

INVER GROVE HEIGHTS CITY COUNCIL AGENDA

Monday, May 13, 2019

8150 BARBARA AVENUE

7:00 P.M.

1. CALL TO ORDER

2. ROLL CALL

3. PRESENTATIONS

A. Oath of Office/Swearing In of New Police Chief, Melissa Chiodo and New Patrol Officer, Andrew Sharratt

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 April 22, 2019 City Council Meeting Minutes

ii. Minutes of April 29, 2019 City Council Special Meeting Minutes

B. Resolution Approving Disbursements for Period Ending May 3, 2019

C. Approval of Rental Housing License

D. Consider a Resolution relating to a Major Site Plan Review to allow a parking deck over an existing parking lot for property located at 5500 Cenex Drive

E. Consider a Resolution relating to a Comprehensive Plan Amendment to change the land use plan from RC, Regional Commercial to P/I, Public Institutional for property located at the corner of Concord Boulevard and Courthouse Boulevard

F. Consider a Resolution relating to a Variance from front yard setbacks for a home addition and a Resolution relating to a Conditional Use Permit to exceed maximum impervious surface for property located at 7540 River Road

G. Request approval of the Pay Application #6 for \$777,765.00 to Jorgenson Construction for Project 2014-10 Fire Station #2 New Construction

H. Consider Approval of Compensating Change Order for West Rink Project (City Project 2018-1722)

I. Consider Resolution Establishing an Emerald Ash Borer Control Zone

J. Accept Professional Services Proposal from Bolton and Menk, Inc. for Windsor Ridge

K. Consider Resolution Receiving Proposals and Awarding Contract for Blaine Avenue/Seidl's Lake Park Pedestrian Crossing Study – City Project No. 2019-03

L. Consider Resolution Appointing Interim Deputy Clerk

M. Consider Approval for the Stipulation and Assent to Registration and Assent to Registration – Marilyn L. Murphy Application to Register Title to Certain Lands

N. Consider Resolution Authorizing Submittal of a Host Community Grant Program Application to the Minnesota Department of Employment & Economic Development (DEED)

O. Consider Approval of the Full-Time Fire Inspector Job Descriptions

P. Personnel Actions

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

6. **PUBLIC HEARING:**

A. Assessment Hearing for City Project No. 2015-03 (65th Street Roadway and Drainage Improvements).

7. **REGULAR AGENDA:**

ADMINISTRATION

A. Accept and approve Comprehensive Annual Financial Report (CAFR), Management Letter and Other Required Report for the year ending on December 31, 2018.

B. Consider application for a chicken license on property located at 3321 68th Street E.

PUBLIC WORKS

C. Consider Resolution Awarding Contract to Danner, Inc. for the 2019 Improvement Program, City Project No. 2015-03 – 65th Street Roadway and Drainage Improvements and City Project No. 2018-03 – NWA Trunk Watermain Improvements – 65th Street Loop (Phase IV of 2015-12) from Agate Trail to Alverno Lane.

D. Consider Resolution Accepting Proposal for Professional Engineering Services for City Project No. 2018-03 – NWA Trunk Watermain Improvements (65th Street Loop) Agate Trail to Blackstone Ridge and City Project No. 2015-03 – 65th Street Roadway and Drainage Improvements.

8. **EXECUTIVE SESSION:**

A. Pursuant to Minn. Stat. § 13D.05, Subd. 2(b) an Executive and closed-door session for preliminary consideration of allegations against City Clerk Michelle Tesser.

9. **MAYOR & COUNCIL COMMENTS:**

10. **ADJOURN:**

This document is available upon 3 business day request in alternate formats such as Braille, large print, audio recording, etc. Please contact the Interim Deputy Clerk at 651.450.2511 or jlynch@invergroveheights.org.

**INVER GROVE HEIGHTS CITY COUNCIL MEETING
MONDAY, APRIL 22, 2019 - 8150 BARBARA AVENUE**

1. CALL TO ORDER 2. ROLL CALL:

The City Council of Inver Grove Heights met in regular session on Monday, April 22, 2019, in the City Council Chambers. Mayor Tourville called the meeting to order at 7:00 p.m.

Present were: Council members Piekarski Krech, Bartholomew, Perry, and Dietrich; City Administrator Lynch, City Attorney Kuntz, Public Works Director Thureen, Community Development Director Rand, Parks and Recreation Director Carlson, City Planner Hunting, and City Clerk Tesser.

3. PRESENTATIONS:

City Administrator Joe Lynch introduced new Community Development Director Heather Rand. He stated that she comes from the City of Duluth where she served as Director of Business and Economic Development. Prior to that she was employed for 12 years by the State of Minnesota, DEED, as a business developer.

Community Development Director Heather Rand stated that she has been working in this city for under two weeks and is pleased to be working here. She stated that the Comprehensive Plan is a wonderful guiding document. She stated that she has a background in economic development in both the private and public sectors. She stated that she has worked in the City of Duluth for the last three years, with the State of Minnesota, and with Minnesota Power. She commented that she looks forward to putting her skillset to work, partnering with departments, with the community, and external partners.

Mayor Tourville welcomed Ms. Rand to the City of Inver Grove Heights.

Mayor Tourville stated that the Inver Grove Heights Fire Department held their banquet last weekend where awards given out. He stated that Mike McGonigal was awarded for 10 years of service and Eric Bergum, who is retired from the Relief Association but is still the Assistant Fire Chief, was congratulated for his service and time. He stated that Jeff Davis retired from the Relief Association with 45 plus years with the City of Inver Grove Heights and the Fire Department. He congratulated Mr. Davis on his accomplishments and stated that he was always at the top for fire calls and training requirements. Mayor Tourville thanked all of the fire fighters and their families for serving the City of Inver Grove Heights citizens and businesses.

4. CONSENT AGENDA:

A. Minutes of April 1, 2019 Work Session Meeting Minutes.

Minutes of April 8, 2019 City Council Meeting Minutes.

B. Resolution 19-60 Approving Disbursements for Period Ending April 17, 2019.

C. Approval of Rental Housing License.

D. Consider Approval of Plans and Specifications and Order Bids for the Heritage Village Park Project.

E. Consider Proposal from Braun Intertec for Response Action Plan for Heritage Village Park.

F. Approve a **Resolution 19-61** Relating to the Notice of Completion, Encroachment Agreement and Related Agreements for James Van Buskirk for Property Located at 9215 Rich Valley Boulevard.

G. Approve Custom Grading Agreement, Stormwater Facilities Maintenance Agreement, and Permanent Drainage and Utility Easement for 5039 Brent Ave. (Lot 5 and the South 22 feet of Lot 4, Block 1, Glenwood).

H. Consider **Resolution 19-62** Approving a Drainage and Utility Easement Agreement and Plans for Driveway Closure at 9051 Buchanan Trail and Approval of Change Order No. 7 for City Project No. 2015-09D – Broderick Boulevard Reconstruction.

I. Consider **Resolution 19-63** Receiving Bids and Awarding Contract for the 2019 Pavement Management Program, City Project No. 2019-09A – Crackseal.

J. Consider **Resolution 19-64** Receiving Bids and Awarding Contract for the 2019 Pavement Management Program, City Project No. 2019-09B – Sealcoat.

K. Consider **Resolution 19-65** Receiving Bids and Awarding Contract for the 2019 Pavement Management Program, City Project No. 2019-09E – Emulsified Asphalt Sealcoat.

L. Consider **Resolution 19-66** Receiving Bids for the 2019 Improvement Program, City Project No. 2015-03 - 65th Street Construction (between T.H. 3 and Argenta Trail) and City Project No. 2018-03- NWA Trunk Watermain Improvements - 65th Street Loop (Phase IV of 2015-12) from Agate Trail to Alverno Lane.

M. Request Approval of the Pay Application #5 for \$270,085.00 to Jorgenson Construction for Project 2014-10 Fire Station #2 New Construction.

N. Consider **Resolution 19-67** Approving Addendum No. 1 for Professional Engineering Services Proposal from Bolton & Menk, Inc. for City Project No. 2018-09D – Atwater Path Pavement Replacement and Stormwater Improvements and City Project No. 2018-09F - 55th Street Court and 55th Street Reconstruction.

O. Consider **Resolution 19-68** Calling for Hearing on Proposed Assessments, Declaring Costs to be Assessed, and Ordering Preparation of Proposed Assessments for the 2019 Pavement Management Program, City Project No. 2018-09F – 55th Street Court and 55th Street Reconstruction.

P. Consider **Resolution 19-69** Calling for Hearing on Proposed Assessments, Declaring Costs to be Assessed, and Ordering Preparation of Proposed Assessments for the 2019 Pavement Management Program, City Project No. 2018-09D – Atwater Path Pavement Replacement and Stormwater Improvements.

Q. Personnel Action.

Al Eiden, 7810 Boyd Avenue, requested pulling Agenda Item 4D as he had some questions.

Motion by Bartholomew second by Dietrich to approve the Consent Agenda with exception of Agenda Item 4D.

Ayes: 5

Nays: 0 Motion carried.

Al Eiden stated that he has concerns and questions about Agenda Item 4D, to Consider Approval of Plans and Specifications and Order Bids for the Heritage Village Park Project. He stated that Phase II of the park has two bid packages, one for infrastructure and the other with add-ons. He quoted the following statement: “in 2020 the City Council will consider if it would like to proceed with the inclusive playground and the restroom shelter buildings”. He stated that the City Council would be discussing these projects and possible improvements at the May 6th, City Council Work Session. He asked what the Council would be doing in terms of the approval. He commented that a partial set of preliminary plans, to him, meant that there would be an ability to have input for the amenities and development of the final plans. He asked what the approval meant going forward. He stated that he has interest in the following quote “future improvements may be included as resources become available”. He commented that the intent of this park was to depict the history of the origins and growth of this town. He stated that the Comprehensive Plan states that it is supposed to be a passive or semi passive park. He commented that the infrastructure should get done and the faster it is done; the more ready people would be to complete the development of the park.

Parks and Recreation Director Eric Carlson stated that the City Council is being asked to approve the plans and specifications for the next phase of development for Heritage Village Park. There are two bid packages. Bid Package A consists of grading, installing site utilities, constructing a parking lot, and trails. Bid Package B consists of site grading and constructing a trail connection between Heritage Village Park and Swing Bridge Park. He stated that when the bids come back in June, the Parks and Recreation Commission will review them at their June meeting and make a recommendation to the City Council. On June 24th the City Council decides if or which bid package they would like to move forward with. He stated that they are not approving anything but sending the entire bid package out to bid. He stated that the plan

is about 35 pages and that he pulled out a few important pages. Small modifications may be made before going out to bid if approved by the City Council tonight.

Mayor Tourville asked about the historical interpretation of Swing Bridge Park.

Parks and Recreation Director Carlson responded that when the City received the \$1.5 million-dollar Grant from the State in 2014, the City was not able to come up with all of the money required to match the Grant on a one to one basis. Due to that, the City partnered with Dakota County to do a few things that they are matching the Grant with. One is to build a trail connection between Heritage Village Park and Swing Bridge Park along Doffing Avenue. He stated that they are using some of the Grant proceeds and that Dakota County is matching with their dollars. He stated that Dakota County is doing some historical interpretation at Swing Bridge Park and the County is providing the match. The City would be doing historical interpretation at Heritage Village Park but plans have not been put together yet. He stated that the Parks and Recreation Commission heard a presentation from a member of the community at the last meeting in April. The Commission stated that if the Council chooses to continue with the development of Heritage Village Park, they can work with that individual and others in the community to decide what to do with regards to historical interpretation.

Mayor Tourville stated that the possibility of an inclusive playground was also in the presentation. The items don't preclude anything that would force it to be done, or not done. He asked if that item would stand on its own.

Parks and Recreation Director Carlson responded that if the Council awards Bid Package A, which consists of a parking lot, grading, sidewalks, and installed site utilities. He stated that in May the City Council would discuss how to finance improvements, an inclusive playground, and a shelter and restroom facility. In June, with Bid Package A, the City would be committed to installing an inclusive playground and a shelter with restrooms. He stated that finance options would come in May.

Parks and Recreation Director Carlson stated that a Grand Opening and Ribbon Cutting Ceremony for the dog park will be held on Tuesday, June 11th, weather permitting, from 5:00 to 7:00 p.m. with a rain date of the following Thursday.

Motion by Bartholomew second by Perry to approve Agenda Item 4D Consider Approval of Plans and Specifications and Order Bids for the Heritage Village Park Project.

Ayes: 5

Nays: 0 Motion carried.

5. PUBLIC COMMENT:

Greg Sperl, 1705 93rd Circle East, commented that he has had problems with coyotes, skunks, and wildlife at his home. He stated that he met with Officer Sloan and discussed the Ordinance, but that didn't help his situation. He stated that he noticed a coyote outside of his window four days in a row, he called the Police for animal control and was told that there is no animal control in Inver Grove Heights. He was told that they would send a Police Officer to his home, but he didn't feel that would help the situation. He stated that the Officer arrived and said that she could not shoot it, but that his options could be poisoning it or trapping it. He commented that poison wasn't an option, and trapping wasn't much better. He stated that the Ordinance limits what they can do with a bow and arrow. He asked if they could do a variance for small game hunting. He offered to take part in allowing something like this. He stated that himself and his neighbors deal with this issue on a daily basis.

Mayor Tourville stated that several years ago the DNR had a meeting about coyotes. Inver Grove Heights doesn't allow single shot or the shooting of anything, but do allow some bow hunting. He suggested that Mr. Sperl send suggestions to the City and stated that it could be looked into for a single area. He stated

that the DNR has said if two or three coyotes are taken out, the ones remaining take over the area. It's all about the food. He stated that it doesn't do any good to trap coyotes and move them.

Councilmember Piekarski Krech asked Mr. Sperl what Ordinance he was talking about.

Mr. Sperl responded that it is the Ordinance about weapons. He stated that he owns 4.1 acres of land that is next to 200 acres of wildlife. He commented that this is a problem that needs to be worked on. He stated that the Ordinance took away spring turkey hunting and that he would like to hunt in his backyard.

Mayor Tourville suggested sending suggestions and ideas to City Administrator Lynch. He stated that the DNR would have to be involved.

Mr. Sperl stated that he has a problem with the language of the Ordinance. It specifies that only family or relatives should hunt on your property. He commented that he felt he has a right to choose that person. He stated that there is more that Park and Recreation should be involved with such as hunting and fishing. Those are sports for youth that need more entertainment.

6. PUBLIC HEARING:

7. REGULAR AGENDA:

PLANNING DEPARTMENT:

A. CITY OF INVER GROVE HEIGHTS; Consider a Resolution relating to a Conditional Use Permit to allow fill in the Flood Fringe for Heritage Village Park located at 4321 65th Street. Resolution 19-70.

City Planner Allan Hunting stated that the request is to bring fill in from city street projects to raise the elevation of Heritage Village Park so it is at or above the flood plain level. The grand total brought in for the park is almost 70,000 cubic yards, of that total, 34,500 cubic yards are within the flood fringe. He stated that both the Planning Commission and Environmental Commission have reviewed this and recommend approval as presented.

Councilmember Bartholomew asked if all of the fill is from the city and if this would have to be approved by the DNR.

City Planner Hunting responded that the fill is from the 65th Street project and other projects taking place this year. He responded that it does not require DNR approval, but was submitted to the DNR as a courtesy. They have not received comment back from the DNR.

Mayor Tourville asked who would be overseeing this project.

Parks and Recreation Director Carlson responded that a majority of the dirt is coming from two city street projects, one on 65th Street and the other from 55th Street. He stated that the dirt being hauled is from street projects and managed under street projects. Provisions are in place to deal with issues like the grading plan and dust control. He stated that they did a lot of dirt hauling in 2010 when they were filling the railroad portion of the project and have learned from that. They will do a better job of handling the dust control in this part of the project. The grading plan is created by WSB who is designing the park.

Denise Haugum, 6140 Doffing Avenue, Slip #12, stated that she had attended the April 22nd Planning Commission meeting and that there was a condition that she didn't hear in the motion and cannot locate in the report. She quoted the following stating that "the Planning Commission recommendation was a motion by Commissioner Wippermann, seconded by Commissioner Scales, to approve the request for a Conditional Use Permit to allow 34,500 cubic yards of fill for the flood fringe for the property located at

6701 River Road and identified as all city owned property contained within Heritage Village Park... extending to the northern Inver Grove Heights boundary with the condition listed in the report". She commented that she didn't know what that condition was.

Mayor Tourville responded that the condition is as follows: "The placement of fill shall be consistent with the grading and erosion control plan dated 3/15/19 on file with the Planning Department."

Ms. Haugum responded that she didn't find that information online and asked if there was a copy she could receive.

Councilmember Piekarski Krech responded that it was part of the Resolution approving the Conditional Use Permit and should be located in the packet online.

City Planner Hunting displayed the grading plan in reference and stated that the condition ties to the grading proposed in the plan.

Ms. Haugum stated that her other concern was what the city plans to do to eliminate the damages that have been done to the marina and properties there between 2010 and 2012.

Mayor Tourville asked what the damages were.

Ms. Haugum responded that there was approximately \$53,000 worth of damages. She stated that the city wrote a check in 2012. She commented that she had pictures she could show.

Parks and Recreation Director Carlson stated that in 2010 when dirt was hauled to the site, there were dust issues and dust got onto the canopies at one of the marinas. He stated that they worked with the marina and paid them about \$2,000 or \$3,000 to have them cleaned. He stated that the conversation with the marina began in 2010, they received a check a year or two later because they were told they would receive payment when the project was completed.

Ms. Haugum stated that the marina turned in an insurance claim to pay for the additional damages. She commented that the conversation began with an email to the city in October 2010. In August 2011 there was a letter written to the Mayor. On June 13, 2012, there was a check in the amount of \$2,500. She displayed photos of what had happened and commented that cleaning them damaged them further.

Mayor Tourville asked what would be done to ensure that this doesn't happen again. He asked if there was an outstanding bill.

Ms. Haugum responded that she has a letter from their past President that she can share. She commented that 18 covers were ruined and had to be sent out for cleaning due to the damages. She stated that the map shows where the fill was before, which was much further away from the marina. Where the fill is shown now is almost in their front yard. She commented that if nobody comes and looks at the damage that was done now, and this project comes through, it would be hard to assess the damages. She stated that she would like the city to come down and see the current conditions and would like someone they can talk to about issues before they have a problem that is bad and can't be fixed.

Thomas Pulkrabek, President of Castaways Marina, 6140 Doffing Avenue, Slip #16 was also in attendance.

Mayor Tourville asked who would be taking charge of this. Parks and Recreation or Public Works.

Parks and Recreation Director Carlson responded that it would be Parks and Recreation. He stated that he wrote down dust control and to take pictures of the tarps before they start the project. This way they can see the conditions at the start and end of the project to determine whether there was any damage or

not. He stated that they have learned from their mistakes and will manage and mitigate the project better than the last time they did this.

Mayor Tourville asked if he would be the contact person.

Parks and Recreation Director Carlson responded that he would be the contact person and that he would share his business card with them.

Councilmember Bartholomew asked if they would be able to stop the work if there was a problem or if they would have to wait until they can get someone down there to look at it.

Parks and Recreation Carlson responded that they would be able to do that on the spot.

Ms. Haugum stated that she read in one of the documents that there hasn't been a decision to seed the dirt. She commented that she wasn't sure what the steps were to control the dust.

Parks and Recreation Director Carlson responded that it has to be seeded right away for erosion purposes. He stated that the Council would determine improvements and the type of seed to use at their June meeting.

Ms. Haugum stated that was a long time if the project begins in May and no decision to seed until June. She asked if there was a plan for the road.

Parks and Recreation Director Carlson responded that there is a haul route plan the contractors have to follow. They would be coming in off of 65th Street full, turn into the Heritage Village Park site west of where the Walser property used to be. Loads will be dumped and they will exit the site along Doffing Avenue with an empty truck, and continue back to 65th Street up to Concord and out of the site. He stated that 65th Street and Doffing are in poor condition, but did not know what the rating was on the pavement management index.

Public Works Director Scott Thureen responded that the rating was low.

Mayor Tourville asked if it would be dust controlled and watched for mud, due to rain.

Parks and Recreation Director Carlson responded that the contractor was responsible for erosion and dust control on the roadway. They would be required to sweep when there is debris in the road.

Councilmember Bartholomew asked if WSB has an interim dust plan until it is fully seeded.

Parks and Recreation Director Carlson responded that he would have to talk with WSB to see what that plan could be.

Mayor Tourville stated that with Heritage Village Park, part of this could happen without the City Council approving any of the improvements. The improvements are not dependent on the fill. He asked that the plan be shared with the marina so expectations are understood.

Mark Chamberlain, 6140 Doffing Avenue, Slip #39, stated that he was concerned about Doffing Avenue when all of this is done.

Mayor Tourville responded that would be something they would have to address after the project.

Jason Powell, 6140 Doffing Avenue, stated that he owns five slips at Castaways. He stated that the dyke wall is 19 feet tall. He commented that others are asking that further damages are not incurred. He stated that if they could be given those assurances, he was okay with it, but if not, as the largest owner of the

marina at the moment, he would have a problem. He asked that the City Council assure him that this would be done in a good way, and requested that they take a step back and figure out how to proceed.

Mayor Tourville asked Mr. Powell if he had any damages. He asked if there were other damages besides the dust on the boat covers.

Mr. Powell responded that he has had damages before, but does not want them again. He stated that he owns Slip #'s 28, 29, 37, 40, and 45.

Ms. Haugum stated that she did not live there at the time, but knew that some of the boat owners had a lot of cleaning expenses. She stated that one of them had to pay several hundred dollars several different times just to have his boat cleaned. She stated that a lot of people have not stepped up as they do not believe anything would be done about it. She commented that there were no damages that she was aware of, just a lot of cleaning.

Thomas Pulkrabek, President of Castaways Marina, 6140 Doffing Avenue, Slip #16 stated that there is a cover on the top of his boat. He does not have a cover over the whole thing. He commented that every couple of days the cover had to be cleaned off either with a power washer or by scrubbing.

Barbara Munoz, Slip #20, stated that they own three covered slips at the marina. She commented that each of the covered slips cost about \$10,000. The marina has 18 covered slips. She was concerned about how difficult it was for the marina to be working with the city last time. She asked if that same thing happened again, if the city would be responsible. She commented that it was a long hard process before and the percentage of money they received wasn't much. She asked if this is approved tonight, when the process would begin.

Mayor Tourville asked if the dust, dirt, and grime was something they could control.

Parks and Recreation Director Carlson responded that they would do a better job than they did last time. He stated that they would make sure the contractor is aware of the concerns and will make sure they have a good dust control plan in place and will use best practices for erosion control on the site and street.

Mayor Tourville stated that they need to get a plan in place so everyone is aware of what they are supposed to do. He suggested getting email information and phone numbers from those that want to be a part of the notifications.

Parks and Recreation Director Carlson stated that he would meet with the marina in the next week or two, take some pictures, and make sure everyone is on the same page.

Public Works Director Thureen stated that the project would begin sometime in June.

Parks and Recreation Director Carlson stated that they would be hauling approximately 70,000 cubic yards, which is a small fraction of what was hauled in 2010. This is a smaller area with less dirt.

Councilmember Dietrich commented that she wasn't on the Council when the last project took place. She stated that she was uncomfortable with the language from both sides that says we are going to try to do our best. She commented that she didn't know how that is going to be measurable. She asked if someone was dissatisfied, how that would be measured if it is not written clearly what the expectation is.

Parks and Recreation Director Carlson responded that all he could do was put best management practices in place, be available if there are concerns, and do his best to mitigate any issues as they happen.

Mayor Tourville stated that they didn't want any dust going on the boats or covers.

Mr. Powell stated that three of the five slips he owns are covered. The assurance that he wants is not to have any cleaning or reparation because of damages caused. He stated that it would cost him \$15,000 to have them completely renovated. That is not the cost for the entire marina, that could cost up to \$50,000.

Councilmember Dietrich asked who would decide if they need to be cleaned.

Mr. Powell stated that they need to make sure to have active mitigation on dust control and not have this happen a second time.

Councilmember Piekarski Krech asked to verify the address. She stated that when she pulls up the address it states that it is owned by the City of Inver Grove Heights.

Mr. Pulkrabek responded that 6140 was the house that was on the property. It was purchased by the city two years ago, leveled, and currently gone. That is still the same addresses.

Councilmember Piekarski Krech commented that they need to look into that because Castaways Marina doesn't have an address it has a P.O. Box.

City Administrator Lynch stated that is the address of the former structure and that the County would make the reassignment. He stated that they would communicate with the County on this.

Mayor Tourville apologized for the dust control that took place. He stated that most of the people at Castaways know that the city has been willing to work with them on flood issues, the house, and some variances for additional buildings. There have been a lot of things both groups have worked together on.

Mr. Pulkrabek agreed and stated that they are looking forward to the park and that it would be a nice addition.

Councilmember Piekarski Krech commented that every project creates dust. It is part of growing, moving, and construction. She stated that it's not that they are not trying to be a good neighbor, sometimes things happen and there isn't a lot that can be controlled.

Councilmember Bartholomew asked Parks and Recreation Director Carlson to continue to communicate with the boat owners. He asked that the plan from WSB be passed along to the City Council.

Motion by Bartholomew second by Perry to approve to Consider a Resolution 19-70 relating to a Conditional Use Permit to allow fill in the Flood Fringe for Heritage Village Park located at 4321 65th Street.

Ayes: 5

Nays: 0 Motion carried.

8. 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.

City Attorney Tim Kuntz stated that under the attorney-client privilege and as found further in Minn. Stat. § 13D.05, Subd. 3(b), the State Statute allows the City Council to meet in a closed-door executive session with the City Attorney to discuss and review pending litigation. He stated that in this instance the Council is being asked to do that this evening with respects to the lawsuit of the City of Inver Grove Heights versus GS Truck & Trailer Repair LLC and GS Transport Express LLC. He asked that the Council make a motion

to move to executive closed-door session pursuant to the attorney-client privilege and pursuant to the Statute referenced to discuss that particular lawsuit.

9. MAYOR & COUNCIL COMMENTS:

Councilmember Piekarski Krech asked about the meeting taking place on the 29th and stated that she could meet at 7:30 that evening.

Councilmember Bartholomew commented that the time worked for him.

Mayor Tourville stated that the items for discussion would be the City Administrators review, and to look at possible organization changes and/or updates on the financial department. He suggested meeting in Council Chambers. The financial update would come first.

Motion by Piekarski Krech second by Perry to approve the meeting date, time, location, and Agenda.

Ayes: 5

Nays: 0 Motion carried.

10. ADJOURN:

Motion by Piekarski Krech second by Perry to adjourn at 8:07 p.m. and go into Executive Session.

Ayes: 5

Nays: 0 Motion carried.

Minutes prepared by Recording Clerk Yourczek.

INVER GROVE HEIGHTS CITY COUNCIL WORK SESSION MINUTES
Monday, April 29, 2019
6:00 p.m.
8150 Barbara Avenue

- A. CALL TO ORDER: The City Council of Inver Grove Heights met in a Work Session on Monday, April 29th, 2019 in the Council Chambers. Mayor George Tourville called the meeting to Order at 7:30 p.m. The Pledge of Allegiance was recited.

Roll Call: present were Mayor Tourville, Council Members Bartholomew, Dietrich, Perry and Piekarski-Krech.
Staff: City Administrator Joe Lynch

1) ORGANIZATIONAL STRUCTURE AND ALIGNMENT

City Administrator Lynch gave an overview for the Council. Due to the fact that there were a number of positions currently open, the fact that the city had a number of staff acting in Interim roles and trying to look forward and do some succession planning, Lynch was presenting options for the Council to consider and discuss.

The focus of the discussion was on a combination within the administration and finance departments, a realignment of a position within the Community Development department, as well as combination of positions upon a retirement of the Public Works Director. This would realign the leadership with the other maintenance aspects of the city: parks and utilities.

Lynch gave a presentation citing current conditions along with proposed conditions and noting the differences in both staff numbers and costs. Council requested a copy of the current organizational chart so they could see what conditions and positions currently exist. Lynch indicated he would send that to them right away.

Council and Lynch continued to discuss the situation in Community Development as well as in Public Works. Both changes were dependent upon retirements and were succession plans for both. Council directed that Lynch proceed with drafting a job description for the Director of Administration position that would oversee Finance, Human Resources, I.T. and Communications. The position would be reviewed in context of the adopted compensation plan and charted accordingly. Lynch would return with this information for Council to review and consider approving. He would also draft a job description for the Finance Manager position, along with review for classification and compensation and present for review and approval.

2. CITY ADMINISTRATOR PERFORMANCE REVIEW

City Attorney Kuntz cited State Statute 13.05, Sub. D as the reason that the City Council would go into Closed Executive Session to discuss and review the performance of the City Administrator for 2018.

Council reviewed the performance of the City Administrator and requested a copy the blank Performance Evaluation form that was cited in the discussion, along with a request for the 2018 and 2019 Compensation Plan salary step changes. Council directed the City Administrator to advise them on the impact of the Cost of Living Adjustment, given to all other non-union staff, for the City Administrator. Council also asked to see a piece of information on the turnover for all staff at the city over the last five (5) year period.

Perry moved to adjourn at 12:05 a.m. Dietrich seconded. Ayes: all.
Respectfully submitted,

Joe Lynch
City Administrator

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: May 13, 2019
 Item Type: Consent
 Contact: Shannon Battles 651-450-2488
 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 April 18, 2019 to May 7, 2019.

SUMMARY

Shown below is a listing of the disbursements for the various funds for the period ending May 7, 2019. The detail of these disbursements is attached to this memo.

General & Special Revenue	\$496,933.16
Debt Service & Capital Projects	383,768.90
Enterprise & Internal Service	271,388.64
Escrows	39,701.45
Grand Total for All Funds	<u><u>\$1,191,792.15</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 April 18, 2019 to May 7, 2019 and the listing of disbursements requested for approval.

DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _____

**RESOLUTION APPROVING DISBURSEMENTS FOR THE
PERIOD ENDING**

WHEREAS, a list of disbursements for the period ending 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	\$496,933.16
Debt Service & Capital Projects	383,768.90
Enterprise & Internal Service	271,388.64
Escrows	39,701.45
Grand Total for All Funds	<u><u>\$1,191,792.15</u></u>

Adopted by the City Council of Inver Grove Heights this day of , .

Ayes:

Nays:

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk



City of Inver Grove Heights

Expense Approval Report

By Fund

Payment Dates 04/18/2019 - 05/07/2019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AFSCME COUNCIL 5	INV0086038	04/26/2019	UNION DUES (AFSCME FULL SHARE)	101.203.2031000	953.42
AFSCME COUNCIL 5	INV0086039	04/26/2019	UNION DUES (AFSCME FULL SHARE-F	101.203.2031000	75.28
ASPEN MILLS	234802 B	05/07/2019	55077IGHPD	101.42.4000.421.60045	1,000.00
ASPEN MILLS	234857 B	04/30/2019	55077IGHPD	101.42.4000.421.60045	395.94
ASPEN MILLS	234929 B	04/30/2019	55077IGHPD	101.42.4000.421.60045	30.00
ASPEN MILLS	234930 B	04/30/2019	55077IGHPD	101.42.4000.421.60045	128.60
ASPEN MILLS	235558	04/30/2019	55077IGHPD	101.42.4000.421.60045	350.25
BERNICE L. FIELDS	19-PG-0102	04/30/2019	19-PG-0102	101.42.4000.421.30420	100.00
BLACKTOP PROS, LLC	19-008	05/07/2019	4/17/19	101.43.5200.443.40046	6,800.00
CEMSTONE PRODUCTS COMPANY	433663	05/07/2019	9021	101.43.5200.443.60016	618.00
CENTURY LINK	4/19/19 651 455 9072 782	05/07/2019	651 455 9072 782	101.42.4200.423.50020	41.93
DAKOTA CTY FINANCIAL SVCS	00034701	04/30/2019	MARCH 2019	101.42.4000.421.70501	1,563.11
DAKOTA CTY FINANCIAL SVCS	00034701	04/30/2019	MARCH 2019	101.42.4200.423.30700	1,703.09
DAKOTA CTY FINANCIAL SVCS	00034701	04/30/2019	MARCH 2019	101.43.5200.443.30700	46.66
DAKOTA CTY FINANCIAL SVCS	00034787	04/30/2019	1ST Q 2019 UTILITIES	101.43.5400.445.40020	720.23
DAKOTA CTY PROP TAXATION & RECORDS	3/4/19 B	04/23/2019	P592077/P592193	101.45.0000.3413000	322.00
DAKOTA CTY PROP TAXATION & RECORDS	P 601603	05/07/2019	4/24/19	101.45.0000.3413000	46.00
DAKOTA CTY WATER RESOURCES	2019 JPA PUMP MAIN.	04/23/2019	2019 JPA PUMP MAINTENANCE PROG	101.45.3300.419.30700	4,563.00
EFTPS	INV0086060	04/26/2019	FEDERAL WITHHOLDING	101.203.2030200	49,234.35
EFTPS	INV0086062	04/26/2019	MEDICARE WITHHOLDING	101.203.2030500	14,897.18
EFTPS	INV0086063	04/26/2019	SOCIAL SECURITY WITHHOLDING	101.203.2030400	45,507.46
EFTPS	INV0086064	04/26/2019	FEDERAL WITHHOLDING	101.203.2030200	157.99
EFTPS	INV0086066	04/26/2019	MEDICARE WITHHOLDING	101.203.2030500	78.38
EFTPS	INV0086067	04/26/2019	SOCIAL SECURITY WITHHOLDING	101.203.2030400	335.10
ELECTRIC FIRE & SECURITY	15345	05/07/2019	CIT800	101.42.4200.423.40040	162.50
EMERGENCY RESPONSE SOLUTIONS	13010	05/07/2019	4/18/19	101.42.4200.423.40042	271.19
EMMONS & OLIVIER RESOURCES	00095-0061-1	04/30/2019	00095-0061	101.43.5100.442.30300	971.69
EMMONS & OLIVIER RESOURCES	00095-0057-4	04/30/2019	00095-0057	101.43.5100.442.30300	2,315.26
FORESTRY SUPPLIERS INC.	457717-01	05/07/2019	1225185	101.43.5200.443.60045	434.18
FRATTALONE COMPANIES INC	1904007	05/07/2019	1415	101.43.5200.443.60016	144.00
GALLS INC	012368130	04/30/2019	1002151449	101.42.4200.423.30710	49.10
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0086043	04/26/2019	HSA ELECTION-FAMILY	101.203.2032500	2,937.18
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0086044	04/26/2019	HSA ELECTION-SINGLE	101.203.2032500	4,609.05
GENESIS EMPLOYEE BENEFITS, INC	IN1495818	04/23/2019	3/1/19-3/31/19	101.42.4000.421.30550	42.29
GENESIS EMPLOYEE BENEFITS, INC	IN1506611	05/07/2019	Payroll	101.41.1100.413.30550	28.32
GENESIS EMPLOYEE BENEFITS, INC	IN1506611	05/07/2019	Payroll	101.41.2000.415.30550	27.85
GENESIS EMPLOYEE BENEFITS, INC	IN1506611	05/07/2019	Payroll	101.42.4000.421.30550	150.99
GENESIS EMPLOYEE BENEFITS, INC	IN1506611	05/07/2019	Payroll	101.42.4200.423.30550	9.43
GENESIS EMPLOYEE BENEFITS, INC	IN1506611	05/07/2019	Payroll	101.43.5000.441.30550	9.43
GENESIS EMPLOYEE BENEFITS, INC	IN1506611	05/07/2019	Payroll	101.43.5100.442.30550	47.15
GENESIS EMPLOYEE BENEFITS, INC	IN1506611	05/07/2019	Payroll	101.43.5200.443.30550	9.43
GENESIS EMPLOYEE BENEFITS, INC	IN1506611	05/07/2019	Payroll	101.44.6000.451.30550	26.79
GENESIS EMPLOYEE BENEFITS, INC	IN1506611	05/07/2019	Payroll	101.45.3300.419.30550	28.32
GERRY'S FIRE & SAFETY INC	61584	05/07/2019	5/1/19	101.42.4200.423.40042	23.60
GERTENS	42581/6	05/07/2019	103566	101.44.6000.451.60040	15.99
GERTENS	42582/6	05/07/2019	103566	101.43.5200.443.60040	44.08
GERTENS	42583/6	05/07/2019	103566	101.44.6000.451.60016	269.50
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-11904	05/07/2019	INVRGRV-1	101.42.4200.423.40020	102.38
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-11904	05/07/2019	INVRGRV-1	101.43.5200.443.40020	12.43
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-11904	05/07/2019	INVRGRV-1	101.43.5400.445.40020	113.59
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-11904	05/07/2019	INVRGRV-1	101.44.6000.451.40020	122.88
GUARDIAN SUPPLY, LLC	3904	04/23/2019	2/25/19	101.42.4200.423.60045	629.37
HEALTHEAST MEDICAL TRANSPORTATION	18-50896	04/30/2019	11/21/18	101.42.4000.421.30700	85.00
IAFC MEMBERSHIP	2019 MEMBERSHIP 91525	05/07/2019	2019 MEMBERSHIP ID:91529	101.42.4200.423.50070	265.00
ICMA RETIREMENT TRUST - 457	INV0086037	04/26/2019	457 - ROTH AGE 50+	101.203.2031400	125.00
ICMA RETIREMENT TRUST - 457	INV0086045	04/26/2019	ICMA-AGE <49 %	101.203.2031400	6,506.83
ICMA RETIREMENT TRUST - 457	INV0086046	04/26/2019	ICMA-AGE <49	101.203.2031400	4,535.00
ICMA RETIREMENT TRUST - 457	INV0086047	04/26/2019	ICMA-AGE 50+ %	101.203.2031400	482.07
ICMA RETIREMENT TRUST - 457	INV0086048	04/26/2019	ICMA-AGE 50+	101.203.2031400	4,914.79
ICMA RETIREMENT TRUST - 457	INV0086049	04/26/2019	ICMA (EMPLOYER SHARE ADMIN)	101.203.2031400	88.57
ICMA RETIREMENT TRUST - 457	INV0086057	04/26/2019	ROTH IRA (AGE 49 & UNDER)	101.203.2032400	2,126.52
ICMA RETIREMENT TRUST - 457	INV0086058	04/26/2019	ROTH IRA (AGE 50 & OVER)	101.203.2032400	820.00
ICMA RETIREMENT TRUST - 457	INV0086059	04/26/2019	ROTH-AGE <49 %	101.203.2032400	39.74
IMAGE TREND INC	116235	04/23/2019	0295	101.42.4200.423.30700	3,110.00
ING DIRECT	INV0086092	04/26/2019	MSRS-HCSP	101.203.2032200	94.57
KENISON, TERRI	APRIL 2019	05/07/2019	APRIL 2019	101.42.4200.423.30700	850.00
LANGUAGE LINE SERVICES	4540182	04/23/2019	9020909043	101.42.4000.421.50020	20.56
LEVANDER, GILLEN & MILLER P.A.	3/31/19 92000E	04/23/2019	92000E	101.42.4000.421.30410	18,015.30
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 APT M	04/30/2019	Legal	101.43.5000.441.30420	304.00
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 Code C	04/30/2019	Legal	101.45.3000.419.30420	72.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 Council	04/30/2019	Legal	101.41.1000.413.30401	240.00
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 Engine	04/30/2019	Legal	101.43.5100.442.30420	1,836.00
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 Fire	04/30/2019	Legal	101.42.4200.423.30420	56.00
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 James	04/30/2019	Legal	101.45.3000.419.30420	708.00
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 Mayor/	04/30/2019	Legal	101.41.1000.413.30420	3,315.02
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 Nextel	04/30/2019	Legal	101.43.5000.441.30420	456.00
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 Parks	04/30/2019	Legal	101.44.6000.451.30420	272.00
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 Plannir	04/30/2019	Legal	101.45.3200.419.30420	436.00
LIFE SAFETY SYSTEMS, INC.	77133	04/23/2019	77133	101.42.4200.423.30700	325.00
LVC COMPANIES, INC.	7374	04/23/2019	101199	101.42.4200.423.40040	465.00
M & J SERVICES, LLC	1967	05/07/2019	4/18/19	101.43.5200.443.40046	1,487.50
M & J SERVICES, LLC	1968	05/07/2019	4/18/19	101.43.5200.443.40046	2,050.00
M & J SERVICES, LLC	1969	05/07/2019	4/18/19	101.43.5200.443.40046	1,170.00
M & J SERVICES, LLC	1970	05/07/2019	4/18/19	101.43.5200.443.40046	2,062.50
M & J SERVICES, LLC	1971	05/07/2019	4/19/19	101.43.5200.443.40046	1,230.00
MADISON NATIONAL LIFE INSURANCE COMPAN	1340740	04/23/2019	MAY 2019 GROUP #012439	101.203.2031700	2,831.59
MADISON NATIONAL LIFE INSURANCE COMPAN	1340740	04/23/2019	MAY 2019 GROUP #012439	101.41.2000.415.20630	(48.76)
MADISON NATIONAL LIFE INSURANCE COMPAN	1340740	04/23/2019	MAY 2019 GROUP #012439	101.45.3300.419.20630	(34.26)
MINNEAPOLIS OXYGEN CO.	00040141	04/23/2019	01910	101.42.4200.423.30700	91.14
MINNEAPOLIS OXYGEN CO.	00040142	04/23/2019	01915	101.42.4200.423.30700	71.61
MINNESOTA DEPARTMENT OF HUMAN SERVICE	INV0086041	04/26/2019	JOEL JACKSON FEIN/TAXPAYER ID: 4	101.203.2032100	306.64
MINNESOTA DEPARTMENT OF HUMAN SERVICE	INV0086042	04/26/2019	JOHN VERDEJA FEIN/TAXPAYER ID: 4	101.203.2032100	158.74
MINNESOTA SODDING COMPANY, LLC	9089	05/07/2019	4/22/19	101.44.6000.451.60016	1,370.70
MINNESOTA SODDING COMPANY, LLC	9091	05/07/2019	4/30/19	101.44.6000.451.60016	659.05
MN DEPT OF REVENUE	Mar - 19	04/22/2019	Taxes	101.207.2070300	171.61
MN DEPT OF REVENUE	Mar - 19	04/22/2019	Taxes	101.207.2070300	0.25
MN DEPT OF REVENUE	Mar - 19	04/22/2019	Jan 2019 - Sales & Use Tax	101.207.2070300	(0.01)
MN DEPT OF REVENUE	INV0086050	04/26/2019	LEVY - ANDREW BRAVO	101.203.2031900	76.78
MN DEPT OF REVENUE	INV0086061	04/26/2019	STATE WITHHOLDING	101.203.2030300	23,283.50
MN DEPT OF REVENUE	INV0086065	04/26/2019	STATE WITHHOLDING	101.203.2030300	83.02
MN FIRE SERVICE CERT BOARD	6522	04/23/2019	4/9/19	101.42.4000.421.50080	125.00
MN FIRE SERVICE CERT BOARD	6595	05/07/2019	4/29/19	101.42.4200.423.50080	165.00
MN GLOVE & SAFETY, INC.	315626	04/30/2019	CTINVE	101.43.5200.443.60045	150.95
MN GLOVE & SAFETY, INC.	315757	05/07/2019	CTINVE	101.43.5200.443.60045	169.95
MN LIFE INSURANCE CO	MAY 2019	05/07/2019	POLICY #0027324	101.203.2030900	3,466.52
MN LIFE INSURANCE CO	MAY 2019	05/07/2019	POLICY #0027324	101.41.2000.415.20620	(17.13)
MN LIFE INSURANCE CO	MAY 2019	05/07/2019	POLICY #0027324	101.45.3000.419.20620	(14.63)
MN NCPERS LIFE INSURANCE	MAY 2019	05/07/2019	MAY 2019 PREMIUM	101.203.2031600	304.00
NATURE CALLS, INC.	26175	05/07/2019	MARCH 2019	101.44.6000.451.40065	348.00
OCCUPATIONAL HEALTH CENTERS OF MINNESO	102962277	04/30/2019	N26-1351004654	101.41.1100.413.30500	135.00
OKER INVESTMENTS	000117	04/30/2019	4/19/19	101.45.3000.419.30700	185.00
OXYGEN SERVICE COMPANY, INC	03432049	04/30/2019	04394	101.42.4000.421.60065	49.23
PERA	INV0086051	04/26/2019	PERA COORDINATED PLAN	101.203.2030600	40,530.94
PERA	INV0086052	04/26/2019	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	3,117.78
PERA	INV0086053	04/26/2019	PERA DEFINED PLAN	101.203.2030600	53.46
PERA	INV0086054	04/26/2019	EMPLOYER SHARE (PERA DEFINED P	101.203.2030600	53.46
PERA	INV0086055	04/26/2019	PERA POLICE & FIRE PLAN	101.203.2030600	16,500.97
PERA	INV0086056	04/26/2019	EMPLOYER SHARE (POLICE & FIRE PI	101.203.2030600	24,751.46
PETTY CASH	4/23/19	04/23/2019	PETTY CASH REQUEST	101.43.5200.443.50080	7.00
PETTY CASH - POLICE	4/23/19	04/23/2019	PETTY CASH REQUEST	101.42.4000.421.60065	8.57
PINE BEND PAVING, INC.	19-126	04/30/2019	3/29/19	101.43.5200.443.60016	2,177.01
RENEE DUBS ELLENA	19-4798	04/30/2019	19-4798	101.41.1100.413.50032	815.00
RIVER HEIGHTS CHAMBER OF COMMERCE	10007	04/23/2019	4/19/19	101.45.3000.419.50080	40.00
RIVER HEIGHTS CHAMBER OF COMMERCE	9735	04/30/2019	11/12/18	101.42.4000.421.50070	25.00
SAFE-FAST, INC.	INV213748	05/07/2019	INVERGRV01	101.43.5200.443.60045	1,367.97
SAFE-FAST, INC.	INV213749	05/07/2019	INVERGRV01	101.44.6000.451.60045	83.40
SENSIBLE LAND USE COALITION	300000879	04/30/2019	3/19/19	101.45.3000.419.50070	250.00
SOLBERG AGGREGATE CO	20900	05/07/2019	3/20/19	101.43.5200.443.60016	600.00
ST PAUL STAMP WORKS INC	438124	04/30/2019	INVER003	101.42.4200.423.60045	10.50
T. A. SCHIFSKY & SONS, INC.	64171	04/30/2019	4/1/19	101.43.5200.443.60016	2,738.85
TEXAS STATE DISBURSEMENT UNIT	INV0086040	04/26/2019	ANDREW BRAVO FEIN/TAXPAYER ID:	101.203.2032100	401.13
TYLER TECHNOLOGIES, INC	025-256696	05/07/2019	41443	101.41.2000.415.40044	438.00
UNIFIRST CORPORATION	090 0476003	04/30/2019	1051948	101.43.5200.443.60045	45.99
UNIFIRST CORPORATION	090 0476003	04/30/2019	1051948	101.44.6000.451.60045	24.53
UNIFIRST CORPORATION	090 0477342	05/07/2019	1051948	101.43.5200.443.60045	47.84
UNIFIRST CORPORATION	090 0477342	05/07/2019	1051948	101.44.6000.451.60045	26.38
UNIFIRST CORPORATION	090 0478682	05/07/2019	1051948	101.43.5200.443.60045	45.99
UNIFIRST CORPORATION	090 0478682	05/07/2019	1051948	101.44.6000.451.60045	24.53
UNITED STATES POSTAL SERVICE	4331	04/30/2019	MARKETING MAIL PI 4331	101.41.1100.413.50035	235.00
UNITED STATES TREASURY	4/26/19	04/30/2019	ANDREW BRAVO - LEVY PROCEEDS	101.203.2031900	125.00
VERIFIED CREDENTIALS, INC.	293096	05/07/2019	4/30/19	101.41.1100.413.30700	51.50
VERIFIED CREDENTIALS, INC.	293104	05/07/2019	4/30/19	101.41.1100.413.30500	1,247.00
VERIZON WIRELESS	9826820608	04/30/2019	Telephone	101.41.1000.413.50020	180.05

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON WIRELESS	9826820608	04/30/2019	Telephone	101.41.1300.413.50020	42.48
VERIZON WIRELESS	9826820608	04/30/2019	Telephone	101.42.4000.421.50020	1,250.65
VERIZON WIRELESS	9826820608	04/30/2019	Telephone	101.42.4200.423.50020	661.24
VERIZON WIRELESS	9826820608	04/30/2019	Telephone	101.43.5100.442.50020	254.88
VERIZON WIRELESS	9826820608	04/30/2019	Telephone	101.43.5200.443.50020	410.02
VERIZON WIRELESS	9826820608	04/30/2019	Telephone	101.44.6000.451.50020	333.88
VERIZON WIRELESS	9826820608	04/30/2019	Telephone	101.45.3300.419.50020	296.15
Fund: 101 - GENERAL FUND					335,202.01
LIME VALLEY ADVERTISING, INC.	19014.02	04/30/2019	3/29/19	201.44.1600.465.50025	175.00
LIME VALLEY ADVERTISING, INC.	19276	04/30/2019	4/9/19	201.44.1600.465.50025	250.00
RIVER HEIGHTS CHAMBER OF COMMERCE	9975	04/30/2019	APRIL 2019	201.44.1600.465.30700	400.00
RIVER HEIGHTS CHAMBER OF COMMERCE	9975	04/30/2019	APRIL 2019	201.44.1600.465.30700	143.33
RIVER HEIGHTS CHAMBER OF COMMERCE	9975	04/30/2019	APRIL 2019	201.44.1600.465.30700	5,147.16
RIVER HEIGHTS CHAMBER OF COMMERCE	9975	04/30/2019	APRIL 2019	201.44.1600.465.30700	333.33
RIVER HEIGHTS CHAMBER OF COMMERCE	9975	04/30/2019	APRIL 2019	201.44.1600.465.40065	250.00
Fund: 201 - C.V.B. FUND					6,698.82
GENESIS EMPLOYEE BENEFITS, INC	IN1506611	05/07/2019	Payroll	204.44.6100.452.30550	4.05
KAREL, HAYLEY	4/24/19	05/07/2019	REFUND - SCHEDULE CONFLICT	204.44.0000.3470000	99.00
MAYER ARTS INC	3147	05/07/2019	4/22/19	204.44.6100.452.30700	240.00
MN DEPT OF REVENUE	Mar - 19	04/22/2019	Taxes	204.207.2070300	405.14
ROXANNE CARLSON	1/23/19	04/30/2019	FACE PAINTING	204.44.6100.452.30700	300.00
SCHEMA. JUSTIN OR ANGELA	4/24/19	05/07/2019	REFUND - SCHEDULE CONFLICT	204.44.0000.3470000	45.00
TRUONG, VAN	4/24/19	05/07/2019	REFUND - SCHEDULE CONFLICT	204.44.0000.3470000	61.00
Fund: 204 - RECREATION FUND					1,154.19
ADRIENNE, TODD	4/8/19	04/30/2019	REFUND - CANCELLATION	205.44.0000.3493501	65.00
BIANCHI, MICHELE	4/9/19	04/30/2019	REFUND - CANCELLATION	205.44.0000.3493501	98.00
GENESIS EMPLOYEE BENEFITS, INC	IN1506611	05/07/2019	Payroll	205.44.6200.453.30550	4.71
GENESIS EMPLOYEE BENEFITS, INC	IN1506611	05/07/2019	Payroll	205.44.6200.453.30550	4.72
GENESIS EMPLOYEE BENEFITS, INC	IN1506611	05/07/2019	Payroll	205.44.6200.453.30550	9.43
GENESIS EMPLOYEE BENEFITS, INC	IN1506611	05/07/2019	Payroll	205.44.6200.453.30550	39.89
HOME DEPOT USA INC.	486569379	04/30/2019	607670	205.44.6200.453.60016	540.01
HOME DEPOT USA INC.	486569379	04/30/2019	607670	205.44.6200.453.60016	540.01
HORIZON COMMERCIAL POOL SUPPLY	J181115111	04/30/2019	INV01	205.44.6200.453.80200	132,839.00
HUBBELL, KENDRA	4/9/19	04/30/2019	REFUND - CANCELLATION	205.44.0000.3493501	49.00
HUEBSCH SERVICES	4277961	05/07/2019	92965	205.44.6200.453.40040	59.61
HUEBSCH SERVICES	4277961	05/07/2019	92965	205.44.6200.453.40040	238.40
LARSON, JUDY	4/8/19	04/30/2019	REFUND - CANCELLATION	205.44.0000.3493501	72.00
MN DEPT OF REVENUE	Mar - 19	04/22/2019	Taxes	205.207.2070300	7,990.24
NEMEC, JO	4/12/19	05/07/2019	REFUND - SWIM LESSONS	205.44.0000.3493501	65.00
PERFECTION PLUS, INC	1129210	04/30/2019	MARCH 2019	205.44.6200.453.40040	5,857.50
SURID, STEPHANIE	4/18/19	05/07/2019	REFUND - LOW ENROLLMENT	205.44.0000.3493501	70.00
VERIZON WIRELESS	9826820608	04/30/2019	Telephone	205.44.6200.453.50020	22.54
VERIZON WIRELESS	9826820608	04/30/2019	Telephone	205.44.6200.453.50020	58.96
VERIZON WIRELESS	9826820608	04/30/2019	Telephone	205.44.6200.453.50020	75.00
VERIZON WIRELESS	9826820608	04/30/2019	Telephone	205.44.6200.453.50020	75.00
WAEGENER, STEPHANIE	4/4/19	04/30/2019	REFUND - CANCELLATION	205.44.0000.3493501	65.00
Fund: 205 - COMMUNITY CENTER					148,839.02
DAKOTA CTY PROP TAXATION & RECORDS	2019 PROP. TAX. PYMTS	04/23/2019	2019 PROPERTY TAX PAYMENTS	291.45.3000.419.30700	5,039.12
Fund: 291 - EDA ACQUISITIONS					5,039.12
COST, PLANNING AND MANAGEMENT INTERNA	7252	05/07/2019	18208	434.42.4200.423.30700	3,237.80
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 Fire St	04/30/2019	Legal	434.42.4200.423.30420	48.00
VEIT & COMPANY INC	180305-2	04/30/2019	14079	434.42.4200.423.30700	8,989.50
WENDEL ADG, LLC	351261	04/23/2019	600801	434.42.4200.423.30200	3,677.60
Fund: 434 - 2014 IMPROVEMENT FUND					15,952.90
DAKOTA CTY PROP TAXATION & RECORDS	2019 PROP. TAX. PYMTS	04/23/2019	2019 PROPERTY TAX PAYMENTS	437.44.5900.737.30700	2,095.02
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 Heritag	04/30/2019	Legal	437.44.5900.737.30420	264.00
VEIT & COMPANY INC	180305-2	04/30/2019	14079	437.44.5900.737.30700	40,514.00
VEIT & COMPANY INC	180305-3	04/30/2019	14079	437.44.5900.737.30700	7,495.50
WSB & ASSOCIATES, INC.	R-011626-000-12B	04/30/2019	2/26/19	437.44.5900.737.30700	266.50
WSB & ASSOCIATES, INC.	R-011626-000-14	05/07/2019	HVP DOG PARK DEVELOPMENT	437.44.5900.737.30700	266.00
WSB & ASSOCIATES, INC.	R-013050-000-6	05/07/2019	HVP PHASE 2 DEVELOPMENT	437.44.5900.737.30700	18,222.50
WSB & ASSOCIATES, INC.	R-011626-000-13B	04/30/2019	3/25/19	437.44.5900.737.30700	393.00
Fund: 437 - 2017 IMPROVEMENT FUND					69,516.52
DAKOTA CTY FINANCIAL SVCS	00034617	04/30/2019	CP 30-37	438.73.5900.738.30300	174,697.32
Fund: 438 - 2018 IMPROVEMENT FUND					174,697.32
ECOSAFE ZERO WASTE USA INC.	10732	04/30/2019	44124	439.43.5500.446.60065	53.36
GRAINGER	9161559696	05/07/2019	806460150	439.42.4200.423.60018	432.78
Fund: 439 - 2019 IMPROVEMENT FUND					486.14
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 #1809	04/30/2019	Legal	440.74.5900.740.30420	93.00
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 55th St	04/30/2019	Legal	440.74.5900.740.30420	314.50
Fund: 440 - PAVEMENT MANAGEMENT PROJ					407.50

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC PUMP INC	0065205-IN	05/07/2019	0013682	441.74.5900.741.40066	1,469.23
GENESIS EMPLOYEE BENEFITS, INC	IN1506611	05/07/2019	Payroll	441.74.5900.741.30550	4.71
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-11904	05/07/2019	INVRGRV-1	441.74.5900.741.40020	70.43
M & J SERVICES, LLC	1972	05/07/2019	4/19/19	441.74.5900.741.40066	1,860.00
M & J SERVICES, LLC	1973	05/07/2019	4/19/19	441.74.5900.741.40066	2,120.00
Fund: 441 - STORM WATER MANAGEMENT					5,524.37
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 #1503-	04/30/2019	Legal	446.74.5900.746.30420	3,430.50
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 #1513-	04/30/2019	Legal	446.74.5900.746.30420	135.00
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 #1608-	04/30/2019	Legal	446.74.5900.746.30420	1,012.50
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 #1724	04/30/2019	Legal	446.74.5900.746.30420	51.00
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 impr P	04/30/2019	Legal	446.74.5900.746.30420	121.50
WSB & ASSOCIATES, INC.	0-001702-290-6	04/30/2019	3/27/19	446.74.5900.746.30300	3,816.00
WSB & ASSOCIATES, INC.	0-001702-290-6	04/30/2019	3/27/19	446.74.5900.746.30300	16,519.75
WSB & ASSOCIATES, INC.	R-012429-000-9	04/30/2019	4/15/19	446.74.5900.746.30300	3,481.50
WSB & ASSOCIATES, INC.	0-001702-290-7	04/30/2019	4/18/19	446.74.5900.746.30300	5,262.50
WSB & ASSOCIATES, INC.	0-001702-290-7	04/30/2019	4/18/19	446.74.5900.746.30300	6,917.00
Fund: 446 - NW AREA					40,747.25
DAKOTA CTY PROP TAXATION & RECORDS	2019 PROP. TAX. PYMTS	04/23/2019	2019 PROPERTY TAX PAYMENTS	448.74.5900.748.30700	4,141.04
DAKOTA CTY PROP TAXATION & RECORDS	2019 PROP. TAX. PYMTS	04/23/2019	2019 PROPERTY TAX PAYMENTS	448.74.5900.748.30700	118.86
Fund: 448 - NWA - STORM WATER					4,259.90
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 Acq. of	04/30/2019	Legal	449.45.3000.419.30420	36.00
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 Americ	04/30/2019	Legal	449.45.3000.419.30420	190.00
MAX STEININGER, INC.	4/30/19	05/07/2019	1805 60TH ST E HOUSE DEMO	449.45.3000.419.30700	56,900.00
Fund: 449 - COMMUNITY PROPERTY					57,126.00
BARR ENGINEERING COMPANY	23190218.00-276	04/23/2019	4/12/19	451.75.5900.751.30700	4,709.00
JOEL CARLSON	4/15/19	04/30/2019	MAY 2019	451.75.5900.751.30700	1,000.00
Fund: 451 - HOST COMMUNITY FUND					5,709.00
DAKOTA CTY PROP TAXATION & RECORDS	2018 TIF MAIN. 180063	05/07/2019	TIF 4-1 SE QUADRANT	453.57.9000.570.30700	9,342.00
Fund: 453 - SE QUADRANT TIF DIST 4-1					9,342.00
CORE & MAIN LP	K367276	04/23/2019	099872	501.50.7100.512.40043	3,663.35
CORE & MAIN LP	K380176	04/23/2019	099872	501.50.7100.512.40043	129.61
CORE & MAIN LP	K380177	04/23/2019	099872	501.50.7100.512.40043	163.63
CORE & MAIN LP	K380178	05/07/2019	099872	501.50.7100.512.40043	1,033.77
CORE & MAIN LP	K383947	04/23/2019	099872	501.50.7100.512.40043	185.48
CORE & MAIN LP	K380157	04/23/2019	099872	501.50.7100.512.40043	1,675.49
CORE & MAIN LP	K417874	05/07/2019	099872	501.50.7100.512.75500	595.93
CORE & MAIN LP	K429112	05/07/2019	099872	501.50.7100.512.40043	580.72
FIRST SUPPLY LLC	1857147-00	05/07/2019	91125691	501.50.7100.512.40040	32.80
FIRST SUPPLY LLC	1857348-00	05/07/2019	91125691	501.50.7100.512.40040	6.68
FIRST SUPPLY LLC	1857371-00	05/07/2019	91125691	501.50.7100.512.40040	144.72
FLEXIBLE PIPE TOOL COMPANY	23575	05/07/2019	4/24/19	501.50.7100.512.60016	52.40
GENESIS EMPLOYEE BENEFITS, INC	IN1506611	05/07/2019	Payroll	501.50.7100.512.30550	38.66
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-11904	05/07/2019	INVRGRV-1	501.50.7100.512.40020	1,290.43
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-21904	05/07/2019	INVRGRV-W	501.50.7100.512.40020	3,333.80
HYDRODESIGNS, INC	0052056-IN	05/07/2019	INVERGR	501.50.7100.512.30700	1,247.25
MADISON NATIONAL LIFE INSURANCE COMPAN	1340740	04/23/2019	MAY 2019 GROUP #012439	501.50.7100.512.20630	(34.42)
METROPOLITAN COUNCIL	0001095774	05/07/2019	V041	501.50.7100.512.40043	425.00
MN DEPT OF REVENUE	Mar - 19	04/22/2019	Taxes	501.207.2070200	1,438.19
MN GLOVE & SAFETY, INC.	315859	05/07/2019	CTINVE	501.50.7100.512.60045	214.96
OCCUPATIONAL HEALTH CENTERS OF MINNESO	102958605	04/23/2019	N26-1351004654	501.50.7100.512.30700	88.50
SUSA - SECRETARY/TREASURER	2019 MEMBERSHIP APPL	05/07/2019	2	501.50.7100.512.50070	125.00
TODD DOUGLAS EDINGER - RMR SERVICES LLC	2019120	04/23/2019	APRIL 2019	501.50.7100.512.30700	1,757.12
USABUEBOOK	854693	04/23/2019	656648	501.50.7100.512.60011	69.13
USABUEBOOK	866605	05/07/2019	656648	501.50.7100.512.40040	690.47
VERIZON WIRELESS	9826820608	04/30/2019	Telephone	501.50.7100.512.50020	437.86
Fund: 501 - WATER UTILITY FUND					19,386.53
AUTOMATIC SYSTEMS CO.	33301S	05/07/2019	INVE01	502.51.7200.514.40042	274.65
CORE & MAIN LP	K370670	04/23/2019	099872	502.51.7200.514.60065	120.00
GENESIS EMPLOYEE BENEFITS, INC	IN1506611	05/07/2019	Payroll	502.51.7200.514.30550	22.63
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-11904	05/07/2019	INVRGRV-1	502.51.7200.514.40020	45.88
OCCUPATIONAL HEALTH CENTERS OF MINNESO	102958605	04/23/2019	N26-1351004654	502.51.7200.514.30700	88.50
SAFE-FAST, INC.	INV213747	05/07/2019	4/15/19	502.51.7200.514.60045	443.35
VISU-SEWER CLEAN & SEAL INC	30172	04/23/2019	2021	502.51.7200.514.40043	8,770.40
ZIEGLER INC	A6983201	05/07/2019	4069900	502.51.7200.514.40043	1,410.00
ZIEGLER INC	A7067101	05/07/2019	4069900	502.51.7200.514.40043	50.00
Fund: 502 - SEWER UTILITY FUND					11,225.41
ABBY SWENSON	12063	04/23/2019	2019 JPA PUMP MAINTENANCE INVOI	503.52.8500.526.50025	200.00
ARTISAN BEER COMPANY	3338114	04/30/2019	125656	503.52.8300.524.76150	1,098.40
BREAKTHRU BEVERAGE MINNESOTA	1090993167	04/30/2019	102294	503.52.8300.524.76150	511.20
BREAKTHRU BEVERAGE MINNESOTA	1090995995	05/07/2019	102294	503.52.8300.524.76150	286.50
COCA COLA BOTTLING COMPANY	3607205746	04/30/2019	4/17/19	503.52.8300.524.76100	3,022.51
COCA COLA BOTTLING COMPANY	3607205747	04/30/2019	4/17/19	503.52.8300.524.76100	(150.00)
COCA COLA BOTTLING COMPANY	3607205786	05/07/2019	4/24/19	503.52.8300.524.76100	486.24

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COLLEGE CITY BEVERAGE	611-0625	05/07/2019	3592	503.52.8300.524.76150	838.20
GEMPLER'S INC.	INV0004403456	04/30/2019	4/18/19	503.52.8600.527.60065	90.15
GENESIS EMPLOYEE BENEFITS, INC	IN1506611	05/07/2019	Payroll	503.52.8600.527.30550	9.43
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-11904	05/07/2019	INVRGRV-1	503.52.8600.527.40020	7.99
HANCO CORPORATION	463910	05/07/2019	332801	503.52.8600.527.60014	359.00
HEGGIES PIZZA	359073716	04/30/2019	C244	503.52.8300.524.76050	211.20
JJ TAYLOR DIST. COMPANY OF MN	2976016	04/30/2019	00834	503.52.8300.524.76150	1,137.40
M. AMUNDSON LLP	278314	04/30/2019	902858	503.52.8300.524.76050	622.40
MANSFIELD OIL COMPANY	21248977	04/30/2019	24129	503.52.8400.525.60021	1,408.47
MANSFIELD OIL COMPANY	21260263	05/07/2019	24129	503.52.8600.527.60021	2,291.58
MANSFIELD OIL COMPANY	21260300	05/07/2019	24129	503.52.8600.527.60021	2,217.82
MN DEPT OF REVENUE	Mar - 19	04/22/2019	Taxes	503.207.2070300	671.56
MN LIFE INSURANCE CO	MAY 2019	05/07/2019	POLICY #0027324	503.52.8600.527.20620	(3.38)
MTI DISTRIBUTING CO	1204644-00	04/30/2019	402307	503.52.8600.527.60050	159.10
MTI DISTRIBUTING CO	1203468-01	05/07/2019	402307	503.52.8600.527.40042	30.97
MTI DISTRIBUTING CO	1207095-00	05/07/2019	402307	503.52.8600.527.40042	2,104.35
MTI DISTRIBUTING CO	1208186-00	05/07/2019	402307	503.52.8600.527.40042	211.20
MTI DISTRIBUTING CO	1208186-01	05/07/2019	402307	503.52.8600.527.40042	43.98
MTI DISTRIBUTING CO	1208664-00	05/07/2019	402307	503.52.8600.527.40042	103.48
NAPA OF INVER GROVE HEIGHTS	5762-133340	04/30/2019	4165	503.52.8600.527.40042	38.55
PHILLIPS WINE & SPIRITS	2537163	04/30/2019	125656	503.52.8300.524.76150	1,183.85
SOUTH BAY DESIGN	040119	04/30/2019	INVERWOOD	503.52.8500.526.50025	255.00
SUPERIOR TURF SERVICES INC	15517	04/30/2019	4/4/19	503.52.8600.527.60050	380.30
SUPERIOR TURF SERVICES INC	15518	04/30/2019	4/4/19	503.52.8600.527.60050	106.06
SUPERIOR TURF SERVICES INC	15607	05/07/2019	4/23/19	503.52.8600.527.60030	3,558.70
TRI-STATE BOBCAT INC.	P11046	04/30/2019	41466	503.52.8600.527.40042	180.07
US FOODSERVICE	3631319	04/30/2019	03805983	503.52.8300.524.60065	444.48
US FOODSERVICE	3631319	04/30/2019	03805983	503.52.8300.524.76050	1,577.56
US FOODSERVICE	3686193	04/30/2019	03805983	503.52.8300.524.60065	136.09
US FOODSERVICE	3686193	04/30/2019	03805983	503.52.8300.524.76050	633.70
VERIZON WIRELESS	9826820608	04/30/2019	Telephone	503.52.8500.526.50020	126.62
WILSON SPORTING GOODS	4527648667	05/07/2019	187981/945330	503.52.8100.522.60060	2,321.61
WINFIELD SOLUTIONS, LLC	63005298	04/30/2019	SO 44160115	503.52.8600.527.60020	597.44
Fund: 503 - INVER WOOD GOLF COURSE					29,509.78

CATHERINE M. PERME	1198	05/07/2019	4/30/19	602.00.2100.415.30700	8,720.00
GENESIS EMPLOYEE BENEFITS, INC	IN1506611	05/07/2019	Payroll	602.00.2100.415.30550	0.47
HERREID & ASSOCIATES	1094	05/07/2019	4/21/19	602.00.2100.415.30700	4,338.20
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 Rauscl	04/30/2019	Legal	602.00.2100.415.30420	296.00
MEGHAN QUIGLEY	INV00002	04/30/2019	4/9/19	602.00.2100.415.40048	3,000.00
Fund: 602 - RISK MANAGEMENT					16,354.67

ALLSTATE PETERBILT OF SOUTH ST. PAUL	3004229563	04/23/2019	14649	603.140.1450050	35.91
CENTENNIAL GLASS	W00008726	04/23/2019	4/11/19	603.00.5300.444.40041	335.00
CUMMINS INC.	E4-88975	05/07/2019	21070	603.00.5300.444.40041	349.00
EMERGENCY AUTOMOTIVE TECHNOLOGIES	DL041719-21	05/07/2019	4/17/19	603.00.5300.444.40041	121.20
EVEREST EMERGENCY VEHICLES, INC.	W02367	04/30/2019	INV001	603.00.5300.444.80700	344.84
FERRELLGAS	1106081232	04/23/2019	7754787	603.00.5300.444.40041	24.49
FLEETPRIDE	24048500	04/23/2019	4/2/19	603.140.1450050	238.60
GENESIS EMPLOYEE BENEFITS, INC	IN1506611	05/07/2019	Payroll	603.00.5300.444.30550	9.43
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-11904	05/07/2019	INVRGRV-1	603.00.5300.444.40020	136.81
INVER GROVE FORD	5268900	04/23/2019	4/9/19	603.00.5300.444.40041	146.78
INVER GROVE FORD	6285017/1	05/07/2019	4/9/19	603.00.5300.444.40041	371.82
INVER GROVE FORD	5269233	05/07/2019	4/16/19	603.00.5300.444.40041	5.36
INVER GROVE FORD	6285612/1	05/07/2019	4/17/19	603.00.5300.444.40041	939.31
INVER GROVE FORD	5269383	05/07/2019	4/18/19	603.00.5300.444.40041	52.89
I-STATE TRUCK CENTER	C242580688:01	04/23/2019	13468	603.00.5300.444.40041	25.15
I-STATE TRUCK CENTER	C242580653:01	04/30/2019	13468	603.00.5300.444.40041	53.10
KIMBALL MIDWEST	7032568	04/23/2019	222006	603.00.5300.444.60012	237.34
MANSFIELD OIL COMPANY	406388	04/30/2019	23866-02-406388	603.140.1450060	9,421.89
MANSFIELD OIL COMPANY	406391	04/30/2019	23866-01-406391	603.140.1450060	5,144.56
MID CITY SERVICES, INC.	91319	05/07/2019	4/12/19	603.00.5300.444.40065	48.00
MIDWAY FORD	121264	05/07/2019	3/21/19	603.00.5300.444.80700	25,188.60
MN DEPT OF REVENUE	3/31/19	04/23/2019	MARCH 2019 PETRO TAX	603.00.5300.444.60021	646.38
MN SUPPLY CO	Y96136	05/07/2019	39242	603.00.5300.444.40041	535.74
MN SUPPLY CO	Y95312	05/07/2019	39242	603.00.5300.444.40041	1,201.00
NORTH AMERICAN TRAILER SALES	0304141753	05/07/2019	10095	603.00.5300.444.60012	54.45
NORTH AMERICAN TRAILER SALES	0304141825	05/07/2019	10095	603.00.5300.444.40041	17.35
NORTHERN POWER PRODUCTS	292525	04/30/2019	4/2/19	603.00.5300.444.40041	76.96
O' REILLY AUTO PARTS	1767-389548	04/30/2019	1578028	603.140.1450050	28.80
O' REILLY AUTO PARTS	1767-389674	04/30/2019	1578028	603.140.1450050	5.88
O' REILLY AUTO PARTS	1767-389744	04/30/2019	1578028	603.00.5300.444.40041	16.61
O' REILLY AUTO PARTS	1767-389745	04/30/2019	1578028	603.00.5300.444.40041	56.40
O' REILLY AUTO PARTS	1767-390114	04/30/2019	1578028	603.00.5300.444.40041	111.45
O' REILLY AUTO PARTS	1767-390436	04/30/2019	1578028	603.140.1450050	68.94
O' REILLY AUTO PARTS	1767-390954	04/30/2019	1578028	603.00.5300.444.40041	150.41
O' REILLY AUTO PARTS	1767-390959	04/30/2019	1578028	603.00.5300.444.40041	16.99
O' REILLY AUTO PARTS	1767-390972	04/30/2019	1578028	603.00.5300.444.40041	4.99
O' REILLY AUTO PARTS	1767-391221	04/30/2019	1578028	603.00.5300.444.40041	12.19
O' REILLY AUTO PARTS	1767-391410	04/30/2019	1578028	603.00.5300.444.40041	374.68
O' REILLY AUTO PARTS	1767-391423	04/30/2019	1578028	603.00.5300.444.40041	214.17

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
O' REILLY AUTO PARTS	1767-391484	04/30/2019	1578028	603.140.1450050	116.44
O' REILLY AUTO PARTS	1767-391639	05/07/2019	1578028	603.140.1450050	79.97
O' REILLY AUTO PARTS	1767-391642	05/07/2019	1578028	603.140.1450050	49.71
O' REILLY AUTO PARTS	1767-391780	05/07/2019	1578028	603.00.5300.444.40041	6.49
O' REILLY AUTO PARTS	1767-392263	05/07/2019	1578028	603.00.5300.444.40041	13.98
O' REILLY AUTO PARTS	1767-392417	05/07/2019	1578028	603.140.1450050	15.48
O' REILLY AUTO PARTS	1767-392477	05/07/2019	1578028	603.00.5300.444.40041	203.14
O' REILLY AUTO PARTS	1767-392478	05/07/2019	1578028	603.140.1450050	27.04
O' REILLY AUTO PARTS	1767-392931	05/07/2019	1578028	603.00.5300.444.40041	69.75
O' REILLY AUTO PARTS	1767-393809	05/07/2019	1578028	603.00.5300.444.40041	53.15
O' REILLY AUTO PARTS	1767-393816	05/07/2019	1578028	603.00.5300.444.60012	15.99
O' REILLY AUTO PARTS	1767-393817	05/07/2019	1578028	603.140.1450050	15.80
O' REILLY AUTO PARTS	1767-393818	05/07/2019	1578028	603.140.1450050	47.40
O' REILLY AUTO PARTS	1767-393840	05/07/2019	1578028	603.00.5300.444.40041	127.17
O' REILLY AUTO PARTS	1767-394001	05/07/2019	1578028	603.00.5300.444.40041	193.01
O' REILLY AUTO PARTS	1767-394024	05/07/2019	1578028	603.00.5300.444.40041	84.99
O' REILLY AUTO PARTS	1767-394086	05/07/2019	1578028	603.00.5300.444.40041	193.01
O' REILLY AUTO PARTS	1767-390136	04/30/2019	1578028	603.00.5300.444.40041	(18.00)
O' REILLY AUTO PARTS	1767-3910264/	05/07/2019	1578028	603.00.5300.444.40041	(18.00)
O' REILLY AUTO PARTS	1767-391753	05/07/2019	1578028	603.00.5300.444.40041	(84.00)
O' REILLY AUTO PARTS	1767-393815	05/07/2019	1578028	603.00.5300.444.40041	(53.15)
PERFECTION PLUS, INC	1129210	04/30/2019	MARCH 2019	603.00.5300.444.40040	442.00
PETTY CASH	4/23/19	04/23/2019	PETTY CASH REQUEST	603.00.5300.444.60065	36.00
POMP'S TIRE SERVICE, INC.	980057765	04/30/2019	4502557	603.140.1450050	1,620.00
POMP'S TIRE SERVICE, INC.	980058104	05/07/2019	4/16/19	603.00.5300.444.60014	487.64
POMP'S TIRE SERVICE, INC.	980057722	04/30/2019	4502557	603.00.5300.444.60014	949.50
SEMA EQUIPMENT INC.	1236243	02/12/2019	4504309	603.00.5300.444.40042	197.65
SOUTH EAST TOWING	215471	05/07/2019	3/6/19	603.00.5300.444.40041	95.00
SOUTH EAST TOWING	216426	05/07/2019	3/12/19	603.00.5300.444.40041	100.00
SOUTH EAST TOWING	215222	05/07/2019	3/22/19	603.00.5300.444.40041	25.00
TOWMASTER TRAILERS INC	414352	04/30/2019	2946	603.00.5300.444.80700	97,233.00
UNIFIRST CORPORATION	090 0476003	04/30/2019	1051948	603.00.5300.444.40065	168.60
UNIFIRST CORPORATION	090 0476003	04/30/2019	1051948	603.00.5300.444.60045	33.50
UNIFIRST CORPORATION	090 0477342	05/07/2019	1051948	603.00.5300.444.40065	168.60
UNIFIRST CORPORATION	090 0477342	05/07/2019	1051948	603.00.5300.444.60045	33.50
UNIFIRST CORPORATION	090 0478682	05/07/2019	1051948	603.00.5300.444.40065	168.60
UNIFIRST CORPORATION	090 0478682	05/07/2019	1051948	603.00.5300.444.60045	35.35
VERIZON WIRELESS	9826820608	04/30/2019	Telephone	603.00.5300.444.50020	135.08
WATEROUS COMPANY	P201696 001	04/30/2019	289000000	603.00.5300.444.40041	449.10
ZARNOTH BRUSH WORKS	01741511-IN	05/07/2019	112741	603.140.1450050	1,484.50
Fund: 603 - CENTRAL EQUIPMENT					151,825.46
HUEBSCH SERVICES	4269664	04/30/2019	100075	605.00.7500.460.40065	120.52
HUEBSCH SERVICES	4277960	05/07/2019	100075	605.00.7500.460.40065	120.52
PERFECTION PLUS, INC	1129210	04/30/2019	MARCH 2019	605.00.7500.460.40040	4,512.08
Fund: 605 - CITY FACILITIES					4,753.12
CDW GOVERNMENT INC	RZW2086	05/07/2019	2394832	606.00.1400.413.60010	348.24
CDW GOVERNMENT INC	RZZ8877	05/07/2019	2394832	606.00.1400.413.60041	1,438.50
CDW GOVERNMENT INC	SBR7717	05/07/2019	2394832	606.00.1400.413.60041	57.75
GENESIS EMPLOYEE BENEFITS, INC	IN1506611	05/07/2019	Payroll	606.00.1400.413.30550	14.16
LVC COMPANIES, INC.	7825	05/07/2019	101199	606.00.1400.413.40049	2,550.00
MN DEPT OF REVENUE	Mar - 19	04/22/2019	Taxes	606.00.1400.413.60041	9.95
MN DEPT OF REVENUE	Mar - 19	04/22/2019	Taxes	606.00.1400.413.80610	22.06
OFFICE OF MN. IT SERVICES	DV19030482	04/23/2019	200B00171	606.00.1400.413.50070	310.00
TDS METROCOM	4/13/19 651 457 7490	04/30/2019	651	606.00.1400.413.50020	171.79
WORKS COMPUTING, INC.	31181	04/30/2019	INVER	606.00.1400.413.50070	1,895.72
WORKS COMPUTING, INC.	31196	05/07/2019	INVER	606.00.1400.413.30700	16,248.00
WORKS COMPUTING, INC.	31217	05/07/2019	INVER	606.00.1400.413.30700	1,275.00
WORKS COMPUTING, INC.	31122	04/26/2019	INVER	606.00.1400.413.30700	13,512.50
WORKS COMPUTING, INC.	31123	04/30/2019	INVER	606.00.1400.413.30700	480.00
Fund: 606 - TECHNOLOGY FUND					38,333.67
EMMONS & OLIVIER RESOURCES	00095-0061-1	04/30/2019	00095-0061	702.229.2304602	212.25
FRATTALONE COMPANIES INC	1/17/19	05/07/2019	ESCROW REFUND	702.229.2283801	18,183.18
KENNEDY & GRAVEN	147889	04/30/2019	3/31/19	702.229.2309402	6,073.75
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 Scenic	04/30/2019	Legal	702.229.2284602	2,749.00
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 Amben	04/30/2019	Legal	702.229.2302702	66.00
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 Best Fi	04/30/2019	Legal	702.229.2301702	1,228.00
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 Blacks	04/30/2019	Legal	702.229.2287302	589.00
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 Centre	04/30/2019	Legal	702.229.2297402	1,218.00
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 Forfeiti	04/30/2019	Legal	702.229.2291000	112.00
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 Forfeiti	04/30/2019	Legal	702.229.2291000	8.00
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 Forfeiti	04/30/2019	Legal	702.229.2291000	8.00
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 Forfeiti	04/30/2019	Legal	702.229.2291000	8.00
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LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 Forfeiti	04/30/2019	Legal	702.229.2291000	180.00
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 Forfeiti	04/30/2019	Legal	702.229.2291000	192.00
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 Forfeiti	04/30/2019	Legal	702.229.2291000	8.00
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 Forfeiti	04/30/2019	Legal	702.229.2291000	208.00
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 Forfeiti	04/30/2019	Legal	702.229.2291000	48.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 Forfeitt	04/30/2019	Legal	702.229.2291000	192.00
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 Forfeitt	04/30/2019	Legal	702.229.2291000	244.00
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 IGH Br	04/30/2019	Legal	702.229.2300302	1,050.00
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 Police-	04/30/2019	Legal	702.229.2291000	940.00
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 Robert	04/30/2019	Legal	702.229.2285901	76.00
LEVANDER, GILLEN & MILLER P.A.	81000E 03/31/2019 VanSci	04/30/2019	Legal	702.229.2297602	22.00
NORTHERN SERVICE CENTER	19HACR1832121	04/23/2019	BRITNEY RILEY	702.229.2291000	300.00
NORTHERN SERVICE CENTER	19WSCR18153071	04/23/2019	JASON ELGERSMA	702.229.2291000	1,000.00
PETTY CASH - POLICE	4/23/19	04/23/2019	PETTY CASH REQUEST	702.229.2291000	166.25
ROXANNE CARLSON	1/23/19	04/30/2019	FACE PAINTING	702.229.2307200	225.00
TSA HOLDINGS	4/26/19	05/07/2019	ESCROW REFUND	702.229.2309302	4,363.02
Fund: 702 - ESCROW FUND					39,701.45
Grand Total					1,191,792.15

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

REQUEST FOR APPROVAL OF RENTAL HOUSING LICENSE

Meeting Date: May 13, 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 nine (9) 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:

- BORIS MAKHLIN; OWNER: 7452 BOLTON WAY - TOWNHOUSE
- ERIK LARSON; PROPERTY MANAGER: 5445 BABCOCK TRAIL #202 CONDO
- ERIK LARSON; PROPERTY MANAGER: 5445 BABCOCK TRAIL #206 CONDO
- ERIK LARSON; PROPERTY MANAGER: 5445 BABCOCK TRAIL #207 CONDO
- ERIK LARSON; PROPERTY MANAGER: 5445 BABCOCK TRAIL #208 CONDO
- ERIK LARSON; PROPERTY MANAGER: 5447 BABCOCK TRAIL #103 CONDO
- ERIK LARSON; PROPERTY MANAGER: 5447 BABCOCK TRAIL #104 CONDO
- ERIK LARSON; PROPERTY MANAGER: 5447 BABCOCK TRAIL #204 CONDO
- ERIK LARSON; PROPERTY MANAGER: 5447 BABCOCK TRAIL #206 CONDO

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

RECOMMENDATIONS

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

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

BWBR ARCHITECTS – Case No. 19-15PR

Meeting Date: May 13, 2019
 Item Type: Consent Agenda
 Contact: Allan Hunting 651.450.2554
 Prepared by: Allan Hunting, City Planner
 Reviewed by:

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Consider a Resolution relating to a Major Site Plan Review to allow a parking deck over an existing parking lot for property located at 5500 Cenex Drive.

- Requires 3/5th's vote.
- 60-day Deadline: June 7, 2019 (first 60-days)

CHS is working to address an issue of shortage of parking on their property. The site is under parked based on their current demand and additional parking is needed. CHS proposes to construct a one level parking deck over a portion of the existing parking lot nearest the office building. The new parking deck would have a total of 283 new spaces. With this addition, 40 spaces along the main entrance would be eliminated, leaving a total of 243 new spaces being proposed.

ANALYSIS

The single level deck would be located over existing parking near the building. Setbacks would remain the same. Engineering does not have any comments since the deck would be constructed over existing impervious surface.

RECOMMENDATION

Planning Division: Planning and Engineering recommends approval of the request as proposed.

Planning Commission: Recommends approval of the Major Site Plan Approval (9-0).

Attachment:

Resolution approving Major Site Plan Approval
 Planning Report

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

RESOLUTION NO. _____

**RESOLUTION APPROVING A MAJOR SITE PLAN REVIEW FOR A 283 SPACE PARKING
DECK ON THE CHS CAMPUS**

Case No. 19-15PR
(BWBR Architects)

WHEREAS, an application for a Major Site Plan Review has been submitted for a 283 space parking deck on the CHS main campus on said property legally described as follows:

**Lot 2, Block 2, Cenex Addition, according the recorded plat thereof, Dakota
County, Minnesota**

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

WHEREAS, a public hearing concerning the request was held before the Inver Grove Heights Planning Commission in accordance with Minnesota Statute, Section 462.357, Subdivision 3 on May 7, 2019;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that a Major Site Plan Review for a parking deck is approved with the following conditions:

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

Overall Site Plan	dated 4/8/19
Site Plan	dated 4/4/19
Tree Planting Plan	dated 4/4/19
Perspective Images	
Exterior Elevations	dated 4/4/19

Resolution No. _____

Page 3

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

Adopted by the City Council of Inver Grove Heights this 13th day of May, 2019.

AYES:

NAYS:

George Tourville, Mayor

ATTEST:

City Clerk

PLANNING REPORT CITY OF INVER GROVE HEIGHTS

CASE NO: 19-15PR

HEARING DATE: May 7, 2019

APPLICANT/PROPERTY OWNER: BWBR Architects/CHS Inc.

REQUEST: Major Site Plan Review for a parking deck over existing parking

LOCATION: 5500 Cenex Drive

COMPREHENSIVE PLAN: O, Office

ZONING: B-1, Limited Business

REVIEWING DIVISIONS: Planning
Engineering

PREPARED BY: Allan Hunting
City Planner

BACKGROUND

CHS is working to address an issue of shortage of parking on their property. The site is under parked based on their current demand and additional parking is needed. The City granted a parking variance when the building was first constructed at a rate of 2.6 spaces/1000 sq ft of building instead of the required 4 spaces/1000 sq ft. Over the years, CHS has added additional parking spaces along the main entrance and constructed a new parking lot across the street in 2014. CHS proposes to construct a one level parking deck over a portion of the existing parking lot nearest the office building. The new parking deck would have a total of 283 new spaces. With this addition, 40 spaces along the main entrance would be eliminated, leaving a total of 243 new spaces being proposed.

EVALUATION OF THE REQUEST

Major Site Plan Review

Setbacks and Parking. The new parking deck would cover the first few rows of parking near the main entrance. The deck would not extend any further than the existing parking area so all setbacks would be met.

Access to the upper level would be on the north side of the deck to avoid car/pedestrian conflicts. The upper level would have a pedestrian access directly to the existing sidewalk leading to the building. Both level access is designed to minimize car/pedestrian conflicts.

Engineering. Because the deck would be located above existing impervious surface, no further storm water management is required.

Landscaping. There are some parking lot landscape islands that would be eliminated. The removed vegetation would be replaced in the green areas in front of the parking lot.

ALTERNATIVES

- A. **Approval.** If the Planning Commission finds the application to be acceptable, the following actions should be taken:
- o Approval of the **Major Site Plan Review** for a 283 space parking deck on the CHS campus subject to the following conditions:
 - 1. The site shall be developed in substantial conformance with the following plans on file in the Planning Department:

Overall Site Plan	dated 4/8/19
Site Plan	dated 4/4/19
Tree Planting Plan	dated 4/4/19
Perspective Images	
Exterior Elevations	dated 4/4/19
- B. **Denial** If the Planning Commission does not favor the proposed application the above request should be recommended for denial. With a recommendation for denial, findings or the basis for the denial should be given.

RECOMMENDATION

Staff recommends approval of the Major Site Plan Review for the parking deck addition with the condition listed.

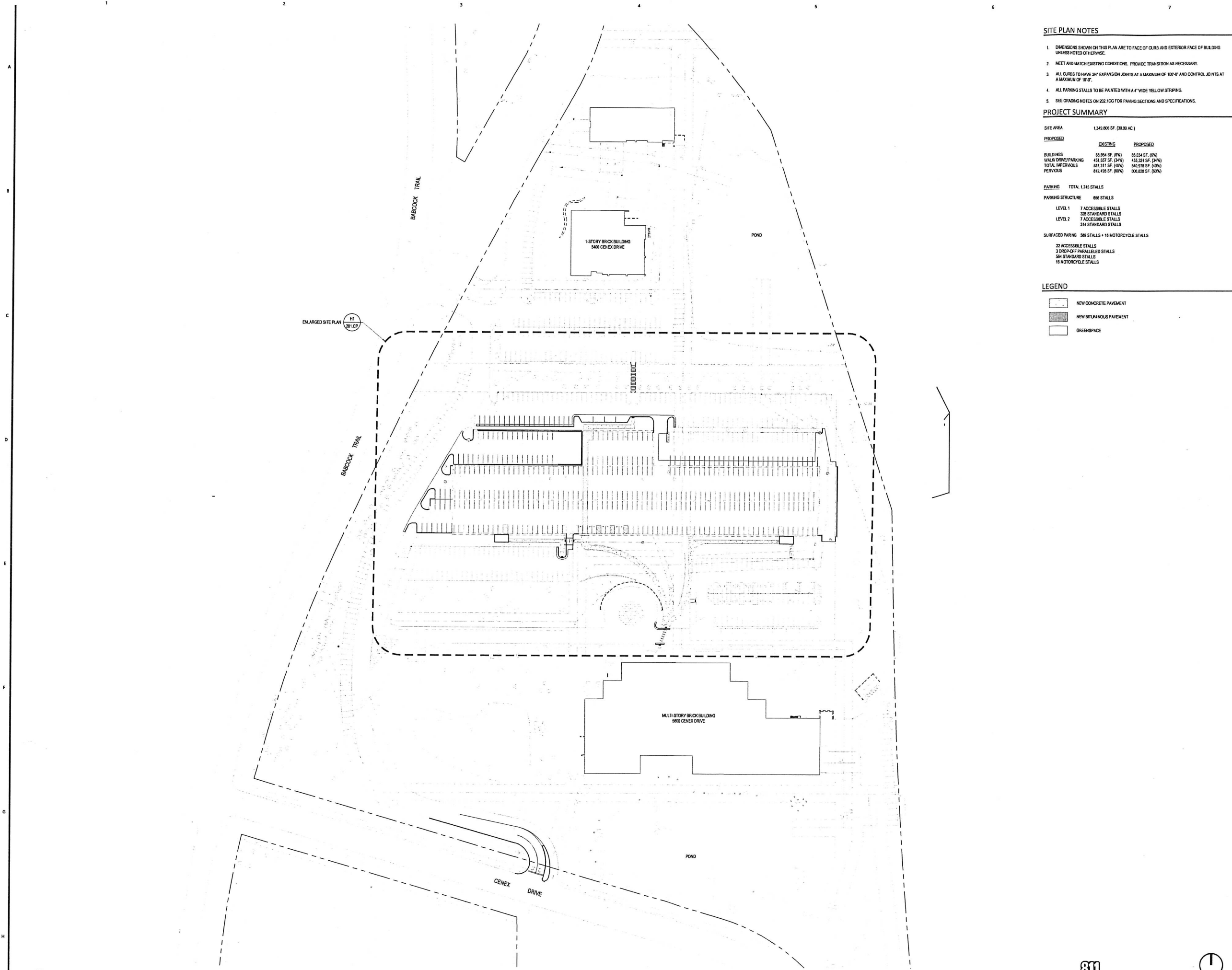
Attachments: Site Location
Overall Site Plan
Site Plan
Tree Planting Plan
Perspective Images
Exterior Elevations



Location Map

Case No. 19-15PR





H1 OVERALL SITE PLAN
1" = 50'

SITE PLAN NOTES

- DIMENSIONS SHOWN ON THIS PLAN ARE TO FACE OF CURB AND EXTERIOR FACE OF BUILDING UNLESS NOTED OTHERWISE.
- MEET AND MATCH EXISTING CONDITIONS. PROVIDE TRANSITION AS NECESSARY.
- ALL CURBS TO HAVE 3/4" EXPANSION JOINTS AT A MAXIMUM OF 10'-0" AND CONTROL JOINTS AT A MAXIMUM OF 10'-0".
- ALL PARKING STALLS TO BE PAINTED WITH A 4" WIDE YELLOW STRIPING.
- SEE GRADING NOTES ON 202.1CD FOR PAVING SECTIONS AND SPECIFICATIONS.

PROJECT SUMMARY

SITE AREA	1,349,806 SF (30.99 AC)	
PROPOSED	EXISTING	PROPOSED
BUILDINGS	85,654 SF (8%)	85,654 SF (8%)
WALK DRIVE/PARKING	451,807 SF (34%)	455,324 SF (34%)
TOTAL IMPERVIOUS	537,461 SF (40%)	540,978 SF (40%)
PERVIOUS	812,435 SF (60%)	808,828 SF (60%)
PARKING	TOTAL 1,245 STALLS	
PARKING STRUCTURE	656 STALLS	
LEVEL 1	7 ACCESSIBLE STALLS	
LEVEL 2	328 STANDARD STALLS	
LEVEL 2	7 ACCESSIBLE STALLS	
LEVEL 2	314 STANDARD STALLS	
SURFACED PARKING	589 STALLS + 18 MOTORCYCLE STALLS	
22 ACCESSIBLE STALLS		
3 DROP-OFF PARALLELED STALLS		
564 STANDARD STALLS		
16 MOTORCYCLE STALLS		

LEGEND

- NEW CONCRETE PAVEMENT
- NEW BITUMINOUS PAVEMENT
- GREENSPACE



PARKING DECK

B|W|B|R

1241 Johnson St. Minneapolis, MN 55402
608.829.8300 ext. 3701
bwbr.com/bwbr.com

McGough

WALKER CONSULTANTS

Elan DESIGN LAB

DF/

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I hereby certify that the information provided herein was prepared by me or under my direct supervision and that I am a duly Licensed Engineer in the State of Minnesota.

Name: MARCELLE J. WESLOCK
Date: 04/08/2019 Lic./Reg. No. 42323

Item	Date
CITY SUBMITTAL ISSUE	04/08/2019
PR-01	07/27/2018
PR-03	08/21/2018
PR-04	10/03/2018

NOT FOR CONSTRUCTION

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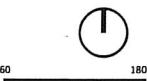
Sheet Title
OVERALL SITE PLAN

Sheet No.

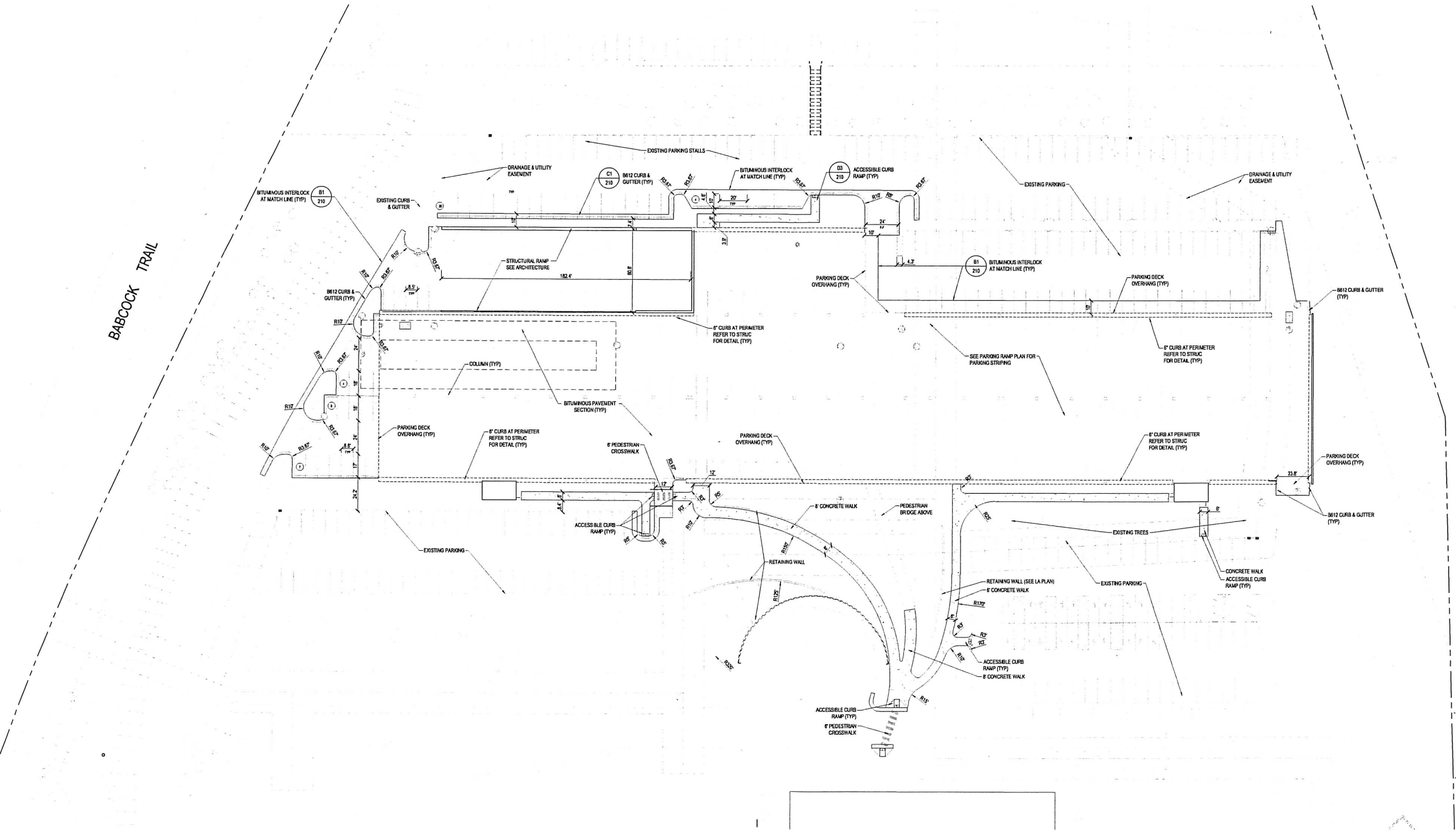
201.1CP



Know what's below.
Call before you dig.



- SITE PLAN NOTES
1. VERIFY ALL FIELD CONDITIONS AND UTILITY LOCATIONS PRIOR TO EXCAVATION/CONSTRUCTION. IF ANY DISCREPANCIES OR UNKNOWN UTILITIES ARE FOUND THAT IMPACT DESIGN OR IMPAIR CONSTRUCTION, THE ENGINEER AND OWNER SHOULD BE IMMEDIATELY NOTIFIED.
 2. DIMENSIONS SHOWN ON THIS PLAN ARE TO FACE OF CURB AND EXTERIOR FACE OF BUILDING UNLESS NOTED OTHERWISE.
 3. MEET AND MATCH EXISTING CONDITIONS. PROVIDE TRANSITION AS NECESSARY.
 4. ON-SITE CURBS TO BE 8"12 CONCRETE CURB & GUTTER. MATCH EXISTING CURBS ON CITY STREETS.
 5. ALL CURBS TO HAVE 3/4" EXPANSION JOINTS AT A MAXIMUM OF 100'-0" AND CONTROL JOINTS AT A MAXIMUM OF 10'-0".
 6. ALL PARKING STALLS TO BE PAINTED WITH A 4" WIDE WHITE STRIPING. ACCESSIBLE SYMBOLS TO BE PAINTED IN WHITE AND ACCESSIBLE ACCESSIBLE TO BE PAINTED WITH A 4" WIDE WHITE PAINTED STRIPE 8 INCHES ON CENTER AND AT 45 DEGREE ANGLES TO STALL, WITH NO PARKING MARKED. REFLECTORIZED PAINT SHALL COMPLY WITH MINDOT 382.
 7. THE COST OF ALL CITY PERMITS AND INSPECTIONS SHALL BE BORNE BY THE CONTRACTOR.



G1 SITE PLAN
1" = 30'



PARKING DECK

B|W|B|R

1241 Johnson St. Suite 500
Madison WI 53703
608.259.8500
bwbr.com

McGough

WALKER
CONSULTANTS

Elan
DESIGN LAB

DF/

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Name: MARCELLE J. WESLOCK
Date: 04/08/2019 Lic./Reg. No. 42323

Issued For:
Item: CITY SUBMITTAL ISSUE
Date: 04/08/2019

NOT FOR CONSTRUCTION

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Drawing Scales apply to Full Size Sheets.

Sheet Title
SITE PLAN

201.2CP

TREES	CODE	QTY	BOTANICAL NAME / COMMON NAME	SIZE	CONT.	NOTES
	AA	4	ACER X FREEMANNII 'JEFFSRED' / AUTUMN BLAZE MAPLE	2.5" CAL	B&B	
	CO	2	CELTIS OCCIDENTALIS / COMMON HACKBERRY	2.5" CAL	B&B	
	GO	3	GYMNOCLADUS DIOICA 'ESPRESSO' / KENTUCKY COFFEETREE	2.5" CAL	B&B	
	MS	4	MALUS X 'SPRING SNOW' / SPRING SNOW CRAB APPLE	1.5" CAL	B&B	
	PJ	6	POPULUS TREMULOIDES 'JFS-COLUMN' / MOUNTAIN SENTINEL QUAKING ASPEN	2.5" CAL	B&B	
	PP	15	POPULUS TREMULOIDES 'PRAIRIE GOLD' / PRAIRIE GOLD ASPEN	2.5" CAL	B&B	
	QB	4	QUERCUS BICOLOR / SWAMP WHITE OAK	2.5" CAL	B&B	
	QM	1	QUERCUS MACROCARPA / BUR OAK	6" CAL	B&B	SPECIMENT TREE
	QS	5	QUERCUS ROBUR X ALBA 'JFS-KW2QX' / SKINNY GENES OAK	2.5" CAL	B&B	
	QN	9	QUERCUS X WAREI 'NADLER' / KINDRED SPIRIT OAK	2.5" CAL	B&B	
	QC	9	QUERCUS X 'CRIMSON SPIRE' / CRIMSON SPIRE OAK	2.5" CAL	B&B	
EVERGREEN TREES	CODE	QTY	BOTANICAL NAME / COMMON NAME	SIZE	CONT.	NOTES
	JE	2	JUNIPERUS VIRGINIANA / EASTERN RED CEDAR	6" HEIGHT	B&B	
	PR	2	PINUS RESINOSA / RED PINE	12" HEIGHT	B&B	NATURAL, FULL FORM
	PS2	4	PINUS STROBUS / WHITE PINE	12" HEIGHT	B&B	
	PS	4	PINUS SYLVESTRIS / SCOTCH PINE	10" HEIGHT	B&B	

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Saint Paul, MN 55102
651.222.3701
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Consultants

McGough

WALKER
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I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Name _____

Date Issue Date Lic./Reg. No. _____

Issued For _____

Item _____ Date _____

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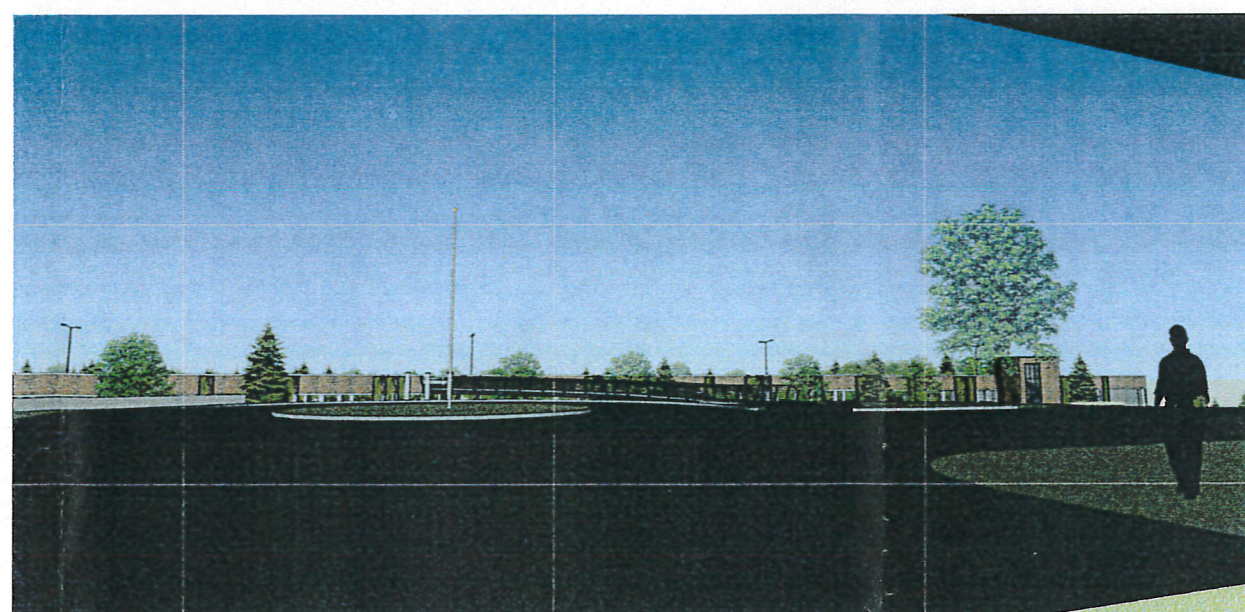
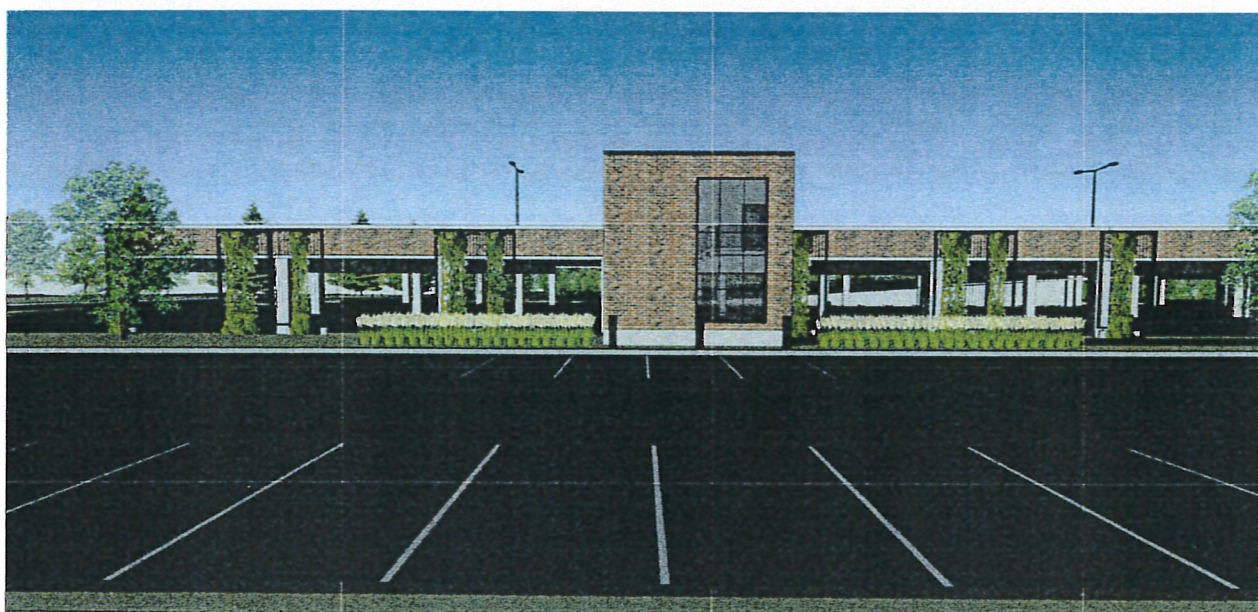
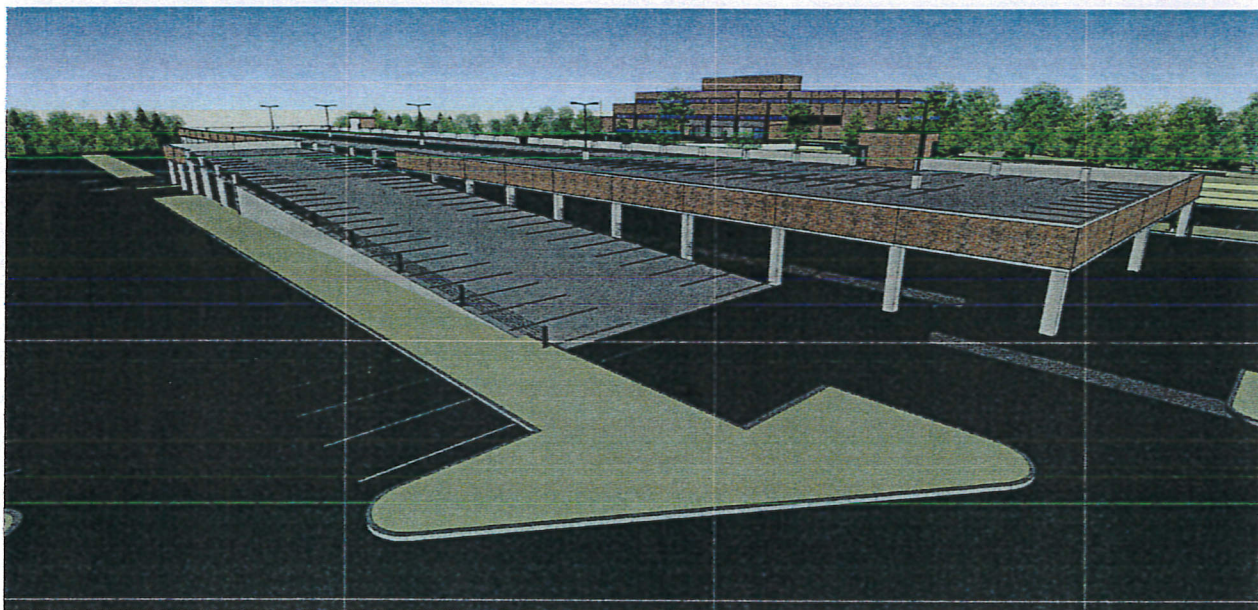
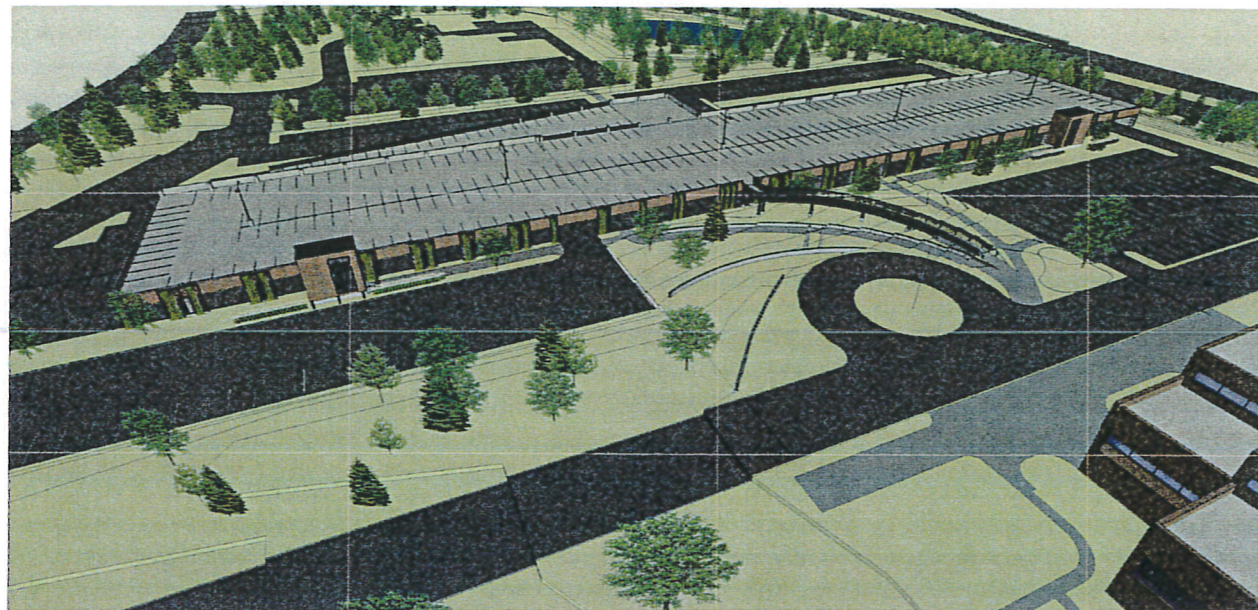
Keyplan

Comm. No. 3.2018222.00 Drawn _____
Author _____

Sheet Title
PERSPECTIVE IMAGES

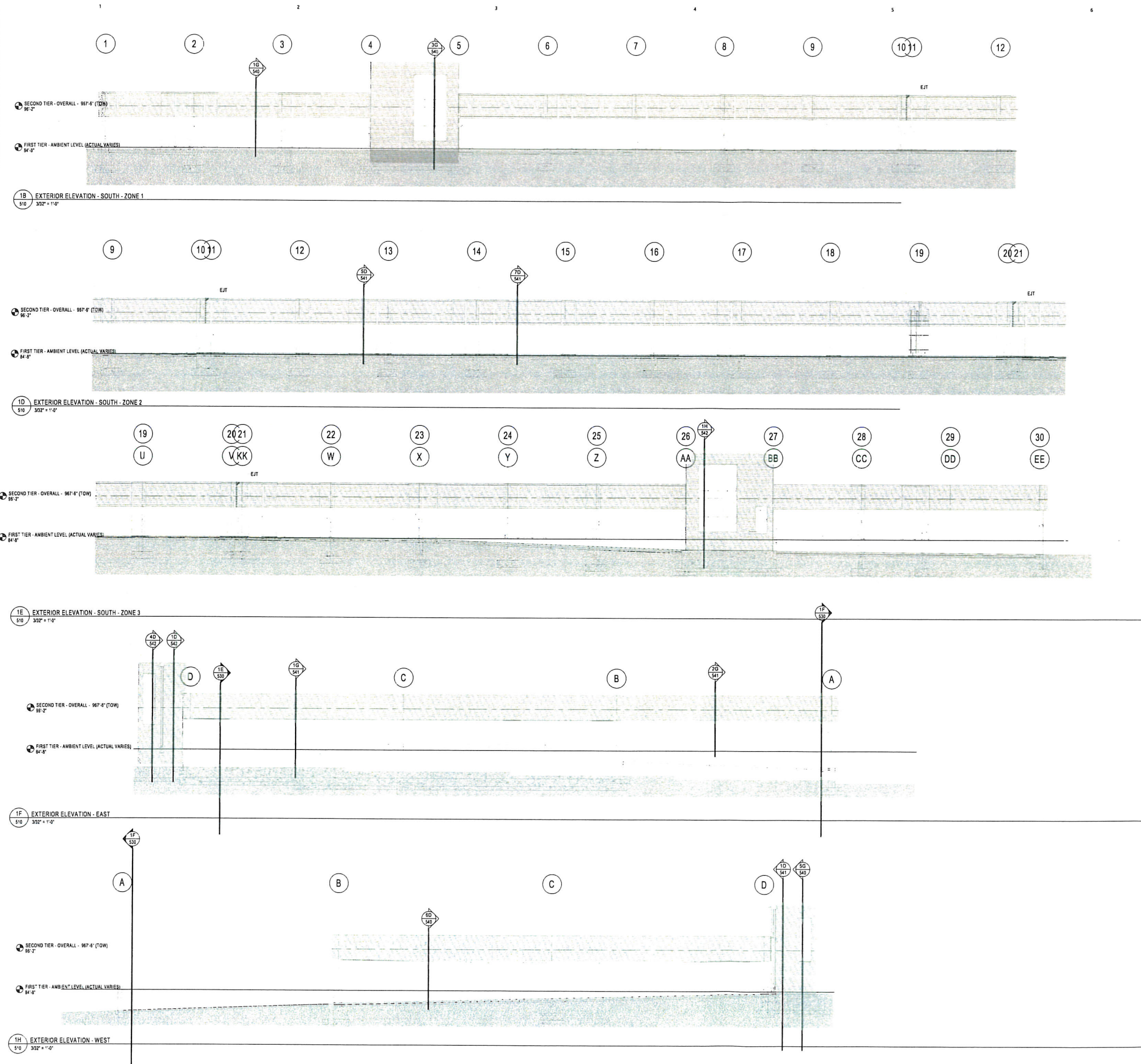
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500



MATERIALS LEGEND - EXTERIOR ELEVATION		
	EXISTING BUILDING	GLASS SPANDREL PANEL
	BRICK	METAL SIDING - MP1
	BRICK SOLDIER COURSE	
	VENEER STONE 1	
	VENEER STONE 2	PRECAST CONCRETE

NOTE: SEE SHEET S24 FOR CURTAINWALL TYPES



MATERIALS LEGEND - EXTERIOR ELEVATION			
	EXISTING BUILDING		GLASS SPANDREL PANEL
	BRICK		METAL SIDING - MPI
	BRICK SOLDIER COURSE		
	VENEER STONE 1		
	VENEER STONE 2		PRECAST CONCRETE

NOTE: SEE SHEET 524 FOR CURTAINWALL TYPES



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I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Name _____
Date Issue Date _____ Lic./Reg. No. _____
Issued For _____
Item _____ Date _____

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Keyplan

Comm. No. 3.2018222.00
Drawn _____
Author _____

Sheet Title
EXTERIOR ELEVATIONS

Sheet No.

511

SEE SHEET 150 FOR KEYNOTES, SYMBOLS LEGEND, & NOTES

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Dakota County - Case No. 19-09PA

Meeting Date: May 13, 2019

Item Type: ☒ Consent AgendaContact: ☒ Heather Botten 651.450.2569Prepared 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 a Resolution relating to a Comprehensive Plan Amendment to change the land use plan from RC, Regional Commercial to P/I, Public Institutional for property located at the corner of Concord Boulevard and Courthouse Boulevard.

- Requires a 4/5th's vote.
- 60-day deadline: May 24, 2019 (first 60 days)

SUMMARY

The City acquired an 11.6-acre parcel to construct the City's third fire station. Through the administrative subdivision process, the parcel was split into two lots. The new fire station is currently being constructed on 5.5 acres; Dakota County is requesting the remaining 6.18 acres to be guided P/I, Public/Institutional for the purchase of the property. If the comprehensive plan amendment is approved the County would then apply for a rezoning of the property and a major site plan request for the construction of a training and office building along with other property improvements.

The property is currently guided RC, Regional Commercial. In order for the County to construct a new training and office building on the property and for the use to be consistent with comprehensive plan a change to Public/Institutional is necessary. Public/Institutional uses in Inver Grove Heights include churches, buildings and land adjacent to schools, cemeteries, government facilities and other parcels that are owned by a public agency or institution.

RECOMMENDATION

Planning Division. Staff found the request to be consistent with the existing and proposed uses in the area and recommends **approval** of the request with the conditions listed in the attached resolution.

Planning Commission. At the May 7, 2019 public hearing, the applicant was present. Two neighbors spoke at the public hearing; their concerns were relating to site design and hours of operation. These concerns will be addressed during the site plan approval process. Minutes from the meeting are not yet available. The Planning Commission recommended **approval** of the comprehensive plan amendment with the conditions listed in the attached resolution (9-0).

Attachments: Resolution
Planning Staff Report

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

RESOLUTION NO. _____

**RESOLUTION APPROVING A COMPREHENSIVE PLAN MAP AMENDMENT TO
CHANGE THE LAND USE DESIGNATION OF THE PARCEL FROM RC, REGIONAL
COMMERCIAL TO P/I, PUBLIC/INSTITUTIONAL**

**CASE NO. 19-09PA
(Dakota County)**

WHEREAS, an application has been submitted for property legally described as;

SEE EXHIBIT A

WHEREAS, an amendment to change boundaries of any district may be granted by the City Council on an affirmative vote of 4/5ths of the Council as per City Code Title 10, Chapter 3, Section 10-3-5, A;

WHEREAS, the City of Inver Grove Heights Planning Commission reviewed the request on May 7, 2019, in accordance with City Code Title 10, Chapter 3, Section 10-3-5, D;

WHEREAS, the change to the 2040 Comprehensive Plan Land Use Plan was found by the City Council to be consistent with the existing and proposed uses in the area;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that the Comprehensive Plan Map Amendment is hereby approved subject to the following conditions:

1. The Metropolitan Council shall not require any significant modifications to the comprehensive plan amendment.

2. The Metropolitan Council shall not make a finding that the comprehensive plan amendment has a substantial impact or contain a substantial departure from any metropolitan systems plan.

Adopted by the City Council of Inver Grove Heights on this 13th day of May, 2019.

Ayes:

Nays:

ATTEST:

George Tourville, Mayor

Michelle Tesser, City Clerk

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

HEARING DATE: May 7, 2019

CASE NO: 19-09PA

APPLICANT: Dakota County

PROPERTY OWNER: City of Inver Grove Heights

REQUEST: Comprehensive Plan Amendment

LOCATION: Property east of 9250 Courthouse Blvd.

COMPREHENSIVE PLAN: RC, Regional Commercial

ZONING: B-3, General Business

REVIEWING DIVISIONS: Planning

PREPARED BY: Heather Botten
Associate Planner

HB

BACKGROUND

The City acquired an 11.6-acre parcel located at 9250 Courthouse Blvd. to construct the City's third fire station. Through the administrative subdivision process, the parcel was split into two lots. The new fire station is currently being constructed on 5.5 acres; Dakota County is requesting the remaining 6.18 acres to be guided P/I, Public/Institutional for the purchase of the property. If the comprehensive plan amendment is approved the County would then apply for a rezoning and major site plan request for the construction of a training and office building along with other property improvements.

The specific requests consist of the following:

- a) A Comprehensive Plan Amendment to change the land use designation from RC, Regional Commercial to P/I, Public/Institutional.

EVALUATION OF THE REQUEST

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

North: Fire station; zoned P, Institutional; guided P/I, Public Institutional

East: Highway 52/55, Arbor Pointe commercial

West: Large lot residential; zoned E-1; guided RDR

South: Large lot residential; zoned E-1; guided RDR

COMPREHENSIVE PLAN AMENDMENT

The property is currently guided RC, Regional Commercial. In order for the County to construct a new training and office building on the property and the use to be consistent with comp plan and zoning, a change to Public/Institutional is necessary.

The land use category of Public/Institutional reads as follows:

“Public/Institutional uses in Inver Grove Heights include churches, buildings and land adjacent to schools, cemeteries, government facilities and other parcels that are owned by a public agency or institution. The public/institutional category does not include parks and recreation areas. They are classified separately under this plan.

The most prominent public/institutional land uses in Inver Grove Heights include schools and local government facilities. Schools included facilities owned and run by the three public school districts that lie within the community and Inver Hills Community College. Local government facilities include the city hall, community center and public works complex and the fire station locations.”

A change of land use designation would be consistent with the comprehensive plan for the uses intended in this category.

REZONING

The property is currently zoned B-3, General Business. A rezoning to P, Institutional would be required to be consistent with the proposed comprehensive plan change. A training and office building owned by the County would be a permitted use within this zoning district. A rezoning request is anticipated to be submitted summer of 2019.

MAJOR SITE PLAN APPROVAL

Major site plan approval would be required prior to any improvements on the property. At this time there is no plan review.

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 Comprehensive Plan Amendment to change the designation of the parcel to Public/Institutional subject to the following conditions:
 1. The Metropolitan Council shall not require any significant modifications to the comprehensive plan amendment.

2. The Metropolitan Council shall not make a finding that the comprehensive plan amendment has a substantial impact or contain a substantial departure from any metropolitan systems plan.

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

RECOMMENDATION

Staff recommends approval of the request subject to the conditions listed in Alternative A.

Attachments: Narrative
Comp plan land use plan change map
Site Plan



Subject: Inver Grove Heights Land – Comprehensive Plan Amendment Application
Date: March 21, 2019

NARRATIVE FOR COMPREHENSIVE PLAN AMENDMENT

This is a request for an amendment to the City of Inver Grove Heights 2040 Comprehensive Plan for 20-02100-01-020 to change from the Planned Land Use of "Regional Commercial" to "Public/Institutional". This is consistent with a similar Planned Land Use change of the adjacent property to the northwest (site of City Fire Station) and to accommodate a proposed Dakota County public training/office building. See attached Site Plan Concept Overlay dated Nov 2018.

Due to the timing of the purchase of this property, the opportunity to request an amendment to the 2030 Comprehensive Plan is no longer available. So as not to delay the land purchase, this request is being done while the 2040 Comprehensive Plan is being processed. A separate rezoning request will be part of the Major Site Plan Review (MSPR) process. We expect to submit the MSPR in August 2019.

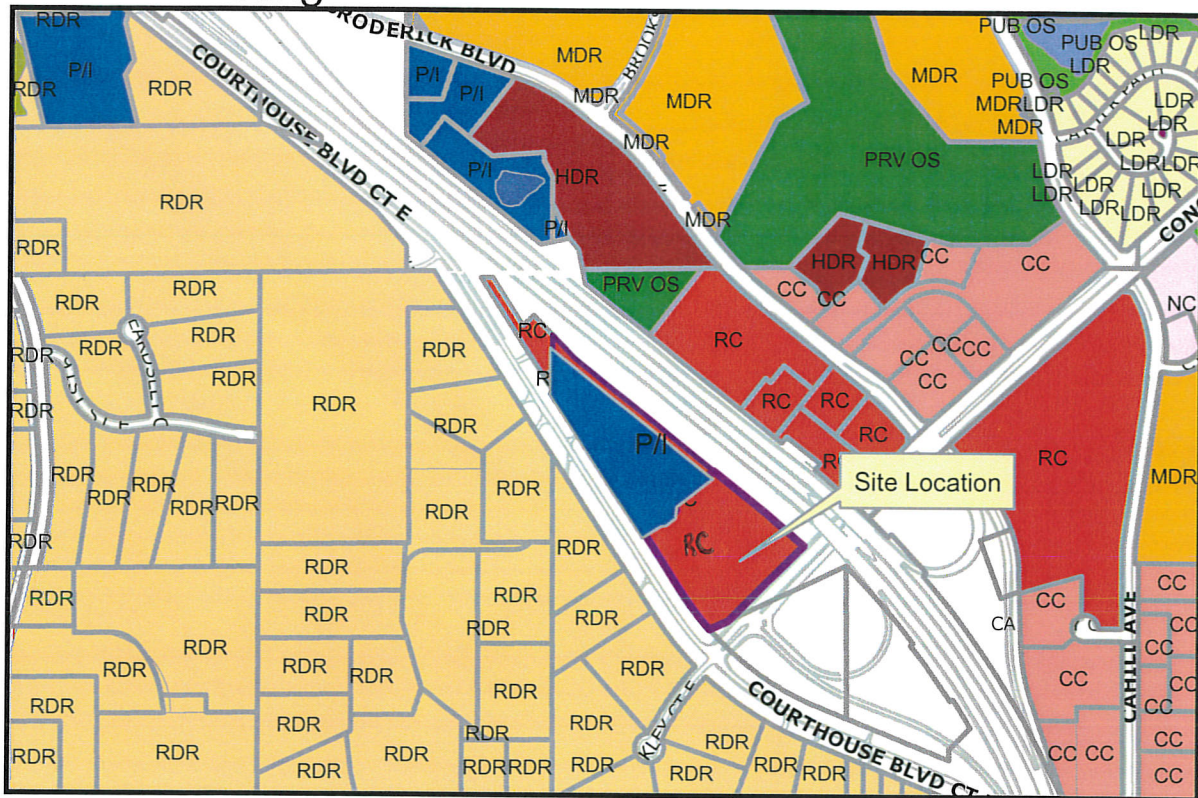
Attachments:

- Completed Planning Application Form with \$450 fee (check)
- Site –Written Legal Description
- List of Names of Address and Property Owners within 350 feet of the property as prepared by Dakota County GIS team plus associated Site Buffer Map
- Ten (10) copies of site map showing the property to be considered for the amendment – Concept Overlay Plan dated Nov. 2018

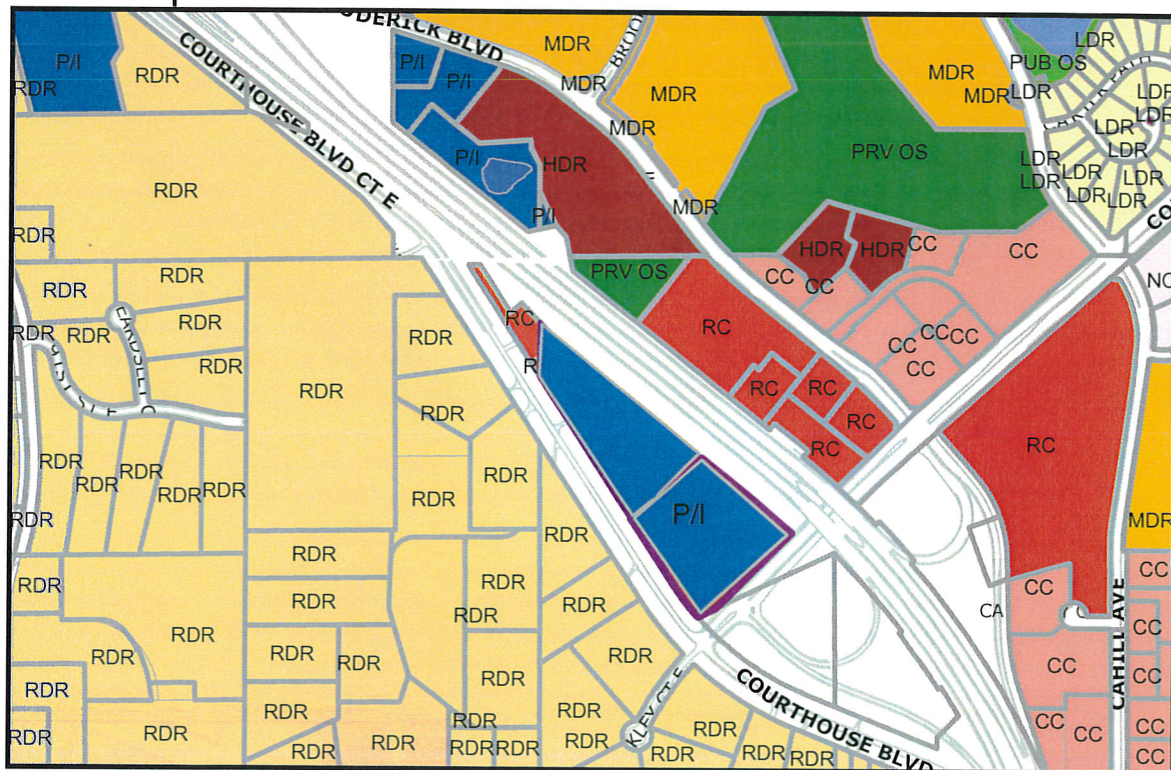


Dakota County Case No. 19-09PA

Existing



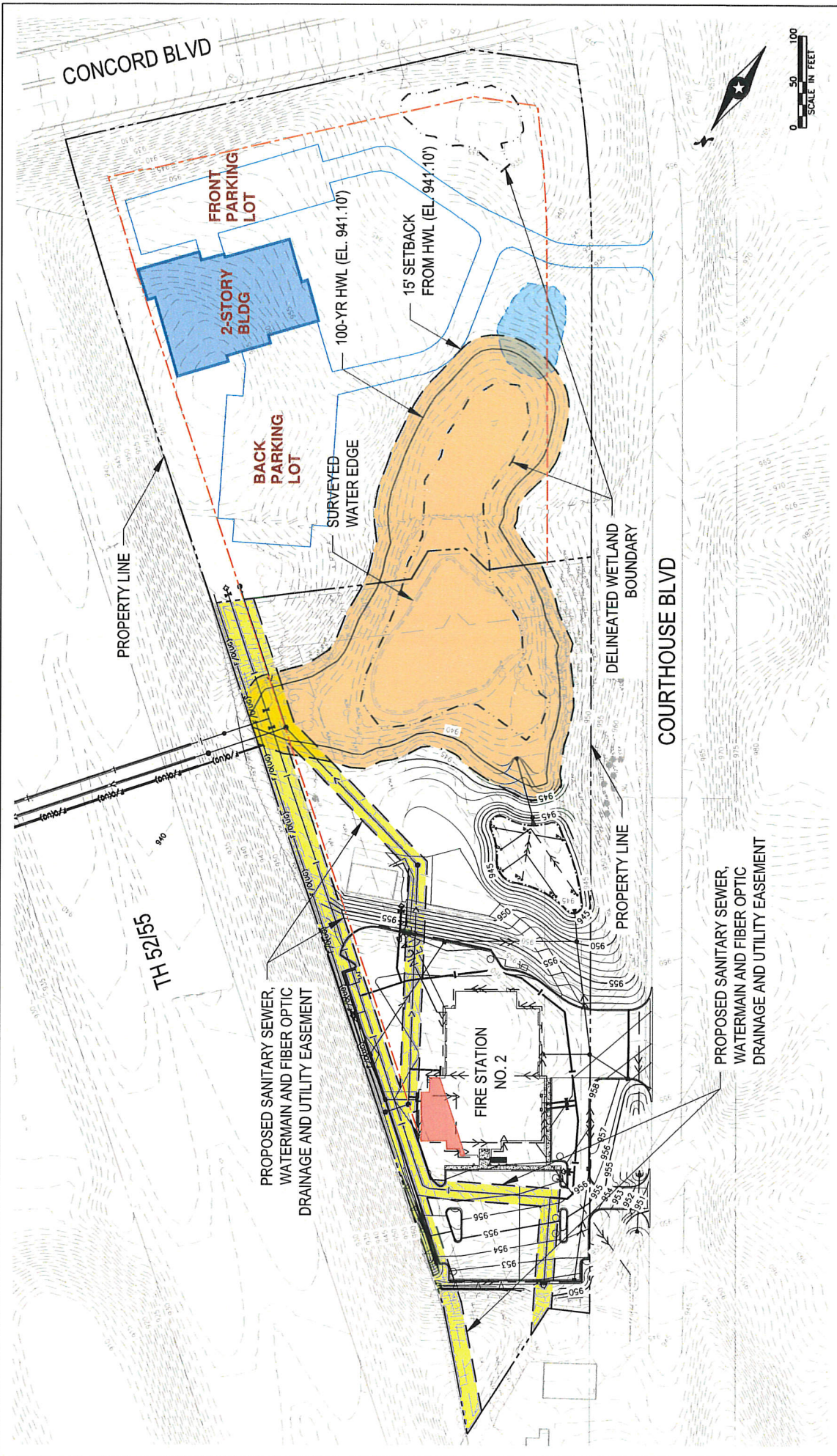
Proposed



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Map produced by the City of Inver Grove Heights GIS Dept.
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Map not to scale



SRE Wetland and Storm Basin Proposed Drainage and Utility Easement

Inver Grove Heights Fire Station No. 2
Inver Grove Heights, MN

Job #10970.00
8/29/2018 - 3:08PM
With CONCEPT DESIGN OVERLAY - Nov. 2018.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

ANDY CALTON – CASE NO. 19-10CV

Meeting Date: May 13, 2019
 Item Type: Consent
 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

Approve the following resolutions for property located at 7540 River Road:

- a) a **Conditional Use Permit** to exceed the maximum impervious surface allowed on the property
 - Requires 4/5th's vote.
- b) a **Variance** from front yard setback requirements for a home addition
 - Requires a 3/5th's vote.
 - 60-day deadline: June 7, 2019 (first 60-days)

SUMMARY

The property is .67 acres in size and zoned R-1B, single-family residential. The existing home was built in 1900 and currently does not meet setbacks. The house is located about 19 feet from the easement line and about 48 feet from the edge of the road. The applicant is proposing to construct a home addition that would include an eight-foot porch that would encroach further into the front setback. Although the porch addition would be eight feet from the property line, it would be about 37 feet from the edge of the road.

The applicant is proposing the addition in the most reasonable area of the property that provides the least amount of land and building alteration, while meeting the needs of the applicant. They cannot build to the north as their septic system is located there. River Road has a mix of newer and older homes, many of which pre-date 1960. Most of the homes that predate 1960 are encroaching within the front yard setback.

Staff believes a home/porch addition to be a reasonable use of the property. The request is in harmony with the general purpose of the City Code and intent of the Comprehensive Plan. Staff does not believe the addition would have an adverse effect on the neighborhood and believes a practical difficulty can be found based on the age and location of the existing home, the location of the septic system, and other setbacks that are currently established along River Road.

Adding the additional hard surface would put the homeowner over the maximum allowed impervious surface. Therefore, they are requesting a conditional use permit to exceed impervious surface above the allowed amount but within the additional 10% allowed with a CUP. The Engineering Department has reviewed the request and is working with the applicant on the stormwater requirements for the addition. The applicant shall continue to work with the City to secure final approval of the construction plans. The required stormwater facilities maintenance agreement will be on a future consent agenda.

Planning Staff: Based on the information provided staff recommends approval of the variance and conditional use permit request with the conditions listed in the attached resolutions.

Planning Commission: Recommended **approval** of the requests at their May 7, 2019 meeting with the conditions listed in the attached resolutions (9-0).

Attachments: Variance resolution
 CUP resolution
 Planning Commission recommendation
 Staff report

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

RESOLUTION NO. 19-_____

**RESOLUTION APPROVING A VARIANCE TO ALLOW A HOME ADDITION TO BE
LOCATED 8 FEET FROM THE FRONT PROPERTY LINE WHEREAS 30 FEET IS REQUIRED**

Case No. 19-10CV
Andy Calton

WHEREAS, an application for a variance has been submitted for the property located at 7540 River Road and legally described as:

N 200 FT OF PT OF S 1/2 OF N 2/3 OF GOVT LOT 6 LYING E OF RR & W OF DOANE TR & PT OF N 1/3 OF GOVT LOT 6 W OF DOANE TR & S OF LINE COM 416.07 FT S & 908.15 FT E OF NW COR LOT 6 THENCE CONT E 324 FT M/L TO RIVER, SECTION 11 TWN 27 RANGE 22, according to the tax records on file in the Office of the Dakota County Recorder

WHEREAS, the aforescribed property is zoned R-1B, single family residential;

WHEREAS, the existing home was built in 1900 and does not meet current setback requirements;

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 May 7, 2019 in accordance with City Code Section City Code 10-3-3 C;

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

- a. The request is in harmony with the general purpose and intent of the City Ordinance and is consistent with the Comprehensive Plan.

- b. The location of the addition does not appear to have any adverse impacts on the neighboring properties.
- c. The property is unique in that the home was built in 1900 and currently encroaches into the setback, the septic system is located north of the home limiting the area an addition could be constructed, and due to the placement of River Road the addition would be locate over 35 feet from the edge of the road.

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

- 1. The addition shall be in substantial conformance with the plans on file with the Planning Department except as may be modified by the conditions below.
- 2. The applicant shall meet the conditions outlined in the City Engineers review letters and subsequent correspondence.

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

Adopted by the City Council of Inver Grove Heights this 13th day of May, 2019.

George Tourville, Mayor

Ayes:

Nays:

ATTEST:

Michelle Tesser, City Clerk

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

RESOLUTION NO. _____

**RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO ALLOW IMPERVIOUS
SURFACE ABOVE THE MAXIMUM AMOUNT BUT WITHIN THE ADDITIONAL 10% OF
LOT SIZE ALLOWED WITH A CONDITIONAL USE PERMIT**

Andy Calton
Case No. 19-10CV

WHEREAS, an application for Conditional Use Permit (CUP) has been submitted for the property located at 7540 River Road and legally described as:

N 200 FT OF PT OF S 1/2 OF N 2/3 OF GOVT LOT 6 LYING E OF RR & W OF DOANE TR & PT OF N 1/3 OF GOVT LOT 6 W OF DOANE TR & S OF LINE COM 416.07 FT S & 908.15 FT E OF NW COR LOT 6 THENCE CONT E 324 FT M/L TO RIVER, SECTION 11 TWN 27 RANGE 22, according to the tax records on file in the Office of the Dakota County Recorder

WHEREAS, the aforescribed property is zoned R-1B, single family residential;

WHEREAS, the lot is .67 acres in size;

WHEREAS, the property is allowed 6,250 square feet of impervious surface based on lot size;

WHEREAS, the request is to allow 622 square feet of impervious surface above the maximum allowed on the property, but is within the amount allowed by a CUP;

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 such as consistency with the Comprehensive Plan, conformity with the Zoning Ordinance and compatibility with adjacent properties among other criteria, the request meets all of the minimum standards;

WHEREAS, the request has been reviewed against Title 10, Chapter 9, Article A regarding the conditional use permit criteria listed in the City Code regarding treatment of stormwater and the construction of a stormwater management system;

WHEREAS, a public hearing concerning the conditional use permit was held before the Inver Grove Heights Planning Commission in accordance with Minnesota Statute, Section 462.357, Subdivision 3 on May 7, 2019;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that a Conditional Use Permit to allow 622 square feet of impervious surface above the allowed amount but well within the additional 10% of lot area allowed with a CUP, is hereby approved subject to the following conditions:

1. The applicant shall meet all the conditions outlined in the City Engineers review letters and subsequent correspondence.
2. A storm water facilities maintenance agreement shall be prepared by the City Attorney and executed by both the City and the property owner to ensure long term maintenance of the facilities.

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 13th day of May, 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: May 7, 2019

SUBJECT: **ANDY CALTON – CASE NO. 19-10CV**

Reading of Notice

Commissioner Simon read the public hearing notice to consider the request for a conditional use permit to exceed the maximum amount of impervious surface allowed on a property and a variance to allow a home addition within the front yard setback, for the property located at 7540 River Road. 8 notices were mailed.

Presentation of Request

Heather Botten, Associate Planner, explained the request as detailed in the report. She advised that the applicant is proposing to construct a home addition that would include an eight-foot porch that would encroach into the front setback. The home on the property was built in 1900; because of that the current structure does not meet our setback requirements. The house is located about 19 feet from the easement line and about 48 feet from the edge of the road. Although the porch addition would be only eight feet from the property line, it would be about 37 feet from the edge of the road. Adding the additional hard surface would also put the homeowner over the maximum allowed impervious surface. Therefore, they are requesting a conditional use permit to exceed impervious surface above the allowed amount but within the additional 10% allowed with a CUP. The applicant is proposing the addition in the most reasonable area of the property that provides the least amount of land and building alteration, while meeting the needs of the applicant. They cannot build to the north as their septic system is located there. River Road has a mix of newer and older homes, many of which pre-date 1960. Most of the homes that pre-date 1960 are encroaching within the front yard setback. Staff believes a practical difficulty can be found based on the age and location of the existing home, the location of the septic system, and other setbacks that are currently established along River Road. Staff recommends approval of the request with the conditions listed in the report. Staff heard from one neighboring property owner who is in support of the request.

Commissioner Weber noted that the applicant also owned the property directly south of the subject property and asked if there was a reason staff did not look at both parcels in their total area.

Ms. Botten stated that staff considered consolidating the two properties but, after subtracting the road easement, combining the two parcels did not benefit the applicant.

Commissioner Robertson asked if the road easement along River Road was unusually large.

Ms. Botten replied that although it looked like a large easement, River Road was just very narrow.

Commissioner Robertson asked if the easement existed in case sometime in the future the road became so well-travelled that it needed to be expanded.

Ms. Botten replied in the affirmative but stated currently Public Works has no plan to widen the road.

Opening of Public Hearing

Andy Calton, 7540 River Road, advised he was available to answer any questions.

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

Mr. Calton replied in the affirmative.

Chair Maggi closed the public hearing.

Planning Commission Recommendation

Commissioner Niemioja, second by Commissioner Wippermann, to approve the request for a conditional use permit to exceed the maximum amount of impervious surface allowed on a property and a variance to allow a home addition within the front yard setback, for the property located at 7540 River Road, with the practical difficulty as listed and the conditions listed in the report.

Motion carried (9/0). This item goes to the City Council on May 13, 2019.

PLANNING REPORT CITY OF INVER GROVE HEIGHTS

HEARING DATE: May 7, 2019

CASE NO.: 19-10CV

APPLICANT & PROPERTY OWNER: Andy Calton and Anne Phillips

REQUEST: Variance from the front yard setback for a home addition and conditional use permit to exceed the maximum impervious surface

LOCATION: 7540 River Road

COMPREHENSIVE PLAN: LDR, Low density residential

ZONING: R-1B, Single-family residential

REVIEWING DIVISIONS: Planning
Engineering

PREPARED BY: Heather Botten
Associate Planner

BACKGROUND

The applicant is proposing to construct a home addition that would include an eight foot porch that would encroach into the front setback. Adding the additional hard surface would also put the home owner over the maximum allowed. City code allows additional impervious surface on a property, up to 10% of the lot area, with a conditional use permit.

The property is .67 acres in size and zoned R-1B, single-family residential. The existing home was built in 1900 and currently does not meet setbacks. The house is located about 19 feet from the easement line and about 48 feet from the edge of the road. The applicant is proposing to add a bedroom and bath addition that would be directly south and in-line with the existing home. Additionally, the applicants are wanting to add a front porch that would tie the addition in with the original home and make it more aesthetically pleasing. The eight-foot porch addition would be located eight feet from the property line at the closest point. Due to the placement of River Road the addition would be about 37 feet from the edge of the road.

The following specific applications are being requested:

- a.) A **Variance** from front yard setback to construct an addition eight feet from the front property line whereas 30 feet is required.
- b.) A **Conditional Use Permit** to exceed impervious surface above the allowed amount but within the additional 10% of lot area allowed with a conditional use permit.

SURROUNDING USES

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

North – Residential; zoned R-1B, Single Family; guided LDR, Low density residential
East - Residential; zoned R-1B, Single Family; guided RDR, Rural density residential
West - Railroad
South - Residential; zoned R-1B, Single Family; guided RDR, Rural density residential

EVALUATION OF THE REQUEST

VARIANCE

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

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

With the exception of the railroad to the west, the abutting properties are zoned and developed residential. Adding on and improving an existing home on the property would be in harmony with the general purpose and intent of the comprehensive plan which is a single-family housing neighborhood. The proposed addition would meet other code requirements including setbacks and exterior building material requirements.

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

River Road provides a variety of older and newer single-family homes; some, such as the applicants being constructed in 1900. The applicant is proposing the addition within the most reasonable area of the property that provides the least amount of land and building alteration while meeting the needs of the applicant. The home addition does not appear to conflict with any other performance standards of the zoning ordinance such as size, setbacks, or building materials. A CUP is being requested for the amount of impervious surface on the property, which is within the allowed amount as stated in the zoning ordinance.

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

Due to the location of the septic system the main addition would be located south of the existing home. The proposed porch addition would be located 8 - 11 feet from the front property line but would be 37 - 40 feet away from River Road. Aesthetically, there are other homes constructed pre-1960 that encroach within the front setbacks but are also located about 30 - 40 feet from the road.

4. *The variance will not alter the essential character of the locality.*
The proposed addition does not appear to alter the essential character of the area. The majority of the addition would be at the existing home setback, the addition of a porch would complement the existing home and new addition. The addition would be located over 30 feet from River Road.
5. *Economic considerations alone do not constitute an undue hardship.*
Economic considerations do not appear to be a basis for this request.

GENERAL CUP CRITERIA

Section 10-3A-5 of the Zoning Regulations lists criteria to be considered with all conditional use permit requests. This criterion generally relates to the Comprehensive Plan and Zoning consistency, land use impacts such as setbacks, drainage, and aesthetics, environmental impacts, and public health and safety impacts.

The proposed impervious surface conditional use permit meets the above criteria. The applicant is proposing a rain garden in the northwest corner of the property, complying with the storm water treatment conditions. The proposed raingarden is designed to treat 622 square feet of impervious surface.

IMPERVIOUS SURFACE CUP CRITERIA

The zoning ordinance sets a maximum impervious surface allowed on each lot in the city based on lot size categories. Impervious surface can be increased by up to 10% of the lot area with a conditional use permit provided the following criteria are met:

- a) A Storm Water Management System shall be constructed within the property that meets the Best Management Practices design criteria as set forth in the Northwest Area Ordinances and Storm Water Manual.
- b) The Storm Water Management System and Grading Plan (including necessary details for construction, showing proper location, material, size, and grades) shall be approved by the Engineering Division prior to ground disturbance or installation of the facility.
- c) The Storm Water Management System is considered a private system and the responsibility of maintenance is that of the owner.
- d) The design of the facility shall provide storage and treatment for the 100-year event volume as it relates to the additional impervious surface being considered with a conditional use application.
- e) A storm water facilities maintenance agreement shall be entered into between the applicant and City to address responsibilities and maintenance of the storm water system.
- f) An escrow or fee, to be determined by the City Engineer, shall be submitted to the City with the Storm Water Management System submittal. The final amount and submittal process shall be determined by the City by the time the Owners are ready to submit the Storm Water Management System and Grading Plan. Surety shall be provided to

ensure construction of the system according to the plans approved by the City Engineer.

- g) The soils shall be tested to determine the infiltration capacity at and below the stormwater facility to ensure the stormwater management facility performs and functions within the assumed design parameters. A three (3) foot separation shall be maintained from seasonal high water levels and the bottom of any facility.

ENGINEERING

The Engineering Department has reviewed the request and is working with the applicant on the stormwater and grading requirements listed above. The applicant is proposing a rain garden on the property, complying with the storm water treatment conditions which help maintain the drainage and storm water runoff on the applicant's property. The applicant shall continue to work with the City to secure final approval of the construction plans.

ALTERNATIVES

The Planning Commission has the following actions available for the proposed requests:

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

- Approval of a **Variance** to allow the home and porch addition to be located eight feet at the front property line whereas 30 feet is required subject to the following conditions:
 1. The addition shall be in substantial conformance with the plans on file with the Planning Department except as may be modified by the conditions below.
 2. The applicant shall meet the conditions outlined in the City Engineers review letters and subsequent correspondence.
- Approval of the **Conditional Use Permit** to allow 622 square feet of impervious surface above the maximum amount allowed but within the additional 10% of lot area allowed with CUP subject to the following conditions:
 1. The applicant shall meet all the conditions outlined in the City Engineers review letters and subsequent correspondence.
 2. A storm water facilities maintenance agreement shall be prepared by the City Attorney and executed by both the City and the property owner to ensure long term maintenance of the facilities.

B. Denial If the Planning Commission does not favor the proposed conditional use permit and variance, the above request should be recommended for denial. With a recommendation for denial, findings or the basis for the denial should be given.

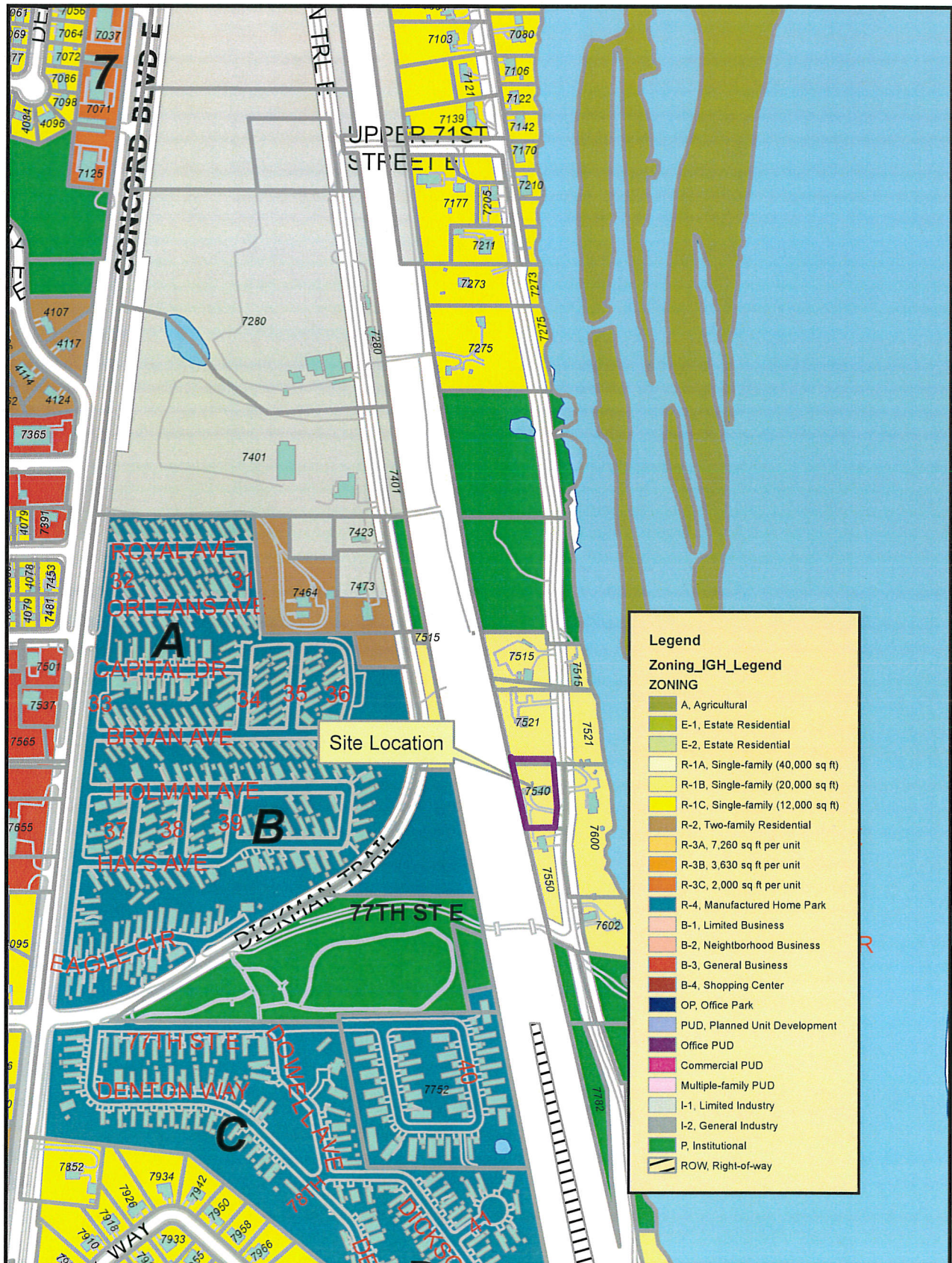
RECOMMENDATION

Staff believes the proposed property improvements would not be out of character of the neighborhood and would be a reasonable use of the residential property. A practical difficulty can be found based on the age and location of the existing home, location of the septic system, and setbacks of other structures along River Road. Staff recommends approval of the setback variance and conditional use permit to exceed the impervious surface with the conditions listed in Alternative A.

Attachments: Location/Zoning Map
Applicant Narrative
Site Plan
Exterior Elevations



7540 River Road Case No. 19-10CV



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

Summary for variance & conditional use permits for the property at 7540 River Rd.

Owners: Andy Calton & Anne Phillips

We are the owners of said property and are looking to add a 26 x 20 room on the south side of the home. We will also add an 8 ft porch to the east side of the property.

2 issues arise with this plan:

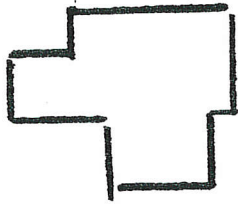
- 1) We will not meet the setback requirement.
- 2) The would exceed the allowed 6250 sq. ft. of impervious surface by 622 sq. ft.

The home was built in 1900 and is sitting 19 ft from the setback. The back of the property butts up to train tracks. The project would bring the south east corner of the home to 8 ft of the setback. This addition is for a main floor bedroom and bath. We are unable to add on to the north due to the septic system is located there. The front porch would tie the front of the home together and make it aesthetically pleasing.

Because we will exceed the allowable impervious surface, we will build a water garden as required. This will be placed on the property behind the home. (See land elevation map.)

We plan on staying here the rest of our lives and want to make the home suitable for us now and as we get older.

Andy Calton & Anne Phillips
612-839-2639

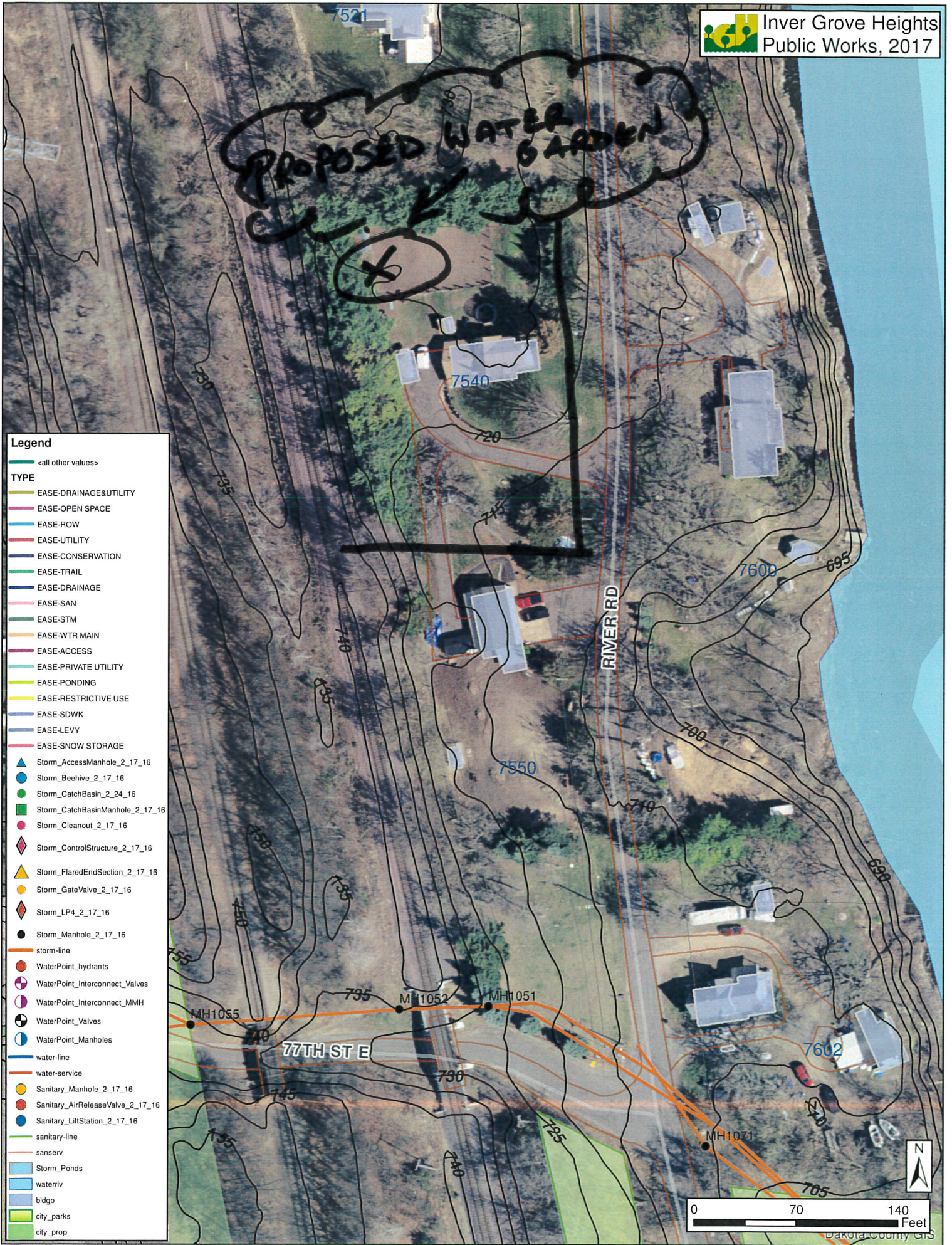


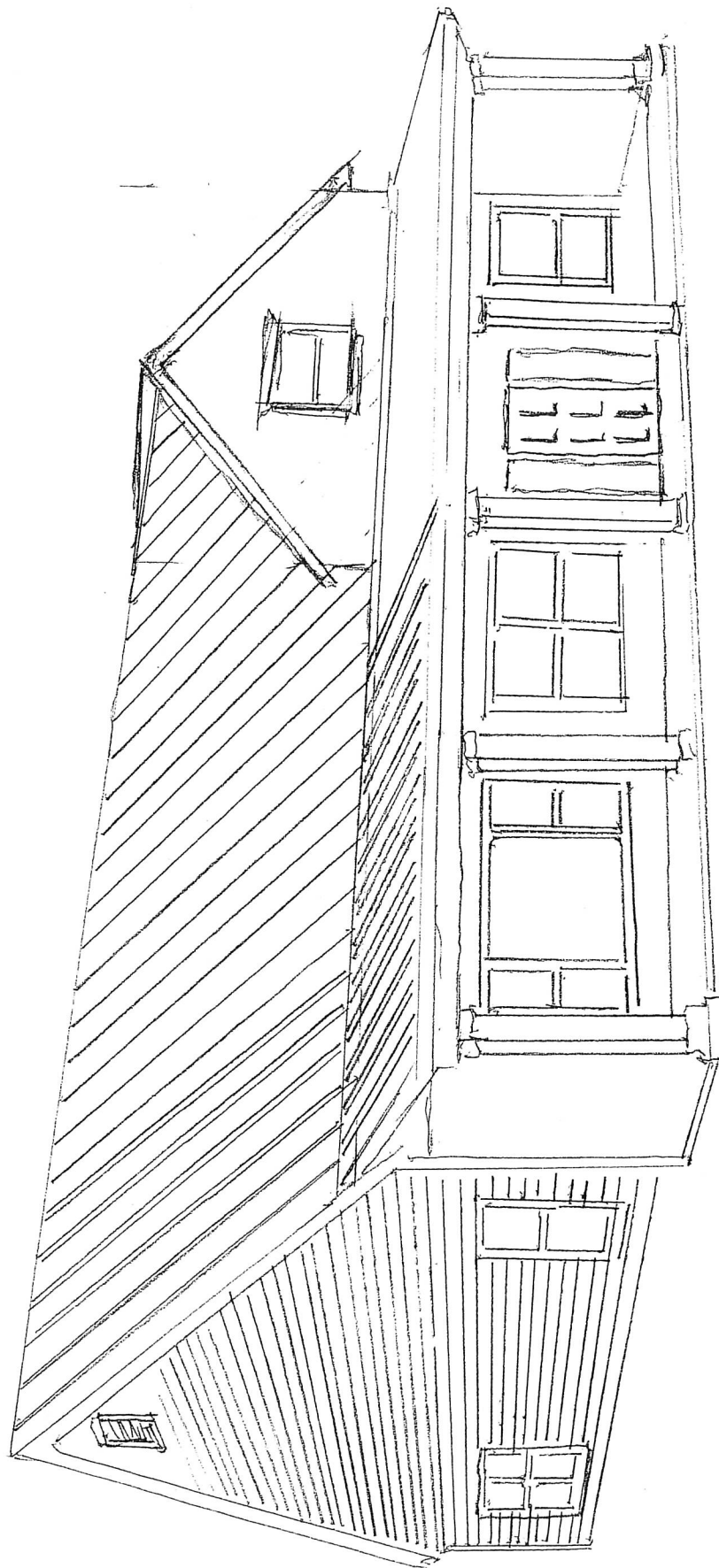
CALTON PROPERTY

ADDITION 26' x 20'

8' PORCH ACROSS FRONT
OF WHOLE HOUSE







CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: May 13, 2019
 Item Type: Consent
 Contact: Judy Thill, 651-450-2495
 Prepared by: Judy Thill, Fire Chief
 Reviewed by: n/a

Fiscal/FTE Impact:

- | | |
|-------------------------------------|--|
| ☐ | None |
| ☐ | Amount included in current budget |
| ☐ | Budget amendment requested |
| ☐ | FTE included in current complement |
| ☐ | New FTE requested – N/A |
| ☒ | Other: Sale of General Obligation Capital Improvement Plan Bonds |

PURPOSE/ACTION REQUESTED Request approval of the Pay Application #6 for \$777,765.00 to Jorgenson Construction for Project 2014-10 Fire Station #2 New Construction.

SUMMARY

At the September 10, 2018 Council meeting, Council accepted bids and awarded the contract to Jorgenson Construction in the amount of \$8,665,000.00 for the construction of the new Fire Station #2. Construction began in October 2018. Jorgenson Construction submitted Pay Application #6 in the amount of \$777,765.00 for work completed through April 30, 2019.

Project 2014-10 Fire Station #2 New Construction is being funded through the sale of General Obligation Capital Improvement Plan Bonds. After payment of this pay application, the amount remaining on the contract, which includes retainage for completed work and stored materials, is \$5,407,158.00.

Staff recommends payment of Pay Application #6 for the amount of \$777,765.00 to Jorgenson Construction for Project 2014-10 Fire Station #2 New Construction.

Attachment: Pay Voucher #6

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

ESTIMATE NO: 6 (Six)
DATE: May 13, 2019
PERIOD ENDING: April 30, 2019
PROJECT NO: 2014-10 Fire Station #2 New Construction

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

Original Contract Amount	\$8,665,000.00
Total Addition (Change Order No. 1)	\$2,558.00
Total Deduction (Change Order No. 1)	\$0.00
Total Contract Amount.....	\$8,667,558.00
Total Value of Work to Date.....	\$3,432,000.00
Less Retained (5%)	\$171,600.00
Less Previous Payment.....	\$2,482,635.00
Total Approved for Payment this Voucher.....	\$777,765.00
Total Payments including this Voucher	\$3,260,400.00

Approvals:

Pursuant to our field observation, I hereby recommend payment for the above stated amount of work performed through April 30, 2019.

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

Signed by:	_____	_____
	Jorgenson Construction	Date

Signed by:	_____	_____
	George Tourville, Mayor	Date

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

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

APPLICATION NO: 6
PERIOD TO: 4/30/2019

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

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

ARCHITECT'S
PROJECT NO: 600801

DISTRIBUTION
TO:
OWNER
ARCHITECT
CONTRACTOR

CONTRACT FOR: Inver Grove Heights Fire Station No. 2

CONTRACT DATE: 9/12/2018

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM \$ 8,665,000.00

2. Net Change by Change Orders \$ 2,558.00

3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 8,667,558.00

4. TOTAL COMPLETED AND STORED TO DATE \$ 3,432,000.00

5. RETAINAGE:

a. 5.00 % of Completed Work \$ 157,910.10

b. 5.00 % of Stored Material \$ 13,689.90

Total retainage (Line 5a + 5b) \$ 171,600.00

6. TOTAL EARNED LESS RETAINAGE \$ 3,260,400.00
(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ 2,482,635.00
(Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE \$ 777,765.00

9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 5,407,158.00
(Line 3 less Line 6)

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		2,558.00	0.00
Total approved this Month		0.00	0.00
TOTALS		2,558.00	0.00
NET CHANGES by Change Order		2,558.00	

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

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

By: [Signature] Date: 5-2-19

Stan Jorgensen / President

State of: MN

County of: Anoka

Subscribed and Sworn to before me this 2nd

Notary Public: [Signature]

My Commission Expires: 1/31/22



ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$ 777,765.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

By: [Signature] Date: 5-2-19

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



INVOICE NO. 1366

BILL TO:

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

VIA:

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

INVOICE DATE	INVOICE NO.	PAYMENT TERMS	PO NUMBER
04/30/19	1366	NET 30 DAYS	

INVER GROVE HEIGHTS FIRE STATION #2

JCI JOB NUMBER: 6582

AS PER ATTACHED APPLICATION AND CERTIFICATE FOR
PAYMENT NUMBER SIX

\$777,765.00

AMOUNT NOW DUE: \$777,765.0

AIA Type Document
Application and Certification for Payment

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

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

APPLICATION NO: 6
PERIOD TO: 4/30/2019

DISTRIBUTION
TO:
- OWNER
- ARCHITECT
- CONTRACTOR

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

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

ARCHITECT'S
PROJECT NO: 600801

CONTRACT FOR: Inver Grove Heights Fire Station No.

CONTRACT DATE: 9/12/2018

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
1	Mobilization	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00	0.00	250.00
2	Bonds	110,000.00	110,000.00	0.00	0.00	110,000.00	100.00	0.00	5,500.00
3	Surveying	9,500.00	5,290.00	0.00	0.00	5,290.00	55.68	4,210.00	264.50
4	Supervision	120,000.00	55,000.00	15,000.00	0.00	70,000.00	58.33	50,000.00	3,500.00
5	Project Closeout Documents	2,500.00	0.00	0.00	0.00	0.00	0.00	2,500.00	0.00
6	Dumpsters	12,000.00	4,300.00	1,500.00	0.00	5,800.00	48.33	6,200.00	290.00
7	Construction Cleanup	6,500.00	2,700.00	700.00	0.00	3,400.00	52.31	3,100.00	170.00
8	Final Cleaning	9,000.00	0.00	0.00	0.00	0.00	0.00	9,000.00	0.00
9	Safety-Exterior	2,800.00	1,500.00	600.00	0.00	2,100.00	75.00	700.00	105.00
10	Safety-Interior	2,200.00	0.00	500.00	0.00	500.00	22.73	1,700.00	25.00
11	Temp. Water	2,100.00	1,675.00	100.00	0.00	1,775.00	84.52	325.00	88.75
12	Temp. Electric	5,000.00	2,430.00	450.00	0.00	2,880.00	57.60	2,120.00	144.00
13	Temp. Natural Gas	14,000.00	14,000.00	0.00	0.00	14,000.00	100.00	0.00	700.00
14	Construction Toilet	3,500.00	2,050.00	300.00	0.00	2,350.00	67.14	1,150.00	117.50
15	Job Trailer (Moving/Pickup)	1,000.00	500.00	0.00	0.00	500.00	50.00	500.00	25.00
16	Storage Container	1,200.00	700.00	100.00	0.00	800.00	66.67	400.00	40.00
17	Phone	1,500.00	750.00	200.00	0.00	950.00	63.33	550.00	47.50
18	Truck/Fuel	4,000.00	1,650.00	400.00	0.00	2,050.00	51.25	1,950.00	102.50
19	Equipment/Diesel	5,500.00	2,550.00	400.00	0.00	2,950.00	53.64	2,550.00	147.50
20	Entrance Gates/Fence	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00	0.00	75.00
21	Temp. Site Signage	850.00	850.00	0.00	0.00	850.00	100.00	0.00	42.50

AIA Type Document
Application and Certification for Payment

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

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

APPLICATION NO: 6
PERIOD TO: 4/30/2019

DISTRIBUTION
TO:
- OWNER
- ARCHITECT
- CONTRACTOR

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

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

ARCHITECT'S
PROJECT NO: 600801

CONTRACT FOR: Inver Grove Heights Fire Station No.

CONTRACT DATE: 9/12/2018

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
22	Temp. Enclosures	11,500.00	10,500.00	300.00	0.00	10,800.00	93.91	700.00	540.00
23	Tools/Fasteners	2,300.00	1,320.00	400.00	0.00	1,720.00	74.78	580.00	86.00
24	Propane/Heaters	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00	0.00	200.00
25	Building Natural Gas	17,500.00	6,000.00	11,500.00	0.00	17,500.00	100.00	0.00	875.00
26	Street Cleaning/Snow Removal	3,750.00	3,300.00	200.00	0.00	3,500.00	93.33	250.00	175.00
27	Earthwork/Site Clearing/Erosion Control	426,414.00	343,591.00	0.00	0.00	343,591.00	80.58	82,823.00	17,179.55
28	Site Utilities	149,182.00	145,087.00	0.00	0.00	145,087.00	97.26	4,095.00	7,254.35
29	Asphalt Paving	101,360.00	0.00	0.00	0.00	0.00	0.00	101,360.00	0.00
30	Unit Paving	4,500.00	0.00	0.00	0.00	0.00	0.00	4,500.00	0.00
31	Chain Link Fences & Gates	7,026.00	0.00	0.00	0.00	0.00	0.00	7,026.00	0.00
32	Retaining Wall	38,880.00	0.00	0.00	0.00	0.00	0.00	38,880.00	0.00
33	Landscaping-Plants/Grass	57,194.00	0.00	0.00	0.00	0.00	0.00	57,194.00	0.00
34	Landscaping-Irrigation	14,522.00	0.00	0.00	0.00	0.00	0.00	14,522.00	0.00
35	Site Concrete-Walks/Paving/Trench Drains	217,000.00	0.00	0.00	0.00	0.00	0.00	217,000.00	0.00
36	Site Concrete-Curb & Gutter	40,550.00	0.00	0.00	0.00	0.00	0.00	40,550.00	0.00
37	Concrete	544,200.00	317,948.00	14,334.00	0.00	332,282.00	61.06	211,918.00	16,614.10
38	Concrete-Winter Conditions	58,900.00	56,200.00	2,700.00	0.00	58,900.00	100.00	0.00	2,945.00
39	Precast Concrete Plank-Shop Drawings/Eng.	6,644.00	6,644.00	0.00	0.00	6,644.00	100.00	0.00	332.20
40	Precast Concrete Plank	159,471.00	159,471.00	0.00	0.00	159,471.00	100.00	0.00	7,973.55
41	Masonry/Brick	775,103.00	383,903.00	97,600.00	0.00	481,503.00	62.12	293,600.00	24,075.15

APPLICATION NO: 6
PERIOD TO: 4/30/2019

ARCHITECT'S
PROJECT NO: 600801

CONTRACT DATE: 9/12/2018

ITEM		DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
42		Masonry-Cast Stone	226,000.00	0.00	0.00	0.00	0.00	0.00	226,000.00	0.00
43		Masonry-Winter Conditions	69,000.00	69,000.00	0.00	0.00	69,000.00	100.00	0.00	3,450.00
44		Steel/Stairs/Railings-Engineering	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00	0.00	1,250.00
45		Steel/Stairs/Railings/Misc-Material	453,020.00	303,000.00	20,020.00	0.00	323,020.00	71.30	130,000.00	16,151.00
46		Steel/Stairs/Railings/Misc-Erection	149,980.00	48,500.00	32,000.00	0.00	80,500.00	53.67	69,480.00	4,025.00
47		Rough Carpentry/Wood Blocking	81,523.00	0.00	3,000.00	12,000.00	15,000.00	18.40	66,523.00	750.00
48		Finish Carpentry	22,000.00	0.00	0.00	0.00	0.00	0.00	22,000.00	0.00
49		Waterproofing	41,945.00	41,945.00	0.00	0.00	41,945.00	100.00	0.00	2,097.25
50		Thermal Insulation	6,500.00	6,000.00	0.00	0.00	6,000.00	92.31	500.00	300.00
51		Insulation-Spray Foam	51,831.00	0.00	15,000.00	0.00	15,000.00	28.94	36,831.00	750.00
52		Fluid Applied Air Barrier	47,235.00	0.00	26,900.00	0.00	26,900.00	56.95	20,335.00	1,345.00
53		Standing Seam Roof Panels/Mtl Wall Panels/Snow Guards	142,000.00	0.00	0.00	0.00	0.00	0.00	142,000.00	0.00
54		Roofing-EPDM	275,000.00	0.00	15,200.00	130,700.00	145,900.00	53.05	129,100.00	7,295.00
55		Sheet Metal Flashing/Trim	21,000.00	0.00	0.00	0.00	0.00	0.00	21,000.00	0.00
56		Joint Sealants	22,348.00	0.00	0.00	0.00	0.00	0.00	22,348.00	0.00
57		Steel Doors & Frames	45,970.00	15,308.00	0.00	0.00	15,308.00	33.30	30,662.00	765.40
58		Wood Doors	12,284.00	0.00	0.00	0.00	0.00	0.00	12,284.00	0.00
59		Finished Hardware	33,430.00	0.00	0.00	0.00	0.00	0.00	33,430.00	0.00
60		Sectional Doors	61,190.00	0.00	0.00	0.00	0.00	0.00	61,190.00	0.00
61		Four Fold Metal Doors (Alternate)	105,000.00	0.00	0.00	0.00	0.00	0.00	105,000.00	0.00

AIA Type Document
Application and Certification for Payment

TO (OWNER): City of Inver Grove Heights
8150 Barbara Avenue
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PROJECT: INVER GROVE HGTS FIRE STN #2
9250 COURTHOUSE BLVD
INVER GROVE HEIGHTS, MN 55077

APPLICATION NO: 6
PERIOD TO: 4/30/2019

DISTRIBUTION TO:
- OWNER
- ARCHITECT
- CONTRACTOR

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

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

ARCHITECT'S PROJECT NO: 600801

CONTRACT FOR: Inver Grove Heights Fire Station No.

CONTRACT DATE: 9/12/2018

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
82	Metal Casework	19,450.00	0.00	0.00	0.00	0.00	0.00	19,450.00	0.00
83	P Lam Casework/Solid Surface & Quartz Tops	88,967.00	0.00	0.00	0.00	0.00	0.00	88,967.00	0.00
84	Elevator-Engineering	27,300.00	27,300.00	0.00	0.00	27,300.00	100.00	0.00	1,365.00
85	Elevator	50,700.00	0.00	0.00	0.00	0.00	0.00	50,700.00	0.00
86	Fire Sprinkling	57,962.00	5,800.00	0.00	0.00	5,800.00	10.01	52,162.00	290.00
MECHANICAL - HVAC									
87	Mobilization	6,000.00	6,000.00	0.00	0.00	6,000.00	100.00	0.00	300.00
88	Piping Specialties	12,000.00	0.00	899.00	0.00	899.00	7.49	11,101.00	44.95
89	Valves	6,000.00	0.00	540.00	0.00	540.00	9.00	5,460.00	27.00
90	Hangers & Supports	12,000.00	0.00	1,240.00	0.00	1,240.00	10.33	10,760.00	62.00
91	TAB	11,000.00	0.00	0.00	0.00	0.00	0.00	11,000.00	0.00
92	Insulation	75,000.00	0.00	0.00	0.00	0.00	0.00	75,000.00	0.00
93	Controls	120,000.00	9,000.00	2,100.00	0.00	11,100.00	9.25	108,900.00	555.00
94	Hydronic Piping	145,000.00	0.00	3,860.00	0.00	3,860.00	2.66	141,140.00	193.00
95	Pumps	25,000.00	0.00	850.00	0.00	850.00	3.40	24,150.00	42.50
96	Water Treatment	4,000.00	0.00	0.00	0.00	0.00	0.00	4,000.00	0.00
97	Ducts	149,500.00	1,000.00	51,222.00	0.00	52,222.00	34.93	97,278.00	2,611.10
98	Air Duct Accessories	7,000.00	0.00	928.00	0.00	928.00	13.26	6,072.00	46.40
99	Fans	40,000.00	0.00	40,000.00	0.00	40,000.00	100.00	0.00	2,000.00
100	Air Terminal Units	7,000.00	0.00	7,000.00	0.00	7,000.00	100.00	0.00	350.00
101	GRD's	5,000.00	0.00	722.00	0.00	722.00	14.44	4,278.00	36.10

AIA Type Document
Application and Certification for Payment

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

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

APPLICATION NO: 6
PERIOD TO: 4/30/2019

DISTRIBUTION
TO:
- OWNER
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- CONTRACTOR

FROM (CONTRACTOR): Jorgenson Construction Inc.
9255 East River Road NW
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401 2nd Avenue North
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ARCHITECT'S
PROJECT NO: 600801

CONTRACT FOR: Inver Grove Heights Fire Station No.

CONTRACT DATE: 9/12/2018

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
102	Chimney/Stacks	10,000.00	0.00	671.00	0.00	671.00	6.71	9,329.00	33.55
103	Boilers	50,000.00	0.00	0.00	0.00	0.00	0.00	50,000.00	0.00
104	Unit Heaters	10,500.00	0.00	0.00	0.00	0.00	0.00	10,500.00	0.00
105	AHU	115,000.00	0.00	0.00	0.00	0.00	0.00	115,000.00	0.00
106	Heat/Cool Terminal Units	5,000.00	0.00	591.00	0.00	591.00	11.82	4,409.00	29.55
107	Radiation Hydronic Work	85,000.00	12,750.00	22,877.00	0.00	35,627.00	41.91	49,373.00	1,781.35
MECHANICAL - PLUMBING									
108	Specialties	101,500.00	28,500.00	0.00	0.00	28,500.00	28.08	73,000.00	1,425.00
109	Insulation	60,000.00	0.00	0.00	0.00	0.00	0.00	60,000.00	0.00
110	Facility Fuel Piping	21,000.00	0.00	0.00	0.00	0.00	0.00	21,000.00	0.00
111	Water Distribution	73,000.00	0.00	0.00	0.00	0.00	0.00	73,000.00	0.00
112	Sanitary Sewage	72,000.00	26,000.00	0.00	0.00	26,000.00	36.11	46,000.00	1,300.00
113	Storm Drainage	57,000.00	0.00	0.00	0.00	0.00	0.00	57,000.00	0.00
114	Compressed Air	16,500.00	0.00	0.00	0.00	0.00	0.00	16,500.00	0.00
115	Equipment	48,000.00	0.00	0.00	0.00	0.00	0.00	48,000.00	0.00
116	Fixtures	81,000.00	0.00	0.00	0.00	0.00	0.00	81,000.00	0.00
ELECTRICAL									
117	Dakota Electric Service	44,775.00	44,775.00	0.00	0.00	44,775.00	100.00	0.00	2,238.75
118	Temp. Electric	6,500.00	6,500.00	0.00	0.00	6,500.00	100.00	0.00	325.00
119	General RI (M)	116,100.00	16,000.00	8,900.00	0.00	24,900.00	21.45	91,200.00	1,245.00
120	General RI (L)	90,343.00	45,465.00	3,500.00	0.00	48,965.00	54.20	41,378.00	2,448.25

AIA Type Document
Application and Certification for Payment

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

PROJECT: INVER GROVE HGTS FIRE STN #2
9250 COURTHOUSE BLVD
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ARCHITECT'S
PROJECT NO: 600801

CONTRACT FOR: Inver Grove Heights Fire Station No.

CONTRACT DATE: 9/12/2018

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
121	Light Fixtures (M)	108,500.00	10,900.00	0.00	66,500.00	77,400.00	71.34	31,100.00	3,870.00
122	Light Fixtures (L)	60,736.00	0.00	0.00	0.00	0.00	0.00	60,736.00	0.00
123	Switch Gears (M)	28,900.00	28,900.00	0.00	0.00	28,900.00	100.00	0.00	1,445.00
124	Switch Gears (L)	37,960.00	0.00	18,980.00	0.00	18,980.00	50.00	18,980.00	949.00
125	Generator (M)	141,270.00	0.00	0.00	0.00	0.00	0.00	141,270.00	0.00
126	Generator (L)	7,592.00	0.00	0.00	0.00	0.00	0.00	7,592.00	0.00
127	Div. 27-Communications (M)	19,500.00	0.00	0.00	0.00	0.00	0.00	19,500.00	0.00
128	Div. 27-Communications (L)	45,000.00	0.00	0.00	0.00	0.00	0.00	45,000.00	0.00
129	Div. 28-Fire Alarms (M)	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00
130	Div. 28-Fire Alarms (L)	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00
131	PROFIT & OVERHEAD	447,419.00	134,312.00	42,595.00	0.00	176,907.00	39.54	270,512.00	8,845.35
132	Change Order #001	2,558.00	2,558.00	0.00	0.00	2,558.00	100.00	0.00	127.90
REPORT TOTALS		\$8,667,558.00	\$2,613,300.00	\$544,902.00	\$273,798.00	\$3,432,000.00	39.60	\$5,235,558.00	\$171,600.00



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/15/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Waypoint Insurance Advisors, Inc. 7900 Excelsior Blvd, Ste 100 Hopkins MN 55343	CONTACT NAME: Casey Olson PHONE (A/C, No, Ext): 952-837-2542 E-MAIL ADDRESS: caseyo@waypointins.com FAX (A/C, No): 952-470-2142
INSURED MIDLAND GLASS CO, INC. 410 11th Ave S Hopkins MN 55343	INSURER(S) AFFORDING COVERAGE INSURER A : West Bend Mutual Insurance Co INSURER B : Accident Fund Insurance Co INSURER C : Ace American Ins Co INSURER D : INSURER E : INSURER F :

COVERAGES

CERTIFICATE NUMBER: 46632794

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Contractual Liab ☒ XCU GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:	Y		1741745 06	6/1/2018	6/1/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☒ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			1741745 06	6/1/2018	6/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 50			1741745 06	6/1/2018	6/1/2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WCV 6111986	6/1/2018	6/1/2019	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A C	Installation Floater Contractor's Pollution Liability			1741745 06 G2812269A003	6/1/2018 6/1/2018	6/1/2019 6/1/2019	Max Per Jobsite Each Pollution Cond. 200,000 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Project: Inver Grove Heights Fire Station #2
Included in Installation Floater, Stored Material at Jobsite or Temporary Location: \$68,380; Subject to \$1,000 Deductible
Jorgenson Construction Inc, City of Inver Grove Heights, Wendel SGN Architecture Inc, CPML, engineer, and any other consultants or agents are included as Additional Insureds on a Primary and Non-Contributory basis per attached form WB1482.

CERTIFICATE HOLDER

CANCELLATION

Jorgenson Construction
9255 East River Road NW
Minneapolis MN 55433

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – CONTRACTOR'S BLANKET

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

- A. WHO IS AN INSURED (Section II)** is amended to include as an additional insured any person or organization whom you are required to add as an additional insured on this policy under a written contract or written agreement.

The written contract or written agreement must be:

1. Currently in effect or becoming effective during the term of this policy; and
2. Signed by all parties to the written contract or written agreement prior to the "bodily injury," "property damage," "personal injury and advertising injury."

- B.** The insurance provided to the additional insured is limited as follows:

1. That person or organization is only an additional insured with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused in whole or in part, by:

- a. Your premises;
- b. Your negligent acts or omissions in connection with "Your work" for that additional insured; or

However:

- a. The insurance afforded to such additional insured only applies to the extent permitted by law; and
 - b. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the written contract or written agreement to provide such additional insured.
2. The Limits of Insurance applicable to the additional insured are those specified in the written contract or written agreement or in the Declarations for this policy, whichever is less. These Limits of Insurance are inclusive and not in addition to the Limits of Insurance shown in the Declarations.

3. Except when required by written contract or written agreement, the coverage provided to the additional insured by this endorsement does not apply to:

- a. "Bodily injury" or "property damage" occurring after:

- (1) All work on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured at the site of the covered operations has been completed; or

- (2) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as part of the same project.

- b. "Bodily injury" or "property damage" arising out of acts or omissions of the additional insured other than in connection with the general supervision of "your work."

4. The insurance provided to the additional insured does not apply to "bodily injury," "property damage," "personal injury and advertising injury" arising out of an architect's, engineer's, or surveyor's rendering of or failure to render any professional services including:

- a. The preparing, approving, or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; and

- b. Supervisory, or inspection activities performed as part of any related architectural or engineering activities.

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of, or the failure to render, any professional architectural, engineering or surveying services.

- C. As respects the coverage provided under this endorsement, Paragraph 4.b. **SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS** is amended with the addition of the following:

4. Other insurance

b. Excess insurance

This insurance is excess over:

Any other valid and collectible insurance procured by or on behalf of the additional insured whether primary, excess, contingent or on any other basis unless a written contract specifically requires that this insurance be either primary or primary and noncontributing. Where required by written contract, we will consider any other insurance procured by the additional insured for injury or damage covered by this endorsement to be excess and noncontributing with this insurance.

If no written contract specifically requires primary or noncontributory coverage, then this insurance is excess and as a condition of coverage, the additional insured shall be obligated to tender the defense and indemnity of every claim or suit to all other insurers that may provide coverage to the additional insured, whether on a contingent, excess or primary basis.

When this insurance is excess, we will have no duty under Coverage **A.** and Coverage **B.** to defend the insured against any "suit" if any other insurer has a duty to defend the insured against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the insured's rights against all those other insurers.



TUBELITE
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STOP
Please examine this material
BEFORE FABRICATING
OR INSTALLING!
PLEASE CHECK
CONDITION - QUANTITY - QUALITY
MATERIAL - FINISH - DIMENSIONS
CUSTOMER ASSUMES FULL RESPONSIBILITY
FOR MATERIAL AFTER FABRICATION OR
INSTALLATION
WE WILL NOT BE RESPONSIBLE IF
INCORRECT MATERIAL IS
FABRICATED OR INSTALLED
IMPORTANT!
LINETEC

Counted By
Banded By

TUBELITE INC
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Please examine this material
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OR INSTALLING!
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CONDITION - QUANTITY - QUALITY
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IMPORTANT!
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OR INSTALLING!
PLEASE CHECK
CONDITION - QUANTITY - QUALITY
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IMPORTANT!
LINETEC

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CITY OF INVER GROVE HEIGHTS**REQUEST FOR COUNCIL ACTION****Consider Compensating Change Order for Storm Water Pipe Repair at the VMCC (City Project 2018-1722)**

Meeting Date: May 13, 2019
 Item Type: Consent Agenda
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Shannon Battles

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

The Council is asked to approve a compensating change order with Insituform in the amount of \$1,605.00 to line a storm water drain. The change order is paid for through the project contingency fund. The overall project is funded with an interest-free loan from the Central Equipment Fund which will be repaid over a 10-year period from the Host Community Fund.

SUMMARY

In winter of 2012-2013 the City received a large amount of snow fall. In the spring of 2013 there was a rapid snow melt and one of our roof drain pipes was frozen shut at the end of the pipe causing a backup of melting snow to surcharge the roof drain storm water pipe system. There was enough pressure on the line that water was forced through the joints in the pipe and water was coming up through the ground.

During the construction in the West Rink we discovered that this pipe has continued to leak and needs to be repaired. The most effective way to repair the pipe is to line the pipe in place. This is not an expense we believe the City of Rosemount should be responsible for. Staff has contacted several companies for a second quote, many of them are unable to make the repair, one that is capable can't schedule it until late fall/early winter.

The City hired Insituform to line 298 LF of pipe and they lined 313 LF of pipe increasing the cost of the project by \$1,605.00.

The overall project budget is as follows:

Contractor	Amount	Description
Stevens Engineering	\$39,300	Design and Engineering
GPRS	\$650	Underground utility locates
Rink Tech	\$4,682	Installation of isolation valve
Frank J Zamboni	\$136,890	Ice Resurfacer
Braun Intertec	\$2,100	Soils Engineer
Insituform	\$33,491	Line Roof Drain Pipe
Becker Arena Products	\$165,246	Dasher Board System
Becker Arena Products – Change Order #1	\$27,272	Correct Rain Damage; paid by LMCIT insurance claim
Minnesota Ice	\$539,852	West Rink Floor
MN Ice - Change Order #1	\$19,107	Soils Correction
MN Ice - Change Order #2	\$1,230	Additional Temperature Sensors
MN Ice - Change Order #3	\$48,842	Correct Rain Damage; paid by LMCIT insurance claim
Project Contingency	\$5,958	Started at \$50,000 increased to \$60,000 on July 23, 2018, increased to \$110,000 on August 13, 2018 and increased to \$138,000 on August 23, 2018
Total	\$1,024,620	

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Resolution Establishing an Emerald Ash Borer Control Zone

Meeting Date: May 13, 2019
 Item Type: Consent Agenda
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Brian Swoboda

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 establishing a control zone for the emerald ash borer as the entire city limits. The control zone is authorized by City Code 5-8-3 C.

SUMMARY

Since 2002, emerald ash borer has killed tens of millions of ash trees in neighboring states. With the second largest concentration of ash trees in the country, Minnesota has had much to be concerned about. EAB attacks all species of ash trees and causes tree death in two to three years. The impact of EAB on Minnesota's ash trees has been estimated by many tree experts to surpass that of Dutch elm disease.

In 2010, the City adopted the EAB Management Plan and have used the plan to guide our management of EAB. The City has been very proactive in trying to prevent the spread of EAB and our efforts have slowed the spread of EAB in our community. We have selectively removed approximately 570 trees over the last 10 years.

Emerald ash borer has previously been discovered in all the communities that surround us. As of April 2019, we had our three confirmed cases of EAB. We hired SAVATree to perform an inspection of ROW trees north of Upper 55th St E and discovered a total of seven high risk trees, eight moderate risk trees, and 11 additional trees that show symptoms of EAB infestation.

Pursuant to City code, the Council should establish a "Control Zone" by Council Resolution. The recommend control zone is the entire city, the control zone provides the city with authority to abate EAB on public and private property. With the Councils adoption of the attached resolution, the City can abate nuisance trees on public and private property and when necessary, assess the costs of abatement on private property back to the property owner.

Trees on City Property/ROW

The city will continue to remove trees on city property. Trees found within the public ROW will be removed by the City if the adjacent property owners' requests. Once a tree is determined to be infected, the city will remove the infected tree at the desire of the adjacent property owner until such time the tree is deemed a hazard. Removal of trees by the city within the ROW include the tree, stump, and restoration of the disturbed area with black dirt and grass seed at the city's expense.

We estimate that there are approximately 560 trees the city will be responsible to remove at an expense of approximately \$200,000. We have \$100,000 available which has been set aside and will need to have an additional \$100,000 allocated to complete the removals over the next 3 - 5 years.

Trees on city property that are not in active area such as a “woods” will be left to die, eventually fall over, and decompose naturally because they do now cause a risk to people or property.

Trees on Private Property

The city does not have the financial resources to help private property owners remove trees. We will suggest that residents contact a certified arborist for identification and treatment\removal options of trees found on private property.

RESOLUTION

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

RESOLUTION NO. _____

**RESOLUTION CREATING A
EMERALD ASH BORER CONTROL ZONE**

WHEREAS, the City of Inver Grove Heights has adopted an Emerald Ash Borer (EAB) Management Plan which has helped the City slow the spread of EAB; and

WHEREAS, city ordinance 5-8-3 C allows the Council to establish a control zone to help abate tree borne disease, in this case EAB; and

WHEREAS, the MN Department of Agriculture has confirmed at least three (3) infected trees within the boundaries of the city; and

WHEREAS, the city will continue to proactively address EAB cases both on public and private property using Best Management Practices (BMP's); and

NOW, THEREFORE, BE IT RESOLVED the City of Inver Grove Heights adopts a resolution establishing the entire city limits as a control zone to fight EAB.

Adopted by the City Council of Inver Grove Heights this 13th day of May 2019.

George Tourville, Mayor

ATTEST:

Joe Lynch, City Administrator

CITY ORDINANCES

5-8-1: POLICY AND PURPOSE:

The city council has determined that the health of the elm trees within city limits is threatened by a fatal disease known as Dutch elm disease, that oak trees are threatened by a disease known as oak wilt, and that ash trees are threatened by the emerald ash borer. The council has further determined that the loss of such trees growing upon public and private property would substantially depreciate the value of property within the city, cause significant costs to the public for tree removal, and impair the safety, good order, general welfare and convenience of the public. It is declared to be the intention of the council to control and prevent the spread of these diseases as well as infestation by these insects, and this chapter is enacted for that purpose. (Ord. 1217, 8-9-2010)

5-8-2: FORESTER:

The powers and duties of the forester, as set forth herein, are conferred upon the city forester. It is the duty of the forester to coordinate, under the direction and control of the council, all activities of the city relating to control and prevention of Dutch elm disease, oak wilt, and emerald ash borers. He shall recommend to the council the details of a program for the control of Dutch elm disease, oak wilt, and emerald ash borers and perform the duties incident to such a program adopted by the council. (Ord. 1217, 8-9-2010)

5-8-3: DUTCH ELM, OAK WILT, AND EMERALD ASH BORER DISEASE PROGRAM:

- A. Intent: It is the intention of the city council to conduct a program of plant pest control pursuant to the authority granted by Minnesota statutes chapter 18G. The program is specifically aimed at the control and elimination of the following:
1. Dutch elm disease fungus.
 2. The elm bark beetles that carry Dutch elm disease fungus.
 3. Oak wilt fungus.
 4. Emerald ash borers.
- B. State Statutes Adopted: Except as modified herein, the council hereby adopts by reference Minnesota statutes chapter 18G, and all amendments thereto, and the rules and regulations promulgated thereunder by the commissioner of agriculture.
- C. Control Zones: By resolution, the council shall establish control zones in the city within which the control and abatement procedures for Dutch elm disease, oak wilt, and emerald ash borers shall apply. Areas outside the established control zones shall not be subject to the control and abatement procedures herein set forth. The council may from time to time change the control zones. (Ord. 1217, 8-9-2010)

5-8-4: NUISANCES DECLARED AND PROHIBITED:

A. Nuisances Declared: The following items are hereby declared to be public nuisances when found within the control zones between April 1 and September 15:

1. Any living or standing elm tree, or part thereof, infected to any degree with the Dutch elm disease fungus *Ceratocystis ulmi* (Buisman) Moreau.
2. Any elm tree or part thereof suffering from dieback or any other disease or harmful condition which, in the opinion of the city forester or his agents, renders that tree or any parts thereof possible breeding or harboring sites of the elm bark beetles *Scolytus multistriatus* (Eichh.) or *Hylurgopinus rufipes* (Marsh).
3. Any red oak tree or part thereof exhibiting wilting to any degree in July or August, this wilt caused by the oak wilt fungus *Ceratocystis fagacearum*. Red oak trees affected at other times and white oaks with root systems in contact with other trees of the same species are also hereby declared nuisances.
4. Any ash tree that is diseased with the emerald ash borer that poses or threatens to pose a danger to person or property by reason of potentially falling or loss of tree limbs in the opinion of the city forester or the city forester's designee or is otherwise subject to a directive for removal from the Minnesota department of agriculture or other state agency.
5. Elm trees or oak trees or parts thereof as described in subsections A1, A2 through A4 of this section hereby shall be termed hazardous trees and portions.
6. Any dead elm tree, standing or fallen, or part thereof, including logs, branches, stumps, firewood or other elm material from which the bark has not been completely removed. Red oak wood not covered by a plastic tarpaulin during May and June is also hereby declared a public nuisance. Any dead ash tree, standing or fallen, or part thereof, including logs, branches, stumps, firewood or other ash material that is not handled consistent with guidelines issued by the Minnesota department of agriculture or other state agency, as amended from time to time. Such nuisances are hereby termed hazardous wood.

B. Prohibited; Abatement Required: It is unlawful for any person to cause or permit any public nuisance as defined in subsection A of this section to remain on any premises owned or controlled by him within the disease control zones between April 1 and September 15. Such nuisances may be abated in the manner herein set forth. (Ord. 1217, 8-9-2010)

5-8-5: INSPECTIONS AND INVESTIGATIONS:

A. Annual Inspection: The forester shall inspect all premises and places within the established control zones as often as practical to determine whether any condition described in subsection 5-8-4A of this chapter exists. The city forester shall investigate all reported incidents of infestations of Dutch elm disease, oak wilt, the elm bark beetles, and emerald ash borers.

B. Entry Powers: The forester or duly authorized agents may enter upon any private place as defined in Minnesota statutes section 18G.13, at any reasonable time for the purpose of carrying out any of the duties assigned under this chapter. Before making any inspection of any private place, it shall be the duty of the city forester to give notice of said inspection to all affected residents and property owners either through an individual oral or written notice, or by publishing said notice in a local newspaper. (Ord. 1217, 8-9-2010)

5-8-6: ABATEMENT PROCEDURE:

- A. Methods Of Abatement: In abating the nuisances of hazardous trees and portions and hazardous wood, the landowner shall, and upon his failure to do so, the forester may, cause the infected tree or wood to be sprayed, removed, burned, disposed of or otherwise effectively treated so as to destroy and prevent as fully as possible the spread of the Dutch elm disease fungus, the oak wilt fungus, the elm bark beetles and/or emerald ash borers. Such abatement procedures shall be carried out in accordance with current technical and expert opinions and plans as may be designated by the commissioner of agriculture and shall be termed proper disposal.
- B. Abatement in Control Zones: When the forester finds with reasonable certainty that the Dutch elm disease fungus, the oak wilt fungus, elm bark beetles, or emerald ash borers exist in any tree or wood in the control zones, the procedure shall be as follows:
1. Notice to Abate: For hazardous wood or hazardous trees and portions found on private property, the property owner shall be given no more than fourteen (14) days for proper disposal from the date of notification. Within said fourteen (14) days, the property owner shall complete proper disposal of the nuisance. Notification shall be given in writing and shall be made either by personal service on the landowners and occupants or by mailing the written notice to them. If service is by mail, the owners shall be those shown on the records of the county treasurer. Notice shall be complete upon mailing.
 2. Failure to Abate; Abatement by City; Costs: Failure to abate the nuisance (or properly dispose of the hazardous wood or hazardous trees and portions) by the property owner within the time limit stated shall authorize the city forester to have the nuisance abated. The city may then charge all costs of abatement to the property owner and bill him directly. If the landowner does not pay the bill, the monies due may be assessed. Failure by the property owner to abate the nuisance within the time specified above is a violation of this chapter and shall be punishable as a misdemeanor. Further, the city may enforce this chapter by injunction or by any other legal remedy.
 3. Record Of Costs: The forester shall keep a record of the costs of abatements done under this section and shall report monthly to the finance department and clerk all work done for which billings and assessments are to be made stating and certifying the description of the land, lots, and parcels involved and the amount chargeable to each.
 4. Assessment of Costs: On or before September 1 of each year, the clerk and finance department shall list the total unpaid charges for each abatement against each separate lot or parcel to which they are attributable under this chapter. The council may then spread the charges or any portion thereof against the property involved as a special assessment under Minnesota statutes section 429.101 and other pertinent statutes for certification to the county auditor and collection the following year along with current taxes.
- C. Payment Of Abatement Costs: The payment of monies owed to the city for the abatement of nuisances (as described in subsection 5-8-4A of this chapter) from private property shall be handled in the following manner:
1. All expenses shall be kept by the city forester and submitted to the finance department and clerk. Individual bills shall be sent to the property owner stating the work done and the amount owed.
 2. Payment shall be due on the entire amount owed within thirty (30) calendar days from the date of the bill.
 3. After the passage of the original thirty (30) days, the city may assess the remaining amount due pursuant to Minnesota statutes sections 429.101 and 18G.13. (Ord. 1217, 8-9-2010)

5-8-7: STORAGE OF ELM WOOD PROHIBITED:

Between April 1 and September 15, it shall be unlawful for any person to store within established control zones any bark bearing elm wood. (Ord. 1217, 8-9-2010)

5-8-8: STORAGE OF ASH WOOD PROHIBITED:

Between April 1 and September 15, it shall be unlawful for any person to store within established control zones any bark bearing ash wood. (Ord. 1217, 8-9-2010)

5-8-9: INTERFERENCE WITH CITY OFFICIALS PROHIBITED:

It is unlawful for any person to prevent, delay or interfere with the forester or his agents while they are engaged in the performance of duties imposed by this chapter. (Ord. 1217, 8-9-2010)

5-8-10: PROHIBITED CONDUCT; PENALTY:

It is unlawful for any person to engage in an act or in the behavior prohibited by this chapter. Violation of any provision of this chapter is a misdemeanor and may be punished as provided in [title 1, chapter 4](#) of this code. (Ord. 1217, 8-9-2010)

7-1-4: PLANTING TREES AND SHRUBS:

No trees, bushes or shrubs shall be planted or placed within the public road right of way or within five feet (5') of the public road right of way or within the side strip or boulevard. No trees, bushes or shrubs shall be planted within thirty feet (30') of the intersection of curb lines on corner lots². (1974 Code § 800.19)

11-3-11: STREET TREES:

Street trees shall be planted not less than forty feet (40') apart with a minimum of one tree per lot. They shall be placed five feet (5') to seven feet (7') inside the property line and not in the side strip or boulevard. No trees shall be planted within thirty feet (30') of the intersection of curb lines on corner lots. The minimum size shall measure one and one-half inches (1½") in diameter at ground line. No two (2) consecutive trees shall be of the same type or variety, and only those varieties approved by the city engineer will be used. (Ord. 1157, 6-11-2007)

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Accept Professional Services Proposal for Windsor Ridge by Bolton and Menk

Meeting Date: May 13, 2019

Item Type: Consent

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

Prepared by: Thomas J. Kaldunski, City Engineer

Reviewed by: Scott D. Thureen, Public Works Director

☐
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☐
☐
☐
☒

Fiscal/FTE Impact:

None

Amount included in current budget

Budget amendment requested

FTE included in current complement

New FTE requested – N/A

Other: Developer provided escrow

PURPOSE/ACTION REQUESTED

Accepting professional services proposal for Windsor Ridge preliminary and final plat review by Bolton and Menk.

SUMMARY

The City is anticipating an uptick in large projects in 2019. The projected Engineering Division workload indicates it is prudent to secure proposals to utilize our engineering consultant pool to assist with large development projects. The Council approved rate tables from two consultants in January 2019.

The main focus is industrial/commercial projects which allow the City to secure proposals to review a development project upon receiving an engineering escrow. The review charges will be funded by escrows received from the developer. Staff might also recommend consultant use on residential projects with the proposed rate table. This will be work load dependent. Timing will also be a factor when choosing a project for development review by the consultant.

It is recommended that the Council accept the proposal from Bolton & Menk for preliminary and final plat review on Windsor Ridge at a not to exceed cost of \$6,500. Their services are needed with some support from the City Engineering Division. A project-specific proposal from the consultant has been shared with the developer. The developer concurred with the proposal to keep the development advancing per their timeline.

TJK/kf

Attachment: Proposal



Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337-1649

Ph: (952) 890-0509
Fax: (952) 890-8065
Bolton-Menk.com

April 15, 2019

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

Re: Proposal for Professional Engineering Services
1565 82nd Street – Site Plan Review
City of Inver Grove Heights, Minnesota

Dear Mr. Kaldunski:

Thank you for the opportunity to submit this proposal to complete a site plan review for the proposed planned unit development (PUD), referred to as Windsor Ridge, located just north of 65th Street and west of Robert Trail in the City of Inver Grove Heights. According to our discussions, the developer is proposing a new single family residential development with 66 homes. The site is located in the City's Northwest Area. A technical analysis of both the proposed infrastructure improvements and the proposed site improvements relative to the region's long-term development plan is vital to the continuing growth of the region.

Preliminary Plat and Preliminary Plan Review

Eric Seaburg will lead this review with input from other technical experts on staff. He has worked with City staff on several infrastructure projects and is very accustomed to the City's technical standards and comprehensive plans. We anticipate the following scope for his review:

- Review the proposed site plan
- Review the following comprehensive plans and relevant infrastructure studies
 - Sanitary Sewer
 - Watermain
 - Storm Sewer
 - Transportation
- Develop list of technical concerns and/or requirements relative to the City's infrastructure standards
- Review the preliminary plat to ensure it meets platting standards
- Prepare a memorandum of findings

Final Plat and Final Plan Review

Once a final plat and final plan have been submitted, we will review and provide comments to the City within the time allotted. This may include multiple iterations until a final plan is approved. We anticipate the following scope for this review:

- Review the proposed site plan
- Determine if comments made in the preliminary plat & plan review were addressed
- Develop list of technical concerns and/or requirements relative to the City's infrastructure standards
- Review the final plat to ensure it meets platting standards
- Prepare a memorandum of findings

Name: Tom Kaldunski, P.E.

Date: April 15, 2019

Page: 2

Proposed Fee

Bolton & Menk proposes to complete the scope of work as described above for a not-to-exceed hourly fee of \$6,500. We look forward to working with you and the City on this project. If you have any questions regarding our proposal, please do not hesitate to call us.

Sincerely,

Bolton & Menk, Inc.



Eric Seaburg, P.E.
Project Manager



Brian Hilgardner, P.E.
Principal

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Resolution Receiving Proposals and Awarding Contract for Blaine Avenue/Seidl's Lake Park Pedestrian Crossing Study – City Project No. 2019-03

Meeting Date: May 13, 2019

Item Type: Consent

Contact: Scott D. Thureen, 651-450-2571

Prepared by: Scott D. Thureen, Public Works Director

Reviewed by:



Fiscal/FTE Impact:

☐

None

☒

Amount included in current budget

☐

Budget amendment requested

☐

FTE included in current complement

☐

New FTE requested – N/A

☐

Other:

PURPOSE/ACTION REQUESTED

Consider resolution receiving proposals and awarding contract for Blaine Avenue/Seidl's Lake Park Pedestrian Crossing Study – City Project No. 2019-03.

SUMMARY

During the Council's consideration of improvements to Seidl's Lake Park, residents raised concerns about pedestrian safety for individuals wanting to cross Blaine Avenue to get to the park. They requested a marked crosswalk and measures to address a perceived issue with speeding vehicles.

Staff requested proposals from consulting firms to conduct a study of the area. Two proposals were received. The study will quantify vehicular and pedestrian activity to determine if a crosswalk is warranted to improve safety, and if so, where it should be installed. It will also collect data that will be used by staff to review the traffic speeds and determine if traffic calming measure would be beneficial. The study would be completed by the end of June.

I recommend that the Council approve the resolution accepting the proposal from WSB for an amount not to exceed \$5,400.

SDT/kf

Attachment: Resolution
Proposals

**DAKOTA COUNTY
INVER GROVE HEIGHTS, MINNESOTA**

**RESOLUTION ACCEPTING A PROPOSAL FOR ENGINEERING SERVICES FROM WSB
FOR BLAINE AVENUE/SEIDL'S LAKE PARK PEDESTRIAN CROSSING STUDY – CITY
PROJECT NO. 2019-03**

RESOLUTION NO. _____

WHEREAS, proposals for engineering services for the Blaine Avenue/Seidl's Lake Park Pedestrian Crossing Study were requested and received from two consulting firms; and

WHEREAS, both proposals provide the requested services, and the firms have the necessary expertise to accomplish the work.

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

1. The WSB proposal for completing the Blaine Avenue/Seidl's Lake Park Pedestrian Crossing Study for an amount not to exceed \$5,400 is hereby accepted by City Council.
2. Funding for the work will come from the approved 2019 Engineering Division budget.

Adopted by the City Council of Inver Grove Heights, Minnesota this May 13, 2019

AYES:
NAYS:

George Tourville, Mayor

ATTEST

Michelle Tesser, City Clerk

Memorandum

To: Scott Thureen, Public Works Director
8150 Barbara Avenue
Inver Grove Heights, MN 55077

From: Gus Perron, PE, Project Engineer

Date: May 8, 2019

Re: Seidl's Lake Park Crosswalk Study Proposal

The following is a summarized scope for completing a pedestrian crosswalk study for Blaine Avenue from Bloomberg Lane to Boatman Lane, adjacent to Seidl's Lake Park. The goal of this study is to analyze the existing conditions, then determine if there is a safety deficiency that a marked crosswalk could improve. If a marked crossing is recommended, WSB will also propose the location where it would best improve the safety of pedestrians.

WSB's evaluation of the existing conditions will focus on the pedestrian network, vehicle and pedestrian volumes, frequency of crossable gaps, and observed pedestrian crossing patterns/locations.

1. Project Management and Meetings

- a. Weekly correspondence with the City to update work completed and schedule, also discuss any concerns or questions.
- b. WSB will schedule and attend two meetings with the City:
 - i. Kick-off meeting to review proposal and discuss data collection and methodology (conference call).
 - ii. Meeting with the City to discuss findings and present the results of the report (at City as needed).

2. Traffic Data Collection

- a. WSB will utilize video cameras to collect pedestrian count data at the following study locations:
 - i. Blaine Avenue & Bloomberg Lane
 - ii. Blaine Avenue & Bisset Lane
 - iii. Blaine Avenue & Boatman Lane
- b. WSB will use pneumatic tube counters to collect vehicle counts and vehicle speeds on Blaine Avenue in the Study area.

Pedestrian volumes will be recorded for one weekday and one weekend day from 6 am to 9 pm. 24-hour vehicle counts will be recorded for the matching days.

3. Traffic Analysis

- a. WSB will identify peak hour traffic volumes from the data collected and determine the average gap time between vehicles during both the peak hour for vehicle volumes and for pedestrian volumes.

- b. WSB will review the layout of the existing pedestrian network in and near the study area, as well as use the video camera data to determine if pedestrians typically cross at the intersections or between the intersections (midblock).

4. Documentation

- a. WSB will prepare a draft report for review by the City detailing the data collection, methodology, and the findings of the traffic analyses. The report will indicate if a marked crosswalk is recommended and where it would best serve pedestrians. This report will include figures and attachments that support the findings of the study.
- b. Prepare a final report incorporating the comments received from the City.

Data collection will begin within ten days of notice to proceed (NTP). A kickoff meeting will be scheduled within a week of NTP pending Owner availability. The draft study report will be prepared for review within five weeks of NTP. The client will be charged a lump sum of \$5,400 for work included in this scope.

Thank you for the opportunity to propose on this project. Please contact me at 763-270-3465 if you have any questions regarding the content of this proposal.

Sincerely,

A handwritten signature in black ink that reads "Gus Perron". The signature is fluid and cursive, with the first name "Gus" and last name "Perron" clearly distinguishable.

Gus Perron, PE
Transportation Project Engineer

cc: Sean Delmore, WSB



April 30, 2019

SRF 12783.PP

Scott Thureen, PE
Public Works Director
City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

Subject: Proposal for Professional Services for:
Blaine Avenue/Seidl's Lake Park Pedestrian Crossing Study

Dear Mr. Thureen,

Based on your request, SRF Consulting Group, Inc. (SRF) is pleased to submit this proposal to conduct a pedestrian crossing study on Blaine Avenue in the area of Seidl's Lake Park in the City of Inver Grove Heights, Minnesota. Residents have been requesting a marked crosswalk in the area to assist in crossing Blaine Avenue from the south side of the roadway to the Park. The main objectives of this study are to quantify vehicular and pedestrian activity, as well as vehicular speeds within the study area to determine if a crosswalk is warranted to improve safety, and if so, where it should be installed. Therefore, based on our understanding of the proposed request, the following scope of services was developed.

Scope of Services

We propose to carry out the work described as follows:

1. Collect up to 15-hours (6:00 a.m. to 9:00 p.m.) of pedestrian counts during two (2) days (i.e. a weekday and Saturday condition) on Blaine Avenue between Boatman Lane and Bloomberg Lane using video technology.
2. Complete a 24-hour vehicular count and speed study on Blaine Avenue between Boatman Lane and Bloomberg Lane using road tube technology.
3. Obtain and review the most recent 5-years of crash history; crash records are assumed to be obtained from the Inver Grove Heights Police.
4. Qualitatively and quantitatively assess the observed vehicular/pedestrian interactions within the study area, including compliance with current regulations and crash history to identify any issues.
5. Utilize local and national standards to determine what the appropriate treatments may be to improve pedestrian safety.
6. Prepare a draft technical memorandum documenting the findings and recommendations. Revise as appropriate based on Client review and prepare a final study.
7. Provide day-to-day project management and administration, as well as project coordination with the Client. One (1) meeting with project staff is included within this scope of services.

www.srfconsulting.com

1 Carlson Parkway North, Suite 150 | Minneapolis, MN 55447-4453 | 763.475.0010 Fax: 1.866.440.6364

An Equal Opportunity Employer

Schedule

We are prepared to complete this review immediately upon notification to proceed and will complete this work on a mutually agreed-upon schedule.

Basis of Payment/Budget

We propose to be reimbursed for our services on an hourly basis for the actual time expended. Other direct project expenses, such as printing, supplies, reproduction, data processing, etc., will be billed at cost, and mileage will be billed at the current allowable IRS rate for business miles. Invoices are submitted on a monthly basis for work performed during the previous month. Payment is due within 30 days. Based on our understanding of the project, the cost of our services is not to exceed \$5,450.

Changes in the Scope of Services

It is understood that if the scope or extent of work changes, the cost will be adjusted accordingly. Before any out-of-scope work is initiated, however, we will submit a budget request for the new work and will not begin work until we receive authorization from you.

Standard Terms and Conditions

The attached Standard Terms and Conditions (Attachment A), together with this proposal for professional services, constitute the entire agreement between the Client and SRF Consulting Group, Inc. and supersede all prior written or oral understandings. This agreement may only be amended, supplemented, modified or canceled by a duly executed written instrument.

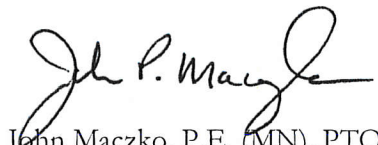
Acceptance/Notice to Proceed

A signed copy of this proposal, mailed or emailed to our office, will serve as acceptance of this proposal and our notice to proceed. The email address is jmaczko@srfconsulting.com.

We sincerely appreciate your consideration of this proposal and look forward to working with you on this project. Please feel free to contact us if you have any questions or need additional information.

Sincerely,

SRF CONSULTING GROUP, INC.



John Maczko, P.E. (MN), PTOE
Senior Transportation Manager



Matt Pacyna, P.E. (MN, ND, WI)
Principal

Attachment A – Standard Terms and Conditions
JPM/MP/rb

Approved:

(signature)

Name _____

Title _____

Date _____

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

**LEVANDER,
GILLEN &
MILLER, P.A.**

ATTORNEYS AT LAW

TIMOTHY J. KUNTZ
DANIEL J. BEESON
JAY P. KARLOVICH
ANGELA M. LUTZ AMANN
KORINE L. LAND
DONALD L. HOEFT
BRIDGET McCAULEY NASON
TONA T. DOVE
AARON S. PRICE
DAVID L. SIENKO
CASSANDRA C. WOLFGAM
DEBRA M. NEWEL
CASSANDRA J. BAUSTISTA
MATTHEW K. BROKL

MEMO

TO: Inver Grove Heights Mayor and Councilmembers
FROM: Timothy J. Kuntz, City Attorney
DATE: May 8, 2019
RE: Resolution Appointing Interim Deputy Clerk; May 13, 2019 Council Meeting

Section 1. Background. Michelle Tesser, the City Clerk, is on administrative leave with pay. Minn. Stat. § 412.201 requires that contracts, licenses, deeds and other written instruments executed on behalf of the City be signed by the Mayor and Clerk.

Minn. Stat. § 412.201 provides:

Every contract, conveyance, license or other written instrument shall be executed on behalf of the city by the mayor and clerk, with the corporate seal affixed, and only pursuant to authority from the council.

The City needs to appoint an interim deputy clerk. Minn. Stat. § 412.151, Subd. 1 enables the Council to appoint a deputy clerk. That statute provides in part:

In case of the clerks's absence from the city or disability, the council may appoint a deputy clerk, if there is none, to serve during such absence or disability. The deputy may discharge any of the duties of the clerk, except that the deputy shall not be a member of the council.

The suggestion from the Administration Department is that City Administrator Joe Lynch be appointed the interim deputy clerk.

Section 2. Council Action. Attached for Council consideration at the May 13, 2019 Council meeting is a Resolution Appointing Interim Deputy Clerk.

Attachment

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

RESOLUTION NO. _____

RESOLUTION APPOINTING INTERIM DEPUTY CLERK

WHEREAS, the City of Inver Grove Heights (City) is required to have a City Clerk;
and

WHEREAS, City Clerk Michelle Tesser is out of the office on administrative leave
until further notice; and

WHEREAS, the City Clerk position is currently vacant, leaving no one to fulfill the
duties of City Clerk at this time which duties include, among other things, executing and
sealing documents on behalf of the City; and

WHEREAS, Minn. Stat. § 412.151, Subd. 1 provides that if the City does not have a
deputy clerk and the regular clerk is absent from the City, the Council may, on its own
authority, appoint a deputy clerk to serve during the absence of the regular clerk; and

WHEREAS, pursuant to Minn. Stat. § 412.151, a deputy clerk may perform all the
duties of the City Clerk.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF INVER GROVE HEIGHTS, DAKOTA COUNTY, MINNESOTA AS
FOLLOWS:**

1. That City Administrator Joe Lynch is appointed as the interim deputy clerk for the
City of Inver Grove Heights, effective immediately upon adoption of this
resolution, until such time as Michelle Tesser returns to work as City Clerk or until
such time as the City Council otherwise determines.

Adopted by the City Council of the City of Inver Grove Heights on the 13th day of
May, 2019.

George Tourville, Mayor

ATTEST:

Interim Deputy Clerk

**LEVANDER,
GILLEN &
MILLER, P.A.**

ATTORNEYS AT LAW

TIMOTHY J. KUNTZ
DANIEL J. BEESON
*KENNETH J. ROHLF
◊STEPHEN H. FOCHLER
◊JAY P. KARLOVICH
ANGELA M. LUTZ AMANN
*KORINE L. LAND
◊DONALD L. HOEFT
BRIDGET McCAULEY NASON
TONA T. DOVE
AARON PRICE
•
HAROLD LEVANDER
1910-1992
•
ARTHUR GILLEN
1919-2005
•
• ROGER C. MILLER
1924-2009

MEMO

*ALSO ADMITTED IN WISCONSIN
◊ALSO ADMITTED IN NORTH DAKOTA
◊ALSO ADMITTED IN MASSACHUSETTS
◊ALSO ADMITTED IN OKLAHOMA

TO: Inver Grove Heights Mayor and Councilmembers
FROM: Timothy J. Kuntz & Jay P. Karlovich, City Attorneys
DATE: May 7, 2019
RE: Authorization for the Stipulation and Assent to Registration and Assent to
Registration – Marylin L. Murphy Application to Register Title to Certain
Lands; May 13, 2019 Council Meeting

Section 1. Background. Marylin L. Murphy is the owner of certain real estate located in the City of Inver Grove Heights, County of Dakota and described as follows:

That part of the East Half of the Northeast Quarter of Section 6, Township 27, Range 22, according to the Government Survey thereof, Dakota County, Minnesota, described as follows:

Commencing on the northeast corner of said East Half of the Northeast Quarter; thence South 00 degrees 56 minutes 05 seconds East, assumed bearing along the east line of said East Half of the Northeast Quarter, a distance of 1449.27 feet to the south line of the plat of RAUCHWARTER ESTATES, according to the recorded plat thereof, said Dakota County; thence South 89 degrees 51 minutes 20 seconds West, along said south line of RAUCHWARTER ESTATES, a distance of 990.71 feet to the east line of the West 350.00 feet of said East Half of the Northeast Quarter and the point of beginning; thence continue South 89 degrees 51 minutes 20 seconds West, along said south line, a distance of 350.04 feet to the west line of said East Half of the Northeast Quarter; thence South 01 degrees 00 minutes 50 seconds East, along said west line a distance of 1017.33 feet to the south line of said East Half of the Northeast Quarter; thence North 89 degrees 44 minutes 00 seconds East, along said south line, a distance of 1339.31 feet to the east line of said East Half of the Northeast Quarter; thence North 00 degrees 56 minutes 05 seconds West, along said east line, a distance of 660.51 feet to the north line of the South Half of the South Half of the East Half of the Northeast Quarter of said Section 6; thence South 89 degrees 41 minutes 07 seconds West, along said north line, a distance of 45.00 feet to the west line of the East 45.00 feet of said South Half of the South Half of the East Half of the Northeast Quarter; thence South 00 degrees 56 minutes 05 seconds East, along said west line, a distance of 223.01 feet to the south line of the North 223.00 feet of said South half of the South Half of the East half of the Northeast Quarter, thence South 89 degrees 41 minutes 07 seconds West, along said south line, a distance of 208.01 feet to the west line of the East 253.00 feet of said South Half of the South

Half of the East Half of the Northeast Quarter; thence North 00 degrees 56 minutes 05 seconds West, along said west line a distance of 223.01 feet to said north line of the South Half of the South Half of the East Half of the Northeast Quarter; thence South 89 degrees 41 minutes 07 Seconds West, along said north line, a distance of 737.17 feet to said east line of the West 350.00 feet of said East Half of the Northeast Quarter; thence North 01 degrees 00 minutes 50 seconds West, along said east line, a distance of 356.89 feet to said south line of RAUCHWARTER ESTATES and the point of beginning;

(the "Property").

In July of 2018, the City obtained the following four recorded easements by direct purchase from the Landowner:

Permanent Drainage, Utility, Stormwater Ponding and Stormwater Facilities Easement dated 05/05/2018, recorded 07/03/2018, as Document No. 3258078

Street, Highway, Utility and Drainage Easement dated 05/05/2018, recorded 07/30/2018, as Document No. 3258079

Utility and Drainage Easement dated 05/05/2018, recorded 07/30/2018, as Document No. 3258080

Access Rights Quit Claim Deed, dated 05/05/2018, recorded 07/30/2018, as Document No. 3258081

On November 30, 2018, the Landowner Marylin L. Murphy, commenced a Registration proceeding with the filing of an Application To Register Title To Certain Lands. The Application identifies the above-described easements in favor of the City. The Landowner and the City have reached an agreement whereby the City will not contest the registration proceedings and will assent to the registration of the property so long as the Decree of Registration and the Certificate of Title reflect and memorialize that the Property is subject to the above-described encumbrances in favor of the City.

Section 2. Requested Action. City staff recommends that the City Council approve the attached Resolution Approving the Stipulation and Assent to Registration and Assent to Registration, authorize the Mayor/City Administrator and Deputy Clerk to execute the Assent to Registration and further authorize the City Attorney to execute the Stipulation and Assent to Registration.

Attachments

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA
RESOLUTION NO. _____**

**RESOLUTION APPROVING STIPULATION AND ASSENT TO REGISTRATION AND
ASSENT TO REGISTRATION**

WHEREAS, on November 30, 2018, Applicant Marilyn L. Murphy commenced a Registration proceeding with the filing of an Application seeking to register titles to the following described real estate situated in the City of Inver Grove Heights, County of Dakota:

That part of the East Half of the Northeast Quarter of Section 6, Township 27, Range 22, according to the Government Survey thereof, Dakota County, Minnesota, described as follows:

Commencing on the northeast corner of said East Half of the Northeast Quarter; thence South 00 degrees 56 minutes 05 seconds East, assumed bearing along the east line of said East Half of the Northeast Quarter, a distance of 1449.27 feet to the south line of the plat of RAUCHWARTER ESTATES, according to the recorded plat thereof, said Dakota County; thence South 89 degrees 51 minutes 20 seconds West, along said south line of RAUCHWARTER ESTATES, a distance of 990.71 feet to the east line of the West 350.00 feet of said East Half of the Northeast Quarter and the point of beginning; thence continue South 89 degrees 51 minutes 20 seconds West, along said south line, a distance of 350.04 feet to the west line of said East Half of the Northeast Quarter; thence South 01 degrees 00 minutes 50 seconds East, along said west line a distance of 1017.33 feet to the south line of said East Half of the Northeast Quarter; thence North 89 degrees 44 minutes 00 seconds East, along said south line, a distance of 1339.31 feet to the east line of said East Half of the Northeast Quarter; thence North 00 degrees 56 minutes 05 seconds West, along said east line, a distance of 660.51 feet to the north line of the South Half of the South Half of the East Half of the Northeast Quarter of said Section 6; thence South 89 degrees 41 minutes 07 seconds West, along said north line, a distance of 45.00 feet to the west line of the East 45.00 feet of said South Half of the South Half of the East Half of the Northeast Quarter; thence South 00 degrees 56 minutes 05 seconds East, along said west line, a distance of 223.01 feet to the south line of the North 223.00 feet of said South half of the South Half of the East half of the Northeast Quarter, thence South 89 degrees 41 minutes 07 seconds West, along said south line, a distance of 208.01 feet to the west line of the East 253.00 feet of said South Half of the South Half of the East Half of the Northeast Quarter; thence North 00 degrees 56 minutes 05 seconds West, along said west line a distance of 223.01 feet to said north line of the South Half of the South Half of the East Half of the Northeast Quarter; thence South 89 degrees 41 minutes 07 Seconds West, along said north line, a distance of 737.17 feet to said east line of the West 350.00 feet of said East Half of the Northeast Quarter; thence North 01 degrees 00 minutes 50 seconds West, along said east line, a distance of 356.89 feet to said south line of RAUCHWARTER ESTATES and the point of beginning;

WHEREAS, the City was served with a Land Title Summons on March 25, 2019;

WHEREAS, the Application to Register Title to Certain Land identifies the following easements in favor of the City:

Permanent Drainage, Utility, Stormwater Ponding and Stormwater Facilities Easement dated 05/05/2018, recorded 07/03/2018, as Document No. 3258078

Street, Highway, Utility and Drainage Easement dated 05/05/2018, recorded 07/30/2018, as Document No. 3258079

Utility and Drainage Easement dated 05/05/2018, recorded 07/30/2018, as Document No. 3258080

Access Rights Quit Claim Deed, dated 05/05/2018, recorded 07/30/2018, as Document No. 3258081;

WHEREAS, the City acquired the above-described easements by direct purchase from the Landowner;

WHEREAS, Applicant and the City have reached an agreement whereby the City will not contest the registration proceedings and will assent to the registration of the above-described land as prayed for by the Applicant so long as the Decree of Registration and the Certificate of Title reflect and memorialize that the Property is subject to the above-described encumbrances in favor of the City; and

WHEREAS, the City staff recommends that the Inver Grove Heights City Council authorize the Mayor/City Administrator and Deputy Clerk to execute the Assent to Registration, attached hereto as Exhibit No. 1 and further authorize the City Attorney to execute the Stipulation and Assent to Registration, attached hereto as Exhibit No. 2.

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

- 1) That the City Council hereby authorizes the Mayor/City Administrator and Deputy Clerk to execute the Assent to Registration.
- 2) That the City Council authorizes the City Attorney to execute the Stipulation and Assent to Registration.

Passed this 13th day of May, 2019.

George Tourville, Mayor

ATTEST:

Joe Lynch, City Administrator and Deputy Clerk

Exhibit No. 1

STATE OF MINNESOTA

DISTRICT COURT

COUNTY OF DAKOTA

FIRST JUDICIAL DISTRICT

OTHER CIVIL: TORRENS

Court File No. 19-HA-CV-18-5331

ASSENT TO REGISTRATION

In the Matter of the Application of

MARYLIN L. MURPHY

To register title to the following described real estate situated in Dakota County, Minnesota, Namely:

That part of the East Half of the Northeast Quarter of Section 6, Township 27, Range 22, according to the Government Survey thereof, Dakota County, Minnesota, described as follows:

Commencing on the northeast corner of said East Half of the Northeast Quarter; thence South 00 degrees 56 minutes 05 seconds East, assumed bearing along the east line of said East Half of the Northeast Quarter, a distance of 1449.27 feet to the south line of the plat of RAUCHWARTER ESTATES, according to the recorded plat thereof, said Dakota County; thence South 89 degrees 51 minutes 20 seconds West, along said south line of RAUCHWARTER ESTATES, a distance of 990.71 feet to the east line of the West 350.00 feet of said East Half of the Northeast Quarter and the point of beginning; thence continue South 89 degrees 51 minutes 20 seconds West, along said south line, a distance of 350.04 feet to the west line of said East Half of the Northeast Quarter; thence South 01 degrees 00 minutes 50 seconds East, along said west line a distance of 1017.33 feet to the south line of said East Half of the Northeast Quarter; thence North 89 degrees 44 minutes 00 seconds East, along said south line, a distance of 1339.31 feet to the east line of said East Half of the Northeast Quarter; thence North 00 degrees 56 minutes 05 seconds West, along said east line, a distance of 660.51 feet to the north line of the South Half of the South Half of the East Half of the Northeast Quarter of said Section 6; thence South 89 degrees 41 minutes 07 seconds West, along said north line, a distance of 45.00 feet to the west line of the East 45.00 feet of said South Half of the South Half of the East Half of the Northeast Quarter; thence South 00 degrees 56 minutes 05 seconds East, along said west line, a distance of 223.01 feet to the south line of the North 223.00 feet of said South half of the South Half of the East half of the Northeast Quarter, thence South 89 degrees 41 minutes 07 seconds West, along said south line, a distance of 208.01 feet to the west line of the East 253.00 feet of said South Half of the South Half of the East Half of the Northeast Quarter; thence North 00 degrees 56 minutes 05 seconds West, along said west line a distance of 223.01 feet to said north line of the South Half of the South Half of the East Half of the Northeast Quarter; thence South 89 degrees 41 minutes 07 Seconds West, along said north line, a distance of 737.17 feet to said east line of the West 350.00 feet of said East Half of the Northeast Quarter; thence North 01 degrees 00 minutes 50 seconds West, along said east line, a distance of 356.89 feet to said south line of RAUCHWARTER ESTATES and the point of beginning.

Applicant
vs.

Dakota County, Minnesota;
State of Minnesota;
City of Inver Grove Heights;
Source Land Capital, LLC, a
Minnesota limited liability company;
Falcon Development, LLC, a
Minnesota limited liability company;
Lisa J. Lojovich; Bradley Lojovich;
also all heirs and devisees of any of the
above-named persons who are deceased;
and all other persons or parties unknown,
claiming any right, title, estate, lien or
interest in the real estate described in the
Application or amendments herein.

Defendants

The undersigned does hereby assent to the registration of the above-described land as prayed for by the Applicant so long as the Decree of Registration and the Certificate of Title reflect and memorialize that the property is subject to the following encumbrances in favor of the City of Inver Grove Heights and as set forth in the Report of Examiner: Dakota County Document No. 3258078, Doc. No. 3258079, Doc. No. 3258080, and Doc. No. 3258081.

CITY OF INVER GROVE HEIGHTS

By: _____
George Tourville, Mayor

ATTEST:

Joe Lynch, City Administrator and Deputy Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF DAKOTA)

On this 13th day of May, 2019, before me a Notary Public within and for said County, personally appeared George Tourville and Joe Lynch to me personally known, who being each by me duly sworn, each did say that they are respectively the Mayor and City Administrator and Deputy Clerk of the City of Inver Grove Heights, the Minnesota municipal corporation named in the foregoing instrument, and that the seal affixed to said instrument was signed and sealed on behalf of said municipal corporation by authority of its City Council and said Mayor and City Administrator and Deputy Clerk acknowledged said instrument to be the free act and deed of said municipal corporation.

Notary Public

Exhibit No. 2

STATE OF MINNESOTA

DISTRICT COURT

COUNTY OF DAKOTA

**FIRST JUDICIAL DISTRICT
OTHER CIVIL: TORRENS**

Court File No. 19-HA-CV-18-5331

**STIPULATION AND
ASSENT TO REGISTRATION**

In the Matter of the Application of

MARYLIN L. MURPHY

To register title to the following described real estate situated in Dakota County, Minnesota, Namely:

That part of the East Half of the Northeast Quarter of Section 6, Township 27, Range 22, according to the Government Survey thereof, Dakota County, Minnesota, described as follows:

Commencing on the northeast corner of said East Half of the Northeast Quarter; thence South 00 degrees 56 minutes 05 seconds East, assumed bearing along the east line of said East Half of the Northeast Quarter, a distance of 1449.27 feet to the south line of the plat of RAUCHWARTER ESTATES, according to the recorded plat thereof, said Dakota County; thence South 89 degrees 51 minutes 20 seconds West, along said south line of RAUCHWARTER ESTATES, a distance of 990.71 feet to the east line of the West 350.00 feet of said East Half of the Northeast Quarter and the point of beginning; thence continue South 89 degrees 51 minutes 20 seconds West, along said south line, a distance of 350.04 feet to the west line of said East Half of the Northeast Quarter; thence South 01 degrees 00 minutes 50 seconds East, along said west line a distance of 1017.33 feet to the south line of said East Half of the Northeast Quarter; thence North 89 degrees 44 minutes 00 seconds East, along said south line, a distance of 1339.31 feet to the east line of said East Half of the Northeast Quarter; thence North 00 degrees 56 minutes 05 seconds West, along said east line, a distance of 660.51 feet to the north line of the South Half of the South Half of the East Half of the Northeast Quarter of said Section 6; thence South 89 degrees 41 minutes 07 seconds West, along said north line, a distance of 45.00 feet to the west line of the East 45.00 feet of said South Half of the South Half of the East Half of the Northeast Quarter; thence South 00 degrees 56 minutes 05 seconds East, along said west line, a distance of 223.01 feet to the south line of the North 223.00 feet of said South half of the South Half of the East half of the Northeast Quarter, thence South 89 degrees 41 minutes 07 seconds West, along said south line, a distance of 208.01 feet to the west line of the East 253.00 feet of said South Half of the South Half of the East Half of the Northeast Quarter; thence North 00 degrees 56 minutes 05 seconds West, along said west line a distance of 223.01 feet to said north line of the South Half of the South Half of the East Half of the Northeast Quarter; thence South 89 degrees 41 minutes 07 Seconds West, along said north line, a distance of 737.17 feet to said east line of the West 350.00 feet of said East Half of the Northeast Quarter; thence North 01 degrees 00 minutes 50 seconds West, along said east line, a distance of 356.89 feet to said south line of RAUCHWARTER ESTATES and the point of beginning.

Applicant

vs.

Dakota County, Minnesota;
State of Minnesota;
City of Inver Grove Heights;
Source Land Capital, LLC, a
Minnesota limited liability company;
Falcon Development, LLC, a
Minnesota limited liability company;
Lisa J. Lojovich; Bradley Lojovich;
also all heirs and devisees of any of the
above-named persons who are deceased;
and all other persons or parties unknown,
claiming any right, title, estate, lien or
interest in the real estate described in the
Application or amendments herein.

Defendants

WHEREAS, Applicant Marilyn L. Murphy commenced the above-captioned Registration Proceeding on November 30, 2018 with the filing of the Application;

WHEREAS, the Applicant seeks to register the title to the above-described real estate situated in Dakota County, Minnesota;

WHEREAS, the Report of Examiner dated March 6, 2019 was filed with the Court on March 8, 2019;

WHEREAS, the City of Inver Grove Heights was served with a Land Title Summons on March 25, 2019;

WHEREAS, the Application identifies the following easements in favor of the City of Inver Grove Heights:

Permanent drainage, utility, stormwater ponding and stormwater facilities easements in favor of the City of Inver Grove Heights, dated 05/05/2018, recorded 07/03/2018, as Document No. 3258078

Street, highway, utility and drainage easements in favor of the City of Inver Grove Heights dated 05/05/2018, recorded 07/30/2018, ad Document No. 3258079

Utility and drainage easement in favor of the City of Inver Grove Heights, dated 05/05/2018, recorded 07/30/2018, as Document No. 3258080

Termination of all ingress and egress access to State Hwy No. 3 (South Robert Trail) to that part of the subject property lying south of the North 208 feet, dated 05/05/2018, recorded 07/30/2018, as Document No. 3258081

WHEREAS, the Report of Examiners confirms that the above-described encumbrances appear of record and should be set forth in the “subject to” clause of the Decree of Registration and shall appear as memorials upon the Certificate of Title;

WHEREAS, Applicant and City of Inver Grove Heights have reached an agreement whereby the City will not contest the registration proceedings and will assent to the registration of the above-described land as prayed for by the Applicant so long as the Decree of Registration and the Certificate of Title reflect and memorialize that the property is subject to the following encumbrances in favor of the City of Inver Grove Heights and as set forth in the Report of Examiner: Doc. No. 3258078, Doc. No. 3258079, Doc. No. 3258080, Doc. No. 3258081.

NOW, THEREFORE, Applicant and Defendant City of Inver Grove Heights, by and through their respective counsel, hereby stipulate and agree as follows:

- 1) The City need not file an Answer to the Application;
- 2) The Decree of Registration and the Certificate of title shall reflect and memorialize that the property is subject to the above-referenced encumbrances in favor of the City;
- 3) The City shall execute an Assent to Registration.

Dated: _____, 2019

LUTZ LAW FIRM

By: _____
David A. Lutz, #0286990
120 South 6th Street, Suite 1550
Minneapolis, MN 55402
612-424-2110
david@lutzfirm.com
ATTORNEY FOR APPLICANT

Dated: May 13, 2019

LEVANDER, GILLEN & MILLER, P.A.

By: _____
Jay P. Karlovich, #247650
633 South Concord Street, Suite 400
South St. Paul, MN 55075
651-451-1831
jkarlovich@levander.com
ATTORNEY FOR DEFENDANT
CITY OF INVER GROVE HEIGHTS

ORDER

Based upon the foregoing Stipulation of counsel, IT IS HEREBY ORDERED that Defendant City of Inver Grove Heights need not file an Answer to the Application, the Decree of Registration and the Certificate of title shall reflect and memorialize that the property is subject to the easements of record in favor of the City, namely Dakota County Document No. 3258078, Doc. No. 3258079, Doc. No. 3258080, Doc. No. 3258081, and the City shall execute an Assent to Registration.

Dated: _____, 2019.

BY THE COURT:

Judge of District Court

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Resolution Authorizing Submittal of a Host Community Grant Program Application to state of MN Department of Employment & Economic Development

Meeting Date: May 12, 2019
 Item Type: Consent
 Prepared by: Heather Rand, Community Development Director
 Reviewed by: N/A
 Contact: 651-459-2546

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED:

Authorize the submittal of an application to MN DEED for up to \$415,000 to acquire property at 6455 Doffing Ave for the development of Heritage Village Park and to spur continued economic redevelopment along the Concord Boulevard corridor.

SUMMARY:

The city is defined by Minnesota state statute as being a host community of a landfill and as such, may apply to the state of MN Department of Employment & Economic Development (DEED) for a Host Community Grant that supports economic development by May 15, 2019. DEED is making up to \$415,000 available to the city for such grant. Staff recommends the attached application be submitted by deadline that would secure funding to acquire 6455 Doffing Avenue for Heritage Village Park development per master plan. The park development is supported by staff as an economic development driver for spurring private sector new investment along the Concord Boulevard Corridor.

MINNESOTA DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT

**First National Bank Building
332 Minnesota Street, Suite E200
St. Paul, Minnesota 55101
Brownfields and Redevelopment Unit
651-259-7449
1-800-657-3858**

HOST COMMUNITY ECONOMIC DEVELOPMENT GRANT APPLICATION**INTRODUCTION/DEFINITIONS**

FUNDING AVAILABILITY: Available funding amounts vary, depending on Legislative appropriation. According to Legislative requirement, DEED must allocate available money between Host Communities as evenly as practicable.

DEADLINES/REQUIREMENTS: A Host Community can submit a grant application at any time. **Completed applications and supporting documentation (2 copies)** must be submitted to DEED's Office of Brownfields and Redevelopment to be considered for funding. **NOTE: Electronic copies will not be accepted** in place of paper. **Please fill out the entire application.**

ELIGIBLE PROJECT: Means a development or redevelopment project that will generate economic development within a Host Community.

ECONOMIC DEVELOPMENT: Means job creation, an increase in the tax base, and the capacity of the project to attract private investment at a minimum.

ELIGIBLE APPLICANTS: Are Host Communities.

HOST COMMUNITY: Means a city located within the seven-county metropolitan area, as defined in Minnesota Statutes, section 473.121, subdivision 2, that is the site of a waste disposal facility that meets the standards in Minnesota Statutes, section 473.849, that accepts unprocessed mixed municipal solid waste generated in the metropolitan area.

ELIGIBLE PROGRAM COSTS: Are Capital Costs.

CAPITAL COSTS: Means expenditures for the acquisition and betterment of public lands and buildings and for other publicly-owned capital improvements. Capital costs also include expenditures for pre-design, design, engineering and similar activities for specifically identified eligible projects. **Costs incurred before the grant award date are not eligible for payment.**

PROJECT AREA: Is the area chosen by the applicant to serve as the boundaries where development or redevelopment will take place as a result of the capital costs being expended. It is also the area in which the capital costs requested will occur. It is the area where job creation, job retention, tax base increases and all other economic benefits will be tracked and reported on throughout the life of the grant.

AWARDING GRANTS: DEED will award grants to projects that provide the highest return in public investment and meet all of the statutory requirements.

Grant Application - Tennesen Warning Notice
Minnesota Department of Employment and Economic Development (DEED)

Some data related to your grant application may be classified as private under Minnesota Statute 13.599. In order to collect and use this data, we must tell you why we need the data, how we intend to use it, and any consequences you may experience if you do or do not supply the information.

How we intend to use the data

The information you submit in connection with your grant application will be used to evaluate your grant application and, if you are selected for funding, to announce your award.

A Minnesota law prohibits state agencies from announcing grant awards before grant agreement negotiations are complete. If you are selected for funding, this document will allow DEED to announce your grant award on a preliminary basis while those negotiations are still pending.

Selected grantees will be notified before any announcements are made. Announcements typically include information such as a project description, the award amount, and the anticipated impact of grant funding. We may also include information from our evaluation process, including scores and ranks (if applicable).

We will never publicize your business plans, customer lists, income tax returns, design / market / feasibility studies, income and expense reports, or any other data classified as private or nonpublic under Minn. Stat. 13.591. Application data submitted by organizations that are not selected for grant funding will only be released upon request and as required by Minn. Stat. Chapter 13 or other applicable state/federal law.

Application or evaluation data may also be shared with any entity that has a legal right to the data under Minnesota or federal law, including under court order.

Consequences to you

You can refuse to supply any or all of the requested information, which you are not legally required to provide. However, failing to supply sufficient information may result in ineligibility for DEED grant programs.

For more information

- DEED Data Practices - www.deed.state.mn.us/privacy.htm
- Minnesota Data Practices Act - www.revisor.leg.state.mn.us/stats/13/
- Minnesota Department of Administration, Information Policy Analysis Division (IPAD) - www.ipad.state.mn.us/index.html

Individual's Acknowledgement

I have read and understand this notice.

- Name: Heather Rand, Community Development Director Signature: _____
- Date: May 7, 2019 _____



1st National Bank Building 332 Minnesota Street, Suite E200 St. Paul, MN 55101-1351

Host Community Economic Development Grant Application

Cover Page

Applicant (Host Community): City of Inver Grove Heights, MN

Head of Applicant Agency (e.g. Mayor): Mayor George Tourville

Applicant Address: City Hall, 8150 Barbara Avenue

City: Inver Grove Heights Zip Code: 55077

Please select your city category:

_____ Home Rule Charter _____ X Statutory City

For reference, please give the State Statute number which gives the applicant authority to carry out the activities for which you are requesting grant funds. Chapter 412. Statutory Cities

Project Contact for the Host Community: Heather Rand, Community Development Director

Phone: 651-450-2546

E-mail: hrand@invergroveheights.org

Mailing Address:

City Hall, 8150 Barbara Avenue, Inver Grove Heights MN 55077

Project Manager for this project from the Host Community, in the event of an award

Heather Rand, Community Development Director, City of Inver Grove Heights MN

Project Manager's Phone & email: 651-450-2546 hrand@invergroveheights.org

Application Author: Heather Rand

Author's Phone & email: 651-450-2546 hrand@invergroveheights.org

PROJECT AREA INFORMATION

1. Name of Project Area: Concord Boulevard Riverside Corridor/Heritage Village Park
 Site Address: 6455 Doffing Avenue, Inver Grove Heights, MN, 55076
 Project Area boundaries: Rectangular project area with Northern edge at 59th Street, Eastern edge the Mississippi River, Southern edge at 75th Street and Western edge is the Western side of Concord Boulevard, Inver Grove Heights

City: Inver Grove Heights Zip Code: 55076

Total Acreage of Project Area : 75+

Minnesota Legislative District #: 52B

(Note: The Minnesota Legislature has a tool to look up legislative district numbers. You must have a precise address and know the zip code of the site. Go to:

<http://www.gis.leg.mn/OpenLayers/districts/>

2. Describe the current and future ownership of the parcels on which the capital costs are being requested.

The parcels to be acquired and structures demolished at 6455 Doffing Ave, Inver Grove Heights MN 55076 are currently owned by LSS, Inc., an erosion control construction contractor. The city has land assembled the remainder of the acreage necessary to create Heritage Village Park (Phase 2), a multi-use public park. Upon city site acquisition of 6544 Doffing Ave, the city will demolish structures on that site. Recently, the property has been offered for sale to the city for a lump sum of \$500,000, to which the city is requesting a DEED Host Community Program grant of \$415,000 to contribute toward such acquisition and demolition of site. The city projects demolition of structures on the site to cost \$100,000 to be funded from an awarded 2019 Dakota County ELF Grant.

MAPS AND SITE FEATURES

3. Attach an accurate and legible map of the project area that includes the proposed development or redevelopment project showing locations of prominent and relevant site features such as major roadways, etc. (NOTE: maps shall include property boundaries, a north arrow and bar scale). The map(s) should show the following:
 - a) The current condition of the project area including labeled structures;
 - b) The proposed development or redevelopment of the project area including labeled structures; and
 - c) Specifically where and for what activities DEED money will apply.

Please see **Attachment A** for project and site area map with yellow shaded area as site to be acquired with grant funds. Please See **Attachment B**, Heritage Village Park – Phase 2 for map of proposed park and shaded area in lower left corner that denotes intended site to be acquired and structures to be demolished.

4. Please provide current and historic photographs of the project if available. Please see

Attachment C, a November 6, 2017 appraisal by Sean P. Butts of 6455 Doffing Ave for current photos. Historic photos not available.

HISTORY/CURRENT USE

5. Please **attach** a synopsis (**Attachment C-5**) on the history and general background of the project area. This includes, but is not limited to, a description of the past and current uses of the project area, why development or redevelopment is being planned for the area and any other information that may be helpful in understanding the project area's current use.

DEVELOPMENT OR REDEVELOPMENT PROJECT

6. Please **attach** a detailed narrative of the proposed development or redevelopment project planned for the project area (**Attachment C-6**). Please describe and define the project area, discuss the economic development that will be generated as a result of the project, the potential the project has to attract private investment to the area and how the community will benefit from the development or redevelopment project.

ANALYSIS OF DEVELOPMENT OR REDEVELOPMENT PROJECT

7. Describe how this project will increase the property tax in the project area.

This project will provide an opportunity for the city to provide a new place-making, public park amenity in the immediate vicinity of Concord Boulevard and the Mississippi River front called Heritage Village Park. This new amenity is projected to make the redevelopment of Concord Boulevard feasible. The redevelopment plans include the creation of new commercial establishments in addition to mixed-use structures and high-density workforce and other market rate housing in an area that is prime for urban renewal. Private sector real estate developers will be sought beginning in mid-2019 and housing partnerships with Dakota County Community Development Authority leveraged and maximized to achieve this development goal.

8. What is the projected increase in property taxes after final development or redevelopment in the project area? _____ n/a _____

How was this figure determined? _____

JOB CREATION

9. Project the number of new jobs created in the project area after the proposed development or redevelopment of the project area. (Jobs that did not exist in Minnesota prior to development)

Total New Jobs: Some construction jobs will be created as a result of this project in 2019 and 2020 related to property structure demolition, site prep and proposed park development. We are unable to project other new jobs created (FTE's) at the present time.

NEW JOBS TABLE

Position Title	Total # of Full-Time Jobs	Total # of Part-Time Jobs	Part-time Hours Per Week	Expected Hiring Date
n/a				

11. What are the total costs of the development or redevelopment project expected in the project area? (not including the capital costs) Project redevelopment costs of \$20 million in project area within 6 years.

How much is private? \$16 million

How much is public? \$4 million

CAPITAL COSTS

12. Describe the capital costs planned for the project area (Heritage Village Park Project).

13. Total capital costs \$4,160,000

14. How much money are you seeking from DEED? \$415,000

15. How much of the total capital costs will come from private sources? 0

16. How much of the total capital costs will be paid from local, public dollars? Projected up to \$3,745,000 for completion of a Heritage Village Park per master plan

17. Fill out the budget table below indicating the sources, uses, and amounts of **all** funds (including DEED requests.) that will be used for eligible capital costs as defined in this application.

Use of Funds (Capital costs)	Amount	Source of Funds	Date Funds Committed
Property acquisition and demolition	\$600,000	DEED Host Community Grant of \$415,000 and Dakota County ELF Grant	DEED funds by July 1 and County Funds are already committed
Heritage Village Park Development including dog park, site work, utilities, grading, playground, shelter, restrooms, trail connection to swing bridge per master plan	\$3,560,000	Balance of state grant, city park 402 fund match, Dakota County match, Dakota County ELF Grant 2019 and 2020	2019 and 2020

19. Please list any factors which would change or delay this schedule. DEED and/or other public funding shortfall.

DEVELOPER/THIRD PARTY/COMPANY COMMITMENT

If there is a commitment from a developer or third party owner/tenant for the project area, please complete the following and **attach a letter(s) of commitment**.

17. Third Party/Company Name: N/A
Contact Person: _____
Title: _____
Phone Number (include area code): _____

If there is an **end-user** commitment, please complete the following:

18. Third Party/Company Name: N/A
Contact Person: _____
Title: _____
Phone Number (include area code): _____

VI. PAYMENT INFORMATION

Most grant payments take place through electronic funds transfer (EFT). To ensure proper payment, a Vendor Number assigned by Minnesota Management & Budget is required.

Financial Contact Person: Shannon Battles

Telephone Number or e-mail: 651-450-2488 sbattles@invergroveheights.org

State of Minnesota Vendor Number: 0000197690

If a Minnesota Vendor Number does not exist, please supply:

Minnesota Identification Number: _____

and

Federal Employer Identification Number: 41-6005255

State Vendor info may be found at:

https://supplier.swift.state.mn.us/psp/fmssupap/SUPPLIER/ERP/h/?tab=SUP_GUEST

Vendor number conversions from the old system to the new SWIFT may be found at: -

<http://www.swift.state.mn.us/vendors>

VII. LOCAL GOVERNMENT RESOLUTION

See Attached Resolution

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _____

RESOLUTION AUTHORIZING SUBMITTAL OF A HOST COMMUNITY GRANT PROGRAM
APPLICATION TO THE MINNESOTA DEPARTMENT OF EMPLOYMENT & ECONOMIC
DEVELOPMENT (DEED)

WHEREAS. the city of Inver Grove Heights is a Host Community under Minnesota Statute §116J.548;

NOW, THEREFORE BE IT RESOLVED that the that the City of Inver Grove Heights act as the legal Sponsor for project contained in the Host Community Grant Program application to be submitted on May 14, 2019 property acquisition supporting development of Heritage Village Park and redevelopment of Concord Boulevard and that the Mayor is hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of the city of Inver Grove Heights.

BE IT FURTHER RESOLVED that the City of Inver Grove Heights has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration.

BE IT FURTHER RESOLVED that the City of Inver Grove Heights has not violated Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

Adopted by the City Council of the City of Inver Grove Heights on May 13, 2019.

Ayes:

Nays:

George Tourville, Mayor

Attest:

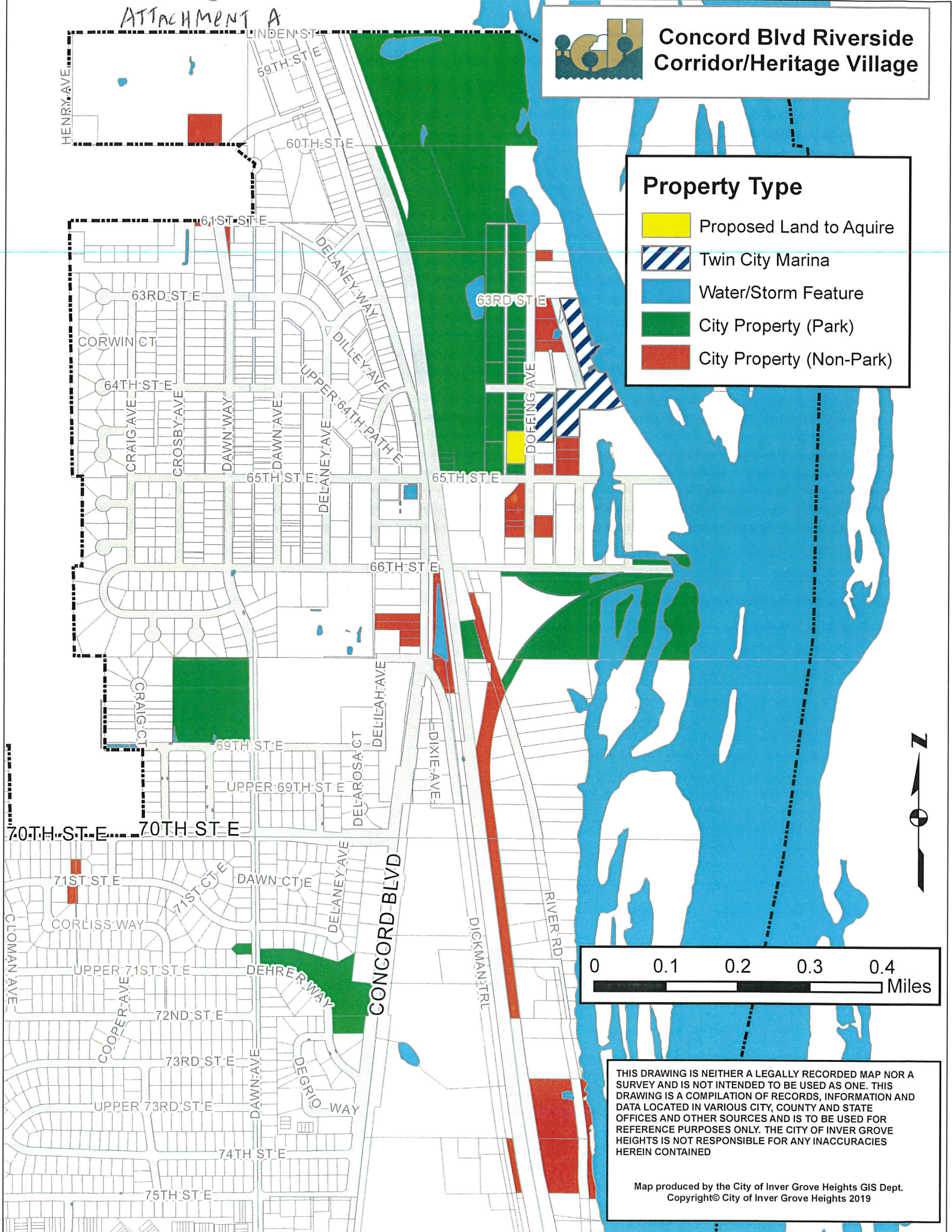
Michelle Tesser, City Clerk



Concord Blvd Riverside Corridor/Heritage Village

Property Type

- Proposed Land to Acquire
- Twin City Marina
- Water/Storm Feature
- City Property (Park)
- City Property (Non-Park)



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



Heritage Village Park - Phase 2 | Master Plan

Inver Grove Heights, Minnesota
December 5, 2018 | WSB Project number: 013050-000

6455 DOFFING AVENUE
SITE TO BE ACQUIRED
AND BUILDING STRUCTURES DEMOLISHED

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Personnel Actions

Meeting Date: May 13, 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 for Fire Inspector for the Inver Grove Heights Fire Department.

SUMMARY

During the 2019 budget process, City Council heard the need for a full time Fire Inspector. Except for some years before 2007 when we had a one-day a week inspector to help, the Fire Marshal has been the sole prevention employee for the past 34 years. The present Fire Marshal is responsible for plan reviews, inspections of new construction, fire investigations, public education, juvenile counseling, complaint inspections and follow-ups, liquor license inspections, hood inspections, and other duties. As a result, he has no time for inspections of existing buildings in this city.

Fire inspections for existing buildings are different than for new construction. Once a building gets a Certificate of Occupancy, the “new-construction” inspections cease. Most existing buildings need to be inspected on regular intervals such as once every 1, 2, or 3 years, depending on how high a hazard or risk it might be. Also, because building owners don’t always fix everything after the first inspection, so there needs to be 1 or more re-inspections. There are over 1,000 existing commercial, retail, industrial and multi-family buildings that need to be inspected on a regular basis. The majority of them have not been inspected for at least 10 years and some of them may have not been inspected since they were built. We have no way of knowing if safety items like exit ways, fire protection systems, fire lane signage, fire alarms and key boxes have been kept up, without physically inspecting those buildings.

We have tried different methods to gather inspection information. One program included utilizing our paid-on-call firefighters to conduct inspections of common areas of multi-family residential buildings. While it was a great program, it was not sustainable because the time needed to conduct inspections was above and beyond the time firefighters spent at their regular job, family commitments and fire department training, call response and activities.

We do have a program where building owners are required to provide documentation to the Fire Marshal acknowledging their fire protection systems are in good working order, but we have no way of knowing if that information is accurate. For example, a company who had regularly sent in that paperwork attesting to the working order of their fire protection system had to conduct a test in front of a third party. Even though the paperwork sent in claimed the system was in full working order, that fire protection system failed completely. We also have many buildings with property leases where tenants come and go in the different buildings throughout the city. While the occupancy type may not have changed with a new tenant, the materials inside the building

being protected by the sprinkler system may have changed considerably. A sprinkler system is designed for a specific fire load and the sprinklers can be overwhelmed if that fire load changes. Situations like these can have catastrophic effects with the potential for a significant number of injuries/fatalities to employees and first response personnel, as well as high property damage to the facility.

We tried a county-wide fire investigation team to try and get everyone help in that area, but it folded because of lack of interest. We did look into contracting out inspections but decided against that because our needs were well beyond most companies capabilities, there were concerns for lack of consistency from having different inspectors, worries about poor quality of inspections and reports, lack of local connection with the business, and potential IRS issues.

Besides the need for inspections, we also have zero back-up for any of the Fire Marshal's duties when he out of town. The Fire Marshal does an excellent job before he leaves town in notifying contractors he will be gone. However, things do come up and although we do everything we can to deal with the situation as quickly as possible, the Fire Marshal isn't always in an area where he is available to talk and sometimes cannot solve the issue over the phone. When that is the case, the building owner or contractor has to wait until the Fire Marshal is back from vacation. This was brought to light when a local restaurant had a small fire on a Thursday afternoon while the Fire Marshal was on vacation. We were able to get them back open by Friday afternoon, but we will not always be that fortunate. If not, the business would have had to stay closed over the weekend.

Although we have tried or investigated many programs over the years to try and avoid the expense of a full time employee, those programs have not been sustainable or a fit for this city. As a result, we continue to go without inspections of existing buildings and that will be able to start this year with this inspector position.

The job description for the Fire Inspector is 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: Fire Inspector

Revision Date: May 2019

Last Classification Review: May 2019

Exempt Status: Non-Exempt

Department: Fire Department

Reports To: Fire Marshal

Job Summary:

Under the direction of the Fire Marshal, the Fire Inspector is responsible for providing fire and life safety community risk reduction, through inspecting, educating, informing and investigating. The Inspector will lead and coordinate the fire inspection program of existing commercial, industrial, retail and multi-family occupancies, ensuring federal, state and local fire and life safety codes are being complied with.

The Fire Inspector performs highly skilled professional and technical work in the review, evaluation and approval of fire suppression and detection systems, building services and systems, hazardous materials use and storage, emergency planning and preparedness, and other fire and life safety protection features. The Inspector provides fire and life safety outreach and education activities throughout the community for residents and businesses. Conducts or assists with investigations for origin and cause of fires, working with the Fire Marshal, Shift Captains and Police Investigators. Serves as back-up in absence of the Fire Marshal and responds to emergency calls for service, as needed.

Supervisory Responsibilities:

Direct Supervision: None

Indirect Supervision: Firefighters in public outreach activities

Essential Duties and Responsibilities:

Leads and coordinates the fire inspection program for existing buildings in the City, including re-inspections, of multiple-family residential, retail, industrial and commercial properties, identifying required corrective actions to bring properties into compliance with applicable fire codes.

- Creates, in coordination with the Fire Marshal, a schedule of all needed inspections of existing buildings. Inspection priority and frequency will be based on occupancy types, risks and seriousness of hazards.
- Conducts inspections of Fire Protection Systems, including sprinkler, standpipe, smoke control, various suppression agents, explosion control, and fire pump systems in each facility.
- Performs inspections of Building Services and Systems to include electrical equipment and wiring hazards, heating and fuel systems, emergency and standby power systems, and commercial kitchen cooking and hoods.
- Inspects and evaluates hazardous materials storage and use to include chemicals with varying properties such as cryogenics, gases, oxidizers, toxins, radiological, and pyrophorics.
- Conducts inspections of Fire Alarm Detection systems to include alarm control panels, smoke/heat/flame detection systems, pull stations and alarm devices.
- Informs building owners/managers of results, either in writing or verbally, and establishes timelines for compliance.
- Conducts re-inspections and works with building owners/managers and tenants to follow up on violations and hazards found during inspections to ensure proper corrections and compliance.
- Issues orders and citations for correction after reviewing findings with property owners and managers to ensure compliance with fire codes.
- Testifies in court, when necessary, to achieve compliance with those who are unwilling to comply with orders voluntarily.

Represents the Department in a manner that conveys a positive image of the Fire Department and fosters cooperation, support and compliance.

- Provides consultation and education to owners, contractors, engineers, and others on fire and life safety inspection process, building code interpretations, requirements, construction methods and detail, best practices and new products, standards and technology.
- Establishes and maintains positive working relationship with building owners/managers, tenants, residents, contractors to ensure a positive response and desire for voluntary conformance with required codes and ordinances.
- Works in cooperation and coordination, as needed, with building inspectors, code enforcement officer, and police personnel.
- Ensures quality customer service standards are maintained.
- Attends and participates in meetings and training sessions as requested by the Fire Marshal.
- Works cooperatively with other public and private agencies, including insurance safety and investigative personnel.
- In cooperation with the Fire Marshal and Assistant Fire Chief, coordinates inspection and pre-plan information for the inclusion in firefighter training programs.
- Creates and maintains positive and healthy customer service, public relations, communications and working relationships with those we serve that are internal and external to the fire department.

Assists in investigations of fires to determine the origin and cause.

- Interviews witnesses, occupants, and arson suspects.
- Collects and preserves evidence.
- Documents fire scenes through written reports and photographic evidence.
- Prepares cases for presentation to prosecutors.
- Provides expert testimony and coordinates activities in legal matters with the City Police Department.
- Provides origin and cause information for completion of reports to the MN Fire Incident Reporting System.
- Communicates and cooperates with outside insurance investigators in fire cause determination.

Coordinates Fire and Life Safety Community Risk Reduction programs with suppression personnel as established by Fire Marshal

- Plans, develops and initiates community outreach and education programs.
- Initiates process and program for Youth Firesetter Intervention program.
- Coordinates outreach and education programs for community groups.
- Implements, leads and coordinates pre-incident planning surveys.
- Implements, leads and coordinates lock box program for commercial, industrial, retail and multi-family residential buildings.

Participates in emergency response responsibilities, for authorized calls.

- Responds to emergency incidents as assigned and functions as a firefighter or fire officer.
- Actively participates with IGHFD training to educate fire personnel and maintain skills.
- Responds to fire alarms and incidents while on duty at the request of the Fire Marshal or Fire Chief.

Assists Fire Marshal in various duties and serves as back-up in Fire Marshal's absence and performs other duties of a comparable level or type, as required.

Minimum Qualifications:

Requires a minimum of an Associate Degree in Fire Science, Fire Protection Technology or closely related area and at least 6 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 Firefighter
- Three (3) years' experience with inspections, public outreach activities, and/or fire investigations
- Nationally Registered EMT or ability to obtain within 12 months of hire

- NFPA compliant and IFSAC accredited Fire Inspector 1 or ability to obtain within 6 months of hire
- NFPA compliant and IFSAC accredited Firefighter 2
- NFPA compliant and IFSAC accredited Fire Apparatus Operator 3
- NFPA compliant and IFSAC accredited Hazardous Materials Operations 472
- NIMS 100, 200 and 700
- Incident Command and/or Fire Officer Training or certification
- Ability to meet all qualifications of and function as an IGHFD Firefighter
- Maintain residency within 15-minute response area to one of the 3 fire stations
- As time and schedule permits, Fire Inspector will be required to pass the Minnesota State Fire Marshal Fire Investigation Series, NFPA compliant and IFSAC accredited Fire Inspector 2 and Instructor 1, and MN State Youth Fire Prevention training.

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

- Principles and practices of enforcement of local, state and federal fire codes, fire prevention practices, and fire department regulations.
- Mechanical, sprinkler and fire alarm plans, specifications and calculations.
- Prevention methods, building codes, construction, construction types, electrical systems, industrial processes, and mechanical systems.
- Hazardous materials, chemical reactions, liquids and gases, underground storage tanks, and materials used in construction.
- Sources and types of fire hazards, fire prevention devices, and fire protection systems and equipment.
- Safe storage practices, ignition factors, smoke removal and fire prevention practices.
- Technical knowledge in determining the origin and cause of fires and investigative techniques, rules of gathering evidence, rules of evidence preservation, legal system procedures/processes, report writing, and documentation.
- Arson statutes and requirements to prove arson.
- Establishing and maintaining effective working relationships with employees, city officials, community organizations, agencies, developers, contractors, business organizations, schools, institutions and the public.
- Modern principles, practices, trends, best practices and procedures of hazardous materials, fire investigations, emergency response and administration.
- City administrative policies, procedures and administrative practices.
- Operation of various fire protection and fire alarm detection systems.
- Age appropriate public outreach program delivery.

Essential Skills Necessary To Perform The Work:

- Ability to identify hazardous conditions and apply, interpret and enforce fire codes and regulations firmly, tactfully, and impartially.
- Ability to read and interpret building plans, blueprints, and schematics and recognize deviations from such plans.
- Willingness and ability to consistently provide a high level of customer service to the public through facilitation of code compliance as necessary.
- Ability to establish and maintain effective working relationships with property owners, occupants, contractors, the public and internal customers in achieving fire prevention goals.
- Organizing, developing, coordinating, presenting, and making educational and public information talks and outreach presentations.
- Assessing fire protection systems, fire alarm systems, and water supply systems.
- Investigation methods, procedures, and techniques, including interviewing, evidence collection and recordkeeping.
- Identifying hazards, risk reductions, and proper storage needs.
- Strong written and oral communication and interpersonal skills, with the ability to communicate clearly.
- Judgment, discretion and decision-making skills in appropriately handling fire department situations, emergencies, inspections, evidence and scenes.
- 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.
- Interpreting and applying policies, procedures, laws and standards appropriately.

Work Environment:

Work environment varies from working in City office setting to all parts of all commercial, retail, industrial facilities, construction sites, to work in hazardous fire investigation sites and/or active fire scenes. The work involves occasionally working near moving equipment and mechanical parts; high and precarious places; exposed to wet/hot/cold/humid conditions; exposure to fumes, airborne particles, toxic or hazardous chemicals; risk of electrical shock; and hazardous conditions requiring the use of protective clothing and equipment.

Given needs of the department for both fire investigation and emergency response, job will also require a quick response time of 15 min. from home to emergency situations and be able to respond for coverage 24/7, as needed and occasional non-emergency, night, or weekend inspection work.

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.

Additional:

This position will work a typical 40-hour workweek and will be in the Police and Fire PERA pension program. It 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 Fire Inspector. 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 sit, walk, talk, listen and hear, climb, stoop, and kneel, crouch, and/or crawl; continuously use hands/fingers dexterously, reach with hands and arms. Exerting up to 100 pounds of force occasionally and up to 25 lbs. frequently; 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, unstable buildings, 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: May 13, 2019
 Item Type: Consent Agenda
 Contact &
 Reviewed by: Janet Shefchik, HR Manager
 Prepared by: Carrie Isaacson, Admin Svc Coord

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

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

Part-Time/Temporary/Seasonal Employment:

Engineering

Gerhard, Alisa, Engineering Intern
 Peterson, Cole, Engineering Intern

Golf

Adkins, Leanne, Food & Beverage Concessionaire
 Berg, Ryan, Outside Services
 Callstrom, Golf Course Laborer
 DiFranzo, Taylor, Food & Beverage Concessionaire
 Erickson, Jacob, Outside Services
 Fechner, Jerry, Starter/Ranger
 Guttery, William, Golf Course Laborer
 Jackson, John, Golf Course Laborer
 Johnson, Emma, Food & Beverage Concessionaire
 Hanzel, Cole, Outside Services
 Hart, Brooklyn, Food & Beverage Concessionaire
 Hautman, Claire, Food & Beverage Concessionaire
 Hautman, Elizabeth, Food & Beverage Concessionaire
 Hunstad, Dalton, Golf Course Laborer
 Kermes, James, Starter/Ranger
 Lehmann, Krista, Food & Beverage Concessionaire
 Leonard, Serena, Outside Services
 Lessard, John, Starter/Ranger
 McAlpine, Thomas, Outside Services
 McNally, Dustin, Outside Services
 Meekin, Maxwell, Outside Services
 O'Connor, Shannon, Food & Beverage Concessionaire
 Paurus, Landon, Outside Services
 Schwaub, John, Golf Course Laborer
 Sweeney, Erin, Food & Beverage Concessionaire
 Valenty, Rena, Concessionaire

Parks/Recreation/VMCC

Cunnen, Austin, Park Maintenance Helper
 McNally, Evan, Lifeguard
 Norsten, Danielle, Lifeguard
 Scheuble, Jacob, Park Maintenance Helper
 Solheid, Luke, Park Maintenance Helper

Voluntary Resignations and/or Terminations

Milton, Shelly, Office Support
 Skoglund, Frank, Firefighter

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Assessment Hearing for City Project No. 2015-03 (65th Street Roadway and Drainage Improvements)

Meeting Date: May 13, 2019
 Item Type: Assessment Hearing
 Contact: Scott D. Thureen, 651-450-2571
 Prepared by: Scott D. Thureen, Public Works Director
 Reviewed by: 

Fiscal/FTE Impact:

☐	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☒	Other: Municipal State Aid Funds, Special Assessments, Developer Funds, City Funds

PURPOSE/ACTION REQUESTED

Assessment Hearing to consider resolution adopting the final assessment roll for City Project No. 2015-03 (65th Street Roadway and Drainage Improvements).

SUMMARY

The project was initiated by the City Council. A feasibility study was authorized on May 11, 2015. That study was presented to the Council in April 2017. The project scope included the necessary modifications to Trunk Highway (TH) 3 to meet Mn/DOT's design standards for an intersection for a connecting side street (65th Street), the construction of 65th Street from TH 3 west to the east right-of-way line for future Argenta Trail, and a storm water management system meeting the Northwest Area design standards. The street is designed as a community collector street, the highest functional classification in our local street system. It includes two through-lanes, a two-way center left turn lane, and a trail on one side (see Exhibits 1 and 2).

The Council directed staff to revise the study and consider approaches that would reduce the proposed assessment amount (\$1,601,300). At staff's recommendation, the Council authorized continued design work on the necessary changes for TH 3. The majority of that work could be funded using Municipal State Aid funds (and no assessments). That would also allow the work on TH 3 (and the necessary closure) to be coordinated with the closure needed for the Dakota County project to construct a roundabout at the intersection of TH 3 and County State Aid Highway 26 (70th Street). Ultimately, the County project was delayed to 2019.

In September 2017, the City Council split the original project into two additional projects: 2017-24 (the modifications required to TH 3) and 2017-03 (a trunk watermain segment to loop that paralleled the area of road work). That feasibility was completed and received, the two projects were ordered in November 2017 and a contract for their construction was awarded in July 2018. The trunk watermain project was completed, but some work on the road project remains to be completed this spring (see Exhibit 3).

In September 2018, the Council authorized a feasibility study for the last segment of the NWA trunk watermain loop 2018-03. This project would parallel a portion of 65th Street.

On December 10, 2018, the Council received an amended feasibility study for 2015-03 that included 2018-03. A public hearing was scheduled for January 14, 2019. The trunk watermain project (2018-03) involves grading and the installation of a 16-inch in diameter ductile iron pipe watermain that would connect to the current terminus of the incomplete NWA trunk watermain loop at Agate Trail and continue west along 65th Street to the east right-of-way line for future Argenta Trail. It would also connect to the existing 16-inch in diameter trunk watermain that runs through the Blackstone Ridge development at Alverno Lane. This will complete the first NWA trunk watermain loop.

The 65th Street project (2015-03) involves the construction of a three-lane (two through-lanes with a two-way center left turn lane) community collector street from TH 3 to the east right-of-way line for future Argenta Trail. It will include a trail on one side. 65th Street will connect to Alverno Lane and to Agate Trail providing the only full movement access point to Blackstone Ridge and Windwood 2nd Addition, respectively. The current temporary access to 70th Street will be removed when Dakota County constructs the realignment of Argenta Trail, north of 70th Street. That project will include a connection of 67th Street (in Blackstone Ridge) to the new Argenta Trail. However, it would be a restricted movement access (no left turn out) under County access spacing guidelines. The County project would also connect to 65th Street with a full movement intersection.

The phasing of the overall road project (2017-24 and 2015-03) and the coincident construction of the trunk watermain extension (2017-03 and 2018-03) provided needed flexibility for project funding. Constructing the trunk watermain in the road right-of-way allowed grading work that was necessary for both the watermain and street projects to be funded under the watermain projects, which utilized the NWA Water Fund. This reduced street project grading costs.

Splitting 2015-03 into a second project (2017-24) allowed more of the overall street project cost to be associated with 2017-24 (which was funded primarily with Municipal State Aid funds), thus reducing the cost reduce and the assessment amount for 2015-03. Finally, 65th Street is on the City's MSA Street System. The maximum funding advance allowed under MnDOT policy was requested and approved. This advance covers most of the 2017-24 cost and about 55 percent of the 2015-03 cost.

The estimated total cost for City Project No. 2018-03 is \$312,175. The entire project cost is proposed to be funded from the NWA Water Fund, which is funded by developer fees.

The estimated total cost for City Project No. 2015-03 is \$2,748,420. The proposed funding sources are Municipal State Aid (\$1,537,623), NWA Storm Water Fund (\$154,620), NWA Water Fund (\$94,232) and special assessments (\$961,945).

As described in the feasibility study, an equivalent single-family lot methodology was used to spread the amount proposed to be assessed (see Exhibit 4). This results in a proposed assessment of \$4,164.26 per lot. The average lot density for the gross acreage of all approved single-family developments in the NWA was used to calculate the assessment amount on the acreage parcels on the north side of 65th Street. Staff met individually with the owners of these parcels to explain the proposed assessment.

The large acreage parcel on the south side of 65th Street is considered one lot for assessment purposes due to the terrain, its existing access to TH 3, and the fact that any future subdivision of the parcel would be accessed via future 67th Street. The property owners acknowledged the proposed assessment amount. The 44 lots in the Windwood 2nd Addition are covered by a recorded waiver of assessment appeal in an amount up to \$5,273.00 per lot. The proposed assessment for the 79 lots in the Blackstone Ridge Plat (Settler's Ridge) would be reduced by \$1,893.49 to \$2,270.78 per lot due to a pre-payment toward the future street construction that was provided by the developer (see Exhibits 5 and 6).

A concern was raised at the January 14, 2019 public hearing over the lack of vegetative screening and the proposed boulevard grades for the house lots, that back up to 65th Street. The project grading plan was modified to provide a mild berm. Staff worked with the builder, Lennar, to revise the approved landscaping plan to provide a row of staggered 10-foot-tall Black Hills Spruce in the platted drainage and utility easement at the rear of the lots that abut 65th Street.

A neighborhood information meeting was held on May 2, 2019. Four residents, representing three parcels in Settler's Ridge, attended. The project was described, the estimated project cost and proposed assessments were discussed, the special assessment process was explained, and the proposed project schedule was presented. Topics raised and discussed during the meeting included: how the access to the development would change with the future project on 70th Street and Argenta Trail (65th Street would provide

the only full-movement access to the development) and the estimated timing of that change, why the properties are being assessed a portion of the cost (it provides the aforementioned access), would they be assessed for the County road projects (no), would they be assessed for future pavement management projects on 65th Street (no, per the assessment policy), the 65th Street design cross-section, and providing additional trees along 65th Street.

The proposal assessment amount is \$961,945.00. The proposed term is ten (10) years and the proposed interest rate is 5.15 percent. It is recommended that interest accrual begin on January 1, 2020.

I recommend approval of the resolution adopting the final assessment roll City Project No. 2015-03 (65th Street Roadway and Drainage Improvements).

SDT/kf

Attachments: Resolution
Exhibit 1 – Project Location
Exhibit 2 – Street Cross Section
Exhibit 3 – Phasing Map
Exhibit 4 – Assessment Information
Exhibit 5 – Assessment Map
Exhibit 6 – Proposed Final Assessment Roll

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

**RESOLUTION ADOPTING FINAL ASSESSMENT ROLL FOR THE 2019 IMPROVEMENT PROGRAM,
CITY PROJECT NO. 2015-03 (65TH STREET ROADWAY AND DRAINAGE IMPROVEMENTS)**

RESOLUTION NO. _____

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met, heard and passed upon all objections to the proposed assessment for the improvements on City Project No. 2015-03 – 65th Street Roadway and Drainage Improvements. The improvements are as follows:

Grading, vegetation removal, utility adjustments, sanitary sewer, granular subgrade, aggregate base, concrete curb and gutter, bituminous pavement, bituminous trail, storm sewer and storm water management facilities, lighting, restoration and appurtenances.

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

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment levied against the lands herein, and each tract of land therein included is hereby found to be benefited by the proposed assessment levied against it.
2. Such assessment shall be payable in equal installments extending over a period of ten (10) years beginning in 2020 and shall bear interest at the rate of 5.15 percent per annum from the date of adoption of this assessment resolution (or at such later date determined by the City Council). Interest will begin to accrue on January 1, 2020.
3. The owner of any property, so assessed, may at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property with interest accrued to the date of payment, to the City Treasurer, except that no interest shall be charged if the entire assessment is paid within thirty days from the adoption of this resolution; and the owner may, at any time thereafter, pay to the County Treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15, or interest will be charged through December 31 of the next succeeding year (or such later date determined by the Council). No interest accrual will occur in 2019.
4. The Clerk, shall, forthwith, transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County, and such assessments shall be collected and paid over the same manner as other municipal taxes.

Adopted by the City Council of Inver Grove Heights, Minnesota this 13th day of May 2019

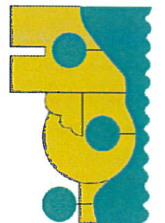
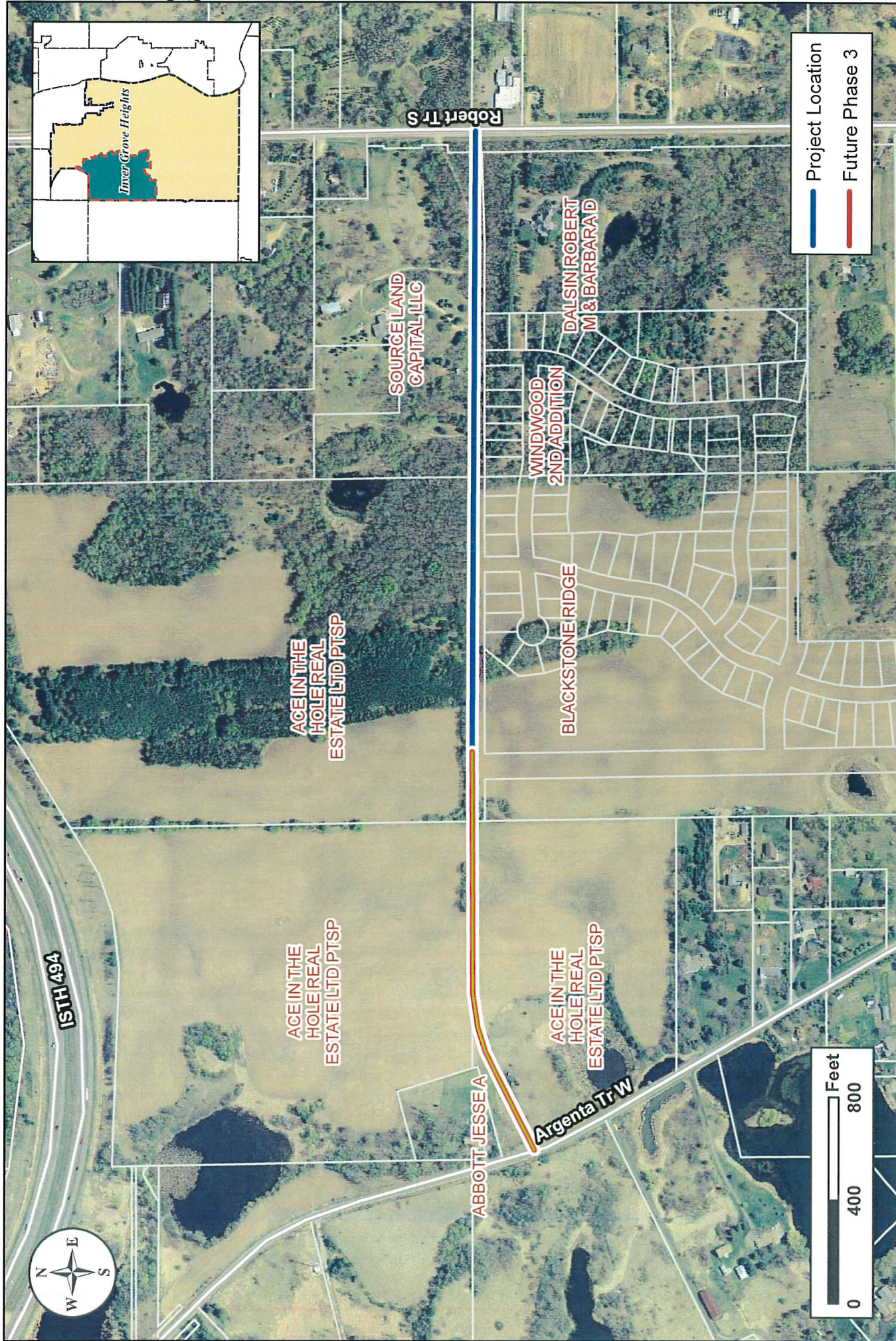
AYES:

NAYS:

George Tourville, Mayor

ATTEST:

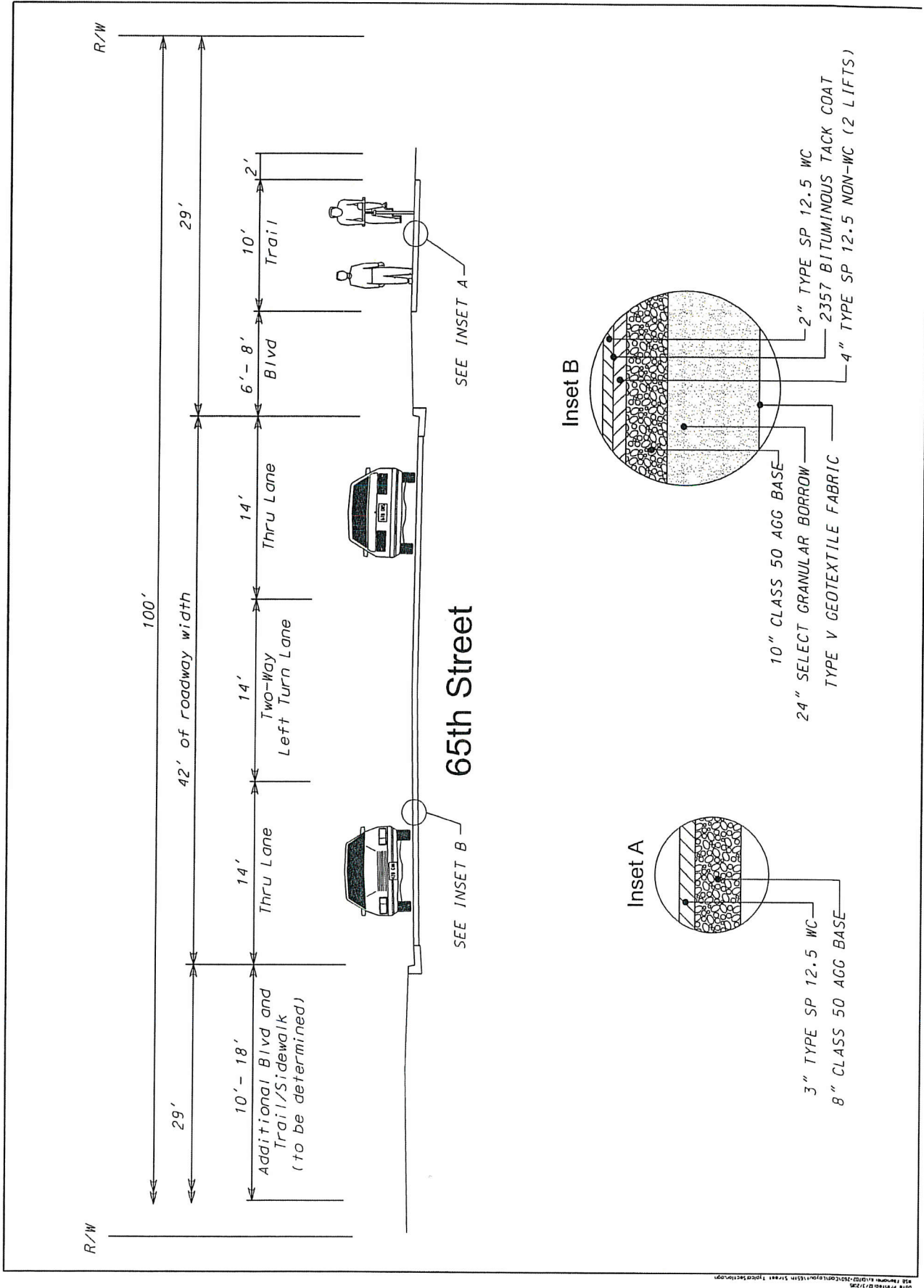
Michelle Tesser, City Clerk



Inver Grove Heights, MN - 65th Street & Utility Improvements

Location Map | Feasibility Study | Figure A1.0 *Exhibit 1*





ISTH 494

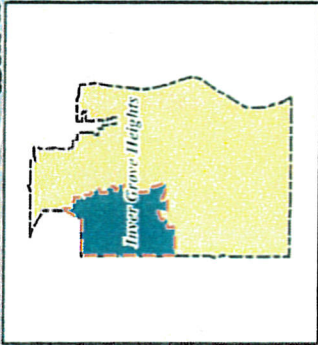


Exhibit 3

Ace In The Hole
TO BE CONSTRUCTED
BY COUNTY

Ace In The Hole
2018-03

2017-03
SOURCELAND
CAPITAL
LLC

2017-24

Future Argenta Tr

Ace In The Hole

Mihm
(Westwind)

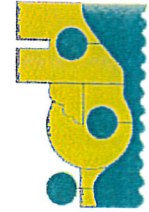
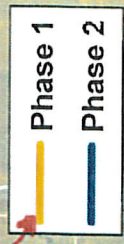
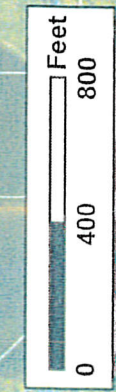
CURRENT 2015-03

BLACKSTONE
RIDGE

Dalsin

Robert Tr S

ORIGINAL
2015-03



Inver Grove Heights, MN - 65th Street Improvements

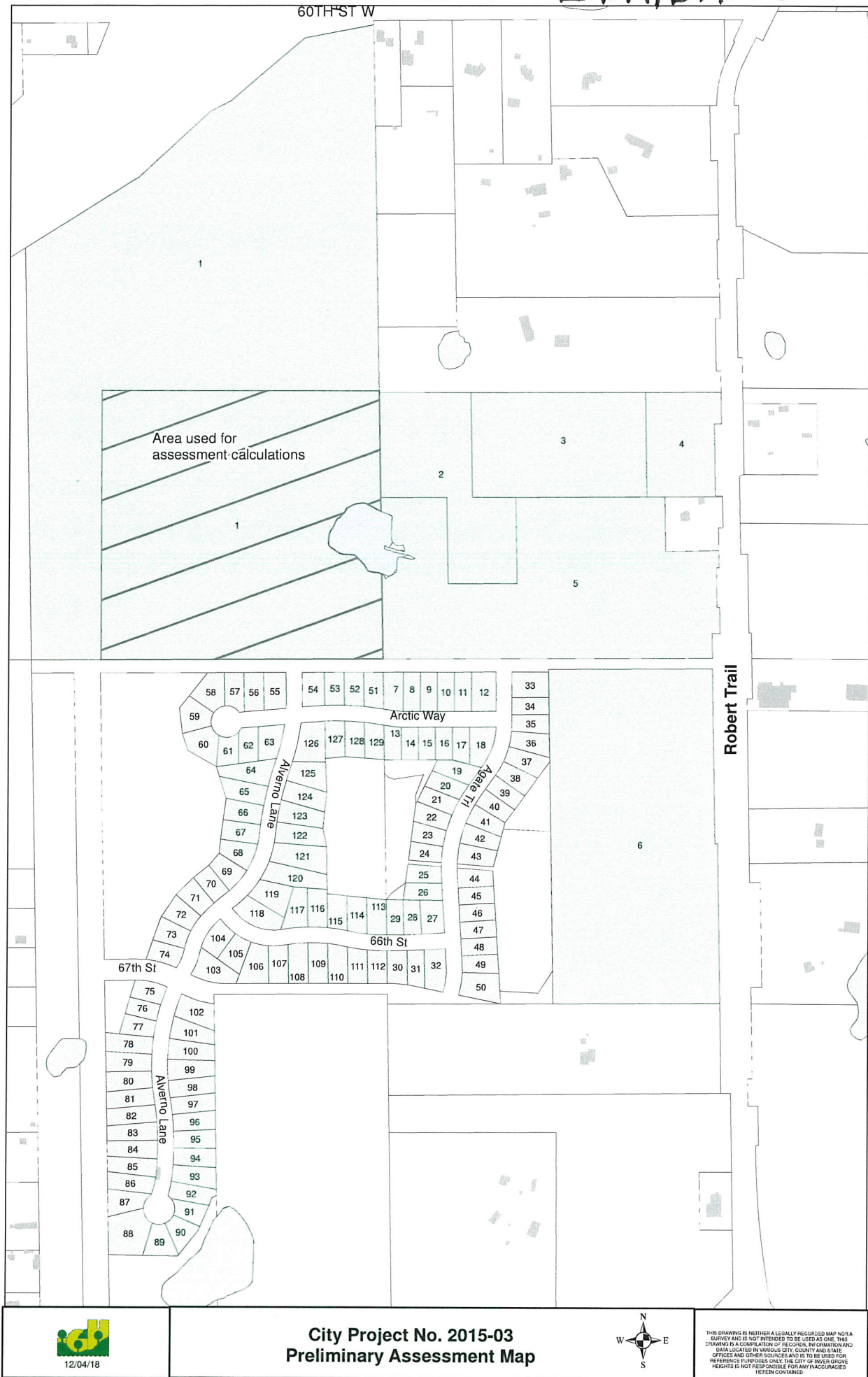
Project Phasing Map | Feasibility Study | Figure A1.1



Proposed Assessments

- Used single-family residential lot approach
- Actual number of lots in approved subdivisions
- Map 1 = 50 lots
Map 2-5 = 57 lots
Map 6 = 1 lot
44 lots in Windwood 2nd Addition
79 lots in Blackstone Ridge (Settler's Ridge)
\$961,945/231 lots = \$4,164.26/lot
- Assessment in Blackstone Ridge would be reduced to \$2,270.78/lot due to partial pre-payment by developer
- Assessment in Windwood 2nd Addition is subject to a recorded waiver of assessment appeal for an amount of up to \$5,273.00.
- Recommended term of ten years with an interest rate of 5.15 percent

Exhibit 5



City Project No. 2015-03
Preliminary Assessment Map



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 REGINA ASSUMES NO RESPONSIBILITY FOR ANY INACCURACIES HEREIN CONTAINED.

CITY PROJECT NO. 2015-03 65TH STREET CONSTRUCTION (BETWEEN T.H. 3 AND ARGENTA TRAIL)

FINAL ASSESSMENT ROLL (SORTED BY MAP NO.)

MAP NO.	PID NO.	OWNER	HOUSE NO.	STREET NAME	NO. OF LOTS	FINAL ASSESSMENT
1	200060005010	FRANCIS T FOSTER			50	\$ 208,213.00
2	200060003051	SOURCE LAND CAPITAL LLC			57 (for parcels 2 - 5 combined)	\$ 42,677.82
3	200060003020	SOURCE LAND CAPITAL LLC	6321	ROBERT TRL S	(for parcels 2 - 5 combined)	\$ 50,178.48
4	200060003034	SOURCE LAND CAPITAL LLC	6275	ROBERT TRL S	(for parcels 2 - 5 combined)	\$ 20,769.24
5	200060004011	SOURCE LAND CAPITAL LLC	6477	ROBERT TRL S	(for parcels 2 - 5 combined)	\$ 123,737.76
6	208450001010	ROBERT M & BARBARA D DALSIN	6637	ROBERT TRL S	1	\$ 4,164.26
7	208450101010	U S HOME CORPORATION	6520	ARCTIC WAY	1	\$ 4,164.26
8	208450101020	U S HOME CORPORATION	6522	ARCTIC WAY	1	\$ 4,164.26
9	208450101030	U S HOME CORPORATION	6526	ARCTIC WAY	1	\$ 4,164.26
10	208450101040	U S HOME CORPORATION	6528	ARCTIC WAY	1	\$ 4,164.26
11	208450101050	U S HOME CORPORATION	6532	ARCTIC WAY	1	\$ 4,164.26
12	208450101060	U S HOME CORPORATION	6534	ARCTIC WAY	1	\$ 4,164.26
13	208450102010	DENNIS CARROL & VICKI CURTIS	6519	ARCTIC WAY	1	\$ 4,164.26
14	208450102020	U S HOME CORPORATION	6521	ARCTIC WAY	1	\$ 4,164.26
15	208450102030	U S HOME CORPORATION	6525	ARCTIC WAY	1	\$ 4,164.26
16	208450102040	U S HOME CORPORATION	6527	ARCTIC WAY	1	\$ 4,164.26
17	208450102050	U S HOME CORPORATION	6531	ARCTIC WAY	1	\$ 4,164.26
18	208450102060	U S HOME CORPORATION	6539	ARCTIC WAY	1	\$ 4,164.26
19	208450102070	U S HOME CORPORATION	6553	AGATE TRAIL	1	\$ 4,164.26
20	208450102080	U S HOME CORPORATION	6559	AGATE TRAIL	1	\$ 4,164.26
21	208450102090	U S HOME CORPORATION	6561	AGATE TRAIL	1	\$ 4,164.26
22	208450102100	U S HOME CORPORATION	6565	AGATE TRAIL	1	\$ 4,164.26
23	208450102110	BRIAN & MELODY KLEIN	6571	AGATE TRAIL	1	\$ 4,164.26
24	208450102120	ERIC & MANDA SEVERUDE	6577	AGATE TRAIL	1	\$ 4,164.26
25	208450103010	U S HOME CORPORATION	6583	AGATE TRAIL	1	\$ 4,164.26
26	208450103020	U S HOME CORPORATION	6585	AGATE TRAIL	1	\$ 4,164.26
27	208450103030	U S HOME CORPORATION	1341	66TH ST W	1	\$ 4,164.26
28	208450103040	U S HOME CORPORATION	1349	66TH ST W	1	\$ 4,164.26
29	208450103050	U S HOME CORPORATION	1357	66TH ST W	1	\$ 4,164.26
30	208450104010	U S HOME CORPORATION	1358	66TH ST W	1	\$ 4,164.26
31	208450104020	U S HOME CORPORATION	1350	66TH ST W	1	\$ 4,164.26
32	208450104030	U S HOME CORPORATION	1344	66TH ST W	1	\$ 4,164.26
33	208450105010	U S HOME CORPORATION	6502	AGATE TRAIL	1	\$ 4,164.26
34	208450105020	U S HOME CORPORATION	6524	AGATE TRAIL	1	\$ 4,164.26
35	208450105030	CHAD & GINA FRANK	6538	AGATE TRAIL	1	\$ 4,164.26
36	208450105040	U S HOME CORPORATION	6542	AGATE TRAIL	1	\$ 4,164.26
37	208450105050	U S HOME CORPORATION	6546	AGATE TRAIL	1	\$ 4,164.26
38	208450105060	U S HOME CORPORATION	6554	AGATE TRAIL	1	\$ 4,164.26
39	208450105070	U S HOME CORPORATION	6558	AGATE TRAIL	1	\$ 4,164.26
40	208450105080	U S HOME CORPORATION	6560	AGATE TRAIL	1	\$ 4,164.26

CITY PROJECT NO. 2015-03
65TH STREET CONSTRUCTION (BETWEEN T.H. 3 AND ARGENTA TRAIL)

FINAL ASSESSMENT ROLL
(SORTED BY MAP NO.)

MAP NO.	PID NO.	OWNER	HOUSE NO.	STREET NAME	NO. OF LOTS	FINAL ASSESSMENT
41	208450105090	U S HOME CORPORATION	6564	AGATE TRAIL	1	\$ 4,164.26
42	208450105100	U S HOME CORPORATION	6572	AGATE TRAIL	1	\$ 4,164.26
43	208450105110	U S HOME CORPORATION	6576	AGATE TRAIL	1	\$ 4,164.26
44	208450106010	U S HOME CORPORATION	6582	AGATE TRAIL	1	\$ 4,164.26
45	208450106020	U S HOME CORPORATION	6588	AGATE TRAIL	1	\$ 4,164.26
46	208450106030	U S HOME CORPORATION	6594	AGATE TRAIL	1	\$ 4,164.26
47	208450106040	U S HOME CORPORATION	6596	AGATE TRAIL	1	\$ 4,164.26
48	208450106050	U S HOME CORPORATION	6628	AGATE TRAIL	1	\$ 4,164.26
49	208450106060	U S HOME CORPORATION	6670	AGATE TRAIL	1	\$ 4,164.26
50	208450106070	U S HOME CORPORATION	6692	AGATE TRAIL	1	\$ 4,164.26
51	201416701010	ADAM & KRISTINA COOPER	6518	ARCTIC WAY	1	\$ 4,164.26
52	201416701020	US HOME CORPORATION	6516	ARCTIC WAY	1	\$ 4,164.26
53	201416701030	US HOME CORPORATION	6514	ARCTIC WAY	1	\$ 4,164.26
54	201416701040	US HOME CORPORATION	6512	ARCTIC WAY	1	\$ 4,164.26
55	201416702010	STEPHANIE & DOMINIC WARREN	6501	ARCTIC CT	1	\$ 4,164.26
56	201416702020	US HOME CORPORATION	6503	ARCTIC CT	1	\$ 4,164.26
57	201416702030	US HOME CORPORATION	6505	ARCTIC CT	1	\$ 4,164.26
58	201416702040	DUSTIN & MEGAN DELMONICO	6507	ARCTIC CT	1	\$ 4,164.26
59	201416702050	PETER & ANNA WALDVOGEL	6509	ARCTIC CT	1	\$ 4,164.26
60	201416702060	JAMES & STACEY PARKER	6508	ARCTIC CT	1	\$ 4,164.26
61	201416702070	CHRISTOPHER & AMANDA ENSTROM	6506	ARCTIC CT	1	\$ 4,164.26
62	201416702080	US HOME CORPORATION	6504	ARCTIC CT	1	\$ 4,164.26
63	201416702090	WILLIAM & NATASHA KLEINMAN	6502	ARCTIC CT	1	\$ 4,164.26
64	201416702100	US HOME CORPORATION	6533	ALVERNO LN	1	\$ 4,164.26
65	201416702110	PRASANTH RACHAKATLA	6541	ALVERNO LN	1	\$ 4,164.26
66	201416702120	VENKATA ANUMARLAPUDI & BALA CHANDRUPATLA	6555	ALVERNO LN	1	\$ 4,164.26
67	201416702130	US HOME CORPORATION	6567	ALVERNO LN	1	\$ 4,164.26
68	201416702140	US HOME CORPORATION	6573	ALVERNO LN	1	\$ 4,164.26
69	201416702150	MEICAN XIAO & YUN NI	6589	ALVERNO LN	1	\$ 4,164.26
70	201416702160	US HOME CORPORATION	6595	ALVERNO LN	1	\$ 4,164.26
71	201416702170	KHARE PRATEEK & VERMA NEHA	6611	ALVERNO LN	1	\$ 4,164.26
72	201416702180	MANOHAR MAHAJETH & LATA SHAH	6637	ALVERNO LN	1	\$ 4,164.26
73	201416702190	US HOME CORPORATION	6653	ALVERNO LN	1	\$ 4,164.26
74	201416702200	US HOME CORPORATION	6689	ALVERNO LN	1	\$ 4,164.26
75	201416703010	ANTHONY SYLVESTER	6701	ALVERNO CT	1	\$ 4,164.26
76	201416703020	US HOME CORPORATION	6715	ALVERNO CT	1	\$ 4,164.26
77	201416703030	US HOME CORPORATION	6729	ALVERNO CT	1	\$ 4,164.26
78	201416703040	MAHENDRA & BARKHA RAJPUT	6733	ALVERNO CT	1	\$ 4,164.26
79	201416703050	ROBERT & LAURA EMERSON	6745	ALVERNO CT	1	\$ 4,164.26
80	201416703060	DAVID & BRIANA LEEDER	6761	ALVERNO CT	1	\$ 4,164.26

**CITY PROJECT NO. 2015-03
65TH STREET CONSTRUCTION (BETWEEN T.H. 3 AND ARGENTA TRAIL)**

**FINAL ASSESSMENT ROLL
(SORTED BY MAP NO.)**

MAP NO.	PID NO.	OWNER	HOUSE NO.	STREET NAME	NO. OF LOTS	FINAL ASSESSMENT
81	201416703070	US HOME CORPORATION	6779	ALVERNO CT	1	\$ 4,164.26 **
82	201416703080	US HOME CORPORATION	6833	ALVERNO CT	1	\$ 4,164.26 **
83	201416703090	LYNN J KRAM & MARY BREHL	6857	ALVERNO CT	1	\$ 4,164.26 **
84	201416703100	US HOME CORPORATION	6865	ALVERNO CT	1	\$ 4,164.26 **
85	201416703110	US HOME CORPORATION	6871	ALVERNO CT	1	\$ 4,164.26 **
86	201416703120	US HOME CORPORATION	6889	ALVERNO CT	1	\$ 4,164.26 **
87	201416703130	US HOME CORPORATION	6893	ALVERNO CT	1	\$ 4,164.26 **
88	201416703140	US HOME CORPORATION	6905	ALVERNO CT	1	\$ 4,164.26 **
89	201416703150	US HOME CORPORATION	6900	ALVERNO CT	1	\$ 4,164.26 **
90	201416703160	US HOME CORPORATION	6896	ALVERNO CT	1	\$ 4,164.26 **
91	201416703170	ANTHONY & JOAN JAWOR	6892	ALVERNO CT	1	\$ 4,164.26 **
92	201416703180	LONN KOHN	6888	ALVERNO CT	1	\$ 4,164.26 **
93	201416703190	BADRI PAUDEL & SHREEYA ACHARYA	6874	ALVERNO CT	1	\$ 4,164.26 **
94	201416703200	JASON W & NICOLE A GROSZ	6862	ALVERNO CT	1	\$ 4,164.26 **
95	201416703210	RYAN MURPHY	6856	ALVERNO CT	1	\$ 4,164.26 **
96	201416703220	VISHAL LALWANI & ABHILASHA TYAGI	6828	ALVERNO CT	1	\$ 4,164.26 **
97	201416703230	SCOTT IRELAND & DEBRA GONZALEZ	6814	ALVERNO CT	1	\$ 4,164.26 **
98	201416703240	AJEET PANDEY & ASHA SRIVASTAVA	6770	ALVERNO CT	1	\$ 4,164.26 **
99	201416703250	SATHIYA PERUMAL & JEYAPRAKASH THANGARAJ	6752	ALVERNO CT	1	\$ 4,164.26 **
100	201416703260	SEAN P & RACHEL M NYHUS	6736	ALVERNO CT	1	\$ 4,164.26 **
101	201416703270	REBECCA POVARCHUK & DAVID CASTRO	6718	ALVERNO CT	1	\$ 4,164.26 **
102	201416703280	JACOB GOLDBERGER	6704	ALVERNO CT	1	\$ 4,164.26 **
103	201416704010	MARK A & NORA E GOTTLALT	6694	ALVERNO LN	1	\$ 4,164.26 **
104	201416704020	US HOME CORPORATION	1398	66TH ST W	1	\$ 4,164.26 **
105	201416704030	US HOME CORPORATION	1394	66TH ST W	1	\$ 4,164.26 **
106	201416704040	US HOME CORPORATION	1390	66TH ST W	1	\$ 4,164.26 **
107	201416704050	PAVANI & MALLIKARJUN KASAM	1388	66TH ST W	1	\$ 4,164.26 **
108	201416704060	MURALI MOHAN & RAJIT BOMMA	1382	66TH ST W	1	\$ 4,164.26 **
109	201416704070	BENJAMIN L & JULIE STONE	1378	66TH ST W	1	\$ 4,164.26 **
110	201416704080	KEVIN & LAUREN HARRIS	1374	66TH ST W	1	\$ 4,164.26 **
111	201416704090	SHAILAJA & RAGHU GARISHAKURTI	1366	66TH ST W	1	\$ 4,164.26 **
112	201416704100	VENKATA & SIRISHA SOMAGATTA	1362	66TH ST W	1	\$ 4,164.26 **
113	201416705010	MARY SHEEHY	1361	66TH ST W	1	\$ 4,164.26 **
114	201416705020	MICHAEL J & LINDSEY FEESL	1365	66TH ST W	1	\$ 4,164.26 **
115	201416705030	JEFFREY & PATRICIA MAGNUS	1373	66TH ST W	1	\$ 4,164.26 **
116	201416705040	MATTHEW & LYNSEY WILLENBRING	1379	66TH ST W	1	\$ 4,164.26 **
117	201416705050	US HOME CORPORATION	1387	66TH ST W	1	\$ 4,164.26 **
118	201416705060	US HOME CORPORATION	6598	ALVERNO LN	1	\$ 4,164.26 **
119	201416705070	JEREMY ANDREW & LISA KIPPLEY	6592	ALVERNO LN	1	\$ 4,164.26 **
120	201416705080	IMRAN QUADRI SYED	6580	ALVERNO LN	1	\$ 4,164.26 **

CITY PROJECT NO. 2015-03
65TH STREET CONSTRUCTION (BETWEEN T.H. 3 AND ARGENTA TRAIL)

FINAL ASSESSMENT ROLL
(SORTED BY MAP NO.)

MAP NO.	PID NO.	OWNER	HOUSE NO.	STREET NAME	NO. OF LOTS	FINAL ASSESSMENT
121	201416705090	ERIK & SARAG STEINMETZ	6574	ALVERNO LN	1	\$ 4,164.26 **
122	201416705100	ZACHARY S & CARLENE SAMUELSON	6568	ALVERNO LN	1	\$ 4,164.26 **
123	201416705110	US HOME CORPORATION	6556	ALVERNO LN	1	\$ 4,164.26 **
124	201416705120	SINDHUJU TEEGULLA & KIRAN KUMAR NALLA	6542	ALVERNO LN	1	\$ 4,164.26 **
125	201416705130	US HOME CORPORATION	6530	ALVERNO LN	1	\$ 4,164.26 **
126	201416705140	STEPHEN & BETH HOEPPNER	6511	ARCTIC WAY	1	\$ 4,164.26 **
127	201416705150	US HOME CORPORATION	6513	ARCTIC WAY	1	\$ 4,164.26 **
128	201416705160	RAMASAMY & VADIVUKKARISI KRISHNAMURTHY	6515	ARCTIC WAY	1	\$ 4,164.26 **
129	201416705170	BRYAN & ANGELA BRIGNAC	6517	ARCTIC WAY	1	\$ 4,164.26 **
						\$ 961,944.54

* Parcel covered by waiver of assessment appeal up to \$5,273.

**Actual levied amount would be reduced by \$1,893.49 (to \$2,270.78 per lot) due to partial pre-payment by Developer.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Accept and Approve the Comprehensive Annual Financial Report for the Year Ended December 31, 2018, Management Letter and Other Required Report

Meeting Date: May 13, 2019
 Item Type: Regular Agenda
 Contact: Shannon Battles, 651-450-2488
 Prepared by: Shannon Battles, Interim Finance Director
 Reviewed by: N/A

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

To accept and approve the Comprehensive Annual Financial Report (CAFR), Management Letter and Other Required Report for the year ended December 31, 2018.

SUMMARY

Each year the City contracts with an independent Certified Public Accounting firm to audit the City's Comprehensive Annual Financial Report. Abdo, Eick & Meyers, LLP (AEM) performed the audit for the 2018 CAFR. This is AEM's sixth year auditing the City. They have issued an unqualified (clean) opinion on the City's financial statements. This is the highest form of assurance a Certified Public Accounting Firm can issue. Printed copies of the CAFR, Management Letter and Other Required Report will be provided to Council Members and a public copy will be available at City Hall.

In reviewing the CAFR, I suggest reading the Letter of Transmittal which begins on page 10 in the Introductory Section of the report, Management's Discussion and Analysis (MD&A which begins on page 27 in the Financial Section of the report, and the Notes to the Financial Statements which begin on page 61 in the Financial Section in the report.

Brad Falteysek from Abdo, Eick & Meyers, LLP was present at the May 6, 2019 work session to review the reports and answer questions.

We will be submitting the CAFR to the Government Finance Officers Association for the Certificate of Achievement for Excellence in Financial Reporting. This will be the 32nd year that we have participated in this program. We will also put the CAFR on the City's website.

A special thanks to the Finance Department staff and all departments for their assistance in preparing for the audit and completion of the CAFR.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Application for Chicken License –

Meeting Date: May 13, 2019
 Item Type: Regular
 Contact: 651-450-2491
 Prepared by: Nicole Cook
 Reviewed by: Dennis Haugland

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 application for chicken license for property located at 3321 68th St E.

SUMMARY:

An application was submitted by Megan Quigley for a chicken license to keep a total of five (5) chickens on the property. One (1) written objection was received within the ten (10) day response period. The complainant states they do not wish to have chickens next door. Staff requested more specific information on what the concern was, but none was received. The objection letter is attached for your review.

An inspection was performed. Because the license has not yet been approved, the coop has not been installed.

Council is asked to review the application and determine if the license should be approved.

**CITY OF INVER GROVE HEIGHTS
NOTICE OF PENDING ACTION
RE: CHICKEN LICENSE APPLICATION**

To: Property owners contiguous to and directly abutting the property located at:
3321 68th St E

Response Deadline: **April 29, 2019**

Applicant: Megan Quigley

Location: 3321 68th St E

Request(s):

The applicant is seeking a chicken license to keep five (5) chickens. The chickens are proposed to be kept on the property in accordance with the regulations set forth by Inver Grove Heights City Code, Title 5, Chapter 4, Section 2. An inspection of the property will be conducted by the Code Compliance Specialist to ensure the plans and specifications are in compliance with the regulations set forth in the City Code.

Notice to property owners regarding the above request is required by Inver Grove Heights City Code, Title 5, Chapter 4, Section 2.

The Code Compliance Specialist will consider administrative approval of the above request if no objections are received, in writing, by the close of business on Monday, April 29, 2019.

If a written objection is received by the deadline, the application will be sent to the City Council for a final decision on May 13 at 7:00 pm in the City Council Chambers at City Hall.

How to Participate: You may submit a written objection prior to the deadline (Monday, April 29th) to the Rental and Code Compliance Coordinator:

1. By mail: 8150 Barbara Ave., Inver Grove Heights, MN 55077

OR

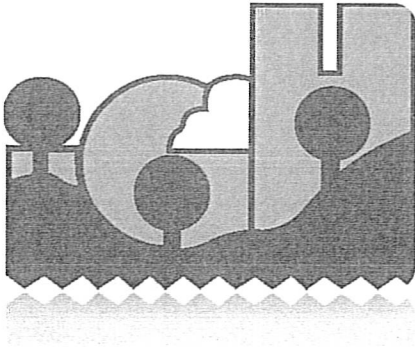
2. By E-mail to Nicole Cook at ncook@invergroveheights.org

Questions: Call the Rental and Code Compliance Coordinator at (651) 450-2491

City of Inver Grove Heights
Mailing date: April 19, 2019

Nicole Cook, Code Compliance Specialist

Jesher ✓
Stelle ✓



City of Inver Grove Heights
CHICKEN LICENSE APPLICATION

License Period: 3/1/19– 2/28/21

Cost = \$25

Section 1: Site/Applicant/Property Owner Information

1. Site Address: 3321 68th St. E

2. Applicant Name: Megan Quigley

Applicant Address: 3321 68th St. E Inver Grove Heights, MN 55076
Zip Code

3. Daytime Phone: (952) 465-8817 Evening Phone: () same

4. Applicant E-mail: Quigley086@umn.edu

5. Property Owner Name: Megan Quigley

Address: 3321 68th St. E IGH, MN 55076
Street City State Zip Code

Property Owner Signature: _____
(if different from applicant)

The above referenced property's Homeowner's Association rules, if any, do not prohibit the keeping of chickens on the property (please initial):

_____ Yes _____ No MQ X Not Applicable

Notice and Applicant Signature

I declare that the information I have provided on this application is truthful, and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Inver Grove Heights to investigate and make whatever inquiries are necessary to verify the information provided.

x Mylozz

Applicant Signature

Date:

4.17.2019

For Office Use Only:

Application Received: _____ By: _____ Fee Paid: _____

Property Owner Notification Sent: _____

Deputy Clerk Review:

Review Date: _____ Property Owner Notification Sent: _____

Comments: _____

Approve: _____

Deny: _____

Code Compliance Specialist Review:

Review Date: _____ Staff: _____

Comments: _____

City Council Review (if required)

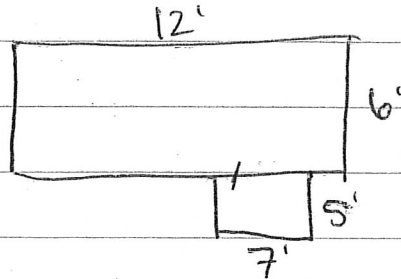
Council Action Date: _____

Comments/Additional Conditions:

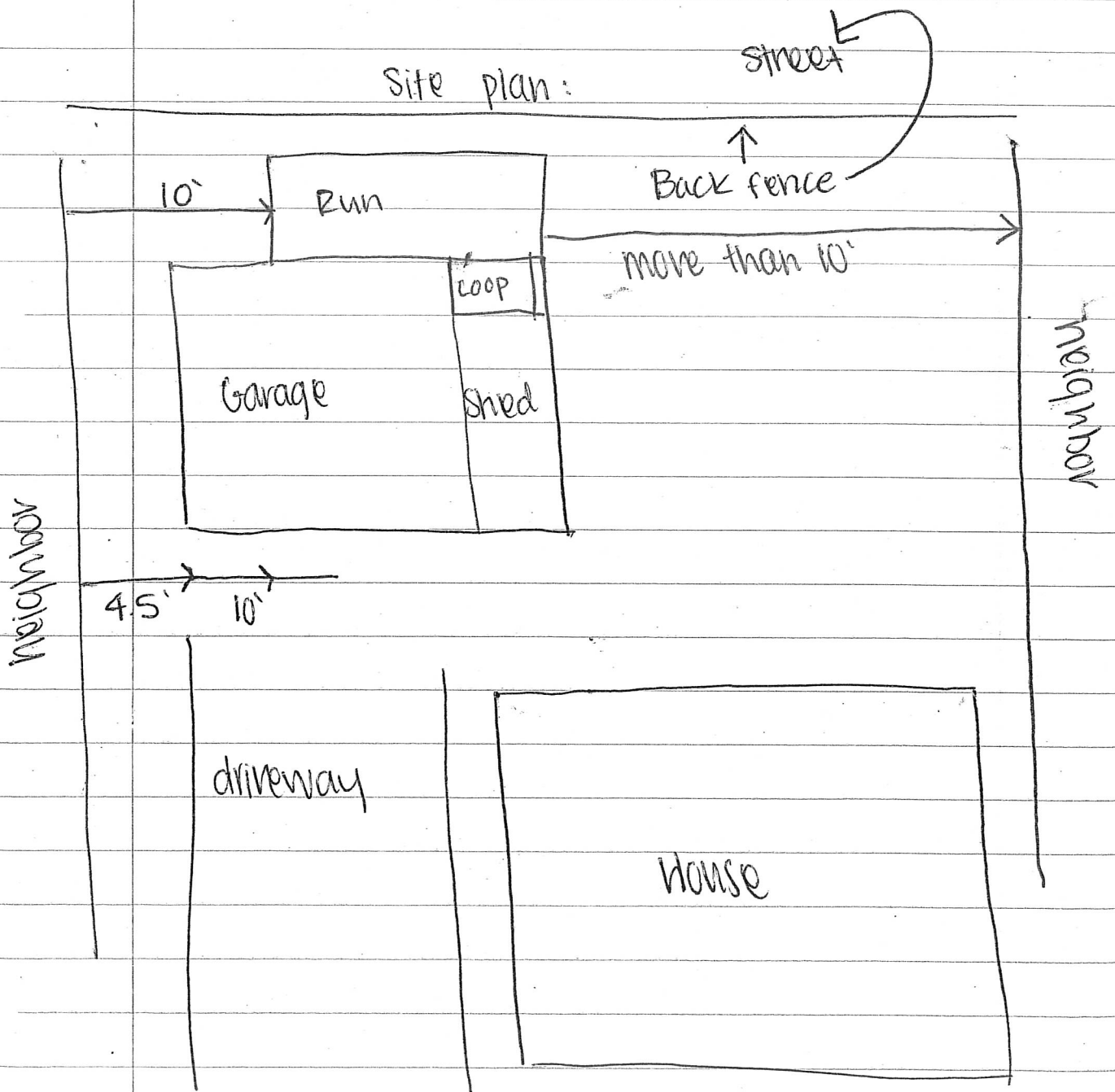
Approve: _____

Deny: _____

Coop & Run design:



Site plan:





4-23-2019

Regarding the letter about
Meghan Quigley wanting to have 5
chickens on her property at 3321-68th E

We live on 3307-68th ST E and
we do not wish to have chickens
next door.

Robert & Gloria Hester
3307-68th ST E
2014 MN 55076



4-29-19

Dear Mr. and Mrs. Leshar,

Thank you for your letter concerning the chicken license application submitted by Megan Quigley for property located at 3321 68th St E.

Because an objection has been received, the item will be going before City Council on Monday, May 13th for their approval or denial.

I am hoping to get a bit more information from you regarding your concerns with the applicant having chickens and specifically what those concerns are. I am hoping that information will help the council to make a more informed decision.

Please submit any additional comments to me no later than Monday, May 6th. This can be done through the mail or by e-mail.

Thank you for your time.

Sincerely,



Nicole Cook
Rental and Code Compliance Coordinator
ncook@invergroveheights.org
651-450-2491

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Resolution Awarding Contract to Danner Inc. for the 2019 Improvement Program, City Project No. 2015-03 – 65th Street Roadway and Drainage Improvements and City Project No. 2018-03– NWA Trunk Watermain Improvements - 65th Street Loop (Phase IV of 2015-12) from Agate Trail to Alverno Lane

Meeting Date: May 13, 2019
 Item Type: Regular
 Contact: Thomas J. Kaldunski, 651.450.2572
 Prepared by: Thomas J. Kaldunski, City Engineer
 Reviewed by: Scott D. Thureen, Public Works Director

SDT

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Consider resolution awarding contract to Danner, Inc. for the 2019 Improvement Program, City Project No. 2015-03 – 65th Street Roadway and Drainage Improvements and City Project No. 2018-03– NWA Trunk Watermain Improvements - 65th Street Loop (Phase IV of 2015-12) from Agate Trail to Alverno Lane.

SUMMARY

Action to award the contract will be considered after the Council conducts the assessment hearing and considers action to levy the assessments on City Project No. 2015-03 as a separate agenda item. Bids for City Project Nos. 2015-03 and 2018-03 were opened on April 15, 2019. Ten bids were received with Danner Inc. being the low bidder at \$1,743,504.50. The engineer's estimate was \$2,650,000. City Project No. 2018-03 is a 16" trunk watermain funded by NWA Water Fund and no assessments are planned for the watermain project.

Contractor	Addendum No. 1 Acknowledged	5% Bid Bond	Base Bid
Danner, Inc.	Yes	Yes	\$1,743,504.50
Park Construction	Yes	Yes	\$1,807,111.93
S.M. Hentges & Sons, Inc.	Yes	Yes	\$1,846,897.10
Max Steininger, Inc.	Yes	Yes	\$2,025,650.66
Ryan Contracting	Yes	Yes	\$2,041,036.14
Kuechle Underground, Inc.	Yes	Yes	\$2,055,993.48
Meyer Contracting	Yes	Yes	\$2,061,408.89
EJM Pipe Services	Yes	Yes	\$2,068,432.60
Eureka Construction	Yes	Yes	\$2,158,896.87
Miller Excavating	Yes	Yes	\$2,599,224.34

I recommend adopting the attached resolution awarding contract to Danner, Inc. for the 2019 Improvement Program, City Project No. 2015-03 – 65th Street Roadway and Drainage Improvements and City Project No. 2018-03– NWA Trunk Watermain Improvements - 65th Street Loop (Phase IV of 2015-12) from Agate Trail to Alverno Lane.

TJK/kf

Attachments: Resolution

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

**RESOLUTION AWARDING CONTRACT TO DANNER, INC. FOR THE 2019 IMPROVEMENT
PROGRAM, CITY PROJECT NO. 2015-03 – 65TH STREET ROADWAY AND DRAINAGE
IMPROVEMENTS AND CITY PROJECT NO. 2018-03– NWA TRUNK WATERMAIN IMPROVEMENTS -
65TH STREET LOOP (PHASE IV OF 2015-12) FROM AGATE TRAIL TO ALVERNO LANE**

RESOLUTION NO. _____

WHEREAS, bids were opened on April 15, 2019 for the 2019 Improvement Program, City Project No. 2015-03 – 65th Street Roadway and Drainage Improvements and City Project No. 2018-03– NWA Trunk Watermain Improvements - 65th Street Loop (Phase IV of 2015-12) from Agate Trail to Alverno Lane.

WHEREAS, the City received ten bids for City Project No. 2015-03 and 2018-03 as summarized below:

Contractor	Addendum No. 1 Acknowledged	5% Bid Bond	Base Bid
Danner, Inc.	Yes	Yes	\$1,743,504.50
Park Construction	Yes	Yes	\$1,807,111.93
S.M. Hentges & Sons, Inc.	Yes	Yes	\$1,846,897.10
Max Steining, Inc.	Yes	Yes	\$2,025,650.66
Ryan Contracting	Yes	Yes	\$2,041,036.14
Kuechle Underground, Inc.	Yes	Yes	\$2,055,993.48
Meyer Contracting	Yes	Yes	\$2,061,408.89
EJM Pipe Services	Yes	Yes	\$2,068,432.60
Eureka Construction	Yes	Yes	\$2,158,896.87
Miller Excavating	Yes	Yes	\$2,599,224.34

WHEREAS, the City will conduct its assessment hearing for City Project No. 2015-03 and consider awarding a contract following the assessment hearing scheduled for the May 13, 2019 Council meeting; and

WHEREAS, City Project No. 2018-03 is a 16" trunk watermain improvement and is funded by Northwest Area fees collected at the time of development and no assessments are planned for this project.

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

1. The contract for the 2019 Improvement Program, City Project No. 2015-03 – 65th Street Roadway and Drainage Improvement and City Project No. 2018-03 – NWA Trunk Watermain Improvements – 65th Street Loop (Phase IV of 2015-012) from Agate Trail to Alverno Lane is hereby awarded to Danner, Inc. in the base bid amount of \$1,743,504.50.
2. The projects are funded through Special Assessments, Municipal State Aid Funds, NWA Storm Water Fund, and NWA Water Fund.

Adopted by the City Council of Inver Grove Heights, Minnesota this 13th day of May 2019

AYES:

NAYS:

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Resolution Accepting Proposal for Professional Engineering Services for City Project No. 2018-03 – NWA Trunk Watermain Improvements (65th Street Loop) Agate Trail to Blackstone Ridge and City Project No. 2015-03 – 65th Street Roadway and Drainage Improvements

Meeting Date: May 13, 2019
 Item Type: Regular
 Contact: Thomas J. Kaldunski, 651-450-2572
 Prepared by: Thomas J. Kaldunski, City Engineer
 Reviewed by: Scott D. Thureen, Public Works Director

SAI

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Consider resolution accepting proposal for professional engineering services for City Project No. 2018-03 – NWA Trunk Watermain Improvements (65th Street Loop) Agate Trail to Blackstone Ridge and City Project No. 2015-03 – 65th Street Roadway and Drainage Improvements.

SUMMARY

On January 14, 2019, City Project Nos. 2018-03 and 2015-03 were ordered. Council approved acquisition services for both projects and those acquisitions have been progressing. On January 14, 2019, Council approved plans and specifications and authorized advertisement for bids for both projects.

On April 15, 2019, the City opened bids for City Project No. City Project No. 2018-03 and City Project No. 2015-03. The Council will conduct the Assessment Hearing, consider levying the assessments, and award of contract as separate actions on this agenda.

WSB has been the consultant working on these two projects and they are in our engineering consulting pool. Due to their experience and familiarity with these two projects and the intersection (City Project No. 2017-24), the City requested a proposal for professional engineering services. These services are to include: contract administration, construction inspection, surveying, materials testing, and environmental compliance services. Construction start date for these two projects is tentatively scheduled for June 1, 2019. The estimated cost of these professional engineering services is \$239,708.00. The consultant cannot exceed the estimated amount without Council approval. Funding will come from Municipal State Aid Funds, NWA Water and Storm Water Funds and special assessments. The Engineering Division will also be providing some construction inspection services on these two projects.

I recommend approval of the resolution authorizing the City to enter into an agreement with WSB in the amount of \$239,708.00 for professional engineering services for City Project No. 2018-03 – NWA Trunk Watermain Improvements (65th Street Loop) Agate Trail to Blackstone Ridge and City Project No. 2015-03 – 65th Street Project Roadway and Drainage Improvements.

TJK/kf

Attachments: Resolution
 WSB Proposal

**DAKOTA COUNTY
INVER GROVE HEIGHTS, MINNESOTA**

**RESOLUTION ACCEPTING PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES FOR
CITY PROJECT NO. 2018-03 – NWA TRUNK WATERMAIN IMPROVEMENTS (65TH STREET LOOP)
AGATE TRAIL TO BLACKSTONE RIDGE AND CITY PROJECT NO. 2015-03 – 65TH STREET
ROADWAY AND DRAINAGE IMPROVEMENTS**

RESOLUTION NO. _____

WHEREAS, on January 14, 2019, City Project Nos. 2018-03 and 2015-03 were ordered; and

WHEREAS, on January 14, 2019, Council approved plans and specifications and authorized an ad for bid for City Project Nos. 2018-03 and 2015-03; and

WHEREAS, staff requested a proposal from WSB for professional engineering services for City Project Nos. 2018-03 and 2015-03. WSB is part of the City's engineering consultant pool and WSB has experience and expertise working on City Project Nos. 2017-03, 2017-24, 2018-03 and 2015-03; and

WHEREAS, WSB submitted a professional engineering services proposal in an amount not to exceed \$239,708.00. The professional engineering services will include contract administration, construction inspection, surveying, materials testing, and environmental compliance services.

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

1. The proposal from WSB for professional engineering services in the amount of \$239,708.00 for City Project No. 2018-03 – NWA Trunk Watermain Improvements (65th Street Loop) Agate Trail to Blackstone Ridge and City Project No. 2015-03 – 65th Street Roadway and Drainage Improvements is accepted.
2. Funding for the work will be provided from Municipal State Aid Funds, NWA Water Fund 511, NWA Storm Water Fund 448, and special assessments.

Adopted by the City Council of Inver Grove Heights this 13th day of May 2019

AYES:

NAYS:

George Tourville, Mayor

ATTEST:

Michelle Tesser, City Clerk



April 5th, 2019

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

Re: Contract Administration, Construction Inspection, Surveying, Materials Testing, and Environmental Compliance Services for the 65th Street & Utility Improvements in Inver Grove Heights, Minnesota.

Dear Mr. Kaldunski:

WSB is pleased to present a proposal for professional services. This proposal will define our scope of work and provide you with an estimated cost for the project services requested.

Project Understanding

It is our understanding that the City of Inver Grove Heights is seeking services of an engineering firm to perform Contract Administration, Construction Inspection, Materials Testing, and Surveying Services for the 65th Street & Utility Improvements Project. This section of roadway will include grading, bituminous, bituminous trail, watermain, and storm sewer.

Proposed Services

Point of Contact

Craig Alberg will be the main point of contact for our team and will oversee the contract and ensure the work tasks are being delivered. Craig will manage the budget and ensure quality, integrity and customer service is being delivered to the standards established as part of the WSB Way of doing business. Craig will communicate with the City regularly to make certain a high-quality product and service is being delivered by the members of the WSB Team. As a Project Manager for WSB, Craig has the authority to authorize and deliver on needs the City may request related to staff or resources.

Contract Administration

Craig will oversee all aspects of the Contract Administration as described in the attached cost breakdown and he will be available during important portions of the roadway construction to provide experience and knowledge regarding proper construction techniques that meet all the necessary standards. We will ensure all documentation is completed to the requirements of State and Federal Aid standards.

Craig will also be responsible for providing coordination with the contractor, the utility companies, and project personnel. All shop drawings, material and suppliers will be reviewed for compliance with the plans and specifications by our design support staff.

The project documentation that will be completed as part of these services will include but not be limited to:

- Change in Construction Status
- Authorizations to Proceed with Contract Changes
- Daily and Weekly Diaries
- Material Certification Forms
- Field monitoring of labor compliance
- All items required for State Aid acceptance and project close-out.

Construction Inspection Services

WSB will provide a full-time observer on-site during the duration of the project. This proposal assumes a 13-week construction duration. The proposal assumes that our lead observer will be on-site as necessary for 50 hours a week to oversee the construction and coordinate with the City inspectors for the entire 13-week project duration. The proposal also assumes 80 hours for the final closeout documentation and 40 hours for the final walkthrough. Any changes to the duration of the project during Construction stage will require an amendment to the budget for construction services.

It is assumed the construction start date will be on or before June 3rd, 2019 or within eight calendar days after the notice of contract approval, whichever is later. The project will require a substantial completion date of August 31, 2019. Final Completion and punch list items are to be completed by September 16th, 2019.

The construction inspector's responsibilities on the project would include the following:

- Monitor Contractor for Compliance with Plans and Specifications
- Track Quantities and Material Certifications
- Review Equal Employment Opportunity and Labor Compliance requirements
- Coordinate Surveying and Staking
- Coordinate with utilities and the Contractor for utility relocations
- Coordinate Material Sampling and Testing to ensure compliance to the Schedule of Material Controls.
- Coordinate Shop Drawing submittals and Design Issues with Engineer
- Monitor conformance with all applicable permit requirements
- Ensure compliance to City construction practices and design standards.
- Coordinate with City personnel on construction activities as needed.
- Inspect Traffic Control and Public Safety.
- Project documentation

Survey

WSB will provide survey support for this project and have provided a two-person survey crew to address staking needs on the project. WSB's Survey Group is comprised of veteran crews that have extensive experience staking roadway and bridge projects. Our crews are led by NSPS-ACSM Level III certified crew chiefs that are supported by an experienced instrument person.

Our registered land surveyor is also available to provide survey computation to the field staff with any necessary support.

Engineering Services Fee

We are proposing to complete the work on a cost-reimbursable basis in accordance with our current fee schedule, and in accordance with our existing 'Agreement for Professional Services' with the City of Inver Grove Heights.

Listed below is a summary of the cost not to exceed amount as determined by the attached scope of services to be provided by WSB.

Construction Administration, Inspections, Materials Testing, and Surveying	\$ 239,708.00
--	---------------

TOTAL AMOUNT

\$ 239,708.00

If this proposal is acceptable, please execute the signature block below and return as our authorization to proceed.

Please give me a call at 763-286-6141 if you have any questions. Thank you.

Sincerely,

WSB & Associates, Inc.

Gregory

Craig Alberg, PE
Project Manager

ACCEPTED BY:

The City of Inver Grove Heights, MN

Signature: _____

Name: _____

Title:

Date: _____

WSB & Associates Inc.
ESTIMATE OF COST - 65th Street & Utility Improvements
SAP 178-129-002

Grading, Bituminous, Watermain, & Storm Sewer

City of Inver Grove Heights, Minnesota

City Project No. 2015-03, 2018-03, WSB Project No. 1702-260

	Contract No		Project Manager / Project Engineer	Project Supervisor / Lead Inspector	State Aid Labor Compliance	Senior Survey Technician	Two Person Survey Crew	Environmental Compliance	Clerical	Total Hours	Cost
WORK TASK	Description										
A	PROJECT MANAGEMENT										
	Project Management	20	13							20	\$1,000.00
	Public Involvement & Coordination (City)									13	\$1,500.00
B	CONTRACT ADMINISTRATION										
	Pre-Construction Conference	4	3						16	7	\$900.00
	Weekly Meeting (Assume 13 meetings)	39	13							68	\$8,852.00
	Labor Compliance	4	13	52						69	\$7,178.00
	Documentation Review		13							26	\$3,640.00
	Contract Administration/ Change Orders (City)	13	6						6	19	\$2,442.00
	Monthly Pay Estimates (City)		13						8	14	\$1,436.00
	Materials Certification	8	13							21	\$2,890.00
	Materials Certification Summary	8	13							21	\$2,890.00
	Final Documentation	20	80	8					8	116	\$14,808.00
C	CONSTRUCTION INSPECTION SERVICES										
	Pre-Project Inspection/ Removal Measurements		12							12	\$1,560.00
	Full Time Construction Inspection (13 Weeks)		650							650	\$84,500.00
	Traffic Control Inspection / Road Roads		8							8	\$1,040.00
	Construction Staking & Coordination				12					12	\$1,440.00
	Punchlist / Final Inspection (City)		18							18	\$2,340.00
	As-built / Warranty Inspections	6	22			24				52	\$8,320.00
D	ENVIRONMENTAL										
	Weekly NPDES Inspections							52		52	\$4,264.00
	On Site Documentation							13		13	\$1,600.00
	Post Rain Event Inspections							12		12	\$1,440.00
	Permit Consultation							6		6	\$744.00
	SWPPP Design							4		4	\$492.00
	Agency Coordination							16		16	\$1,312.00
	Training & Employee/Subcontractor Communication							8		8	\$658.00
	Monthly Audits / Quarterly Review							2		2	\$164.00
E	SURVEY										
	Survey coordination/computations		18			45				63	\$7,740.00
	Construction staking						210			210	\$39,900.00
	As-built Survey		24			24				48	\$7,680.00
F	MATERIALS										
	Testing Documentation	6	12							18	\$2,460.00
	Concrete Field Testing Coordination/ Review	2	8							10	\$1,340.00
	Grading & Base Field Testing Coordination/ Review	2	8							10	\$1,340.00
	Bituminous Field Testing Coordination/ Review	2	8							10	\$1,340.00
Assume 13 weeks of Environmental Inspection, and 6 post rain event inspections. Allow for 2 weeks of project closure in winter and 1 week of punchlist and warranty work the following year.											
Assume 13 weeks construction, 5 days per week, 10 hours per day for audit for inspection.			147	955	60	57	258	113	38	1582	
Total Hours											
Weekly Costs			150.00	130.00	94.00	120.00	190.00	82.00	83.00		
WSH SALARY COSTS			\$22,950.00	\$124,150.00	\$5,640.00	\$6,840.00	\$49,020.00	\$9,266.00	\$3,116.00		\$220,087.00
Material Testing											\$19,626.00
TOTAL PROJECT COST											\$239,708.00