelling units", single-family and multiple-family. Multiple-family dwelling units are grouped into two-family, duplex, twin home, townhouse, condominium, cooperative and apartment groups.

Condominium: A form of individual ownership within a multi-family building with joint responsibility for maintenance and repairs of the common property. In a condominium, each apartment or townhouse is owned outright by its occupant, and each occupant also owns a share of the land and other common property.

Cooperative: A multi-unit development operated for and owned by its occupants. Individual occupants do not own their specific housing unit outright as in a condominium, but they own shares in the total enterprise.

Multiple Dwelling Unit Building/Apartment: A residential building containing three (3) or more dwelling units, most commonly occupied by tenants in a rental arrangement, with common walls, and separate housekeeping and cooking facilities for each.

Single-Family Dwelling: A freestanding residence structure designed for or occupied by one family only. In addition to a single family occupying a single-family dwelling, supervised student housing may occupy the dwelling as an interim use subject to:

1. Up to eight (8) students, with the number determined by the formula in the interim use section of this code, under the general supervision of the single family occupying the dwelling, pursuant to a

program sponsored by an organization, holding a tax status of 501(c)(3) that promotes education provided students are participating in an educational program located in Dakota County.

Townhouse: Three (3) or more horizontally attached townhouse dwelling units, separated by party walls, and shall not exceed eight (8) such townhouse dwelling units per structure.

Twin Home: A building designed exclusively for or occupied exclusively by no more than two (2) families living independently of each other, with each unit located on a separate, single parcel of record, with the party wall separating the units acting as a dividing line.

Two-Family Dwelling Or Duplex: A residence designed for or occupied by two (2) families only, with separate housekeeping and cooking facilities for each.

DWELLING SITE: A designated location for residential use by one or more persons using temporary or movable shelter, including camping and recreation vehicle sites.

DYNAMIC DISPLAY BILLBOARD: A billboard or portion thereof that displays static or dynamic text, images, graphics, or pictures where the message change sequence is accomplished by any method other than physically or mechanically removing and replacing the sign face or its components, whether the apparent movement or change is in the display, the sign structure itself, or any other component of the billboard. This includes a display that incorporates a technology or method allowing the sign face to change the image without having to physically or mechanically replace the sign face or its components. This also includes, but is not limited to, any rotating, revolving, moving, flashing, blinking, projecting, or other animated display and any display that incorporates rotating panels, light bulbs, fiber optics, LED lights manipulated through digital input, "digital ink", or any other method or technology that allows the sign face to present a series of text, images, or displays.

EASEMENT: A grant by an owner of land for a specific use by persons or agencies other than the owner.

EFFICIENCY UNIT: A dwelling unit with one primary room which doubles as a living room, kitchen, and bedroom.

ENCLOSURE: Any structure of lumber, building blocks or similar materials, constructed at a value of less than the minimum for which a building permit is required, and intended to provide shelter.

ENERGY RECOVERY FACILITY: A site used to capture the heat value of solid waste for conversion to steam, electricity, or immediate heat by direct combustion or by first converting it into an intermediate fuel product. Municipal solid waste combustors are included in the definition of energy recovery facilities.

EQUAL DEGREE OF ENCROACHMENT: A method of determining the location of floodway boundaries so that floodplain lands on both sides of a stream are capable of conveying a proportionate share of flood flows.

ESSENTIAL SERVICES: Services provided by public and/or private utilities, necessary for the use of principal structures. These services include underground, surface, or overhead gas, electrical, steam, water, sanitary sewer, stormwater drainage, and communication systems and accessories thereto, such as poles, towers (except that telecommunications towers are regulated under [Chapter 15, article G](#) of this title), wires, mains, drains, sewers, pipes, conduits, cables, fire alarm and police call boxes, traffic signals, hydrants, and similar accessories in connection therewith, but not including any other essential service buildings. In the Mississippi River critical area overlay district, "essential services" also does not include transmission services.

ESSENTIAL SERVICES BUILDINGS: Buildings necessary for the provision of essential services, including, but not limited to, telephone exchange stations, booster or pressure regulating stations, wells and pumping stations, elevated tanks, lift stations and electrical power substations, provided no building shall be located within fifty feet (50') from any lot line of an abutting lot in an R or E district.

ESTABLISHED RESIDENTIAL NEIGHBORHOOD IN A BUILT UP URBAN AREA (ERN-BUUA) (Or Established Residential Neighborhood): For purposes of [chapter 13, article H](#) of this title (South St. Paul airport overlay district), means an area, which, if it existed on or before January 1, 1978 (for low density structures and lots) and an area which, if it existed on or before July 2, 1979 (all other land uses), shall be considered a conforming use that shall not be prohibited except as provided in subsection [10-13H-3B5](#) of this title, "Exemptions For Established Residential Neighborhoods". The following criteria shall be applied and considered in determining what constitutes an "ERN-BUUA":

- A. Location of the South St. Paul airport;
- B. Nature of the terrain within safety zones A and B;
- C. Existing land uses and character of the neighborhood around the South St. Paul airport;
- D. Population of the community;
- E. That the average population density in all areas within one mile of any point on a runway of the South St. Paul airport be equal to or greater than one dwelling unit per acre;
- F. Population density near the South St. Paul airport compared with population density in other areas of the community;
- G. The age and the economic, political and social stability of the neighborhood and the community as a whole;
- H. The proximity of supporting school, commercial, religious, transportation and other facilities and their degree of integration with residential land uses;
- I. Presence or absence of public utilities including, but not limited to, public sanitary sewer system, electric service and gas mains;
- J. Whether or not the factors listed in subsections H and I of this definition tend to make the community surrounding the South St. Paul airport a self-sufficient unit;
- K. Whether the area within one mile of the perimeter of the South St. Paul airport property would be considered primarily residential in character; and
- L. Other material factors deemed relevant by the governmental unit in distinguishing the area in question as established, residential, urban and built up.

EXCAVATION: A. Any breaking of ground, except common household gardening and ground care.

- B. In the sand and gravel zoning district, the removal, filling with, or storage of rock, sand, gravel, clay, black dirt or other similar material.

EXCAVATION PERMIT: A permit issued by the city to remove, excavate or store rock, sand, dirt, gravel, clay or other like material.

EXTERIOR STORAGE (Includes Open Storage): The storage of goods, materials, equipment, manufactured products and similar items not fully enclosed by a building.

FACILITY: In integrated resource management overlay districts, means the land, structures, monitoring devices, and other improvements on the land used for monitoring, treating, processing, storing, or disposing of solid waste, leachate, or residuals from solid waste processing.

FAMILY: An individual, or two (2) or more persons related by blood, marriage or adoption, or a group of not more than four (4) persons not so related, living together as a single housekeeping unit using common cooking facilities.

FARM: A tract of land that is principally used for agricultural activities.

FEEDLOT: A confined, unenclosed area where there is no vegetation for the feeding, breeding, raising or holding of livestock, where livestock manure can accumulate and where there is no vegetation growing on the site.

FENCE: Any partition, structure, wall or gate erected as a divider, marker, barrier or enclosure and located along the boundary or within the required yard.

FLOOD: A temporary increase in the flow or stage of a stream or in the stage of a wetland or lake that results in the inundation of normally dry areas.

FLOOD FREQUENCY: The frequency for which it is expected that a specific flood stage or discharge may be equaled or exceeded.

FLOOD FRINGE: That portion of the floodplain outside of the floodway. Flood fringe is synonymous with the term "floodway fringe" used in the flood insurance study for the city of Inver Grove Heights.

FLOODPLAIN: The beds proper and the areas adjoining a wetland, lake or watercourse that have been or hereafter may be covered by the regional flood.

FLOODPROOFING: A combination of structural provisions, changes, or adjustments to properties and structures subject to flooding, primarily for the reduction or elimination of flood damages.

FLOODWAY: The bed of a wetland or lake and the channel of the watercourse and those portions of the adjoining floodplain that are reasonably required to carry and discharge the regional flood.

FLOOR AREA: The sum of the horizontal areas of each story of the building measured from the interior faces of the exterior walls. The floor area measurement is exclusive of areas of unfinished attics, attached garages, breezeways and enclosed and unenclosed porches.

FOREST LAND CONVERSION: The clear cutting of forested lands to prepare for a new land use other than reestablishment of a subsequent forest stand.

FRONTAGE: That boundary of a lot that abuts a street.

FRONTAGE ROAD: A local road or street auxiliary to and located on the side of a highway for service to abutting property and adjacent areas and for control of access.

GALLERY OR ART GALLERY: A room or structure in which original works of art or limited editions of original art are bought, sold, loaned, appraised or exhibited to the general public.

GARAGE, PRIVATE: An accessory building or accessory portion of the principal building which is intended for and used to store the private passenger vehicles of the family or families resident upon the premises.

GARAGE, PUBLIC: Any building or premises, except those used as a private or storage garage, used for equipping, repairing, hiring, selling or storing motor driven vehicles.

GARBAGE: Discarded material resulting from the handling, processing, storage, preparation, serving and consumption of food.

GOVERNING BODY: City council of Inver Grove Heights.

GRADE: The average of the finished level at the center of the exterior walls of the building.

GREEN WASTE: Food scraps, soiled and nonrecyclable paper packaging, pet waste, disposable diapers, and organic sludges.

GROUP HOME, MULTIPLE-FAMILY: A state licensed residential facility serving from seven (7) through sixteen (16) persons.

GROUP HOME, SINGLE-FAMILY: Either a state licensed residential facility serving six (6) or fewer persons or a state licensed group family daycare facility to serve fourteen (14) or fewer children. Any residential facility whose purpose is to treat juveniles who have violated criminal statutes relating to sex offenses shall not be considered a single-family group home.

HARDSHIP, UNDUE: Where property cannot be put to reasonable use under the conditions allowed by the official controls, the plight of the landowner is due to circumstances unique to his property, not created by the landowner, and a variance, if granted by the city council, will not alter the essential character of the locality. Economic considerations alone shall not constitute an undue hardship if a reasonable use for the property exists under terms of the official controls.

HAZARDOUS WASTE: Any refuse, sludge, or other waste material or combinations of refuse, sludge or other waste materials, in solid, semisolid, liquid, or contained gaseous form which, because of its quantity, concentration, or chemical, physical or infectious characteristics, may: a) cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness; or b) pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, or disposed of, or otherwise managed. Categories of hazardous waste materials include, but are not limited to: explosives, flammables, oxidizers, poisons, irritants, and corrosives. Hazardous waste does not include source, special nuclear, or byproduct material as defined by the atomic energy act of 1954, as amended. Determination of whether a waste is a hazardous waste shall be made in accordance with the procedures, criteria and lists set forth in Minnesota rules chapter 7045 and code of federal regulations title 40, parts 260 and 261. In any circumstances where there is a conflict between state rules and federal regulations regarding determination of hazardous waste, the more stringent provision shall apply.

HEALTHCARE FACILITY: An institution providing health services primarily for human inpatient medical or surgical care for the sick and injured and including related facilities such as laboratories, outpatient, departments, training facilities, central services facilities, and staff offices that are an integral part of the facilities.

HEIGHT: For the purpose of determining the height limits in all airport zones set forth in [chapter 13, article H](#) of this title and shown on the zoning map, the datum shall be mean sea level elevation unless otherwise specified. See also definition of Building Height for a definition not related to airport regulations.

HERITAGE TREES: Healthy, large, hardwood trees which equal or exceed twenty seven inches (27") dbh and large coniferous trees which equal or exceed twenty four inches (24") dbh which have been determined to be of high value because of their type, size (diameter at breast height [dbh]), age or other professional criteria. A tree in fair or better condition must meet the following criteria:

- A. A life expectancy of greater than ten ([10](#)) years.
- B. A relatively sound and solid trunk with no extensive decay or hollow.
- C. No major insect or pathological problem.
- D. A lesser size tree can be considered a heritage tree if a certified forester determines it is a rare or unusual species or of exceptional quality.

HISTORIC PRESERVATION: The protection by various means of buildings or other structures, land areas, or districts that are identified by the Minnesota State Historical Society or the National Register of Historic Places.

HOME OCCUPATION: See subsection [10-15-26B](#) of this title for definition.

HOMEOWNERS' ASSOCIATION: An incorporated nonprofit organization operating under recorded land agreements through which:

- A. Each lot and/or homeowner is automatically a member;
- B. Each lot is automatically subject to a charge for a proportionate share of the expenses for the organization's activities, such as maintaining a common property; and
- C. The charge, if unpaid, becomes a lien against the property.

HORSE STABLE, COMMERCIAL: A building or structure and/or land whose operator boards more than three (3) horses other than his own.

HOTEL: A building that provides a common entrance, lobby, halls and stairway and in which twenty (20) or more people can be, for compensation, lodged with or without meals.

IMPERVIOUS SURFACE: That surface of the lot: a) which has been covered or has been physically altered and b) that contains a constructed hard surface, which would prevent or retard the entry of water into the soil and cause water to run off in greater quantities or at an increased rate of flow than prior to development. Examples include concrete, asphalt, pavers, permeable pavement systems and various compacted materials including aggregate, limestone, gravel driveways, gravel parking areas, gravel storage areas and recycled bituminous. Buildings, rooftops, sidewalks, patios, driveways, parking areas, storage areas, tennis and basketball courts, covered decks and decks with an impervious surface below and any other structure shall be included for the purpose of calculating maximum lot coverage. Exception: Decks with grass, bare ground or other natural porous surfaces below will not be considered when calculating lot coverage percentage.

INCINERATOR: A furnace or container for burning solid waste to ash.

INDUSTRIAL INCINERATOR ASH: The ash generated from a commercial, industrial, manufacturing, or service establishment incinerator.

INDUSTRIAL SOLID WASTE: All solid waste generated from an industrial or manufacturing process and solid waste generated from nonmanufacturing activities such as service and commercial establishments. Industrial solid waste does not include office materials, restaurant and food preparation waste, discarded machinery, demolition debris, municipal solid waste combustor ash, or household refuse.

INDUSTRIAL SOLID WASTE LAND DISPOSAL FACILITY: A site used to dispose of industrial solid waste in or on the land.

INDUSTRIAL USE: Within the Mississippi River critical area overlay district, this includes, without limitation, factory, office building, warehouse, elevators, material transfer site, pipeline, refuse and material storage areas.

INDUSTRY, HEAVY: A use engaged in the basic processing and manufacturing of materials or products predominately from extracted or raw materials.

INDUSTRY, LIGHT: A use engaged in the manufacture, predominately from previously prepared materials, of finished products or parts.

INFECTIOUS WASTE: Waste originating from the diagnosis, care, or treatment of a person or animal that has been or may have been exposed to a contagious or infectious disease. Unless the materials have been rendered noninfectious by procedures approved by the state commissioner of health, infectious waste includes:

- A. All wastes originating from persons or animals placed in isolation for control and treatment of an infectious disease;
- B. Bandages, dressings, casts, catheters, tubing, and similar disposable items which have been in contact with wounds, burns, anatomical tracts, or surgical incisions and which are suspect of being or have been medically verified as infectious;
- C. All infectious anatomical waste, including human and animal parts or tissues;
- D. Infectious sharps and needles;
- E. Laboratory and pathology waste of an infectious nature; or
- F. Any other waste, as defined by the state commissioner of health, which, because of its infectious nature, requires handling and disposal in a manner prescribed for subsections A through E of this definition.

INFILTRATION BASIN/TRENCH: An area that allows storm water rainfall/runoff to gradually seep into the ground.

INFILTRATION RAINGARDEN: Landscaped garden designed and planted to receive and infiltrate storm water runoff.

INTENSIVE VEGETATION CLEARING: The removal of fifty percent (50%) or more of the canopy massing of trees, grasses or shrubs in a contiguous patch, strip, row, or block.

INTERIM USE: A temporary use of a property until a particular date, until the occurrence of a particular event, or until zoning regulations no longer permit the use. Interim uses will only be allowed where the zoning expressly permits such interim uses.

KENNEL, COMMERCIAL: Any place where four (4) or more dogs over the age of six (6) months are kept for the primary purpose of commercial breeding, keeping, harboring or selling of dogs. A commercial kennel does not include animal hospitals, clinics, and other premises operated by a licensed veterinarian exclusively for the care and treatment of animals.

KENNEL, COMMERCIAL DAYCARE: Any place where dogs are kept for the primary purpose of commercial pet sitting or "doggie daycare", provided all of the following are met:

- A. Limited to a maximum of twenty (20) dogs on site at any one time.
- B. No outdoor runs or kennels allowed.
- C. The requirement and location of any outside fenced area, if any, shall be determined by the council.
- D. Dogs shall be on a leash not greater than sixteen feet (16') and handled by an employee at all times when outside the building during the animal's stay.
- E. An employee shall remain on site at all times animals are on the premises including overnight.
- F. Dogs shall be kept inside at all times except when exercised by an employee.
- G. Designated bathroom area shall be cleaned daily.

10-15H-4-8: PETS:

No owner or person in charge of any dog, cat or other pet animal shall permit same to run at large or commit any nuisance within the manufactured home park at any time. All pets must be on a leash not greater than sixteen feet (16') at all times when out of doors or kept within an approved fenced area. (Ord. 1098, 11-8-2004)