

INVER GROVE HEIGHTS CITY COUNCIL AGENDA

Monday, March 11, 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 February 11, 2019 City Council Meeting Minutes
ii. Minutes of February 25, 2019 City Council Meeting Minutes
- B. Resolution Approving Disbursements for Period Ending March 5, 2019
- C. Resolution Authorizing Carryover of Unused Budget Appropriations
- D. Consider Resolution Approving the First Amendment of the 2019 Dakota County Community Funding Application to Receive Additional Funding for Waste Abatement Activities
- E. Approval of Rental Licenses
- F. Lakefield Veterinary Group – Case No. 19-04SC; Consider the following for property located at 7109 and 7131-7135 Cahill Avenue:
 - a) A Resolution approving a Preliminary and Final Plat for a one lot subdivision.
 - b) A Resolution approving a Vacation of existing perimeter drainage and utility easements in Winsor Ridge.
 - c) A Resolution approving a Conditional Use Permit to expand a small animal veterinary clinic
- G. Consider approval of the attached job description of Shift Captains for the Inver Grove Heights Fire Department
- H. 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**:

7. **REGULAR AGENDA**:

PLANNING DEPARTMENT:

A. **James Vanbuskirk**; Consider the following resolutions for the property located at 9215 Rich Valley Boulevard:

- a) A Resolution relating to a Variance to allow an accessory structure larger than 1,600 gross square feet

b) A Resolution relating to a Vacation of existing drainage and utility easements on either side of lot line between Lots 1 and 2, Block 1, Rich Valley Ponds.

8. MAYOR & COUNCIL COMMENTS:

9. ADJOURN:

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

**INVER GROVE HEIGHTS CITY COUNCIL MEETING
MONDAY, FEBRUARY 11, 2019 - 8150 BARBARA AVENUE**

1. CALL TO ORDER 2. ROLL CALL:

The City Council of Inver Grove Heights met in regular session on Monday, February 11, 2019, in the City Council Chambers. Mayor Tourville called the meeting to order at 7:00 p.m.

Present were: Councilmembers Bartholomew, Perry, and Dietrich; City Administrator Lynch, City Attorney Kuntz, City Planner Hunting, City Engineer Kaldunski, Police Commander Otis, and City Clerk Tesser.

Absent: Councilmember Piekarski Krech.

3. PRESENTATIONS:

A. Inver Glen Library Presentation, Peg Schmook, Branch Manager

Peg Schmook, Inver Glen Library Branch Manager, began a presentation stating that a strategic plan was done a couple of years ago and they came up with a vision, a mission, and values. She stated that the library today offers regular traditional services such as checking out books, DVDs, hard print, and launchpads. They also have other services as follows:

1. Summer Discovery: Known as the Summer Reading Program with a goal of helping students combat summer slide. Kickoff takes place in early June. Last year The Friends of The Inver Glen Library served free ice cream and the Inver Grove Heights Fire Department brought a Fire Truck, which was very popular. She stated that they also partner with the Parks and Recreation Department with Story Time in the Park and that Kids Rock visits the library weekly.
2. Homework Help: Involves volunteer tutors that are trained from the Minnesota Literacy Council and offer help to all ages.
3. Nature Backpack: Piloted at Inver Glen Library a couple of years ago and funded by the Friends of Inver Glen Library. This is a backpack that can be checked out by all ages that comes with a magnifying glass and tree identification. This encourages people to get outside and look and engage with nature.

She stated that Inver Glen Library had 97,982 visitors in 2018. Their goal for 2019 is 100,000 visitors. The number of items borrowed on average is five items per resident. This only includes physical items, not electronic items. She stated that last year, the system overall checked out over 700,000 items digitally. She stated that online access has been available for free to the public for over 20 years. In 2018, there was over 30,821 hours of digital access at the Inver Glen Library. She stated that on the Dakota County website, the library page is the most popular page with 1,208,043 hits. The following is coming up in 2019:

- In November, they got their own 3D printer along with an iMac with full Adobe Creative Suite, Garage Band. This is available to the public. She stated that a reservation is needed to use this item and encouraged everyone to take advantage of the features.
- The Inver Grove Heights Reads Program begins October 2019. The goal is community conversations, community engagement, and adult literacy. Last year, they began their first program during Inver Grove Heights Days. She stated that they are currently selecting a book. This program is funded by The Friends of Inver Glen Library.
- She stated that one of the librarians has a contact with the Minnesota Astrological Society. They have been discussing having non-traditional telescopes available for check out to the public. The society is doing the fundraising and will maintain the telescope maintenance. She stated that the library would do the logistics of checking them out and making them available to everyone in the community.

Mayor Tourville stated that the Inver Grove Heights Library was actually slated to be built between 2018 and 2020. It's been built for years. He commented that Lakeville and Inver Grove Heights were the two

large Cities that didn't have libraries on the Dakota County system. He stated that there are meeting rooms available as a result of the expansion and that the volunteer group is very active with donations and special projects. He commented that the library is a resource for the entire community.

4. CONSENT AGENDA:

- A.
 - i. Minutes of January 14, 2019 City Council Meeting Minutes.
 - ii. Minutes of January 14, 2019 City Council Special Legislative Meeting Minutes.
- B. **Resolution 19-27** Approving Disbursements for Period Ending February 5, 2019.
- C. Approve Debt Management Policy.
- D. Intentional Left Blank.
- E. Approval of Rental License.
- F. Berean Baptist Church – Case No. 19-03CUP; Approve a **Resolution 19-28** to allow a 26,800 square foot church to operate at property located at 5300 South Robert Trail.
- G. **Resolution 19-29** Calling for Hearing on Proposed Assessment and **Resolution 19-30** Declaring Costs to be Assessed.
- H. Request Approval of Pay Application #3 for \$566,675.00 to Jorgenson Construction for Project 2014-10 Fire Station #2 New Construction.
- I. Approve Letter of Support for Local Road Improvement Program Funding Application.
- J. Receive Quotes and Accept Quote for Water Treatment Facility Lower Pipe Gallery Painting.
- K. Approve Custom Grading Agreement and Permanent Utility and Drainage Easement for 10371 Inver Grove Trail.
- L. Consider **Resolution 19-31** Seeking 2019 Municipal State Aid System (MSAS) Advancement of Funding for City Project No. 2016-08 – T.H. 3 Roundabout at 70th Street (SAP #178-020-027), City Project No. 2017-24 – T.H. 3 Improvements for 65th Street (SAP #178-010-011), and City Project No. 2015-03 – 65th Street Construction (between T.H. 3 and Argenta Trail) (SAP #178-104-007).
- M. **Resolution 19-32** Approving the Use of Eminent Domain to Acquire Temporary and Permanent Easement Rights from Private Property Owners as Required for City Project Nos. 2015-03 – 65th Roadway and Drainage Improvements (Between T.H. 3 and Argenta Trail) and City Project No. 2018-03 – NWA Trunk Watermain Improvements – 65th Street Loop (Phase 4 of 2015-12) from Agate Trail to the future Argenta Trail Right-Of-Way (65th Street Watermain Improvements).
- N. Approve Coal Tar Litigation Agreement.
- O. Personnel Action.

Motion by Bartholomew second by Perry to approve the Consent Agenda noting that Agenda Item 4D was moved to the Regular Agenda.

Ayes: 4

Nays: 0 Motion carried.

5. PUBLIC COMMENT:

There were no public comments.

6. PUBLIC HEARING:

A. Consider Application for Lawful Purpose Gambling Premises Permit with VFW Post 295 at Moose Lodge 1088, 5927 Concord Blvd E. Resolution 19-35.

City Clerk Michelle Tesser stated that the organization provided the necessary paperwork. An investigation was conducted on the officers of the organization. She stated the officers' backgrounds were approved by the Police Chief. The Moose Lodge has had prior charitable gambling at the location.

Mayor Tourville stated that the City does not pick who gets to offer gambling at these locations, the premises makes those decisions. He stated that the City has made ordinance amendments to the gambling ordinance that took effect on January 1st.

Al Running, 8249 Indian Boulevard, Cottage Grove, Gambling Manager for the VFW stated that they welcome the opportunity to work with Moose Lodge and have worked with South St. Paul and Inver Grove Heights for many years. He commented that they sold their primary building in South St. Paul and have moved into a small storefront in South St. Paul while they are looking for a new location.

Motion by Bartholomew second by Dietrich to close the Public Hearing at 7:15PM

Ayes: 4

Nays: 0 Motion carried.

Motion by Bartholomew second by Perry to approve to Consider Application for Lawful Purpose Gambling Premises Permit with VFW Post 295 at Moose Lodge 1088, 5927 Concord Blvd E. Resolution 19-35.

Ayes: 4

Nays: 0 Motion carried.

B. Approval of Temporary Liquor License for St. Patrick's Church. *Amended.*

City Clerk Tesser stated that this request is for a temporary liquor license for a yearly event. The event will take place at the Church of St. Patrick's where there will be a temporary sale of liquor on Friday, April 5th. The applicant provided the required certificate of liability insurance.

Motion by Bartholomew second by Perry to close the Public Hearing at 7:17PM.

Ayes: 4

Nays: 0 Motion carried.

Motion by Perry second by Dietrich to approve the Approval of a Temporary Liquor License for St. Patrick's Church.

Ayes: 4

Nays: 0 Motion carried.

7. REGULAR AGENDA:

COMMUNITY DEVELOPMENT:

A. Inver Grove Brewing Co.; Consider the following requests for property located at 9051 Buchanan Trail;

a) An Ordinance Amendment to the Arbor Pointe PUD Ordinance #789 to allow Brew Pub Ordinance 1362 as a permitted use in the CSC District Ordinance 1363 and to add the definition of Brew Pub in the zoning ordinance.

b) A PUD Plan Amendment to modify the site plan for the building additions. Resolution 19-33.

c) A Resolution relating to vacation of a portion of the drainage and Utility Easement on Lot 3, Block 1, Arbor Pointe 15th Addition. Resolution 19-34.

City Planner Allan Hunting stated that the applicant is proposing to remodel the old Ruby Tuesday Restaurant to a Brew Pub. The Brew Pub brews and sells their own beer on site and would also provide a full-service restaurant. He stated that one of the requests is a site plan amendment. They are proposing a 1,700 square foot addition to the front side of the building to house the brewing equipment. A future phase would be for an outdoor patio of approximately 1,800 square feet. He stated that they would be losing a few parking spaces, but there is still ample parking onsite which exceeds the parking requirements. He stated that the other change would be the closing of a curb opening to improve safety

and circulation. Photos of the exterior were shown, and he commented that the building will be remodeled. He stated that all of the standards of the Arbor Pointe Ordinance have been met with this change.

He stated that another part of the request is for two ordinance amendments. The first is to add the use of Brew Pub as it is defined by state statute and include that as a permitted use in the Arbor Pointe PUD ordinance and to add the definition of Brew Pub to the city zoning ordinance. He stated that there is a small section of an easement that needs to be vacated at the far northwest corner of the proposed building addition. There is a little area in the easement that would encroach about two feet. He stated that the engineering department has looked at that easement and are fine with vacating. Staff recommends approval of the request as presented.

Don Seiler, Lakeville Brewing Company, 16164 Huron Court, Lakeville, stated that they are excited about being able to open their second location in Inver Grove Heights. Their first location is in Lakeville. They have been working on the plans for a year and searching for a location for about two years. He commented that they hope to make the best possible use of this new location.

Mayor Tourville stated that this was more than a liquor license approval and it will take more time. The State of Minnesota is involved because it is the manufacturing of beer and they look at the equipment. He commented that it is unique that B52's is going to expand it's second location in Lakeville and Lakeville Brewing Company is going to expand their second location in Inver Grove Heights. He commented that the City is excited about Inver Grove Brewery.

Mr. Seiler stated that one item in the PUD Amendment that they felt they met the mark on but had to be creative with was the requirement of including the Arbor Pointe green in the exterior aesthetics. He commented that he knew the Walgreens building and other commercial real estate is back on the market and wondered if that requirement may be a hinderance to someone else. He stated that the Arbor Pointe green wasn't in their design color palate. He suggested that they may want to consider that thought with other businesses moving into the Arbor Pointe area and the City may want to take that out as a requirement.

Mayor Tourville responded that he had a good point and that the city would look into it. He thanked him for the comment.

Councilmember Bartholomew commented that this will be a valuable addition and looks forward to it opening.

Motion by Bartholomew second by Perry to approve Inver Grove Brewing Co.; Consider the following requests for property located at 9051 Buchanan Trail;

- a) An Ordinance Amendment to the Arbor Pointe PUD Ordinance #789 to allow Brew Pub Ordinance 1362 as a permitted use in the CSC District Ordinance 1363 and to add the definition of Brew Pub in the zoning ordinance.**
- b) A PUD Plan Amendment to modify the site plan for the building additions. Resolution 19-33.**
- c) A Resolution 19-34 relating to vacation of a portion of the drainage and Utility Easement on Lot 3, Block 1, Arbor Pointe 15th Addition.**

Ayes: 4

Nays: 0 Motion carried.

POLICE DEPARTMENT:

B. Consider Second Reading of Ordinances Amending City Code 5-5-6, 5-5-12, and 5-9-2 Concerning Nuisance Noise, Creation of a New Chapter 14 to Title 4 Creating a Permit for a Large Assembly, And Creation of a New Chapter 15 to Title 4 Concerning Excessive Consumption of City Services.

City Attorney Tim Kuntz stated that this item is for consideration of three different ordinances. One of the processes that has been in existence began in 2018 and continues into 2019. He stated that these three Ordinances do not require a Public Hearing. In 2018, the Legislature imposed a requirement that when the City is considering a new ordinance, the City should, before the final consideration of the ordinance, post a notice informing the public about a summary of the ordinances and giving the public dates that the Council will consider the ordinance. He stated that we have been doing that and will continue to do so under the statutory requirement. Notice was given for the second reading taking place this evening. He stated that the goal is to try to give the notice before the second reading based on the theory that comments come forth at the first reading and are incorporated into the second reading. He stated that if it is at the second reading as opposed to the third reading, there is more of an opportunity for the Council to take into consideration public comments that are made. The notice was posted on the city's bulletin board.

Police Commander Josh Otis stated that they had one minor change regarding charter cities from the first reading for excessive consumption and have removed that charter city in the second reading.

City Attorney Kuntz stated that the third reading would take place on February 25th.

Motion by Bartholomew second by Perry to approve to Consider Second Reading of Ordinances Amending City Code 5-5-6, 5-5-12, and 5-9-2 Concerning Nuisance Noise, Creation of a New Chapter 14 to Title 4 Creating a Permit for a Large Assembly, And Creation of a New Chapter 15 to Title 4 Concerning Excessive Consumption of City Services.

Ayes: 4

Nays: 0 Motion carried.

8. MAYOR & COUNCIL COMMENTS:

Mayor Tourville stated that this Friday is the MLC/Dakota County Legislative Group meeting at the Eagan Community Center at 7:30 p.m. The cities of Inver Grove Heights, Eagan and Burnsville, part of MLC, State Senators, and State Representatives will be in attendance. A notice has been posted.

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(c), a Closed Session to Consider and Develop Offers and Counteroffers and to Review Confidential Non-Public Appraisal Data relating to the Possible Sale of Surplus Fire Station No. 2 Real Property. *Amended.*

City Attorney Kuntz stated that this item is for two separate items to meet in executive closed-door session for matters that by Statute are allowed to be discussed in a closed-door session. The first item is for Minn. Stat. § 13D.05, Subd. 3(b) to hold an executive closed-door session to discuss the lawsuit of the City of Inver Grove Heights versus GS Truck & Trailer Repair LLC. and GS Transport Express LLC. This is a pending lawsuit. He stated that the Council will be meeting with the City Administrator and City Attorney under the attorney client privilege and pursuant to the statute outlined. He asked that the council make a motion to move to executive session for the purpose and reason outlined under the statutory provisions cited.

Motion by Perry second by Dietrich to go into an executive closed-door session at 7:32 p.m. for Agenda Item 9A 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.**Ayes: 4****Nays: 0 Motion carried.**

City Attorney Kuntz stated that this item is for Agenda Item 9B to meet in closed-door session under Minn. Stat. § 13D.05, Subd. 3(c) to consider offers and counter offers and review confidential public appraisal data with respect to the possible sale of surplus Fire Station #2 property. He stated that when the City purchased the property for the Fire Station, there was land that would not be a part of the fire station site itself. The City is considering the sale of that property and this closed-door session is to consider offers and counter offers relating to it. He stated that if at some future date the Council does approve a purchase agreement concerning the sale of the so-called excess property, that action would be taken at a public session by public vote.

Mayor Tourville stated that this is regarding the potential Dakota County SMART Center. They are going to go through negotiations in an executive session. He stated that the City and Dakota county will be working out the details of an agreement for the SMART Center located to the east of the existing construction of the fire hall.

Motion by Perry second by Dietrich to go into an executive closed-door session at 7:34 p.m. for Agenda Item 9B Pursuant to Minn. Stat. § 13D.05, Subd. 3(c), a Closed Session to Consider and Develop Offers and Counteroffers and to Review Confidential Non-Public Appraisal Data relating to the Possible Sale of Surplus Fire Station No. 2 Real Property.

Ayes: 4**Nays: 0 Motion carried.****10. ADJOURN:**

Meeting was adjourned at 7:35 p.m.

Minutes prepared by Recording Clerk Yourczek.

**INVER GROVE HEIGHTS CITY COUNCIL MEETING
MONDAY, FEBRUARY 25, 2019 - 8150 BARBARA AVENUE**

1. CALL TO ORDER 2. ROLL CALL:

The City Council of Inver Grove Heights met in regular session on Monday, February 25, 2019, in the City Council Chambers. Mayor Tourville called the meeting to order at 7:00 p.m.

Present were: Councilmembers Bartholomew, Perry, Piekarski Krech, and Dietrich; City Administrator Lynch, City Attorney Kuntz, Parks and Recreation Director Carlson, Police Commander Otis, and City Clerk Tesser.

3. PRESENTATIONS:

There were no presentations.

Mayor Tourville discussed the winter snow storm. He thanked the Public Safety Department, Police, Fire, snow plow drivers and others that work in the public works department. He commented that it has been a busy couple of weeks with a lot of snow and that they have done a great job. He also reminded residents to shovel out fire hydrants and thanked those that have taken the time to shovel out fire hydrants.

4. CONSENT AGENDA:

A. i. Minutes of January 28, 2019 City Council Meeting Minutes.

ii. Minutes of February 4, 2019 City Council Strategic Planning Work Session.

B. Resolution 19-36 Approving Disbursements for Period Ending February 20, 2019.

C. Consider Approval of Plans and Specification and Advertising for Bids for the North Valley Pickleball Court Project.

D. Consider Awarding a 3 Year Portable Toilet Contract.

E. Consider Pay Voucher No. 3 for City Project No. 2018-13 – Public Works Maintenance Facility HVAC Improvements.

F. Consider Adoption of the updated City of Inver Grove Heights Emergency Operation Plan (EOP).

Resolution 19-37.

G. Personnel Action.

Motion by Bartholomew second by Perry to approve the Consent Agenda.

Ayes: 5

Nays: 0 Motion carried.

5. PUBLIC COMMENT:

There were no public comments.

6. PUBLIC HEARING:

A. Approval of Temporary Liquor License for St. Patrick's Church.

City Clerk Michelle Tesser stated that the temporary liquor license for the Church of St. Patrick's will be for April 13, 2019 from 5:30pm to 10:30pm. It is a fundraiser for the Best Foundation charity. She stated that the Church of St. Patrick's provided her with a certificate for liability insurance.

Gina Wright, 8427 Bradford Court, stated that the address for the Best Foundation is P.O. Box 2276, Inver Grove Heights, MN. She invited the City Council to attend the Best Foundation Gala. She stated that they made a few changes this year. It usually took place in early March but will now be held on Saturday, April 13th.

The event was previously held at Southview Country Club but moved this year to the Church of St. Patrick's in hopes to grow attendance and for additional space. She stated that a few local businesses have donated liquor that they will sell to increase profits.

Motion by Piekarski Krech second by Perry to close the Public Hearing at 7:05PM

Mayor Tourville asked if the license was also for gambling, and if so, if it was on a separate license.

Ms. Wright responded that gambling would be on a separate license and St. Patrick's Church would be responsible for the gambling license.

City Clerk Tesser stated that the City Council does not approve the temporary gambling license.

Ayes: 5

Nays: 0 Motion carried.

Motion by Perry second by Piekarski Krech to approve a Temporary Liquor License for St. Patrick's Church.

City Administrator Joe Lynch stated that the applicant is the Church, not the Best Foundation.

Mayor Tourville clarified that the church is asking for the temporary liquor license.

Ayes: 5

Nays: 0 Motion carried.

7. REGULAR AGENDA:

PARKS AND RECREATION DEPARTMENT:

A. Consider the Second Reading of Ordinance Changes Related to Dog Licensing, Dog Leashes, Dangerous Dogs.

Parks and Recreation Director Eric Carlson stated that this is to consider the second reading for the proposed Ordinance Amendments. The City Council passed the first reading of the Ordinance. The second reading is the same as the first. He stated that after the first reading the Council asked to consider allowing dogs to be off leash at Seidl's Lake Park and Sleepy Hollow Park and asked that the Park and Recreation Commission review the issue. Notices were emailed to people that live around those parks and information was advertised on social media and the city's website. He stated that the Park and Recreation Commission recommends that dogs have to be on leash when they are on parks, trails, and sidewalks. Due to that, the Ordinance has not been changed for the second reading. He stated that neighborhood meetings were not held specifically for this issue, it was only discussed during the Park and Recreation Commission meeting.

Motion by Bartholomew second by Perry to approve to Consider the Second Reading of Ordinance Changes Related to Dog Licensing, Dog Leashes, Dangerous Dogs.

Mayor Tourville stated that nothing will change with the Ordinance. He commented that dogs will need to remain on a leash, off-leash only at the dog park, dog licenses are not required and that dog owners will have to pay a heavier fine if dogs are caught roaming outside.

Ayes: 5

Nays: 0 Motion carried.

Mayor Tourville stated that the third reading will take place at the next scheduled City Council meeting.

POLICE DEPARTMENT:

B. Consider Third Reading of Ordinances Amending City Code 5-5-6, 5-5-12, and 59-2 Concerning Nuisance Noise, Creation of a New Chapter 14 to Title 4 Creating a Permit for a Large Assembly, And Creation of a New Chapter 15 to Title 4 Concerning Excessive Consumption of City Services. Ordinance Nuisance Noise 1364, Ordinance Large Assembly 1365, Ordinance Excessive Consumption 1366.

Police Commander Josh Otis stated that this item is for approval of the third reading for three Ordinances. Since the first reading on January 28, there was the removal of charter cities since the city is not a charter city. The only changes to the second reading were typographical.

Councilmember Bartholomew stated that he wanted to clarify the exemption of snow removal and lawn mowing from the hours.

City Attorney Tim Kuntz responded that it is listed in the Nuisance Noise Ordinance located on Page 2 under Exemptions, as Exemption C5.

Police Commander Otis stated that one thing they have spoken about was excessive consumption of services. This includes the excessive inspection service fee and reinspection fee. With large assembly, a non-refundable permit review and investigation fee and a cash escrow fee. He stated that those fees will be established once this Ordinance is approved. He commented that the following departments: Public Works, Fire, Police, and Code Enforcement, would discuss fees and come back before the City Council with recommendations.

Councilmember Bartholomew asked if there has been any input on the Ordinance since the second reading.

Police Commander Otis responded that there has been no input or inquiries.

Mayor Tourville asked how long it could take to come up with the new fees.

City Administrator Lynch responded that it's not a lengthy process. He stated that there needs to be further discussion about the fees and if they would be established in the fee schedule or in the Ordinance. He stated that it was not in the Ordinance this time so they could adjust the fee schedule and not have to amend the Ordinance each time. He commented that this would be brought forward during the March work session and that they hope to have this completed by the end of March or beginning of April.

Motion by Piekarski Krech second by Dietrich to approve to Consider Third Reading of Ordinances Amending City Code 5-5-6, 5-5-12, and 59-2 Concerning Nuisance Noise, Creation of a New Chapter 14 to Title 4 Creating a Permit for a Large Assembly, And Creation of a New Chapter 15 to Title 4 Concerning Excessive Consumption of City Services. Ordinance Nuisance Noise 1364, Ordinance Large Assembly 1365, Ordinance Excessive Consumption 1366.

Ayes: 5

Nays: 0 Motion carried.

ADMINISTRATION DEPARTMENT:

C. Consider Sale of 6.27 Acre Parcel to Dakota County for Training Center. Resolution 19-38.

City Attorney Kuntz stated that when the City purchased the new Fire Station No. 2 property, the position of the seller at that time stated that the City had to buy the entire property owned by them. That was done as a part of the fire station acquisition. He stated that Parcel B, consisting of approximately 6.27 acres,

was determined as not needed for the fire station complex. He stated that the City and County have had discussions about the County wanting to purchase the parcel for their new training center. This is for a Purchase Agreement that contracts with the County. The parcel would be sold by the City to the County for a purchase price of \$1,081,864. The amount would be payable at the time of closing.

He stated that the transaction is contingent upon a number of land use approvals being granted by the City. The property is currently zoned B3 and is guided by the Comprehensive Plan as a Community Shopping Center. He stated that the purchase by the County and use intended by the County would trigger a Comprehensive Plan change and a rezoning. Those two processes have not yet occurred. He stated that the Agreement is contingent upon them occurring and the approvals being granted by the City after having gone through the Planning Commission and public hearing stages. Those have not occurred yet. He stated that the closing is expected to be on or before July 2019. He commented that the reason for the extended period is that there is currently a moratorium by the Metropolitan Council on processing Comprehensive Plan Amendments for individual parcels. The Met Council has been hit by all the larger Comprehensive Plan changes. He stated that word from the Metropolitan Council is that it could be a 90 to 120-day delay after Council action. This is why the closing date seems to be later than usual. The purchase price would be paid in cash. He stated that the property owner would have the right to hook up at the property boundary to the existing sewer, water, and fiber optics, but would thereafter have to pay other charges for the hook up and customary connection fees.

He stated that the County has asked to present a Natural Resource Restoration Plan to address the reforestation requirement. The County has asked to not plat the property. He stated that the City will contemplate platting the property at a future date. Since platting will not be occurring now, one of the other contingencies is that the City and County have to come to an agreement for the dedication and creation for several stormwater ponds, stormwater facilities, and a stormwater maintenance agreement to address whose responsibility it will be to maintain. He stated that another contingency is that the County has asked that no park dedication fee be charged to the County.

Mayor Tourville asked about permit by variance of real property and setback requirements along Trunk Highway 52/55, where it states that it would be equal to those that were used by the seller for its fire station. He stated that he wasn't sure we had a right to take a look at the variance on Highway 52/55 because that is the State's oversight. The City has a right to variances needed on Courthouse Boulevard, not the highway. He asked if they wanted to list Highways 52/55, or if it needed to be included.

City Attorney Kuntz responded that was one of the paragraphs on the term sheet. He stated that he wasn't sure where the reference to Highway 52/55 came from. He commented that he thought it was a variance of the buildings from public highways, rather than a highway variance. He stated that the variance is not approved by this Agreement, it is listed as a contingency.

Councilmember Bartholomew commented that the buyer may have wanted to make sure to have the same setback as the fire station does. That is what the City granted to the fire station.

Mayor Tourville agreed with Councilmember's Bartholomew's statement. He commented that we haven't seen a layout of the building yet.

Councilmember Piekarski Krech commented that they are not asking for the variance, they are asking that if they should need it, they would like to be given the same consideration given to the fire station.

City Administrator Lynch stated that the challenge is when the property is rezoned to P-Institutional, it increases the setback. He stated that they just want consideration and if one is needed, the potential for the same setback as a P-Institutional use.

Motion by Piekarski Krech second by Perry to approve to Consider Sale of 6.27 Acre Parcel to Dakota County for Training Center. Resolution 19-38.

Ayes: 5

Nays: 0 Motion carried.

City Administrator Lynch stated that once the check is received from the County, the City Council will have to make a decision about how to divide that money up. For example, what goes towards the project cost, utility cost, and what if any, goes toward park dedication.

Mayor Tourville commented that he would like to look for direction from staff.

City Administrator Lynch responded that staff would make a recommendation once they receive payment.

8. MAYOR & COUNCIL COMMENTS:

Mayor Tourville commented that they were sent a tentative schedule on interviews for Police. He stated that he will be gone March 18th through the 30th and is looking at the week of the 11th. He commented that if that doesn't work, interviews could continue through the week of the 18th.

City Administrator Lynch responded that they would come up with a date and that it would be the week prior.

9. EXECUTIVE SESSION:

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

Discuss Doffing Ave. Property Acquisition Related to Heritage Village Park for Property Located at: LSS Properties LLC - 6455 Doffing Ave - 20-36500-32-110.

City Attorney Kuntz stated that the City Council is being asked to go into a closed-door executive session pursuant to Minn. Stat. § 13D.05, Subd. 3(c)2 & 3. That Statute states that the Council may be in closed-door session to consider offers and counter offers relating to the purchase of real estate and to review non-public appraisal data. He stated that it is for those reasons that the Council is being asked to go into executive session where the Council is considering offers and counter offers and non-public appraisal data with respects to property located at 6455 Doffing Avenue, owned by LSS Properties, which is a limited liability company. He stated that it is a single tax parcel identified as Tax Parcel 20-36500-32-110. He stated that the Council, after the closed-door session, will not be taking further public action. They will be adjourning and are not being asked to approve a purchase Agreement, this is a matter of discussion with the landowner where the Park Director needs direction from the Council, which is the purpose of the closed-door session. He asked the Council to make a motion to proceed to a closed-door session for the reasons outlined under the Statutory authority identified dealing with the property mentioned.

Motion by Piekarski Krech second by Perry to adjourn the meeting at 7:31 p.m.

Ayes: 5

Nays: 0 Motion carried.

10. ADJOURN:

Motion by Dietrich second by Perry to adjourn the executive closed-door session at 8:06 p.m.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: March 11, 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 February 21, 2019 to March 5, 2019.

SUMMARY

Shown below is a listing of the disbursements for the various funds for the period ending March 5, 2019. The detail of these disbursements is attached to this memo.

General & Special Revenue	\$664,160.85
Debt Service & Capital Projects	57,129.00
Enterprise & Internal Service	404,798.08
Escrows	5,233.60
Grand Total for All Funds	<u><u>\$1,131,321.53</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 February 21, 2019 to March 5, 2019 and the listing of disbursements requested for approval.

DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _____

**RESOLUTION APPROVING DISBURSEMENTS FOR THE
PERIOD ENDING March 5, 2019**

WHEREAS, a list of disbursements for the period ending March 5, 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	\$664,160.85
Debt Service & Capital Projects	57,129.73
Enterprise & Internal Service	404,798.08
Escrows	5,233.60
 Grand Total for All Funds	 <u><u>\$1,131,322.26</u></u>

Adopted by the City Council of Inver Grove Heights this 11th day of March, 2019.

Ayes:

Nays:

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk



City of Inver Grove Heights

Expense Approval Report

By Fund

Payment Dates 02/21/2019 - 03/05/2019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ADVANCED GRAPHIX, INC.	201304	03/05/2019	2/28/19	101.42.4000.421.50030	66.00
AFSCME COUNCIL 5	INV0083954	02/15/2019	UNION DUES (AFSCME FULL SHARE	101.203.2031000	903.24
AFSCME COUNCIL 5	INV0083955	02/15/2019	UNION DUES (AFSCME FULL SHARE	101.203.2031000	94.10
ASPEN MILLS	231728	02/26/2019	55077IGHPD	101.42.4000.421.60045	762.77
ASPEN MILLS	232261	03/05/2019	55077I	101.42.4200.423.60045	68.00
ASPEN MILLS	232702	03/05/2019	55077IGHPD	101.42.4000.421.60045	508.00
BARNA, GUZY, & STEFFEN LTD	198953	02/21/2019	50003-005	101.41.1100.413.30430	546.00
BARNA, GUZY, & STEFFEN LTD	198954	02/21/2019	50003-010	101.41.1100.413.30430	60.00
BJORKLUND COMPENSATION CONSULTING, LLC	00003998	03/05/2019	1/8/19	101.41.1100.413.30700	145.00
BOLTON & MENK, INC.	0229394	03/05/2019	X11.11659	101.43.5100.442.30300	1,600.00
BOXWOOD TECHNOLOGY INC	3318076	03/05/2019	00412066ABE09E4	101.41.1100.413.30500	299.00
COMCAST	2/5/19 8772 10 591 0359526	02/21/2019	8772 10 591 0359526	101.42.4200.423.30700	10.53
COMPASS MINERALS AMERICA INC.	399983	02/26/2019	533306/CSH950192	101.43.5200.443.60016	2,508.44
COMPASS MINERALS AMERICA INC.	410208	03/05/2019	533306/CSH950192	101.43.5200.443.60016	7,830.60
DAKOTA CTY FINANCIAL SVCS	00033876	02/21/2019	P0001754	101.42.4000.421.30700	5,577.00
DAKOTA CTY FINANCIAL SVCS	00033882	02/21/2019	P0001754	101.42.4000.421.70501	23,577.00
DAKOTA CTY FINANCIAL SVCS	00034014	02/21/2019	P0001753	101.42.4000.421.70501	1,516.45
DAKOTA CTY FINANCIAL SVCS	00034014	02/21/2019	P0001753	101.42.4200.423.30700	1,703.09
DAKOTA CTY FINANCIAL SVCS	00034014	02/21/2019	P0001753	101.43.5200.443.30700	46.66
DAKOTA ELECTRIC ASSN	246837-9 2/19	02/22/2019	Electric	101.44.6000.451.40020	329.72
DAKOTA ELECTRIC ASSN	250165-8 2/19	02/22/2019	Electric	101.44.6000.451.40020	91.82
DAKOTA ELECTRIC ASSN	393563-2 2/19	02/22/2019	Electric	101.44.6000.451.40020	195.08
DAKOTA ELECTRIC ASSN	426713-4 2/19	02/22/2019	Electric	101.43.5400.445.40020	54.58
DAKOTA ELECTRIC ASSN	443054-2 2/19	02/22/2019	Electric	101.44.6000.451.40020	20.56
DAKOTA ELECTRIC ASSN	109394-7 2/19	02/22/2019	Electric	101.43.5400.445.40020	1,193.41
EFTPS	INV0084153	02/14/2019	FEDERAL WITHHOLDING	101.203.2030200	202.68
EFTPS	INV0084155	02/14/2019	MEDICARE WITHHOLDING	101.203.2030500	198.38
EFTPS	INV0084156	02/14/2019	SOCIAL SECURITY WITHHOLDING	101.203.2030400	670.26
EFTPS	INV0083974	02/15/2019	FEDERAL WITHHOLDING	101.203.2030200	47,724.68
EFTPS	INV0083976	02/15/2019	MEDICARE WITHHOLDING	101.203.2030500	14,702.48
EFTPS	INV0083977	02/15/2019	SOCIAL SECURITY WITHHOLDING	101.203.2030400	44,791.52
EFTPS	INV0083978	02/15/2019	FEDERAL WITHHOLDING	101.203.2030200	1,316.37
EFTPS	INV0083980	02/15/2019	MEDICARE WITHHOLDING	101.203.2030500	226.36
EFTPS	INV0083981	02/15/2019	SOCIAL SECURITY WITHHOLDING	101.203.2030400	967.92
EFTPS	INV0084140	02/20/2019	FEDERAL WITHHOLDING	101.203.2030200	94.30
EFTPS	INV0084142	02/20/2019	MEDICARE WITHHOLDING	101.203.2030500	133.42
EFTPS	INV0084147	02/20/2019	MEDICARE WITHHOLDING	101.203.2030500	36.32
EFTPS	INV0084510	03/01/2019	FEDERAL WITHHOLDING	101.203.2030200	50,542.99
EFTPS	INV0084512	03/01/2019	MEDICARE WITHHOLDING	101.203.2030500	14,575.48
EFTPS	INV0084513	03/01/2019	SOCIAL SECURITY WITHHOLDING	101.203.2030400	40,811.06
EHLERS AND ASSOCIATES, INC.	2548427-112186325	02/21/2019	112186325	101.45.3300.419.50080	295.00
FERRELLGAS	1102843229	02/21/2019	7754787	101.42.4200.423.60018	141.00
FIRESIDE HEARTH & HOME	MH2018-3161	03/05/2019	PERMIT REFUND	101.45.0000.3224000	64.80
FIRSTSCRIBE	2479887	03/05/2019	160509027.3	101.43.5100.442.40044	250.00
GALLS INC	011894195	02/26/2019	1001727847	101.42.4000.421.60045	285.94
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0083958	02/15/2019	HSA ELECTION-FAMILY	101.203.2032500	3,373.18
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0083959	02/15/2019	HSA ELECTION-SINGLE	101.203.2032500	4,609.05
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0084489	03/01/2019	HSA ELECTION-FAMILY	101.203.2032500	3,155.18
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0084490	03/01/2019	HSA ELECTION-SINGLE	101.203.2032500	4,609.05
GENESIS EMPLOYEE BENEFITS, INC	IN1367452	02/26/2019	Payroll	101.41.1100.413.30550	7.71
GENESIS EMPLOYEE BENEFITS, INC	IN1367452	02/26/2019	Payroll	101.41.2000.415.30550	10.02
GENESIS EMPLOYEE BENEFITS, INC	IN1367452	02/26/2019	Payroll	101.42.4000.421.30550	43.61
GENESIS EMPLOYEE BENEFITS, INC	IN1367452	02/26/2019	Payroll	101.42.4200.423.30550	2.56
GENESIS EMPLOYEE BENEFITS, INC	IN1367452	02/26/2019	Payroll	101.43.5000.441.30550	2.56
GENESIS EMPLOYEE BENEFITS, INC	IN1367452	02/26/2019	Payroll	101.43.5100.442.30550	12.80
GENESIS EMPLOYEE BENEFITS, INC	IN1367452	02/26/2019	Payroll	101.43.5200.443.30550	2.56
GENESIS EMPLOYEE BENEFITS, INC	IN1367452	02/26/2019	Payroll	101.44.6000.451.30550	7.27
GENESIS EMPLOYEE BENEFITS, INC	IN1367452	02/26/2019	Payroll	101.45.3300.419.30550	7.71
GENESIS EMPLOYEE BENEFITS, INC	IN1446333	02/26/2019	Payroll	101.41.1100.413.30550	7.65
GENESIS EMPLOYEE BENEFITS, INC	IN1446333	02/26/2019	Payroll	101.41.2000.415.30550	9.94
GENESIS EMPLOYEE BENEFITS, INC	IN1446333	02/26/2019	Payroll	101.42.4000.421.30550	40.80
GENESIS EMPLOYEE BENEFITS, INC	IN1446333	02/26/2019	Payroll	101.42.4200.423.30550	2.55
GENESIS EMPLOYEE BENEFITS, INC	IN1446333	02/26/2019	Payroll	101.43.5000.441.30550	2.55
GENESIS EMPLOYEE BENEFITS, INC	IN1446333	02/26/2019	Payroll	101.43.5100.442.30550	12.75
GENESIS EMPLOYEE BENEFITS, INC	IN1446333	02/26/2019	Payroll	101.43.5200.443.30550	2.54
GENESIS EMPLOYEE BENEFITS, INC	IN1446333	02/26/2019	Payroll	101.44.6000.451.30550	7.23
GENESIS EMPLOYEE BENEFITS, INC	IN1446333	02/26/2019	Payroll	101.45.3300.419.30550	7.65
GENESIS EMPLOYEE BENEFITS, INC	IN1456045	02/26/2019	Payroll	101.41.1100.413.30550	40.35
GENESIS EMPLOYEE BENEFITS, INC	IN1456045	02/26/2019	Payroll	101.41.2000.415.30550	82.44
GENESIS EMPLOYEE BENEFITS, INC	IN1456045	02/26/2019	Payroll	101.42.4000.421.30550	283.56
GENESIS EMPLOYEE BENEFITS, INC	IN1456045	02/26/2019	Payroll	101.42.4200.423.30550	21.70
GENESIS EMPLOYEE BENEFITS, INC	IN1456045	02/26/2019	Payroll	101.43.5000.441.30550	12.95

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
GENESIS EMPLOYEE BENEFITS, INC	IN1456045	02/26/2019	Payroll	101.43.5100.442.30550	53.99
GENESIS EMPLOYEE BENEFITS, INC	IN1456045	02/26/2019	Payroll	101.43.5200.443.30550	39.20
GENESIS EMPLOYEE BENEFITS, INC	IN1456045	02/26/2019	Payroll	101.44.6000.451.30550	49.60
GENESIS EMPLOYEE BENEFITS, INC	IN1456045	02/26/2019	Payroll	101.45.3000.419.30550	10.15
GENESIS EMPLOYEE BENEFITS, INC	IN1456045	02/26/2019	Payroll	101.45.3200.419.30550	17.15
GENESIS EMPLOYEE BENEFITS, INC	IN1456045	02/26/2019	Payroll	101.45.3300.419.30550	37.10
GENESIS EMPLOYEE BENEFITS, INC	IN1456624	02/26/2019	1/1/19-1/31/19	101.42.4000.421.30550	40.00
GENESIS EMPLOYEE BENEFITS, INC	IN1465442	03/05/2019	1/1/19-1/31/19	101.42.4000.421.30550	42.29
HEALTHEAST MEDICAL TRANSPORTATION	19-3789	02/21/2019	1/25/19	101.42.4000.421.30700	88.40
HEALTHEAST MEDICAL TRANSPORTATION	19-7317	03/05/2019	2/15/19	101.42.4000.421.30700	88.40
ICC	3220527	03/05/2019	0296400	101.45.3300.419.50070	135.00
ICMA RETIREMENT TRUST - 457	INV0084148	02/14/2019	ICMA-AGE <49 %	101.203.2031400	115.73
ICMA RETIREMENT TRUST - 457	INV0083953	02/15/2019	457 - ROTH AGE 50+	101.203.2031400	100.00
ICMA RETIREMENT TRUST - 457	INV0083960	02/15/2019	ICMA-AGE <49 %	101.203.2031400	7,262.56
ICMA RETIREMENT TRUST - 457	INV0083961	02/15/2019	ICMA-AGE <49	101.203.2031400	4,935.00
ICMA RETIREMENT TRUST - 457	INV0083962	02/15/2019	ICMA-AGE 50+ %	101.203.2031400	452.92
ICMA RETIREMENT TRUST - 457	INV0083963	02/15/2019	ICMA-AGE 50+	101.203.2031400	4,814.79
ICMA RETIREMENT TRUST - 457	INV0083964	02/15/2019	ICMA (EMPLOYER SHARE ADMIN)	101.203.2031400	88.57
ICMA RETIREMENT TRUST - 457	INV0083971	02/15/2019	ROTH IRA (AGE 49 & UNDER)	101.203.2032400	2,107.29
ICMA RETIREMENT TRUST - 457	INV0083972	02/15/2019	ROTH IRA (AGE 50 & OVER)	101.203.2032400	730.00
ICMA RETIREMENT TRUST - 457	INV0083973	02/15/2019	ROTH-AGE <49 %	101.203.2032400	39.90
ICMA RETIREMENT TRUST - 457	INV0084137	02/20/2019	ICMA-AGE <49 %	101.203.2031400	116.89
ICMA RETIREMENT TRUST - 457	INV0084143	02/20/2019	ICMA-AGE <49 %	101.203.2031400	62.74
ICMA RETIREMENT TRUST - 457	INV0084146	02/20/2019	ROTH-AGE <49 %	101.203.2032400	1.01
ICMA RETIREMENT TRUST - 457	INV0084483	03/01/2019	457 - ROTH AGE 50+	101.203.2031400	125.00
ICMA RETIREMENT TRUST - 457	INV0084491	03/01/2019	ICMA-AGE <49 %	101.203.2031400	8,328.09
ICMA RETIREMENT TRUST - 457	INV0084492	03/01/2019	ICMA-AGE <49	101.203.2031400	4,310.00
ICMA RETIREMENT TRUST - 457	INV0084493	03/01/2019	ICMA-AGE 50+ %	101.203.2031400	463.85
ICMA RETIREMENT TRUST - 457	INV0084494	03/01/2019	ICMA-AGE 50+	101.203.2031400	4,839.79
ICMA RETIREMENT TRUST - 457	INV0084495	03/01/2019	ICMA (EMPLOYER SHARE ADMIN)	101.203.2031400	88.57
ICMA RETIREMENT TRUST - 457	INV0084506	03/01/2019	ROTH IRA (AGE 49 & UNDER)	101.203.2032400	2,126.52
ICMA RETIREMENT TRUST - 457	INV0084507	03/01/2019	ROTH IRA (AGE 50 & OVER)	101.203.2032400	730.00
ICMA RETIREMENT TRUST - 457	INV0084508	03/01/2019	ROTH-AGE <49 %	101.203.2032400	42.81
ING DIRECT	INV0083982	02/15/2019	MSRS-HCSP	101.203.2032200	4,467.33
INNOVATIVE OFFICE SOLUTIONS	SUM-045169	02/21/2019	S28777	101.41.1100.413.60040	92.56
INNOVATIVE OFFICE SOLUTIONS	SUM-045169	02/21/2019	S28777	101.41.1100.413.60065	37.24
INNOVATIVE OFFICE SOLUTIONS	SUM-045169	02/21/2019	S28777	101.45.3000.419.60010	30.38
INNOVATIVE OFFICE SOLUTIONS	SUM-045169	02/21/2019	S28777	101.45.3300.419.60040	20.85
INTOXIMETERS	SO-0144303	02/26/2019	C000MNINV0	101.42.4000.421.60065	40.00
KENISON, TERRI	JANUARY 2019	03/05/2019	JANUARY 2019	101.42.4200.423.30700	850.00
K-TECH SPECIALTY COATINGS INC	201902-K0056	02/26/2019	414029	101.43.5200.443.60016	2,606.76
LARSON, ISAAC	2/21/19	02/21/2019	MAILBOX REPLACEMENT	101.43.5200.443.60016	66.32
LEAGUE OF MN CITIES	288311	02/21/2019	1/28/19	101.41.1000.413.50080	225.00
LEICA GEOSYSTEMS INC	901655187	03/05/2019	209374	101.43.5100.442.60040	26,468.00
LEICA GEOSYSTEMS INC	901657350	03/05/2019	209374	101.43.5100.442.60040	38.25
LEVANDER, GILLEN & MILLER P.A.	1/31/19 92000E	02/21/2019	92000E	101.42.4000.421.30410	18,432.04
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 APT Minnea	02/21/2019	Legal	101.43.5000.441.30420	314.00
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 AT&T Wirele	02/21/2019	Legal	101.43.5000.441.30420	56.00
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 Blackstone P	02/21/2019	Legal	101.45.3200.419.30420	57.00
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 Community I	02/21/2019	Legal	101.42.4000.421.30420	572.00
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 Council Meet	02/21/2019	Legal	101.41.1000.413.30401	120.00
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 Engineering	02/21/2019	Legal	101.43.5100.442.30420	1,742.00
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 Mayor/CC	02/21/2019	Legal	101.41.1000.413.30420	7,808.02
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 Nextel West-	02/21/2019	Legal	101.43.5000.441.30420	588.00
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 Parks	02/21/2019	Legal	101.44.6000.451.30420	725.33
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 Planning	02/21/2019	Legal	101.45.3200.419.30420	59.00
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 Sprint Spectr	02/21/2019	Legal	101.43.5000.441.30420	104.00
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 T-Mobile Cer	02/21/2019	Legal	101.43.5000.441.30420	40.00
LOCAL GOVERNMENT INFORMATION SYSTEM (L 46675		02/21/2019	11541	101.42.4200.423.30700	469.00
LOCAL GOVERNMENT INFORMATION SYSTEM (L 46636		02/21/2019	11541	101.42.4200.423.30700	138.00
MADISON NATIONAL LIFE INSURANCE COMPAN' MARCH 2019		03/05/2019	012439	101.203.2031700	2,692.62
MADISON NATIONAL LIFE INSURANCE COMPAN' MARCH 2019		03/05/2019	012439	101.42.4000.421.20630	(48.76)
MANICA GRANT SHAVER III	1/1/19	02/26/2019	1/1/19	101.42.4000.421.50080	96.76
MCKESSON MEDICAL-SURGICAL INC.	47322316	03/05/2019	58785296	101.42.4200.423.60065	655.77
MESSERLI & KRAMER, P.A.	2/15/19	02/22/2019	62-CV-18-2664	101.203.2031900	30.84
METROPOLITAN COUNCIL	2/12/19	02/12/2019	JANUARY 2019	101.41.0000.3414000	(49.70)
MINNEAPOLIS OXYGEN CO.	00037285	02/21/2019	01910	101.42.4200.423.30700	71.61
MINNEAPOLIS OXYGEN CO.	00037286	02/21/2019	01915	101.42.4200.423.30700	71.61
MINNESOTA DEPARTMENT OF HUMAN SERVICE	INV0084487	03/01/2019	JOEL JACKSON FEIN/TAXPAYER ID:	101.203.2032100	294.18
MINNESOTA DEPARTMENT OF HUMAN SERVICE	INV0084488	03/01/2019	JOHN VERDEJA FEIN/TAXPAYER ID:	101.203.2032100	158.74
MN CHIEFS OF POLICE ASSOCIATION	9081	03/05/2019	MEMBERSHIP RENEWAL 2019	101.42.4000.421.50070	351.00
MN DEPT OF REVENUE	INV0084154	02/14/2019	STATE WITHHOLDING	101.203.2030300	46.54
MN DEPT OF REVENUE	INV0083975	02/15/2019	STATE WITHHOLDING	101.203.2030300	22,932.01
MN DEPT OF REVENUE	INV0083979	02/15/2019	STATE WITHHOLDING	101.203.2030300	512.70
MN DEPT OF REVENUE	INV0084141	02/20/2019	STATE WITHHOLDING	101.203.2030300	65.54
MN DEPT OF REVENUE	INV0084498	03/01/2019	LEVY - ANDREW BRAVO	101.203.2031900	76.90
MN DEPT OF REVENUE	INV0084499	03/01/2019	LEVY - STEVEN JOHNSON	101.203.2031900	608.16
MN DEPT OF REVENUE	INV0084511	03/01/2019	STATE WITHHOLDING	101.203.2030300	23,610.34
MN LIFE INSURANCE CO	MARCH 2019	03/05/2019	MARCH 2019	101.203.2030900	3,429.79
MN NCPERS LIFE INSURANCE	MARCH 2019	03/05/2019	MARCH 2019 PREMIUM	101.203.2031600	320.00
NATURE CALLS, INC.	26122	02/21/2019	JANUARY 2018	101.44.6000.451.40065	348.00
NELCOM CORP	29766	02/21/2019	2/12/19	101.42.4000.421.40042	792.24

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
NELCOM CORP	29774	02/26/2019	2/15/19	101.42.4000.421.40042	522.24
NELCOM CORP	29775	03/05/2019	2/15/19	101.42.4000.421.40042	1,044.48
PERA	INV0084149	02/14/2019	PERA COORDINATED PLAN	101.203.2030600	676.60
PERA	INV0084150	02/14/2019	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	52.03
PERA	INV0084151	02/14/2019	PERA POLICE & FIRE PLAN	101.203.2030600	134.18
PERA	INV0084152	02/14/2019	EMPLOYER SHARE (POLICE & FIRE	101.203.2030600	201.27
PERA	INV0083965	02/15/2019	PERA COORDINATED PLAN	101.203.2030600	39,615.32
PERA	INV0083966	02/15/2019	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	3,047.38
PERA	INV0083967	02/15/2019	PERA DEFINED PLAN	101.203.2030600	53.46
PERA	INV0083968	02/15/2019	EMPLOYER SHARE (PERA DEFINED	101.203.2030600	53.46
PERA	INV0083969	02/15/2019	PERA POLICE & FIRE PLAN	101.203.2030600	16,413.22
PERA	INV0083970	02/15/2019	EMPLOYER SHARE (POLICE & FIRE	101.203.2030600	24,619.88
PERA	INV0084138	02/20/2019	PERA POLICE & FIRE PLAN	101.203.2030600	406.93
PERA	INV0084139	02/20/2019	EMPLOYER SHARE (POLICE & FIRE	101.203.2030600	610.36
PERA	INV0084144	02/20/2019	PERA POLICE & FIRE PLAN	101.203.2030600	118.94
PERA	INV0084145	02/20/2019	EMPLOYER SHARE (POLICE & FIRE	101.203.2030600	178.41
PERA	INV0084500	03/01/2019	PERA COORDINATED PLAN	101.203.2030600	40,756.64
PERA	INV0084501	03/01/2019	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	3,135.22
PERA	INV0084502	03/01/2019	PERA DEFINED PLAN	101.203.2030600	53.46
PERA	INV0084503	03/01/2019	EMPLOYER SHARE (PERA DEFINED	101.203.2030600	53.46
PERA	INV0084504	03/01/2019	PERA POLICE & FIRE PLAN	101.203.2030600	19,476.02
PERA	INV0084505	03/01/2019	EMPLOYER SHARE (POLICE & FIRE	101.203.2030600	29,213.99
PETTY CASH - POLICE	2/21/19	02/21/2019	PETTY CASH REQUEST	101.42.4000.421.50075	21.96
PETTY CASH - POLICE	2/21/19	02/21/2019	PETTY CASH REQUEST	101.42.4000.421.60065	20.00
SHORT ELLIOTT HENDRICKSON, INC.	362772	03/05/2019	4340	101.43.5100.442.30300	1,137.32
SKILLSOFT CORPORATION	0000209529	02/26/2019	CUS020273	101.41.1100.413.30700	547.58
SOUTH METRO SWAT	IGHPD2019	03/05/2019	2019 SWAT DUES	101.42.4000.421.50070	8,300.00
SOUTH ST PAUL, CITY OF	2/8/19	02/21/2019	UTILITY BILLING 10/18/18-1/24/19	101.207.2070900	41.64
STATE OF MN - DEPT. OF TRANS.	P00010061	03/05/2019	0000001298	101.43.5200.443.40046	235.26
STREET FLEET	438097	02/21/2019	17498	101.45.3000.419.60065	30.01
STREICHER'S	I1353111	02/26/2019	285	101.42.4000.421.60065	74.98
TEXAS STATE DISBURSEMENT UNIT	INV0084486	03/01/2019	ANDREW BRAVO FEIN/TAXPAYER II	101.203.2032100	401.13
UNIFIRST CORPORATION	090 0465319	02/26/2019	090	101.43.5200.443.60045	45.99
UNIFIRST CORPORATION	090 0465319	02/26/2019	1051948	101.44.6000.451.60045	32.04
UNIFIRST CORPORATION	090 0466641	03/05/2019	1051948	101.43.5200.443.60045	51.04
UNIFIRST CORPORATION	090 0466641	03/05/2019	1051948	101.44.6000.451.60045	30.19
UNIFIRST CORPORATION	090 0467982	03/05/2019	1051948	101.43.5200.443.60045	45.99
UNIFIRST CORPORATION	090 0467982	03/05/2019	1051948	101.44.6000.451.60045	32.04
UNITED STATES TREASURY	2/15/19	02/26/2019	ANDREW BRAVO - LEVY PROCEED	101.203.2031900	125.00
US POSTMASTER - EAGAN	MARCH-APRIL 2019	02/21/2019	INSIGHT NEWSLETTER	101.41.1100.413.50035	2,500.00
VALLEY IMAGES PHOTOGRAPHY - MARK D. BAU	1032	03/05/2019	2/27/19	101.42.4000.421.30700	50.00
VERIFIED CREDENTIALS, INC.	290863	03/05/2019	2/28/19	101.41.1100.413.30700	23.75
VERIFIED CREDENTIALS, INC.	290870	03/05/2019	2/28/19	101.41.1100.413.30500	327.25
Fund: 101 - GENERAL FUND					644,343.33
FRANKLIN OUTDOOR ADVERTISING - KEITH A. F	91146	03/05/2019	2323	201.44.1600.465.50025	8,500.00
INVER GROVE HEIGHTS HOCKEY ASSOC	3514	02/21/2019	1/7/19	201.44.1600.465.50025	500.00
LIME VALLEY ADVERTISING, INC.	19014	02/21/2019	1/30/19	201.44.1600.465.50025	100.00
MN ASSOC OF CONVENTION & VISITORS	206	02/21/2019	1/1/19	201.44.1600.465.50070	425.00
ST PAUL ARENA COMPANY, LLC	SPAC0002790	02/21/2019	JANUARY 2019	201.44.1600.465.50025	200.00
VISIT SAINT PAUL RIVERCENTRE CONVENTION	6417	02/21/2019	INV-2266	201.44.1600.465.50025	150.00
Fund: 201 - C.V.B. FUND					9,875.00
GENESIS EMPLOYEE BENEFITS, INC	IN1367452	02/26/2019	Payroll	204.44.6100.452.30550	1.13
GENESIS EMPLOYEE BENEFITS, INC	IN1446333	02/26/2019	Payroll	204.44.6100.452.30550	1.13
GENESIS EMPLOYEE BENEFITS, INC	IN1456045	02/26/2019	Payroll	204.44.6100.452.30550	12.25
OCCUPATIONAL HEALTH CENTERS OF MINNESOTA	102928414	03/05/2019	2/20/19	204.44.6100.452.30700	270.00
Fund: 204 - RECREATION FUND					284.51
GENESIS EMPLOYEE BENEFITS, INC	IN1367452	02/26/2019	Payroll	205.44.6200.453.30550	1.28
GENESIS EMPLOYEE BENEFITS, INC	IN1367452	02/26/2019	Payroll	205.44.6200.453.30550	1.28
GENESIS EMPLOYEE BENEFITS, INC	IN1367452	02/26/2019	Payroll	205.44.6200.453.30550	10.85
GENESIS EMPLOYEE BENEFITS, INC	IN1367452	02/26/2019	Payroll	205.44.6200.453.30550	2.56
GENESIS EMPLOYEE BENEFITS, INC	IN1446333	02/26/2019	Payroll	205.44.6200.453.30550	2.54
GENESIS EMPLOYEE BENEFITS, INC	IN1446333	02/26/2019	Payroll	205.44.6200.453.30550	1.28
GENESIS EMPLOYEE BENEFITS, INC	IN1446333	02/26/2019	Payroll	205.44.6200.453.30550	1.28
GENESIS EMPLOYEE BENEFITS, INC	IN1446333	02/26/2019	Payroll	205.44.6200.453.30550	10.79
GENESIS EMPLOYEE BENEFITS, INC	IN1456045	02/26/2019	Payroll	205.44.6200.453.30550	12.60
GENESIS EMPLOYEE BENEFITS, INC	IN1456045	02/26/2019	Payroll	205.44.6200.453.30550	47.68
GENESIS EMPLOYEE BENEFITS, INC	IN1456045	02/26/2019	Payroll	205.44.6200.453.30550	11.20
GENESIS EMPLOYEE BENEFITS, INC	IN1456045	02/26/2019	Payroll	205.44.6200.453.30550	3.50
GENESIS EMPLOYEE BENEFITS, INC	IN1456045	02/26/2019	Payroll	205.44.6200.453.30550	12.60
GILLINGS, SCOTT & STACY	2/15/19	02/26/2019	MEMBERSHIP ADJUSTMENT	205.207.2070300	6.78
GILLINGS, SCOTT & STACY	2/15/19	02/26/2019	MEMBERSHIP ADJUSTMENT	205.44.0000.3490100	95.22
MEDICINE LAKE TOURS	2/14/19	02/26/2019	HELLO DOLLY - 16 PASSENGERS	205.44.6200.453.50090	1,152.00
MSHSL REGION 3AA	2/20/19	02/26/2019	FINALS 2/13/19	205.44.0000.3492200	1,142.97
SPORER, CARRIE	2/13/19	02/26/2019	BIRTHDAY PARTY REFUND	205.44.0000.3492900	191.25
SWAIN, SUSANTA	2/13/19	02/26/2019	SWIM LESSON REFUND	205.44.0000.3493501	16.00
Fund: 205 - COMMUNITY CENTER					2,723.66

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DAKOTA CTY COMM DEV AGENCY	2/21/19	03/05/2019	2019 OPEN TO BUSINESS PARTICIP	290.45.3000.419.30700	6,934.00
GENESIS EMPLOYEE BENEFITS, INC	IN1456045	02/26/2019	Payroll	290.45.3000.419.30550	0.35
Fund: 290 - EDA OPERATING					6,934.35
METROPOLITAN COUNCIL	2/12/19	02/12/2019	JANUARY 2019	404.217.2170000	4,970.00
Fund: 404 - SEWER CONNECTION FUND					4,970.00
COST, PLANNING AND MANAGEMENT INTERNA	17155	03/05/2019	18208	434.42.4200.423.30700	2,648.30
Fund: 434 - 2014 IMPROVEMENT FUND					2,648.30
BARR ENGINEERING COMPANY	23191381.00-9	03/05/2019	2017-17	437.73.5900.737.30300	1,015.50
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 Heritage Parl	02/21/2019	Legal	437.44.5900.737.30420	296.00
Fund: 437 - 2017 IMPROVEMENT FUND					1,311.50
BARR ENGINEERING COMPANY	23191399.00-4	03/05/2019	64TH ST STUDY	438.73.5900.738.30300	6,040.50
Fund: 438 - 2018 IMPROVEMENT FUND					6,040.50
ASSOCIATION OF RECYCLING MANAGERS	2/13/19	02/21/2019	2/13/19	439.43.5500.446.50080	15.00
Fund: 439 - 2019 IMPROVEMENT FUND					15.00
AMERICAN ENGINEERING TESTING, INC.	905078	02/21/2019	INV001	440.74.5900.740.30340	1,857.82
BOLTON & MENK, INC.	0228810	03/05/2019	T18.117400	440.74.5900.740.30300	10,702.50
BOLTON & MENK, INC.	0228812	03/05/2019	T18.116599	440.74.5900.740.30300	3,608.00
FRIEDGES LANDSCAPING, INC.	204517	02/21/2019	10/29/18	440.74.5900.740.30700	1,470.00
KIMLEY-HORN & ASSOCIATES, INC.	12982469	03/05/2019	160509021.3	440.74.5900.740.30300	1,849.70
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 #1509D Broc	02/21/2019	Legal	440.74.5900.740.30420	426.50
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 #1809D Impr	02/21/2019	Legal	440.74.5900.740.30420	167.50
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 55th Street C	02/21/2019	Legal	440.74.5900.740.30420	179.50
Fund: 440 - PAVEMENT MANAGEMENT PROJ					20,261.52
GENESIS EMPLOYEE BENEFITS, INC	IN1367452	02/26/2019	Payroll	441.74.5900.741.30550	1.28
GENESIS EMPLOYEE BENEFITS, INC	IN1446333	02/26/2019	Payroll	441.74.5900.741.30550	1.28
GENESIS EMPLOYEE BENEFITS, INC	IN1456045	02/26/2019	Payroll	441.74.5900.741.30550	3.85
LEAGUE OF MN CITIES	287285	02/26/2019	2/1/19	441.74.5900.741.50070	1,277.00
SOUTH ST PAUL, CITY OF	2/8/19	02/21/2019	UTILITY BILLING 10/18/18-1/24/19	441.74.5900.741.40030	70.80
Fund: 441 - STORM WATER MANAGEMENT					1,354.21
BOLTON & MENK, INC.	0228811	03/05/2019	T18.108658	446.74.5900.746.30300	1,457.50
EVERGREEN LAND SERVICES	00-12076	03/05/2019	2/13/19	446.74.5900.746.30700	480.00
EVERGREEN LAND SERVICES	00-11983	03/05/2019	3/5/19	446.74.5900.746.30700	320.00
EVERGREEN LAND SERVICES	00-12010	03/05/2019	10/17/18	446.74.5900.746.30700	578.73
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 #1503-65th S	02/21/2019	Legal	446.74.5900.746.30420	3,561.50
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 #1513-Impr F	02/21/2019	Legal	446.74.5900.746.30420	49.00
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 #1724 65th 8	02/21/2019	Legal	446.74.5900.746.30420	202.50
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 impr Proj. 20	02/21/2019	Legal	446.74.5900.746.30420	1,156.32
SHORT ELLIOTT HENDRICKSON, INC.	363608	02/26/2019	4340	446.74.5900.746.30300	357.65
WSB & ASSOCIATES, INC.	R-012429-000-7	02/26/2019	1/1/19-1/31/19	446.74.5900.746.30300	2,614.50
WSB & ASSOCIATES, INC.	0-001702-290-5	03/05/2019	2/28/19	446.74.5900.746.30300	4,639.00
WSB & ASSOCIATES, INC.	0-001702-290-5	03/05/2019	2/28/19	446.74.5900.746.30300	4,108.50
Fund: 446 - NW AREA					19,525.20
GENESIS EMPLOYEE BENEFITS, INC	IN1456045	02/26/2019	Payroll	451.45.3000.419.30550	3.50
JOEL CARLSON	2/15/19	02/26/2019	MARCH 2019	451.75.5900.751.30700	1,000.00
Fund: 451 - HOST COMMUNITY FUND					1,003.50
AUTOMATIC SYSTEMS CO.	33190	03/05/2019	INVE01	501.50.7100.512.40042	9,634.00
CORE & MAIN LP	K112536	02/26/2019	099872	501.50.7100.512.75500	5,472.31
CORE & MAIN LP	K118898	03/05/2019	099872	501.50.7100.512.40043	1,243.73
FRAMING PLACE & GALLERY, THE	25564	02/26/2019	7179	501.50.7100.512.60016	121.95
GENESIS EMPLOYEE BENEFITS, INC	IN1367452	02/26/2019	Payroll	501.50.7100.512.30550	12.28
GENESIS EMPLOYEE BENEFITS, INC	IN1446333	02/26/2019	Payroll	501.50.7100.512.30550	9.68
GENESIS EMPLOYEE BENEFITS, INC	IN1456045	02/26/2019	Payroll	501.50.7100.512.30550	41.55
HACH COMPANY	11344071	03/05/2019	255136	501.50.7100.512.60019	183.87
HACH COMPANY	11348897	03/05/2019	255136	501.50.7100.512.60019	381.50
HAWKINS, INC.	4442107	02/26/2019	108816	501.50.7100.512.60019	5,186.13
INNOVATIVE OFFICE SOLUTIONS	SUM-045169	02/21/2019	S28777	501.50.7100.512.40044	193.74
INNOVATIVE OFFICE SOLUTIONS	IN2396874	02/26/2019	S28777	501.50.7100.512.40044	2,999.98
MN DEPT OF HEALTH	1/1/19-3/31/19	03/05/2019	1190014	501.207.2070100	12,481.00
NORTH AMERICAN TRAILER SALES	0304139034	03/05/2019	10095	501.50.7100.512.60016	75.48
SOUTH ST PAUL, CITY OF	2/8/19	02/21/2019	UTILITY BILLING 10/18/18-1/24/19	501.50.7100.512.40005	253.66
STANTEC CONSULTING SERVICES INC.	1470730	02/26/2019	92607	501.50.7100.512.30300	1,584.00
USABUEBOOK	807153	02/26/2019	656648	501.50.7100.512.40042	1,080.60
VAG USA, LLC	439031520/01/09/2019	03/05/2019	432027399/438031418/01/0/2019	501.50.7100.512.40040	910.45
VALLEY-RICH CO, INC	26589	03/05/2019	R190059 02/15	501.50.7100.512.40046	4,710.00
WATER CONSERVATION SERVICES INC	9215	02/26/2019	2/8/19	501.50.7100.512.30700	356.76
Fund: 501 - WATER UTILITY FUND					46,932.67

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
FLEXIBLE PIPE TOOL COMPANY	23355	02/26/2019	2/11/19	502.51.7200.514.40042	408.85
GENESIS EMPLOYEE BENEFITS, INC	IN1367452	02/26/2019	Payroll	502.51.7200.514.30550	6.92
GENESIS EMPLOYEE BENEFITS, INC	IN1446333	02/26/2019	Payroll	502.51.7200.514.30550	6.86
GENESIS EMPLOYEE BENEFITS, INC	IN1456045	02/26/2019	Payroll	502.51.7200.514.30550	22.51
METROPOLITAN COUNCIL	0001091820	02/21/2019	5084	502.51.7200.514.40015	163,794.63
SOUTH ST PAUL, CITY OF	2/8/19	02/21/2019	UTILITY BILLING 10/18/18-1/24/19	502.51.7200.514.40015	536.88
Fund: 502 - SEWER UTILITY FUND					164,776.65
CUSHMAN MOTOR COMPANY INC	174805	02/26/2019	C0644	503.52.8600.527.40042	528.82
DAKOTA ELECTRIC ASSN	201360-5 2/19	02/22/2019	Electric	503.52.8600.527.40020	255.44
GENESIS EMPLOYEE BENEFITS, INC	IN1367452	02/26/2019	Payroll	503.52.8000.521.30550	2.56
GENESIS EMPLOYEE BENEFITS, INC	IN1367452	02/26/2019	Payroll	503.52.8600.527.30550	5.12
GENESIS EMPLOYEE BENEFITS, INC	IN1446333	02/26/2019	Payroll	503.52.8000.521.30550	2.54
GENESIS EMPLOYEE BENEFITS, INC	IN1446333	02/26/2019	Payroll	503.52.8600.527.30550	5.08
GENESIS EMPLOYEE BENEFITS, INC	IN1456045	02/26/2019	Payroll	503.52.8000.521.30550	3.50
GENESIS EMPLOYEE BENEFITS, INC	IN1456045	02/26/2019	Payroll	503.52.8500.526.30550	3.50
GENESIS EMPLOYEE BENEFITS, INC	IN1456045	02/26/2019	Payroll	503.52.8600.527.30550	25.90
GERTENS	453042/1	02/26/2019	100464	503.52.8600.527.60020	27.83
MADISON NATIONAL LIFE INSURANCE COMPAN	MARCH 2019	03/05/2019	012439	503.52.8600.527.20630	6.34
MTI DISTRIBUTING CO	1199696-01	02/26/2019	402307	503.52.8600.527.40042	281.59
MTI DISTRIBUTING CO	1200534-00	02/26/2019	402307	503.52.8600.527.40042	72.61
MTI DISTRIBUTING CO	1200788-00	02/26/2019	402307	503.52.8600.527.40042	284.93
PETTY CASH - MATT MOYNIHAN	2019 SEASON OPENING	02/21/2019	2019 SEASON OPENING	503.100.1010700	2,300.00
PETTY CASH - MATT MOYNIHAN	2019 SEASON OPENING	02/21/2019	2019 SEASON OPENING	503.100.1010800	300.00
WORLD FUEL SERVICES	69778092289-41801	02/26/2019	112743	503.52.8600.527.60022	636.46
Fund: 503 - INVER WOOD GOLF COURSE					4,742.22
GENESIS EMPLOYEE BENEFITS, INC	IN1367452	02/26/2019	Payroll	602.00.2100.415.30550	0.26
GENESIS EMPLOYEE BENEFITS, INC	IN1446333	02/26/2019	Payroll	602.00.2100.415.30550	0.26
GENESIS EMPLOYEE BENEFITS, INC	IN1456045	02/26/2019	Payroll	602.00.2100.415.30550	2.08
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 Rauschnot Z	02/21/2019	Legal	602.00.2100.415.30420	2,786.50
Fund: 602 - RISK MANAGEMENT					2,789.10
ABM EQUIPMENT & SUPPLY	0158945-IN	03/05/2019	0141769	603.00.5300.444.40041	2,740.68
ADVANCED GRAPHIX, INC.	201189	02/21/2019	2/13/19	603.00.5300.444.80700	481.00
ADVANCED GRAPHIX, INC.	201230	02/26/2019	2/18/19	603.00.5300.444.80700	95.00
ALLDATA LLC	2019 RENEWAL	03/05/2019	2019 RENWAL	603.00.5300.444.40042	1,500.00
ALLSTATE PETERBILT OF SOUTH ST. PAUL	3004215729	02/26/2019	14649	603.140.1450050	319.28
CENTENNIAL GLASS	w00008591	03/05/2019	2/26/19	603.00.5300.444.40041	255.00
CUSTOM FIRE APPARATUS INC	0018733-IN	03/05/2019	INV01	603.00.5300.444.40041	194.18
ELECTRIC FIRE & SECURITY	14057	03/05/2019	CIT800	603.00.5300.444.40040	445.50
EVEREST EMERGENCY VEHICLES, INC.	W02283	03/05/2019	INV001	603.00.5300.444.80700	893.89
EVEREST EMERGENCY VEHICLES, INC.	W02275	03/05/2019	INV001	603.00.5300.444.80700	597.71
FACTORY MOTOR PARTS COMPANY	1-Z17331	02/26/2019	10799	603.140.1450050	240.86
FACTORY MOTOR PARTS COMPANY	1-Z17456	03/05/2019	10799	603.140.1450050	120.43
FORCE AMERICA, INC.	IN001-1316296	02/26/2019	366100	603.00.5300.444.40041	15.14
GENESIS EMPLOYEE BENEFITS, INC	IN1367452	02/26/2019	Payroll	603.00.5300.444.30550	2.56
GENESIS EMPLOYEE BENEFITS, INC	IN1446333	02/26/2019	Payroll	603.00.5300.444.30550	2.54
GENESIS EMPLOYEE BENEFITS, INC	IN1456045	02/26/2019	Payroll	603.00.5300.444.30550	1.74
HOSE / CONVEYORS INC	00079062	03/05/2019	CIT300	603.00.5300.444.40041	79.86
INVER GROVE FORD	5265704	02/26/2019	2/8/19	603.00.5300.444.40041	19.72
INVER GROVE FORD	526577	02/26/2019	2/11/19	603.00.5300.444.40041	19.72
INVER GROVE FORD	6279835/1	03/05/2019	2/12/19	603.00.5300.444.40041	1,700.49
KIMBALL MIDWEST	6898637	02/26/2019	222006	603.00.5300.444.60012	861.14
MACQUEEN EMERGENCY GROUP	W00941	02/26/2019	INVER003	603.00.5300.444.40041	3,307.01
MACQUEEN EMERGENCY GROUP	W01007	02/26/2019	INVER003	603.00.5300.444.40041	402.44
MACQUEEN EMERGENCY GROUP	P01809	02/26/2019	INVER003	603.00.5300.444.40041	1,010.51
MACQUEEN EMERGENCY GROUP	P01833	03/05/2019	INVER003	603.00.5300.444.40041	494.69
MACQUEEN EMERGENCY GROUP	W00811	02/26/2019	INVER003	603.00.5300.444.40041	1,007.16
MACQUEEN EMERGENCY GROUP	W00857	02/26/2019	INVER003	603.00.5300.444.40041	441.60
MACQUEEN EMERGENCY GROUP	W00942	02/26/2019	INVER003	603.00.5300.444.40041	1,677.69
MACQUEEN EMERGENCY GROUP	W00945	02/26/2019	INVER003	603.00.5300.444.40041	2,793.95
MACQUEEN EMERGENCY GROUP	W00946	02/26/2019	INVER003	603.00.5300.444.40041	926.00
MACQUEEN EMERGENCY GROUP	W00972	02/26/2019	INVER003	603.00.5300.444.40041	4,507.88
MACQUEEN EMERGENCY GROUP	W00841	12/26/2019	INVER003	603.00.5300.444.40041	872.52
MANSFIELD OIL COMPANY	332528	02/26/2019	23866-02-332528	603.140.1450060	8,596.00
MANSFIELD OIL COMPANY	332535	02/26/2019	23866-01-332535	603.140.1450060	5,900.25
MANSFIELD OIL COMPANY	336192	02/26/2019	23866-01-336192	603.140.1450060	944.85
MANSFIELD OIL COMPANY	21186654	03/05/2019	23866	603.140.1450060	5,569.25
METRO JANITORIAL SUPPLY INC	11015004	03/05/2019	2/19/19	603.00.5300.444.60011	861.85
MID CITY SERVICES, INC.	97007	02/26/2019	2/15/19	603.00.5300.444.40065	48.00
MIDWAY FORD	120548	02/26/2019	1/8/19	603.00.5300.444.80700	35,818.92
MIDWAY FORD	120823	03/05/2019	2019 FORD F250	603.00.5300.444.80700	24,066.98
MIDWAY FORD	120824	03/05/2019	2019 FORD F250	603.00.5300.444.80700	26,809.36
MN DEPT OF REVENUE	JANUARY 2019	02/25/2019	JANUARY 2019 PETRO TAX	603.00.5300.444.60021	668.90
MTI DISTRIBUTING CO	1201368-00	03/05/2019	91180	603.00.5300.444.40041	970.40
NORTH AMERICAN TRAILER SALES	0304139727	03/05/2019	10095	603.00.5300.444.40041	46.74
NUSS TRUCK AND EQUIPMENT	4013167	02/26/2019	38679B	603.00.5300.444.40041	339.50
NUSS TRUCK AND EQUIPMENT	4013414	02/26/2019	38679B	603.00.5300.444.40041	1,891.35
O' REILLY AUTO PARTS	1767-378548	02/26/2019	1578028	603.140.1450050	18.24
O' REILLY AUTO PARTS	1767-379280	02/26/2019	1578028	603.00.5300.444.40041	37.96
O' REILLY AUTO PARTS	1767-379545	02/26/2019	1578028	603.140.1450050	441.60

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
O' REILLY AUTO PARTS	1767-379770	02/26/2019	1578028	603.140.1450050	119.90
O' REILLY AUTO PARTS	1767-379983	02/26/2019	1578028	603.140.1450050	167.70
O' REILLY AUTO PARTS	1767-380458	02/26/2019	1578028	603.00.5300.444.60012	7.58
O' REILLY AUTO PARTS	1767-380984	02/26/2019	1578028	603.00.5300.444.40041	49.96
O' REILLY AUTO PARTS	1767-381799	02/26/2019	1578028	603.00.5300.444.40041	83.63
O' REILLY AUTO PARTS	1767-381800	02/26/2019	1578028	603.140.1450050	26.52
O' REILLY AUTO PARTS	1767-381889	03/05/2019	1578028	603.140.1450050	35.98
O' REILLY AUTO PARTS	1767-382032	03/05/2019	1578028	603.00.5300.444.40041	38.18
O' REILLY AUTO PARTS	1767-382086	03/05/2019	1578028	603.00.5300.444.40041	5.84
O' REILLY AUTO PARTS	1767-382199	03/05/2019	1578028	603.00.5300.444.40041	42.43
O' REILLY AUTO PARTS	1767-382360	03/05/2019	1578028	603.00.5300.444.40041	31.50
O' REILLY AUTO PARTS	1767-382368	03/05/2019	1578028	603.00.5300.444.40041	8.79
OXYGEN SERVICE COMPANY, INC	08236826	03/05/2019	04393	603.00.5300.444.60012	173.32
POMP'S TIRE SERVICE, INC.	980056559	02/26/2019	4502557	603.00.5300.444.40041	45.00
POMP'S TIRE SERVICE, INC.	980056560	02/26/2019	4502557	603.00.5300.444.40041	176.50
PUMP AND METER SERVICE INC	M99426-1	02/26/2019	494500	603.00.5300.444.40040	537.00
SHAPCO PRINTING	240212	02/26/2019	0585	603.00.5300.444.60010	440.00
SOUTH EAST TOWING	214324	03/05/2019	1/25/19	603.00.5300.444.40041	100.00
SOUTH EAST TOWING	213317	03/05/2019	11/6/18	603.00.5300.444.40041	80.00
TOWMASTER TRAILERS INC	412391	02/26/2019	2946	603.00.5300.444.40041	181.56
TOWMASTER TRAILERS INC	412869	03/05/2019	000208	603.00.5300.444.40041	525.30
UNIFIRST CORPORATION	090 0465319	02/26/2019	1051948	603.00.5300.444.40065	169.98
UNIFIRST CORPORATION	090 0465319	02/26/2019	1051948	603.00.5300.444.60045	33.50
UNIFIRST CORPORATION	090 0466641	03/05/2019	1051948	603.00.5300.444.40065	171.68
UNIFIRST CORPORATION	090 0466641	03/05/2019	1051948	603.00.5300.444.60045	21.35
UNIFIRST CORPORATION	090 0467982	03/05/2019	1051948	603.00.5300.444.40065	169.98
UNIFIRST CORPORATION	090 0467982	03/05/2019	1051948	603.00.5300.444.60045	40.70
UNITED FARMS COOP	78739	03/05/2019	958425	603.00.5300.444.40041	446.95
WORLD FUEL SERVICES	69034457515-41801	02/26/2019	112741	603.00.5300.444.40041	276.20
ZIEGLER INC	PC002039424	03/05/2019	4069900	603.00.5300.444.40041	103.46

Fund: 603 - CENTRAL EQUIPMENT 145,368.53

INNOVATIVE OFFICE SOLUTIONS	SUM-045169	02/21/2019	S28777	604.00.2200.416.60005	15.97
INNOVATIVE OFFICE SOLUTIONS	SUM-045169	02/21/2019	S28777	604.00.2200.416.60010	2,404.60
US BANK EQUIPMENT FINANCE, INC.	376780458	02/21/2019	923425	604.00.2200.416.40050	2,810.50

Fund: 604 - CENTRAL STORES 5,231.07

GENESIS EMPLOYEE BENEFITS, INC	IN1456045	02/26/2019	Payroll	605.00.7500.460.30550	3.50
HUEBSCH SERVICES	4235768	02/26/2019	10075	605.00.7500.460.40065	120.52
LONE OAK COMPANIES	81301	03/05/2019	UTILITY BILLING	605.00.7500.460.50035	414.92

Fund: 605 - CITY FACILITIES 538.94

BOLTON & MENK, INC.	0229397	02/26/2019	X11.117814	606.00.1400.413.30700	5,584.00
CDW GOVERNMENT INC	QZQ1010	02/21/2019	2394832	606.00.1400.413.60041	135.60
CDW GOVERNMENT INC	QZR5654	02/21/2019	2394832	606.00.1400.413.60041	530.70
CDW GOVERNMENT INC	RBN0801	02/26/2019	2394832	606.00.1400.413.60041	114.52
GENESIS EMPLOYEE BENEFITS, INC	IN1367452	02/26/2019	Payroll	606.00.1400.413.30550	6.43
GENESIS EMPLOYEE BENEFITS, INC	IN1446333	02/26/2019	Payroll	606.00.1400.413.30550	6.38
GENESIS EMPLOYEE BENEFITS, INC	IN1456045	02/26/2019	Payroll	606.00.1400.413.30550	16.80
OFFICE OF MN. IT SERVICES	DV19010486	02/21/2019	200B00171	606.00.1400.413.50070	310.00
OFFICE OF MN. IT SERVICES	00000519277	02/21/2019	200B00171	606.00.1400.413.50070	(19.91)
TDS METROCOM	2/13/19 651 457 7490	02/26/2019	651 457 7490	606.00.1400.413.50020	171.88
WORKS COMPUTING, INC.	30918	02/21/2019	INVER	606.00.1400.413.30700	22,662.50
WORKS COMPUTING, INC.	30919	02/26/2019	INVER	606.00.1400.413.30700	4,900.00

Fund: 606 - TECHNOLOGY FUND 34,418.90

BARR ENGINEERING COMPANY	23190328.18-11	03/05/2019	2018 PROJECT REVIEWS	702.229.2306802	723.83
KOTZENMACHER, JERRY	2/22/19	03/05/2019	ESCROW REFUND	702.229.2282802	675.77
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 Scenic Hills-	02/21/2019	Legal	702.229.2284602	171.00
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 Blackstone V	02/21/2019	Legal	702.229.2287302	627.00
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 Casey's Gen	02/21/2019	Legal	702.229.2306002	95.00
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 Forfeiture- Br	02/21/2019	Legal	702.229.2291000	144.00
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 Forfeiture- M	02/21/2019	Legal	702.229.2291000	48.00
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 Forfeiture- Vi	02/21/2019	Legal	702.229.2291000	92.00
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 Forfeiture-Ch	02/21/2019	Legal	702.229.2291000	8.00
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 Forfeiture-Na	02/21/2019	Legal	702.229.2291000	56.00
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 Forfeiture-Te	02/21/2019	Legal	702.229.2291000	16.00
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 Holiday Gas	02/21/2019	Legal	702.229.2293402	476.00
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 Industrial Eq	02/21/2019	Legal	702.229.2298702	313.00
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 Kamish Exc.	02/21/2019	Legal	702.229.2283801	321.00
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 Pine Bend L	02/21/2019	Legal	702.229.2293002	187.00
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 Police-Forfe	02/21/2019	Legal	702.229.2291000	300.00
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 Robert Curve	02/21/2019	Legal	702.229.2285901	22.00
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 VanSchooter	02/21/2019	Legal	702.229.2297602	88.00
LEVANDER, GILLEN & MILLER P.A.	81000E 01/31/2019 Wescott Tan	02/21/2019	Legal	702.229.2308602	90.00
NORTHERN SERVICE CENTER	19AVVB18106011	02/21/2019	MOBLEY LATISIA	702.229.2291000	280.00
NORTHERN SERVICE CENTER	19WSCR1870821	02/21/2019	JESSE RONALD OPINE	702.229.2291000	500.00

Fund: 702 - ESCROW FUND 5,233.60

Grand Total 1,131,322.26

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Resolution Authorizing Carryover of Unused Budget Appropriations

Meeting Date:	March 11, 2019	Fiscal/FTE Impact:
Item Type:	Regular Agenda	☐ None
Contact:	Kristi Smith 651-450-2521	☐ Amount included in current budget
Prepared by:	Kristi Smith, Finance Director	☒ Budget amendment requested
	Shannon Battles, Interim Fin. Dir.	
Reviewed by:	Joe Lynch, City Administrator	☐ FTE included in current complement
	Eric Carlson, P&R Director	☐ New FTE requested – N/A
	Scott Thureen, PW Director	☐ Other
	Allan Hunting, Interim CD Director	
	Judy Thill, Fire Chief	
	Sean Folmar, Interim Police Chief	

PURPOSE/ACTION REQUESTED

Authorize the Carryover of Unused Budget Appropriations from the 2018 Budget to the 2019 Budget.

SUMMARY

Appropriations for the 2018 Budget expired on December 31, 2018. As in past years some items were not completed in 2018 and we are requesting carryover of unused 2018 appropriations to the 2019 Budget. Requests are as follows:

General Fund

- Engineering – Engineering Consultants - \$1,600
- Parks – Repair & Maintenance – Roads - \$8,600
- Fire – Temporary Wages - \$36,000
- Fire - Repair & Maintenance – Vehicles - \$6,000
- Fire – Repair & Maintenance – Equipment - \$6,300
- Fire – Conferences & Seminars - \$19,000
- Fire – Supplies – Training - \$2,600
- Fire – Public Education Materials - \$8,200

Community Center

- Buildings - \$450,000 (Funded by transfer from Host Community Fund)

EDA

- Other Professional Services \$35,000

ADA

- Repair & Maintenance – Buildings - \$191,600

City Facilities

- Repair & Maintenance – Building - \$85,000

Water

- Repair & Maintenance – Building - \$8,800

We are requesting the following transfers for 2018:

- From the Host Community Fund to the Community Center Fund – up to \$450,000 to cover the above carryover request for Community Center capital outlay.

The 2018 General Fund Amended budget anticipated using \$295,500 of fund balance. For 2018 the General Fund has an estimated surplus in excess of \$320,000 which is largely attributed to revenues exceeding budgetary amounts and Fire, Engineering, and Park Department expenditures under budget. The fund balance impact before carryovers is \$615,500 (surplus plus anticipated use of fund balance) and \$527,200 after carryovers and transfers.

Each department was asked to submit their requests for carryovers and transfers. Copies of those requests are attached.

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

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING AND DIRECTING THE CARRYOVER OF 2018
BUDGET APPROPRIATIONS BY AMENDING THE 2019 BUDGET**

WHEREAS, there are a number of items that were appropriated for in the 2018 Budget which were not accomplished during the fiscal year, and

WHEREAS, it is desirable that these items be accomplished during 2019 and there needs to be budget appropriations in the 2019 Budget for these items.

NOW, THEREFORE BE IT RESOLVED, BY THE CITY OF INVER GROVE HEIGHTS: that the 2019 Budgets are hereby amended as follows:

General Fund			
Engineering Department	101.43.5100.442.30300	Increase	\$1,600
Parks Department	101.44.6000.451.40046	Increase	8,600
Fire Department	101.42.4200.423.10300	Increase	36,000
Fire Department	101.42.4200.423.40041	Increase	6,000
Fire Department	101.42.4200.423.40042	Increase	6,300
Fire Department	101.42.4200.423.50080	Increase	19,000
Fire Department	101.42.4200.423.60018	Increase	2,600
Fire Department	101.42.4200.423.60006	Increase	8,200
Community Center Fund:	205.44.6200.453.80200	Increase	450,000
EDA Fund:	290.45.3000.419.30700	Increase	35,000
ADA Fund:	447.00.7500.460.40040	Increase	191,600
City Facilities Fund:	605.00.7500.460.40040	Increase	85,000

BE IT FUTHER RESOLVED: that the following transfers are authorized in 2019:

From: Host Community Fund	451.57.9200.590.91100	Max. 450,000
To: Community Center Fund	205.59.0000.3911000	Max. 450,000

Adopted by the City of Inver Grove Heights this 11th day of March 2019.

Ayes:

Nays:

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk

From: [Eric Carlson](#)
To: [Kristi Smith](#)
Cc: [Brian Swoboda](#); [Joel Metz](#); [Matt Moynihan](#); [Lisa Lamey](#); [Teri O'Connor](#)
Subject: 2018 P & R Budget Carry Over Request
Date: Wednesday, January 23, 2019 12:03:30 PM

Kristi

The Park and Recreation Department requests the following carry over from 2018 to 2019

Parks

\$8,600 – trail paving project related to Seidl's Lake Park (101-40046)

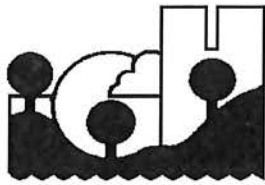
VMCC/Grove

\$320,000 – Lap Pool HVAC Replacement (C10000)

\$130,000 – Lap/Dive Pool Diamond Brite (C10000)

Thanks!

Eric



City of Inver Grove Heights
UTILITY DIVISION

MEMORANDUM

TO : Scott Thureen
FROM : Dan Helling
SUBJECT : 2018 Budget Carryover to 2019
DATE : December 25, 2018

We have identified one 2018 Water Fund budget account balance that we would like to carry over into 2019.

Water Fund Account # 501.50.7100.512.40040 - \$8,800.00

These funds would be dedicated to the exterior cleaning of our North Side water tower, located at 1770 50th street west.

MEMO

CITY OF INVER GROVE HEIGHTS

TO: Scott D. Thureen, Public Works Director
FROM: Thomas J. Kaldunski, City Engineer TJK
DATE: February 25, 2019
SUBJECT: Request to Carry-over Funds from 2018 Engineering Consultant Budget

The subject budget (101.43.5100.442) ended with a surplus of \$7,300.52. A portion of this surplus, \$1,600.00 was for consultant services from Bolton & Menk to update the asbuilt GIS system. It was intended to use these funds for professional services to improve our GIS asbuilt record keeping and provided a 2018 template for all mapping.

I request that the subject funds be carried over to the 2019 budget.

TJK/kf

TO: Kristi Smith, Finance Director
FROM: Judy Thill, Fire Chief
SUBJECT: Budget carryover 2018 to 2019
DATE: February 28, 2019

I would like to request carryover of the following 2018 Fire Department funds to 2019:

Temporary Wages

101.42.4200.423.10300 - \$36,000

- \$16,000 Wages for the classes listed in Conference and seminars
- \$20,000 Wages for uncertainty of new model, time needed to get station up and running

Repair and Maintenance Vehicles

101.42.4200.423.40041 - \$6,000

- \$3,800 Lights for new Fire Marshal vehicle that cannot be reused from old vehicle as originally thought
- \$2,200 Fabrication of compartments in E17, E33 and L13 to carry/store new hose load

Repair and Maintenance Equipment

101.42.4200.423.40042 - \$6,300

- \$3,100 Repairs for porta-count
- \$3,200 Updates and connections for posi-check for new SCBA

Conferences and Seminars

101-42-4200-423.50080 - \$19,000

- \$4,500 Leadership training (25 FF)
- \$7,500 EMT training (Upgrade 5 FF from EMR to EMT)
- \$3,500 Instructor 1 in-house class (pre-requisite for Fire Officer 1) 10 FF
- \$3,500 Fire Officer 1 in-house class (10 FF)

Training Supplies

101-42-4200-423.60018 - \$2,600

- \$2,600 2nd year of 2-year program - mannequins were ordered before end of year but were delayed in delivery until after first of year.

Public Education Materials - \$8,200

101.42.4200.423.60006

- \$8,200 Public Education prop was being reconfigured by company, so not purchased yet

City Facility Projects

101.42.4200.423.40075 - \$35,000

- \$10,000 Money to repair atrium glass at station 1
 - o Was caulked and quit leaking for a while so did not use repair money in 2018
- \$16,000 Carpet Station 1
 - o Need to go out for quotes again. Contractor pushed off installation date twice and then came back and said chosen carpet no longer available.
- \$9,000 Concrete repair on floors that were not completed

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Resolution Approving the First Amendment of the 2019 Dakota County Community Funding Application to Receive Additional Funding for Waste Abatement Activities

Meeting Date: March 11, 2019

Item Type: Consent

Contact: Ally Hillstrom, Environmental Specialist

Prepared by: Ally Hillstrom, Environmental Specialist

Reviewed by: n/a

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED:

Approve attached Resolution and JPA for the purpose of obtaining additional funds in the amount of \$1,237.12 for a total 2019 allocation of \$63,091.12 projects related to recycling efforts within City limits, at public buildings and public gathering spaces as documented in the attached workplan.

FIRST AMENDMENT SUMMARY:

Effective November 20, 2018, the Dakota County and the City of Inver Grove Heights entered into an Agreement for participation in the 2019 Waste Abatement Community Funding Program. The County Board of Commissioners has since approved additional funds as part of the 2019 Environmental Resources Department budget. Additional funds will be used to cover 2019 Clean Up Day expenses. All other terms of the Agreement between the County and Municipality shall remain in full force and effect.

2019 COMMUNITY FUNDING SUMMARY:

Funding from Dakota County is provided to improve recycling efforts city-wide and to educate residents and businesses on recycling. A study conducted in 2013 showed that 75% of what is going into the landfill could be recycled. In response, the Minnesota State Legislature has increased recycling requirements, with a goal being set by the State for Minnesota, to recycle or compost 75% of solid waste by the year 2030. Dakota County has set aside funding to assist local communities in their efforts to participate and to educate residents. In 2018, the City of Inver Grove Heights received \$61,854 in funding. The City of Inver Grove Heights' 2019 Dakota County Community Funding application has been approved by Dakota County and is attached for reference.

The grant's funding has increased to assist the City in meeting new requirements such as:

- Implementation of organics recycling collection at City Hall and Public Works Facility.
- Improving recycling collection in facilities and parks.
- Providing an additional paper shredding opportunity for residents.
- Planning and preparing for future city policies pertaining to recycling at events/festivals.
- Educating multiunit property managers and residents on recycling topics.
- Supporting Dakota County's Solid Waste Master Plan through city ordinance changes, waste-abatement activities, and outreach.

The attached First Amendment of the Resolution and JPA must be approved by City Council in order for the City of Inver Grove Heights to receive the additional funding.

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

RESOLUTION NO. _____

**RESOLUTION APPROVING THE FIRST AMENDMENT OF THE 2019 DAKOTA
COUNTY COMMUNITY FUNDING APPLICATION TO RECEIVE FUNDING FOR
WASTE ABATEMENT ACTIVITIES**

WHEREAS, the State of Minnesota has set a goal for Dakota County to recycle or compost 75% of solid waste by the year 2030;

WHEREAS, Dakota County provides funding to cities for waste abatement activities to support the State of Minnesota's 2030 recycling goal;

WHEREAS, the City of Inver Grove Heights is committed to supporting these waste abatement efforts by: providing educational materials regarding waste abatement and recycling opportunities to residents and business; improving recycling opportunities at city owned facilities and parks, providing recycling opportunities at city organized recycling events, and additional actions identified in the 2019 Dakota County Community Funding Application;

WHEREAS, the County Board of Commissioners approved additional funds as part of the 2019 Environmental Resources Department budget since the work plan was approved in November 2018;

WHEREAS, the additional funds in the amount of \$1,237.12 are allocated to the City for a total 2019 allocation of \$63,091.12 to complete the revised Work Plan attached and incorporated as Exhibit 1;

NOW, THEREFORE, BE IT RESOLVED the City of Inver Grove Heights adopts a resolution supporting the 2019 Dakota County Community Funding Application.

Adopted by the City Council of Inver Grove Heights this 11th day of March 2019.

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk

**FIRST AMENDMENT TO JOINT POWERS AGREEMENT BETWEEN
COUNTY OF DAKOTA AND THE CITY OF INVER GROVE HEIGHTS
FOR 2019 WASTE ABATEMENT COMMUNITY FUNDING**

WHEREAS, effective November 20, 2018, the County of Dakota (County) and the City of Inver Grove Heights (Municipality), (collectively referred to as the "Parties"), entered into an Agreement for participation in the 2019 Waste Abatement Community Funding Program;

WHEREAS, the County Board of Commissioners approved additional funds as part of the 2019 Environmental Resources Department budget;

WHEREAS, additional funds in the amount of \$1,237.12 are allocated to the Municipality for a total 2019 allocation of \$63,091.12 to complete the revised Work Plan attached and incorporated as Exhibit 1; and

WHEREAS, the Parties desire to amend the terms of the Agreement as set out below; and

WHEREAS, the Agreement provides that any amendments shall be valid only when expressed in writing and duly signed by the Parties.

NOW THEREFORE, in consideration of the mutual covenants contained herein the Parties agree as follows:

1. To amend Section 6.1 to provide the total 2019 allocation under the Agreement shall not exceed \$63,091.12.
2. All other terms of the Agreement between the County and Municipality shall remain in full force and effect.
3. In anycase where this Amendment conflicts with the Agreement, this Amendment shall prevail.

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

APPROVED AS TO FORM:

COUNTY OF DAKOTA

/s/Helen R. Brosnahan 2/27/19
Assistant County Attorney Date
County Attorney File No.:KS-19-107

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

CITY OF INVER GROVE HEIGHTS

By: _____
George Tourville, Mayor
Date of Signature: _____

Attest _____

Date of Signature: _____ (title)



Dakota County, Physical Development Division
 Environmental Resources Department
 Information: Gena Gerard, 952-891-7021
 gena.gerard@co.dakota.mn.us
 JPA processing: Sara Glasby 952-891-7963
 sara.glasby@co.dakota.mn.us

2019 Dakota County Community Funding Application Packet

Municipality: City of Inver Grove Heights
 Application and JPA Submittal Date: November 13, 2018
 Funding Period: January 1, 2019 - December 31, 2019
 2019 Annual Report Due Date: January 31, 2020

Municipality Primary Contact			
Designated Liaison:	Ally Hillstrom	Title:	Environmental Specialist
E-mail:	ahillstrom@invergroveheights.org	Phone:	651-605-8511
Mailing Address:	8150 Barbara Ave	City/State/Zip:	Inver Grove Heights, MN, 55077
Municipality Secondary Contact			
Designated Back-up:	Allan Hunting	Title:	City Planner
E-mail:	ahunting@invergroveheights.org	Phone:	651-450-2554
Municipality Communications Contact			
Name:	Sharon Madsen	Title:	Communications Manager
E-mail:	smadsen@invergroveheights.org	Phone:	651-450-2494

Submit completed Application by email to gena.gerard@co.dakota.mn.us or by mail to:

Gena Gerard
 Dakota County Physical Development Division
 14955 Galaxie Avenue
 Apple Valley, MN 55124

The following documents and information are required as part of the Joint Powers Agreement for Community Funding:

1. Copy of the Official Resolution or Minutes of the Proceedings

Attach an official action from the governing body (e.g., City Council or Commission) submitting the Application Packet, or a certified copy of the official proceedings of the governing body approving the Application Packet.

2. Work Plan

Complete and submit the attached *2019 Dakota County Community Funding Work Plan*.

3. Budget

Complete the Work Plan budget to itemize the following fund request:

	Fund Request	County Fund Eligibility
Work Plan Activities	\$ 61,854	
Waste Tire Activities (RSWC Only)	\$ 0	
TOTAL	\$ 61,854	

4. Compliance with Public Entity Laws

Check "Yes" or "No" to indicate compliance, and attach requested documentation for the following:

	Yes	No*
MN Stat. §115A.552 (community recycling programs in place)	X	
MN Stat. §115A.552 (residents/businesses have the opportunity to recycle) NOTE: Municipal code language must be attached if updated in previous calendar year.	X	
MN Stat. §115A.151 (internal recycling programs for facilities under the municipality's control). NOTE: Copy of hauler contract must be attached if updated in previous calendar year.	X	
MN Stat. §473.848 and §115A.471 (management of solid waste collected under contract from municipal operations)	X	
MN Administrative Rules 1303.1500 (recycling space requirements in new or remodeled buildings of 1,000 square feet or more).	X	

*Identify the timeline and steps being taken to obtain compliance:

I, the undersigned, certify that this 2019 Community Funding Application was prepared under my direction or supervision, and that the information is true, accurate, and complete to the best of my knowledge. I certify that a 2019 Annual Report demonstrating compliance with this application will be submitted to Dakota County by January 31, 2020.

Ally Hillstrom

Name of person completing document

Environmental Specialist

Title

Ally Hillstrom

Signature (electronic signature acceptable)
11/13/18

Date

2019 Dakota County Community Funding Work Plan

Municipality Size	Definition
Small (S)	Municipalities with fewer than 4,000 households
Medium (M)	Municipalities with 4,000-10,000 households
Large (L)	Municipalities with more than 10,000 households
RSWC (R)	Municipalities comprising the Rural Solid Waste Commission

Minimum work plan requirements for different sized municipalities are identified within each activity below.

I. Administration: Meeting Attendance, Training, and Reporting

GOAL: Fulfill responsibilities necessary for effective program administration.

Task	Activities	County Funds Requested	Report Expended (YTD)
1	Attend at least four of the six Local Solid Waste Staff meetings per year. NOTE: Rural Solid Waste Commission adds Commission Board meetings. (S, M, L, R). PLAN: Inver Grove Heights LSWS will attend at least 4 Dakota County LSWS meetings. REPORT: [report results, report results – list meetings attended]	\$50 - mileage	
2	Attend waste abatement training such as Dakota County Master Recycler/Composter class and other training to support Work Plan activities (S, M, L). PLAN: Inver Grove Heights LSWS will attend Association of Recycling Managers meetings in 2019. REPORT: [report results – list training attended]	\$50 - mileage	
3	Submit quarterly updates using reporting tools provided by the County with documentation for Work Plan expenses covered by Program funding within 15 days of the end of the three-month period (S, M, L, R). PLAN: Inver Grove Heights LSWS will submit bi-annual progress reports within 15 days of the end of the two-month period. REPORT: [report results – enter date(s) submitted]	\$0	

II. Municipal Facility Recycling

A. Internal Recycling Implementation

GOAL: Demonstrate compliance with [MN Stat §115A.151](#) to ensure recycling programs for facilities under the municipality's control collect at least three recyclable materials and meet best management practices.

Task	Activities	County Funds Requested	Report Expended (YTD)
1	Follow up on infrastructure changes by providing targeted education to employees and visitors in municipality-controlled administrative buildings included in the 2017 waste sort (S, M, L, R). PLAN: Inver Grove Heights LSWS staff will continue to provide targeted education to City Hall employees and visitors regarding the following: traditional office recycling, battery recycling, light bulb recycling, evidence and ammunition disposal, and reusable office supply areas. REPORT: [report results, describe activities, locations, dates, and estimated number of people served]	\$0	
2	Conduct at least one visual waste assessment or a waste sort at the municipal facility studied in 2017 waste sort, to estimate weights and diversion rates after targeted education has concluded (S, M, L, R). PLAN: Inver Grove Heights LSWS will complete a visual waste assessment at City Hall. REPORT: [report results – attach completed Visual Waste Assessment Form and Measurement Calculations Table with weights and diversion weights, or results of waste sort]	\$0	
3	a. Visually inspect and verify waste management at all municipality-controlled facilities and parks in keeping with Dakota County's Best Management Practices Checklist using the Municipal Recycling Tracking Tool, at least once annually (S, M, L, R) and b. Add containers as needed PLAN: Inver Grove Heights LSWS will visually inspect and verify waste management at all municipality-controlled facilities and parks in keeping with Dakota County's Best Management Practices Checklist using the Municipal Recycling Tracking Tool, at least once annually and will add containers as needed. REPORT: [report results – (a) walk through once and enter data into the Municipal Recycling Tracking Tool, referring to the Dakota	\$11,406 - Updated trash and recycling bins	

	County Universal Best Management Practices Checklist for specific BMPs and (b) describe purchases, locations, purpose]		
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B. Internal Waste Reduction and Recycling Education

GOAL: Promote recycling to help reach recycling rate goal of 75% for metropolitan counties ([MN Stat. §115A.551](#)).

Task	Activities	County Funds Requested	Report Expended (YTD)
1	Educate all municipal employees about how to reduce waste and recycle when at work, through workshops, email communications, and/or other education methods, using County toolkit (S, M, L, R). PLAN: Inver Grove Heights LSWs will continue to educate all municipal employees how to reduce waste and recycle when at work, through workshops, email communications, and/or other education methods, using County toolkit. REPORT: [report results – describe activities, locations, dates, and estimated number of people served]	\$0	

[Additional Notes:]

III. Waste Abatement Activities

A. Materials Collection Events and Activities

GOAL: Increase residential waste reuse and recycling through events and activities to collect reusable and/or recyclable materials, in keeping with the statutory 75% recycling goal for metropolitan counties ([MN Stat. §115A.551](#)) and the [waste management hierarchy](#).

Task	Activities	County Funds Requested	Report Expended (YTD)
1	Provide at least two municipality-wide events or opportunities for residential paper to be shredded and recycled as an addition to an existing event or as a stand-alone opportunity (M, L). PLAN: Inver Grove Heights will continue to host a paper shredding event at our municipal Clean-Up Day. Inver Grove Heights may partner with Mendota Heights, South St. Paul, and West St. Paul for our second shredding event. In the case that partnering with these cities does not work out, the City of Inver Grove Heights will independently host a second paper shredding event.	\$2,000 – Two shred events	

	REPORT: [report results – describe activities, locations, dates, estimated number of people served, and weights provided by vendor]		
2	a. Provide at least one mattress collection event or opportunity to residents for recycling as an addition to an existing event or as a stand-alone opportunity (e.g., cleanup day, roll-off, curbside collection etc.), and b. Ensure that any mattresses, bicycles, and carpet in a municipality-coordinated collection are delivered for reuse or recycling, with preference given to reuse (M, L – Medium cities encouraged to pool funds with adjacent medium cities; small cities optional to add on to medium or large city collection events). PLAN: Inver Grove Heights will continue to collect mattresses, bikes, and carpet at our municipal Clean-Up Day, and will continue to ensure these items are getting reused or recycled, with preference placed on reuse. REPORT: [report results – describe activities, locations, dates, estimated number of people served, number and type of materials collected (specify reuse or recycled), and weights provided by vendor]	\$1,500 = Clean-up day (mattresses, carpet, bikes)	
3	Promote reuse events, resources and/or opportunities currently available to municipal residents, using list created in 2018 (S, M, L). PLAN: Inver Grove Heights will promote our list of reuse events, resources and/or opportunities currently available to municipal residents and will publish this on our website. REPORT: [report results – describe promotion efforts]	\$0	
4	Rural Solid Waste Commission only: Conduct waste tire management activities such as a tire collection event for rural Dakota County residents. (R) PLAN: N/A REPORT: [report results – describe activities, locations, and dates, estimated number of people served, and number and weights provided by vendor]	N/A	

B. Community Events and Festival Recycling

GOAL: Ensure that the opportunity to recycle exists for residents and begin efforts to institutionalize recycling at community events and festivals.

Task	Activities	County Funds Requested	Report Expended (YTD)
1	Work with event coordinators to implement recycling collection with best management practices at all events/festivals that the municipality sponsors or helps to coordinate, or that are held on city property, using Dakota County's Recycling Best Management Practices Guide for Public Events (S, M, L, R). PLAN: Inver Grove Heights LSWs staff will implement recycling collection with best management practices at our 2019 Food Truck Days events. REPORT: [report results – submit completed Dakota County Universal Best Management Practices Checklist and attach completed Event Summary Form for each event]	\$400 – 5 Trash X-Frames \$125– 5 Trash Grabbers \$50 – 5 pairs of gloves \$50 – 5 safety vests	
2	Implement at least one additional mechanism to require recycling with best management practices at events/festivals (e.g., event permit, event vendor agreement, facility rental agreement, event hauler agreement) (S, M, L, R). PLAN: Inver Grove Heights will update our Rich Valley Athletic Complex Rental Guide to require renters to recycle in the on-site recycling bins. REPORT: [report results – identify selected mechanism, describe progress, and attach new or revised mechanism when completed]	\$0	
3	Support County efforts to plan and prepare for future city ordinance amendment(s) pertaining to recycling at events/festivals (S, M, L, R). PLAN: Inver Grove Heights will support County efforts to plan and prepare for future city ordinance amendment(s) pertaining to recycling at events/festivals.	\$0	

	REPORT: [report results – describe activities]		
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[Additional Notes:]

IV. Residential Outreach and Education

A. Website Content and Resident Communications

GOAL: Provide education and outreach to all current and new residents of single family and multiunit dwellings about recycling, and household hazardous waste, and ensure that local waste collection information, recycling information, and waste abatement messaging is consistent throughout the County, in keeping with [MN Stat. §115A.552](#).

Task	Activities	County Funds Requested	Report Expended (YTD)
1	a. Verify that solid waste collection requirements within the municipality are available to residents on the municipal website, and b. Verify that direct links to the Dakota County website or the online Green Guide directory are provided for residents to have access to both solid and hazardous waste management information (S, M, L, R). PLAN: Inver Grove Heights LSWS will ensure that that solid waste collection requirements within the municipality are available to residents on our website, and that direct links to the Dakota County website are provided for residents to have access to both solid and hazardous waste management information. REPORT: [report results – verify and state compliance with (a) and (b)]	\$0	
2	Serve as a resource to the general public by fielding and responding to waste abatement-related inquiries. (S, M, L, R). PLAN: Inver Grove Heights LSWS will serve as a resource to the general public by fielding and responding to waste abatement-related inquiries. REPORT: [report results – estimated number of inquiries (calls or emails) per month]	\$0	
3	Provide education to all existing and new residents through the following: a. Insert at least one article about residential recycling from County toolkit into a mailed municipal newsletter (S, M, L, R), and	\$1,200	

	b. Insert at least one article about waste reduction from County toolkit into a mailed municipal newsletter (S, M, L, R), and c. If available, use electronic media (e.g., Facebook, Twitter, E-News) to send timely waste management messages to residents on both topics (M, L). PLAN: Inver Grove Heights will include all required articles in our bi-monthly Insights newsletter, mailed to all residents. We will also post timely waste management messages on our Twitter account, Facebook account, and website. REPORT: [report results – describe activities for (a), (b), and (c), including dates, topics, and number of people served; attach copies of articles]		
4	Provide direct outreach to residents about waste reduction/reuse and recycling through the following using County toolkits (M-1, L-2): a. Staff a booth or conduct a presentation at a large community gathering (e.g., school assembly, Pollution Prevention Day, Farmer’s Market), and/or b. Coordinate a large event (e.g., Earth Day or America Recycles Day Celebration) PLAN: Inver Grove Heights LSWs will set up one booth at the Active Aging Fair and a Farmer’s Market event and will staff this with a Master Recycle, City volunteer, or City staff member depending on availability. REPORT: [report results – describe activities for (a) and (b) including dates, locations, topics, and estimated number of people served]	\$0	
5	Support County-led efforts to develop a multiunit recycling program (e.g., connect County staff to known property managers or known multi-unit education opportunities) (S, M, L). PLAN: Inver Grove Heights will support County-led efforts to develop a multiunit recycling program. REPORT: [report results – describe activities]	\$0	
6	Rural Solid Waste Commission only: Provide education and outreach to rural Dakota County residents about waste tire management activities (R). PLAN: N/A REPORT: [report results – describe activities, including dates, topics, and estimated number of people served]	N/A	

[Additional Notes:]

V. Priority Issue: Organics Diversion

A. Municipality-Wide Organics Diversion

GOAL: Implement and continue planning for community-wide organics diversion, increase awareness of organics recycling for residents, increase the organics recycling rate, and decrease the amount of food thrown away in households, in keeping with the statutory 75% recycling goal for metropolitan counties ([MN Stat. §115A.551](#)) and the [waste management hierarchy](#).

Task	Activities	County Funds Requested	Report Expended (YTD)
1	Provide direct outreach to residents about food waste prevention opportunities through the following using County toolkits (M-1, L-2): - Staff a booth, or conduct a presentation at a large community gathering (e.g., school assembly, Pollution Prevention Day, Farmer's Market), separate from IV.A.4 above, and/or - Coordinate a large event (e.g., Food Too Good To Waste Challenge) PLAN: Inver Grove Heights LSWS host two food waste prevention booths at our Farmer's Market and will staff this with a Master Recycler, Dakota County staff, or City staff member depending on availability. REPORT: [report results – describe activities for (a) and (b) including dates, locations, topics, and estimated number of people served]	\$0	
2	Coordinate internally to implement organics diversion in the additional municipality-owned/operated building identified by the 2018 Work Plan (M, L). PLAN: We will begin to collect organic waste in the Public Works Facility and will purchase bins as needed. REPORT: [report results – describe activities and purchases]	\$2,000 – Organics/Paired Bins \$200 - Bags	
3	Identify at least one additional municipality-owned facility with a large amount of organic waste to be targeted for organics diversion planning and implementation in 2020. (M, L).	\$0	

	PLAN: Inver Grove Heights LSWS will identify at least one additional municipality-owned facility with a large amount of organic waste to be targeted for organics diversion planning and implementation in 2020 if we determine another City owned facility is generating a large amount of organic waste. REPORT: [report results – describe progress; identify facility]		
4	Work with event coordinators to implement organics collection with best management practices, as feasible, at events/festivals that the municipality sponsors or helps to coordinate, or that are held on city property, using Dakota County’s Recycling Best Management Practices Guide for Public Events (S, M, L, R). PLAN: Inver Grove Heights LSWS staff will implement organics collection with best management practices at our 2019 Food Truck Days events. REPORT: [report results – submit completed Dakota County Universal Best Management Practices Checklist and attach completed Event Summary Form for each event]	\$250 – Organics Hauling at City Events	
5	Collaborate with Dakota County to provide food waste prevention resources to residents through the following: - Insert at least one article about food waste prevention into a mailed municipal newsletter to residents (S, M, L, R), and - Provide direct links from the municipality website to the Dakota County website for food waste prevention (S, M, L, R), and - If available, use electronic media (e.g., Facebook, Twitter, E-News) to send timely food waste prevention messages to residents (M, L). PLAN: Inver Grove Heights will insert at least one article about food waste prevention into our residential newsletter, provide direct links from the municipality website to the Dakota County website for food waste prevention, and will post timely food waste prevention messages on our Facebook account, Twitter account, and website. REPORT: [report results – describe activities for (a), (b), and (c), including dates, topics, and estimated number of people served; attach copies of articles]	\$1,200	

[Additional Notes:]

VI. Solid Waste Master Plan Support and Implementation

A. Master Plan/Policy Plan Activities

GOAL: Effective planning and implementation for municipality alignment with Dakota County Solid Waste Master Plan goals and strategies.

Task	Activities	County Funds Requested	Report Expended (YTD)
1	Identify municipal involvement and impacts created by County-led efforts to amend County ordinances identified by the new Master Plan. Amendments being considered include: weekly recycling collection, recycling at events/festivals, multi-unit recycling, or increased volume-based pricing. (S, M, L, R). PLAN: Inver Grove Heights LSWS will identify municipal involvement and impacts created by County-led efforts to amend County ordinances identified by the new Master Plan, such as recycling at events/festivals. REPORT: [report results – describe activities]	\$0	
2	Engage city staff and stakeholders to support other County-led efforts for Master Plan implementation, for example to identify municipal barriers and opportunities for phased approaches to implement the Master Plan (S, M, L, R). PLAN: Inver Grove Heights LSWS will engage city staff and stakeholders to support other County-led efforts for Master Plan implementation. REPORT: [report results – describe activities]	\$0	
3	Implement at least one city priority project for landfill abatement that promotes Master Plan objectives (S, M, L, R). PLAN: Annual Clean Up Day: At our municipal Annual Clean-Up Day in September 2019, we will continue to collect batteries, light bulbs, electronics, appliances, scrap metal, tires, furniture, and textile. See attached budget.	\$9,622.12 – Clean Up Day \$2,400 – Water Fountain	

	<u>2018 Clean Up Day Diversion Rates:</u> <table><tr><th>Items</th><th>Amount Recycled</th></tr><tr><td>Bicycles</td><td>1,295 pounds</td></tr><tr><td>Carpet</td><td>710 pounds</td></tr><tr><td>Clothing</td><td>310 pounds</td></tr><tr><td>Furniture</td><td>13,020 pounds</td></tr><tr><td>Mattresses</td><td>119 items</td></tr><tr><td>Scrap Metal</td><td>15,700 pounds</td></tr><tr><td>Shredder Paper</td><td>9,800 pounds</td></tr></table> 2) America Recycles Day: Over the month of November, we will celebrate America Recycles Days by creating an education table and plastic bag collection station. No cost. <u>2017 America Recycles Day Diversion Rates:</u> 40.5 pounds 3) Holiday Lights Recycling: From mid-November through January, will also continue to partner with ProAct to holiday lights. No cost. <u>2017 Holiday Lights Recycling Diversion Rates:</u> 648 pounds of holiday lights collected by ProAct. 4) Reusable Bottle Fillers: Purchase two water fountains (one in Public Works Facility and one in City Hall) with water bottle fillers to reduce plastic water bottle waste and encourage use of reusable bottles, for City Hall and Public Works staff to use daily. See County Funds Requested. <u>Example Diversion Potential:</u> 10 less water bottles per day for 5 days a week would reduce 2,600 water bottles used per year. REPORT: [report results – describe activities]	Items	Amount Recycled	Bicycles	1,295 pounds	Carpet	710 pounds	Clothing	310 pounds	Furniture	13,020 pounds	Mattresses	119 items	Scrap Metal	15,700 pounds	Shredder Paper	9,800 pounds	with water bottle filler	
Items	Amount Recycled																		
Bicycles	1,295 pounds																		
Carpet	710 pounds																		
Clothing	310 pounds																		
Furniture	13,020 pounds																		
Mattresses	119 items																		
Scrap Metal	15,700 pounds																		
Shredder Paper	9,800 pounds																		

[Additional Notes:]

VII. Budget

Complete the budget and expense form below for the Application and Final Report. Municipality contributions are not required but help to further the aims of the program.

Total # hours estimated for municipality to coordinate this program	Planned full-time equivalent (FTE) for municipality to coordinate this program	Actual full-time equivalent (FTE) for municipality to coordinate this program
953	0.46	

Budget Item/Expense	County Funds: Requested 2019	County Funds: Report Expended 2019 (YTD)	Municipality Funds: Contributed/Anticipated 2019	Municipality Funds: Report Expended 2019 (YTD)	Total Program Expense County + Municipality: Planned 2019	Total Program Expense: County + Municipality: Report Expended 2019 (YTD)
Salary and Benefits	\$30,588					
I. Meeting attendance, training and reporting	\$100					
II. Municipal Facility Recycling	\$11,406					
III. Waste Abatement Activities	\$4,125					
IV. Residential Outreach/Education	\$1,200					
V. Organics Diversion	\$3,650					
VI. Master Plan Support and Implementation	\$12,022.12					
Total	\$63,091.12					

2019 Clean Up Day Cost Estimates	
Recycling Vendor	Event Cost
Junk Genius (Furniture)	\$ 4,860
Wearever Recycling (Textiles, Clothing, Shoes)	\$ -
IGH Staff Time	\$ 5,553
Food and Beverage	\$ 390
= Subtotal IGH, WSP, SFL Expenses	\$ 10,803
Less WSP and SFL Expenses	\$ (521)
Less IGH Revenue for Furniture	\$ (660)
= Estimated Total IGH Clean Up Day Expenses	\$ 9,622

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

REQUEST FOR APPROVAL OF RENTAL HOUSING LICENSE

Meeting Date: March 11, 2019
 Item Type: Consent
 Contact: Nicole Cook: 651-450-2491
 Prepared by: Nicole Cook, Rental and Code
 Compliance Coordinator
 Reviewed by: Dennis Haugland, 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 five (5) 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:

- MARK PROKOP: 7037,7071,7125 CONCORD BLVD; APARTMENT COMPLEX
- CRYSTAL KING: 8861 BRUNSWICK PATH; TOWNHOUSE
- DOUGLAS STEVEN: 3302 LOWER 67TH STREET E; TOWNHOUSE
- DOUGLAS STEVEN: 6690 CATHERINE AVENUE; TOWNHOUSE
- DOUGLAS STEVEN: 3459 CLOMAN AVENUE, TOWNHOUSE

The above applications have been found to be complete. The applications include the necessary fee payment and the BCA background check. 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

LAKEFIELD VETERINARY CLINIC - Case No. 19-04SC

Meeting Date: March 11, 2019
Item Type: Consent Agenda
Contact: Heather Botten 651.450.2569
Prepared by: Heather Botten, Associate 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 the following actions for property located at 7109 and 7131-7135 Cahill Avenue:

- A.) A Resolution approving a **preliminary and final plat** for a one lot subdivision to be known as Winsor Ridge 2nd Addition
- Requires a 3/5th's vote.
- B.) A Resolution approving a **vacation** of existing perimeter drainage and utility easements in the Winsor Ridge plat
- Requires a 3/5th's vote
- C.) A Resolution approving a **conditional use permit amendment** to expand a small animal veterinary clinic
- Requires a 4/5th's vote.
 - 60-day deadline: March 24, 2019 (first 60 days)

SUMMARY

The applicant is in the process of purchasing the property north of their site to expand the animal veterinary clinic. The applicant is requesting a preliminary and final plat for a one lot subdivision, consolidating the existing two lots into one tax parcel, a vacation of existing perimeter easements, and a conditional use permit amendment to add a 5,384 addition onto the existing animal hospital. Other site improvements would include removal of an existing pool, removal of the existing structure on the northern parcel, and a reconfiguration and resurfacing of the existing parking lot on the northern parcel. One of the three existing access points would be eliminated, with the other two remaining the same.

ANALYSIS

- The preliminary and final plat meet platting requirements.
- All building and parking lot setbacks are met.
- All landscape requirements are met.
- Building addition meets exterior materials and height requirements.
- Engineering comfortable with plans. Final details to be addressed before construction can begin.
- Old easements to be vacated and new easements to be dedicated on the new plat.

RECOMMENDATION

Planning Division. Recommends approval of the requests with the conditions listed in the attached resolutions.

Planning Commission. Reviewed the plans and did not have any questions or comments. The Commission recommended approval of the requests (9-0).

Attachments:

- Resolution approving a Preliminary and Final Plat
- Resolution approving a Conditional Use Permit
- Resolution approving a Vacation of drainage and utility easements
- Planning Commission Recommendation
- Planning Staff Report

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

RESOLUTION NO. _____

**A RESOLUTION APPROVING THE PRELIMINARY AND FINAL PLAT FOR THE PLAT
OF WINSOR RIDGE 2ND ADDITION**

**CASE NO. 19-04SC
(Lakefield Veterinary Group)**

WHEREAS, a Preliminary and Final Plat application has been submitted to the City for property legally described as;

See Attached

WHEREAS, a public hearing concerning the Preliminary Plat was held before the Inver Grove Heights Planning Commission in accordance with Minnesota Statutes, Section 462.357, Subdivision 3 on February 19, 2019;

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.

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 11th day of March, 2019.

AYES:

NAYS:

ATTEST:

George Tourville, Mayor

Michelle Tesser, City Clerk

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _____

RESOLUTION APPROVING A CONDITIONAL USE PERMIT AMENDMENT TO
EXPAND A SMALL ANIMAL VETERINARY CLINIC

Case No. 19-04SC
(Lakefield Veterinary Group)

WHEREAS, the request is for the property located at 7109 and 7131-7135 Cahill Avenue and legally described as:

See Attached

WHEREAS, the aforescribed property is zoned B-1, Limited Business;

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 February 19, 2019;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that a conditional use permit to allow a small animal veterinary clinic 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 by the conditions below.

Site Plan	dated 01/21/19
Grading & Drainage Plan	dated 01/21/19
Landscaping Plan	dated 01/21/19
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 final development plans shall be subject to the review and approval of the City Fire Marshal.
4. All refuse from the animal hospital shall be removed from the premises on a weekly basis.

5. The boarding of pets shall be prohibited with the exception that overnight boarding shall be permitted when required as part of the diagnostic and/or treatment process.
6. The animal hospital grounds shall, at all times, be completely sanitary and operated in accordance with all local, state, and other applicable health codes.
7. All signage requires a separate sign permit and shall conform to the sign requirements of the B-1 zoning district.
8. 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.
9. Any new 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.
10. A stormwater facility maintenance agreement and other agreements related thereto, shall be required to be executed between the City and the developer.
11. Final site, grading, storm water management, and erosion control plans shall be approved by the City Engineer.
12. The developer shall meet the conditions outlined in the City Engineers review memo dated 01/29/19 and any subsequent correspondence.
13. Resolution 2001-74 and the conditions therein shall become null and void

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 11th day of March, 2019.

AYES:

NAYS:

ATTEST:

George Tourville, Mayor

Michelle Tesser, City Clerk

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

RESOLUTION NO. _____

**RESOLUTION APPROVING A VACATION OF THE PERIMETER DRAINAGE
AND UTILITY EASEMENTS IN THE WINSOR RIDGE PLAT, ACCORDING TO
THE RECORDED PLAT THEREOF**

**CASE NO. 19-04SC
(Lakefield Veterinary Group)**

WHEREAS, the applicant initiated the vacation of the following described drainage easement situated in the City of Inver Grove Heights, Dakota County, State of Minnesota, to wit:

All perimeter drainage and utility easements lying within the plat of Winsor Ridge, according to the recorded plat thereof, Dakota County, Minnesota.

WHEREAS, a notice of hearing on said petition has been duly published and posted in accordance with the applicable Minnesota Statutes, and

WHEREAS, a public hearing was held on said petition on February 19, 2019, at the Council Chambers, 8150 Barbara Avenue, and

WHEREAS, the Planning Commission then proceeded to hear all persons interested in said petition and all persons interested were afforded an opportunity to present their views and objections to the granting of said petition, and

WHEREAS, the City Council of Inver Grove Heights has determined that the land described in the Easement is no longer needed for the use and purpose recited in the Easement.

WHEREAS, the City Council of Inver Grove Heights has determined that the vacation of said drainage and utility easement would be in the public interest.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, MINNESOTA: That the above described drainage and utility easement is hereby vacated pursuant to M.S.A. 412.851.

BE IT FURTHER RESOLVED That the easement vacation authorized by this resolution shall only be effective following the recording of a Notice of Completion, pursuant to Minnesota Statutes, Section 412.851.

Adopted by the City Council of Inver Grove Heights this 11th day of March, 2019.

Ayes:

Nays:

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk

**RECOMMENDATION TO
CITY OF INVER GROVE HEIGHTS**

TO: Mayor and City Council of Inver Grove Heights

FROM: Planning Commission

DATE: February 19, 2019

SUBJECT: **LAKEFIELD VETERINARY GROUP – CASE NO. 19-04SC**

Reading of Notice

Commissioner Simon read the public hearing notice to consider the request for a preliminary and final plat to consolidate two lots into one, a vacation of the existing perimeter drainage and utility easements, and a conditional use permit amendment for an expansion of an existing small animal veterinary clinic, for the property located at 7109 and 7135 Cahill Avenue. 32 notices were mailed.

Presentation of Request

Heather Botten, Associate Planner, explained the request as detailed in the report. She advised that the applicant is in the process of purchasing the property north of their site to expand the animal veterinary clinic. The applicant is requesting a preliminary and final plat for a one lot subdivision, consolidating the existing two lots into one tax parcel, a vacation of existing perimeter easements, and a conditional use permit amendment to add a 5,384 addition onto the existing animal hospital. Other site improvements would include removal of an existing pool, removal of the existing structure on the northern parcel, and a reconfiguration and resurfacing of the existing parking lot on the northern parcel. One of the three existing access points would be eliminated, with the other two remaining the same. Staff recommends approval of the request. Staff did not hear from any of the surrounding property owners. The applicants held a neighborhood meeting in which two couples were in attendance; both were in support of the request.

Opening of Public Hearing

Patrick Kelly, Kelly & Lemmons, St. Paul, representing the applicants, advised he was available to answer any questions.

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

Mr. Kelly replied in the affirmative. He introduced Ben Myers of Loucks Engineering, Michael Schmeling with the veterinary clinic, and Dr. Jim Winsor. He advised that the proposed expansion would provide an ADA accessible lobby, additional patient rooms and waiting areas, and an overall higher level of service for the community.

Commissioner Lissarrague noted the existing parking shortage, and asked how many additional parking spaces were being proposed.

Dr. Winsor replied that 47 additional stalls were being proposed.

Commissioner Wippermann asked how many employees worked at the animal hospital on an average day.

Dr. Winsor advised they had over 50 employees total; on an average day there would be 5-7 doctors and 30 support staff working.

Commissioner Wippermann asked if the staff members currently being shuttled in from a different location would now be parking in the proposed additional parking stalls.

Dr. Winsor replied in the affirmative.

Chair Maggi closed the public hearing.

Planning Commission Discussion

Commissioner Wippermann commented that it was good to see a local business doing well and expanding their investment in the community.

Planning Commission Recommendation

Motion by Commissioner Wippermann, second by Commissioner Lissarrague, to approve the request for a preliminary and final plat to consolidate two lots into one, a vacation of the existing perimeter drainage and utility easements, and a conditional use permit amendment for an expansion of an existing small animal veterinary clinic, for the property located at 7109 and 7135 Cahill Avenue, with the conditions listed in the report.

Motion carried (9/0). This item goes to the City Council on March 11, 2019.

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

HEARING DATE: February 19, 2019

CASE NO: 19-04SC

APPLICANT: Lakefield Veterinary Group

PROPERTY OWNER: Sanny Anderson and Best Friends Veterinary Service

REQUEST: A preliminary and final plat for a one lot subdivision, a conditional use permit amendment to expand a small animal veterinary clinic and vacation of existing perimeter drainage and utility easements

LOCATION: 7109 and 7131-7135 Cahill Avenue

COMPREHENSIVE PLAN: NC, Neighborhood Commercial

ZONING: B-1, Limited Business

REVIEWING DIVISIONS: Planning

PREPARED BY: Heather Botten
Associate Planner



BACKGROUND

The owners of Inver Grove Animal Hospital located along Cahill Avenue are in the process of purchasing the property to the north of their site to expand the small animal veterinary clinic. The applicant is requesting a preliminary and final plat for a one lot subdivision, consolidating the existing two lots into one and a vacation of existing perimeter easements. With the new plat, easements on the original plat are not automatically erased when land is resubdivided. The old perimeter easements in Winsor Ridge need to be vacated as they run through the middle of the new plat.

The applicant is also requesting a conditional use permit amendment to add a 5,384 square foot building addition to the existing animal hospital. The addition would be located on the north side of the existing building. Other site improvements such as removing an existing inground pool and demoing the existing structure on the north parcel would also be done.

The specific request consists of the following:

- A.) A preliminary and final plat for a one lot subdivision to be known as Winsor Ridge 2nd Addition
- B.) A vacation of existing perimeter drainage and utility easements in the Winsor Ridge plat
- C.) A conditional use permit amendment to expand a small animal veterinary clinic

EVALUATION OF THE REQUEST

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

North	Bank; Zoned B-1, Limited Business, guided NC, Neighborhood Commercial
East	Single family residential; zoned R-1C, Single-family Residential; guided LDR, Low Density Residential
South	Townhomes; zoned R-2, Two-family residential; guided LDR, Low Density
West	South Valley Park; zoned P, Public; guided Public Open Space

SITE PLAN REVIEW

Setbacks. The 5,384 square foot building addition meets and exceeds the required perimeter setbacks for the site.

Parking Lot. A new parking area for the veterinary clinic would be added to the site. The parking will be installed 20 feet from the front property line at the same setback as the existing parking lot on the northern parcel.

Access. Currently the existing site has two access points off Cahill Avenue and the new lot to the north has one access point (three total). With the proposed lot consolidation and building addition one of the access points will be eliminated leaving a total of two for the entire property.

Landscaping. A landscape plan has been submitted for review. The proposed building addition and new parking area requires the equivalent of 10 trees. The landscape plan reflects the equivalent of 12 trees, complying with code requirements.

Lighting: The proposed lighting complies with the flat lens recessed bulb standards and meets the maximum illumination allowed along Cahill Avenue.

Rooftop Equipment. If there are any changes made to existing roof top equipment, or adding equipment, all roof top equipment must be substantially screened from the street. Any large scale ground mechanical equipment must also be screened with adequate landscape material.

Exterior building material: The new addition would consist of vinyl siding in a color palate that would complement the existing building. The proposed materials comply with exterior standards.

Engineering. Engineering has reviewed the plans and has been working with the applicant on stormwater and grading requirements. The majority of the site consists of steep vegetated slopes that have not been disturbed. The proposed site improvements include less than .10 acres of new impervious surface. Engineering has made some recommendations on conditions that should be added to the approval. These conditions are included in the list of conditions at the end of this report. The applicant shall continue to work with the City to secure final approval of the construction drawings.

Fire Marshal Review. All plans shall be subject to the review and approval of the City Fire Marshal for fire lane designation and the signage or marking of the fire lanes at time of building permit review.

Signage: Signage is not approved as part of the CUP request. Signage on the property shall follow section 10-15E of the city code. A building permit is required for any new signs or changes to the existing signs.

PRELIMINARY/FINAL PLAT

Zoning and Comprehensive Plan Consistency. Both properties are currently zoned B-1, Limited Business and guided NC, Neighborhood Commercial. The proposed plat is consistent with the zoning and comprehensive plan designations.

Lots & Blocks. The applicant is requesting a one lot subdivision to be known as Winsor Ridge 2nd Addition. The plat would consolidate the existing two lots into one lot. The existing animal hospital site is 4.25 acres in size, the lot to the north is 1.58 acres in size for a total of a 5.83 +/- acre site, complying with the minimum requirements in the B-1 district. The lot width would be over 500 feet in length, exceeding the 100-foot minimum width requirement.

Park Dedication. Park dedication was paid in full for the property when the first permit was issued in 1989. No further park dedication would be required.

VACATION

Existing perimeter easements on the original plat are not automatically erased when land is replatted. The old perimeter easements in the plat of Winsor Ridge need to be vacated as they run through the middle of the new plat. The applicant shall provide a map and legal descriptions of the easements that need to be vacated. Engineering and Planning agree that the easements need to be vacated as they no longer serve a purpose as new perimeter easements will be dedicated with the plat of Winsor Ridge 2nd Addition.

GENERAL CONDITIONAL USE PERMIT 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 NC. Neighborhood Commercial and a veterinary clinic would be 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 B-1, limited business. The small animal veterinary clinic is consistent with the intent of the B-1 zoning district.

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

The proposed use would not have a detrimental effect on public improvements in the vicinity of the project. A veterinary clinic in the B-1 zoning district is an allowed conditional use.

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

This use does not appear to have any negative effects on City facilities or services. The Fire Marshal will review the plans at the time of building permit submittal.

5. *The use is generally compatible with existing and future uses of surrounding properties, including:*

- i. *Aesthetics/exterior appearance*

The proposed addition would complement the existing building material.

- ii. *Noise*

The expansion to the vet clinic will not generate noises that are inconsistent with the B-1 zoning.

- iii. *Fencing, landscaping and buffering*

The proposed landscaping complies with code requirements.

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 amount of traffic would not be out of the ordinary for a commercial area. The expansion of the building will have little effect on the surrounding properties.

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.

ALTERNATIVES

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

- A. **Approval.** If the Planning Commission finds the application to be acceptable, the following action should be taken:
- Approval of the **Preliminary and Final Plat** of Winsor Ridge 2nd Addition subject to the following conditions:
 1. The final plat and development plans shall be in substantial conformance with the plans on file with the Planning Department except as may be modified by the conditions below.
 2. Drainage and Utility easements shall be provided on the final plat as required by the Director of Public Works.
 3. The applicant shall meet the conditions outlined in the City Engineers review letters and subsequent correspondence.
 - Approval of the **Vacation** of perimeter easements of Winsor Ridge subdivision subject to the following conditions:
 1. Drainage and Utility easements shall be provided on the final plat as required by the Director of Public Works.
 2. The applicant shall provide a map and legal descriptions of the easements to be vacated.
 - Approval of a **Conditional Use Permit Amendment** to allow a 5,384 square foot building addition 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 by the conditions below.

Site Plan	dated 01/21/19
Grading & Drainage Plan	dated 01/21/19
Landscaping Plan	dated 01/21/19
 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 final development plans shall be subject to the review and approval of the City Fire Marshal.
4. All refuse from the animal hospital shall be removed from the premises on a weekly basis.
5. The boarding of pets shall be prohibited with the exception that overnight boarding shall be permitted when required as part of the diagnostic and/or treatment process.
6. The animal hospital grounds shall, at all times, be completely sanitary and operated in accordance with all local, state, and other applicable health codes.
7. All signage requires a separate sign permit and shall conform to the sign requirements of the B-1 zoning district.
8. 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.
9. Any new 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.
10. A stormwater facility maintenance agreement and other agreements related thereto, shall be required to be executed between the City and the developer.
11. Final site, grading, storm water management, and erosion control plans shall be approved by the City Engineer.
12. The developer shall meet the conditions outlined in the City Engineers review memo dated 01/29/19 and any subsequent correspondence.
13. Resolution 2001-74 and the conditions therein shall become null and void

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

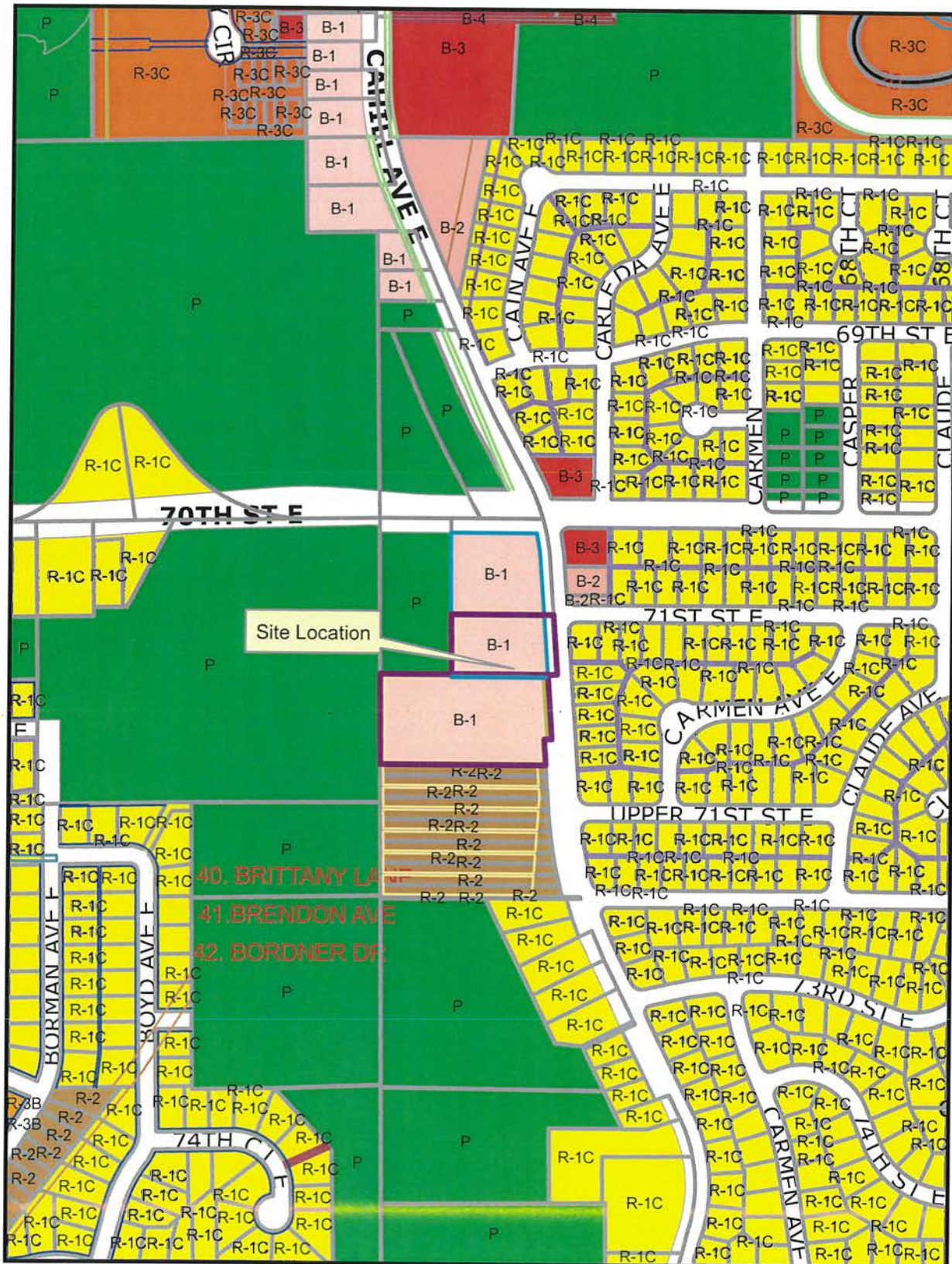
RECOMMENDATION

Based on the information in the preceding report and the conditions listed in Alternative A, staff is recommending approval of the requested preliminary and final plat, vacation of easements, and conditional use permit amendment to expand the small animal veterinary clinic.

Attachments: Location Map
 Narrative
 Plat
 Site Plan
 Landscape Plan
 Exterior Elevation
 Aerial Photo



Lakefield Veterinary Group Case No. 19-04SC



THIS DRAWING IS NEITHER A LEGALLY RECORDED MAP NOR A SURVEY AND IS NOT INTENDED TO BE USED AS ONE. THIS DRAWING IS A COMPILED RECORD OF INFORMATION AND DATA LOCATED IN VARIOUS CITY, COUNTY AND STATE OFFICES AND OTHER SOURCES AND IS TO BE USED FOR REFERENCE PURPOSES ONLY. THE CITY OF INVER GROVE HEIGHTS IS NOT RESPONSIBLE FOR ANY INACCURACIES HEREIN CONTAINED.

Map produced by the City of Inver Grove Heights GIS Dept.
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Exhibit A
Zoning and Location Map
Map not to scale

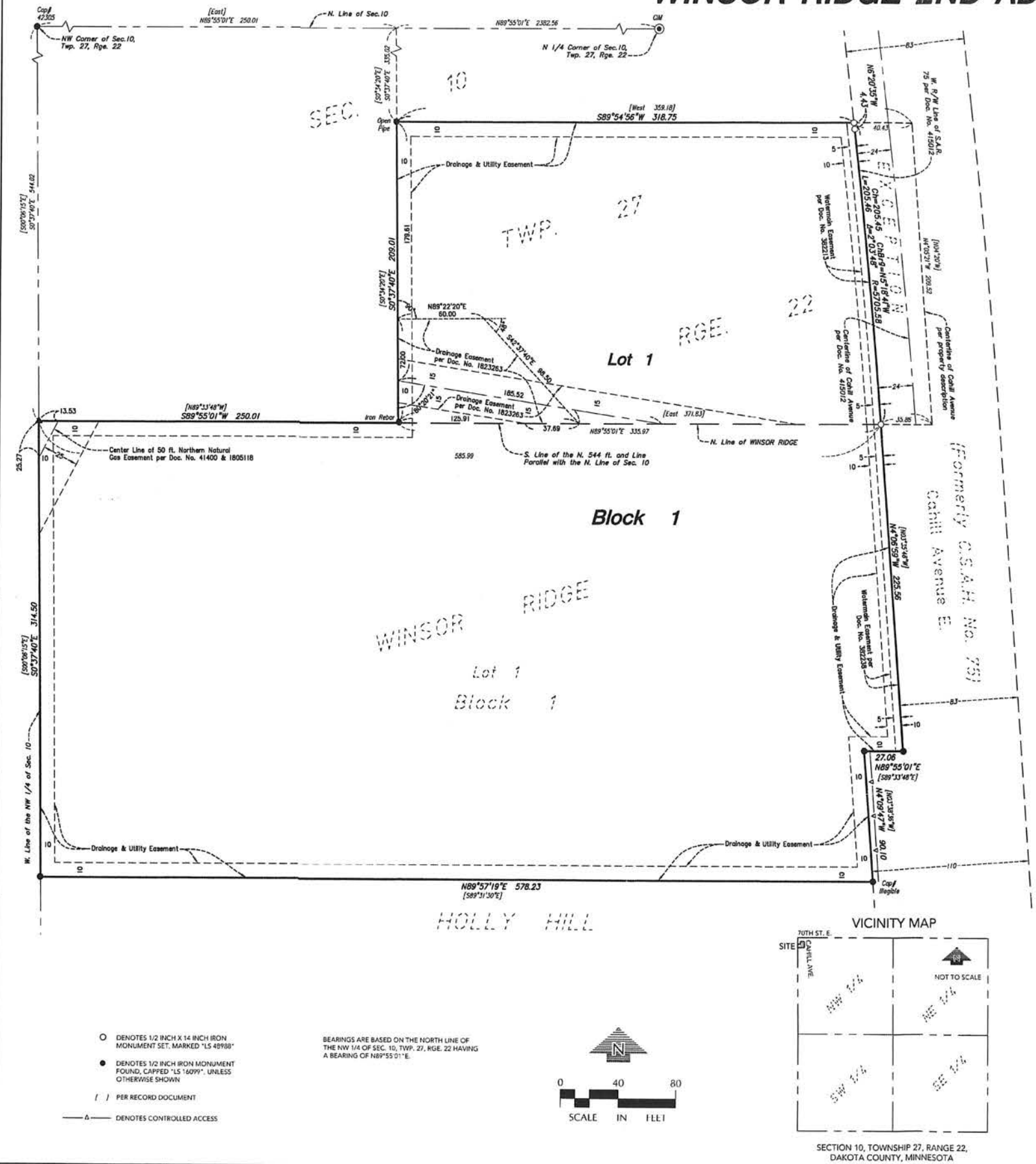


Lakefield Vet Clinic Expansion in Inver Grove Heights Summary

This is a project in the City of Inver Grove Heights MN. The site is just South of 70th St East off of Cahill Avenue. The existing site consists of a house that was previously used as office space and a parking lot. The proposed project is an expansion on the North side of the existing vet clinic and a new parking lot. The surrounding site to the north is the Deerwood Bank Property with 70th St. E on its north side. The south side of the site is a row of residential duplexes.

The proposed expansion to the clinic will add 5384 SQ. FT of space providing an ADA accessible lobby, more patient rooms, feline and dog separated waiting areas, and an overall higher level of service for the community. The additional stalls provided by the new parking lot will allow space for staff to park on site opposed to the current system of being shuttled in from an offsite location.

WINSOR RIDGE 2ND ADDITION



KNOW ALL PERSONS BY THESE PRESENTS: That Best Friends Veterinary Services, Inc., a Delaware corporation, owner of the following described property situated in the County of Dakota, State of Minnesota, to wit:

That part of the Northwest Quarter of the Northwest Quarter of Section 10, Township 27, Range 22, described as follows: Commencing at the Northwest corner of Section 10, Township 27, Range 22; thence East (assumed bearing) along the North line of Section 10 a distance of 250.01 feet; thence South 0 degrees 34 minutes 20 seconds East parallel with the West line of Section 10 a distance of 335.02 feet to the point of beginning of the property to be described; thence South 0 degrees 34 minutes 20 seconds East 209.01 feet to a point which is 544 feet South of the North line of Section 10; thence East and parallel with said North line 371.83 feet to the centerline of Cahill Avenue (also known as County Road No. 75); thence North 4 degrees 02 minutes West along Cahill Avenue 209.52 feet; thence West 359.18 feet to the beginning; Excepting therefrom all that part of the above described property which lies Easterly of the Westerly right-of-way line of S.A.R. No. 75 (formerly Dakota County Highway No. 25) as established prior to December 1, 1971, Dakota County, Minnesota, according to the Government Survey thereof.

And
Lot 1, Block 1, WINSOR RIDGE, Dakota County, Minnesota.
Has caused the same to be surveyed and platted as WINSOR RIDGE 2ND ADDITION, and does hereby dedicate to the public for public use the drainage and utility easements as created by this plat.

In witness whereof said Best Friends Veterinary Services, Inc., a Delaware Corporation, has caused these presents to be signed by its proper officer this ____ day of _____, 20____.

BEST FRIENDS VETERINARY SERVICES, INC.
SIGNED: _____

By: Alexandre Desmarais, as Chief Culture Officer, Owner

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by Alexandre Desmarais, as Chief Culture Officer, Owner of Best Friends Veterinary Services, Inc., a Delaware Corporation, on behalf of the corporation.

Notary Public, _____ County, Minnesota Notary Printed Name
My Commission Expires _____

SURVEYORS CERTIFICATION
I, Max L. Stanislawski, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this Plat; and all public ways are shown and labeled on this plat.

Dated this ____ day of _____, 20____.

Max L. Stanislawski, Licensed Land Surveyor,
Minnesota License No. 48988

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by Max L. Stanislawski, a Licensed Land Surveyor.

Notary Public, _____ County, Minnesota Notary Printed Name
My Commission Expires January 31, 2020

CITY PLANNING COMMISSION, CITY OF INVER GROVE HEIGHTS, MINNESOTA
Approved by the planning commission of the city of Inver Grove Heights, Minnesota, this ____ day of _____, 20____.

By: _____, Chair

CITY COUNCIL, CITY OF INVER GROVE HEIGHTS, MINNESOTA
This plat was approved by the City Council of the city of Inver Grove Heights, Minnesota, this ____ day of _____, 20____ and hereby certifies compliance with all requirements as set forth in Minnesota Statutes, Section 505.03, Subd. 2.

By: _____, Mayor By: _____, Clerk

COUNTY SURVEYOR, Dakota County, Minnesota
I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this ____ day of _____, 20____.

By: _____, Todd Tollefson, Dakota County Surveyor

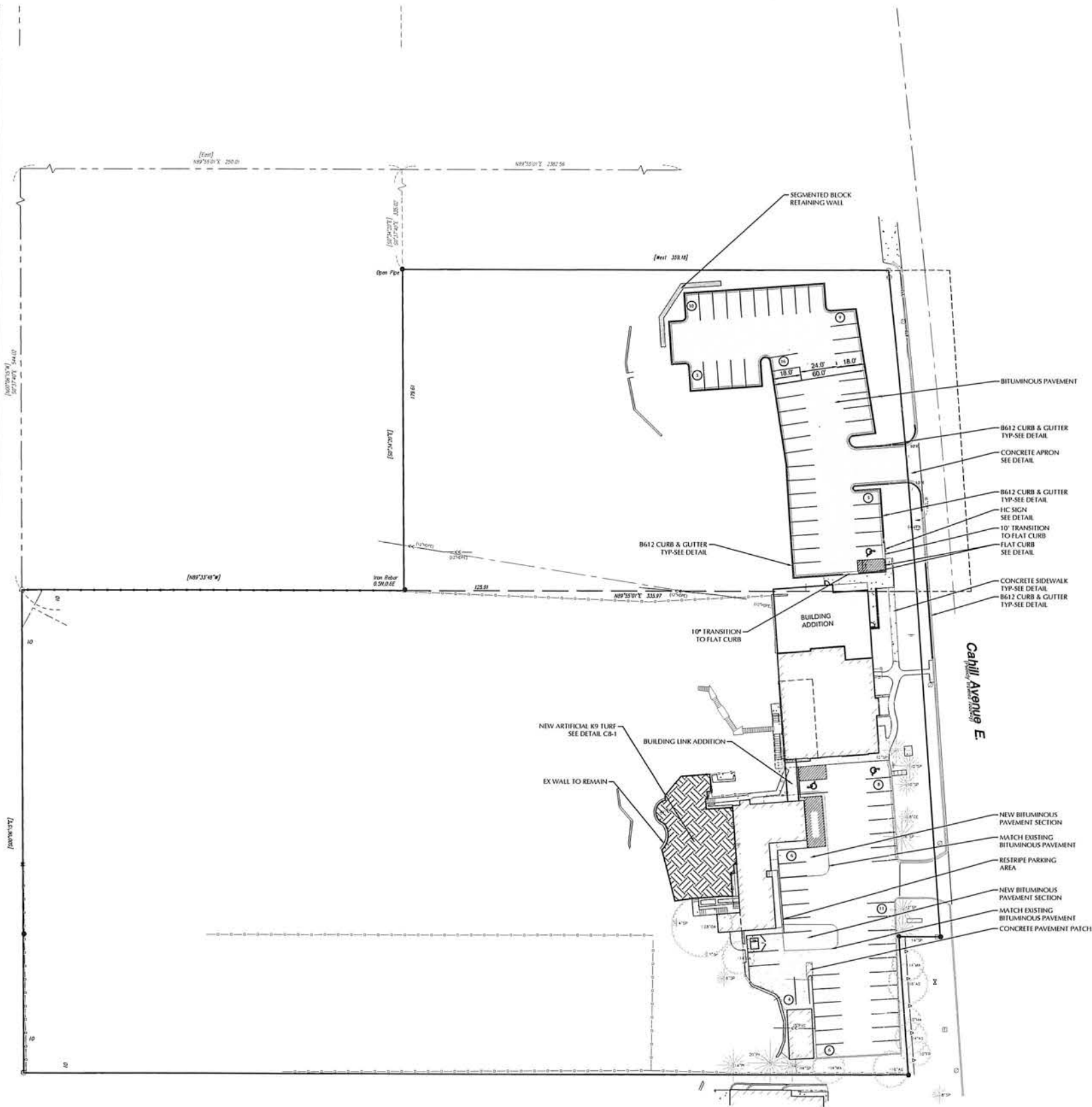
DEPARTMENT OF PROPERTY TAXATION AND RECORDS, Dakota County, Minnesota
Pursuant to Minnesota Statutes, Section 505.021 Subd. 9, taxes payable in the year 20____ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer has been entered on this ____ day of _____, 20____.

By: _____, Department of Property taxation and Records By: _____, Deputy

COUNTY RECORDER, Dakota County, Minnesota
I hereby certify that this plat of WINSOR RIDGE 2ND ADDITION, was file in the Office of the County Recorder for public record this ____ day of _____, 20____, at ____ o'clock ____ M. as Document No. _____.

By: _____, County Recorder By: _____, Deputy





CIVIL LEGEND

EXISTING	PROPOSED

PAVEMENT TYPES

	CONCRETE SIDEWALK
	CONCRETE PAVEMENT
	BITUMINOUS PAVEMENT

NOTE:
SEE PAVEMENT SECTIONS ON SHEET CB-1 OR CB-2 FOR TYPE AND DEPTH INFORMATION.

SITE DATA

TOTAL SITE AREA:	1.48 AC
EXISTING IMPERVIOUS AREA:	0.91 AC (61.5%)
PROPOSED IMPERVIOUS AREA:	0.95 AC (64.2%)
DISTURBED AREA:	0.70 AC

DEVELOPMENT AND DESIGN STANDARDS

MINIMUM PARKING LAYOUT DIMENSIONS (90 DEGREE PATTERN)	
PARKING SPACE WIDTH	= 9.0 FT
PARKING SPACE LENGTH	= 18.0 FT
DRIVE AISLE WIDTH	= 24 FT

OFF-STREET PARKING CALCULATIONS

EXISTING PARKING	= 43 STALLS
EXISTING PARKING REMOVED	= 0 STALLS
PROPOSED PARKING	= 80 STALLS
TOTAL PARKING PROVIDED	= 80 STALLS

SITE NOTES

- ALL PAVING, CONCRETE CURB, GUTTER AND SIDEWALK SHALL BE FURNISHED AND INSTALLED IN ACCORDANCE WITH THE DETAILS SHOWN PER THE DETAIL SHEETS AND STATUTORY JURISDICTION REQUIREMENTS.
 - ACCESSIBLE PARKING AND ACCESSIBLE ROUTES SHALL BE PROVIDED PER CURRENT ADA STANDARDS AND LOCAL STATE REQUIREMENTS.
 - ALL CURB DIMENSIONS SHOWN ARE TO THE FACE OF CURB UNLESS OTHERWISE NOTED.
 - ALL BUILDING DIMENSIONS ARE TO THE OUTSIDE FACE OF WALL UNLESS OTHERWISE NOTED.
 - TYPICAL FULL SIZED PARKING STALL IS 9' X 18' UNLESS OTHERWISE NOTED.
 - ALL CURB RADIUS SHALL BE 3.0' UNLESS OTHERWISE NOTED.
 - BITUMINOUS IMPREGNATED FIBER BOARD TO BE PLACED AT FULL DEPTH OF CONCRETE ADJACENT TO EXISTING STRUCTURES AND BEHIND CURB ADJACENT TO DRIVEWAYS AND SIDEWALKS.
- SIGNAGE AND STRIPING NOTES**
- CONTRACTOR SHALL BE RESPONSIBLE FOR ALL SITE SIGNAGE AND STRIPING AS SHOWN ON THIS PLAN.
 - CONTRACTOR SHALL PAINT ALL ACCESSIBLE STALLS, LOGOS AND CROSS HATCH LOADING AISLES WITH WHITE PAVEMENT MARKING PAINT, 4" IN WIDTH.
 - CONTRACTOR SHALL PAINT ANNUAL DIRECTIONAL TRAFFIC ARROWS, AS SHOWN, IN WHITE PAINT.
 - ALL SIGNAGE SHALL INCLUDE POST, CONCRETE FOOTING AND STEEL CASING WHERE REQUIRED.
 - ALL SIGNAGE NOT PROTECTED BY CURB, LOCATED IN PARKING LOT OR OTHER PAVED AREAS TO BE PLACED IN STEEL CASING, FILLED WITH CONCRETE AND PAINTED YELLOW. REFER TO DETAIL.
 - ANNUAL STOP SIGNS TO INCLUDE A 24" WIDE PAINTED STOP BAR IN WHITE PAINT, PLACED AT THE STOP SIGN LOCATION, A MINIMUM OF 4' FROM CROSSWALK IF APPLICABLE. ALL STOP BARS SHALL EXTEND FROM DIRECTIONAL TRANSITION BETWEEN LANES TO CURB.
 - ALL SIGNS TO BE PLACED 18" BEHIND BACK OF CURB UNLESS OTHERWISE NOTED.



CALL BEFORE YOU DIG
Gopher State One Call
TWIN CITY AREA: 651-454-0002
TOLL FREE: 1-800-292-1888

WARNING:

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND/OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

**BEST FRIENDS
VETERINARY
SERVICES, INC.**

**BEST FRIENDS
VETERINARY
SERVICES, INC.
DBA LAKEFIELD
VETERINARY GROUP**

LOUCKS

PLANNING
CIVIL ENGINEERING
LAND SURVEYING
LANDSCAPE ARCHITECTURE
ENVIRONMENTAL
7200 Hemlock Lane, Suite 300
Maple Grove, MN 55369
763.424.5505
www.loucksinc.com

CADD QUALIFICATION

CADD files prepared by the Consultant for this project are prepared for the Consultant's use only. These CADD files shall not be used for any other project. The Consultant shall be responsible for the accuracy of the project files. The Consultant shall be responsible for the accuracy of the project files. The Consultant shall be responsible for the accuracy of the project files.

SUBMITTAL/REVISIONS

DATE

PROFESSIONAL SIGNATURE

Michael J. De Marco, P.E.
Date: 01/21/19

License No. 24440

QUALITY CONTROL

Loucks Project No. 18036
Project Lead: MUS
Drawn By: BMM
Checked By:
Review Date:

SHEET INDEX

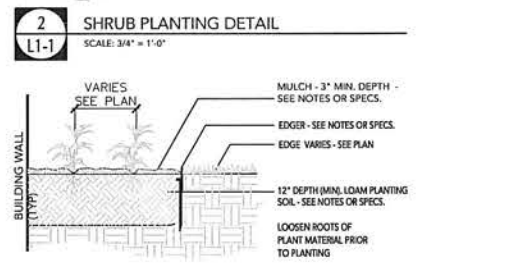
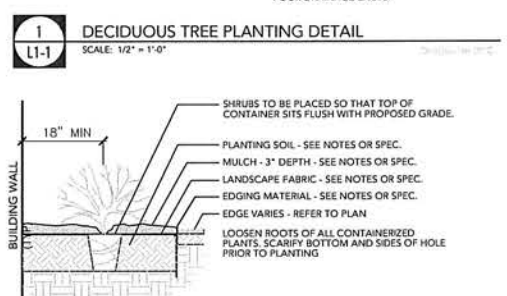
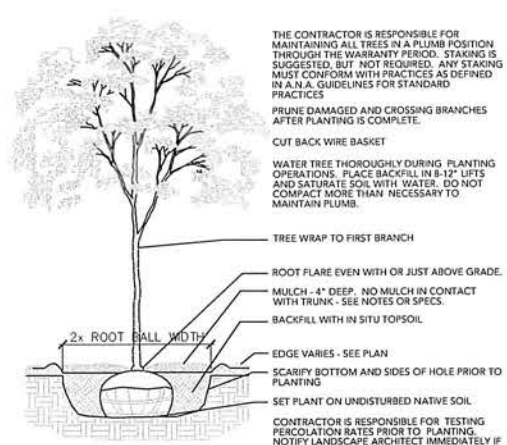
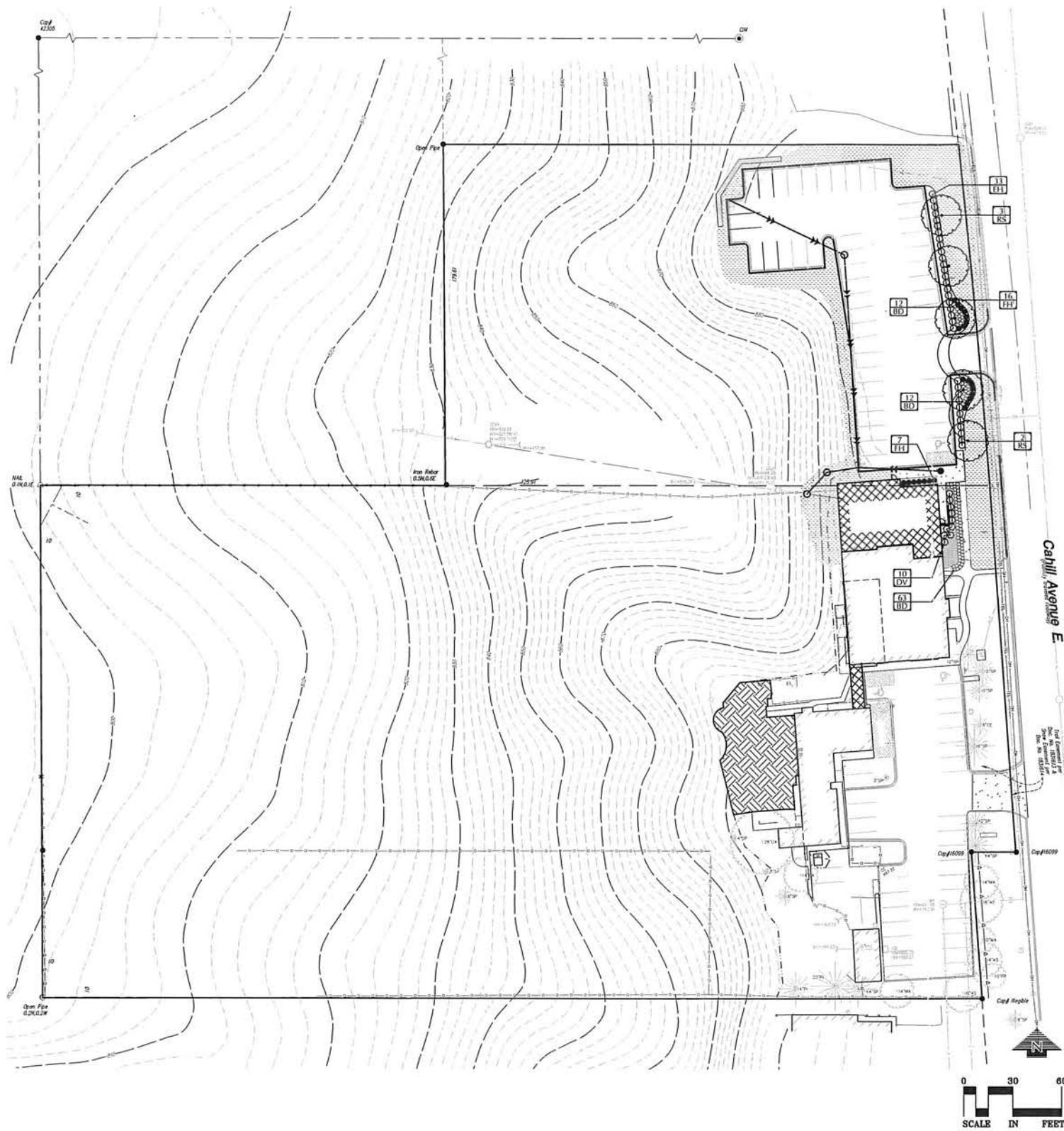
C1-1	EXISTING CONDITIONS
C1-2	DEMOLITION PLAN
C2-1	SITE PLAN
C3-1	GRADING & DRAINAGE PLAN
C3-2	SWPPP
C3-3	SWPPP NOTES
C4-1	UTILITY PLAN
C5-1	CIVIL DETAILS
L1-1	LANDSCAPE PLAN

NOT FOR
CONSTRUCTION

SITE PLAN

C2-1

Project 01/22/2019 8:00 AM W:\01\161803\CAD\DATA\LANDSCAPE\Map Sheet Five\161803\ L1-1 Landscape Plan



LANDSCAPE LEGEND

- EXISTING TREES TO REMAIN
- OVERSTORY TREES
- DECIDUOUS SHRUBS
- GRASSES / PERENNIALS
- IRRIGATION LINES

GROUND COVER LEGEND

- SOD / TOPSOIL - SEE NOTES
- ROCK MULCH - 1-1/2" GREY TRAP ROCK 4" DPLH

KEY	QTY	COMMON NAME	SCIENTIFIC NAME	SIZE	COMMENTS
RS	5	RED SUNSET MAPLE	Acer rubrum 'Franksred'	2-1/2" CAL B.B.	H 45' W 35'
BH	33	EMERALD MOUND HONEYSUCKLE	Lonicera xylosteum 'Emerald Mound'	#5 CONT	H 2-3' W 4-6'
DV	10	DWARF EUROPEAN VIBURNUM	Viburnum opulus 'Nanum'	#5 CONT	H 24" W 2-3'
FH	23	FRANCEE HOSTA	Hosta 'Francee'	#1 CONT	24" O.C.
BD	87	BRIGHT SUNSET DAYLILY	H. 'Bright Sunset'	#1 CONT	24" O.C.

GENERAL NOTES

CONTRACTOR SHALL VISIT SITE PRIOR TO SUBMITTING BID. HE SHALL INSPECT SITE AND BECOME FAMILIAR WITH EXISTING CONDITIONS RELATING TO THE NATURE AND SCOPE OF WORK.

VERIFY LAYOUT AND ANY DIMENSIONS SHOWN AND BRING TO THE ATTENTION OF THE LANDSCAPE ARCHITECT ANY DISCREPANCIES WHICH MAY COMPROMISE THE DESIGN AND/OR INTENT OF THE PROJECT'S LAYOUT.

ASSURE COMPLIANCE WITH ALL APPLICABLE CODES AND REGULATIONS GOVERNING THE WORK OR MATERIALS SUPPLIED.

CONTRACTOR SHALL PROTECT ALL EXISTING ROADS, CURBS/GUTTERS, TRAILS, TREES, LAWNS AND SITE ELEMENTS DURING PLANTING OPERATIONS. ANY DAMAGE TO SAME SHALL BE REPAIRED AT NO COST TO THE OWNER.

CONTRACTOR SHALL VERIFY ALIGNMENT AND LOCATION OF ALL UNDERGROUND AND ABOVE GRADE UTILITIES AND PROVIDE THE NECESSARY PROTECTION FOR SAME BEFORE CONSTRUCTION / MATERIAL INSTALLATION BEGINS (MINIMUM 10' - 0" CLEARANCE).

ALL UNDERGROUND UTILITIES SHALL BE LAID SO THAT TRENCHES DO NOT CUT THROUGH ROOT SYSTEMS OF ANY EXISTING TREES TO REMAIN.

EXISTING CONTOURS, TRAILS, VEGETATION, CURB/GUTTER AND OTHER EXISTING ELEMENTS BASED UPON INFORMATION SUPPLIED TO LANDSCAPE ARCHITECT BY OTHERS, CONTRACTOR SHALL VERIFY ANY AND ALL DISCREPANCIES PRIOR TO CONSTRUCTION AND NOTIFY LANDSCAPE ARCHITECT OF SAME.

THE ALIGNMENT AND GRADES OF THE PROPOSED WALKS, TRAILS AND/OR ROADWAYS ARE SUBJECT TO FIELD ADJUSTMENT REQUIRED TO CONFORM TO LOCALIZED TOPOGRAPHIC CONDITIONS AND TO MINIMIZE TREE REMOVAL AND GRADINGS. ANY CHANGE IN ALIGNMENT MUST BE APPROVED BY LANDSCAPE ARCHITECT.

LANDSCAPE INSTALLATION

COORDINATE THE PHASES OF CONSTRUCTION AND PLANTING INSTALLATION WITH OTHER CONTRACTORS WORKING ON SITE.

NO PLANTING WILL BE INSTALLED UNTIL COMPLETE GRADING AND CONSTRUCTION HAS BEEN COMPLETED IN THE IMMEDIATE AREA.

WHERE SOD ABUTS PAVED SURFACES, FINISHED GRADE OF SOD SHALL BE HELD 1" BELOW SURFACE ELEVATION OF SLAB, CURB, ETC.

SOD ALL DESIGNATED AREAS DISTURBED DUE TO GRADING. SOD SHALL BE LAID PARALLEL TO THE CONTOURS AND SHALL HAVE STAGGERED JOINTS. ON SLOPES STEEPER THAN 3:1 OR IN DRAINAGE SWALES, THE SOD SHALL BE STAKED TO THE GROUND.

ALL PLANT MATERIAL SHALL COMPLY WITH THE LATEST EDITION OF THE AMERICAN STANDARD FOR NURSERY STOCK, AMERICAN ASSOCIATION OF NURSERIES, UNLESS NOTED OTHERWISE, ALL SHRUBS SHALL HAVE AT LEAST 5 CANES AT THE SPECIFIED MINIMUM SHRUB HEIGHT OR WIDTH. STREET AND BOULEVARD TREES SHALL BEGIN BRANCHING NO LOWER THAN 5' ABOVE FINISHED GRADE.

PLAN TAKES PRECEDENCE OVER PLANT SCHEDULE IF DISCREPANCIES IN QUANTITIES EXIST. SPECIFICATIONS TAKE PRECEDENCE OVER NOTES.

NO PLANT MATERIAL SUBSTITUTIONS WILL BE ACCEPTED UNLESS APPROVAL IS REQUESTED OF THE LANDSCAPE ARCHITECT BY THE LANDSCAPE CONTRACTOR PRIOR TO THE SUBMISSION OF A BID AND/OR QUOTATION.

ALL PROPOSED PLANTS SHALL BE LOCATED AND STAKED AS SHOWN ON PLAN. ADJUSTMENTS IN LOCATION OF PROPOSED PLANT MATERIALS MAY BE NEEDED IN FIELD. SHOULD AN ADJUSTMENT BE ADVISED, THE LANDSCAPE ARCHITECT MUST BE NOTIFIED.

ALL PLANT MATERIALS SHALL BE FERTILIZED UPON INSTALLATION WITH A 27-3-3 SLOW RELEASE FERTILIZER MIXED IN WITH THE PLANTING SOIL PER THE MANUFACTURER'S INSTRUCTIONS. PLANTS MAY BE TREATED FOR SUMMER AND FALL INSTALLATION WITH AN APPLICATION OF GRANULAR 27-3-3 AT 6 OZ PER 2.5" CALIPER PER TREE AND 3 OZ PER SHRUB WITH AN ADDITIONAL APPLICATION OF 27-3-3 THE FOLLOWING SPRING IN THE TREE SAUCER.

ALL PLANTING AREAS RECEIVING PERENNIALS SHALL RECEIVE A MINIMUM OF 12" DEPTH OF PLANTING SOIL CONSISTING OF AT LEAST 45 PARTS TOPSOIL, 45 PARTS PEAT OR MANURE AND 10 PARTS SAND.

ALL PLANTS TO BE INSTALLED AS PER PLANTING DETAILS. REMOVE ALL FLAGGING AND LABELS FROM PLANTS.

WRAPPING MATERIAL SHALL BE CORRUGATED PVC PIPING 1" GREATER IN CALIPER THAN THE TREE BEING PROTECTED OR QUALITY, HEAVY, WATERPROOF CRISPE PAPER MANUFACTURED FOR THIS PURPOSE. WRAP ALL DECIDUOUS TREES PLANTED IN THE FALL PRIOR TO 12-1 AND REMOVE ALL WRAPPING AFTER 5-1.

COMMERCIAL GRADE 5" BLACK POLY EDGER TO BE USED TO CONTAIN SHRUBS, PERENNIALS, AND ANNUALS WHERE BED MEETS SOD UNLESS NOTED OTHERWISE.

MULCH SHALL BE CLEAN SHREDDED HARDWOOD MULCH WITH UNIFORM PIECE SIZE. ALL ANNUAL AND PERENNIAL BEDS TO RECEIVE 3" OF MULCH WITH NO WEED BARRIER. ALL SHRUB BED MASSINGS TO RECEIVE 3" DEEP MULCH WITH A FIBER MAT WEED BARRIER. ALL TREES NOT IN PLANTING BEDS TO RECEIVE 4" DEEP MULCH WITH NO MULCH IN DIRECT CONTACT WITH TREE TRUNK.

SPREAD GRANULAR PRE-EMERGENT HERBICIDE (PREN OR EQUAL) PER MANUFACTURER'S RECOMMENDATIONS UNDER ALL MULCHED AREAS.

ROCK MULCH SHALL BE 1"-1-1/2" GREY TRAP ROCK, 4" DEEP OVER A FIBER MAT WEED BARRIER.

IF THE LANDSCAPE CONTRACTOR IS CONCERNED OR PERCEIVES ANY DEFICIENCIES IN THE PLANT SELECTIONS, SOIL CONDITIONS OR ANY OTHER SITE CONDITION WHICH MIGHT NEGATIVELY AFFECT PLANT ESTABLISHMENT, SURVIVAL, OR GUARANTEE, HE MUST BRING THESE DEFICIENCIES TO THE ATTENTION OF THE LANDSCAPE ARCHITECT PRIOR TO PROCUREMENT AND/OR INSTALLATION.

CONTRACTOR SHALL SUBMIT A WRITTEN REQUEST FOR THE OWNER ACCEPTANCE INSPECTION OF ALL LANDSCAPE AND SITE IMPROVEMENTS.

CONTRACTOR IS RESPONSIBLE FOR ON-GOING MAINTENANCE OF ALL NEWLY INSTALLED MATERIALS UNTIL TIME OF OWNER ACCEPTANCE. ANY ACTS OF VANDALISM OR DAMAGE WHICH MAY OCCUR PRIOR TO OWNER ACCEPTANCE SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. CONTRACTOR SHALL PROVIDE THE OWNER WITH A MAINTENANCE PROGRAM INCLUDING, BUT NOT NECESSARILY LIMITED TO, PRUNING, FERTILIZATION AND DISEASE/PEST CONTROL.

WARRANTY (ONE FULL GROWING SEASON FOR SHRUBS AND PERENNIALS, TWO FULL GROWING SEASONS FOR OVERSTORY TREES) FOR LANDSCAPE MATERIALS SHALL BEGIN ON THE DATE OF ACCEPTANCE BY THE LANDSCAPE ARCHITECT AFTER THE COMPLETION OF PLANTING OF ALL LANDSCAPE MATERIALS. NO PARTIAL ACCEPTANCE WILL BE CONSIDERED.

UNLESS NOTED OTHERWISE THE APPROPRIATE DATES FOR SPRING PLANT MATERIAL INSTALLATION AND SEED/SOD PLACEMENT IS FROM THE TIME GROUND HAS THAWED TO JUNE 15.

FALL SODDING IS GENERALLY ACCEPTABLE FROM AUGUST 15 - NOVEMBER 1. FALL DECIDUOUS PLANTING FROM THE FIRST FROST UNTIL NOVEMBER 15. PLANTING OUTSIDE THESE DATES IS NOT RECOMMENDED. ANY ADJUSTMENT MUST BE APPROVED IN WRITING BY THE LANDSCAPE ARCHITECT.

LANDSCAPE CONTRACTOR SHALL ESTABLISH TO HIS SATISFACTION THAT SOIL AND COMPACTION CONDITIONS ARE ADEQUATE TO ALLOW FOR PROPER DRAINAGE AT AND AROUND THE BUILDING SITE.

IRRIGATION NOTES

VERIFY EXISTING AND PROPOSED IRRIGATION SYSTEM LAYOUT AND CONFIRM COMPLETE LIMITS OF IRRIGATION PRIOR TO SUPPLYING SHOP DRAWINGS.

LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AN IRRIGATION LAYOUT PLAN AND SPECIFICATION AS A PART OF THE SCOPE OF WORK WHEN BIDDING. THESE SHALL BE APPROVED BY THE LANDSCAPE ARCHITECT PRIOR TO ORDER AND/OR INSTALLATION. IT SHALL BE THE LANDSCAPE CONTRACTOR'S RESPONSIBILITY TO INSURE THAT ALL SODDED/SEEDED AND PLANTED AREAS ARE IRRIGATED PROPERLY, INCLUDING THOSE AREAS DIRECTLY AROUND AND ADJUTING BUILDING FOUNDATION.

THE LANDSCAPE CONTRACTOR SHALL PROVIDE THE OWNER WITH AN IRRIGATION SCHEDULE APPROPRIATE TO THE PROJECT SITE CONDITIONS AND TO PLANT MATERIAL GROWTH REQUIREMENTS.

IRRIGATION SYSTEM SHALL NOT ACROSS PAVEMENT. THE SYSTEM SHALL INCORPORATE A RAIN SENSOR INTO IRRIGATION SYSTEM IF A RAIN SYSTEM IS NOT ALREADY INSTALLED ON THE EXISTING SYSTEM.

PLANTINGS OUTSIDE THE LIMITS OF IRRIGATION ARE TO BE WATERED REGULARLY UNTIL PLANTING/SOD/SEED HAS BEEN ESTABLISHED.

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DUBA LAKEFIELD VETERINARY GROUP

LOUCKS

PLANNING
CIVIL ENGINEERING
LAND SURVEYING
LANDSCAPE ARCHITECTURE
ENVIRONMENTAL

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SUBMITTAL/REVISIONS

DATE

PROFESSIONAL SIGNATURE

Michael J. St. Martin - PE
License No. 24440
Date 01/21/19

QUALITY CONTROL

Loecks Project No. 18036
Project Lead: MJS
Drawn By: BMM
Checked By:
Review Date:

SHEET INDEX

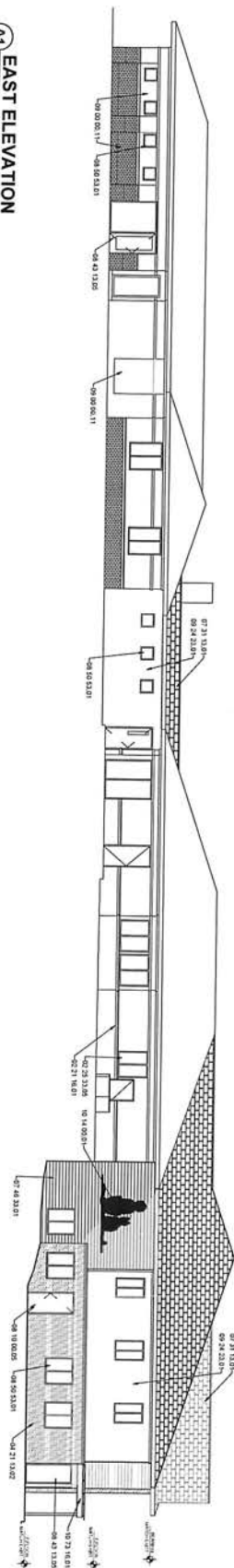
C1-1	EXISTING CONDITIONS
C1-2	DEMOLITION PLAN
C2-1	SITE PLAN
C3-1	GRADING & DRAINAGE PLAN
C3-2	SWPPP
C3-3	SWPPP NOTES
C4-1	UTILITY PLAN
C8-1	CIVIL DETAILS
L1-1	LANDSCAPE PLAN

NOT FOR CONSTRUCTION

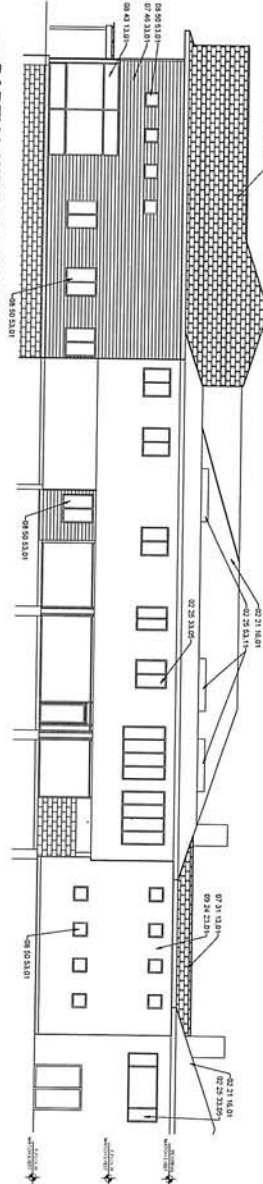
LANDSCAPE PLAN

L1-1

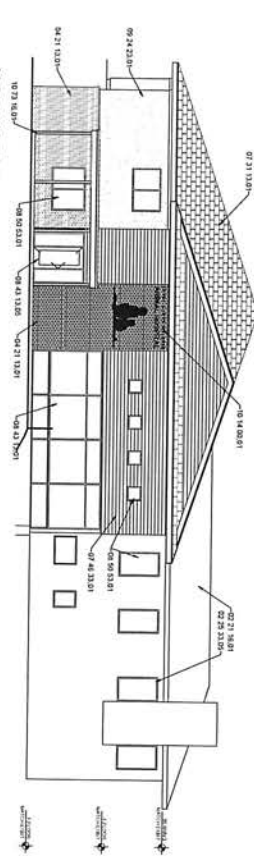
A1 EAST ELEVATION
 1/21/2019



C1 PARTIAL WEST ELEVATION
 1/21/2019



E1 NORTH ELEVATION
 1/21/2019



REFERENCE KEYNOTES

- DIVISION 02 - EXISTING CONDITIONS
 - 02 21 13 01 - EXISTING STRUCTURE
 - 02 21 13 02 - EXISTING ROOFING
 - 02 21 13 11 - EXISTING MECHANICAL EQUIPMENT
- DIVISION 04 - MASONRY
 - 04 21 13 01 - BRICK VENTILATION ACME BRICK
 - 04 21 13 02 - BRICK VENTILATION ACME BRICK
 - 04 21 13 03 - WEATHERSTEEN
- DIVISION 07 - INTERIOR AND EXTERIOR FINISHES
 - 07 21 13 01 - EXTERIOR STONE/CONCRETE FINISHES
 - 07 21 13 02 - EXTERIOR STONE/CONCRETE FINISHES
 - 07 21 13 03 - EXTERIOR STONE/CONCRETE FINISHES
 - 07 21 13 04 - EXTERIOR STONE/CONCRETE FINISHES
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REVISION	DATE	COMMENTS
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INVER GROVE HEIGHTS ANIMAL HOSPITAL
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A201
 OF
 1/21/2019
 OWNER: INVER GROVE HEIGHTS ANIMAL HOSPITAL
 PROJECT NO.: 1902
 DATE: 1/21/2019



Case No.19-04SC



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Aerial Photo

Map not to scale

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Personnel Actions

Meeting Date: March 11, 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

PURPOSE/ACTION REQUESTED Consider approval of the attached job description of Shift Captains for the Inver Grove Heights Fire Department.

SUMMARY

During the 2019 budget process, City Council heard the need for 3 full time Fire Department Shift Captains to serve as the Duty Crew Officer during each shift. City Council then approved those 3 positions. The Inver Grove Heights Fire Department (IGH FD) is made up of primarily volunteer paid-on-call (POC) firefighters who serve as firefighters in their spare time, away from full time jobs and family commitments. There are 5 full time administrative staff on the IGH FD, only 3 of which respond to emergency calls. Nationally, in the past 5-10 years, there has been a significant increase in training requirements for firefighters and an increased number of calls. This increased time commitment has put a significant strain on firefighter's lives outside the fire department as it has affected their family lives and even full time employment. This has led to a serious national recruitment and retention problem for non-career fire departments like the IGH FD. Seeing this issue grow all around the nation, several years ago, the IGH FD tried to be proactive in reducing the strain the fire department was putting on firefighters' personal lives. As a result, they began a Duty Crew program.

The Duty Crew, which is made up of 3 non-career IGH firefighters working 4 or 8 hour shifts, has allowed the City and Fire Department to have 3 firefighters on shift, 24 hours a day, 365 days a year. Because of this duty crew model, the residents of IGH have enjoyed response times that mirror communities who employ only full time career benefited firefighters, while paying considerably less for the POC service. The POC firefighters and their families have appreciated the duty crew program because they could schedule their time for duty crew shifts around their outside full time jobs and family activities. While the duty crew can not handle all emergency calls, it has been able to cut down the number of times the pagers go off for the entire fire department, therefore reducing the interruptions to family and work time outside the fire department. .

The duty crew program has been an excellent tool to keep other firefighters on longer - especially more senior firefighters. However, it still cannot compete with the life commitments, whether personal or professional, and the increasing age of the present firefighter staff. Because of higher than expected personnel losses over recent years, we have been operating at a large staff deficit for filling duty crew shifts, especially for officer positions. From 2007 - 2016, we had averaged losing 4-5 FF per year and were able to fill all positions that had been vacated. However, in 2017, we lost 9 firefighters and, out of 45 applicants, were only able to find 3 recruits. In 2018, we lost another 9 firefighters. Although in 2018, conditional job offers were

made to 9 potential recruits, 6 of them resigned before fire training even started. In addition to those who retired or resigned over the years, there have been firefighters who have taken medical or personal leave because of influences outside of the fire department. During several months in 2018, we were down to 47 POC firefighters who could fill shifts.

When the duty crew was developed, it was based on having 65 active firefighters filling shifts. Not having a high enough compliment of active firefighters meant there was always the potential for many duty crew shifts to go unfilled. There were several actions taken to try and fill those gaps: raised the required minimum number of hours our paid-on-call firefighters had to bid each month, pushed our paid-on-call officers to take on even more responsibility of filling open shifts, and had our full time management staff fill in empty shifts. While this was able to ensure duty crew shifts were covered, it put a strain on all personnel for having to work considerably more hours than normal. It also meant other duties were not able to be completed as planned.

Total numbers do not tell the entire story, however. Although the duty crew program has kept some of the more senior firefighters on the department longer, others have left once eligible for retirement. Because of that, many of the open shifts were for more experienced personnel - the Engineer/Driver and Officer positions. Even if the department could hire enough personnel to get back to the 65 needed for the duty crew, that would not help fill the void for drivers/engineers or officers for many years. New recruits take 2+ years just for basic training. To be able to serve as Engineer, a firefighter needs extra training and at least 3-4 years of experience. To serve as an Acting Company Officer, a firefighter would need a minimum of 5-6 years, plus even more training. These are just minimums. All during that time, we would continue to lose even more firefighters to retirements and resignations.

Having these Shift Captains will allow for the POC senior firefighters who are still on to serve as driver/engineers. The Shift Captains will work 24 hour rotating shifts and cover the "officer" position for duty crew every day 24/7. The shift Captains will also fill in as driver/engineer occasionally to allow for succession planning, by allowing paid-on-call personnel to get experience as an officer for the duty crew. Vacations for these full time Captains can be covered with paid-on-call Lieutenants

With the hiring of these Captains, the Fire Department budget was reduced by not having to pay for POC personnel to fill in the duty crew officer position each day or pay a monthly stipend for POC Captains. We were also able to reduce the total number of paid on call firefighters needed for the duty crew model, from 65 to 60, which also reduced the overall budget. Hiring these Captains will also allow for more consistency in the daily operation of the fire department. There are 5 duty crew shifts each day and with that, there is the potential to have 5 different duty crew officers/acting officers each day. Because POC firefighters do not work shifts every day, that allows up to 20 or more different officers to coordinate operational activities with each week. There will now typically be 3 duty officers to work with throughout each week.

The job description for the Shift Captains are attached for your review and consideration. The pay will be in accordance with the compensation classification structure approved for City employees in 2018. Staff recommends approving the present job description.



CITY OF INVER GROVE HEIGHTS

JOB DESCRIPTION

Job Title: Shift Captain

Revision Date: March 2019

Last Classification Review: March 2019

Exempt Status: Non-Exempt

Department: Fire Department

Reports To: Assistant Chief

Job Summary:

Under the direction of the Assistant Chief, the Shift Captain is responsible for the supervision and direction of firefighters and their daily functions during assigned shifts to include overseeing calls for service, incident reporting, overseeing critical incidents and for determining how best to manage emergency response, readiness, prevention and administrative duties on a daily basis. Shift Captains manage the day-to-day operation and maintenance of fire stations, apparatus, equipment and personnel assigned to that station. The Shift Captain has the duty to take all actions necessary and consistent with department policy, to ensure proper performance and accountability of staff within this department. Shift Captains are responsible for implementing, staffing and monitoring a variety of specialized fire-related programs and functions for the department in addition to collaborating and partnering with other Fire, EMS and law enforcement agencies. Shift Captains will be responsible to the Assistant Chief but will also take work direction from Battalion Chiefs.

Supervisory Responsibilities:

Direct Supervision: Firefighters

Indirect Supervision: Lieutenants, Engineers, Training Coordinators

Essential Duties and Responsibilities:

Manages and monitors daily fire department functions to ensure proper handling of calls for service, maintaining readiness, and for initiating fire and injury prevention functions and outreach activities. Leads and supervises firefighters assigned to fire department functions during incident response, administrative activities, non-emergency situations, and task development.

- Maintains responsibility for situational assessments and the deployment of personnel and equipment
- Oversees emergency, non-emergency, and administrative situations and determines appropriate actions to follow in accordance with departmental policy and procedure, while enforcing local/state/federal laws and standards.
- Assesses development needs and conducts performance reviews and evaluations of personnel.
- Schedules work assignments, priorities and duties.
- Initiates disciplinary procedures and actions.
- Assists and participates in the interviewing and selection of firefighters.
- Mentors and coaches, fostering effective performance of staff and positive work environment.
- Provides interpretation of department policies and fire service protocols so subordinates have a clear understanding of duties and responsibilities.
- Makes recommendations on assignment, promotion, and reward of personnel.
- Oversees the recruitment of new firefighters and participates in their selection. Assists with interviews of candidates and training of new personnel.

Recommends and supports short and long-term strategic and tactical priorities for fire department operations and assists in development and implementation as assigned.

- Determines needs, develops material specifications, researches options and costs, and makes recommendations for purchase of additional equipment and supplies.
- Anticipates activities or events that may adversely affect the fire department or city and demonstrates a proactive and customer focused approach to mitigating potential issues or conflicts.
- Ensures mission, vision and values of the department and city are supported.

- Oversees daily maintenance and inspections of stations, equipment, apparatus and grounds to assure daily and future operational readiness.
- Directs and assigns firefighters, as needed, to carry out various fire department operations and programs.
- Applies improvement of fire service practices for emergency and non-emergency operations.
- Makes recommendations for daily and future staffing.
- Effectively communicates priorities to subordinates.

Maintains appropriate records and documents for all assigned functions.

- Prepares/reviews daily incident reports and ensures correctness and completeness. Refers all incomplete and/or inadequate reports for proper completion and/or corrections. Provides feedback regarding reporting, policies and procedures.
- Determines when reports merit follow up and makes assignments when further follow up is indicated.
- Assigns priority to completed reports for routing purposes.
- Documents firefighter/officer performance contacts.
- Completes accident/injury reports within 24 hours of incident.
- Maintains appropriate records for any outreach, inspection, pre-inspection, or lock box activities.

Assumes and participates in the performance of emergency response and responsibilities to ensure proper coverage throughout the City.

- Establishes, maintains, and supervises a command of single and multi-company responses to emergencies such as fire, medical, vehicle incident, hazardous materials, various rescue, and other situations.
- Makes or supervises command level decisions at emergency scenes.
- Maintains capabilities and qualifications to assume any role within the department's incident management system.

Creates and maintains positive and healthy working relationships with those internal and external to the fire department.

- Establishes positive customer service, public relations, and communications with our internal and external customers and those we serve.
- Represents the fire department at a variety of local, county, state and other meetings and events.
- Coordinates activities with other officer staff or city departments and outside agencies.
- Monitors wellness of crew members, recommends resources or reports concerns to Human Resources or Chiefs.

Plans, implements and recommends a variety of training and development programs for the department in coordination with other department training personnel.

- Implements the field training officer (FTO) program for probationary firefighters. Coordinates and communicates with other officer staff to monitor and assess probationary firefighter's progress. Recommends improvement plans to correct deficiencies, if needed.
- Develops lesson plans for various fire/EMS/rescue training as assigned.
- Directs, assigns and conducts various trainings for firefighters and secures equipment facilities, as needed.
- Coordinates with other officer staff to monitor and maintain needed training documentation and certifications for all staff, to ensure licensure and certification renewals.
- Encourages firefighter growth and development by providing additional learning opportunities.
- Maintains professional competence and current knowledge on all emergency response and prevention principles and equipment and apparatus. Stays abreast of trends and innovations.
- Attends additional training sessions, conferences and meetings as directed.
- Serves as a role model to all staff; demonstrates and employs best practices and professionalism.
- Rotates truck seat positions with firefighters and drivers for subordinates to gain experience by riding temporarily at a higher classification.

Coordinates Community Risk Reduction programs on shift as established by Fire Marshal or Fire Inspector.

- Investigates or initiates investigation of cause and origin of all fires.
- Initiates process for Juvenile Firesetter intervention program.
- Participates with subordinates in educating all ages of public in prevention and safety programs.
- Implements pre-incident planning surveys.
- Implements lock box program of all commercial and multi-family residential buildings.

Performs and provides oversight, assistance and/or direction in a variety of other special assignments that might include the preparation of grant applications, special operations team, emergency management coordination, truck design committee, radio and dispatch work group program, etc. as assigned.

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

Minimum Qualifications:

Requires a minimum of a bachelor's degree in Fire Science, Emergency Management or closely related area and at least 5 years of progressively responsible fire service experience; and/or an equivalent combination of education and experience.

- Valid driver's license in the State of MN.
- Current MN Firefighter License
- Current IGHFD Officer or Firefighter with at least last 5 years with the IGHFD
- Two (2) years' experience as an IGHFD line Officer at Lieutenant or above
- National Blue Card certification
- Nationally Registered EMT or ability to obtain within 12 months of hire
- NFPA and IFSAC Firefighter 2
- NFPA and IFSAC Fire Apparatus Operator 3
- NFPA and IFSAC Hazardous Materials Operations 472
- NIMS 100, 200 and 700
- Maintain residency within 15-minute response area to one of the fire stations
- As time and schedules permit, all Shift Captains will be required to pass NFPA and IFSAC Fire Instructor 1 and Fire Officer 1, as well as the BCA Fire Investigation Course

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

- Modern principles, practices, trends, best practices and procedures of firefighting, rescue, medical, hazardous materials, fire investigations, emergency response and administration.
- Readiness requirements for apparatus, equipment, tools and station.
- City administrative policies, procedures and administrative practices.
- Customer service techniques.
- Fundamentals of leadership, supervision, coaching and mentoring.
- Care, use and maintenance of all emergency and station equipment and fire apparatus
- Organizational, policies, rules, regulations, procedures, and computer systems/applications utilized by the City and Department.
- Operation of various fire protection systems.
- Technology needed to perform job, including specialized software and hardware, computers, MDC's, iPads, etc.
- Modern Fire/Rescue/EMS methods and procedures as well as investigative techniques, rules of gathering evidence, rules of evidence preservation, report writing, and documentation.
- Local, State, and Federal related laws, ordinances, and codes.
- Training and instructor processes, procedures and requirements.
- Familiarity with fire codes and related fire safety ordinances.
- Age appropriate public education and outreach program delivery.
- Report writing, departmental requirements and initial reporting processes.
- Investigative methods, techniques and practices including evidence collection, preservation, interviewing techniques, etc.
- Emergency management procedures during natural disasters.
- Street and highway system, geography of the City, and the location of high hazards, building construction issues, lock boxes, fire protection systems, water supplies and areas requiring special emergency response equipment and capabilities.

Essential Skills Necessary To Perform The Work:

- Applying current emergency response and prevention principles, practices, techniques, tactics, and procedures to the solution of fire service problems and situations.
- Establishing and maintaining relationships and trust with fire department personnel, city employees, outside emergency personnel, community and businesses.
- Dealing compassionately with those involved with emergency situations.
- Supervising, monitoring, evaluating and coordinating the activities of fire department personnel and Fire/Rescue/EMS operations.
- Communication skills in dealing with the general public, community groups, business representatives, other city employees or representatives from other fire service or governmental agencies.
- Judgment, discretion and decision-making skills in appropriately handling fire department situations, emergencies, evidence and scenes.
- Ability to address public concerns in a timely and caring manner.
- Investigative techniques used in interviewing of witnesses and suspects involved in and data collection, analysis and preservation of fire scenes.
- Carrying out assignments and duties with limited to no supervision.
- Ability to effectively delegate work assignments.
- Expressing self clearly and concisely, both orally and in writing.
- Trouble-shooting equipment and apparatus issues in emergency and non-emergency situations.
- Ability to provide constructive criticism.
- Time management.
- Interpreting and applying policies, procedures, laws and standards appropriately.
- Using and maintaining all equipment and apparatus at every station.
- Conflict resolution.
- Developing lesson plans and conducting training of fire department personnel.

Work Environment:

Shift Captains live and work at the fire station in 24-hour shifts.

Driving in extreme weather conditions, working under time pressure constraints, stress and risks associated with potential life-threatening situations and service calls.

Dealing with the future potential for significantly increased risk of cancer, cardiac and post traumatic stress disorders. Work requires constant attention to safety and health procedures, proper fire/rescue/EMS techniques.

Requires living within 15-minute response time to emergency situations and availability to respond to call backs for large events when not on duty.

Additional:

This position will be in the Police and Fire PERA pension program and cannot be in both PERA and Relief Association. Anyone in the present IGHFD Relief Association will be required to resign from the Association no later than the day before they start full time employment as a Shift Captain. Anyone in his position will not be able to also work as an Inver Grove Heights paid-on-call firefighter

Physical Job Requirements:

Employee is required to frequently stand, walk and sit, reach with hands and arms, use hands/fingers dexterously; occasionally climb, stoop, and crawl; and continuously talk, listen and hear. Exerting up to 100 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Frequent exposure to stress, life threatening emergencies, hazardous chemicals, and witnessing traumatic events including severe injuries and loss of life.

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

PERSONNEL ACTIONS

Meeting Date:	March 11, 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:

Full-Time Employment:

Frederickson, Todd, Operations & Maintenance Supervisor

Part-Time/Temporary/Seasonal Employment:

Parks-Recreation-VMCC

Gilomen, Taylor, Child Care Worker

Resignations/Terminations of Employment:

Mack, Mary, Fitness Instructor

Wright, Rebecca, Fitness Instructor

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

JAMES VANBUSKIRK – CASE NO. 19-06V

Meeting Date: March 11, 2019

Item Type: Regular

Contact:  Heather Botten 651.450.2569

Prepared by: Heather Botten, Associate 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 the following resolutions for the property located at 9215 Rich Valley Boulevard:

- a) A Resolution relating to a Variance to allow an accessory structure larger than 1,600 gross square feet
 - Requires a 3/5th's vote
- b) A Resolution relating to a Vacation of existing drainage and utility easements on either side of lot line between Lots 1 and 2, Block 1, Rich Valley Ponds.
 - Requires a 3/5th's vote.
 - 60-day deadline: April 5, 2019 (first 60-days)

SUMMARY

The applicant is proposing to construct a 2,382 two-story gross square foot accessory structure. The applicant owns two parcels of land, with a combined total lot size of 4.87 acres. There is currently one single-family home on the property and no other structures on the properties. The two lots were platted in 2006; both lots are considered buildable lots. The applicant does not have any intention on building a second home or selling the secondary parcel. The applicant would like to construct the accessory building on the vacant parcel. City code does not allow an accessory building on a property without a principle structure. Therefore, the parcels would be required to be consolidated, which would be done administratively. With the lot consolidation, vacation of the existing internal drainage and utility easement should be done.

City Code allows lots 2.5 to 5 acres in size to have one structure with a total of 1,600 gross square feet. Lots greater than 5 acres would be allowed an accessory structure up to 2,400 gross square feet. The applicant stated that the additional size he is asking for is for his own personal use and to store his personal items. The closest neighboring home would be over 300 feet away from the proposed accessory structure. The accessory building would be in compliance with setbacks, number of accessory structures, and impervious surface standards.

Staff does not support the variance as presented due to the fact the property is not unique or limiting that it cannot be used in a reasonable manner without the request. Staff believes the request does not satisfy the variance criteria as there is an attached garage and a 1,600 gross square foot structure could be built, complying with zoning code requirements.

Planning Staff: Staff recommends **denial** of the variance request as the conditions of the property are not unique and approval of the variance could set a precedent for other requests to exceed the size of accessory buildings on a property. The facts presented did not satisfy the criteria needed to show a practical difficulty on the lot to support granting a variance; the proposed size of the structure may be considered a convenience to the applicant, not a practical difficulty.

Staff recommends **approval** of the vacation of the drainage and utility easements on either side of the shared lot line between Lots 1 and 2, Block 1, Rich Valley Ponds as they no longer serve a purpose as perimeter easements would still be located around the combined parcel.

Planning Commission: At the March 5, 2019 public hearing, the applicant was present.

The Planning Commission recommended **denial** of the variance request stating the facts presented did not satisfy the criteria needed to show a practical difficulty (8-0).

The Planning Commission recommended **approval** of the vacation of drainage and utility easements on either side of the shared lot line between Lots 1 and 2, Block 1, Rich Valley Ponds, for the property located at 9215 Rich Valley Boulevard (8/0).

Attachments: Variance Denial resolution
 Vacation Approval resolution
 Planning staff report

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

RESOLUTION NO. ____

**RESOLUTION DENYING A VARIANCE TO ALLOW AN ACCESSORY BUILDING
LARGER THAN 1,600 GROSS SQUARE FEET**

**CASE NO. 19-06V
VanBuskirk**

Property located at 9215 Rich Valley Boulevard and legally described as follows:

Lot 1 and 2, Block 1, Rich Valley Ponds, according to the recorded plat, Dakota County,
Minnesota

WHEREAS, an application has been received for a Variance to allow an accessory building 2,382 square feet in size;

WHEREAS, the afore described property is zoned E-1, Estate residential;

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

WHEREAS, the City of Inver Grove Heights Planning Commission reviewed the request on March 5, 2019 in accordance with City Code Section City Code 10-3-3:C;

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

1. The conditions of the property were not so limiting or unique that the property could not be used in a reasonable manner without the variance. The property would still function as a residential lot with an existing attached garage.
2. Approval of the variance to allow an accessory building larger than 1,600 gross square feet could set a precedent for other large accessory building requests.
3. The facts presented do not satisfy the criteria needed to show a practical difficulty on the lot to support granting a variance; the size of the accessory building may be considered a convenience to the applicant, not a practical difficulty as there is currently an attached garage and they are allowed a 1,600 gross square foot building that could be constructed complying with zoning criteria.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that the variance to allow an accessory building larger than 1,600 gross square feet is hereby denied.

Adopted by the City Council of Inver Grove Heights this 11th day of March, 2019.

George Tourville, Mayor

Ayes:

Nays:

ATTEST:

Michelle Tesser, City Clerk

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

RESOLUTION NO. _____

**RESOLUTION PROVIDING FOR THE VACATION OF A PORTION OF
PERIMETER DRAINAGE AND UTILITY EASEMENTS WITHIN THE PLAT OF
RICH VALLEY PONDS**

**CASE NO. 19-06V
(James VanBuskirk)**

WHEREAS, the applicant initiated the vacation of the following described drainage easement situated in the City of Inver Grove Heights, Dakota County, State of Minnesota, to wit:

See attached

WHEREAS, a notice of hearing on said petition has been duly published and posted in accordance with the applicable Minnesota Statutes, and

WHEREAS, a public hearing was held on said petition on March 5, 2019, at the Council Chambers, 8150 Barbara Avenue, Inver Grove Heights, and

WHEREAS, the Planning Commission then proceeded to hear all persons interested in said petition and all persons interested were afforded an opportunity to present their views and objections to the granting of said petition, and

WHEREAS, the City Council of Inver Grove Heights has determined that the land described in the Easement is no longer needed for the use and purpose recited in the Easement.

WHEREAS, the City Council of Inver Grove Heights has determined that the vacation of said drainage and utility easement would be in the public interest.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, MINNESOTA: That the above described drainage and utility easement is hereby vacated pursuant to M.S.A. 412.851 subject to the following conditions:

1. Drainage and Utility easements shall be provided on the property as required by the Director of Public Works.
2. The applicant shall provide a map and legal descriptions of the easements to be vacated.

BE IT FURTHER RESOLVED That the easement vacation authorized by this resolution shall only be effective following the recording of a Notice of Completion, pursuant to Minnesota Statutes, Section 412.851.

Adopted by the City Council of Inver Grove Heights this 11th day of March, 2019.

Ayes:

Nays:

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk

DRAFT

**RECOMMENDATION TO
CITY OF INVER GROVE HEIGHTS**

TO: Mayor and City Council of Inver Grove Heights
FROM: Planning Commission
DATE: March 5, 2019
SUBJECT: **JAMES VANBUSKIRK - CASE NO. 19-06V**

Reading of Notice

Commissioner Simon read the public hearing notice to consider the request for a vacation of existing drainage and utility easements on either side of the shared lot line between Lots 1 and 2, Block 1, Rich Valley Ponds and a variance to allow an accessory structure larger than the 1,600 gross square foot maximum, for property located at 9215 Rich Valley Boulevard. 4 notices were mailed.

Presentation of Request

Heather Botten, Associate Planner, explained the request as detailed in the report. She advised that the applicant owns two parcels of land zoned E-1 with a total of 4.87 acres. The applicant is proposing to construct a 2,382 two-story gross square foot accessory structure. There is currently one single-family home on the property and no other detached structures. The applicant would like to construct the accessory building on the vacant parcel. City code does not allow an accessory building on a property without a principle structure; therefore, the parcels would be required to be consolidated, which would be done administratively. With the lot consolidation, vacation of the existing internal drainage and utility easement should be done. Prior to 2006 all lots in the City less than 5 acres in size were allowed only one detached structure up to 1,000 square feet. City Council reviewed the ordinance at that time and amended it to allow lots 2.5 to 5 acres in size to have one structure with a total of 1,600 gross square feet. Lots greater than 5 acres would be allowed an accessory structure up to 2,400 gross square feet. The applicant stated that the additional size he is asking for is for his own personal use and to store his personal items. The closest neighboring home would be over 300 feet away from the proposed accessory structure. The two lots were platted in 2006; both lots are considered buildable lots. The applicant does not have any intention on building a second home or selling the parcel. Staff does not believe the applicant identified a practical difficulty and therefore recommend denial of the variance request. Staff recommends approval of the vacation request.

Chair Maggi questioned what would happen if someone asked to split the lots again sometime in the future.

Ms. Botten replied that it would be difficult to split the lots again as it would be hard to put a house on the second lot without first removing the proposed accessory structure.

Commissioner Scales asked if the applicant would not need a variance if he owned .13 more acres, thereby hitting the 5-acre threshold.

Ms. Botten replied in the affirmative.

Commissioner Simon questioned where the applicants would get the water for the sink and toilet in the proposed accessory structure.

Ms. Botten replied that the applicant could better address that question.

Chair Maggi asked staff to address the rules regarding having a home business in this structure.

Ms. Botten advised that home occupations were not allowed in accessory structures.

Commissioner Robertson questioned having a bathroom in the accessory structure in regard to residential use.

Ms. Botten replied that bathroom facilities are allowed in accessory structures, and although it is not their intent, the applicant would be allowed to convert part of the building into an ADU if they met the criteria.

Commissioner Wippermann asked for the history of why these two parcels were zoned E-1 when the surrounding properties were zoned Agricultural, and questioned whether the size requirements would be different had this been zoned Agricultural.

Ms. Botten explained that the property was changed to E-1 in 2006 when the previous owner requested the lot split and rezoning. The maximum size requirements for an accessory building are the same for Agricultural as they are for E-1.

Opening of Public Hearing

James VanBuskirk, 9215 Rich Valley Boulevard, introduced Mike Peterson, his potential builder, and advised that they were available to answer any questions.

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

Mr. VanBuskirk replied in the affirmative. He displayed an aerial photograph of his lots as they are currently divided. He stated the previous owners planned to build another home on the smaller lot on a spot 30 feet from his home, but his intention was to combine the two lots and build an accessory structure in that location instead. He showed a photo of his home, stating his intent was to design the accessory structure to match his home aesthetically with a high roof pitch. He presented various models illustrating the process of how they arrived at their current plan. He first started with a line of garage bays with a high-pitched roof that matched his home. This high-pitched roof creates a bonus room within the rafter system which allows for extra space as well as increased energy efficiency. Because he is contemplating purchasing a motor home, he then modified the garage plan to include a deeper bay for a motor home. Unfortunately, this left the motor home bay partially uncovered. They then added some gables on the front to further match the home; however, the motor home bay was still partially uncovered. They then put a roof on the uncovered portion to match the pitch of the rest of the roof; however, the only way to get it to fit correctly was to raise it up and flatten out the roof. Because there is now a small wall, the space inside counts as gross square footage and puts

him over the 1,600 gross square footage maximum. The two small gables also count towards the total square footage but he wants them to remain so the building will cosmetically match the house. He pointed out that his lot is 4.87 acres in size, and if his lot was .13 acres larger his proposed structure would comply as he would be allowed 2,400 gross square feet rather than 1,600. He stated that if he does not use the second-story space he would meet the 1,600 gross square foot maximum; however, it seems silly not to use it. In his opinion the community is better off having a 5-acre parcel with his home and the proposed accessory structure rather than having two houses crammed together on 2.5 acre lots. He advised that were his lot 59 inches wider he would have 5 acres and would not need a variance. He displayed a Dakota County map showing that his right-of-way on Rich Valley Boulevard was much larger than his neighbors' and he noted that if his right-of-way was in line with his neighbors he would have 5 acres. He questioned whether anyone knew the history of why that was.

Commissioner Scales noted that they have seen other situations like this, including his own lot.

Commissioner Simon stated the right-of-way was likely increased during the lot split process in 2006; perhaps because Rich Valley Boulevard may eventually be widened. She then asked the applicant where they would be getting the water from for the accessory structure.

Mr. VanBuskirk replied that the water would be extended from the house. He advised that it was not meant to be set up as a residence, but rather as a place for him to store his equipment/vehicles and practice his hobbies.

Commissioner Robertson asked if anyone could confirm Mr. VanBuskirk's statement that his lot lines differed from his neighbors in regard to the right-of-way.

Mr. VanBuskirk replied that all the plat maps he has seen show the same anomaly.

Commissioner Robertson asked for confirmation that Mr. VanBuskirk did not own a motor at this time and was asking for something that as of today was not yet a reality.

Mr. VanBuskirk replied in the affirmative.

Commissioner Robertson asked for clarification regarding Mr. VanBuskirk's statement that this would all be legal if he were not to use a certain percentage of the bonus space.

Mr. VanBuskirk stated his understanding was that the code states if the space on the second floor is within the rafters it does not count as square footage. Therefore, they are building the main floor at 1,600 square feet and the space between the rafter system is not counted.

Mr. Hunting clarified that the back roof of the second-story all counts towards the gross square footage, which is what kicks it over the 1,600 square foot maximum. Some areas of the other roof system may count towards the total as well.

Chair Maggi closed the public hearing.

Planning Commission Discussion

Commissioner Niemioja recommended approval of the vacation. She felt the proposed building

complimented the property and she would be supportive of the variance if there was practical difficulty; however, she could find none. She was reluctant to use the increased right-of-way as a practical difficulty and stated perhaps City Council could approve it as they have more leeway. Commissioner Weber stated that according to the Dakota County website there was a gap between the applicant's property and the one east of it. He noted that if that property was added to the subject property it would be over 5 acres.

Mr. Hunting stated any gap in the legal descriptions would have been found in the previous subdivision plat that was surveyed and recorded, so likely the property would not belong to the applicant.

Commissioner Weber asked if the applicant could legally build a 2,400 square foot residence on the smaller property.

Ms. Botten replied in the affirmative, stating it would have to be the principal use residence and it would have to meet setbacks, impervious surface maximums, have a separate well and septic, etc.

Commissioner Scales pointed out again that the applicant is only .13 acres under the 5-acre threshold. In his opinion the proposed structure was a great addition to the neighborhood, and he would support it if he could find a practical difficulty. He noted there were many other things that happened to this property over the years, such as the increased right-of-way.

Commissioner Lissarrague stated he did not want to deny the request; however, there was no practical difficulty so he asked if instead he could abstain from voting.

Chair Maggi replied in the affirmative. She stated the challenge they have as a commission is that even though they understand that this is a reasonable request that is very aesthetic to the neighborhood, they are bound as a commission to follow the rules for approval of a variance; one of which is the need for a practical difficulty. She noted that City Council has greater latitude than the Planning Commission.

Commissioner Scales asked if they could make a motion to deny with a recommendation to City Council to approve the request.

Chair Maggi replied that the Planning Commission's role was to make a recommendation based on land use.

Commissioner Weber recommended the Planning Commission vote separately on the two requests.

Commissioner Robertson stated she did not support the variance request due to lack of a practical difficulty, the fact that the existing home already has a lot of bonus space, and she questioned the aesthetics of having a large accessory structure situated next to the house.

Planning Commission Recommendation

Motion by Commissioner Weber, second by Commissioner Scales, to approve the request for a vacation of existing drainage and utility easements on either side of the shared lot line between

Lots 1 and 2, Block 1, Rich Valley Ponds, for the property located at 9215 Rich Valley Boulevard.

Motion carried (8/0).

Motion by Commissioner Simon, second by Commissioner Robertson, to deny the request for a variance to allow an accessory structure larger than the 1,600 gross square foot maximum, for property located at 9215 Rich Valley Boulevard, due to lack of a practical difficulty.

Motion carried (8/0). This item goes to the City Council on March 11, 2019.

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

HEARING DATE: March 5, 2019

CASE NO: 19-06V

APPLICANT/PROPERTY OWNER: James VanBuskirk

REQUEST: Variance to allow an accessory structure larger than 1,600 gross square feet and a Vacation of existing drainage and utility easements on either side of the shared lot line between Lots 1 and 2, Block 1, Rich Valley Ponds

LOCATION: 9215 Rich Valley Blvd

COMPREHENSIVE PLAN: RDR, Rural Density Residential

ZONING: E-1, Estate Residential

REVIEWING DIVISIONS: Planning
Engineering

PREPARED BY: Heather Botten
Associate Planner



BACKGROUND

The applicant is proposing to construct a 2,382 two-story, gross square foot accessory structure. The applicant owns two parcels of land with a total of 4.87 acres in size. There is currently one single family home and no existing accessory structures on the two parcels. The applicant would like to construct the accessory building on the vacant parcel. An accessory structure is not allowed to be constructed on a property without a principal structure, therefore, the two parcels would be required to be consolidated prior to the issuance of a building permit. The lot consolidation can be done administratively. With the lot consolidation, vacation of the existing internal drainage and utility easement should be done.

The maximum size for an accessory structure on a lot larger than 2.5 acres, but less than 5 acres is 1,600 gross square feet. Any accessory structure greater than 1,000 square feet must be setback at least 50 feet from all property lines. Only one detached accessory structure is allowed on parcels less than 5.0 acres. The footprint of the proposed structure is 1,600 square feet, including the upper level that is not incorporated within the roof trusses, the total gross square feet for the accessory building would be 2,382 gross square feet. Residential property that is greater than 5 acres would be allowed an accessory structure up to 2,400 gross square feet.

The applicant has stated that the additional size is needed for his own personal space and to store his own personal items. The accessory building would be in compliance with setbacks, number of accessory structures, and impervious surface standards. The closest neighboring home would be over 300 feet away from the accessory building.

The applicants property was platted in 2006; both lots are considered buildable lots, meaning each lot could have a home and accessory structure located on it. The current owner does not have any intention on building a second home or selling the parcel for someone else to build a

home on the property. It is the owners desire to build the one detached building, accessory to the existing home on the property.

SPECIFIC REQUESTS

The applicant is requesting the following:

- 1) A variance to allow an accessory structure larger than 1,600 gross square feet; and
- 2) A vacation of existing drainage and utility easements on either side of the shared lot line between Lots 1 and 2, Block 1, Rich Valley Ponds

EVALUATION OF THE REQUEST

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

North – Single family residential; zoned PUD, Planned Unit Development; guided RDR.

East – Single family residential; zoned A, Agricultural; guided RDR.

West – Single family residential; zoned A; guided RDR.

South – Single family residential; zoned PUD; guided RDR.

Engineering. Engineering has reviewed the plans and has been working with the applicant on stormwater and grading requirements. The construction of an accessory building requires stormwater treatment on the property. Staff is working with the applicant on the different alternatives available. Engineering has made some recommendations on conditions that should be added to the approval. These conditions are included in the list of conditions at the end of this report.

VARIANCE REVIEW

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

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

City Council reviewed the accessory structure size requirements in 2006. Prior to 2006, all lots less than 5 acres were allowed a 1,000 square foot accessory building. The ordinance was amended to allow lots 2.5 acres or more, but less than 5 acres in size,

which are located in an A or E-1 zoning district, detached accessory structures to single-family residential uses shall not exceed a gross floor area of 1,600 square feet.

With this in mind, granting the variance may establish a precedence that is contrary to the intent of the City Code.

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

The zoning ordinance looks at gross floor area when calculating the size of accessory structures. The accessory structure section states that the gross floor area figure may exclude any usable attic space or loft space. Staff has interpreted this to be an area located within the roof truss system.

The code defines a half-story as: *a story under a gable, hip or gambrel roof, the wall plates of which on at least two opposite exterior walls are not more than two feet above the floor of such story.* Staff has used this definition when reviewing plans that any roof that has an energy wall or knee wall greater than two feet, raising the height of the roof, would count towards the gross square foot calculation. In the applicant's case this would make the proposed accessory building 2,382 gross square feet in size. The applicant has interpreted the ordinance differently than staffs and believes they are at about 2,100 gross square feet.

Staff believes the proposed size of the accessory building to be contrary to the intent of the zoning ordinance.

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

The property is 4.87 acres in size. The applicant has a four-stall attached garage and is allowed a 1,600 gross square foot detached building. The request for a larger structure would be for the property owners own personal use. This variance may be considered a convenience to the applicant, not a practical difficulty.

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

Constructing an accessory structure of any size on the vacant parcel would require a lot consolidation to combine the two buildable lots into one tax parcel. Considering the applicants property could have an additional home constructed on the existing vacant parcel, along with an accessory building the one detached structure would not alter the essential character of the locality.

5. *Economic considerations alone do not constitute an undue hardship.*
Economic considerations do not appear to be a basis or a sole basis for the request.

VACATION

Existing perimeter easements on the original plat are not automatically erased when lots are consolidated. Vacation of existing drainage and utility easements on either side of the shared lot line between Lots 1 and 2, Block 1, Rich Valley Ponds are being requested. The applicant shall provide a map and legal descriptions of the easements that need to be vacated. Engineering and Planning agree that the easements can be vacated as they no longer serve a purpose as perimeter easements would still be around the combined parcel.

ALTERNATIVES

A. Approval: If the Planning Commission finds the requests to be acceptable, the Commission should recommend approval of the requests with at least the following conditions:

- Approval of a **Variance** to allow a 2,382 gross square foot accessory building whereas 1,600 square feet is the maximum size allowed subject to the following conditions:
 1. The site shall be developed in substantial conformance with the site plan on file with the Planning Department.
 2. The accessory structure shall not be used for commercial uses, storage related to a commercial use, or home occupations.
 3. A grading/erosion control plan shall be required at the time of the building permit application.
 4. The two lots shall be consolidated into one tax parcel prior to the release of a building permit.
 5. A stormwater facility maintenance agreement and other agreements related thereto, shall be required to be executed between the City and the developer.
 6. Final site, grading, storm water management, and erosion control plans shall be approved by the City Engineer.
 7. The developer shall meet the conditions outlined in the City Engineers review memo dated 02/11/19 and any subsequent correspondence.

Practical difficulty:

- Approval of the **Vacation** of existing drainage and utility easements on either side of the shared lot line between Lots 1 and 2, Block 1, Rich Valley Ponds subject to the following conditions:
 1. Drainage and Utility easements shall be provided on the property as required by the Director of Public Works.
 2. The applicant shall provide a map and legal descriptions of the easements to be vacated.

B. Denial. If the Planning Commission does not favor the proposed request(s), it should be recommended for denial, which could be based on the following rationale:

1. Denying the variance request does not preclude the applicant from reasonable use of the property.
2. Approval of the variance could set a precedent for other accessory building size variances.
3. The facts presented did not satisfy the criteria needed to show a practical difficulty on the lot to support granting a variance. The combined lot size is 4.87 acres, they have an attached garage, and are allowed a 1,600 gross square foot accessory building.

RECOMMENDATION

Based on the information in the preceding report staff does not believe there is sufficient rationale to support all criteria of a variance review and therefore recommends denial of the request as proposed. Staff believes the applicant did not identify practical difficulties to comply with the ordinance as a 1,600 square foot accessory building could be constructed on the property and the size standards are not precluding the homeowner from reasonable use of the property. For the reasons listed in Alternative B staff is recommending **denial of the variance request**.

Based on the information in the preceding report and the two conditions listed under the vacation in Alternate A, staff is recommending **approval of the vacation of easements** as presented.

Attachments: Exhibit A –Location Map
Exhibit B –Narrative
Exhibit C – Site Plan
Exhibit D – Building floor plans
Exhibit E – Building elevations
Exhibit F – Photos (3)



9215 Rich Valley Blvd Case No. 19-06V



THIS DRAWING IS NEITHER A LEGALLY RECORDED MAP NOR A SURVEY AND IS NOT INTENDED TO BE USED AS ONE. THIS DRAWING IS A COMPILATION OF RECORDS, INFORMATION AND DATA LOCATED IN VARIOUS CITY, COUNTY AND STATE OFFICES AND OTHER SOURCES AND IS TO BE USED FOR REFERENCE PURPOSES ONLY. THE CITY OF INVER GROVE HEIGHTS IS NOT RESPONSIBLE FOR ANY INACCURACIES HEREIN CONTAINED.

Map produced by the City of Inver Grove Heights GIS Dept.
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Exhibit A
Zoning and Location Map
Map not to scale

Amendment

Amendment to VARIANCE STANDARDS WORKSHEET

#1. Practical Difficulties

Please see the original discussion of the Practical Difficulties to better understand this amendment.

At the meeting for the Planning Review on Feb. 13 there was some discussion of exactly "how" to compute the extra square footage we are asking for in our Variance proposal.

As stated in our original document relating to "Practical Difficulties" we are proposing to build a high quality garage next to the current dwelling. This requires (at considerable extra expense) a high pitch roof design mirroring the current dwelling. With this design comes the automatic creation of usable interior space created "within" the rafter system. The existing dwelling has used this space to create a "bonus" room above the current garages and we are also trying to maximize the usability of this space in our proposed garage.

Your building codes allow me to build a 1600 sq. foot garage – and the "bonus" room will NOT count as sq. footage as long as it is "within" the rafter system.

For cosmetic considerations the front of the proposed garages will have 2 gables as does the current house. In the house the "bonus" room stretches across all garage spaces – you can see this in one of the "house" pics included in my proposal. This works fine as all the garages are uniform length – so the entire "bonus" room created is "within" the rafter system.

We started with this plan for the new garage for the obvious cosmetic considerations – however – the new garage has a motorhome bay which is necessarily deeper than a regular automobile bay. The extra length is on the rear of the proposed garage. This unfortunately disallows the full extension of the roof line across all bays in the rear of the garage.

The obvious design amendment is to create a gable on the rear of the proposed garage on one end to cover the motorhome bay extension. This is where the question arises as to how to measure the extra space created by this gable.

The structural requirements of properly supporting this necessary gable "technically" takes it out from being "within" a rafter system and therefore counts the space created against the 1600 allowed square feet. Measured this way the extra sq. footage created would be 502.

In our original proposal we considered the "difference" between what we are allowed if we could have continued the roofline without the gable (and therefore "within" the rafter system) to what is actually created with our final design. The sq. footage measured this way is 244.

This computation is somewhat difficult to picture and I will be happy to explain further as it becomes necessary.

Please keep in mind that this variance would not be necessary at all if I owned a full 5 acres – I own 4.87 acres... At 5 acres I would be allowed 2400 square ft. for this garage.....which is far more than I am requesting in this variance request.

Original

VARIANCE STANDARDS WORKSHEET

#1. Practical Difficulties

We are proposing to build a detached garage / workshop for personal use adjacent to the current home. By increasing our investment and fully honoring the high level of the cosmetics and style of the existing building we will need to have a high pitched roof, some gables and some cosmetic add-ons. (See detail drawing of proposed building).

5
P. 10
Once you have the necessary high pitch roof you automatically have space for a "bonus room" on the 2nd floor within the already present roof rafter system. (See **house** pic for current "bonus room"). Your current building codes do not count the square footage of these bonus rooms against the allowed size of the building as they are simply a by-product of the roof design. Not only is it "free space" but it also significantly adds to the energy efficiency of the building with the added insulation value as well as add to the obvious cosmetic beauty.

The current building codes allow us 1600 sq. feet of usable space which is exactly what we designed, essentially matching the look of the attached house garage. The 2nd floor bonus room was ALL within the roof rafters as allowed and does not need any variance. However – the roof design looked a bit odd and unbalanced from the East side due to the greater depth above the longer garage section. By designing a gable on the rear of the building we not only improve the design and cosmetics but created more practical usable space.

A small part of this new space created by the gable is not "technically" inside a rafter system so it adds another 244 sq. feet to our 1600 sq. foot limit. This is why we are requesting a variance to be able to build the building per the provided plan.

It is **possible** to design this gable to "technically" be within a rafter system and not need a variance but this design diminishes the usable inner space to the point that it doesn't make sense - the interior floor space is too small to be practical.

We basically just need a variance allowing us the extra 244 square feet of allowed space.

1. The building and gable as drawn will look IDENTICAL from the outside with or without a variance. Allowing me to build WITH the variance simply makes the interior space far more practical and usable. Essentially we are asking to make the rear gable construction with regular "walls" instead of "roof trusses" which unfortunately eat up precious inner space. **Same exact look from the outside !!**
2. We are only adding 244 sq. feet to the allowed 1600 compared to the building without the gable.
3. My current lot size is approximately 4.9 acres – at 5 acres I would be allowed 2400 sq. feet for this building and would not need a variance.
4. I will be combining my 2 lots and building on an ugly bald spot on my property that the previous owners were thinking of using to build another house. They had already obtained approval for that house. This garage will be far more enhancing to the high level of the area than would be another house on a much smaller lot – right next to the current house.
5. It makes more sense and enhances the area more to have the house / garage we are proposing on a single 5 acre lot than 2 houses built right next to each other, each on a smaller 2.5 acre lot.

Thank you for your consideration.

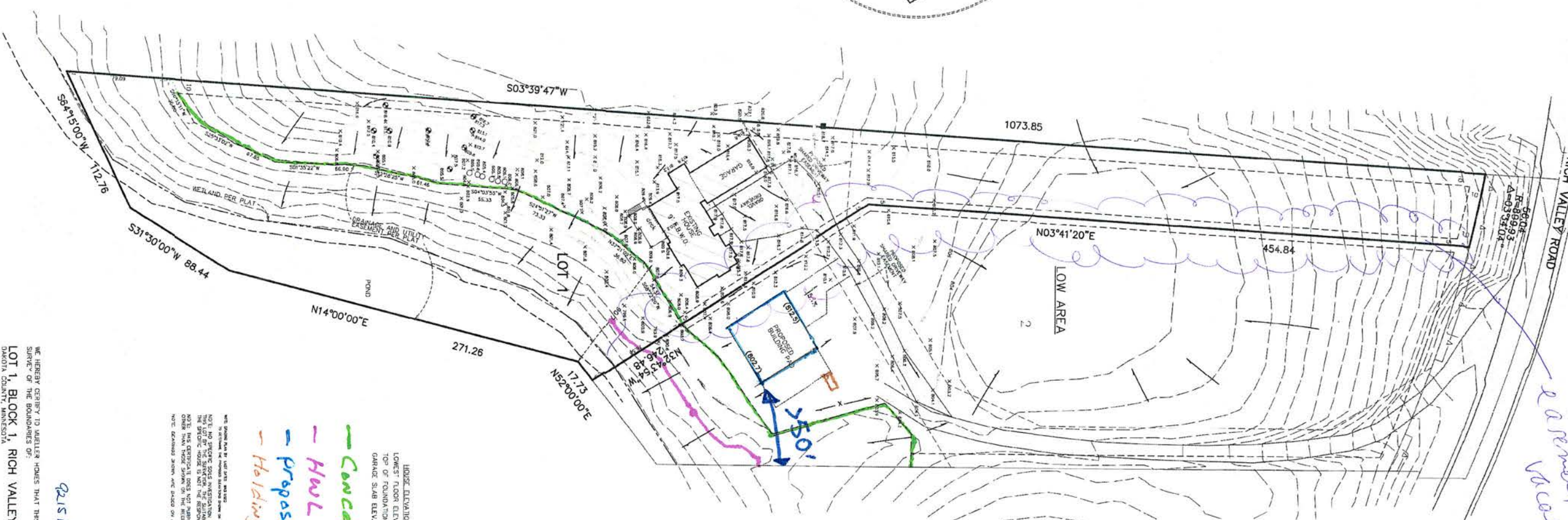
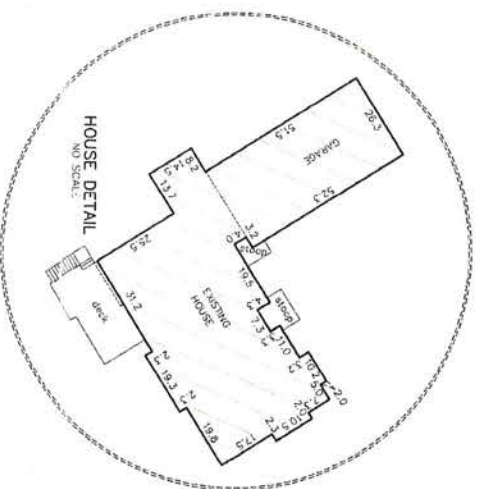
ps. #6 ALL the land on both sides of me is zoned AGRICULTURAL

ADDRESS: 9215 RICH VALLEY ROAD, INVERMOUNT, N.J. 07645
BUYER: MARK AND COLLEEN SACMASTER

ADDRESS: 9215 RICH VALLEY ROAD, INVERMOUNT, WY 83421
BUYER: MARK AND COLLEEN SACMASTER

53
84805
1p

848 05
1p
-parent to be
vacated.



REVISED 3-9-12 GRADING AS-BUILT

1 000.00 DENOTES EXISTING ELEVATION
 (000.00) DENOTES PROPOSED ELEVATION
 DENOTES CHANNEL FLOW DIRECTION
 DENOTES SPINE
 CROOTS REMOVED RETAINING WALL, CROWNED AND BUILT BY OTHERS

HOUSE ELEVATIONS	(PROPOSED) / AS-BUILT
LOWEST FLOOR ELEVATION	(809.8) / 810.2
TOP OF FOUNDATION ELEV.	(818.5) / 817.6
GARAGE SLAB ELEV. @ DOOR	(818.1) / 818.0

- Conservation Easement Line
- Howl 796.56
- proposed structure
- Holding tank location

NOTE: GRADED PLAYS BY SLEET STAYS AND LOTS
TO ATTACHED. THE REMOVED STATISTICS SHOWN ON THE ORIGINAL.

NOTE: NO SPECIFIC SOCS INVESTIGATION HAS BEEN PERFORMED ON
THIS LOT BY THE SLEETOR. THE LIABILITY OF SOCS TO SUPPORT
THE SLEETOR HOUSE IS NOT THE RESPONSIBILITY OF THE SLEETOR.

NOTE: HAS CERTIFICATE DOES NOT APPEAR TO SHOW EXISTENTS
OTHER THAN THOSE SHOWN ON THE RECORDED PLAT.

NOTE: EXAMINING SHOWN ARE BASED ON AN ASSAULT DATIVE

MAR 30 2012

Q215 Rich Valley Brook

WE HEREBY CERTIFY TO MUELLER HONES THAT THIS IS A TRUE AND CORRECT REPRESENTATION OF A SURVEY OF THE BOUNDARIES OF:

LOT 1, BLOCK 1, RICH VALLEY PONDS
DAKOTA COUNTY MINNESOTA

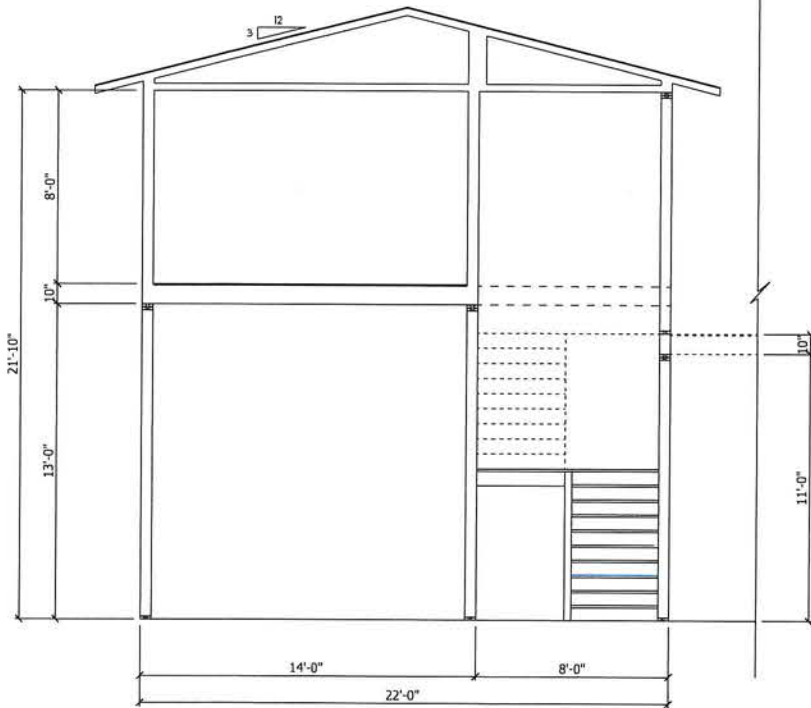
IT DOES NOT PURPORT TO SHOW IMPROVEMENTS OR ENCROACHMENTS, EXCEPT AS SHOWN, AS SURVEYED BY ME OR UNDER MY DIRECT SUPERVISION THIS 18TH DAY OF MAY, 2011.

SCALE : 1 INCH = 40 FEET

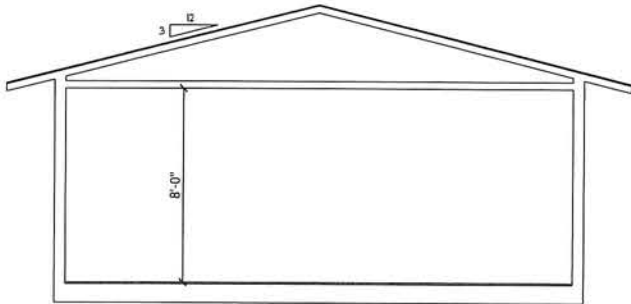
REVISED	NOTE
2-20-11	16871-16874
7-9-11	16870-16873
7/31/11	STAGE 100 SE
7/27/11	LOCAL SITE
3/29/12	GRADING ASSESSMENT

SIGNED: PIONEER ENGINEERING, P.A.
BY: Peter J. Hawkshaw License No. 47296

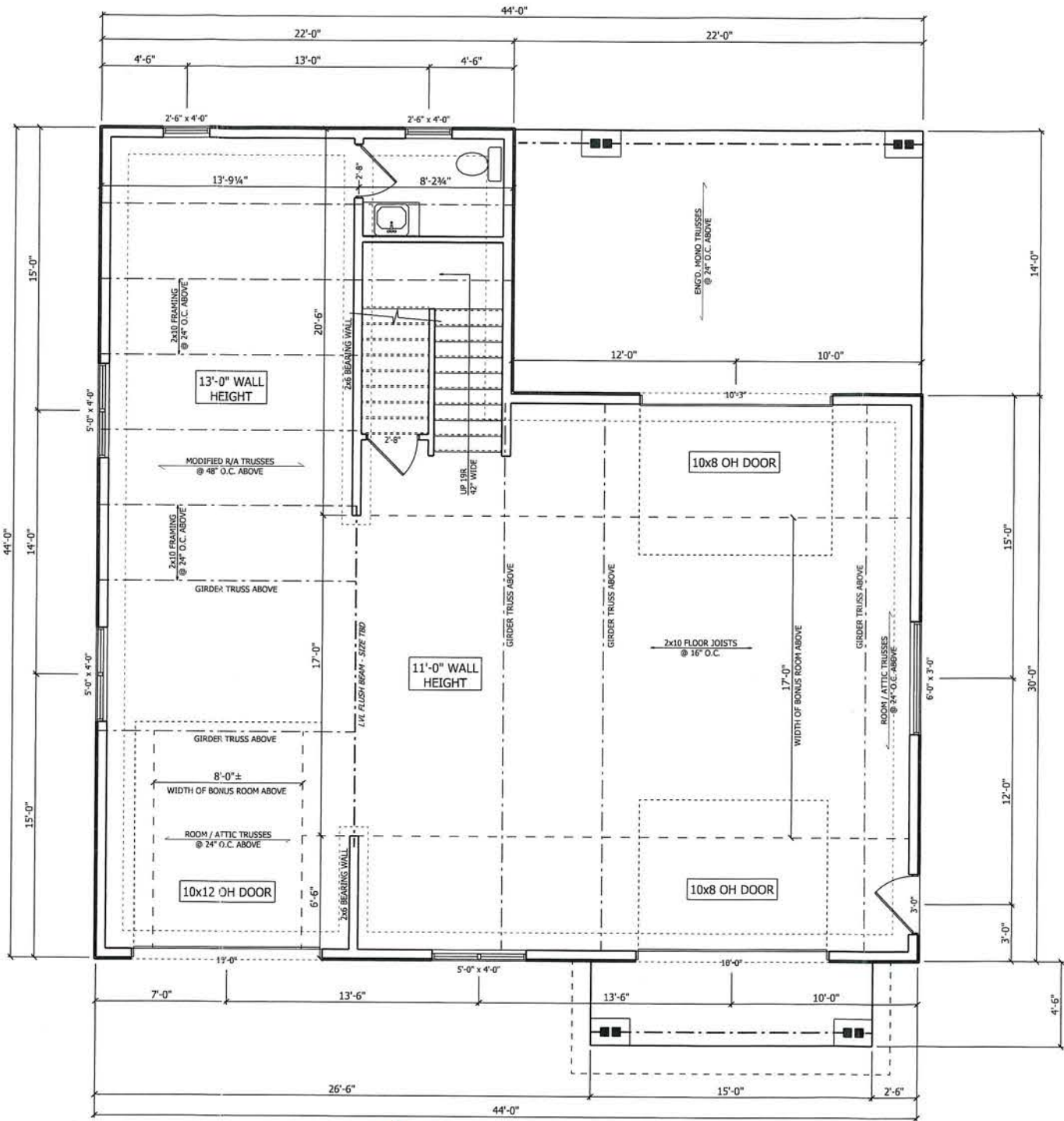
NOTE: HALF SCALE REDUCTION IF PRINTED ON 11x17 SIZE PAPER



SECTION AT STAIR



TRUSS SECTION



Main FLOOR PLAN
SCALE: 1/8" = 1'-0"

1540 # Finished Interior space
inside measurement

PROJECT: Vanbuskirk Shop

DRAWN BY: D. Rood

DATE:

PLAN # 18-122

SHEET: 2 / 3

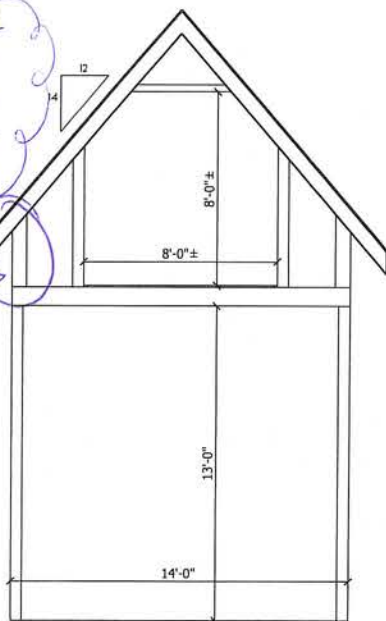
Precision Builders

Rood Drafting & Design LLC
1508 Douglas Street
Menomonie, WI 54751
Ph: 715-233-3177
Cell: 715-523-3972
E-mail: dmrood@bcglobal.net

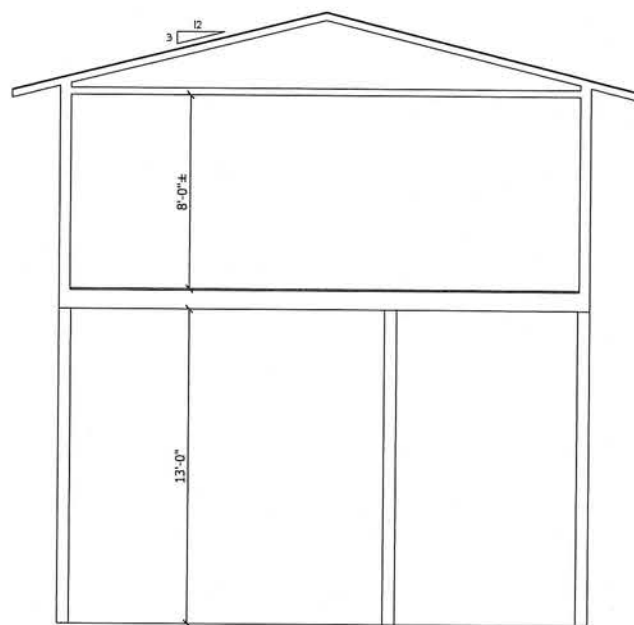
These general drawings are not produced by an Architect or Engineering firm. Before construction, the customer should consult a contractor or an architect to determine if these drawings need to be changed to satisfy:
1) state or local building codes/regulations
2) the projects structural requirements
3) existing conditions specific to the site.
Rood Drafting & Design LLC assumes no responsibility for claims or damages arising from errors, omissions, deficiencies or defects of the drawings.

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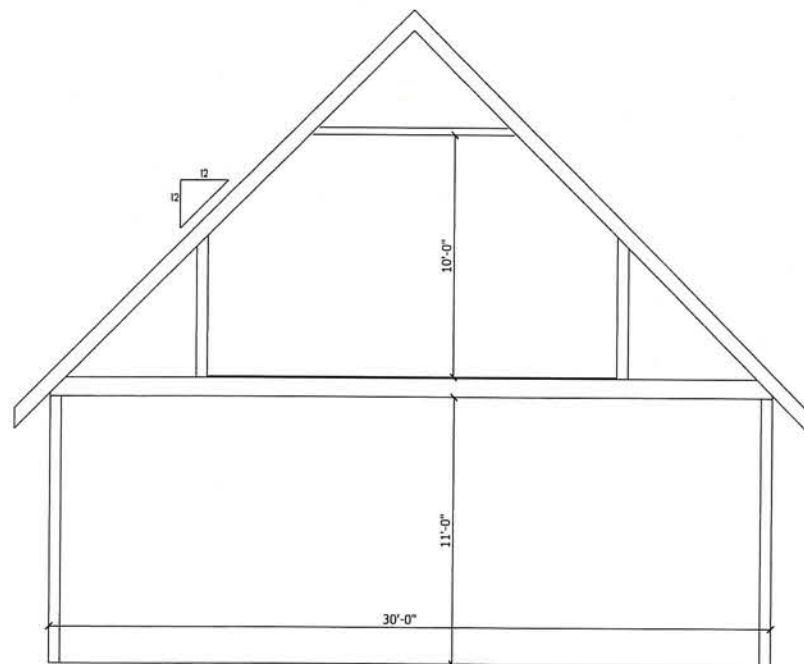
Energy wall -
greater than
2' in height



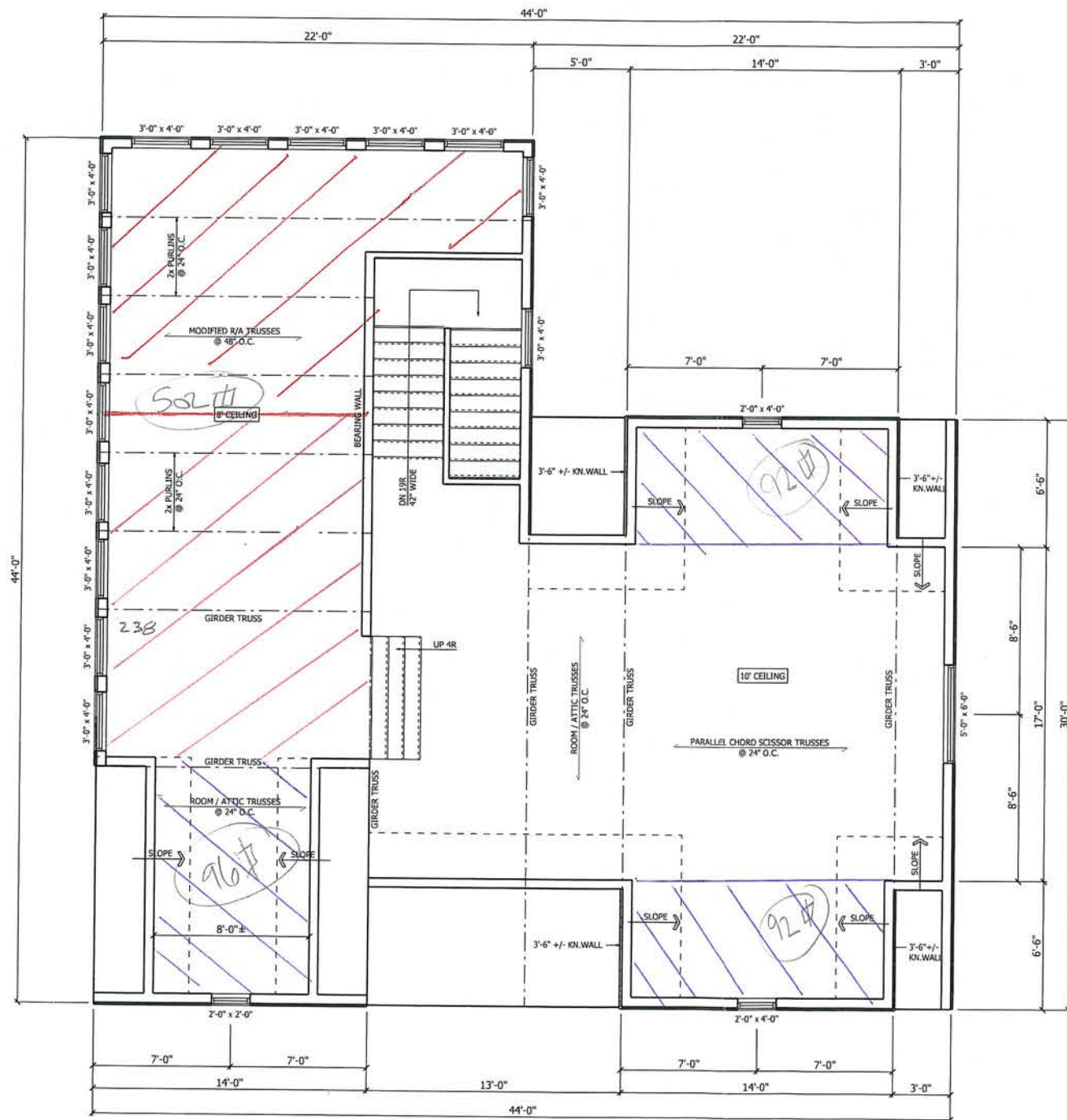
TRUSS SECTION



TRUSS SECTION



TRUSS SECTION



SECOND FLOOR PLAN

SCALE: 1/8" = 1'-0"

782 sqft outside
of attic/loft space

These general drawings are not produced by an Architect or Engineering firm. Before construction, the customer should consult a contractor or an architect to determine if these drawings need to be changed to satisfy:
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2) the projects structural requirements
3) existing conditions specific to the site.
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Precision
Builders

Vanbuskirk Shop

DESIGNER:

D. Rood

DATE:

PLAN #

18-122

SHEET:

3 / 3

NOTE: HALF SCALE REDUCTION IF PRINTED ON 11x17 SIZE PAPER



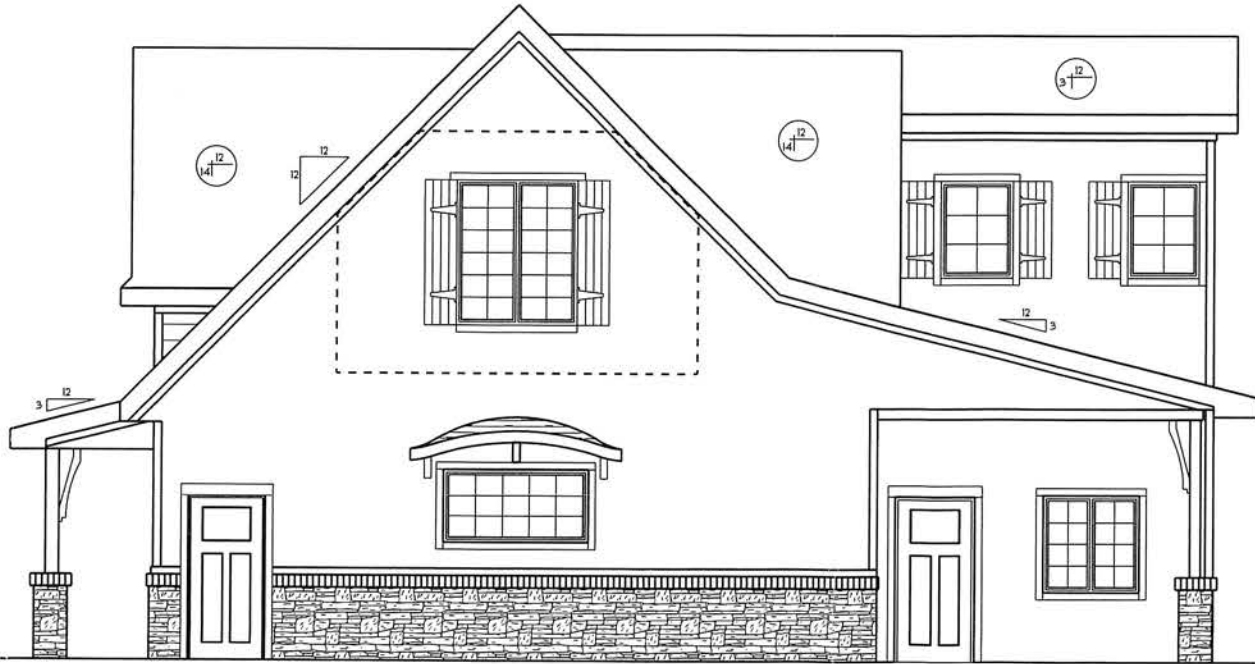
REAR



LEFT



FRONT



RIGHT

SHOP ELEVATIONS

SCALE: 1/8" = 1'-0"

These general drawings are not produced by an Architect or Engineering firm. Before construction, the customer should consult a contractor or an architect to determine if these drawings need to be changed to satisfy:
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Precision
Builders

PROJECT:
Vanbuskirk Shop

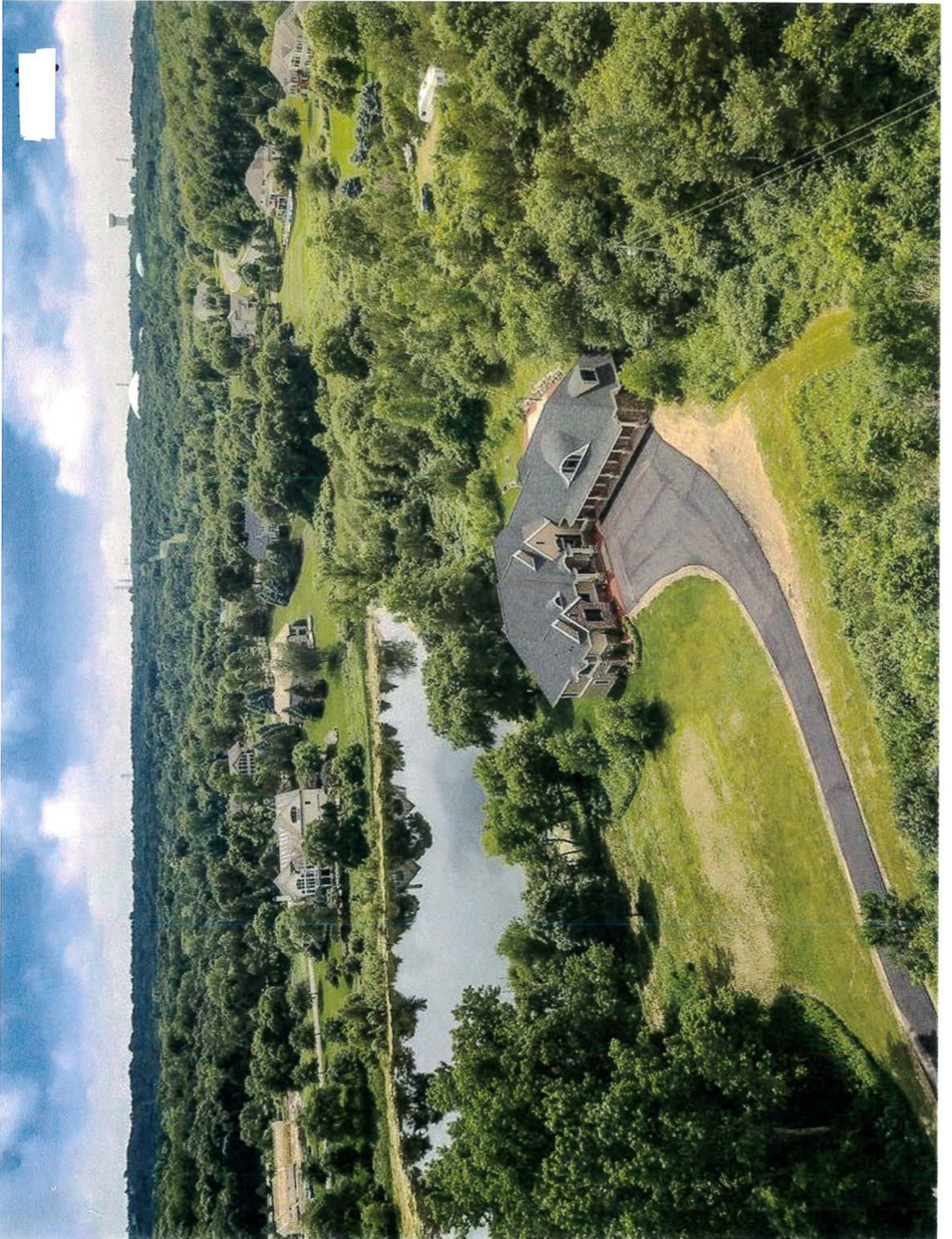
DRAWN BY:
D. Rood

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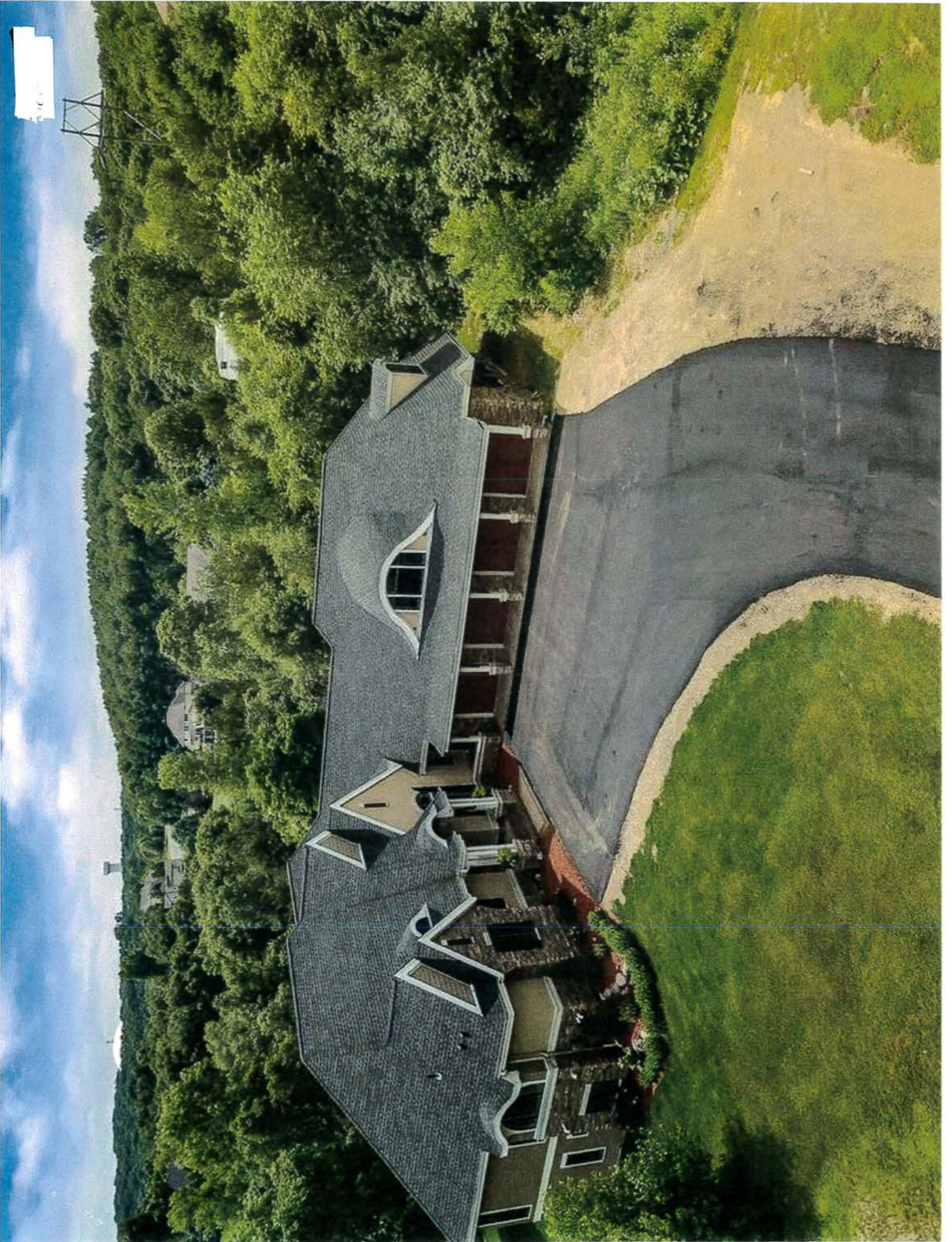
PLAN #
18-122

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4